

HANDBOOK

Georgia Association of Family and Consumer Sciences

I. GOVERNING BODIES

A. EXECUTIVE BOARD

1. Composition

- a. Elected Officers:
 - 1) President
 - 2) President-elect
 - 3) Vice President for Communications
 - 4) Vice President for Program/Professional Development
 - 5) Vice President for Membership
 - 6) Vice President for Resource Development
 - 7) Vice President for Awards and Recognition
 - 7) Secretary
 - 8) Treasurer
 - 9) Nominating Committee Chair
- b. Counselor
- c. Georgia Pre-Professional/Graduate Student (GP/GS) Chair
- d. Executive Assistant, if employed

2. Term of Duty

Term of duty begins June 1 to conform to AAFCS policy, except for the Treasurer whose term begins August 1 after the annual meeting. The Secretary and Treasurer serve two-year terms; other officers serve for one year.

3. Functions

- a. Act for the Assembly of Members between annual Assembly of Members and on call of the President.
- b. Manage the business of GAFCS and refer to the Assembly of Members such matters as it deems advisable and as required by the Bylaws.
- c. Receive reports including the budget from officers and to submit any recommendations to the Assembly of Members.
- d. Provide for cooperation with other groups through appropriate means. Involvement shall include appointment of representatives for membership on joint committees. It shall receive report from these members and determine action.

- e. Meet before the annual meeting and at other times on call of the President.
- f. Approve the dates and site for the GAFCS Annual Meeting four years in advance and have the power to cancel the annual meeting in the event of an emergency.
- g. Require majority of the voting members of the Executive Board for a quorum. Electronic communications may be utilized.
- h. Authorize and act upon the annual internal audit, prepared by the Internal Audit Committee.
- i. Reviews need for and position responsibilities of the Executive Assistant; as needed, approves the annual contract for the Executive Assistant.
- j. General responsibilities of Executive Board members:
 - 1) Attend Executive Board meetings (or be available electronically); send a report by an official representative.
 - 2) Send to President, President-elect and Executive Assistant (if employed) a copy of all correspondence.
 - 3) Inform President, President-elect and Executive Assistant (if employed) about all activities pertaining to GAFCS.
 - 4) Submit all expenses on GAFCS vouchers to the President for approval for reimbursement. (Expenditures in the budget are for operating expenses only and do not include personal expenses for attending meetings unless designated in the budget.)
 - 5) Prepare written copies of reports and handouts for presentation Executive Board meetings and the GAFCS Annual Meeting. Submit copies to the President, President-elect, Secretary and Executive Assistant (if employed).
 - 6) Present reports with handouts, if needed, at Executive Board meetings and the GAFCS Annual Meeting, if required.
 - 7) Transfer all records and files to successor in a timely manner after the annual meeting.
 - 8) Review Bylaws and Handbook, and recommend any revisions to the Bylaws and Counselor by the deadline.

4. Quorum

A majority of the voting members shall constitute a quorum.

B. ASSEMBLY OF MEMBERS

1. Composition

The Assembly of Members shall consist of members in attendance at the annual business meeting. They shall transact the business of GAFCS by majority vote of the members present and voting, with the exception of organizational, pre-professional/graduate student, and honorary members.

2. Functions

- a. Convene at the time of the annual business meeting of GAFCS.
- b. Receive and act upon reports and recommendations of the officers of GAFCS.
- c. Act upon and adopt an annual budget and program of work.
- d. Transact other business as may properly come before the Assembly of Members.
- e. Give guidance to GAFCS delegates to the AAFCS Senate and receive a report of and consider the decisions made by the AAFCS Senate, as needed.

C. MEMBERSHIP

Membership shall consist of two categories, individual and organizational, as specified by AAFCS (2004 Bylaws). Individual members shall be members of the affiliate in which they reside or designate, as well as AAFCS.

1. Composition

- a. Individual membership categories shall be active, Ellen Richards Sustaining, new professional, associate, retired, pre-professional/graduate student, or honorary.

(a) An active member shall be a person:

- (1) with a bachelor's or advanced degree from an accredited college or university in the United States, Canada, or other countries, with a major in one or more of the knowledge-based areas of the profession; or
- (2) with a bachelor's or advanced degree with a major in a specialized subject matter area related to one or more of the knowledge-based areas of the profession from an accredited college or university in the United States, Canada, or

other countries, and
experience in that

with a minimum of two years of
area.

- (b) An Ellen Richards Sustaining member shall be a person who is eligible for membership as defined in Section 2(a) of this Article and is interested in furthering the purposes of the Association through an additional contribution according to the dues structure.
- (c) A new professional member shall be a person:
 - (1) with a bachelors degree from an accredited college or university in the United States, Canada, or other countries, with a major in one or more of the knowledge-based areas of the profession and has not been a previous active member. This membership category is open to individuals during the first two years following the receipt of a baccalaureate degree. A new professional may have been a pre-professional/graduate student member.
- (d) An associate member shall be a person:
 - (1) with a bachelor's degree from an accredited college or university but who is not eligible as defined in Section 2(a)(1) or Section 2(a)(2) but who is interested in furthering the purposes of the Association as stated in the Articles of Incorporation. After two (2) years of continuous membership an associate member may petition to become an active member; or
 - (2) with a two-year associate degree from an accredited college or university in the United States, Canada, or other countries, with a major in one or more of the knowledge-based areas of the profession;
 - (3) who is eligible for active membership as defined in Section 2(a) and is not employed more than 20 hours a week.

