

**AAFCS**

**POLICIES AND PROCEDURES**

**MANUAL**

**May 2008**

**Approved by BoD 2/4/08 with edits reflective of subsequent actions 5/12/08**

# ***AAFCS POLICY AND PROCEDURES MANUAL***

## **AAFCS Board of Directors, 2006-07:**

Dixie R. Crase, CFCS	President
Bonnie Braun, CFCS	President-Elect
Peggy Wild, CFCS	Treasurer
Deborah J. Nelson, CFCS	Director-at-Large
Marilyn Swierk, CFCS	Director-at-Large
Kay M. Wilder, CFCS	Director-at-Large
Susan S. Shockey	Director of Affiliates
Shelly M. Nickols-Richardson	Director-at-Large
Victoria M. Gribschaw, SC, CFCS	Secretary
Melissa Wilmarth	Student Unit Chair
Don Bower, CFCS	Immediate Past-President
Carolyn Jackson	Transitional Executive Director
	Ex-officio without vote

## **AAFCS Board of Directors, 2007-08**

Bonnie Braun, CFCS	President
Shelly M. Nickols-Richardson	President-Elect
Peggy Wild, CFCS	Treasurer
Sue Buck, CFCS	Director-at-Large
M. Virginia Richards, CFCS	Director-at-Large
Kay M. Wilder, CFCS	Director-at-Large
Susan S. Shockey, CFCS	Director of Affiliates
Kristen L. Warner	Student Unit Chair
Dixie R. Crase, CFCS	Immediate Past-President
Carolyn Jackson, CFCS	Executive Director
	Ex-officio without vote

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# AMERICAN ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

## Policy and Procedures Manual

### I. Name, Mission, and Emblems of the Association

#### A. Name of the Association

The name of the Association shall be the American Association of Family and Consumer Sciences.

The Association shall not approve or endorse products or services, nor shall it allow its name to be used in a way that implies such approval or endorsement.

Acceptance of contributions for awards or sponsorships in no way constitutes endorsements of a company's policies, products, or services by the American Association of Family and Consumer Sciences.

#### B. Mission of the Association

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.

#### C. Emblems of the Association

The Association's official emblem shall be the Betty Lamp that is used in conjunction with the name of the Association or the acronym-AAFCS.

Private profit making organizations shall not use reproductions of the emblem.

Permission to use the emblem shall be requested from the Executive Director of AAFCS, the Executive Committee or the AAFCS Board of Directors.

The American Association of Family and Consumer Sciences' official emblem shall be reproduced or used only on official materials and products by the Association and its affiliates, communities, committees, councils and units.

The American Association of Family and Consumer Sciences' official emblem must stay intact but the affiliate may use the emblem in conjunction with their official designation, either as the \_\_\_\_ (state) Affiliate of Family and Consumer Sciences; \_\_\_\_ (state) Association of Family and Consumer Sciences; or American Association of Family and Consumer Sciences, \_\_\_\_ (state) Affiliate.

### II. Organizational Structure

#### A. Membership, Dues, Fees, and Privileges

##### 1. Membership

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

Members who live in a geographic area not served by an affiliate shall be members-at-large unless a member otherwise designates an affiliate. Individual membership categories shall be active, Ellen Richards Sustaining, emeritus, and student.



## 2. Dues

### **Active**

**Dues: \$135\***

Criteria for membership category

- Professional with a degree in family and consumer sciences or related field working toward or supporting the vision and mission of AAFCS.

Member benefits

- Eligible to vote and hold office.
- Annual subscription to the *Journal of Family and Consumer Sciences*.
- Includes all member benefits, as well as discounts on publications and event registrations.
- Special introductory rate for the first year of Active Membership (one-year only) \$100
- \*Annual dues in CA, OH \$140; TX, KS, NE \$145; IA \$150.

### **Ellen H. Richards Sustaining**

**Dues: \$250**

Criteria for membership category

- Any individual who is eligible for membership as defined under the ACTIVE category and is interested in furthering the purposes of AAFCS through additional contribution, according to dues structure.

Member benefits

- Includes all member benefits of ACTIVE member.
- Includes listing in the Honor Roll of Donors in Annual Conference Program Book and in *Journal of Family & Consumer Sciences*.

### **Emeritus**

**Dues: \$95**

Criteria for membership category

- Any individual who is retired and at least 60 years of age and has been a member of AAFCS for at least 10 years.

*Member benefits*

- Eligible to vote.
- Annual subscription to the *Journal of Family and Consumer Sciences*.
- Includes all member benefits, discounts on publications, event registrations, etc.

### **Student Collegiate/Post-Secondary**

**Dues: \$60**

Criteria for membership category

- Enrolled full-time as an undergraduate or graduate student
- Completion of Student Status Statement\*\*

Member benefits

- Eligible to vote and hold office in the AAFCS Student Unit.
- Annual subscription to the *Journal of Family and Consumer Sciences*.
- Includes all member benefits, discounts on publications, event registrations, etc.

\*Annual dues in TX \$70.

**\*\*STUDENT STATUS STATEMENT**

I am currently enrolled on a full-time basis as a(n) (check one):

- postsecondary student
- undergraduate student
- graduate student

My anticipated date of completion is: \_\_\_\_\_.

Full name of school/college/ university/institution (do not list acronyms):

\_\_\_\_\_

Student signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Teacher confirmation: I confirm that the applicant is a full-time student at my school/college/university/ institution.

Faculty/Teacher signature:

\_\_\_\_\_

Date: \_\_\_\_\_

**ORGANIZATIONAL**

<b>Corporate/Business</b>	<b>\$750</b>
<b>Non-Profit Organization</b>	<b>\$500</b>

Criteria for membership category

- Organized group, agency, or business.
- Purpose in common with AAFCS, resulting in mutual benefits to both.

Member benefits

- Three subscriptions to the *Journal of Family & Consumer Sciences (JFCS)*.
- 5% discount on exhibit booths at Annual Conference & Exposition.
- Members-only discount on registration for two representatives to attend the Annual Conference & Exposition.
- Acknowledgment on AAFCS website with a link.
- One free half-page black & white inside ad in the *JFCS* OR 25% off 4-color inside full-page ad.
- One free sponsorship and link of monthly E-newsletter to all members (one issue).

Annual dues for all categories of individual membership shall be:

- (a) as recommended by the AAFCS Board of Directors and approved by 2/3 majority of the AAFCS Senate.
- (b) the affiliated association designated by the individual member shall receive one-fourth of said dues; and
- (c) one hundred (100) percent of the dues of members-at-large shall be retained by AAFCS.

Dues for organizational members shall be:

- (a) Annual dues for organizational members shall be established by the Board of Directors and approved by 2/3 majority of the AAFCS Senate.

### **3. Privileges**

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, and emeritus members;
- (c) the opportunity to serve as an elected officer of the Association, and as a member of the nominating committee, if an active, or Ellen Richards Sustaining, or emeritus member; and
- (d) the opportunity to serve as a member of other association committees, if an active, Ellen Richards Sustaining, or emeritus member.

Privileges for organizational members shall be:

- (a) All organizational members shall receive one journal subscription of the Association and such privileges as may be established by the Board of Directors.

## **B. Senate**

### **1. Purpose**

The Association, in order to effect its purposes, shall have a senate.

### **2. Membership of the Senate**

The Senate shall consist of:

- A minimum of two senators from each affiliate (one being the affiliate president or designee). Affiliates with membership between 500-999 shall have one additional senator; with membership over 1000, there shall be two additional senators for a maximum of four. Senator selection shall be determined by all members of each affiliate. Senators may serve for a two-year term with terms being staggered within each affiliate. The term of office for senators begins with the AAFCS Senate meeting held during the AAFCS Annual Conference and Exposition;
- Two students elected annually for a one-year term by the membership of the Student Unit
- Three past AAFCS Presidents elected by their membership for staggered terms; and,
- Voting members of the AAFCS Board of Directors

### **3. Functions of the Senate:**

The functions of the Senate shall be to:

- receive annual report;
- receive fiscal reports;
- receive reports from officers and committees/council chairs;
- adopt strategic plans for the Association;

- adopt resolutions;
- approve categories and dues for membership; and
- adopt and amend AAFCS Bylaws.

#### **4. Meetings**

The AAFCS Senate shall hold one on-site meeting annually to occur in conjunction with the AAFCS Annual Conference and Exposition. Other work of the Senate shall be conducted as needed through mail and/or technology-assisted communications and ballots. A majority of the members registered for the Senate shall constitute a quorum.

The most recent edition of Robert's Rules of Order, Newly Revised, shall be the authority in all matters of procedure except as otherwise specified.

### **C. Board of Directors**

The Association, in order to effect its purpose, shall have a Board of Directors. The AAFCS Board of Directors shall act as the legal representative of the Association, set association policy, and provide leadership for and manage the affairs and funds of the Association.

The composition of the AAFCS Board of Directors shall consist of the President, President-Elect, Immediate Past-President, Treasurer, three Directors-at-Large, Director of Affiliates, Student Unit Chair, and the AAFCS Executive Director, an ex-officio member without vote. See Appendix A for Board of Directors Composition and Rotation.

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

#### **1. Functions of the Board of Directors**

The functions of the AAFCS Board of Directors of the Association include but are not limited to:

- Serve as the legal representative of the Association;
- Coordinate the development, implementation, and evaluation of the Association's Strategic Directions and recommend to the Senate;
- Establish and monitor operating policies and procedures for the conduct of Association and headquarters business;
- Manage the financial affairs including budget development and approval and presentation of fiscal reports to the Senate;
- Authorize an audit of the official financial records of the Association at least once a year by an auditor who is a certified public accountant and the publication of the auditor's report in the journal of the Association;
- Generate and submit policy statements to the Senate;
- Appoint Board members to serve as liaisons to Association entities including: committees; communities; councils; units; and workgroups as determined annually;
- Determine dates and places of annual conferences and have the power to cancel as needed.
- Establish and/or approve standing and ad hoc committees; authorize the President to appoint ad hoc committees and act on their reports in keeping with the strategic plan;
- Approve or disapprove recommendations by the AAFCS Communities Coordinating Team (CCT) regarding the creation, funding and dissolution of Communities;
- Appoint official representatives of the Association to external groups;
- Appoint Executive Director and review performance no less than annually;
- Approve applications for organizational memberships;
- Authorize affiliations with other organizations;

- Recommend, facilitate and implement program priorities for a given year in concert with the strategic plan;
- Approve the priorities for development;
- Review all proposed amendments of the AAFCS Bylaws and recommend to the Senate;
- Fill unexpired term of the President-Elect in case of vacancy; and
- Meet a minimum of two times annually in person, by conference call or by other technologically assisted means; and,
- Conduct Board self-assessments for continual improvement. See Appendix B.

## **2. Membership**

### **a. President**

The President shall serve one year as President-Elect, the following year as President of the Association, assuming office as President at the close of the AAFCS Annual Conference, 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:

- Give general supervision and leadership to organizational policies and programs;
- Serve as presiding officer (chair) of the AAFCS Board of Directors;
- Act as the official spokesperson for the Association;
- Serve on the AAFCS Finance Committee;
- Serve as an ex-officio member, without vote, on all Association committees except the Nominating Committee;
- Serve as voting member of the AAFCS Senate;
- Preside over open forums at the AAFCS Annual Conference;
- Plan and coordinate the Opening General Session at the Annual Conference, and provide the membership with a “state of the association” address at an appropriate general session at Annual Conference;
- Appoint ad hoc committees; coordinate work of ad hoc committees or designate a coordinator;
- Serve as chair of the Executive Director’s performance review committee and appoint additional members of Board of Directors to meet with the AAFCS Executive Director to discuss the results of the Executive Director's performance review.
- Appoint member to fill unexpired terms in case of vacancies for elected offices subject to the approval of the Board of Directors with the exception of the President-Elect who shall be elected by the Board of Directors;
- Submit an annual report for presentation to the Senate;
- Participate in clearance process for Congressional testimony;
- Preside at the Pacesetter Event of the Annual Conference;
- Head the US elected delegation to the council meeting and the Congress of the International Federation for Home Economics, when such meeting occurs during the term of presidency; and,
- Follow up on all Board of Directors meeting motions to ascertain stage of implementation and make report to next Board of Directors meeting.

### **b. 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 (incoming President) has the following duties:

- Serve as presiding officer of the AAFCS Senate;

- Appoint members of standing and appointed committees with the exception of the elected Nominating Committee;
- Serve as a voting member of the AAFCS Board of Directors, the Finance Committee, and the committee to evaluate the Executive Director;
- Assume the duties of the office of President should the President be unable to serve;
- Submit an annual report for presentation to the Senate; and,
- Represent the Association as requested by the President and/or Executive Director.

**c. Immediate Past-President**

The Immediate Past President shall serve 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 Immediate Past-President has the following duties:

- Serve as voting member of the AAFCS Board of Directors and the Senate;
- Serve as Board liaison and ex-officio member of assigned groups, without vote as appointed by the President;
- Recommend the continuation, reorganization, formulation and/or change in the function or status of Association committees, workgroups, and action groups under his or her responsibilities to the Board of Directors for consideration and action;
- Serve as presiding officer of the Past Presidents Unit at annual conference;
- Maintain the AAFCS Policy and Procedures Manual, providing recommendations for updates at the fall Board of Directors meeting;
- Facilitate Board self-assessments after in-person Board meetings;
- Organize Board orientation in collaboration with the Executive Director and President; and,
- Represent the Association as requested by the President and/or Executive Director.

**d. Treasurer**

The Treasurer shall be elected to serve for three years or until the selection of a successor. The Treasurer assumes office at the close of the Annual Conference of the Association in the year elected and has the following duties:

- Serve as a voting member of the AAFCS Board of Directors and the AAFCS Senate;
- Serve as chair and finalize minutes for all meetings of the AAFCS Finance Committee;
- Prepare and present the proposed annual budget to the Board of Directors congruent with long-range financial plans and the strategic plan;
- Render a financial report to the membership at the open forum at the Annual Conference
- Monitor all fiscal activities including those of salaried staff members responsible for performing financial functions as directed by the Board of Directors;
- Review association's financial reports prepared monthly by the Chief Financial Officer;
- Review expense reports of the AAFCS Executive Director;
- Examine the insurance policies annually and verify that premiums have been paid and the insurance is in force;
- Provide information regarding headquarters facilities and equipment of the Association, upon request of the President;

- Submit an annual report of the Association's finances for presentation to the Senate; and,
- Represent the Association as requested by the President and/or Executive Director.

**e. Directors-at-Large**

The Directors-at-Large shall be elected to serve for three years or until the selection of successors. The Directors-at-Large assume office at the close of the Annual Conference of the Association in the year elected and have the following duties:

- Serve as voting members of the AAFCS Board of Directors and the Senate;
- Serve as Board liaison and ex-officio member of assigned groups, without vote as appointed by the President;
- Recommend the continuation, reorganization, formulation and/or change in the function or status of Association committees, and work groups under their responsibilities to the Board of Directors for consideration and action;
- Oversee Senator verification for Senate;
- Submit an annual report for presentation to the Senate; and,
- Represent the Association as requested by the President and/or Executive Director.

**f. Director of Affiliates**

The Director of Affiliates shall be elected to serve for three years or until the selection of a successor. The Director of Affiliates assumes office at the close of the Annual Conference of the Association and is elected by the Affiliate Presidents Unit with each affiliate casting one ballot. The Director of Affiliates has the following duties:

- Serve as a voting member of the AAFCS Board of Directors, and the Senate;
- Serve as chair of the Affiliate Presidents Unit (APU);
- Assume responsibility for promoting the purpose of the unit as stated in the Standing Rules of the Affiliate Presidents Unit;
- Designate unit representatives as requested by AAFCS officers;
- Annually appoint four members to the APU Nomination and Election Committee representing geographic distribution;
- Appoint program planning and other APU committees as needed;
- Develop plans for the APU meeting held during the AAFCS Annual Conference and for APU Fall Leadership Workshop;
- Oversee activities of affiliates and serve as liaison between AAFCS and affiliates;
- Take responsibility for national-state relations;
- Submit an annual report for presentation to the Senate; and,
- Represent the Association as requested by the President and/or Executive Director.

**g. Student Unit Chair**

The Student Unit Chair shall be elected for one year assuming office at the close of the Annual Conference of the Association in the year elected. The chair is elected by the members of the Student Unit. The chair of the Student Unit has the following duties:

- Serve as a voting member of the AAFCS Board of Directors and the Senate;
- Prepare the Student Unit's Annual Report;
- Communicate the Student Unit's concerns and needs to the Board of Directors and to the Senate;

- Facilitate contributions of the Student Unit to AAFCS programs;
- Coordinate the planning of Unit programs as part of the AAFCS Annual Conference; and,
- Submit an annual report for presentation to the Senate.

#### **h. Executive Director**

The Executive Director is the CEO of the Association, and has full accountability for generating and managing Association resources; for participating in the governance of the Association as an ex officio member of governing bodies, including the Board of Directors; for ensuring the legal integrity of the Association; and for facilitating program direction and implementation.

