

Wisconsin Association of Family and Consumer Sciences

Policies and Procedures Manual

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Table of Contents

Mission.....	1
Board of Directors.....	2
Elections.....	3
Council.....	3
Officers	3-7
Executive Director Job Description	7-8
Membership, Dues, Fees, Privileges.....	8- 9
Annual Meeting.....	9
Committees	9
Fund Raising.....	9-10
Newsletter.....	10
State Conference.....	10-11
Legislative Lobbying	11
Revision of the Policies and Procedures	11

Mission

The mission of the Wisconsin Association of Family and Consumer Sciences is to provide leadership and support for professionals whose work assists individuals, families and communities in making informed decisions about their well being, relationships and resources to achieve optimal quality of life.

Board of Directors

The Association, in order to affect its purpose, shall have a Board of Directors. The WAFCS Board of Directors shall set association policy, and provide leadership for and manage the affairs and funds of the Association.

The composition of the Board of Directors shall consist of the President, President-Elect, Secretary, Immediate Past-President, Treasurer, Vice-President Membership, Vice-President Awards and Recognition, Vice-President External Relations, Vice-President Public Policy, Vice-President Professional Development, Vice President Communications and Technology, Foundation Designee, and Executive Director (ex officio). To authorize official business, a quorum of 1 over half of the members must be in attendance. The Board of Directors shall meet on a quarterly basis.

The Board of Directors may choose to meet in Executive Session without the WAFCS Executive Director in attendance.

Function of the Board of Directors

- Serve as the legal representative of the Association;
- Establish and monitor operating policies and procedures for the conduct of the Association;
- Manage fiscal affairs including budget development and approval, review of financial institutions used, and review of fiscal reports at meetings;
- Appoint Executive Director;
- Recommend, facilitate, and implement program priorities for a given year;
- Approve appointments of individuals to fill unexpired terms of officers in case of vacancy;
- Provide individual reports prior to each meeting of the Board of Directors
- Meet a minimum of four times annually in person, by conference call or by other technologically assisted means.
- In case of emergency or inclement weather cancel meetings of the organization;
- Approve program objectives, general format, budget, and fees for WAFCS State Conference.

Any member of the Board of Directors or Council who is unable to fulfill the duties of the office to which they have been elected or appointed over a period of six months and/or are unable to participate in three consecutive meetings will be viewed as vacating their office unless a resignation has been received or Board of Directors has approved an exception to this policy.

Executive Committee

The Executive Committee shall be composed of the President, President-Elect, Past President, Secretary, and Treasurer. It will be responsible for decisions that must be made outside of board meetings and for the annual review of independent contractor(s).

Elections

Minimum of one name shall be provided for each position when a ballot is developed. Space will be provided for write-in candidates. Elections shall be determined by majority of votes cast by membership ballot.

Council

The composition of the Council shall consist of the Board of Directors and Directors at Large – Conference Coordinator, Retirees, Student Unit Advisor, and New Professionals.

Functions of the Council:

- Meet preceding the WAFCS annual meeting;
- Initiate new program directions for WAFCS;
- Develop and approve program of work to implement objectives and priorities established by assembly of members;
- Receive committee reports.

Officers

All elected officers except the Treasurer shall assume the duties of their office on July 1 except the Treasurer. The Treasurer shall assume the duties of this office at the beginning of the fiscal year, August 1.

Filling Vacancies

The Board of Directors shall fill vacancies in the office as they may occur between the WAFCS annual meeting, such appointments to be held only until the next election for that office.

President

The President shall serve one year as President-Elect, the following year as President of the Association, assuming office as President on July 1st, and a third year as Immediate Past-President. The President serves for a term of one year or until the selection of a successor and has the following duties:

- Serve as presiding officer (chair) of the WAFCS Board of Directors and Council
- Serve as voting member of the AAFCS Senate
- Represent WAFCS at the Affiliates Presidents' meeting
- Serve as chair of the Executive Director's performance review committee
- Submit report to the council secretary prior to each meeting
- Provide supervision and leadership for WAFCS policies and programs
- Submit annual program of work to AAFCS.
- Submit accomplishments related to annual program of work to AAFCS as requested
- Approve all bills prior to payment by Treasurer
- Write President's message for each newsletter issue
- Appoint committees, chairs of committees and members to fill unexpired terms in case of vacancies for elected offices subject to the approval of the Board of Directors and annually appoint an Audit Committee to conduct audit of association and foundation accounts.