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- (e) A retired member shall be a person who has been an active member for at least 10 years, is 60 or more years of age, has met retirement guidelines at place of previous employment, and is no longer gainfully employed. It is the responsibility of the member to request retired status.
 - (f) A pre-professional/graduate student member shall be a person:
 - (1) who is enrolled full time or part time by institutional standards in a two-year or four-year program of the profession in an accredited college or university in the States, Canada, or other countries, with a major in one or more of the knowledge-based areas; or
 - (2) who is enrolled full time or part time by institutional standards and is progressing toward a graduate degree in a program administered by a unit established on the knowledge-based areas of the profession.
 - (g) An honorary member shall be a person other than a family and consumer sciences professional whom the Association desires to honor for exceptional services within the interest of the Association. Honorary membership may be granted by the Board of Directors.
- b. Annual dues for all categories of individual membership shall be:
- (a) approved by the Senate;
 - (b) the affiliated association designated by the individual member shall receive one-fourth of said dues.
 - (c) one hundred (100) percent of the dues of members-at-large shall be retained by AAFCS.

- c. Privileges of individual members shall include
 - (a) the receipt of one subscription of the official publication of the Association;
 - (b) full voting privileges under Article III, Section 2 for active, Ellen Richards Sustaining, new professional, associate, and retired members;
 - (c) the opportunity to serve as an elected officer of the Association, as an officer of a division, professional section or action group and as a member of the nominating committee, if an active, Ellen Richards Sustaining, or new professional member; and
 - (d) the opportunity to serve as a member of other association committees, if an active, Ellen Richards Sustaining, associate, or retired member.
- d. Organizational members

An organizational member shall be an organized group, agency, organization or business. Such potential organizational members should have purposes in common with AAFCS and the organizational membership would result in mutual benefit for the two organizations.
- e. Dues and privileges for organizational members shall be:
 - (a) Annual dues for organizational members shall be established by the AAFCS Board of Directors;
 - (b) All organizational members shall receive one journal subscription of the Association and such privileges as may be established by the Board of Directors.

2. Functions

- a. Elect officers by mail or electronic ballot.
- b. Participate in district, state, and national activities of the association.

II. FUNCTIONS OF ELECTED OFFICERS

(FOR ALL OFFICERS: Each position will implement their specific functions based on available resources including time, people, money, and technology; prioritize as applicable for the year; review & amend as needed; and keep records that will be transferred to successor at the end of their term of service.)

A. PRESIDENT

1. Serves one year as President after serving the previous year as President-elect.
2. Serves as chair of the Executive Board.
3. Presides at business meetings of the Executive Board and Assembly of Members.
4. Appoints members to fill unexpired terms or vacancies in both elected and appointed offices, and any additional liaison or committee appointments deemed necessary, with the exception of the President-elect who shall be elected by the Executive Board.
5. Serves as acting treasurer as needed; serves as a member of the Finance Committee.
6. Officially represents GAFCS in the AAFCS Senate and in all meetings of the Affiliate Presidents' Unit of AAFCS, and reports these meetings to the GAFCS Executive Board.
7. Serves as liaison officer with AAFCS.
8. Provides leadership for GAFCS and coordinates plans with President-elect for consistency and continuity.
9. Arranges for transfer of all records and materials pertaining to the business of GAFCS to the appropriate incoming officers.
10. Coordinates, with the Executive Board, the organization of the Leadership Workshop, to be held shortly after taking office, to discuss policies, program of work, duties and needs for present and future programs.
11. Requests a matrix of district officers and a district events calendar from District Chairs to be submitted at the Fall/Winter Executive Board Meeting during his/her term as President.
12. Serves as ex-officio member of all committees, including the Past Presidents' Committee.

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13. Uses available technology and resources to communicate with members.
14. Adheres to the GAFCS Bylaws and Handbook.
15. Monitors the actions of the Executive Board, Assembly of Members and Membership to insure that the Bylaws and the Handbook guidelines are observed at all times.
16. Informs appropriate AAFCS personnel of GAFCS officer changes.
17. Coordinates GAFCS calendar of events and presents it to the Executive Board.
18. Signs or co-signs contracts of the association and approves, before payment, all bills and invoices for that term of office.
19. Consults with AAFCS before any state organizational changes are made that might affect AAFCS.
20. Handles any emergencies arising between meetings of the Executive Board and reports action at the next meeting.
21. Directs the activities of the Executive Assistant, if employed.
22. Arranges (with Executive Assistant, if employed) for copies of pertinent materials to be submitted the State of Georgia Archives.
23. Keeps the official file or notebook of activities accurately updated.
24. Transfers all records and files to successor.
25. Submits reports of the Internal Audit Committee to the Executive Board for approval.
26. Provides to the President-elect necessary information about the annual meeting budget and program at the Board meetings and as requested.
27. Conducts a review of the Executive Assistant, if hired, with the Counselor immediately following the annual meeting, appraising the work done and making any appropriate changes for the following year. The President-elect will participate as an observer.

