

**HANDBOOK**

**AND POLICIES OF THE**

**KENTUCKY ASSOCIATION**

**OF**

**FAMILY & CONSUMER**

**Sciences**

**July 2011**



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## **Principles of Professional Practice (Code of Ethics)**

**Preamble:**

These principles are intended to aid members of the American Association of Family and Consumer Sciences individually and collectively in maintaining a high level of ethical conduct. They are guidelines by which a member may determine the propriety of conduct in relationships with clients, with colleagues, with members of allied professions and with various publics.

A member of the family and consumer sciences profession and of the AAFCS shall:

Maintain the highest responsible standard of professional performance, upholding confidentiality and acting with intelligence, commitment, and enthusiasm.

Fulfill the obligation to continually upgrade and broaden personal professional competence.

Share professional competence with colleagues and clients, to enlarge and continue development of the profession.

Support the objectives of the KAFCS/AAFCS and contribute to its development through informed, active participation in its programs.

Advance public awareness and understanding of the profession.

Maintain a dedication to enhancing individual and family potential as a focus for professional efforts.

Approved by the Assembly of Delegates of the American Home Economics Association (AHEA), June 28, 1981. Complete document available at [www.aafcs.org/about/ethics.html](http://www.aafcs.org/about/ethics.html)

Note: AHEA officially changed its name to the American Association of Family and Consumer Sciences (AAFCS) at the national meeting in San Diego, CA in 1994.

## KAFCS Officer Duties

### **President**

- Executive Board
- Executive Committee
- Deputy Treasurer
- Budget/Finance Committee
- AAFCS Senate
- AAFCS Affiliates Unit

### **President-elect**

- Executive Board
- Executive Committee
- KAFCS Annual Meeting Committee
- Chair of AAFCS Development Committee
- Chair of sales at AAFCS Annual Meeting
- Budget/Finance Committee
- Scholarship Selection

### **Immediate Past President**

- Executive Board
- Executive Committee (without vote)
- Codify all KAFCS policies
- Parliamentarian
- Chair of Nominating Committee

### **Secretary**

- Executive Board
- Executive Committee
- Chair of Minutes Review Committee
- Chair of History Committee
- Record bylaw and policy revisions
- Preserve history of Association

### **Treasurer**

- Executive Board
- Executive Committee
- Chair of Budget/Finance Committee
- Deposit and disperse Association funds
- Monitor all fiscal activities of Association including those of executive secretary

### **Vice President Professional Development**

- Executive Committee
- Executive Board
- Chair of KAFCS Annual Meeting
- Annual Meeting Local Arrangements
- Annual Meeting Program
- Research
- Certification
- Scholarship Funding

### **Vice President Membership**

- Executive Committee
- Executive Board
- Awards and Recognition
- Bylaws, Policies, and Handbook
- Membership/Recruitment

### **Vice President Program Planning and Public Relations**

- Executive Committee
- Executive Board
- Affiliate Action Plan
- Legislation/Resolutions
- Related Organizations
- Public Relations and Marketing

### **Executive Secretary**

- Executive Board (without vote)
- Executive Committee (without vote)
- Serve as liaison among national headquarters, state officers and members
- Oversees administration of KAFCS at the discretion of the Executive Committee.

## **Executive Board**

President  
President-elect  
Vice President Professional Development  
Vice President Membership  
Vice President Program Planning and Public Relations  
Secretary  
Treasurer  
Immediate Past President  
Student Unit Chair  
\*Student Unit Advisor  
\*Executive Secretary

## **Executive Committee**

President  
President-elect  
Vice President Professional Development  
Vice President Membership  
Vice President Program Planning and Public Relations  
Secretary  
Treasurer  
\*Immediate Past President  
\*Executive Secretary

**\* Without vote**

## **President**

Term of office: One year -- assume office June 1

Chair of:       Executive Board  
                  Executive Committee

Member of:    Budget/Finance Committee  
                  AAFCS Senate  
                  AAFCS Affiliates Unit

### **Duties and Responsibilities:**

1. With the approval of the Executive Committee, appoint--
  - a. Members to fill unexpired terms in case of vacancies in elective offices not otherwise provided for in the bylaws,
  - b. At least three members to an Auditing Committee to audit the treasurer's records.
  - c. Committee members as needed, and
  - d. Senators to AAFCS Senate if vacancies occur.
2. Approve, in consultation with each vice president, the appointment of chairs of standing committees.
3. Be the chief executive officer of the Association and give general supervision and leadership to organizational policies and programs.
4. Be the official spokesperson for the Association.
5. Serve on the Budget/Finance Committee.
6. Serve as the deputy treasurer and sign all orders for disbursement of Association funds.
7. Be a member of the AAFCS Senate, be the official representative of the KAFCS to the AAFCS Senate, and report on these meetings to the State Executive Board.
8. Serve as liaison officer with AAFCS.
9. Contribute a "President's Message" to each issue of the newsletter.
10. Along with the out-going president, choose the date and time of the spring/summer board meeting as near as possible to June 1.
11. Attend Affiliates Unit meetings at AAFCS and at other times as called by the AAFCS Vice president for Affiliates, as funding is available.
12. Appoint ad hoc committees as deemed necessary by any of the vice presidents.

## **President-Elect**

Term of Office: One-year term – assume office June 1

Chair of:       AAFCS Development Committee  
                  Product Sales at AAFCS Annual Meeting

Member of:    Executive Board  
                  Executive Committee  
                  KAFCS Affiliate Action Plan  
                  AAFCS Affiliates Unit  
                  AAFCS Senate  
                  Budget/Finance Committee  
                  KAFCS Annual Meeting Committee

### **Duties and Responsibilities:**

1. Fill the unexpired term of the president if a vacancy occurs.
2. Preside in the absence of the president.
3. Become familiar with the operation and administration of the Kentucky Association of Family and Consumer Sciences by becoming thoroughly familiar with the bylaws, the KAFCS handbook, and the proceedings of the KAFCS.
4. Keep in touch with the president on policies that may affect KAFCS during the future term of office as president.
5. Complete other duties of president-elect for the Annual Meeting as stated in the KAFCS Annual Meeting Manual.
6. Secure funding for the scholarship program and make recommendations to the executive . Board.
7. Inform colleges and universities of the scholarship program, serve as chair of a screening Committee to select recipients and make recommendations to the board.
8. Choose date and place for the KAFCS Annual Meeting. The annual meeting shall be held in Lexington at a location chosen by the president-elect and approved by the board.