##### Responsibilities:

- Provides visionary leadership and management associated with planned and emerging changes for the Association;
- Provides oversight, guidance and support of AAFCS volunteer, contract and salaried staff in the achievement of AAFCS programs, goals, and objectives;
- Advocates effectively for AAFCS both within and outside the organization;
- Encourages effective communication and team building among the AAFCS Board of Directors, members, and staff;
- Administers the salaried staff including responsibility for position definition, allocation of staff to function, recruitment, hiring, supervision, evaluation, staff development, compensation and retention decisions;
- Generates and manages Association resources within Board determined priorities: personnel, finances, facilities;
- Negotiates and executes contracts on behalf of the Association;
- Provides appropriate data analysis for Board deliberation and decisions;
- As determined appropriate by the President, represents the Association as spokesman in external contexts, including public policy, organizational relationships, and affiliate relationships;
- Assures compliance with Board and Senate policy decisions;
- Assures that historical records of the Association are maintained; and,
- Ensures the legal integrity of the Association.

### **3. Executive Committee**

The AAFCS Executive Committee shall be composed of the President, President-Elect, Immediate Past-President, Treasurer, and the Executive Director. The function of the Executive Committee shall be to act on behalf of the AAFCS Board of Directors in cases of immediate need between regular and conference called meetings of the Board.

### **4. Meetings**

Meetings of the Board of Directors may be held by means of telephone or other technology-assisted options. It shall take necessary action by conference call, mail or electronic ballot when scheduled on-site meetings are not held. All Directors participating in the meeting need to be able to communicate with each other.

All members will attend scheduled meetings of the Board of Directors and carry out the terms and duties of the office to which elected. A majority of the currently serving Board of Directors shall constitute a quorum.

Any member of the Board of Directors who is unable to fulfill the duties of the office to which s/he was elected over a four-month period and/or is unable to participate in two consecutive meetings of the Board will be viewed as having vacated her/his office unless a resignation has been received from the Board member involved and/or the Board of



Directors has approved an exception to this policy. The President of the Association will be responsible for the execution of this policy.

Incoming members will attend, as observers with voice but not vote, the pre-Annual Conference Board meeting including Executive Sessions during the Annual Conference at which they take office. Incoming members shall be paid per diem for attendance at the pre-Annual Conference Board meeting.

Minutes of each Board of Directors meeting shall be recorded by a member of the Board of Directors as appointed by the President. Minutes shall be finalized within 2 weeks after the Board meeting and shall be submitted to the President and Executive Director for distribution to the full Board for approval. Once approved, these minutes will be filed at AAFCS Headquarters.

The Board of Directors may choose to meet in Executive Session. Members of the Board of Directors will meet without the AAFCS Executive Director in attendance. The President will appoint a member of the Board to record minutes of the Executive Session. This member will submit minutes from the Executive Session only to the President within 1 week after the Executive Session meeting. The President will then distribute to the Board for approval. Once approved, these minutes will be retrieved and deposited with the Association attorney.

#### **D. Affiliates**

An affiliate may be a state association. Such associations shall be organized on a state by state basis, or within the District of Columbia, U.S. Territories, and/or appropriate groupings of the foreign services, and shall:

- a) incorporate in their bylaws or articles of incorporation the purpose and mission of the Association, and,
- b) include as its membership requirements, the membership requirements of the Association.

Affiliate associations shall be composed of individual members. Affiliate members shall pay dues simultaneously to the affiliate association and to AAFCS. Affiliates requesting exceptions to membership categories and dues arrangements shall seek approval from the AAFCS Board of Directors.

All duly-elected affiliate officers shall assume their respective office no later than June 1 each year.

Affiliate associations shall be collectively represented on the AAFCS Board of Directors by the AAFCS Director of Affiliates.

Relationships between AAFCS and the affiliates are designed to ensure optimum growth and development of the Association. Structurally, individual members of AAFCS participate in governance, policy formation, and program development through decisions made by senators selected by the affiliates in accordance with current AAFCS Bylaws.

Affiliates shall be encouraged to adopt, in its entirety or in part, the AAFCS Strategic Plan. Strategic plans developed by the affiliate associations shall not be in conflict with AAFCS national policies.

Affiliates may use whatever postal designation they wish, but when communicating with headquarters, they must use full affiliate name to avoid errors.

To ensure similarity of purpose, affiliate bylaws shall not be in conflict with AAFCS Bylaws.

In addition to providing program leadership, AAFCS will provide support services to the affiliate associations. The provision of services to the affiliate associations as part of general member services shall be equitable among them. Any affiliate desiring additional services may purchase same, if available, from AAFCS.

The fiscal responsibility for affiliate associations resides with the affiliate, but AAFCS will provide guidance and leadership for affiliate officers and staff. Affiliates have coverage under AAFCS 501 (c) (3) tax status under the Internal Revenue Code as long as the affiliate does not operate in conflict with AAFCS Bylaws and policies.

Affiliates annually shall file audited financial statements prior to the end of the AAFCS fiscal year in order to facilitate incorporation and secure tax-exempt status for all affiliates. It is the responsibility of each affiliate to incorporate and provide bonding and protection from liability for their members and association.

Affiliates not in compliance with the AAFCS Bylaws, after proper notification, are subject to the Association withholding their monthly dues remittance.

#### **E. Communities**

AAFCS Communities serve as a conduit of professional action, dialogue, and promotion of the AAFCS mission. Policies and information for the creation, management, and dissolution of Communities can be found at <http://www.aafcs.org>. A leader from each of the Communities makes up the Council of Communities. The Council of Communities selects persons for the Communities Coordinating Team (CCT) to serve as the steering group on behalf of the Board. The CCT will report to the Board liaison and work with a Staff liaison.

#### **F. Higher Education Unit (HEU)**

AAFCS leadership in postsecondary education shall be vested in the Higher Education Unit (HEU). HEU will be composed of institutional members representing two year community and junior colleges, baccalaureate and graduate family and consumer sciences programs in colleges and universities. The HEU will bring together family and consumer sciences administrators from all types of programs to:

- foster collaboration among administrators and organizations in promoting family and consumer sciences programs in post-secondary and higher education;
- establish a forum for discussing higher education issues which relate to family and consumer sciences programs;
- develop a coordinated effort to address areas of common interest, need and concern;
- receive and review reports from the Councils for Certification and Accreditation and follow up on any identified issues of concern;
- develop white papers as needed to clarify philosophy and direction of higher education units;
- confirm appointments to commissions and committees to address major higher education issues;
- submit a budget request to the AAFCS Finance Committee through the staff liaison and the HEU board liaison, for the operation and financing of HEU; and,
- present an annual report to the AAFCS Board of Directors through the HEU board liaison. The annual report should address higher education issues and concerns, programs of work, and accomplishments.

##### **1. Collegiate Assembly**

The Collegiate Assembly of the Higher Education Unit (HEU) of AAFCS is organized to facilitate the application of the criteria and guidelines established by the Council for Accreditation (CFA) for the accreditation of family and consumer sciences programs in institutions of higher learning and to serve as a forum for discussing accreditation issues. It is composed of one administrator from each

AAFCS accredited program and the chair of CFA. Membership in HEU is also required. The Collegiate Assembly shall:

- assist institutions of higher learning in developing professional programs of the highest quality and in the maintenance of their accreditation;
- encourage self-evaluation and continued study toward improvement of professional and general education components of academic programs;
- encourage other family and consumer science programs to pursue AAFCS accreditation;
- serve as the communication link between AAFCS accredited units, CFA and HEU, which represents both AAFCS accredited and non-accredited units;
- review and approve the CFA's recommended changes in accreditation standards and criteria;
- review the report on aggregate results of site visits and work with CFA to make improvements in standards of quality;
- nominate potential site visitors for consideration by CFA; and,
- present an annual report to HEU and to the Collegiate Assembly board liaison who, in turn, will report to the AAFCS Board of Directors.

## **G. Affiliate Presidents Unit**

### **1. Purpose/Membership**

The purpose of the Affiliate Presidents Unit of the American Association of Family and Consumer Sciences is to promote the AAFCS Strategic Direction in the affiliate associations and to coordinate the activities of the affiliate associations with those of the AAFCS.

Affiliate associations shall exchange ideas for programs and activities, and shall make recommendations on matters of special interest so that the AAFCS Director of Affiliates may more effectively represent the affiliate associations on the AAFCS Board of Directors.

The membership of the APU shall consist of the President or President-Elect of each affiliated association and the elected officers of the Unit. Presidents-Elect are encouraged to attend to promote continuity and networking.

### **2. Meetings**

A meeting of the APU shall be held during the AAFCS Annual Conference to consider matters of special interest to affiliate associations. Presidents and presidents-elect or their duly authorized alternates shall attend. Other meetings of the APU shall be held during scheduled affiliate presidents' workshops or on call by the AAFCS Director of Affiliates. Should action be necessary between scheduled meetings, the Director of Affiliates shall poll the affiliate presidents membership by either regular mail or electronically.

The AAFCS Board of Directors will determine annually the process by which leadership educational activities will be provided. Consideration is given to budget priorities and other initiatives.

### **3. Officers**

Elected officers of the APU shall consist of a chair who shall serve as the AAFCS Director of Affiliates, Director of Affiliates-Elect, recorder, and chair of the APU Nomination and Election Committee. The recorder and the Nomination and Election Committee chair shall be members of the Affiliate Presidents' Unit. All officers shall assume office at the close of the APU meeting, except the AAFCS Director of Affiliates, who assumes office at the end of Annual Conference.

The APU Nomination and Election Committee shall nominate a minimum of two candidates for each of the following unit offices: recorder, and chair of the APU Nomination and Election Committee. The director of affiliates-elect shall be elected to serve during the last year of the Director of Affiliates term of office. Prior to nomination, the Nomination and Election Committee shall obtain each nominee's consent, in writing or by electronic mail, to be placed on the ballot, and each

nominee's intent to be present at the Affiliate Presidents' Unit meeting at the AAFCS Annual Conference.

A resume of each candidate's qualifications shall be distributed to the APU membership prior to the election. All officers shall be elected at the Affiliate Presidents' Unit meeting at the AAFCS Annual Conference. Each affiliate president or affiliate presidents' authorized representatives shall have one vote.

The AAFCS Director of Affiliates shall serve three years. Duties of this officer are discussed in Section II of this manual.

The Director of Affiliates-Elect shall serve for one year and has the following duties:

- become familiar with the work of the APU and help to formulate plans for the following year;
- fill an unexpired term in case of vacancy of the Director of Affiliates; and, attend the AAFCS Board of Directors meeting held prior to the AAFCS Annual Conference as an observer with voice but not vote the year that the individual becomes the Director of Affiliates.

The recorder shall serve for one year and has the following duties:

- assume responsibility for minutes of meetings;
- submit minutes, approved by the AAFCS Director of Affiliates, to the assigned AAFCS staff as soon as possible after APU meetings;
- distribute minutes to affiliate presidents; and,
- compile recommendations of APU for the affiliate presidents, and to the AAFCS Director of Affiliates to present to the AAFCS Board of Directors at next scheduled meeting.

The chair of the APU Nomination and Election Committee shall serve one year and has the duty of presenting a minimum of two nominations for the following offices: Director-Elect (at the beginning of current Director of Affiliates last year), recorder (each year) and chair of the APU Nomination and Election Committee (each year).

Should the office of the director-elect become vacant, an election may be conducted either electronically or by mail or during the next regular meeting or by an agreed upon combination of these methods. Should the office of recorder or chair of the Nomination and Election Committee become vacant, the AAFCS Director of Affiliates shall appoint an APU member to fill the vacancy.

When an officer is no longer functioning in the position, the ranking elected officer (AAFCS Director of Affiliates) shall appoint a replacement.

The standing committees of the APU shall be the Nomination and Election Committee and the Program Committee. All committee members shall be appointed by the AAFCS Director of Affiliates except for the chair of the Nomination and Election Committee, who shall be elected.

The APU Nomination and Election Committee shall:

- consist of an elected chair and four other members selected on the basis of regional representation;
- be responsible for selecting nominees for all elected offices, conducting the election of officers; and,
- survey all eligible candidates for a three year pool of members of the Affiliate Presidents' Unit for director-elect nominee.

The APU Program Committee shall:

- consist of an appointed chair and four other members, and
- be responsible for planning the program of the APU meeting at the AAFCS Annual Conference, and other designated meetings of the Affiliate Presidents Unit.

#### **4. Amendments and Parliamentary Authority**

Standing rules may be amended by a vote of two thirds of the members present at the APU meetings. Roberts Rules of Order Newly Revised shall govern the meetings of this APU.

#### **H. Student Unit**

##### **1. Purpose/Membership**

##### **2. Meetings**

##### **3. Officers**

#### **I. Past Presidents Unit**

##### **1. Purpose/Membership**

##### **2. Meetings**

##### **3. Officers**

#### **J. Committees and Other Appointed Groups**

Committees exist to carry out the governance functions of AAFCS. Committees, either standing or ad hoc, and occasional task forces or work groups, are created and charged with work of the Association. They are responsible to the Board and should follow established policies and procedures. Committee classification and roles are:

- Standing committees focus on the usual operational activities of the Association and shall be titled committees;
- Appointed and Ad Hoc committees complete functions not assigned to a standing committee; have a short-term written charge provided by the President or President-Elect and are dissolved upon completion of assignment; and,
- Roles of standing, appointed, and ad hoc committees shall be to:
  - interpret Association programs and requirements in keeping with Association mission, goals and objectives, and recommend needed adjustments;
  - explore ways to expand services and products to members;
  - work with other associations, agencies and groups to mutually fulfill strategic plans;
  - plan activities to advance the Association with recommendations to the AAFCS Board for implementation;
  - work with headquarters staff in maintaining quality in the level of operations and Association activities; and,
  - carry out their work through correspondence, telephone conferences, committee meetings at the annual conference and other appropriate times, and/or through other appropriate means for communication.

Regular meetings are usually held at the AAFCS Annual Conference, and attendance is encouraged at the Annual Conference immediately prior to beginning a term and at the Annual Conference during tenure on a committee.

Date, place and agenda for meetings shall be planned by the committee chair in conjunction with the AAFCS Board liaison.

Committee chairs, vice-chairs or members not able to participate in committee meetings and/or activities during a year (Annual Conference to Annual Conference) shall not be continued as part of the committee into the next year even if one's term of appointment has not expired.

All committees shall create plans of work and submit to the AAFCS Board of Directors by early September and reports to the Board and the AAFCS Senate in April. Progress reports may be requested by the designated officer, the President, or the Board of Directors.

The President-Elect appoints committee members with the exception of the elected Nominating Committee which is elected. The President-Elect does appoint the Chair and/or Vice-Chair of the Nominating Committee. The President-Elect provides a written charge for each committee based on both the ongoing purpose duties of the committee and contemporary duties needed for the current year. Vice-chairs are appointed in concert with the incoming President-Elect for continuity. The President-Elect provides job responsibilities in writing to each committee chair, vice-chair, Board and staff liaison. The President-Elect may provide the member job responsibilities directly to each member or request that the chair provide.

The President fills resignations and vacancies during his/her term of office. The President also appoints new committees and work groups as needed during his/her term of office.

The criteria for the dissolution of a committee includes completion of the committee's assigned task, purpose of the committee is no longer consistent with the Association's Strategic Plan, or priorities or vital to the functioning of the Association.

The Board, headquarters staff and committee members are asked to attend to these two tests throughout the year and in years to come. All work is to be tested for—

- validity-- in light of the mission statement and
- relevancy-- in light of changing internal or external environmental conditions and challenges.

Processes to establish or improve efficiency and effectiveness will need continual monitoring and evaluation. All committee members and headquarters staff should help set the benchmarks, milestones and processes to assessing progress and improving policies and procedures.

To that end, a new set of position descriptions were created in 2006, by the Committee Configuration Work Group and approved by the Board in October, 2006. See Appendix C.

## **STANDING COMMITTEES:**

### **1. Bylaws and Policies and Procedures Committee**

**Responsibilities:** Receive and propose amendments to the AAFCS Bylaws through the Board of Directors to the Senate for approval. Receive and propose changes to the AAFCS Policy and Procedures Manual (PPM) to the Board of Directors for review and/or action. The committee will conduct a systematic review of the PPM as outlined in XX. Review Process for Policies and Procedures at least once each year.

The committee reports to members of the AAFCS Board of Directors assigned by the AAFCS President.

**Expected Outcome:** Bylaws and Policies and Procedures that support the mission and effective functioning of the Association.

1. Report to Board and Staff Liaisons;
2. Work with Board liaison to name a vice-chair for current year who will become chair in the next year;
3. Build skills of all members, and especially *students and new professionals* through leadership on the committee;

4. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff and the Board liaison. Make recommendations to the President-elect for improvements for the following year.
5. Give suggestions for improving committee responsibilities and expected outcomes for updating the Policies and Procedures Manual to Board liaison.

## **2. Finance**

Expected Outcome: Annual budget prepared for presentation to the Board of Directors. Management and oversight of budget and property of the Association throughout the year. The Finance Committee shall be comprised of the President, the President-Elect, the Treasurer, and two at-large members of the Association.