B. PRESIDENT-ELECT

1. Serves for one year before assuming duties of President.
2. Serves as a member of the Executive Board.
3. Serves as Chair of the Annual Meeting Committee and as a member of the Finance Committee.
4. Appoints officers and an internal audit chair and committee for his/her term as President.
5. Serves as a member of a possible Long Range Program Planning Committee.
6. Serves as a member of the AAFCS Senate and shall officially represent GAFCS in the AAFCS Senate in the absence of the President.
7. Attends the AAFCS Leadership Conference for Affiliate Presidents-elect.
8. Identifies and submits to AAFCS, names of delegates (President and President-elect) and alternates to represent GAFCS in the AAFCS Senate during term as President. Distributes AAFCS delegate materials to delegates.
9. Serves in the absence of the President.
10. Fills the unexpired term of President, in case of vacancy in the President's office.
11. Arranges for the installation of officers who will serve during term as President [at GAFCS Annual Meeting]. Purchases and presents gift to outgoing President.
12. Arranges for an Executive Board orientation session.
13. Serves as coordinator of program content for the annual meeting. (*Refer to Appendix B: Guidelines for Annual Meeting.*)
14. Negotiates annual meeting contract with a facility manager.
15. With the approval of the Executive Board, selects, develops and implements the theme for the annual meeting based on recommendations of the Executive Board and/or Long Range Program Planning Committee.
16. Appoints all sub-committee chairs for annual meeting and meets with them to identify responsibilities.
17. Secures program presenters for the annual meeting.
18. Sends to the President a copy of all correspondence.
19. Works with the Treasurer to prepare an itemized annual meeting budget for submission to the Executive Board.

20. Prepares a permanent file of annual meeting procedures, as outlined in Appendix B: Guidelines for Annual Meeting, to be used by the succeeding President-elect. Reviews and updates Appendix B as needed.
21. Publicizes the annual meeting in the GAFCS newsletter and by other delivery methods available.
22. Submits recommendations for dates and sites of the GAFCS Annual Meeting up to four years in advance to the Executive Board for approval.
23. Presents the final financial statement and meeting evaluations to the Executive Board.
24. Serves as an ex-officio member of the Past Presidents' Committee.
25. Signs contract for facility for the annual meeting that is to be held during term as President.
26. Keeps the official file or notebook of annual accurately updated.
27. Participates as an observer in a review of the Executive Assistant, if employed, conducted by the President and the Counselor immediately following the annual meeting if needed.

C. VICE PRESIDENT FOR PROGRAM/PROFESSIONAL DEVELOPMENT

1. Serves one year as Vice President and as a member of the Executive Board.
2. Serves as a member of the Long Range Program Planning Committee.
3. Works with professional section, action group and district chairs to develop a program of work using the specific GAFCS priority issue and area(s) of focus recommended by the Long-Range Program Planning Committee, when appropriate.
4. Submits GAFCS plan of work to AAFCS.
5. Informs professional section, action group and district chairs of dates for submitting the program of work and the summary of the year report.
6. Submits news articles relevant to the program of work and its implementation to Vice-President of Communications.
7. Provides to President-elect necessary information about the annual meeting budget and program.

9. Receives program of work summary of the year reports from professional section chairs and district chairs, at least thirty days prior to the annual meeting and compiles the GAFCS Summary of the Year Report.
10. Presents the GAFCS Summary of the Year Report to the Executive Board and the Assembly of Members at the Annual Meeting.
11. Submits the GAFCS Summary of the Year Report to AAFCS.
13. Transfers all records and files to successor within two weeks after the annual meeting.
14. Serves as liaison to the International Federation for Home Economics (IFHE) and the AAFCS International Section.
15. Promotes membership and involvement in IFHE.
16. Keeps membership informed about available professional improvement opportunities.
17. Serves as GAFCS liaison with college and university continuing education units.
18. Serves as liaison with AAFCS for certification guidelines and professional development unit (PDU) applications. (*Refer to Appendix E, Affiliate Certification Coordinator*)

D. VICE PRESIDENT FOR MEMBERSHIP

1. Serves one year as Vice President and as a member of the Executive Board.
2. Chair the organized units of GAFCS.
3. Develops and presents a membership promotion campaign with a specific plan of action to the Executive Board approval.
4. Distributes AAFCS membership promotional materials within the state.
5. Maintains membership list and reports status to the Executive Board and to the Assembly of Members at the annual business meeting.
6. Prepares newsletter articles and membership promotional materials as needed.
7. Provides AAFCS membership lists to the Executive Assistant, if employed, for official files at the end of the term of office.
8. Works with GAFCS Executive Assistant, if employed, to compile and distribute membership directories (updated every two years upon approval of the Executive Board).

9. Provides necessary information to the President Elect related to budget and program for the annual meeting.
10. Determines and recognizes the district with the highest percentage of members registered for the annual meeting.
11. Keeps the official file or notebook of activities accurately updated.
12. Transfers all records and files to successor within two weeks after the annual meeting.
13. Secure a list of recent FACS graduates from Georgia colleges and universities.