**President-Elect Duties and Responsibilities continued**

9. Select a gift (considering one which can be engraved) to be presented to the outgoing President as he/she relinquishes the office of president. KAFCS pays for the gift. It may be presented at the KAFCS Annual Meeting or the June board meeting.
10. Present president-elect's "challenge" at the KAFCS Annual Meeting. The "challenge" is printed in the spring issue of the newsletter.
11. Serve as liaison to website host.
12. Attend the AAFCS Leadership Conference, if possible.
13. Serve as chair of the AAFCS Development Committee and collect funds at the annual Meeting.
14. Submit articles to the KAFCS newsletter as needed.

## **Immediate Past President**

Term of Office: One year – assume office June 1. In case of a vacancy in the office of immediate past president, the president, with the approval of the Executive Board, appoints a former past president to fill the unexpired term.

Chair of: KAFCS Nominating Committee

Member of: KAFCS Executive Board (with voting rights)  
KAFCS Executive Committee (without voting rights)

### **Duties and Responsibilities:**

1. Review and provide leadership for updates of the handbook and policies for the organization.
2. Serve as consultant to the Executive Committee, the Executive Board and, upon request, to the KAFCS Pre-Professional/Graduate Students section officers.
3. Serve as parliamentarian:
  - Attend all board meetings and business meetings of the association.
  - Become familiar with the bylaws of both AAFCS and KAFCS.
  - Monitor all parliamentary procedures of the board and the business sessions of the Association.
  - Have available at board and annual meetings a copy of *Robert's Rules of Order* and the bylaws.
  - Serve as timekeeper at business sessions when deemed advisable by the presiding officer.
  - Make decisions based on accurate information. These decisions shall be final.

## **Vice President Professional Development**

Term of Office: Two years -- assume office June 1 in odd numbered years following the election.

Member of: KAFCS Executive Committee  
KAFCS Executive Board

### **Duties and Responsibilities:**

1. Appoint a chair for each of the following committees:
  - Annual Meeting Program Committee (serves for one year), which shall study the AAFCS and state plans of work and plan the program for the annual meeting.
  - Annual Meeting Local Arrangements Committee (serves for one year), which shall arrange for meeting space, facilities, meals, hotel accommodations, etc.
  - Research Committee, which shall publicize call for research papers, select and notify research session participants of the annual meeting.
  - Certification, which shall arrange for PDUs and promote certification.
2. Present a tentative annual meeting program to the fall or winter meeting of the Board, working with the Annual Meeting Program and Annual Meeting Chairpersons.
3. Work with Certification Coordinator (Certification Chair) to provide up-to-date information on PDU credits and the process of certification.
4. Serve as advisor to the above committee chairs and assist in setting up guidelines for a plan of work for each committee.
5. Receive and review reports from committee chairs concerning their activities and present a written report at each board meeting.
6. Plan and carry out Fall Leadership Conference.

## Vice President Membership

Term of Office: Two years -- assume office June 1 in even numbered years following the election.

Member of: KAFCS Executive Committee  
KAFCS Executive Board

### **Duties and Responsibilities:**

1. Appoint a chair for each of the following committees:
  - Bylaws Committee, which shall propose and revise amendments and changes as needed to the bylaws, policies and handbook of the Association.
  - Membership/Recruitment, which shall promote membership, interpret policies in regard to membership, investigate non-renewed memberships, and encourage recruitment of pre-professional/graduate students.
  - Awards and Recognition Committee, which shall oversee the selection of all awards and recognition to be presented at the annual meeting. (See KAFCS.com website.)
2. Serve as advisor for the above committees and assist in setting up guidelines for a plan of work for each committee.
3. Receive and review reports from committee chairs concerning their activities before each Executive Board meeting and present a written report at the board meeting.

*Officer*

## Vice President Program Planning and Public Relations

Term of Office: Two years -- assume office June 1 in even numbered years following the election.

Member of: KAFCS Executive Committee  
KAFCS Executive Board

### **Duties and Responsibilities:**

1. Appoint a chair for each of the following committees:
  - Affiliate Action Plan Committee, which shall study the AAFCS Strategic Plan/Action Plan of and develop an action plan for KAFCS that coordinates with the national strategic plan.
  - Resolutions Committee, which shall review all proposed resolutions together with supporting research.
  - Public Relations and Marketing Committee, which shall review, interpret and publicize KAFCS, the profession, and promoting KAFCS merchandise.
  - Public Policy Committee, which shall review legislation that may affect members of the family and consumer sciences profession at the state and national level and advise appropriate action.
  - Action groups, which shall be formed as needed to address timely issues and concerns of the profession.
  - Appoint KAFCS member to serve on FCCLA Advisory Board that has had or has responsibility for FCCLA at the local or state level.
2. Serve as advisor for the above committee chairs and assist them in setting up guidelines for plans of work for their committees.
3. Receive and review reports from committee chairs concerning their activities before each Executive Board meeting and present a written report at the board meeting.

## **Secretary**

- Term of Office: Two years -- assume office June 1 in odd numbered years following the election.
- Chair of: History Committee  
Minutes Review Committee
- Member of: KAFCS Executive Board  
KAFCS Executive Committee  
Bylaws, Policy, and Handbook Committee

### **Duties and Responsibilities:**

1. Record all minutes of the Executive Board, Executive Committee, and the annual business meeting of the Assembly of Members.
2. Distribute minutes to Minutes Review Committee for input; make any adjustments.
3. Prepare final copy of the minutes and submit to executive secretary for distribution to the Board, Executive Committee and/or Association membership.
4. Preserve all minutes during term of office.
5. Keep records to document the ongoing history of the Association. Provide a written compilation each year. A complete update of the history shall be published every 20 years.
6. Maintain a record of bylaw and policy revisions as submitted by the bylaws, policies and handbook chair.