### **Responsibilities:**

1. Treasurer serves as chair. Executive Director and Chief Financial Officer are staff liaisons.
2. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff. Make recommendations to the President-elect for improvements in the documents for the following year.
3. Oversee creation of one, three and five year rolling financial plans and annual budget with adjustments made on the basis of changes in conditions and assumptions affecting the plans.
4. Guide development of strategies for diversified income generation and investment revenue including analysis of restricted funds.
5. Monitor income and expense reports from CFO and recommend actions in keeping with established guidelines based on priorities for operating the association.
6. Engage in other financial planning and management duties deemed appropriate for the committee.
7. Coordinate with Business Plan Work Group to incorporate recommendations for action into financial planning.
8. Explore the feasibility of adding a member to the Finance Committee who is not a member of AAFCS but who has financial expertise applicable to a changing non-profit, professional society association and make recommendations for BOD action.
9. Develop a timetable and plan for processing financial requests to the Board and Finance Committee and present to the Board such that requests can be considered in time for preparation of the next FY and in future years, on a longer term basis if appropriate.
10. Create and use a communications plan to inform BOD and targeted others about ideas emerging, goals, progress, milestones, etc and to request input and ideas.
11. Test plans against the mission statement for clarity regarding how the financial plan contributes to achievement of the mission. Incorporate emerging business planning that could impact the short and long-term financial plans.
12. Give suggestions for improving committee responsibilities and expected outcomes for updating the Policies and Procedures Manual to Board liaison (Treasurer).
13. Orient newly elected treasurer, and incoming chair of the Finance Committee.
14. Clarify the audit function of the Board and the Finance Committee such that a statement is presented to the Board for action and inclusion in the Policy and Procedure Manual.
15. Continue to clarify the need for, purpose of, membership and how the committee is to function.

### 3. Ethics Committee

**Responsibilities:** Provide opportunities for members to develop ethical reasoning and practice and ethical reasoning and action in everyday life to the general public. Review and propose revisions to the AAFCS Code of Ethics and promote use of the principles of professional practice among members. Coordinate communication regarding ethical practices with Board and staff liaison.

**Expected Outcome:** Develop learning opportunities that can be used to prepare ethical professionals and leaders in the field. At least some should be applicable to secondary and undergraduate education. Stay within budget or seek funding to cover the committee's plan of work. Use various means, including the AAFCS website, to facilitate development of ethical personal and professional practice among members of the Association and the general public.

1. Report to Board and staff liaisons.
2. Work with President-elect to name a vice-chair for current year who will become chair in the next year.
3. Build skills of all members, and *especially students and new professionals* through leadership on the committee.
4. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff and the Board. Make recommendations to the President-elect for improvements for the following year.
5. Periodically assess progress toward goals, modify accordingly.
6. Create and use a communications plan to regularly inform members and targeted others about ideas emerging, goals, progress, milestones, etc. and/or enlist their ideas and input.
7. Test plans and actions against the mission statement for clarity regarding how they achieve the mission.
8. Focus on ethics in relation to technology.
9. Continue to monitor ethical guidelines for web-based, member information data sets and provide any recommendations to the Board liaison.
10. Give suggestions for improving committee responsibilities and expected outcomes for the Policies and Procedures Manual to Board liaison.

### 4. Development Committee

**Responsibilities:** Guide and facilitate the development activities of AAFCS in accordance with the Strategic Plan of the Association. Take an active role in working with the staff member liaison to identify strategies and achieve the fund raising goals as defined by the Board based on recommendations from the committee and staff. This includes making personal contributions and personally conducting solicitations as requested. Oversee the Distinguished Service Award (DSA) recipient selection, serve as the jurors, make DSA recommendations to AAFCS Board of Directors, and aid in related fundraising. Reports to the designated Board of Directors liaison.

**Expected Outcome:** Implementation of the goals of the Plan of Work for Development, established on the three year timeline, with annual targets. Financial goals are specific and measurable with contingency plans if goals are not achieved and criteria to measure progress and achievement are identified and used to access progress and achievement.

1. Report to Board and staff liaisons.



2. Work with President-elect to name a vice-chair for current year who will become the chair in the next year.
3. The committee may be divided into subcommittees to increase efficiencies and effectiveness and to thoroughly engage all.
4. Build skills of all members, and *especially students and new professionals* through leadership on the committee.
5. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff and the Board. Make recommendations to the President-elect for improvements for the following year.
6. Test work against the mission statement for clarity regarding how the development program achieves the mission—be alert to historic thinking vs going forward thinking. Stay alert to emerging business planning that could impact development and vice-versa and communicate with the Business Plan Work Group accordingly.
7. Create and use a communications plan to regularly inform members and targeted others about ideas emerging, goals, progress, milestones, etc and/or enlist their ideas and input.
8. Give suggestions for improving committee responsibilities and expected outcomes for the new Policies and Procedures Manual to Board liaison.

## 5. Nominating Committee

**Responsibilities:** The Nominating Committee shall have oversight of the election process. Two nominations shall be presented for each available position annually. Nominations for president-elect shall be presented annually. Nominations will be presented for Treasurer to serve a three-year term on a schedule established by the Board of Directors.

Nominations will be presented for three Director-at-Large positions, each serving three years, on a rotating schedule established by the Board of Directors.

The committee will present two categories of nominations for the slate for the nominating committee: four nominations from the active, Ellen Richards Sustaining, new professionals, or emeritus members as the slate for the nominating committee annually (i.e. two shall be elected each year); and two nominations from former members of the Board of Directors for the slate in odd-numbered years to be voted on in a separate category (i.e. one shall be elected each year).

**Expected Outcome:** A complete slate of officers will be submitted for the ballot. Elections will be held in a timely manner.

1. Report to Board and Staff Liaisons.
2. Work with President-elect to name a vice-chair, who will become chair in the next year.
3. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff and the Board. Make recommendations to the President-elect for improvements for the following year.
4. Periodically assess progress toward goals, modify accordingly.
5. Create and use a communications plan to regularly inform members and targeted others about ideas emerging, goals, progress, milestones, etc. and/or enlist their ideas and input.
6. Test plans and actions against the new mission statement for clarity regarding how they achieve the mission—be alert to historic thinking vs going forward thinking.
7. Present a slate of candidates for election (see Appendix A).

8. Give suggestions for improving committee responsibilities and expected outcomes for the Policies and Procedures Manual to the Board liaison.

## 6. Annual Conference Committee

**Responsibilities:** Recommend to the Board of Directors the Annual Conference sites based on recommendations from the headquarters staff using the site selection policy. Determine meeting structure and program format in collaboration with staff and advisory board. Review and update guidelines and format for submitting Annual Conference proposals. Collaborate through staff liaison to coordinate with Local Arrangements Committee to enhance the meeting. Reports to the designated Board of Directors liaison.

**Expected Outcome:** An annual conference and exposition of value for professional development and supportive of Association business.

1. Report to Board and Staff liaisons.
2. Work with President-elect to name a vice-chair for current year who will become chair for the next year.
3. Divide this large committee into subcommittees to increase efficiencies and effectiveness and to thoroughly engage all.
4. Build skills of all members, and *especially students and new professionals* through leadership on the committee..
5. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff and the Board liaison, such as selection of speakers, using the new position descriptions as the basis. Make recommendations to the President-elect for improvements for the following year.
6. Provide orientation and training for the local arrangements committee based on a yearly revised local arrangements handbook.
7. Maintain, update and modify the new annual conference guidebook and local arrangements guide so the knowledge is kept current as processes and procedures change.
8. Seek new exhibitors, donors and sponsors in coordination with the Executive Director.
9. Propose a theme for the next conference in keeping with the mission statement, Strategic Plan and Business Plan goals and objectives, current topics and areas of focus for AAFCS. Present theme to Board of Directors for approval.
10. Create and use a communications plan to inform members and targeted others about ideas emerging, goals, progress, milestones, etc and to request input and ideas from the affiliate presidents, presidents-elect, newsletter editors, executive directors, other committees or units and the communities to guide committee decision-making.
11. Seek input from members to help identify general session speakers and choose speakers with an eye to cost containment, appeal and the theme.
12. Test plans against the mission statement for clarity regarding how the annual conference achieves the mission. Stay alert to Association business planning that could impact the annual conference planning.
13. Conduct evaluation of the conference and/or components to determine strengths, weaknesses, opportunities, challenges, and possibilities for cost savings, etc. and use results for future planning.
14. Give suggestions for improving committee responsibilities and expected outcomes for the Policies and Procedures Manual to Board liaison.

## 7. Awards and Recognition Committee\

**Responsibilities:** Promote awards and fellowships to members for outstanding contributions to the profession. Recognize achievement in the field of family and consumer sciences or its specialized areas through support for advanced study of the profession. Identify designated awards and fellowships recipients in accordance with donor stipulations and bequests. Review and recommend policies, procedures, and awards to the AAFCS Board of Directors. Reports to assigned Board of Directors liaison.

**Expected Outcome:** Annual recommendations for awards and fellowship recipients. Expansion of awards to recognize and support AAFCS members and the Association's Strategic Direction.

1. Report to Board and Staff Liaisons.
2. Work with President-elect to name a vice-chair for current year who will become chair in the next year.
3. Divide the committee into subcommittees to increase efficiencies and effectiveness and to thoroughly engage all.
4. Build skills of all members, and *especially students and new professionals* through leadership on the committee.
5. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff and the Board. Make recommendations to the President-elect for improvements for the following year.
6. Test work against the mission statement for clarity regarding how the award and recognition program achieves the mission. Stay alert to business planning that could impact awards and recognition.
7. Create and use a communications plan to regularly inform members and targeted others about ideas emerging, goals, progress, milestones, etc and/or enlist their ideas and input.
8. Give suggestions for improving committee responsibilities and expected outcomes for the Policies and Procedures Manual to Board liaisons.

## 8. Membership Committee

**Responsibilities:** Promote AAFCS and the profession of family and consumer sciences to external and internal audiences, including serving as the liaison to headquarters staff, collaborating with staff to meet the goals of the membership marketing programs. Provide input to communicate the value of family and consumer sciences to other professional groups and to the public. Work with affiliates, communities, and other units to implement plans for promoting new membership and member retention. Reports to assigned Board of Directors liaison.

**Expected Outcomes:** Enhance the viability of the profession through membership recruitment and retention by focusing on supporting affiliates.

1. Report to Board and Staff Liaisons.
2. Work with President-elect to name a vice-chair for current year who will become chair in the next year.
3. Build skills of all members, and especially students and new professionals through leadership on the committee.
4. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff and the Board. Make recommendations to the President-elect for improvements for the following year.

5. Periodically assess progress toward goals, modify accordingly.
6. Create and use a communications plan to regularly inform members and targeted others about ideas emerging, goals, progress, milestones, etc. and/or enlist their ideas and input.
7. Test plans and actions against the new mission statement for clarity regarding how they achieve the mission.
8. Focus on supporting affiliates and Student Unit in their recruitment efforts.
9. Give suggestions for improving committee responsibilities and expected outcomes for the Policies and Procedures Manual to Board liaison.

## 9. Public Policy Committee

**Responsibilities:** Articulate current issues and engage members in policy initiatives. Review proposed resolutions on timely and emerging issues affecting the family and individual well-being for presentation to the AAFCS Senate as submitted by the membership. Maintain an effective network among affiliates, communities, committees, councils, and other selected associations to promote and share information that affects public policy. Develop public interest programs that promote public policy issues important to the profession and families. Coordinate communications and actions with the Board and staff liaison. Reports to the Board liaison.

**Expected Outcome:** To promote positive support for issues affecting individuals and families. Increase participation of AAFCS members in public affairs. Increase visibility of the profession.

1. Report to Board and staff liaisons
2. Work with President-elect to name a vice-chair in current year who will become chair in next year.
3. Continue to use subcommittees to increase efficiencies and effectiveness and to thoroughly engage all.
4. Build skills of all members, and *especially students and new professionals* through leadership on the committee.
5. Mutually clarify expectations and tasks to be handled among the committee members and by headquarters staff and the Board. Make recommendations to the President-elect for improvements for the following year.
6. Explore the potential of creation of a Community or Communities that take action beyond the committee's responsibilities to carry out the work of AAFCS.
7. Examine how this committee can best build public policy capacity of current members and others outside of the association using existing tools such as the book and toolkit.
8. Monitor public policy opportunities for AAFCS action that are part of supporting current members.
9. Explore with the Development Committee the feasibility of increasing funding for the Chalkley-Fenn Visiting Scholar.
10. Test plans and actions against the mission statement for clarity regarding how they achieve the mission.
11. Periodically assess progress toward goals, modify accordingly.
12. Create and use a communications plan to regularly inform members and targeted others about ideas emerging, goals, progress, milestones, etc. and/or enlist their ideas and input.
13. Continue to engage members in considering new resolutions and in using existing resolutions in their professional practice.

14. Manage the two award programs: Friend of the Family and 21<sup>st</sup> Century.
15. Give suggestions for improving committee responsibilities and expected outcomes for the Policies and Procedures Manual to Board Liaison.

**10. Ad hoc Committees and Work Groups**

Ad Hoc Committees and Work Groups shall be created on occasion based on Association needs. Purpose of the committee/group, expected outcome(s), timetable for work to be completed, structure and leadership of the group and criteria for leadership/membership of the group will be determined. The President will appoint members to Ad Hoc Committees/Groups.

**K. Vacancies in Elected and Appointed Offices**

The AAFCS President shall appoint members to fill unexpired terms in case of vacancies for both elected and appointed offices with the exception of the President-Elect, who shall be elected by the AAFCS Board of Directors. In the case of a vacancy in the President's office, the President-Elect shall fill the unexpired term.

**L. Removal from Office**

In the event an officer is unable or unwilling to fulfill the duties of his/her office, the AAFCS President shall be authorized to seek their resignation. In such cases, the President shall appoint, with AAFCS Board of Directors approval, someone to complete the term of office.

Any member of the Board of Directors who is unable to fulfill the duties of the office to which s/he was elected over a four-month period and/or is unable to participate in two consecutive meetings of the Board will be viewed as having vacated her/his office unless a resignation has been received from the Board member involved and/or the Board of Directors has approved an exception to this policy. The President of the Association will be responsible for the execution of this policy.

**M. Parliamentary Authority/Standing Rules**

The most recent edition of Robert's Rules of Order Newly Revised shall be the authority in all matters of procedure except as otherwise specified.

**III. Nominations and Elections for National Office**

**A. Nominations for National Office**

**1. Eligibility for National Office**

The President, President-Elect, Directors-at-Large, Director of Affiliates, and Elected Nominating Committee members shall be active, Ellen Richards Sustaining, or new professional members of the Association. The Director of Affiliates shall be elected by the APU to serve on the Board of Directors. The Chair of the Student Unit shall be a student member elected by students. Only AAFCS members who are current or former elected members of the Board of Directors; the chair of a community, former division, former professional section or action group, council, commission, national committee; or president of an affiliate association representing states or territories, including the District of Columbia; shall be eligible for the presidency.

The Association's Bylaws dealing with eligibility to serve as an officer, on a committee, or as chair of a committee and to participate in the election (nominating and balloting) process are understood to apply to the national association and its committees. Nothing in the AAFCS Bylaws is intended or understood to preclude affiliates from establishing eligibility for officers, committee membership, or committee chairs and/or for participation in state, district and local elections.

## **2. Selection of Candidates for National Office**

Recommendations shall be solicited from the entire Association membership. The nominee's permission shall be obtained before submission of his/her name as a potential candidate.

In the selection of nominees for national elected offices, consideration shall be given to his/her, geographic location, and activity in both their affiliate associations and AAFCS. A minimum of two candidates' names shall be placed on the ballot for each office.

Officer candidates shall not be permitted to campaign for AAFCS offices.

## **B. Elections**

Election of officers of the Association and members of the nominating committee shall be in accordance with election procedures adopted by the AAFCS Board of Directors.

Directors-at-Large and Treasurer shall be elected to assume office on a rotating schedule established by the Board of Directors. See Appendix A for Board of Directors Composition and Rotation Chart.

The Director of Affiliates shall be elected on a rotating schedule established by the Board of Directors and shall assume office as Director of Affiliates the year following the election by the Affiliate Presidents Unit.

## **C. Election Results**

Elections shall be by majority of votes cast. Election results shall be certified by the Executive Director and the President. Election results are reported to the AAFCS Board of Directors. The results are reported to the AAFCS members.

# **IV. Headquarters Staff**

## **A. Staff**

The staff of AAFCS provides for the general operation of the AAFCS headquarters, provides support for AAFCS governance activities, and shares with the elected leadership in accomplishing the work of the Association. The AAFCS staff reports to the executive director.

## **B. Executive Director**

The terms of the contract of the Executive Director shall be determined and agreed upon by the AAFCS Board of Directors and the AAFCS Executive Director at the time of initial employment and annually when the contract is considered for extension. Among items to be negotiated are length of time covered by the contractual agreement, duties and responsibilities of the Executive Director, and annual salary and fringe benefits.