E. VICE PRESIDENT FOR RESOURCE DEVELOPMENT

1. Serves a two-year term (elected in odd years) as Vice President of Resource Development and member of Executive Board, Finance Committee.
2. Qualifications: Preference will be given, but not limited to, a person with a strong background in fundraising, financial planning and/or public relations.
3. Gives leadership to develop short (2 years) and long (up to 6 years) term fundraising goals within the Finance Committee; evaluates past efforts in setting new goals.
4. Is responsible for the development and implementation of fundraising activities, which will ensure the financial security of GAFCS.

F. VICE PRESIDENT FOR AWARDS AND RECOGNITION

1. Serve as chair of the Scholarship committee.
2. Disseminate information and take nominations for the AAFCS and GAFCS awards program.
3. Coordinate promotion, review and awarding of scholarships available.
4. Coordinate the selection of the Teacher of the Year Award.
5. Secures appropriate awards for presentation at the annual.

G VICE PRESIDENT FOR COMMUNICATIONS

1. Serves one year as Vice President for Communications and as a member of the Executive Board.

2. Monitor federal and state legislation and keep GAFCS membership informed about public policy which has significant impact upon family and consumer sciences.
3. Develop public relations strategies, and shall chair the GAFCS Newsletter/website committee
4. Collate GAFCS news and disseminate to members.

H. SECRETARY

1. Serves a two-year term as Secretary and member of the Executive Board.
2. Records the minutes of all business meetings of the Executive Board and the Assembly of Members.
3. Conducts correspondence as directed by the governing bodies.
4. Mails copies of all minutes to members of the Executive Board within two weeks following each meeting.
5. Keeps at hand and brings to official meetings, copies of minutes for the current and immediate past GAFCS years.
6. Keeps a loose-leaf or electronic record book of minutes from the current year and the immediate past year to pass on to successor.
7. Provides two copies of the minutes to the Executive Assistant, if employed, one bound copy for filing in the State of Georgia Archives and one copy for the GAFCS permanent files.
8. Transfers all records and files to successor within two weeks after the annual meeting at the completion of term of office.

I. TREASURER

1. Serves a two-year term as Treasurer and as a member of the Executive Board, effective August 1 after the Annual Meeting.
2. Serves as chair of the Finance Committee; members include the President, President-elect, Vice President for Resource Development, & Counselor. The Executive Assistant serves as an ex-officio member, if employed.
3. Serves as or work with custodian of all GAFCS money, bonds, notes, deeds, mortgages and other securities held for investment; and shall invest such funds as directed by the Executive Board.
4. Pays out money only upon receipt of vouchers approved by the President.

5. Presents the proposed annual budget and a written report of receipts and expenditures to the Executive Board and the Assembly of Members for approval.
6. Transfers to the Executive Assistant, if employed, an accurate record of all receipts and disbursements, a file of bank statements and/or canceled checks, receipted bills and internal audits at the end of the term of office.
7. Disburses funds to each district at the rate of \$1.50 per active member, based on the December AAFCS cumulative membership report. Each district must have filed a budget for the fiscal year (May 1 to April 30, as specified by AAFCS) in order to receive the reimbursement.
8. Prepares all tax reports for the fiscal years during term of office.
9. Provides materials to the Internal Audit Committee as requested.
10. Submits to a qualified accountant materials needed for preparation of a compilation at the end of the Treasurer's term of office, if required by the Internal Revenue Service.
11. Keeps the official file or notebook of activities accurately updated.
12. Transfers current budget, working files and supplies to successor within two weeks after completion of term of office.

J. NOMINATING COMMITTEE

1. Consists of seven GAFCS active members. The Counselor serves as one of the seven. Insofar as possible, members represent various professional sections and GAFCS.
2. Three members are elected each year for a two-year term.
3. Members serve on the State Board.
4. The chair, appointed by the President, serves on the Executive Board and on the State Board.
5. Nominating Committee Process for Selection of Candidates:
 - a. The incoming Chair requests names of eligible candidates interested in holding GAFCS and AAFCS elected offices.
 - b. Chair consults with Vice President for Membership to confirm each candidate's current membership status immediately after the committee meeting.
 - c. Chair calls potential candidates for oral acceptance.

- d. Chair presents proposed slate of qualified nominees for each elected office to the Executive Board for approval during the fall meeting.

Single Slate:

- 1) President
- 2) President-elect
- 3) Vice President for Programs/Professional Development
- 4) Vice President for Membership
- 4) Vice President for Resource Development Secretary (odd years, two-year term)
- 5) Treasurer (even years, two-year term)
- 6) Secretary (odd years, two-year term)
- 7) Vice President for Communications
- 8) Vice President for Awards & Recognition

Nominating Committee Slate:

Nominating Committee (3 members, two-year term)
(Refer to Article IV, Section 10 of the GAFCS Bylaws.)