## **Treasurer**

Term of Office:	Two years -- assume office June 1 in even-numbered years following the election.
Chair of:	Budget/Finance Committee
Member of:	KAFCS Executive Board KAFCS Executive Committee

### **Duties and Responsibilities:**

1. Prepare and present the proposed annual balanced budget to the Executive Board.
2. Maintain all financial records and submit written reports at each board meeting and to the membership at the annual meeting.
3. Be bonded by a company selected by the Executive Committee.
4. If the treasurer is unable to act, the deputy treasurer (president) will act for the treasurer.
5. Provide for annual audit by an internal review committee composed of at least three members appointed by president.
6. Collect and deposit Association funds.
7. Disburse funds upon receipt of vouchers approved by the president.
8. Oversee Association's funds/investments to maximize interest yields, with the approval of the Executive Board.
9. Monitor all fiscal activities, including those of the executive secretary.

## **Chair and Advisor of Student Unit**

The chair and advisor of the Student Unit shall—

- Be members of the Executive Board.
- Keep the Board informed of activities and issues related to student members.
- Promote student membership via the HUGS (Helping Undergraduate and Graduate Students) program.
- Coordinate the activities of the Student Unit with the Board.

## **Legislative/Resolutions**

Term of Office: Two years -- assume office June 1 (appointed by the KAFCS Vice president Program Planning.)

Chair of: Legislative/Resolutions Committee, which reports to the **Vice President Program Planning and Public Relations**

### **Duties and Responsibilities:**

1. Submit budget requests to KAFCS Vice President Program Planning and Public Relations.
2. Be aware of proposed state and national legislation affecting consumer and family sciences and related interests.
3. Alert the KAFCS membership of the need to contact their legislators to influence opinions toward the goals of family and consumer sciences.
4. Represent KAFCS at meetings regarding public policy.
5. With KAFCS Executive Board approval, secure professional assistance when necessary.
6. Carry out public relations activities related to public policy at the request of the KAFCS Executive Board (e.g., contacts with legislators, legislative workshops/seminars.)
7. Upon request, furnish names of family and consumer sciences professionals with expertise in specialized areas of the profession to testify at legislative hearings and/or serve as resource persons on matters of interest to the profession.
8. Work with committee to formulate legislative objectives (short term and long range), which the KAFCS elects to promote in the establishment or implementation of public policies which will enhance the equality of life.
9. Prepare materials of legislative importance for publication in the KAFCS Newsletter.
10. Receive and review all proposed resolutions together with the appropriate supporting documentation.
11. Prepare resolutions as requested by the KAFCS Executive Board.

### **Reports:**

1. Submit reports to the Vice President Program Planning to be shared with the Executive Board or given at the annual business meeting of the Association. Additional reports shall be submitted as directed by the Executive Board.
2. Send copies of approved resolutions to all concerned parties on behalf of the Association and file with the executive secretary.
3. Maintain complete records to be transferred to the incoming chair by June 1.

## **Public Relations and Marketing**

Term of Office: Two years -- assume office June 1 (appointed by the Vice President Program Planning.)

Chair of: Public Relations and Marketing Committee, which reports to the **Vice President Program Planning and Public Relations.**

### **Duties and Responsibilities:**

1. Select committee members as required.
2. Submit budget requests to Vice President Program Planning.
4. Coordinate efforts to expand and improve public knowledge, understanding, and appreciation of the family and consumer sciences profession.
5. Disseminate news concerning the family and consumer sciences profession, utilizing mass communications: Internet, radio, newspapers, magazines, and television.
6. Submit relevant articles for KAFCS newsletter.
7. Produce public relations and marketing kits for major projects.
8. Submit postings for KAFCS.com website.

### **Reports:**

1. Written reports shall be submitted to Vice President Program Planning to be shared with the Executive Board and/or given at the annual business meeting of the Assembly of Members. Additional reports shall be submitted as directed by the Executive Board.
2. Maintain complete records to be transferred to the incoming chair by June 1.

## **Related Organizations**

Term of Office: Two years – assume office June 1 (appointed by the **Vice President Program Planning and Public Relations**).

Reports to: **Vice President Program Planning and Public Relations.**

### **Duties and Responsibilities:**

1. Appoint committee if needed.
2. Work with president to ensure that KAFCS is represented at FCCLA Advisory Board meeting.
3. Serve as liaison to groups related to family and consumer sciences. Be alert to ways the Association can show interest, lend cooperation and network with other organizations.

### **Reports:**

1. Written reports shall be submitted **to Vice President Program Planning and Public Relations** to be given out at the annual business meeting of the Assembly of Members. Additional reports shall be submitted as directed by the Executive Board.
2. Maintain complete records to be transferred to the incoming chair by June 1.

## **Research**

Term of Office: Two years – assume office June 1 (appointed by Vice President Professional Development.)

Chair of: Research Committee, which reports to the **Vice President Professional Development.**

### **Duties and Responsibilities:**

1. Publicize the call on website, in newsletter, and in FCS units for research papers to be presented at the KAFCS Annual Meeting.
2. Write short article(s) on call for research papers for the KAFCS Annual Meeting for the fall and/or winter KAFCS newsletter.
3. Read submitted research proposals/abstracts/papers and select those to be presented at the KAFCS Annual Meeting.
4. Notify persons submitting research proposals as to the acceptance/rejection of their proposal.
5. Determine the audio-visual equipment required for research presentations at the annual meeting.
6. Introduce research presenters at the KAFCS Annual Meeting.

### **Reports:**

1. Written reports shall be submitted to Vice President Professional Development to be shared with the Executive Board and/or given at the annual business meeting of the Assembly of Members. Additional reports shall be submitted as directed by the Executive Board.
2. Maintain complete records to be transferred to the incoming chair by June 1.

## **Scholarship Selection**

Term of Office: Two years -- assume office June 1 (appointed by the **President-elect**).