President-Elect

The President-Elect shall be elected annually and serves one year as President-Elect, the following year as President of the Association or until the selection of a successor, and a third year as Immediate Past-President. The President-Elect has the following duties:

- Serve in the absence of the President
- Submit report to the council secretary prior to each meeting
- Serve as voting member of the AAFCS Senate
- Attend the Annual AAFCS Affiliate's Meetings.
- Fill unexpired term of president if vacancy occurs
- Perform any other duties assigned to the office by the President and/or Board of Directors

Immediate Past-President

The Immediate Past-President shall serve one year as President-Elect, the following year as President, and a third year as Immediate Past-President. The Immediate Past-President has the following duties:

- Serve as advisory capacity to the President and President-Elect
- Act as parliamentarian of the Council
- Serve as Nominations Chair and appoint a committee to provide leadership for recruiting members to serve in leadership positions.
- Follow Bylaws in determining positions needing to be filled and recruit members to run for these positions.
- Present slate of nominees for WAFCS offices.
- Conduct ongoing evaluation of Bylaws.

Secretary

- Record full and accurate minutes for Board of Directors and annual meetings
- Distribute minutes of all meetings to Board of Directors within one month of meeting
- Provide minutes for placement on the WAFCS website.
- Conduct correspondence for the organization
- Serve as an emergency signatory for financial accounts

Treasurer

- Appoint a minimum of 2 members for the Finance Committee, subject to approval by the Board of Directors.
- Serve as chair of the finance committee
- Be responsible for all receipts and disbursements regarding WAFCS business
- Submit financial report at each Board of Directors, Council, and Association meeting
- Prepare and present proposed annual budget for upcoming fiscal year.
- Record all fiscal activity

- Maintain mailing address and signature card for all bank and investment accounts
- Prepare appropriate paperwork and payment for bonding of Treasurer
- Serve as a member of the Foundation Board of Directors
- Signs the contracts for State Conference facilities

Vice President Membership

- Provide guidance for membership promotion, recruitment and retention
- Submit report to the Secretary prior to each Board of Directors and annual meeting
- Regularly check AAFCS membership data base
- Work closely with and support Directors at-large New Professionals, Retirees, and Student Unit Advisor, reporting on their activities at each Board of Director's meeting
- Appoint Directors at-large for New Professionals, Retirees, and Student Unit Advisor annually, subject to Board of Directors approval

Vice-President Awards and Recognition

- Recruit members to submit award applications and prepare articles for newsletter regarding award opportunities
- Appoint members to awards committee for the following awards: Leader, Friend of WAFCS, New Achiever, Teacher of the Year, and Distinguished Service Award, subject to Board of Directors approval
- Prepare articles for newsletter and media release regarding award winners
- Provide recognition for state award winners at AAFCS
- Ensure appropriate certificates and related items are ready for presentation at the awards ceremony as part of the WAFCS annual conference
- Communicate with Director At Large – Conference Coordinator regarding when awards will be presented at WAFCS annual conference
- Additional awards may be offered by approval of the Board of Directors.

Vice President External Affairs

- Promote WAFCS Conference with other professional organizations
- Serve as Liaison to FCCLA, WFCE, and other professional organizations (i.e.: WEAFC, National Council on Family Relations)
- Maintain electronic database of liaison organizations

Vice-President Public Policy

- Communicate with WAFCS members regarding public policy issues impacting the profession
- Communicate with elected officials regarding public policy issues impacting the profession
- Communicate with similarly focused organizations on public policy issues

- Continue search for public policy issues that may impact WAFCS
- Organize a public policy session at WAFCS annual conference as needed
- Call for and respond to position papers

Vice-President Professional Development

- Serve as liaison to current year's conference coordinator and following year's conference coordinator
- Appoint Conference Coordinator, 2 years in advance, for approval of Board of Directors
- Serve as liaison to Regional Chairs
- Share information with members regarding professional development opportunities.
- Communicate and promote opportunities regarding Communities of Practice
- Serve as link to IFHE.

Vice President Communications and Technology

- Utilize social media to connect with current and potential members, sharing WAFCS information and activities.
- Stay abreast of emerging technologies and present options for their use to the Board of Directors.
- Communicate ready-to-use websites and technology applications to WAFCS members.
- Assist Executive Director in securing articles for the WAFCS newsletter and proof reading.

Foundation Designee

- Recommend members for election to the Foundation Board, subject to approval by the Board of Directors
- Promote activities of the Foundation
- Develop and share budget for funds to be dispersed annually by the Foundation
- Review, select and implement fundraising opportunities
- Award scholarship at WAFCS annual conference
- Award funds for other projects/ grants as determined by the Foundation

ALL DIRECTORS AT LARGE

Serve as liaison designees to AAFCS as requested and appropriate. Serve as members of the Council and file reports via respective Vice Presidents.