6. Process for Balloting:
 - a. Chair prepares and disseminates a ballot in the fall/winter to current GAFCS members with the exception of organizational, pre-professional/graduate student and honorary members.
 - b. Chair sets ballot return deadline date, printed on the ballot, for members' return of ballots.
 - c. Ballots can be print or electronic-distributed and retrieved.
7. Process for Counting the Votes:
 - a. Committee chair and designated committee member tally the votes.
 - b. Election is by a majority of the votes cast. The three Nominating Committee candidates receiving the highest number of votes will be elected.
 - c. Committee chair notifies all candidates of the election results within 10 days after the ballot return deadline date.
 - d. Report of election results will be made to the Executive Board at the winter meeting, and then announced to the membership.
 - e. Elected officers will be installed at the GAFCS Annual Meeting.

K. GEORGIA PRE-PROFESSIONAL/GRADUATE STUDENT CHAIR

1. Serves as a member of the Executive Board. (*Refer to GP/GS Rules of Order for a listing of functions.*)
2. Encourages involvement of GP/GS members in the mentoring program.
- 3.. Encourages GAFCS professional members to serve as mentors.
- 4.. Coordinates distribution and receipt of mentor program applications from students and professionals during the fall.

III. FUNCTIONS OF APPOINTED OFFICERS

A. COUNSELOR

1. Shall be the immediate past president of GAFCS and serve as a member of the Executive Board.
2. Assists in the transition of GAFCS activities from one Executive Board to another.
3. Advises the President and counsels with other officers upon request.
4. Serves as chair of the Past Presidents' Committee.
5. Serves as a member of the Nominating Committee.
6. Serves as a chair of the Bylaws and Handbook Committee.
7. Conducts a review of the Executive Assistant, if employed, with the President immediately following the annual meeting, appraising the work done and making necessary changes. The President-elect will participate as an observer.
8. Serve as the Parliamentarian.
 - a. Maintain the Robert's Rules of Order, Newly Revised, the official copy of GAFCS Bylaws and Handbook, and a copy of AAFCS Bylaws.

B. GEORGIA PRE-PROFESSIONAL / GRADUATE STUDENT ADVISOR

1. Serves as a non-voting member of the Executive Board.
2. Serves as the advisor to the GP/GS Chair. This position is filled by the P/GS advisor to the school the chair attends. (*Refer to GP/GS Rules of Order for a listing of further functions.*)

C. GP/GS LIAISON

1. Serve as an advisor to the GP/GS Organization and shall be appointed by the GAFCS President-elect upon recommendation of GP/GS officers and college advisors. (*Refer to GP/GS Rules of Order for a listing of further functions.*)

D. CONTINUING EDUCATION LIAISON

1. Serves as a member of the State Board.
2. Keeps membership informed about available professional improvement opportunities.
3. Serves as GAFCS liaison with college and university continuing education units.
4. Serves as liaison with AAFCS for certification guidelines and professional development unit (PDU) applications. (*Refer to Appendix E, Affiliate Certification Coordinator*)

E. INTERNATIONAL LIAISON

1. Serves as a member of the State Board.
2. Serves as liaison to the International Federation for Home Economics (IFHE) and the AAFCS International Section.
3. Promotes membership and involvement in IFHE.

F. STUDENT MENTORING LIAISON

1. Serves as a member of the State Board.
2. Promotes professional development efforts with qualified GP/GS advisors and GP/GS members.
3. Encourages involvement of GP/GS members in the mentoring program.
4. Encourages GAFCS professional members to serve as mentors.
5. Coordinates distribution and receipt of program applications from students and professionals during the fall.

G. COMMITTEE CHAIRS

1. Appoint and work with committee members to fulfill committee responsibilities.
2. Develop and submit a proposed budget and end of year financial statement to the Treasurer, if needed.
3. Provide annual meeting budget and program information to the President-elect the Fall State Board meeting as requested.
4. Make recommendations to the Nominating Committee for state and national officers, when requested.

H. PROFESSIONAL SECTION, ACTION GROUP, SPECIAL PROJECT CHAIRS

1. AAFCS Professional Sections

Colleges and Universities -- Teachers and administrators of family and consumer sciences programs in four-year institutions and community colleges.

Elementary, Secondary and Adult Education -- Encompasses a wide range of interests, from public/private school teachers to state vocational education office administrators.

Extension -- Cooperative Extension educators and administrators of family and consumer sciences related to family issues employed at the county, state and federal levels.

Business -- Family and consumer sciences professionals who work in the business sector to identify trends and integrate consumer needs into the design and marketing of consumer goods and services.

Home and Community -- Community volunteers, full-time homemakers, free lance or part-time employees and retired professionals who work to strengthen the profession within the community.

Human Services -- Specialists in health care or human service, social work and the legal profession who provide support to families and individuals in need.

Research -- Researchers on college or university campuses who add to the knowledge base of family and consumer issues.

2. Responsibilities

- a. Appoint and work with committee members to develop a program of work based on recommendations of the Long-Range Program Planning Committee and/or the Executive Board. Submit program of work to the Vice President for Programs/Professional Development by the deadline.
- b. Develop and submit a proposed budget and end of year financial statement to the Treasurer, if needed.
- d. Provide annual meeting budget and program information to the President-elect at the Fall State Board meeting as requested.
- e. Make recommendations to the Nominating Committee for state and national officers, when requested.
- f. **Submit a summary of the year report to the Vice President for Programs/Professional Development at least thirty days prior to the annual meeting.**

IV. FUNCTIONS OF THE GAFCS EXECUTIVE ASSISTANT

If employed, duties shall be defined as the following:

A. GENERAL RESPONSIBILITIES

1. Maintains a permanent address for GAFCS.
2. Retains in order, the official GAFCS files. Act as custodian of the official permanent files.
3. Attends Executive Board and Annual Meetings.