Chair of: Scholarship Selection Committee, which reports to the **President-elect**.

### **Duties and Responsibilities:**

1. Appoint committee (2-3 members representative of the membership) for each year of term.
2. Review scholarship application form and update if needed.
3. Inform colleges and universities of the scholarship program.
4. Solicit applications and serve as a screening committee to select scholarship recipients, the number to be based on available funds. Announce recipients during KAFCS annual meeting.
5. Notify scholarship recipients prior to annual meeting as to when scholarships will be presented and how to register for awards events for self and guests.
6. Make recommendations to the Executive Board regarding the program.
7. Implement guidelines for selection of scholarship recipients as found on KAFCS.com website and scholarship application.

### **Reports:**

1. Report to the **President-elect**.
2. Submit a written report of the scholarships awarded to the KAFCS **President-elect** to be included in the minutes of the KAFCS Executive Board.
3. Maintain complete record of committee activities and correspondence to be transferred to the incoming chair by June 1.

## **Scholarship Funding**

Term of Office: Two years -- assume office June 1 (appointed by the President elect)

Chair of: Scholarship Funding Committee which reports to the **President-elect**

### **Duties and Responsibilities:**

1. Appoint committee as needed (2-3 members.)
2. Select and conduct fund-raising projects(s) and activities for KAFCS scholarships with the approval of the Executive Board, such as exhibits and silent auction at the annual meeting.
3. Communicate with Annual Meeting Local Arrangements Chair to request needed space at the annual meeting.
4. All contributions to this fund are tax deductible. Provide receipts as requested.
5. The number of scholarships given will be determined based on funds raised during the previous year and upon approval of the Executive Board.
6. Any funds in excess of amount needed for scholarships shall be deposited by the treasurer in the scholarship fund.

### **Reports:**

1. Report to the President-elect.
2. Maintain complete record of committee activities and correspondence to be transferred to the incoming chair by June 1.

## **Annual Meeting Local Arrangements**

Term of Office: One year -- assume office June 1 (appointed by the KAFCS **President or Vice President Professional Development.**)

Chair of: Annual Meeting Local Arrangements Committee, which reports to the **Vice President Professional Development/** Annual Meeting Chair.

### **Duties and Responsibilities:**

1. Appoint committee chairs and members as needed for various responsibilities.
2. Arrange for and coordinate meeting space, facilities, meals, hotel accommodations, etc., for the KAFCS Annual Meeting.
3. Carry out responsibilities as listed in the Annual Meeting Manual.

### **Reports:**

1. Reports shall be submitted to the Annual Meeting Committee. Additional reports shall be submitted as directed by the Executive Board.
2. Maintain complete records to be transferred to the incoming chair by June 1.

## **Annual Meeting Program**

Term of Office: One year -- assume office June 1 (appointed by the KAFCS Vice President Professional Development.)

Chair of: Annual Meeting Program Committee, which reports to the **Vice President Professional Development**/ Annual Meeting Chair which in turn reports to the Executive Board.

### **Duties and Responsibilities:**

1. Appoint committee chairs and members as listed in the Annual Meeting Manual.
2. Coordinate work of committees as listed in the KAFCS Annual Meeting Manual.
3. Study the AAFCS Plan of Work and use it to plan the program for the KAFCS Annual Meeting.
4. Perform responsibilities as listed in the Annual Meeting Manual.

### **Reports:**

1. Reports shall be submitted to the Annual Meeting Committee. Additional reports shall be submitted as directed by the Executive Board.
2. Maintain complete records to be transferred to the incoming chair by June 1.

## **Awards and Recognition**

Term of Office: Two years -- assume office June 1 (appointed by the **Vice President Membership**)

Chair of: Awards and Recognitions Committee, which reports to the **Vice President Membership**

### **Duties and Responsibilities:**

1. Fall -- Include promotional information and deadlines for AAFCS and KAFCS awards in a KAFCS newsletter and KAFCS website as soon as possible after information is received from AAFCS.
2. Fall -- Send Teacher of the Year (TOY) Award information and requirements to the Kentucky Association of Teachers of Family and Consumer Sciences (KATFACS) Board. Ask them to recommend one award recipient by the announced deadline. KATFACS is to complete the nomination form for its recommended award recipient.
3. Awards and Recognition Committee judges all awards.
4. Encourage and work with state award winners (New Achievers, Leader Awards, TOY, etc.) from previous year to submit their documentation to AAFCS by the published deadline.
5. Notify award winners prior to the Annual Meeting as to when their awards will be presented. Notify Annual Meeting Program Chair as to when awards will be presented.
6. Contact professional affiliated groups to determine names of award winners. Check with executive secretary to be certain all award winners are members of AAFCS.
7. Purchase plaques, certificates, etc.
8. Provide each award recipient with one complimentary luncheon ticket for self or a guest. Inform recipients that additional tickets may be purchased in advance from the KAFCS registration chair.
9. Work with newsletter editor to provide appropriate publicity.
10. Provide news releases for hometown newspapers.
11. Present awards at KAFCS Annual Meeting.

**Reports:**

1. Report to the **Vice President Membership**
2. Maintain complete records of committee activity and correspondence to be transferred to the incoming chair by June 1.
3. Provide complete list of award recipients to Executive Secretary for KAFCS permanent file.

## **Bylaws, Policies, and Handbook**

Term of Office: Two years -- assume office June 1 (appointed by Vice President Service.)

Chair of: Bylaws, Policies, Handbook Committee, which reports to the **Vice President Service**.

### **Duties and Responsibilities:**

1. Appoint committee for 2 years (two or three members). Include the secretary.
2. Review KAFCS bylaws and propose amendments as needed, particularly when there is an AAFCS bylaws change. KAFCS bylaws must be consistent with AAFCS.
3. Review and update Handbook as needed.
4. Review and update policies as needed.
5. Submit proposed changes to the newsletter chair in time for inclusion in the newsletter sent prior to the Annual Meeting to arrive to membership at least 60 days prior to the meeting.
6. Submit bylaws/policies/handbook changes to the Board for approval.
7. Present proposed bylaws changes for action at State Business Meeting.