### **1. Plan of Work**

Annual priorities and objectives will be approved by the AAFCS Board. The Executive Director will develop annual goals in line with the Association's Strategic Direction and his/her perspective of Association needs. The Board will establish an appropriate time line for submission of the annual goals.

### **2. Annual Performance Evaluation**

The Executive Director and Board shall agree on annual performance objectives. The Executive Director shall be evaluated no less than annually by the Board on the basis of the position description and the agreed-upon objectives. See Appendix I.

### **C. Whistleblower Policy**

This Whistleblower Policy (“the Policy”) encourages employees to report to senior management (or if necessary the Board of Directors if the activity involves senior management) any known or suspected illegal activities that they believe have been conducted by an employee in connection with finances or any other operational aspect of AAFCS. This Policy prevents, by law, anyone in AAFCS from retaliating or punishing an employee for reporting conduct that the employee reasonably believes to be illegal or improper.

The Policy establishes procedures for: a.) the receipt, retention, and treatment of complaints received by AAFCS regarding accounting, internal accounting controls, or auditing matters; and b.) the submission by employees or others, on a confidential and anonymous basis, of good faith concerns regarding questionable accounting or auditing matters.

In accordance with the above AAFCS has adopted the following procedures:

1. The Executive Director shall promptly forward to the Executive Committee any complaints that he/she has received from employees (or senior management) regarding financial statement disclosures, accounting, internal accounting or disclosure controls, auditing matters, disclosure violations, or violations of AAFCS Policy & Procedures Manual or other policy and procedure memos.
2. Any employee may choose to submit, on a confidential, anonymous basis if the employee so desires, any good faith concerns regarding any of the matters detailed in paragraph 1 directly to the President of the Board. All such concerns shall be set forth in writing and forwarded in a sealed envelope to the President. The envelope should be labeled with a legend such as: “To be opened by President John Doe only. Being submitted pursuant to the Whistleblower Policy adopted by the Executive Committee.” If an employee would like to discuss any matter with any member of the Executive Committee, the employee should indicate this in the submission and include a telephone number (or other method of contact) at which he or she might be contacted if the Executive Committee deems it appropriate.
3. Following the receipt of any complaints submitted hereunder, the Executive Committee will investigate each matter so reported and take corrective and disciplinary actions, if appropriate, which may include, alone or in combination, a warning or letter of reprimand, demotion, loss of compensation, suspension without pay, or termination of employment.
4. The Executive Committee may enlist committee members, employees of the AAFCS and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints. In conducting any investigation, the Executive Committee shall use reasonable efforts to protect the confidentiality and anonymity of the reporting employee.
5. AAFCS does not permit retaliation of any kind against employees for complaints submitted hereunder that are made in good faith. Additionally, no employee shall be adversely affected because the employee refuses to carry out a directive, which, in fact, constitutes corporate fraud, or is a violation of state or federal law or the AAFCS Policy & Procedures Manual.
6. The Executive Committee shall retain as part of its records any such complaints or concerns for a period of no less than seven (7) years.
7. If an employee is not comfortable reporting any of the matters detailed in paragraph 1 to senior management or the President of the Board, then the employee may report concerns to AAFCS outside legal counsel using contact information specified. Outside legal counsel shall keep a record of all such reports and make monthly reports of the same to the President of the Board in any month in which a complaint is received. The President of the Board shall immediately notify the reporting employee that the complaint has been received and begin the procedures outlined above.

#### **D. Document Destruction Policy**

Business documents create an important history of AAFCS' transactions with members, vendors, and creditors. These records should be available to resolve questions should they arise in the future. The records should be easily accessible, retrievable, and readily purged according to an approved timetable.

This Document Destruction Policy ("the Policy") serves to inform employees of AAFCS that it is an obstruction of justice offense to destroy, falsify, or alter any records or documents to impede a federal investigation, or annual independent audit.

If any employee is asked to destroy, falsify, or alter any records, he/she should inform senior management, or if necessary the President of the Board if the activity involves senior management. This Policy prevents, by law, anyone in AAFCS from retaliating or punishing an employee for reporting conduct that the employee reasonably believes to be a violation of this Policy.

The Policy establishes procedures for: a.) the receipt, retention, and treatment of complaints received by AAFCS regarding the handling of business documents; and b.) the submission by employees of AAFCS or others, on a confidential and anonymous basis, of good faith concerns regarding the handling of business documents.

In accordance with the above AAFCS has adopted the following procedures:

1. The Executive Director shall promptly forward to the Executive Committee any complaints that he/she has received from employees (or senior management) regarding the handling of business documents.
2. Any employee of AAFCS may choose to submit, on a confidential, anonymous basis if the employee so desires, any good faith concerns regarding the handling of business documents directly to the President of the Board. All such concerns shall be set forth in writing and forwarded in a sealed envelope to the President. The envelope should be labeled with a legend such as: "To be opened by President John Doe only. Being submitted pursuant to the Document Destruction Policy adopted by the Executive Committee." If an employee would like to discuss any matter with any member of the Executive Committee, the employee should indicate this in the submission and include a telephone number (or other method of contact) at which he or she might be contacted if the Executive Committee deems it appropriate.
3. Following the receipt of any complaints submitted hereunder, the Executive Committee will investigate each matter so reported and take corrective and disciplinary actions, if appropriate, which may include, alone or in combination, a warning or letter of reprimand, demotion, loss of compensation, suspension without pay, or termination of employment.
4. The Executive Committee may enlist committee members, employees of the Association and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints. In conducting any investigation, the Executive Committee shall use reasonable efforts to protect the confidentiality and anonymity of the reporting employee.
5. AAFCS does not permit retaliation of any kind against employees for complaints submitted hereunder that are made in good faith. Additionally, no employee shall be adversely affected because the employee refuses to carry out a directive, which, in fact, constitutes a violation of this Policy.
6. The Executive Committee shall retain as part of its records any such complaints or concerns for a period of no less than seven (7) years.



7. If an employee is not comfortable reporting any matters regarding this Policy to senior management or the President of the Board, then the employee may report concerns to AAFCS outside legal counsel using contact information specified. Outside legal counsel shall keep a record of all such reports and make monthly reports of the same to the President of the Board in any month in which a complaint is received. The President of the Board shall immediately notify the reporting employee that the complaint has been received and begin the procedures outlined above.

## **V. Fiscal Management**

The American Association of Family and Consumer Sciences (AAFCS) is an educational and scientific organization, tax exempt under section 501 (c) (3) of the Internal Revenue Code. The organization shall be governed by a Senate, a policy-making body, and the AAFCS Board of Directors, the legal representative of the members, having control and management of affairs and funds of the organization and acting as its administrative body.

The Association shall operate on funds derived from membership dues; revenue from affinity programs; organization dues; sale of publications; non-member subscriptions to the Journal of Family and Consumer Sciences and Family and Consumer Sciences Research Journal; advertising in publications; registration and sale of exhibit space at annual conferences; contributions; bequests; and revenue and overhead from contracts, project grants, and workshops. The Association shall manage its fiscal affairs under the policies and authorization of the Board of Directors. Decisions of the Board shall provide authorization to the Finance Committee and other committees, units, and communities; and management related to banking relationships, investment of funds, borrowing, pledges of assets, contracts, creation of contingent liabilities, budget transfers, and restricted and unrestricted funds. All monies and other assets of the Association, committees, and units shall be under the disposition, custody, and control of the Board of Directors. If revenue in the HEU and Accreditation exceeds expense (including direct expense, staff, and overhead) use of that excess revenue is restricted to funding of HEU and Accreditation activities. All matters of fiscal policy shall be referred to the AAFCS Finance Committee before consideration by the Board of Directors.

Certain officers, directors, and staff of the Association shall be authorized to have access to any safety deposit boxes or vaults which may exist in the name of the American Association of Family and Consumer Sciences. The AAFCS Executive Director may designate Association employees as having authorized access.

The AAFCS follows a long term financial plan that protects the association's assets and utilizes return on investments to provide resources for operations and program priorities. A set of guiding principles facilitates the development, implementation, and evaluation of the plan.

### **A. Audit**

An audit of the official financial records of the Association by an outside auditor who is a certified public accountant shall be made at least once a year and presented to the AAFCS Finance Committee and Board of Directors and published in the JFCS. The audit process should be re-bid every five years.

### **B. Authority to Borrow Funds**

Under policy guidelines approved by the AAFCS Board of Directors, the Finance Committee shall be empowered to authorize the borrowing of funds and the pledging of assets as may be required to provide stability in the cash flow of the organization and for the timely payment of its obligations. The Finance Committee may authorize the Executive Director to borrow from time to time under a cash management plan or program approved by the committee.

### **C. Bank Deposits**

When a check issued to the Association by a member is returned to the Association's bank for any reason, the member's record will be so noted. A letter will be written to the member explaining the situation and notifying the member of the Association's \$25 fee for processing such checks. Thirty days later, a second letter will be written to the member if the situation has not been rectified. (When a member's record has been so noted, he/she will not be eligible for any of the association's goods or services associated with members' dues until the situation is rectified.)

### **D. Bank Signatories**

Checks in amounts less than \$5,000 require one signature. Checks in amounts greater than \$5,000 require two signatures. Current signatories include: the Executive Director; the Chief Financial Officer; another Director-at-Large to be named, the AAFCS President and Treasurer.

### **E. Budget**

The AAFCS Finance Committee shall prepare the annual budget of the Association for consideration by the AAFCS Board of Directors, which may adopt or amend the proposed budget. Budgets approved by the Board shall be reviewed in relation to the actual income and expense of the Association at each meeting of the Finance Committee.

The Finance Committee shall be authorized to modify the budget, to transfer funds to and from accounts within the approved budget, and to authorize management to affect budget transfers within limits set by the committee.

The Finance Committee shall request authorization from the Board of Directors for the use of equity funds of the organization as may be required from time to time.

The Finance Committee may recommend to the Board the establishment or transfer of special funds that are restricted by the Board of Directors. Funds that have been restricted by the Board, such as replacement, maintenance, or contingent reserve funds, may be disbursed by management as necessary.

After the budget has been approved by the Board, the Finance Committee may transfer funds among categories by a majority vote. As the need arises, the Executive Director may transfer up to 10% of any budget line to other budget line(s) annually without consulting the Finance Committee. Transfer of more than 10% annually into or out of any budget line requires Finance Committee approval.

The day-to-day management of funds, records, and affairs of the Association and the carrying out of fiscal policies set by the governing bodies shall be the responsibility of the executive director.

The Board of Directors shall operate within a balanced operating budget. The unused fund allocations revert to the general fund at the end of the fiscal year. AAFCS may utilize liquid investment reserves from the operation account to meet cash flow needs.

The following assumptions for budget planning are used:

- balanced operating budget;
- maintain six month operating reserve;
- maintain per diem allocation to encourage diversity on AAFCS Board of Directors;
- maintain competitive salaries for staff;
- annual budget shall include support for new programming initiatives;
- annual budget should include funds for staff development;
- dues revenue will be based on current membership fee structure
- pre-professional credentials will be incorporated

- annual conference fees shall not be raised and should be reduced when possible
- annual conference budget will reflect at least 20% reduction in deficit over previous year's budget
- investment income (7% of investments) will be used to fund operating budget

On occasion, groups develop plans that require funds for initiatives that are beyond the annual allocation. Budget requests for initiatives that are above the annual allocation need to be made by October 15 of the year prior to implementation so they are reviewed at the time the budget is being developed. To help the AAFCS Finance Committee respond to requests, the following criteria guide decision-making:

- promotes actions that address the AAFCS Strategic Plan and mission;
- makes a significant contribution to one or more of the AAFCS goals articulated in the strategic plan;
- has the potential to make a significant and positive impact on multiple groups within AAFCS, the entire organization, and the profession;
- has the potential to ultimately provide significant benefits for children, youth, families, and communities;
- includes an implementation plan that is designed to achieve outcomes and has an evaluation component;
- connects with other groups within AAFCS so they might become collaborators and contribute to achieving the identified outcomes; and,
- is in line with the long-term financial plan of the Association.

The following are not eligible for special initiative funding:

- speakers for the AAFCS Annual Conference and Exposition; and,
- activities that duplicate what others within the organization are doing; collaboration is encouraged.

#### **F. Expenditures**

Funds shall be paid out upon receipt of vouchers or invoices that have been approved.

Reimbursement may be obtained for approved budgeted expenditures by submitting an invoice to AAFCS for payment and/or by submitting receipts for expenses paid on behalf of the Association. Requests for reimbursement shall be accompanied by receipts.

An advance may be received by submitting a properly approved check request.

Disbursements of the Association shall be paid from the operating checking accounts. (Exception: AAFCS Annual Conference account noted above).

A petty cash fund shall be maintained for reimbursement of small amounts.

#### **G. Fiscal Year**

The fiscal year of the Association shall be May 1 through April 30 unless otherwise determined by the AAFCS Board of Directors.

#### **H. Investment Policy Guidelines**

Developed by the Finance Committee in response to the Board of Directors' charge (October 2006) to analyze policies regarding restricted funds and develop strategies for diversified income generation and investment revenue, the following policies were approved by the Board of Directors in March 2007.

## **1. Overall Investment Objectives**

1. Provide sufficient income from the King Street Fund to lease office space until at least 2012 and generate operational revenue to maintain a balanced association budget.
2. Provide sufficient income, including the cost of administration, to support grants, awards, and fellowships from the Jewell Taylor and AAFCS Endowed Funds.
3. Provide sufficient income from the Massachusetts Avenue Building Assets Fund to purchase office space after 2012 for the Association's headquarters.

## **2. Investment Management Guidelines**

1. Invest for long-term growth of capital.
2. Procure returns at least equal to the Standard & Poor's 500 Index for 3, 5, and 10 years, and the Lehman Intermediate Government/Corporate Index for bonds.
3. Include socially responsible corporations in securities portfolios.
4. Limit proprietary mutual funds of the investment advisor's firm and preferably invest in individual entities.
5. Identify the appropriate risk level as moderately conservative or should this be moderate risk for all four accounts.
6. Clarify the time horizon as up to five years for the King Street Funds.
7. Propose the expected return as 7% annually.
8. Verify bond quality rating. Individual issues of bonds (including proprietary mutual funds) shall be investment grade rate A or higher.
9. Select asset allocation and portfolio mix. The asset allocation of the four accounts should be based on the investment principle of growth and income. This means that the asset allocation mix in these accounts should reflect a mix of equities and fixed income investments. This mix should stay within the target of 60 – 70% equities and 30 - 40% fixed income investments. The allowable range for cash (liquidity) in each account will vary between 2-10%. To fulfill the purpose of each account, the cash balance (liquidity) in each account shall maintain the following ranges:

Massachusetts Avenue	5-10%
Endowed	4-6%
Jewell Taylor	2-5%
King Street	5-10%

## **3. Investment Management Strategies**

Through quarterly performance reports and annual reviews the Finance Committee will:

1. Compare investment performance against:
  - i. appropriate index
  - ii. peer group
  - iii. Investment policy objectives
2. Monitor investment management fees
3. Identify shortfalls to current investment practices
4. Help prioritize work and benchmark progress
5. Identify ways to improve long-term performance
6. Maintain reserves (50% of Annual Operating Budget)

#### **4. Investment Portfolio Accounts and Purposes**

The investment portfolio of the Association is maintained in four separate accounts. The accounts and the purpose(s) of each are:

1. Massachusetts Avenue Building Assets Fund – This fund was started in 1989 with 1 million dollars in proceeds from the sale of the AAFCS headquarters building in Washington, DC. The account was used to fund Massachusetts Avenue Grants. On 6/21/05 the Board approved the use of the balance of the account to partially fund the purchase of office space for the Association's headquarters.
2. AAFCS Endowed Fund – This fund includes the money given to support the named fellowships and awards of the Association except the Jewell Taylor Fellowships.
3. Jewell Taylor Endowed Fund – This account was established with funds from the estate of Jewell Taylor, a long-time member of the Texas affiliate. Proceeds are used to support the Jewell Taylor Fellowships and the cost of administration of Association awards.
4. King Street Fund – This account was established in 2003 with the proceeds from the sale of the AAFCS headquarters building in Alexandria, VA. The account uses the interest from the investments to (1) lease office space until at least 2012 and (2) to generate operational revenue previously provided by leasing King Street office space.

#### **I. Travel Reimbursements**

Travel reimbursements shall be paid by the Association to members on approved Association business whose expenses are not otherwise paid. The Executive Director must give prior approval for reimbursement except for meetings of the AAFCS Board of Directors, Councils for Certification and Accreditation, Finance Committee, and Accreditation site visits.

A report of actual travel expenses shall be required, including canceled transportation tickets and signed receipts. All authorized expenses and all requests for reimbursement are to be reported on the AAFCS Travel Expense Report within 30 days of travel. The Travel Expense Report must clearly state purpose of the trip and have supporting receipts attached. (Sample report in Appendix E.)

Travel to the Board of Directors meeting held in conjunction with the AAFCS Annual Conference Board of Directors meeting is not covered; the Board member must make his/her own travel arrangements. Reimbursement of one night's lodging and one day of per diem is authorized only for the pre-Annual Conference Board of Directors meetings held outside the Annual Conference. Travel expenses also covers transportation to and from the airport, to the hotel and parking at the hotel or airport.