Director At Large – Conference Coordinator

- Recommends date and location for annual conference to Board of Directors.
- Work with Treasurer regarding site contract
- Recruit committee to assist with conference planning

- Work with WAFCS Treasurer to prepare financial statement regarding conference
- Work with Vice President of Professional Development to communicate conference information with members through newsletter and website
- Plan, coordinate and implement conference tours, sessions exhibits, and related activities
- Provide evaluation feedback to Board of Directors on the conference
- Share working files with the next Conference Coordinator

Director At Large – Retirees

- Work with Vice-President Membership to identify retirees
- Maintain contact with retirees and plan appropriate activities
- Invite members who are newly retired to participate
- Sponsor event for retirees at WAFCS annual conference
- Share activities with the Board of Directors through regular reports to the Vice President of Membership

Director At Large – Student Unit Advisor

- Serve as advisor to Student Unit officers
- Work closely with WAFCS Student Unit Chair to plan, promote and implement student meetings
- Work closely with WAFCS Student Unit Chairs from UW-Madison, UW-Stevens Point and UW-Stout
- Communicate with Director at Large – Conference Coordinator regarding Student Unit service project and professional development sessions at WAFCS annual conference
- Provide information regarding student unit activities for distribution to membership
- Oversee HUGS program
- Share activities with the Board of Directors through regular reports to the Vice President of Membership

Director At Large – New Professionals

- Work with Vice President –Membership to identify and maintain list of new professionals
- Work with Director At Large-Conference Coordinator regarding possible sessions at WAFCS annual conference for new professionals
- Create and implement mentoring opportunities for new professionals
- Serve as liaison between AAFCS and WAFCS, Wisconsin Department of Public Instruction and teachers throughout the state regarding Pre-Pac and Certified Family and Consumer Science (CFCS)
- Share activities with the Board of Directors through regular reports to the Vice President of Membership

Executive Director

This is a paid, independently contracted position with renewable options.

Title of Position

Executive Director for the Wisconsin Association of Family and Consumer Sciences. This position is a contractual position running from July 1 to June 30th.

Responsibilities

Annually the Executive Board and the Executive Director will meet and prioritize the responsibilities for upcoming year. Primary responsibilities include:

- Maintain a permanent address for the Wisconsin Association of Family and Consumer Sciences.
- File annual tax forms and other legal documents, in collaboration with the WAFCS President and Treasurer.
- Retain non-current legal, official, and financial records of WAFCS (such as tax forms, financial reports, and minutes).
- Place permanent records in archives annually.
- Collaborate with the State President regarding association business and communications with AAFCS.
- Agree on goals and potential outcomes for this position and for the association annually with the Executive Committee.
- Maintain and continuously update website and membership data base (received from AAFCS) for distribution of communications to membership.
- Maintain and continuously update membership database (received from AAFCS) to use for distribution of other communications to the membership.
- Communicate concerns from membership to the President and/or Executive Board.
- Solicit content for the WAFCS Newsletter; develop and edit content, and distribute to membership.
- Maintain and publish current directory of active, associate, retired/life, and student unit members for distribution as requested.
- Maintain record of current WAFCS By-Laws and Policies and Procedures Handbook and place on the WAFCS website for member reference.
- Attend WAFCS meetings as requested.
- Arrange for WAFCS Board of Directors Meetings after date and location are determined. Work with the President to prepare and distribute agendas
- Submit report to the Board of Directors prior to each meeting.

Evaluation

- Annual evaluation by the Executive Board based on responsibilities, achievement of goals and outcomes.

Membership

Members of WAFCS must be members of AAFCS. Individual members shall be: (a) active, (b) Ellen Richards Sustaining, (c) emeritus, and (d) student (collegiate/post secondary). Eligibility for membership categories shall be determined by AAFCS. Annual dues for all categories of individual memberships shall be subject to approval by the AAFCS Senate.

Privileges of individual members shall include:

- Receipt of the WAFCS newsletter and annual membership directory.
- Full voting privileges.
- The opportunity to serve as an elected officer of the Council and/or Director-at-large, and as a member of other committees. Undergraduate/Graduate student members are not eligible for an elected office.

The functions of the membership shall be to:

- Be the policy-making body of the WAFCS.
- Convene during annual meeting.
- Receive report of elections.
- Receive report of budget and fiscal operation and management.
- Receive report of officers.
- Adopt resolutions.
- Act upon proposed revisions of the WAFCS Bylaws.
- Transact other business as may properly come before the assembly.