### **Reports:**

1. Report to Vice President Membership.
2. Submit revised, accepted bylaws/policies/handbook to the secretary.
3. Maintain complete record of committee work to be transferred to the incoming chair by June 1.

## **Membership/Recruitment**

Term of Office: Two years -- assume office June 1 (appointed by Vice President Membership, with approval of the KAFCS **President**).

Chair of: Membership Committee, which reports to the **Vice President Membership**.

### **Duties and Responsibilities:**

1. Select committee members as required.
2. Secure membership data from the files maintained by the executive secretary. periodically include a notice in the newsletter to remind members to update names and addresses and to report deaths.
3. Promote membership and interpret policies in regard to membership.
4. Check on membership for any member desiring information.
5. Submit budget requests to Vice President Service.
6. Identify persons with 25 or more years and 50 or more years of membership and report to President and Vice President Professional Development at least 30 days prior to the annual meeting. These persons are to be recognized at the annual meeting.
7. Check to see that all officer candidates and members of the Executive Board are KAFCS members in good standing; consult with the president in regards to contacting those whose dues are delinquent.
8. Conduct membership drives, assists with membership promotion at the KAFCS Annual Meeting and other professional association meetings as requested.
9. Endeavor at all times to promote membership in AAFCS and KAFCS.
10. Contact and welcome all new and returning members.
11. Coordinate efforts to implement statewide plan of action at the district level.
12. Contact lapsed members by phone, e-mail, or mail to encourage renewal.
13. Correspond with AAFCS when necessary with regard to assisting with membership problems and concerns within the state membership.

14. Work with advisors of Pre-Professional/Graduate Students chapters on encouraging graduating seniors to join AAFCS and KAFCS.
15. Recruit student membership with assistance from the KAFCS Pre-Professional/Graduate Student section. Promote HUGS program for pre-professionals and new professionals.

**Reports:**

1. Submit written reports to the KAFCS Vice President Membership to be shared with the Executive Board or presented at the Annual Meeting of the Association. Additional reports shall be submitted as directed by the Executive Board.
2. Maintain complete records to be transferred to the incoming chair by June 1.

## **Newsletter**

The purpose of the KAFCS Newsletter is to inform the membership of official business, decisions and policies of the Executive Committee and the Executive Board and outstanding accomplishments, programs, historical documentation, and responsibilities of the members.

### **The Newsletter Editor**

Publications:               The newsletter shall be published once a year in the fall.

                                  Newsletter Chair reports directly to executive secretary and executive board.

#### **Duties and Responsibilities:**

1. Selection of Newsletter Committee, which should include members from across the state.

#### **2. Responsibilities of the editor:**

- Establish publication schedule and deadline for each issue.
  - Edit material submitted, set up in a format such as MS Publisher or other appropriate format, prepare for printing, select paper, etc.
  - Review bids for printing and award the bid, providing it is within budget.
  - Post newsletter on website.
2. Responsibilities assumed by the executive secretary:
- Work with editor in soliciting pricing bids.
  - Request news from KAFCS Executive Board members for upcoming issues of the Newsletter. Also request information from other sources that are pertinent to that issue.
  - Assist newsletter editor in laying out and proofreading newsletter.
  - Prepare and mail newsletters.
  - Maintain file of all previous newsletters.

## **Affiliate Action Plan**

Term of Office: Two years – assume office June 1 (appointed by **Vice President Program Planning and Public Relations.**)

Chair of: Action Plan Committee, which reports to the **Vice President Program Planning and Public Relations.**

### **Duties and Responsibilities:**

1. Select committee members, including the president-elect, and develop KAFCS plan of work based on the AAFCS strategic plan. This plan is to be implemented during the period the current president-elect serves as president.
2. Include the action plan on the KAFCS website.

### **Reports:**

1. Report to the Vice President Program Planning and Public Relations.
2. Maintain complete record of work and transfer to the incoming chair by June 1.

## **Finance/Budget Committee**

- Term of Office: Two years – assume office June 1 in even numbered years following election.
- Chair: Finance/Budget Committee, reports to the Executive Board.
- Member of: KAFCS Executive Committee  
KAFCS Executive Board

### **Duties and Responsibilities:**

1. Appoint Finance/Budget Committee. The committee might include the president, president-elect, incoming treasurer if known, and representative members of the association.
2. Call meeting of Finance/Budget Committee a month or two prior to the annual meeting to develop the next year's proposed budget.
3. Secure recommendations from Executive Board members pertaining to allocation of funds.
4. Prepare a balanced budget for the coming year to be submitted to and approved by the Executive Board prior to adoption at the annual meeting.
5. Submit sufficient copies of proposed budget to membership at annual business meeting.

### **Reports:**

1. Written reports shall be submitted to the Executive Board or given at the annual business meeting of the Assembly of Members. Additional reports shall be submitted as directed by the Executive Board.
2. Maintain complete records to be transferred to the incoming chair by June 1.

## **Nominating**

Term of Office: One year – assume office June 1.  
Chair: Immediate Past President, who reports to the president and Executive Board.

The Nominating Committee shall consist of the immediate past president (serving as chair) and And appointed members from across the state.

### **Duties and Responsibilities:**

1. Prepare a proposed slate of officers for each elective office to be filled in any given year.
  - One or more names must be submitted for each office.
  - Each potential candidate must agree to have his or her name submitted before it can appear on the ballot.
2. Prepare a biographical sketch of each candidate for publication in the newsletter.
3. Submit the Nominating Committee report to the Executive Board and then to the Assembly of Members for approval.

## **Certification**

Term of Office: Two years – assume office June 1 (appointed **by Vice President Professional Development**)

Chair of: Certification Committee, which reports to the **Vice President Professional Development**.