Changes in travel, resulting in increased cost to the Association, shall be the responsibility of the individual unless the changes were initiated by AAFCS.

Mileage reimbursement will equal the prevailing IRS mileage rate. Automobile rental may be paid but this expense should be incurred only in an emergency. The maximum paid for mileage or an automobile rental will not exceed the coach class fare from beginning point to destination and return.

Individuals requesting a per diem must submit their hotel bill with their reimbursement statement.

Day is defined as the number of "hotel nights" stay required by the meeting.

Members being reimbursed by AAFCS for lodging are encouraged to share rooms when feasible. If a member elects to stay in a single room he/she is responsible for the room cost over and above the per diem reimbursement. If a Board, committee, or council member is required by reservation circumstances to stay in a single room, the Association will supplement the per diem to cover the extra room cost.

**J. Bonding and Insurance**

The money, property, and other assets of the Association shall be protected from loss through the purchase of bonding and insurance, indemnifying the Association for losses due to embezzlement, malfeasance, misfeasance, theft, burglary, robbery, holdup, mysterious unexplainable disappearances, the cost of records reconstruction, fire, bodily injury liability, property damage, medical payments, personal injury liability, hired and non-owned auto liability, business interruption including loss of tenant rental income, legal liability, liabilities connected with special events, and workmen's compensation.

The limits of coverage shall be determined by the AAFCS Finance Committee. It shall be the duty of the AAFCS Treasurer to examine policies of insurance annually and verify that premiums have been paid and the insurance is in force.

**K. Authority for Expenditures**

Only contracts signed by the Association's authorized agent of record (Executive Director) will be honored.

Contracts of \$3,000 or more must have legal review by the Association's attorney.

**1. Stale Checks**

If a check drawn on an Association account has not been presented for payment after six months from the date the check was issued, a "stop payment" order will be instituted, and a new check will be issued upon the request of the creditor.

**L. Accounts Receivable**

Each department at headquarters will be responsible for the original billing of any accounts receivable to the Association. As the billing is issued, a copy of the bill will be forwarded to the Finance Department.

Each 30 days thereafter, for a period of up to 120 days old, the AAFCS Treasurer will decide whether to engage the services of a collection agent or write the debt off.

This decision will be based on the cost effectiveness of hiring a collection agent.

**M. Affiliates Dues/Allocations/Payments**

Any month that an affiliate association's dues payment from AAFCS is less than \$50, that state's dues will be held by AAFCS until the dues reach a minimum of \$50. All Affiliate dues, allocations, or payments will be made by direct deposit.

**N. Association Assets**

The Association will maintain an accurate and current list of its fixed assets.

The Executive Director will be responsible for the execution of this policy.

## **O. Gifts to the Association**

In order to protect both the donor and the AAFCS and to assure the donor that the gift will be used for the purpose given, every gift shall be confirmed in writing.

When a donor wishes to underwrite an activity, there shall be a written agreement between the donor and AAFCS defining the purpose of the gift, the dollar limits of the gift, when funds will be transferred to AAFCS, and the dollar amount of funds which AAFCS may expect to receive from the donor (or return to the donor if funds are advanced). This dollar amount shall be based on an agreement identifying allowable expenses against registration or other income, and including AAFCS' overhead as allowable expenses of the program to be supported by the gift.

Gifts of stock and/or other tangible assets may be accepted by the Association with or without conversion to cash. If converted to cash, the proceeds shall be deposited in one or more accounts of the Association. If not converted to cash, the gift of stock shall be valued at the current price shown on a recognized stock exchange. If not currently traded, such gift shall be valued on the basis of information generally available.

Other significant gifts shall be valued in terms of available sales prices. If necessary, appraisals by experts shall be obtained; donor must accept cost of appraisal.

Gifts to the Association shall conform to the Association's accession and deaccession policy and procedures.

Gifts of cash, stock or other assets may be restricted by request of donor and/or by action of the Board of Directors.

Corporations may donate furnishings and equipment for the AAFCS headquarters building when needed or may underwrite the cost of these items.

## **VI. Annual Conference**

### **A. Purpose**

The purpose of the AAFCS Annual Conference and Exposition is to provide:

- professional development and recognition;
- a common time and location for the AAFCS Senate and communities to meet;
- member services;
- generate revenue to support Association programs and services; and
- execute business of the Association such as installation of officers.

### **B. Organization for Implementation**

The AAFCS Annual Conference Committee shall recommend to the AAFCS Board of Directors the site, theme, structure and program for the Annual Conference.

The committee shall:

- review and update guidelines for submitting Annual Conference program proposals;
- review and make final selection of program proposals for presentation at the Annual Conference;
- coordinate Annual Conference program content and scheduling with staff; including general sessions, educational sessions, exhibits, exhibitors' program awards and presentations.

Communities shall be provided the opportunity for peer-refereed presentations such as Arts and Design Exhibit; Core Curriculum Showcase; Curriculum Showcase; and Research, Oral,

Symposia and Poster Sessions. Procedures for refereed presentations shall be publicized through AAFCS publications.

The membership shall be informed of guidelines for proposals.

Presentations shall be coordinated by the sponsoring AAFCS component and all questions referred to them.

#### **1. Annual Conference Program Proposals Appeals Process**

Upon rejection of a program proposal after the peer review, the submitter of the proposal MAY contact the chair of the Annual Conference Committee to request an appeal. This should be done within 10 days after receiving the rejection letter. Information on how to contact the chair of the Annual Conference Committee will be included in the rejection letter.

The chair of the Annual Conference Committee will convene the appeals committee, via electronic mail, telephone, fax, or other appropriate method of communication.

The appeals committee will consist of the Annual Conference Committee chair, vice-chair and two members of the Board of Directors.

The appeals committee will review the peer reviewers' evaluations and make a decision regarding the appeal. The submitter will be notified within 14 days of the appeal result.

#### **C. Program**

The Annual Conference program preview shall be distributed to the membership (via AAFCS publications) at least three months prior to the meeting.

#### **D. Distribution of Materials**

A speaker may distribute related material only during the presentation, unless written permission is obtained from the annual conference staff.

Publications authored by a general session speaker (and germane to that presentation) may be sold to AAFCS Annual Conference and Exposition attendees at a location approved by the Annual Conference Committee.

#### **E. Trips and Tours**

All trips and tours shall be organized by the Annual Conference Committee (Local Arrangements Committee).

#### **F. Funding**

AAFCS shall be responsible for Annual Conference and Exposition costs. Communities, committees and councils are responsible for their own meeting related expenses.

Approval to solicit or to accept funds from government, foundations, or corporate or private sources shall be coordinated through AAFCS headquarters staff. Soliciting must be coordinated through headquarters in order to avoid inappropriate multiple contacts with a single funding source.

Funding will be accepted from those who reflect the mission and are consistent with the vision of the Association.

AAFCS does not waive annual conference registration fee for international guests.



## **G. Member Honoraria**

Program participants who are AAFCS members shall not receive honoraria, travel expenses, or per diem.

## **H. Site Selection**

### **1. Minimum Criteria**

The AAFCS Annual Conference sites will be selected based on the following criteria: (A rating scale of 1 (low) to 5 (high) will be used for site comparison purposes.)

#### **Financial Success Factors**

- High Draw Destination– Must be an attraction to members with special events and or places to visit with easy access as determined by evaluations, surveys, professional planners and past history.
- Exhibit Space – Minimum of 30,000 square feet of exhibit hall space to accommodate 130, 10x10 booths (room for expansion is highly desirable), plus exhibitor lounge, food and beverage stations; traffic builders; AAFCS Store (10' x 20'); contiguous exhibit space is required; no split exhibit halls.
- Dates – Last week of June, excluding July 1<sup>st</sup> or July 4<sup>th</sup> holiday. Official conference days are Thursday through Saturday.
- Conference Hotel – Conference hotel to house and educate the entire group is preferred (approximately 50 rooms for students at an additional discount is preferred). Convention centers can be used if cost effective.
- Room Rate – Reasonable guaranteed room rates will be negotiated as part of the contract negotiations. 90% of the rooms will be Doubles.

### **2. Supplemental Criteria**

Sites that satisfy the above minimum criteria will receive consideration as a potential site and will be evaluated based on the following supplemental criteria using a point system to objectively rate and compare sites. Rating scale of 1(low) to 5 (high) will be used.

### **3. Site Appeal and Accessibility**

- The site must be either an established or emerging destination with a number of recognized activities/attractions. Destination must appeal to the educational needs of our attendees.
- Site selections are based on a geographic rotation in order to attract national membership. Geographic rotation of sites is critical to allow affiliates the opportunity to host the national conference in an appealing destination.
- The city must have readily accessible travel accommodations, preferably be a hub city for airlines to allow for less expensive airfares.
- Consider second tier cities as conference locations.

#### **Available Activities/Entertainment Other than Conference Events**

- Good variety, easy access, affordable.

#### **Accessibility to the Conference Site**

- Transportation from airport to site is preferably less than 30 minutes. Complimentary hotel shuttle service, and/or taxi or other shuttle service should be available at reasonable cost.

## **Meeting Facility Specifications**

- Meeting facilities must accommodate specifications as determined by AAFCS for function space and set up schedule.

### **I. Registration**

Annual Conference registration fees shall be recommended by the AAFCS staff and approved by the Board of Directors.

Advance registration information shall clearly state the policy of the Association on refunds; that is, no refunds for advance registration or ticketed function shall be made after the announced date. Requests for refunds must be in writing and must be received prior to the announced date.

All members of the AAFCS Student Unit shall be eligible for the student registration fee. Advance registration information shall clearly state policy regarding student member fees.

Family registration is for family members not eligible for AAFCS membership and is required for those participating in program sessions. The family registration fee is not required for ticketed meal functions or ticketed special events.

Program participants who are AAFCS members shall pay registration fees.

The extension of press privileges and complimentary registration for members of the media shall be made by the Executive Director or designee.

Advertising and public relations personnel representing an exhibitor shall be considered exhibitor personnel.

### **J. Exhibitors**

AAFCS staff exhibits liaison shall be responsible for carrying out AAFCS policy regarding space priorities.

AAFCS communities and committees may request permission in writing from the exhibits manager of the AAFCS Annual Conference Committee for display and distribution of materials at the AAFCS exhibit.

Nonprofit organizations and government agencies shall be provided exhibit space at cost, if space is available. When space is limited, preference shall be given to exhibitors who pay regular commercial costs for booths, then to educational exhibits that have exhibited regularly, and finally to governmental agencies related to family and consumer sciences.

No locomotive mechanical devices except wheelchairs or "scooters" shall be permitted on the exhibition floor. Children under 16 years of age shall not be permitted on the exhibition floor.

## **VII. Accreditation Program**

### **A. Purpose**

The primary purpose of the AAFCS accreditation program is to recognize family and consumer sciences units in higher education offering relevant programs of high quality education. Family and consumer sciences represents a specialized body of knowledge, accepts the obligation to increase knowledge in the field, encourages the continued growth and education of members of the

profession, and holds qualitative standards for preparing professionals. Through accreditation, the AAFCS intends to accomplish the following objectives:

- provide standards and criteria which will assist family and consumer sciences units in achieving the highest quality by encouraging self-evaluation and continuing improvement;
- apply established criteria for the accreditation of family and consumer sciences units in institutions of higher learning through a process of external review;
- revise standards and criteria as needed to recognize changing needs of individuals, families, and society, and to implement advances in knowledge and professional education;
- identify units adequately prepared to offer professional programs in family and consumer sciences and publish a list of such units in order to accomplish the following:
  1. provide assurance to parents and students seeking professional education that the accredited family and consumer sciences unit provides a competent faculty, sound curricula, adequate educational resources, appropriate physical plant, sufficient equipment, and is capable of attaining stated objectives, and
  2. assure business, the professions, government agencies, and graduate schools that graduates of these units have the educational background for satisfactory and productive performance.
  3. contribute to unity of the profession by bringing together practitioners, faculty members, administrators, alumni, employers, and public representatives in an activity toward improving professional preparation and practice.

#### **B. Organization for Implementation**

The AAFCS Collegiate Assembly, the Council for Accreditation (CFA), and the Graduate, Undergraduate, and the Community and Junior College Commissions are involved in the accreditation process.

The Collegiate Assembly is composed of a representative from each accredited program and the chair of CFA. It serves as the institutional voice in the accrediting process. The Collegiate Assembly shall approve the accreditation criteria and review the procedures developed by the CFA.

The CFA shall function as an autonomous unit to conduct activities for the accreditation of family and consumer sciences units in higher education for the Association. The CFA shall be designated to speak and act for the evaluation and subsequent action of granting or withholding of accreditation status. Council members shall include six representatives of the Collegiate Assembly, two practicing professionals, two public representatives, and the CFA board liaison appointed by the AAFCS President to serve as an ex-officio member, with voice but without vote.

The Undergraduate, Graduate, and Community and Junior Colleges Commissions shall function under the CFA and Collegiate Assembly. Functions of each Commission shall be to address issues of concern to the Commission and recommend criteria for the evaluation of programs assigned to that Commission.

To be eligible for accreditation, a family and consumer sciences unit shall be located in a regionally accredited institution and shall be graduating family and consumer sciences students with a baccalaureate degree. HEU membership shall be required for accreditation application and action. A family and consumer sciences unit shall initiate involvement in the accreditation process and may withdraw its application at any point prior to final action of the Council for Accreditation.

If a family and consumer sciences unit wishes to appeal an adverse accreditation decision, the appellant unit shall submit to the President of AAFCS a request for a hearing, specifically stating its recommendations to the Council for Accreditation.

The publication detailing accreditation policies and procedures, Accreditation Documents for Undergraduate Programs in Family and Consumer Sciences, shall be available from AAFCS Headquarters. A list of accredited institutions is published regularly in the Journal of Family and Consumer Sciences.

## **VIII. Certification Program**

### **A. Purpose**

The purpose of the AAFCS Council for Certification shall be to conduct the activities related to certification in family and consumer sciences and facilitate procedures to ensure meeting the following goals:

- assure the public that those certified in family and consumer sciences (CFCS) have attained a threshold level of knowledge that enables them to practice as defined by the mission of the Profession;
- foster excellence in the family and consumer sciences profession and develop criteria for assessing such excellence; and,
- promote professional growth of family and consumer sciences by encouraging a systematic program of professional development in continuing education.

## **IX. Development Program**

### **A. Purpose of the Association Fund Development Program**

1. The purpose of the AAFCS fund development program is to generate revenues from gifts and contributions, to support the programs of work of the Association.
2. Uses of revenues generated through gifts, contributions and interest shall be determined by the AAFCS Board of Directors and reported to the AAFCS Senate on an annual basis or as necessary as determined by the Board of Directors.

### **B. Governance**

1. The Development Committee is comprised of a minimum of seven (7) members of the Association, in addition to the Board Liaison. The committee shall be comprised of five (5) respected members of the Association who have experience in development and have contacts with potential donors. Two (2) members of the committee shall be new professionals and students. Members of the Committee shall recommend the Committee chair in the year prior to the year in which the chair is to serve. A chair may serve no more than two years.
2. Prior to making contacts to request funds from any agency, foundations, or corporations, AAFCS Communities, affiliates and other AAFCS units must obtain approval from the Board and staff liaisons.

### **C. Administration**

1. The development program is implemented by Development staff, who report to the Executive Director,

### **D. Member Privileges**

Distribution policies for all assets of the Association generated through gifts and contributions will give priority to Association members: individual, institutional, corporate, and affiliate.

**E. Financial Management**

1. The Association will aspire to generate at least 10% of the Association's annual budget from unrestricted gifts and contributions.
2. The Association will spend no more than an average of 25% of development department annual revenue on direct fundraising costs.
3. 20% of annual earnings is assessed each endowment, restricted, or temporarily restricted account to support AAFCS administrative costs, at the end of the association fiscal year.
4. A minimum of 20% of the annual earnings on each endowment, restricted, or temporarily restricted account will be reinvested into each such account, at the end of the association fiscal year.
5. All fellowship applicants must pay a \$40.00 application fee at the time of submitting their application(s).
6. The Association retains professional managers to manage the investment portfolio. The executive director recommends an investment manager to the Board of Directors.

**F. Communications**

1. The annual report of the development program, to the AAFCS Senate and to members is integrated into the AAFCS Annual Report.
2. The AAFCS will encourage AAFCS affiliates to work with the national association and the development department to achieve the financial goals of the development program.
3. A monthly financial report with detailed fund development information will be sent to the Development Committee and to the Finance Committee.

**G. Specific Fund Types and Levels**

1. The endowment level for accounts established prior to 1992 will remain at \$30,000. The endowment level is \$50,000 for accounts established after 1992.
2. The level for a named endowment fund is \$50,000, with a 10-year timeline to achieve this level. The initial gift establishing a named fund must be a minimum of \$10,000.
3. The Association will recognize a maximum of three (3) Distinguished Service Awards per year, and funds will be solicited in honor of the awardees with a goal of \$10,000 per awardee. Gifts received in honor of the DSAs may be used for both restricted (recommended by the Development Committee to the Board of Directors) and unrestricted purposes.
4. The amounts in item #s 1, 2 and 3 were established in 2002 and will be evaluated every 5 years or as needed.