Annual Meeting

There shall be an annual membership meeting of the WAFCS typically held during the WAFCS annual conference. No annual meeting shall be held at the time that will shorten or lengthen the term of any elected officer by more than six months. In event of an emergency, the annual meeting can be canceled by a majority vote of the Board of Directors.

Committees

Committee members shall be appointed annually. The Association shall have committees as deemed appropriate by the WAFCS Board of Directors. The vice-president under whose jurisdiction the committee falls will coordinate committees and additional committees authorized by the board of directors.

The chair of a committee shall be appointed by the vice-president under whose jurisdiction that committee falls, for approval by the Board of Directors, unless otherwise stipulated in the bylaws. The chair, unless otherwise stipulated, will select committee members and submit their name to the vice-president for approval.

Chairs of committees will submit written reports to the vice-president under whose jurisdiction that committee falls. Chairs of additional committees shall submit written reports to the president. The vice-presidents and president shall make committee reports available to the Board of Directors and the Council.

Committees (1 year terms unless otherwise specified)

- Finance: Prepare and submit a proposed annual budget to the Board of Directors, submit financial reports, study investments of the Association annually, and make recommendations to the Board of Directors. The WAFCS Treasurer shall serve as chair.
- Awards: Promote awards to members for outstanding contributions to the profession. Review and recommend policies and procedures to the Board of Directors. Assist WAFCS members in submitting their applications to AAFCS.
- Audit: Appointed by the President to audit association and foundation financial records.

Association Fund Raising

Should the need for fund raising occur, the following are policies relating to this activity:

- The goal of any fund raising activity where the funds are to be retained by WAFCS must be in support of the purpose of the organization,
 - A fund raising activity may be conducted for the support of another 501 © (3) organization, e.g. AAFCS, AAFCS Development,
- Fund raising activities are for designated funds, and
- Proposals for fund raising must be approved by the Board of Directors.

Newsletter

WAFCS newsletter is the association's official communication and shall be issued at least three times per year. Purpose of the newsletter is to communicate information about the Association, annual conference, resources, public policy issues, professional development opportunities and news about members.

WAFCS State Conference

The WAFCS state conference is to reflect the WAFCS plan of work and the many interests of WAFCS members. Site and date for the annual state conference shall be recommended by the Vice President Professional Development in consultation with the WAFCS Executive Director and Conference Coordinator not less than one year in advance of each conference. The contract shall include meeting and exhibit space, meals and equipment costs. A deadline shall be established for presentation and payment of bills. When approved, Vice President Professional Development, Treasurer, Executive Director and Conference Coordinator shall review a written contract. The contract will be co-signed by the Treasurer and a person representing the facility.

Plans including program objectives, general format, budget, and fees shall be submitted by the committee to the WAFCS Board of Directors for review, discussion, and approval.

A letter of agreement including responsibilities of both parties shall be sent in duplicate to each speaker on the program (conference or workshop) for signature and returned as an acceptance of the agreement.

Registration fees (including meals) shall not be refunded except as stated in registration materials.

All persons, including committee members and students attending a WAFCS conference shall pay registration fees. Fee reductions may be given for full-time students and new professionals as approved by the Board of Directors.

Exhibits:

- All exhibits at the state conference shall enhance the educational intent of WAFCS.
- Conference Coordinator may seek a WAFCS member(s) to solicit exhibits.
- Exhibitors will be asked to pay a pre-determined fee to exhibit.
- Any educational information displayed or distributed should not be disparaging of any population, group or other enterprise or product.
- Letters and forms to potential exhibitors will contain the same language, and include specifics about meals provided and benefits they can expect.
- Exhibitors may donate items for the silent auction.
- Recognition and description of exhibitors will be printed in the conference packet.

Conference funds become part of the WAFCS treasury. Should there be a deficit, WAFCS assumes responsibility for payment of expenses incurred. Preliminary expenditure report shall be forwarded to the Vice President Professional Development prior to the Board of Directors meeting. The WAFCS audit committee shall review conference financial records.

Working files for the current conference must be forwarded annually to the next conference committee.

Legislative Lobbying

The Association can only become involved in a legislative issue on behalf of its membership and consistent with our 501-c3 designations under the following condition. The Board of Directors must have a clear policy statement (which will come in the form of a resolution), which defines the Association's position on a particular issue. The Board of Directors will vote whether or not to support policy statement.

A WAFCS member may not lobby or testify as a representative for the Association except as is stated in the above policy. Members may lobby or testify as an individual or as a family and consumer sciences professional. A member may not use WAFCS letterhead stationary to support or criticize legislation, a political candidate or any other function of the legislative process.

Revision of the Policies and Procedures

Changes in the Policies and Procedures may be made by a majority of the Board of Directors.