### **Duties and Responsibilities:**

1. At beginning of term of office, contact AAFCS and obtain forms for requesting PDU credit and forms for distribution to meeting attendees verifying they received PDU credit for the meeting sessions.
2. Complete PDU forms requesting credit for the KAFCS Annual Meeting and submit them to AAFCS about 2.5 to 3 months prior to the meeting.
3. Supply PDU forms as requested to KAFCS members.
4. Have forms verifying PDU credit in registration packets for the KAFCS Annual Meeting attendees.
5. Contact AAFCS and obtain leaflets, etc., on certification to distribute as needed to new members and other interested persons. Refer members to information on the [aafcs.org](http://aafcs.org) website.
6. When needed, inform the Vice President Professional Development of changes in certification requirements or guidelines.

### **Reports:**

1. Written reports shall be submitted to Vice President Program Planning to be shared with the Executive Board and/or given at the annual business meeting of the Assembly of Members. Additional reports shall be submitted as directed by the Executive Board.
2. Maintain complete records to be transferred to the incoming chair by June 1.

## **AAFCS Development Fund**

Term of Office: One year -- assume office June 1 (president-elect chairs this committee.)

Chair: President-elect, who reports to the president and Executive Board.

### **Duties and Responsibilities:**

- 1, Appoint committee to serve for one year. Committee decides which area of development the funds will be directed.
2. Raise funds for AAFCS Development Fund.
3. Communicate Development functions to the membership.
4. Direct treasurer to send funds raised to AAFCS.

### **Reports:**

1. Report to the president and Executive Board.
2. Maintain complete record of projects and activities and transfer to the incoming chair by June 1.

## **Auditing**

Term of Office: One year – assume office June 1 (appointed by the president).

Chair of: Auditing Committee, which reports to the President and Executive Committee. The Auditing Committee shall consist of at least three members, appointed by the president.

### **Duties and Responsibilities:**

1. Audit the treasurer's records at the end of the organization year.
2. Submit the report to the Executive Board.

## **Parliamentarian**

Term of Office: One year – assume office June 1, following election.  
Personnel: Immediate Past President

### **Duties and Responsibilities:**

1. Attend all board meetings and business meetings of the Association.
2. Be familiar with the bylaws of AAFCS and KAFCS.
3. Monitor all parliamentary procedure of the board and the business sessions when deemed advisable by the presiding officer.
4. Have available at Executive Board and annual meeting a copy of *Robert's Rules of Order* and the bylaws.
5. Serve as timekeeper at business sessions when deemed advisable by the presiding officer.
6. Make decisions based on accurate information. These decisions shall be final.

## **Delegates to the AAFCS Senate**

### **Composition:**

The **president** shall be a member of the AAFCS Senate and shall be the official representative of the KAFCS affiliate to the AAFCS Senate, and shall report these meetings to the state Executive Board. If the president and/or president elect cannot serve as senator(s) to AAFCS, the president shall appoint senator(s).

The **president-elect** shall be a member of the AAFCS Senate.

Term: Terms and duties of the KAFCS senators shall be in compliance with the current edition of the AAFCS By-laws ([www.aafcs.org](http://www.aafcs.org)) as follows:

“...Senators may serve for a two-year term with terms being staggered within each affiliate. The term of office for senators begins with the Senate Meeting held during the AAFCS Annual Meeting and Exposition.”

## **Executive Secretary**

The Executive Secretary will perform activities necessary for the overall maintenance, administration and promotion of the Kentucky Association of Family and Consumer Sciences as directed by the Executive Committee (see KAFCS Bylaws Article IV, Section 10).

Member of:     Executive Board (nonvoting)  
                  Executive Committee (nonvoting)

### **Responsibilities:**

1. Serve as the continuous administrative liaison among the various members of the Executive Board, Executive Committee and the general membership.
2. Implement the state bylaws and policies as directed by the Executive Board and Executive Committee.
3. Serve as the official registered agent for the state association.
4. Maintain the records and archives of the state association.
5. Assist the state president with the dissemination of information to and from AAFCS headquarters.

### **Services and Duties:**

Generally includes the following, unless directed otherwise by the Executive Board:

1. Maintain the permanent records and files of the organization, including historic records.
2. Attend Executive Committee and board meetings as an ex-officio member.
3. Assist with the preparation of state and national reports.
4. Prepare folders for incoming board members and committee chairs.
5. Maintain and distribute official form and organizational supplies (stationery and envelopes, expense vouchers, etc.)
6. Keep, update, and maintain pertinent organizational contracts:
  - \_ Annual verification with Secretary of State
  - \_ Tax-exempt status
  - \_ Bonding status
  - \_ Newsletter printing

7. Prepare and distribute all official meeting notices.
8. Serve as resource person to committee chairs/members (Bylaws, Public Relations, Nominating, Annual Meeting).
9. Assist editor with the preparation and distribution of the KAFCS newsletter.
10. Maintain KAFCS electronic mailing list and help maintain KAFCS.com website.
11. Serve as special assistant to the president.
12. Maintain a permanent membership file and prepare a membership directory every two years.
13. Work with the membership chair and others in recruiting and retaining members.
14. Maintain a roster of officers and committee chairs.
15. Maintain a reading file and send necessary information to board members as needed.
16. Attend appropriate national and/or regional meetings upon request, with financial support from the organization.
17. Maintain the inventory of KAFCS products, publicize available products, assist the president-elect with sales at the national meeting, and fill orders received via mail or Internet.
18. Administer the Helping Undergraduate and Graduate Students (HUGS) program in cooperation with the Student Unit.
19. Prepare an annual report of activities performed to be submitted to the president one month prior to the spring board meeting.