**H. Authority to Accept Gifts**

1. If implementation of the restrictions on a gift by the donor is questionable, the Development Committee will make a recommendation to the Board of Directors regarding acceptance of the gift.
2. The Board of Directors does not accept pass-through funds or accommodation funds.

**I. Financial Records**

1. Files shall be maintained at AAFCS headquarters office on all gifts to the Association.

**X. Awards Program**

**A. Purpose**

AAFCS sponsors and endorses an awards program, which recognizes family and consumer sciences or related professional excellence and achievement of a scientific and/or educational nature.

The awards program sponsored, co-sponsored, or endorsed by AAFCS shall be consistent with the Association's Mission Statement. The awards program may be restricted in relation to a particular

professional group, subject-matter area, or level of education. However, no restrictions shall be made on the basis of age, race, religion, sex, marital status, or national origin.

Purposes and objectives of organizations granting monies, seeking Association co sponsorship of an award, or endorsement of a program shall be consistent with those of AAFCS. Proposals for endorsement of an award shall be submitted to the chair of the AAFCS Awards and Recognition Committee who shall refer it to the appropriate Association component for evaluation and recommendation as to its suitability and relevance to the profession.

The awards programs recognized by AAFCS shall meet at least one of the following criteria:

- Promote excellence in family and consumer sciences for members of the Association;
- Provide recognition for scientific and/or educational excellence or achievement in family and consumer sciences or related areas of concern to the profession;
- Enhance visibility for the profession's contributions to better family living and healthier communities; and
- Recognize outstanding programs concerned with improving quality of life for families, which can provide the stimulus for other programs.

#### **B. Organization for Implementation**

Upon receipt of a written proposal for an award, the AAFCS Awards and Recognition Committee shall submit a recommendation to the Board of Directors, via the Board liaison to the Development Committee

The Board liaison to the Development Committee and appropriate staff liaison shall negotiate details for implementation for all approved awards.

The Association may initiate or accept grants from members, outside persons, and organizations for honor award programs. The following conditions shall govern the acceptance of these monies by AAFCS:

- all recipients of awards shall be members of the Association, if eligible, with the exception of the awards designated for non-members;
- an award shall be planned jointly by representatives of the donor and the Association;
- the Association shall assume responsibility for definition of selection criteria and the selection process of AAFCS members to receive honor awards;
- priority shall be given to awards which are consistent with the current AAFCS Strategic Plan;
- the amount of resource commitment on the part of the Association, including affiliate associations, shall be proportionate to the amount of the award;
- awards related to a product or service incompatible or in competition with activities of the Association shall not be approved;
- publicity involved in the announcement of the availability of the award and in the subsequent announcement of the recipient of the award shall enhance the role of family and consumer sciences;
- announcements of awards and award recipients shall be made with conditions specified by the Association. AAFCS shall co-sponsor awards programs with appropriate partners and shall assume responsibility for definition of selection criteria and the process of AAFCS members to receive awards jointly sponsored by AAFCS and an outside organization; and
- the Association shall reserve the right to periodically review awards to determine whether the original intent of the program is being met.

In addition to the criteria listed above, co-sponsored awards shall meet the following conditions:

- the award shall be planned jointly by the co-sponsor and the designated representative(s) of the Association;

- authority for planning, implementing, and evaluating the award program shall be shared by the co-sponsors; and
- there shall be a written, mutually acceptable agreement detailing terms of the award program (i.e. purpose, assumptions, roles of the partners, contribution of resources, jurisdiction, and tenure of the agreement) which shall be signed by the cooperative partners before the program is implemented.

Awards and award recipients are to be publicized or announced via an AAFCS forum. Publicity and announcements shall be made within conditions specified by the Association.

See Guidelines for selection of jurors for awards.

## GUIDELINES FOR SELECTION OF JURORS FOR AAFCS AWARDS AND RECOGNITION PROGRAM

1. Jurors must be AAFCS members in good standing.
2. Consider diversity of all kinds: professional background, gender, age, ethnicity, geographic location, AAFCS Communities, etc.
3. Jurors reading for a specific award may not recommend any applicant for the same award (conflict of interest).
4. Jurors must have time available for the scoring process, which occurs mainly in March. A fairly short turn around time is expected and necessary.
5. Past recipients of the award are familiar with the criteria and application process.
6. A total of 5 jurors per award – the awards committee member, plus four others is ideal.

### **C. Distinguished Service Award (DSA) Program Policy**

The Distinguished Service Award (DSA) was established by the American Association of Family and Consumer Sciences Foundation in 1979 as a living tribute to members of the American Association of Family & Consumer Sciences (AAFCS) recognizing superior achievements in family and consumer sciences, outstanding contributions to the family and consumer sciences profession, and sustained AAFCS leadership at both state and national levels. A fundraising campaign will be conducted in conjunction with the DSA Award Program, with a goal of \$10,000 per honoree.

The DSA will be awarded to an individual honoree whether or not the fundraising goal is achieved. Funds may be used for both unrestricted and restricted purposes (recommended by the Development Committee to the Board of Directors).

#### **1. Criteria for Nomination**

The nominee should:

- a. be a current member of AAFCS and have been a member continuously for 20 years or more;
- b. be actively employed in a family and consumer sciences-related profession; or a family and consumer sciences professional in home and community; or retired;
- c. have a record reflecting sustained active support of the profession;
- d. have gained and retained a national and/or international reputation for outstanding achievements in family and consumer sciences;
- e. have shown evidence of professional contributions to strengthening families;

- f. have made significant contributions to AAFCS at state, national, and/or international levels;
- g. have shown evidence of sustained commitment to AAFCS and the family and consumer sciences profession;

Members of the AAFCS Board of Directors and the AAFCS Development Committee are not eligible to be nominated for the DSA during their terms of office.

## 2. Nomination Procedures

See Appendix F, Call for AAFCS Distinguished Service Award Nominations. An individual may be nominated for the DSA by any AAFCS Community, State Affiliate, the AAFCS Development Committee, or other group of members. Nominators are to submit a complete Nomination Packet with required materials to AAFCS Headquarters to the attention of the Development Committee Chair by **August 1** of the year preceding the award presentation at the annual conference in June of the following year.

### a. Nomination Packet Materials

A complete nomination packet with required materials must be **received** at AAFCS Headquarters by **August 1** in order for the nominee to be considered for receiving the award at the AAFCS Annual Conference in June of the following year. The originals and one copy of all nomination materials should be sent to the AAFCS Headquarters to the attention of the Development Committee Chair.

- 1) A letter of nomination containing (a) listing of AAFCS activities of the nominee and (b) statements of significant professional accomplishments of the nominee.
- 2) Three letters of support for the nomination.
- 3) A current, comprehensive curriculum vita or resume of the nominee, including the nominee's current address, telephone number and electronic mail address.
- 4) Contact information (name, address, phone, e-mail) for the individual who will coordinate the fundraising effort (i.e., DSA Campaign Coordinator). A statement of the DSA Coordinator's commitment to fundraising on behalf of the nominee and agreement to complete the personal fundraising appeal is required. AAFCS staff will assist in the development of the appeal materials and supply materials for the mailing (letterhead, envelopes, labels, etc.).
- 5) No more than a one-third page abstract identifying the nominee's major and unique qualifications for the award.

Reminder: The nomination packet and required materials (items 1-5 listed previously) must be received at the AAFCS Headquarters no later than August 1 in order for the nomination packet to be considered for selection. Incomplete and/or late nomination will neither be accepted nor reviewed.

### b. Approval of Nominations

- 1) All complete DSA nominations are reviewed by the AAFCS Development Committee. In the event that a fall conference call is not held, an e-mail ballot of committee members will be conducted.
- 2) A positive vote by three-fourths of the voting committee members is required for approval of a DSA nominee.
- 3) No more than three awards shall be made in a given year without special action by the Development Committee. In any given year there may be no awards.
- 4) The names of the approved DSA nominees will be presented to the AAFCS BOD Liaison to the Development Committee. The BOD-Development Committee



Liaison will present these approved nominees to the BOD for final acceptance no later than at the fall BOD meeting. The AAFCS President will contact each DSA recipient and respective DSA Campaign Coordinator by telephone and by postal mail. The BOD-Development Committee Liaison will communicate with the Development Committee Chair the action of the BOD.

- 5) The Development Committee Chair will communicate by telephone, followed by letter within two weeks, with the nomination packet coordinator if a nominee is not approved or selected. Reasons for non-selection will be cited.

**c. Financial Support of DSA Honorary Fund**

- 1) By **November 1**, the selected DSA recipient provides to AAFCS Headquarters a **color** photograph, preferably 3" x 4", to be used in fundraising materials.
- 2) By November 15, the nominating group through the DSA Campaign Coordinator provides a list of names of potential donors to be contacted for financial support of the DSA Honorary Fund. The expenses for up to 350 letters of solicitation will be borne by the Association and additional mailings will be paid for by the nominating group.
- 3) Letters announcing the named DSA Honoree(s) will be sent to the following by AAFCS staff: AAFCS BOD; Development Committee; Past Presidents; and former DSAs. All AAFCS members will be encouraged to contribute to the DSA Honorary Fund through an advertisement in the *Journal of Family & Consumer Sciences (JFCS)*. Expenses for these mailings and advertisement will be paid by the Association.
- 4) The nominating group will agree to participate actively in the fundraising effort, led by the DSA Campaign Coordinator.
- 5) The deadline for contributions is **April 30** (the end of the AAFCS Fiscal Year), in order for the donors to be recognized in printed materials. *Contributions will be accepted after April 30, but may not be included in printed materials.*
- 6) At the DSA Award Presentation, all donors (as of April 30) to the DSA Honorary Fund will be recognized in the printed program and Book of Letters. Also, the list will be published in the *JFCS*.
- 7) In addition to solicitation of the AAFCS membership, corporate sponsorship may be obtained, coordinated by the AAFCS Staff Member assigned to the Development.
- 8) A total of 10% of the DSA Honorary Fund may be allocated toward specific AAFCS initiative(s).

**d. Responsibilities of the DSA Campaign Coordinator, the AAFCS Development Committee Member Liaison, and the AAFCS Staff Member assigned to Development – see Appendix F.**

The DSA Campaign Coordinator, the AAFCS Development Committee Member Liaison, and the AAFCS Staff Member assigned to Development each have defined responsibilities in relation to DSA campaigns..

- 1) The DSA Campaign Coordinator has the primary responsibility for raising funds in support of the person receiving the DSA. The coordinator will communicate with the AAFCS Staff Member assigned to Development and the AAFCS Development Committee Member Liaison to suggest fundraising strategies and will make personal contacts with potential contributors.

- 2) A member of the Development Committee will be appointed by the AAFCS Development Committee Chair to serve as a Liaison to a specific DSA Campaign Coordinator.
- 3) The one-third-page abstract (due with the Nomination Packet Materials) and color photo (due no later than November 1) will be used in a Journal of Family & Consumer Sciences advertisement for the formal launch of the DSA Honorary Campaign in January.
- 4) In cooperation with the DSA Honoree, the DSA Campaign Coordinator will work to obtain an electronic mailing list of the DSA's family, friends, and colleagues to whom he/she will send the personal appeal letter. This list should be completed no later than November 15. The mailing list should include the name, address, telephone number, and if possible, e-mail address of each individual. AAFCS headquarters will provide to the DSA Campaign Coordinator and to the Development Committee Member Liaison an electronic list of all AAFCS members in Excel format to assist in compiling the list.
- 5) The AAFCS Staff Member assigned to Development will draft a personal appeal letter for each DSA Honoree by November 15. Each DSA Campaign Coordinator will draft a one-page summary of his/her DSA's achievements (to be included with the personalized appeal letter) by November 15. The personal appeal letters (on AAFCS stationery) will include an appeal for a monetary contribution, an appeal for a letter of congratulations, and will be electronically signed by both the DSA Campaign Coordinator and the AAFCS Development Committee Chair by November 30.
- 6) The personal appeal letters will be ready no later than December 15 for duplication and mail distribution by the DSA Campaign Coordinators to the list of prospective donors. DSA Campaign Coordinators will mail all personal appeal letters to potential donors no later than January 15. This mail date coincides with the official launch of the DSA campaign via the JFCS. Postage for up to 350 letters (sent first-class) will be reimbursed by the Association after receiving a postage receipt.
- 7) The solicitation mailing will include the letter, the one-page summary of the DSA Honoree's achievements, a copy of the JFCS advertisement, and a return envelope for contributions. The AAFCS Staff Member assigned to Development will maintain communication with the DSA Campaign Coordinator and the Development Committee Member Liaison regarding the progress of fund development and ideas for additional fund raising strategies.
- 8) The AAFCS Development Department will coordinate the delivery of materials to support DSA Campaign Coordinators in preparing, duplicating, and mailing up to 350 solicitation letters for each nominee. At no cost to the nominator(s), AAFCS will provide up to 350 copies of letterhead (for the solicitation letters), 350 copies of two enclosures (JFCS advertisement and 1 page biography), 350 envelopes, first-class postage for 350 letters, 350 donation envelopes, and 350 address labels of AAFCS members.
- 9) The DSA Campaign Coordinator is responsible for assisting the DSA Honoree in selecting and/or scanning approximately 30 photographs for an honorary PowerPoint® presentation. The photographs should be scanned or sent to Headquarters by May 1. After scanning, the photos will be returned to each DSA Honoree. Photographs will be shown during the Pacesetter event at the Annual Conference.\*

*\*Honorary PowerPoint® presentation is constructed by volunteers. Depending on available volunteers, it may not be produced each year.*

### **3. Recognition of Recipients**

#### **a. Announcement of Recipients**

The AAFCS President will contact DSA Honorees by phone and by a letter of notification. After each DSA Honoree has been notified by the AAFCS President, the AAFCS Development Committee may also announce all DSA recipients. Notification will also be included in the *Journal of Family and Consumer Sciences*.

#### **b. Book of Letters and Personalized Citation Certificate**

The Development Department will assemble into a binder all letters of nomination and support and letters of congratulations. The AAFCS Development Committee will provide the notebooks and pages. In consultation with the DSA Campaign Coordinator, the AAFCS Development Department will develop a personalized, framed citation in a uniform size and format for each honoree.

#### **c. Presentation of the Award**

The Distinguished Service Award is presented to each of the recipients at the Pacesetter event during the AAFCS Annual Conference. The award is marked by a personalized citation designating the recipient as a Distinguished Service Award Honoree of AAFCS and a Book of Letters commemorating the occasion.

AAFCS will provide each honoree with a complimentary annual conference registration and two complimentary tickets to attend the Pacesetter Event.

At an appropriate time during the AAFCS Annual Conference, the AAFCS Development Department will sponsor a reception or other event for the awardees being recognized at the Pacesetter event, as well as high donors, and possibly others.

#### **d. After AAFCS Annual Conference**

The awardees' names and photos are added to one of the DSA perpetual plaques. The DSA plaques are permanently displayed at AAFCS Headquarters.

The names and addresses of all contributors (amounts not included) to the DSA Honorary Fund will be provided in late July for DSA honorees to send personal thank you notes. Each contributor will have already received a letter of receipt from AAFCS for tax-reporting purposes.

Awardees are appropriately publicized in an official AAFCS publication. The AAFCS Staff Member assigned to Media Relations will issue a press release for each DSA Honoree and obtain media contact information from each DSA Honoree.

## **XI. Contracts and Grants Program**

### **A. Purpose**

The Contracts and Grants program shall concentrate on the development and continual improvement of the capacity of family and consumer sciences through the Association, to compete for and secure funds to more effectively implement the broad goals of family and consumer sciences and the mission of the Association. The specific objectives being set forth as the vehicle through which these goals shall be achieved follow:

- Establish liaison (especially communication channels) with funding agencies - national, international, public, or private.
- Develop overall standards, recommendations, and guidelines for obtaining funds for family and consumer sciences program.
- Present funding sources, with a concept of family and consumer sciences and the Association

that enhances the image the family and consumer sciences within the public and private sectors and strengthens the position of family and consumer sciences within the social spectrum.

- Stimulate the family and consumer sciences profession to take leadership in research and special project activities The Association shall not accept funds from organizations and agencies that do not support the Association's mission or accept in writing the Association's policy on non-endorsement of products or services that are unrelated to purposes of the contract or which improperly restrict access to project results.

Association efforts to obtain funds over \$1,000 through contracts and grants shall be coordinated by the AAFCS Treasurer in conjunction with the appropriate committees, Communities, groups and affiliates that focus on families and effective use of human resources.

Contracts and grants shall support the Association's Strategic Plan Business Plan, New Initiatives, and/or long-range goals.

## **B. Organization for Implementation**

### **1. Guidelines**

Priority shall be given to projects which capitalize on the unique position and strength of the Association as a national professional Association. The Association shall not intentionally compete with member units for contracts or grants, but shall, by virtue of its singular position as a national professional association, seek to secure contracts and grants which assist member units in obtaining funds through the possibility of subcontracting.