B. MANAGERIAL DUTIES

1. Serves as liaison between outgoing and incoming Executive Board members.
2. Collects and places in the GAFCS permanent file the following items each year:
 - a. current Bylaws and Handbook
 - b. annual reports of the President and Treasurer
 - c. current membership list

- d. list of current Executive Board members
 - e. complete set of minutes from all meetings of the Executive Board and the Annual Meeting
 - f. copy of Annual Meeting program
 - g. copy of all GAFCS publications published during the year
 - h. list of all GAFCS fellowship, scholarship and award recipients for the year
 - i. records of all celebrations including programs, scripts, audios and videos, and media clippings
 - j. labeled photographs of official functions
 - k. reports of all special projects
 - l. all receipts, disbursements, bank statements, canceled checks, receipted bills and audits (for previous seven years)
3. Collects and places at the Georgia Department of Archives and History approved documents by September 1 for years ending in "0" and "5".
 4. Receives and disperses incoming mail as directed by the President.
 5. Communicates approaching deadlines to appropriate officers. Provide assistance with meeting deadlines.
 6. Coordinates Job Network: posts jobs, mails information regarding available jobs and promotes Job Network among membership.
 7. Receives and maintains current membership list from AAFCS.
 8. Assists with membership mailings (including newsletter as requested). Mails within three working days of receipt from Executive Board member.
 9. Provides materials to those absent (and appropriate others) from the Executive Board meetings, as designated by the President.
 10. Secures and provides stationary and other supplies to Board members and others as needed and designated, including AAFCS and GAFCS lists and labels.
 11. Assists in the preparation of 501 (c)(3) annual report required by the Internal Revenue Service.

C. ACCOUNTABILITY

The Executive Assistant is accountable to the President and to the Executive Committee for the performance of assigned duties. In order to ensure compliance with this agreement, the Executive Assistant will:

1. Submit a monthly log of activities/accomplishments to the President and President-elect by the 15th of each month.
2. Submit a monthly voucher by the 5th of each month to the President for

approval.

3. Participate in a performance review with the President and the Counselor at a date to coincide with the end of the GAFCS year. Information for this review will be provided by those persons involved in activities and services the Executive Assistant provided during the year. The evaluation tool to be used will be provided prior to the review. The President-elect will participate as an observer.
4. Provide an annual review of position responsibilities and activities (as outlined in GAFCS Handbook and job description) as well as recommendations for adjustments to the Executive Board.

D. CRITERIA FOR SELECTION

1. Is preferably a member of AAFCS/GAFCS who has served on the State Board and has maintained a continued interest in GAFCS.
2. Has sufficient time and is willing to devote needed time and effort to the job.
3. Has computer skills and prior managerial experience.
4. Can provide office and storage space.

E. SELECTION

1. Applicant submits a letter of application to the President.
2. Applications are reviewed by the Executive Board for final decision.

F. TERM OF EMPLOYMENT

1. A contract is issued for one year (August 1 - July 31) and reviewed annually by the Executive Board.
2. The contract is renewed annually as long as both parties are satisfied.

G. SALARY AND EXPENDITURES

1. The Treasurer shall budget the salary from the operating funds.
2. The Treasurer shall mail payment to Executive Assistant on last day of each month.
3. Allowance for the following will be provided: office rent, postage, UPS, long distance telephone costs, office supplies, GAFCS travel (including local) at 26¢ per mile, State Board-related expenses, and other items approved by the President.

V. FUNCTIONS OF STANDING COMMITTEES

A. BYLAWS AND HANDBOOK COMMITTEE

1. Members include: the Counselor and GAFCS members appointed by the Counselor.
2. Receives and/or recommends proposed amendments to the Bylaws and presents proposals to the Executive Board for approval.
3. Prepares a copy of proposed amendments to the Bylaws and, with approval of the Executive Board, sends proposals to the membership.
 - a. GAFCS Bylaws shall not conflict with policies set forth in AAFCS Bylaws.
 - b. The Bylaws may be amended by a vote of **two-thirds** of the Assembly of members present and voting at any business meeting providing that notice is given in due form at the preceding annual meeting or by mail to all members thirty days prior to the annual meeting at which a vote is to be taken.
 - c. In the event of any emergency as determined by the Executive Board, the Bylaws may be amended by mail by a majority of the votes cast.
4. Receives and/or recommends proposed changes in the Handbook and presents proposals to the Executive Board for approval.
5. Coordinates printing and distribution of the Bylaws and the Handbook as instructed by the President and the Executive Board.
6. Maintains a current, dated copy of the GAFCS Bylaws and the GAFCS Handbook.
7. Assists the Counselor/Parliamentarian in monitoring actions of the Executive Board and the Assembly of Members in insuring that the Bylaws and Handbook guidelines are observed at all times.