## **Guidelines Relating to Funds of the Kentucky Association of Family and Consumer Sciences**

1. The KAFCS treasurer is to be bonded. The bonding company is to be selected by the Executive Committee.
2. If the treasurer is unable to act, the president serves as deputy treasurer. The names and signatures of the president, treasurer, and executive secretary should be on file with all financial institutions where accounts are held.
3. In the event KAFCS overspends on a line item in the budget, a revised budget may be submitted for the approval of the Executive Committee.
4. The treasurer prepares a financial report for each board meeting and the annual business meeting with sufficient copies for all members. Include all accounts, with a summary of total assets.
5. All bills are to be submitted by May 15 for the previous year, paid and with final close-out report made by the June board meeting. Treasurer's books should be audited at this time.
6. All bills of officers, committee chairs, and executive secretary are to be submitted on a KAFCS expense voucher to the appropriate vice president or the president for approval prior to being paid by the treasurer. The treasurer should make sure all bills have a voucher with approved signature before audit.
7. The treasurer chairs the Budget/Finance Committee. The treasurer should meet with Budget/Finance Committee prior to the state meeting to develop the next year's proposed budget. It is suggested the Budget/Finance Committee include the president, president-elect, incoming treasurer (if known), and representative members of the association. Sufficient copies of the proposed budget should be prepared for the membership at the annual meeting.
8. Unspent funds in a line item may not be carried forward to the coming year's budget.
9. Payment to executive secretary should be made as outlined in the contract.
10. File taxes as required by law. This may require only the filing of Form 1096 with Form 1099 by February 28 to report wages paid, e.g., to executive secretary. Check past returns for assistance in completing forms or consult an accountant. The IRS web page ([www.irs.gov](http://www.irs.gov)) may provide forms and information.
11. Scholarships: Scholarship checks should be sent to each recipient in August and January after verification with advisor. The treasurer needs to check the membership and academic status of recipients prior to sending each check.

12. Pre-Professional/Graduate Student Section: The budget allocation for the PGS should be sent to the PGS treasurer prior to the beginning of the school year. The PGS should have submitted a budget to the KAFCS President.
13. Annual meeting monies are kept in a separate account from the KAFCS treasury. Seed money (\$500) is carried forward from year to year. Funds received for the annual meeting in excess of \$500 are to be forwarded to the KAFCS Treasurer within 60 days after the annual meeting.
14. Transition to the new treasurer: Only the past year's records are to be passed on to the new treasurer. The remainder should be kept by the executive secretary in the permanent files of the Association. The name and address of the current treasurer should be forwarded to AAFCS.

## **KAFCS Annual Meeting Manual**

Chair: Vice President Professional Development serves as the KAFCS Annual Meeting

Chair and appoints: Annual Meeting Program Chair

Annual Meeting Local Arrangements Chair

Annual Meeting Program Chair

Program Chair, in cooperation with the appropriate vice president, may appoint the following committee chairs:

- Registration/Finance
- Publicity
- Research/Reports
- Printing
- Tours
- Scholarship Selection

### **Annual Meeting Local Arrangements Chair**

Local Arrangements Chair, in cooperation with the appropriate vice president, may appoint the following committee chairs:

- Hospitality
- Exhibits/Sponsors
- Scholarship Fundraising

## **Duties of Annual Meeting Committee Chairs**

### **Vice President of Professional Development/Annual Meeting Chair**

- Works with all other annual meeting chairs.
- Prepares annual meeting budget with input of committee chairs.
- Reports to the KAFCS Board on all annual meeting plans.
- Gives a final report to the KAFCS board on the annual meeting.
- Transfers annual meeting bank account to new registration/ finance chair. Retains \$500 seed money in this account.

### **Program Chair**

- Appoints committee chairs (see list above).
- Coordinates planning meetings/notifications.
- Prepares the draft of the meeting program and gives to Printing Chair.
- Secures speakers.
- Secures biographical data on speakers/presenters and gives to newsletter editor/Hospitality Chair/ Local Arrangements Chair/executive secretary/Board members
- Determines space needs.
- Prepares the evaluation/report for the Board.

### **Local Arrangements Chair**

- Appoints committee chairs (see list above).
- Works with the hotel on meals/spaces needed.
- Works with the convention bureau.
- Helps select menus for meals and breaks.
- Helps set up registration area.
- Sets up all speaker needs/room arrangements.
- Makes room assignments.
- Secures audio-visual equipment.
- Puts up signs.
- Notifies Hospitality Chair of number of hostesses needed.
- Secures table decorations and other flowers.
- Determines how table decorations will be distributed at the end of the meeting.
- Arranges place cards on the speaker's table/podium.
- Is in charge of complimentary meal tickets.
- Keeps the meeting running on schedule.

### **Registration/Finance Chair**

- Participates in preparing annual meeting budget.
- Receives registration fees.
- Accepts and pays bills in a timely manner.
- Returns funds in excess of \$500 to the KAFCS treasury within 60 days of the annual meeting.
- Prepares and presents final financial report to the Board.
- Prepares packets of conference materials.
- Prepares nametags.
- Coordinates registration numbers with arrangements chair.
- Staffs meeting registration table.

### **Publicity Chair**

- Sends media invitations.
- Coordinates radio-TV appearances.
- Prepares and sends news releases.
- Prepares a meeting news release for attendees.
- Takes photographs.
- Writes letters of appreciation to the media.

### **Research/Reports Chair**

- Sends out the notice for presentations in the newsletter.
- Sends letters to presenters about the session.
- Checks to see if presenters are KAFCS/AAFCS members.
- Notifies the Local Arrangements Chair of space needs.
- Notifies the Hospitality Chair of persons needed to host the session.
- Writes thank you letters to presenters.

### **Printing Chair**

- Prepares draft for the meeting program booklet.
- Arranges for printing of program.
- Prepares tickets for meals/functions/tours.
- Prepares signs.

### **Tours Chair**

- Selects tours to be offered.
- Makes arrangements for transportation to the tours.
- Designs tickets for the tours/determines cost of tour.
- Tells the Hospitality Chair how many hostesses are needed.
- Makes all contacts to the tour locations.
- Writes thank you letters to those related to the tours.

### **Scholarship Selection Chair**

- Selects and chairs a committee to review and award the scholarships.
- Arranges for printing scholarship notifications.
- Submits scholarship criteria and application to the website host.
- Reports names and addresses of recipients to the treasurer and the executive secretary.
- Contacts the scholarship recipients about the meeting.
- Secures meal tickets for scholarship recipients.
- Notifies advisors of the scholarship recipients.
- Announces scholarship recipients at the meeting and introduces their guests.