Contracts and grants with cooperative or subcontracting potential shall be pursued. The Association may serve as a facilitator for cooperative projects initiated by family and consumer sciences units.

"Family and consumer sciences unit" shall be defined as an agency, institution, etc., employing Association members.

The Association shall not accept funds from organizations and agencies that do not support the Association's mission, or accept in writing the Association's policy on non-endorsement of products or services that are unrelated to purposes of the contract or which improperly restrict access to project results.

Members of the Association and/or external consultants with expertise in the contract area of proposal under consideration shall be utilized in proposal development and review. Association members who serve as proposal reviewers shall not receive remuneration for their services. Proposals shall be independently reviewed by a minimum of two experts who have no vested interest in the proposal being considered. Proposals for projects and any subsequent contract(s) shall be clearly defined, including roles and responsibilities of all participants, and especially work scope, extent of flexibility of resources, report procedures, time frame, and ownership of data and reports.

### **2. Budgeting and Subcontracting**

Contracts and grants with potential substantive benefit to the Association may not be entered into without budgetary provision for indirect costs. Estimates of the kind and extent of the Association's contributions shall be determined and included in the development of each contract and/or grant proposal. Estimates of the potential benefits (kind and extent) to the Association of contracts and/or grants shall be made for each proposal. Fiscal requirements of each contract and grant shall be within the scope of the Association's resources (personnel, space, funds, expertise). Formulas for the indirect costs of projects implemented from

contract and grant funds shall be developed by staff with the goal of meeting minimum administration and service costs of that project.

The contracts and grants staff liaison shall maintain a file of potential subcontractors. These shall be limited to members or units of the Association. When possible, subcontracts shall be advertised so that all potential participants may compete; however, the AAFCS Board of Directors, in conjunction with the executive director, shall retain the flexibility to select potential subcontractors in order to meet deadlines requiring expedient responses.

All proposals for subcontracts shall meet the criteria designed for the specific contract or grant. When competition is involved, subcontractors shall be selected on merit basis by ad hoc review panel of persons with particular expertise.

All subcontracts awarded to family and consumer sciences units shall include provisions for periodic review of progress and criteria for termination of the subcontract. Subcontractors shall be responsible for meeting appropriate deadlines and for completing contractual commitments to the Association. If subcontractors fail to fulfill obligations, the contract may be withdrawn and negotiated with another party. Subcontracts shall represent a shorter time period than the contract held by the Association.

## **XII. External Relations**

### **A. Purpose**

The American Association of Family and Consumer Sciences may enter into relationships with organizations and groups outside the components of AAFCS, whose mission and purposes are in common with one or more of the purposes of AAFCS. These relationships shall harmonize with, expand, and reflect the interests and efforts of public policy, programs, and the mission of the Association. Such relationships may take the form of membership affiliation, collaborative projects and programs, participation in conferences, forums, institutes, or seminars, and representation for other purposes as determined by the AAFCS Board of Directors.

### **B. Organization for Implementation**

Potential avenues of cooperation are affiliated groups, cooperative groups, constituent groups, related groups, and organizational member groups. Affiliated groups are organizations, agencies, or groups to which AAFCS has recognized, official representation or to which membership dues have been assessed. Cooperative groups are groups of appointed members of the Association who represent AAFCS in working towards solutions of problems of concern to AAFCS or in support of mutual interests.

Constituent groups are groups sponsored by AAFCS and operating through affiliates, communities, action groups, or other components of AAFCS that receive services from AAFCS. All members of constituent groups shall be members of AAFCS.

Related groups are those sponsored by AAFCS and operating through AAFCS. These related groups may prefer to maintain their separate identity, but strengthen their relationships with AAFCS and gain the benefits of services for special fees paid. They may have a need to maintain visible ties with two or more "parent" organizations.

Organizational member groups include foreign associations and associations, societies, or institutions that join AAFCS as an intact group under the provisions of the AAFCS Bylaws. A higher education member is a school, division or department in an accredited college or university which provides an educational program in family and consumer sciences leading to a baccalaureate degree. An Association member is an organized group that has some purposes in common with AAFCS and whose membership would result in mutual benefit for the two

organizations. Such members shall be invited to membership with the approval of the AAFCS Membership Committee and Board of Directors.

**C. Criteria for Establishing Relationships**

An organization with which AAFCS establishes an external relationship shall meet one or more of the following criteria:

- demonstrate an interest in or a commitment to the improvement of the quality and standards of life for individuals and families;
- have purposes stated in its bylaws or governance policies which are closely related to those of AAFCS and are consistent with the mission of AAFCS;
- provide an opportunity for the AAFCS representative to take an active part in communicating family and consumer sciences concerns and contributing to the work of the organization;
- be a professional, technical, scientific, or educational agency, association, or other recognized group which is national or international in scope, non-partisan, and does not discriminate on the basis of race, creed, color, sex, or national origin; and
- be well-founded in terms of its contribution toward strengthening the visibility of family and consumer sciences and promoting the public interest.

In addition to the above general criteria, each organization shall qualify under the requirements of one of the aforementioned cooperative relations groups.

**D. Authority for Appointments**

It shall be the responsibility of the AAFCS President to coordinate and expand the activities and efforts of external relations with other associations and agencies, including the Association representative, as they relate to the programs and goals of the Association. The President shall communicate with the other appropriate directors-at-large regarding significant program emphases for the Association relating to cooperative relations.

**E. Proposals**

The AAFCS President and/or Executive Director shall be the primary person through which proposals for affiliations or representations are presented for action. Suggestions for all appointments shall be sought systematically at least once a year from affiliated state association presidents, committee chairs, and members of the AAFCS Board of Directors.

Units, communities, committees, councils, or individuals may submit proposals for affiliation or representation. President and/or Executive Director shall communicate with the group initiating the proposal to determine (1) whether the recommended affiliation meets the criteria for establishing cooperative relationships and (2) whether the unit, community, committee, or council can incorporate ensuing activities into their programs of work. The AAFCS Board of Directors shall select representatives at the next Board meeting.

The President and/or Executive Director shall initiate affiliations or cooperative efforts for consideration by the Board of Directors, after consultation with other board members to ensure that representation on national organizations with interests related to the mission of the Association are accomplished. Of particular concern shall be the establishment and promotion of cooperative relations with governmental agencies or organizations that reflect the public policy interests of the Association.

**F. Financial Matters**

A consideration for affiliation or representation shall also include financial costs to the Association. AAFCS shall pay Association membership dues for approved organizational affiliations if cost is in line with operating budget; however, AAFCS shall not pay for an individual's membership in affiliated organizations.

#### **G. AAFCS Representatives**

The following are responsibilities of the AAFCS representatives:

- serve as the Association's official representative to the designated organization, and if possible, also represent a specific interest group of the Association;
- attend and participate in open meetings of the organization;
- develop means for communicating the interests, concerns, and mission of family and consumer sciences;
- keep interested groups in the Association informed of plans and programs, through reports in the Journal of Family and Consumer Sciences, at professional meetings, and annual reports to the Board of Directors;
- submit highlights of reports to the AAFCS Board liaison and staff liaison following attendance at any meeting as Association representative;
- submit recommendations or items of special interest for consideration by the AAFCS Board of Directors; and
- send to the organization's main office such AAFCS materials, reports, special articles, etc., as will acquaint the organization with the philosophy, purpose, and programs of the Association.

#### **H. Review and Evaluation of External Relations**

The AAFCS Board of Directors shall be responsible for reviewing and evaluating annually the groups with which AAFCS establishes cooperative relationships. This review and evaluation of each affiliation, cooperative group, constituent group, related group, and corporation shall focus on the criteria for establishing the cooperative relationship.

### **XIII. Public Affairs Program**

#### **A. Purpose**

The focus of the public affairs program of the Association shall be the development and implementation of public policies affecting American individuals and families. Thus, public policy may be viewed as a culmination of public affairs activities. Many facets of the Association, organizationally and substantively touch on questions related to the public interest and cooperative working relationships with other groups and organizations, including government agencies at all levels.

#### **B. Organization for Implementation**

The role of the AAFCS Board of Directors, Communities, action groups, committees, affiliate associations, and individual members shall be to participate in the identification of public policy issues and problems and the setting of public policy priorities for the Association, recognizing the responsibility of the Senate as the policy-making body of the Association. Separate groups within the Association are encouraged to develop resolutions that indicate the position of the Association on issues of concern to society.

The AAFCS President shall monitor the Association's governmental relations activities and be responsible for review of public affairs publications and coalitions which clearly have a public affairs component. The role of the AAFCS Executive Director, in cooperation with the Board of Directors, shall be to integrate and coordinate the various aspects of public policy development and implementation, including (but not limited to) the following: (1) developing and monitoring those cooperative relations having public policy focus with other groups and agencies; (2) identifying and organizing the expertise of family and consumer sciences in order that the profession might address major public policy questions and issues; (3) monitoring legislative developments that affect the family and consumer sciences profession in relation to its efforts to improve home and family life; (4) disseminating public policy information through Association publications, newsletters, professional

meetings, seminars, symposia, and forums; (5) serving as resource to government agencies, including legislative committees and regulatory agencies, in the development of public policies that affect the professional interest and concerns of family and consumer sciences; (6) serving as a resource to the profession and to affiliated associations by providing information, educational opportunities and leadership development through public affairs internships; and (7) disseminating information to various groups in the Association so that they might make informed decisions about public policy questions that affect the family and consumer sciences profession.

In responding to requests for testimony before legislative committees, the Executive Director, or officials of the Association who are most directly affected by the issues shall determine the appropriate persons to represent the Association; give clearance of proposed testimony to assure that the content is valid and accurate and is presented in the best possible manner; and approve responses to proposed rules and regulations. Board of Directors or members may testify and serve as a resource for other persons who may represent the Association before Congressional committees, thereby, facilitating the work of ad hoc legislative committees that may be created by the Board of Directors and mobilizing the organizational strengths that exist in affiliate associations to provide public policy leadership at state and local levels.

The Executive Director, in cooperation with the President, shall provide timely reports to the Board of Directors regarding the public affairs program of the Association, and shall bring to the Board recommendations for its consideration.

In situations in which the Board of Directors and Senate cannot be immediately involved in the identification and formulation of public policy positions and the implementation of public policy priorities, the President and the Executive Director shall make such decisions.

The Public Policy Committee shall be authorized to conduct field service consultation for affiliate associations relative to public policy content and process. The public policy staff shall monitor federal legislative activity and policy discussions as an alert system for the Association and serve as spokespersons for the Association in policy contacts.

Effectiveness in public policy requires that the Association maintain a capacity for collecting, analyzing, interpreting, and disseminating information about family and consumer sciences programs that have an effect on current public policy questions. This effectiveness also assumes a capability for monitoring and reporting on public policy developments that affect the profession and programs in which those in the family and consumer sciences profession work.

The public affairs program of the Association includes education and organization of the family and consumer sciences profession to address current issues of major interest and concern to individuals, families, and society that are identified. Further, the public affairs program requires the continuity, the resources, and the presence of the Association that exists through its Executive Director and staff.

The Association recognizes a responsibility for promoting the public interest by pursuing various public policy concerns that shall be consistent with its status as an educational and scientific organization and its purposes as stated in the Articles of Incorporation. It shall be the policy of the Association continually to educate its members, to study, and to participate in public policy processes. The public affairs program of the Association, including its legislative program, shall be consistent with the Strategic Direction of the Association and the resolutions adopted by the Senate.



### **C. Endorsements**

The AAFCS President and Executive Director shall decide when to endorse positions of other organizations and to co-sign letters or positions on behalf of AAFCS.

### **D. Priority Issues**

The AAFCS Board of Directors shall have the authority to create committees relating to public policy and to appoint members of these committees. One specific function of these committees is to state public policy positions in relation to the substantive concerns of the Association.

The AAFCS President, the Executive Director, and chairs of appropriate committees, in consultation with the appropriate component officers (e.g., officers of pertinent groups) shall outline general guidelines for public affairs staff work, basing their expression upon position papers and Association resolutions. This process shall pertain to contacts with all three branches of the federal government with the exception for Congressional testimony clearance stated above. The Family and Consumer Sciences Public Policy Council may assist in setting priorities for issues of concern to the profession and provide direction for Association public affairs activities.

### **E. Coalitions**

Recommendations regarding the formation of coalitions shall be presented to the AAFCS Board of Directors for approval.

## **XIV. Publications Program**

### **A. Purpose**

The purposes of the publications program are to:

- communicate the family and consumer sciences knowledge base;
- synthesize the collective wisdom of the Association;
- communicate the unique contributions of the Association to the profession and to external audiences;
- contribute to a unified and accurate identity of the Association;
- contribute to the transmission of the culture of the Association; and
- serve as a revenue source for the Association.

The Journal of Family and Consumer Sciences (JFCS) is the official publication of AAFCS. JFCS contains refereed articles, companion pieces to selected refereed articles (theory/research into practice), Association business, short articles, trends, essays and thought pieces, point/counterpoint deliberations, features, and advertising.

The purpose of the Family and Consumer Sciences Research Journal (FCSRJ) is to provide a medium for reporting and recording methods, findings, and applications of research in family and consumer sciences; to strengthen the research base in family and consumer sciences through the interest and impetus that a greater exposure to high quality research can give; to facilitate scholarly interchange among those in family and consumer sciences and related areas concerning families and individuals; and to promote family and consumer sciences academically through increased visibility of the depth and breadth of its research. The FCSRJ supports diversity in modes of inquiry and reflects the breadth of disciplines in family and consumer sciences.

## **B. Organization for Implementation**

### **1. Journal of Family and Consumer Sciences: From Research to Practice**

The Journal of Family and Consumer Sciences is general in its appeal to readers and solicits articles to ensure this appeal, while continuing to accept unsolicited articles. The format is designed, edited, and written for high readability and wide general interest.

News for JFCS may be contributed by members of the AAFCS Board of Directors, units, communities, units, committees, affiliate associations, individual members, and staff.

Advertising that is compatible with the standards of a professional journal shall be accepted and solicited. Advertisers must be reputable businesses who are presenting information on products or services of value and interest to members of the Association and other professionals and Journal audience.

The Journal is published four times per year.

The following differentiation of responsibility and authority for the units and individuals involved in the production of the Journal of Family and Consumer Sciences shall serve as guidelines for operation.

The roles and accountability of the JFCS Editor are as follows:

#### **Responsibilities:**

- Administers the peer review process for submitted and solicited research, theoretical, historical, philosophical, and futuristic manuscripts for all content areas of family and consumer sciences and integrated perspectives; appoints/selects associate editors to help with the review process; makes final decisions on acceptance, rejection, and/or revision of reviewed manuscripts.
- Develops and maintains a liaison with reviewers who review the submitted manuscripts; recommends reviewers as necessary. Ordinarily, reviewers serve two-year terms.
- Makes suggestions and recommendations to the AAFCS Executive Director: trends papers, short pieces describing new developments and practices, companion papers to refereed research, theoretical, historical, philosophical, and futuristic articles when appropriate and practical, association news and announcements, and advertising. Also, brings issues, concerns, and policy recommendations to the AAFCS Executive Director.

#### **Qualifications:**

- Holds earned doctorate in a field of family and consumer sciences.
- Is an AAFCS member.
- Experienced author and scholar.

#### **Conditions:**

- Receives a stipend.
- Reports to and is evaluated by the Executive Director.
- Evaluation of the editor shall be based on the performance criteria contained in the contract between the Executive Director and the editor. Specific conditions for performance shall be contained in the contract. Ordinarily, editor is selected for a three-year term.

## **2. Family and Consumer Sciences Research Journal**

The following differentiation of responsibility and authority for the units and persons involved in the production of FCSRJ shall serve as guidelines for operation. The editor shall be responsible to the AAFCS Executive Director. Reviewers shall be responsible to the editor and shall review research manuscripts and other research-related materials submitted for publication. All material shall be refereed and shall meet standards for acceptance established by reviewers and the editor, both in the original research and in its presentation.

The roles and accountability of the FCSRJ Editor are as follows:

### **Responsibilities:**

- Administers the peer review process for submitted and solicited research for all content areas of family and consumer sciences; uses associate editor structure to assist in editorial responsibilities; solicits focused issues of the Family and Consumer Sciences Research Journal and solicits editors for these issues as appropriate; makes final decisions on acceptance, rejection, and/or revision of reviewed manuscripts; works with AAFCS Managing Editor to process articles.
- Develops and maintains a liaison with reviewers who review the submitted manuscripts; recommends reviewers as necessary. Ordinarily, reviewers serve two-year terms.
- Brings issues, concerns, and policy recommendations to the Executive Director.
- Provides a written annual report to the Board of Directors.

### **Qualifications:**

- Holds earned doctorate in a field of family and consumer sciences.
- Is an AAFCS member.
- Understands multiple research approaches.
- Has experience as associate editor, reviewer, or editorial board member.
- Experienced author and scholar.