B. FINANCE COMMITTEE

1. Members include: Treasurer (Chair), President, President-elect, Vice President for Resource Development, Counselor. The Executive Assistant, if employed, and the Treasurer-elect (when applicable) serve as ex-officio members.
2. Prepares and submits a proposed annual budget and financial report to the Executive Board and the Assembly of Members.

C. INTERNAL AUDIT COMMITTEE

1. Members include: three GAFCS members appointed by the President-elect to serve during the following year.
2. Requests materials from the Treasurer for preparation of the annual internal audit.
3. Prepares an annual report and provides a copy to the President, the President-elect, the Secretary and the Executive Assistant, if employed.
4. Presents report to the Executive Board.

D. LONG RANGE PROGRAM PLANNING COMMITTEE

1. AAFCS Divisions

Apparel and Textiles -- Teachers of textiles and clothing courses at the secondary and college level as well as professionals in the apparel industry.

Art and Design -- Professionals promoting interior design, apparel design, and applied art history in relation to its impact on individuals.

Communication -- Professionals working in print, audio and/or visual communications to strengthen family and consumer science policies, concepts and techniques.

Education and Technology -- Teachers in secondary schools and four-year institutions interested in curriculum development, methodology, planning and evaluation of family, consumer and vocational sciences programs.

Family Economics and Resource Management -- Professionals interested in developing strategies for resource management.

Family Relations and Human Development -- Professionals in the areas of human sexuality, gerontology, personal counseling and child care.

Housing and Environment -- Professionals working to develop materials and equipment designs to sustain healthy lifestyles. Affordable and secure housing for the elderly and disabled is a primary concern.

International -- Professionals with an interest in or experience with people of other cultures in the field or members who have come from other countries to pursue a career in family and consumer sciences in the United States.

Nutrition, Health and Food Management -- Professionals promoting nutrition and the quality management of food production, sanitation and safety.

2. Responsibilities

- a. Members include: Representatives of each of the AAFCS divisions appointed by the Chair. The committee chair is appointed by the President-elect to serve the following year.
- b. Gathers information from membership and other sources to determine priority issues.
- c. Every three years, identifies one priority issue on which to base all

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- association programs for the next three-year period.
- d. Identifies a specific area of focus related to the priority issue upon which to target programming of the association for one year.
 - e. Provides an annual listing of possible activities for each focus area to be used by professional sections, action groups and districts in developing and implementing programs of work as appropriate.

E. NEWSLETTER/WEBSITE COMMITTEE

1. Members include: Vice President for Communications and members so appointed.
2. Encourages the membership to submit news articles as a means of communication with members and other interested individuals and groups.
4. Sets publication deadlines with the approval of the President.
5. Coordinates the collection of and dissemination of news releases about GAFCS through its official publication and other media as deemed appropriate.
6. Receives assistance from the Executive Assistant, if employed, in distributing the newsletter to the membership and others deemed appropriate.

F. NOMINATING COMMITTEE

See Section I.

G. PAST PRESIDENTS' COMMITTEE

1. Members include: all past Presidents who hold current membership in AAFCS/GAFCS, and current President and President-elect who serve as ex-officio members. The Counselor serves as the chair.
2. Develops and maintains a long-range plan of action for fiscal and management procedures of GAFCS.
3. Reviews guidelines for initiating special projects.
4. Promotes the continuity of GAFCS administrative functions.

H. PUBLIC RELATIONS COMMITTEE

1. Members include: Vice President of Public Relations and members so appointed.
2. Coordinates efforts to expand and improve public knowledge, understanding and appreciation of the family and consumer sciences profession.
3. Promote National Family Week
4. Update GAFCS Exhibit annually with the current AAFCS theme by July

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15.

I. RESOLUTIONS COMMITTEE

1. Members include: GAFCS members appointed by the chair.
2. Receives and proposes resolutions for adoption by the Executive Board and the Assembly of Members.
3. Maintains a list of approved AAFCS/GAFCS resolutions.
4. Informs GAFCS membership of resolutions passed by AAFCS.

J. SECONDARY CERTIFICATION COMMITTEE

1. Members include: GAFCS members appointed by the chair.
2. Coordinates on-site reviews for secondary family and consumer sciences industry certification program candidates.
3. Submits recommendations for program certification to the Executive Board.
4. Serves as GAFCS liaison to the Georgia Department of Education and represents GAFCS at their annual certification recognition program.
5. Coordinates with Executive Assistant the purchase of plaques and lay out design for Certified Family and Consumer Sciences programs.
6. Recognizes newly certified programs during the GAFCS Annual Meeting.
7. Reviews certification criteria and procedures and recommends proposed changes to the Executive Board.

VI. DISTRICT UNITS

A. DISTRICT ORGANIZATION

The membership of GAFCS shall be organized into district units at the discretion of the Executive Board. (*Refer to Appendix F: GAFCS Districts and Appendix G: GAFCS Districts by County.*)

B. FUNCTIONS OF DISTRICT UNITS

1. Increase membership and actively involve members in GAFCS and AAFCS.
2. Design and implement a plan of work based on recommendations of the Long-Range Program Planning Committee and the Executive Board, as requested by the Vice President for Program/Professional.
3. Provide district members with leadership opportunities.
4. Cooperate with local organizations and agencies having common goals and objectives.
5. Hold a minimum of two meetings during the program year and other

meetings as desired.