### **Hospitality Chair**

- Contacts all hostesses for the meeting.
- Assigns hostesses to events/functions.
- Purchases gifts for speakers.
- Helps arrange the table decorations.
- Posts signs for the meeting.
- Gives directions to all locations.
- Secures ribbons for hostesses' nametags.
- Greets special guests/speakers/presenters.

### **Exhibits/Sponsors Chair**

- Secures and coordinates sponsors for meals, refreshment breaks, sessions.
- Secures and coordinates exhibitors.
- Prepares list of exhibitors/sponsors for the newsletter.
- Provides guest meal tickets to exhibitors (one per exhibit).
- Writes letters of appreciation to the exhibitors/sponsors.

### **Scholarship Fundraising Chair**

- Makes all arrangements for silent auction or other fundraiser at the annual meeting.
- Notifies the Program/ Local Arrangements/ Newsletter/ Printing /Hospitality Chairs about auction needs and details.
- Requests items for the silent auction from members, districts, and others.
- Sets up displayed items for the auction.
- Conducts the auction.
- Collects money from the items sold and gives it to the KAFCS treasurer

## **KAFCS POLICIES**

Note: Please also see Guidelines Relating to Funds on pages 42-43 of this handbook.

### **Scholarship funds**

Scholarship funds will come from fundraisers, e.g., silent auction, annual meeting exhibits, donations and product sales. The number and value of scholarships given will be determined on the basis of funds raised during the previous year and upon approval of the Executive Board. Earnings exceeding the amount needed shall be deposited in the Association's money market fund. Likewise, funds may be taken from the money market fund, if needed, to reach a minimum (usually \$500). Checks for scholarships are to be awarded in two equal amounts at the beginning of each semester (or summer term). Checks are to be written to the student and sent in care of the university's FCS unit head to be forwarded to the student.

### **Membership**

An association membership directory shall be compiled every two years by the Executive Secretary.

Board members shall be kept informed of names of lapsed members in order to encourage them to renew. The Membership Chair and the Executive Secretary shall contact the lapsed members by phone, e-mail or mail.

### **HUGS**

Professional members shall serve as mentors to students and new professionals. It is suggested that the active member follow up the sponsored student for at least 3 years.

### **Website**

- Scholarship criteria, application forms, awards criteria, nomination forms shall be posted on the KAFCS.com website.
- Betty lamp products shall be promoted in the website.
- Selection of a web manager shall be made by the Board.
- Website is to be funded by the association budget.
- Contents shall be updated at least annually.
- Forms shall be placed on the site for downloading by members.
- Leaders will work toward making the site interactive.

## **Executive Secretary**

Archival material of the HEIBs (Home Economists In Business) shall be housed in the KAFCS office as overseen by the executive secretary.

The executive secretary, in cooperation with the treasurer, shall retain the following business records:

Three-years:

Bank reconciliations

Duplicate deposit slips

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Expired insurance policies

General correspondence

Internal audit reports and working papers

Seven Years:

Bank statements

Contracts (expired)

Expense reports

Invoices to customers and from vendors (Betty Lamp Shoppe)

Tax returns

Purchase orders

Sales tax returns (betty lamp sales at AAFCS)

Permanently:

Articles of incorporation

Audit reports

Copyrights

Financial statements (year end)

General ledgers

Licenses and permits

Cancelled checks for expenses of long-term importance

## **Travel**

KAFCS may reimburse board members' travel expenses at the discretion of the president, not to exceed the amount budgeted.

## **Finances**

The President may authorize the treasurer to move funds into the general KAFCS general checking account.

Authorized expense vouchers shall be filed for each check written by the treasurer. Electronic authorization is acceptable if a hard copy of the e-mail is attached to the vouchers for the benefit of the auditing committee.

Unspent funds are not carried forward in the KAFCS budget from year to year.

Prices of Betty Lamp products shall be set by the Board. A 100% markup of the wholesale cost is recommended.

### **Annual Meeting (and/or Guidelines relating to Funds)**

Funds turned over to the KAFCS treasury from the dissolution of the Business Section shall be known as The Lamplighter Fund. These funds shall be used to advance the profession of Family and Consumer Sciences by supporting the educational purposes of the KAFCS annual meeting for the duration of five or more years. Credit shall be given to Home Economists in Business (HEIBs) when Lamplighter Funds are mentioned in programs and publicity.

Annual meeting location shall alternate between the two districts.

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It is recommended that the annual meeting program committee include at least one student. All presenters at the annual meeting who are KAFCS members or who are eligible for KAFCS membership must pay the appropriate registration fee. Speakers not eligible for KAFCS membership will be provided a complimentary registration for the day of their presentation. Annual meeting dates should not conflict with the FCCLA (Family Career and Community Leaders of America) state conference or other meetings/events that involve a sizable number of members.

Annual meeting program, registration form and hotel information shall be posted on the kafcs.com website.

### **Awards/Annual Meeting**

- Award recipients shall receive one complimentary ticket to the awards event at the annual meeting, which he or she may use or apply to any of his/her guests. Additional guests shall pay a per-person fee for the cost of the meal.
- Exhibitors will be provided one complimentary meal ticket per exhibit.
- Past presidents who attend only the recognition luncheon are not expected to pay the annual meeting registration.
- Any KAFCS member making a general session presentation for annual meeting may receive a complimentary special function meal ticket. Members making presentations may receive a gift, but not an honorarium.
- Policies regarding annual meeting guests may be altered or deleted by action of the Executive Committee or Board.
- KAFCS shall continue to support FCCLA and 4-H leaders and include them in the annual meeting program and meal functions when possible.

### **Miscellaneous**

Memorials: Upon the death of a past president, a letter of condolence from the association is sent to the deceased's family and a notice is placed in the state newsletter. Deaths of KAFCS members or family members may be acknowledged by the Board.

**ALL OFFICERS AND COMMITTEE CHAIRS AND COMMITTEE MEMBERS SHALL BE MEMBERS IN GOOD STANDING OF THE KENTUCKY ASSOCIATION FAMILY AND CONSUMER SCIENCES AND AMERICAN ASSOCIATION FAMILY AND CONSUMER SCIENCES.**