C. DISTRICT OFFICERS

1. Chair

- a. Serves a one-year, but not more than a two-year, term of office.
- b. Attends the GAFCS Leadership Workshop and encourages other district officers to attend to learn about the relationship between GAFCS and districts regarding the following:
 - 1) program of work
 - 2) membership
 - 3) district budget
 - 4) subject matter and professional sections
 - 5) standing committees
- c. Presides at district meetings.
- e. Submits district news articles to the Vice President for Communications as requested.
- f. Serves as ex-officio member on all district committees.
- g. Stays informed on GAFCS policies and organization, coordinating GAFCS activities and interests with the district unit.
- h. Prepares and submits a district program of work to the Vice President for Program/Professional Development by the deadline date.
- i. **Prepares and submits a summary of the year report to the Vice President for Program/Professional Development at least thirty days prior to the Annual Meeting.**
- j. Files a duplicate copy of all district reports sent to GAFCS and retains permanent district files of:
 - 1) officers and committee chairs
 - 2) treasurer's reports
 - 3) programs
 - 4) awards presented to district members
- k. Provides GAFCS President-elect with names of the incoming district officers two weeks prior to the Annual Meeting.
- l. Transfers all files and materials relating to office of chair to incoming chair and instructs successor in the duties of the office (should be completed prior to GAFCS annual meeting).
- m. Sends to the GAFCS Nominating Committee Chair recommendations of eligible members to serve as candidates for GAFCS offices and committee chairs.
- n. Appoints an internal audit committee consisting of three members,

excluding the Treasurer, to review district funds annually.

- o. **Responds promptly to all requests from the Executive Board.**

2. Chair-elect

- a. Serves at least one year prior to assuming office of chair and fills the unexpired term of chair in the event the chair is unable to serve.
- b. Presides at meetings in the absence of the chair.
- c. Becomes familiar with GAFCS Bylaws, district policies and duties of district officers.
- d. Arranges district programs and meetings, and implements the program of work as directed by the chair.
- e. Appoints all district committee chairs for the incoming year for term as chair.
- f. Serves as an ex-officio member of the district nominating committee.

3. Secretary

- a. Serves a two-year term, coinciding with the rotation of the GAFCS Secretary.
- b. Records all proceedings of district executive board meetings and district meetings.
- c. At the discretion of the district chair, sends out notices of executive board and district meetings.
- d. Maintains all official minutes of district meetings and keeps one file copy of:
 - 1) district correspondence
 - 2) official minutes of executive board and district meetings
 - 3) lists of past officers and committee chairs
 - 4) treasurer's report for past five years
 - 5) official district membership list
 - 6) list of present and past district award recipients

4. Treasurer

- a. Serves a two-year term, coinciding with the GAFCS Treasurer.
- b. Serves as chair of the district finance committee.
- c. Receives budget requests from district committee chairs.
- d. Prepares and submits a budget to the GAFCS Treasurer.
- e. Has custody of all monies belonging to the district, and keeps a

- record of all deposits and disbursements.
- f. Receives money from the GAFCS Treasurer at the rate of \$1.50 per active member, effective August 1 of each year, upon submission of the district budget to the Treasurer.
- g. Submits vouchers to the President immediately for approval and submission to the Treasurer for reimbursement of expenditures.
- h. Pays bills upon presentation of itemized statements and with the approval of the district chair.
- i. Keeps accurate record of all receipts and disbursements.
- j. Gives treasurer's report at all district meetings.
- k. Transfers official records to successor at the end of term of office.

5. District Committee Chairs

- a. Select members to serve on committees.
- b. Attend district executive board meetings to report on the work and/or concerns of the committees.
- c. Assist in implementing the district program of work.
- d. Prepare committee budget requests for implementing program of work and submit to the district chair and treasurer.
- e. Submit reports to district chair and GAFCS counterpart, if applicable.
- f. Maintain file of committee's activities.
- g. Transfer files to successor at the end of term of office.

D. DISTRICT NOMINATING COMMITTEE

Nominating Committee includes not less than three and not more than five members appointed by the district executive board. The chair is appointed by the district chair.

- 1. Solicits recommendations for district candidates from the district executive board and membership.
- 2. Selects potential candidates and checks on their membership credentials.
- 3. Contacts eligible candidates for consent to run for office.
- 4. Prepares district ballot and holds election at district meeting and sends the district office matrix to President-elect no later than April 1.
- 5. Counts ballots and announces results to district membership and verifies elected officers with the GAFCS President and the Executive Assistant, if employed.

6. Sends recommendations of eligible candidates to serve as GAFCS officers and committee chairs to the chair of the GAFCS Nominating Committee.

REMINDER
to Bylaws and Handbook Chair:

--DON'T FORGET TO--

ADD APPENDICES

to the end of the Handbook!

(Appendices *file name* is “*Appendix #*”)