### **Conditions:**

- Receives a stipend.
- Reports to and is evaluated by the AAFCS Executive Director.
- Evaluation of the editor shall be based on the performance criteria contained in the contract between The Executive Director and the editor. Specific conditions for performance shall be contained in the contract. Ordinarily, the editor is selected for a three-year term.

## **XV. Sale of Publications and Products**

### **A. Purpose**

Sale of publications and products are a function of the AAFCS headquarters staff.

The purpose of sale of publications and products is to enhance association revenue through the development, organization, and marketing of non-dues income services.

The price of the *Journal of Family and Consumer Sciences* and *Family and Consumer Sciences Research Journal* for non members, individuals, libraries, institutions and organizations must equal or exceed active membership dues.

Create two parallel and equal processes for determination of AAFCS publications:

1) Evaluate unsolicited publications based on author or section/unit proposals plus staff cost and market analysis.

Refine, improve efficiency of current approval process.

2) Identify deficits in dissemination of culture and knowledge base of profession and commission authors to develop materials for publication by AAFCS.

Create incentives for authors and for units/sections/divisions to collaborate and share responsibility for soliciting and developing materials for publication by AAFCS.

## B. Guidelines

The AAFCS Board of Directors shall authorize development of an AAFCS product line, with attention to differentiation of products appropriate for sale by AAFCS and those appropriate for sale by affiliates, and communities.

Manuscripts or basic materials may be prepared by individuals or groups. AAFCS staff shall coordinate the editing and production of accepted materials. The Association shall meet initial production costs, although most items shall be priced at a level to be income-producing. Non-member prices shall be at least 20 to 25 percent higher than member prices.

Honoraria are determined by the AAFCS Executive Director on an individual basis and may be offered to members in appreciation for unusual professional contributions in the development of publications, especially if there is an expectation that AAFCS will receive significant income from the sale of the publication.

Materials to be produced by AAFCS shall be timely with strong audience/marketing potential to family and consumer sciences professionals, related professionals, and/or appropriate public audiences and shall meet one or more of the following criteria:

1. advance family and consumer sciences in one or all of its aspects, to the Association and/or those outside the Association;
2. help professionals in family and consumer sciences meet the Association's responsibility to society (priority given to publications meeting this criterion);
3. contain materials that help family and consumer sciences professionals take leadership in meeting new or emerging problems;
4. be consistent with the mission and/or priorities established by AAFCS; and,
5. consider multidisciplinary approaches where feasible.

Author will submit proposal for publication electronically to the AAFCS staff liaison using the form on the AAFCS web site or from AAFCS headquarters by calling 1- 800-424-8080.

AAFCS contract publications must meet AAFCS standards. Project director and the AAFCS Communications staff shall consult to plan involvement of publications personnel and to ensure contract publications meet AAFCS standards. Final responsibility for publication of material in accordance with project contracts shall rest with the executive director.

The project director shall complete the memorandum of agreement, including scope of work, time frame, and compensation (according to contract specifications) for contract publications. Contract personnel shall develop material to be published. Contract staff, including the project director, shall review material. The executive director shall approve material for publication. The Communications staff shall be involved, as appropriate, depending upon the specific publication (e.g., copy editing, production).

**C. Royalties**

AAFCS shall be authorized to offer royalties for sale publications to attract authors of high quality, income-producing publications. These royalties shall be negotiated on a case-by-case basis and approved by the AAFCS Executive Director.

**D. Copyrights/Reprints**

AAFCS will obtain rights to articles and other published materials via the copyright agreement which shall be signed prior to first publication of articles or other material. See Copyright Agreement in Appendix H. Permission to reproduce shall be granted without fee to nonprofit organizations for reproducing single articles from the JFCS or FCSRJ or other AAFCS publications.

A fee of \$25 per page, or the prevailing market rate, shall be charged to profit-making organizations for reproducing articles from the JFCS and the FCSRJ. A fee of \$25 per page, or fraction thereof, shall be charged for reprinting from handbooks; however, this fee shall be waived for nonprofit organizations. When one-half or more of a proposed publication is based on AAFCS materials, including JFCS articles, a flat page fee or royalty shall be negotiated.

Permission to photocopy JFCS articles shall be granted, without fee, to nonprofit organizations without prior permission from AAFCS.

**XVI. Data Collection From Members**

Data will be stored in such a manner to prevent access except for authorized purposes consistent with existing AAFCS policies.

No data obtained from members will be reported or made available to any sponsor group within or outside AAFCS in a manner that permits associating an individual with given data except as follows: (1) Personnel will have access during the processing of data for storage and retrieval, but will be supervised to assure confidentiality; (2) data may be used by AAFCS for identifying persons with characteristics needed for performing various Association functions subject to authorization by the AAFCS Executive Director or Board of Directors and compliance with procedures that assure reasonable limits on requests to individuals and honor desires of individuals regarding use of data; and (3) data regarding type of membership and affiliation with units of AAFCS may be made available to groups approved in accordance with existing AAFCS policies.

Mailing lists and/or labels of AAFCS members' names and other information are available for purchase by members of the Association including individual members, affiliates, colleges and universities that are members of the Higher Education Unit, communities and by corporations/ groups that are supportive of AAFCS and/or its mission and Strategic Plan.

Each request must state the purpose for which the list and/or labels will be used and must supply a sample of the mailing. The Executive Director shall interpret this policy and make decisions in each individual case.

Prices for lists and/or labels shall be determined each year for the following fiscal year by the Executive Director. Members of the Association listed above shall receive a reduced price of at least half the price to other approved purchasers.

## **XVII. Principles of Professional Conduct**

### **A. Statement of Principles**

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 the American Association of Family and Consumer Sciences 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 American Association of Family and Consumer Sciences and contribute to its development through informed, active participation in its programs;
- advance public awareness and understanding of the profession of family and consumer sciences; and
- maintain a dedication to enhancing individual and family potential as a focus for professional efforts.

### **B. Beliefs**

The AAFCS believes it is important to explore diverse points of view related to the content of our profession. Thus, we encourage and invite the consideration of these ideas.

## **XVIII. Conflict of Interest Policies**

The American Association of Family and Consumer Sciences (AAFCS) strives to conduct its governance functions, fiduciary responsibilities, and the activities required to implement its mission in a prudent and transparent manner, avoiding any conflicts of interest.

Conflicts of interest may occur when any member of the Association or staff has a material, pecuniary, professional, or personal interest in any activity, function, or decision made by the Board of Directors or other officially sanctioned entity of the Association, including, but not limited to communities, action groups; committees; councils; commissions; units; task forces; working groups; or the AAFCS Senate. Conflicts of interest may be real, in that economic or other interests influence the individual's decisions or actions, or may be perceived to do so, in that other people may believe that an individual's interest precludes unbiased behavior.

The Association, therefore, has adopted the following conflict of interest policies:

### **A. Contracts with the Association**

An individual serving as a member of the Board of Directors, president or executive secretary of an affiliate, chair of a community, member of a council, or in any other leadership role may not serve as a contractor in an individual capacity or as a representative of a private or public business, for functions for which they are compensated in any way by the Association. Neither will any member of the staff contract on the side with the Association. This policy shall also apply to family members, friends, and neighbors of governance or staff members.

The Board of Directors may waive these rules if there is full disclosure, no voting by a conflicted individual concerning the contract, there is an arms' length commercially reasonable contract, and the best interests of the Association would be served by waiving these policies.

An individual serving in any of the above named capacities is ineligible to be considered for or enter into such contracts until 90 days after the date of the conclusion of his or her term of office or appointment.

An individual who has a contract with the Association for which he or she is compensated may not be a candidate for or hold any of the offices or leadership positions named above.

#### **B. National Offices and Leadership Roles**

An individual may hold only one of the following national offices and/or leadership roles at a time: member of the Board of Directors; officer of a community or unit; member of a council or commission; or editor of a Board approved serial publication.

An individual may be a candidate for only one national office at a time.

A current officer may be a candidate for another national office if his or her term in the current office concludes before the term of the office for which he or she is a candidate begins.

Current staff are ineligible to be candidates for or hold national office.

No elected officer shall simultaneously be a member or chair of a committee unless that appointment is designated as a part of that officer's responsibilities. A Board member, however, may serve as a liaison to a committee.

An individual serving on the Nominating Committee is ineligible to be a candidate for national office during his or her term.

#### **C. Journal Editors**

An editor of an official journal of the Association shall not serve simultaneously as editor of another professional journal.

#### **D. Eligibility for Awards, Grants, and Fellowships**

A member of the Board of Directors, the Awards and Recognition Committee, the Development Committee or the staff is ineligible to receive awards, grants, and fellowships during his or her term of office or period of employment with the Association.

#### **E. Implementation of Peer Review Processes for Awards, Grants, and Fellowships**

A peer reviewer for nominations and applications for awards, grants, and fellowships shall not review nominations and applications he or she has submitted, nor shall he or she review nominations and applications from family members, individuals who have the same employer, from his or her own students, or students at his or her own institution.

An individual who has been nominated for and/or applied for an award, grant, or fellowship shall not serve as a reviewer for any award, grant, or fellowship during the period of time in which his/her own nomination or application is being reviewed.

#### **F. Annual Conference Proposals for Educational Sessions**

An individual who submits a proposal for an educational session for the annual conference shall not serve as a peer reviewer for educational sessions.

**G. Accreditation Program**

A member of the Council for Accreditation shall recuse him-or-herself from reviews of all documents submitted to the Council regarding the institution he or she represents.

**H. Certification Program**

A member of the Council for Certification shall recuse him-or-herself from participation in all decisions regarding his or her own personal certification status.

**I. Remuneration**

An individual who serves as a peer reviewer shall receive no remuneration from the Association for this service.

**J. Submissions for Association Publication**

An author of a manuscript and/or article submitted for Association publication shall not be involved in any of the decisions regarding acceptance or rejection of the manuscript and/or article.

An author of a non-serial publication under consideration to be offered for sale by the Association shall not be involved in the decision regarding acceptance for such sale, with the exception of royalties or profit-sharing, which may be negotiated with authors and/or publishers on a case-by-case basis. This policy applies to members and non-members.

**K. Conflicts of Interest Regarding Staff**

All staff are expected to devote full time and attention to the interests of AAFCS during regular hours of work and for such additional time as may be needed to complete assignments. The Association has no desire to restrict spare time, outside work or other activities where AAFCS interests are not involved. However, employees must not engage in outside activities that conflict with AAFCS interests or mission.

Such prohibited outside activities include, but are not limited to, activities performed for a direct or indirect competitor of AAFCS if such activities might have a detrimental effect upon the Association, or activities that are in competition with those of AAFCS. Employees must fully disclose any and all business dealings with competitors. Employees may not have any interest in any Association suppliers or vendors or accept any personal gratuities, significant gifts, or loans above the standard rates and conditions from firms or individuals who have current or prospective dealings with AAFCS.

With the exception of the Executive Director and staff who are authorized by the Executive Director to do so, no member of the staff may represent himself/herself or any other party in negotiations or other dealings with the Board of Directors on any matter. This would include proposals, projects, employment opportunities and other related board matters.

**L. Summary of Policies**

AAFCS members and staff strive to avoid any potential conflict of interest. All members of the Association and the staff are expected to:

1. Disclose and raise for consideration any significant potential or actual conflict of interest;
2. Avoid any significant actual conflict of interest; and
3. Abide by decisions made by the designated authorities, i.e., the Board of Directors or executive director, concerning such matters.



Early and full disclosure of potentially competing or adverse interests is essential to protect the integrity of the Association.

#### **XIX. Non-Discrimination Statement**

##### RESOLUTION OF THE AMERICAN ASSOCIATION OF FAMILY AND CONSUMER SCIENCES ON NON-DISCRIMINATION

Whereas AAFCS supports diversity and has consistently advocated to end discrimination, and

Whereas AAFCS is a professional society rooted in scientific principles and knowledge generated by research,

Therefore be it resolved that the American Association of Family and Consumer Sciences does not tolerate discrimination with respect to an individual's or group's race, ethnicity, gender, religion, sexual orientation, marital status, age or disability, and

Therefore be it resolved that the American Association of Family and Consumer Sciences endorses the concept that all persons, regardless of an individual's or group's race, ethnicity, gender, religion, sexual orientation, marital status, age or disability are entitled to equal protection and privilege under the law.

#### **XX. Review Process for Policies and Procedures**

Process for Policy and Procedures Manual (PPM) review and proposed changes. Any changes to the PPM brought forth by the Board of Directors will be presented to the Bylaws and Policy and Procedures Committee (BPPC) for consideration and review. The BPPC will then prepare motions for the Board of Directors to consider that reflect proposed PPM changes. Alterations to the PPM may be independently proposed by the BPPC. On an annual basis, the entire PPM will be reviewed by the BPPC. The following schedule for review of the PPM will be followed:

- July-December – the BPPC will maintain a log of necessary changes to the PPM; the Board of Directors liaison to the BPPC will communicate necessary changes to the committee
- January – the BPPC will prepare motions for PPM changes
- February – motions for changes to the PPM will be submitted by the BPPC to headquarters for inclusion in the March Board of Directors meeting materials
- March – the Board of Directors will act on motions as presented by the Board of Directors liaison to the BPPC
- April – any further changes or denied motions will be considered and revised as needed by the Board of Directors in consultation with the BPPC via the Board of Directors liaison to the BPPC
- May – further changes and/or new motions will be provided to the Board of Directors by the Board of Directors liaison to the BPPC for consideration at the June Board of Directors meeting
- June – Board of Directors will vote on final proposed motions for changes to the PPM at the June Board of Directors meeting

Motions for consideration by the Board of Directors may be brought forth the by BPPC at any time during the AAFCS fiscal year, but a systematic review of the PPM will be conducted as outlined above at least once each year.

## **XXI. Appendices**

- A. AAFCS Board of Directors Composition and Rotation**
- B. AAFCS Board Self Assessment Form**
- C. AAFCS Committee Position Descriptions**
  - AAFCS Committee Chair Responsibilities**
  - AAFCS Committee Member Responsibilities**
  - AAFCS Committee Staff Responsibilities**
  - AAFCS Committee Board Liaison Responsibilities**
- D. AAFCS Ad hoc Committees**
  - AAFCS Centennial Committee**
  - AAFCS Body of Knowledge Task Force**
- E. AAFCS Travel Reimbursement Policy**
  - AAFCS Travel Reimbursement Form**
- F. Call for AAFCS Distinguished Service Award Nominations**
- G. Memorandum of Understanding between IFHE-US and AAFCS**
- H. AAFCS Copyright Agreement**
- I. Executive Director Annual Performance Review Process**

## Appendix A

### Board Rotation through 2006-2017

- *Immediate Past President* was added as a Board position in 2006; this increased the size of the Board to 11 members for one year
- Positions of *Secretary & Vice President Development* were eliminated when those terms were finished in June 2007, to reduce Board number to 9
- Positions of *VP Program* and *VP Services* were converted to **Directors At Large (DAL)** in 2006
- *Vice President, Finance & Properties* was converted to **Treasurer (TRES)**
- One **Director At Large** who was elected in 2006 serves a 3-year term to get the Board into rotation
- Vice President of Affiliates elected in 2006 serves a 3-year term to get the Board into rotation
- Subsequent Board members serve 3-year terms

	President Elect	President	Immediate Past President	Student Unit Chair	Director of Affiliates	VP Finance & Proper converted to Treasurer	Secretary	VP Development	VP Program converted to Director At Large-1	VP Services converted to Director At Large -2	VP Planning converted to Director At Large -3	# of New Members on Board/Total Board
2006-07	New Bonnie	Dixie 2 <sup>nd</sup> year	Don 3 <sup>rd</sup> year	New	New Susan	New Peggy	Sr. Vicki 2nd year	Shelly 2nd year	Debbie 2 <sup>nd</sup> year	Marilyn 2 <sup>nd</sup> year	New Kay	5/11

	President Elect	President	Immediate Past President	Student Unit Chair	Director of Affiliates	Treasurer	Director At Large-1	Director At Large -2	Director At Large -3	# of New Members on Board/Total Board
2007-08	New	Bonnie 2 <sup>nd</sup> year	Dixie 3 <sup>rd</sup> year	New	Susan 2 <sup>nd</sup> year	Peggy 2 <sup>nd</sup> year	New Virginia	New Sue B	Kay 2 <sup>nd</sup> year	4/9
2008-09	New	2 <sup>nd</sup> year	Bonnie 3 <sup>rd</sup> year	New	3 <sup>rd</sup> year	New TRES	Virginia 2 <sup>nd</sup> year	Sue B 2 <sup>nd</sup> year	Kay 3 <sup>rd</sup> year	3/9
2009-10	New	2 <sup>nd</sup> year	3 <sup>rd</sup> year	New	New DOA	2 <sup>nd</sup> year	Virginia 3 <sup>rd</sup> year	Sue B 3 <sup>rd</sup> year	New DAL	4/9
2010-11	New	2 <sup>nd</sup> year	3 <sup>rd</sup> year	New	2 <sup>nd</sup> year	3 <sup>rd</sup> year	New DAL	New DAL	2 <sup>nd</sup> year	4/9
2011-12	New	New	3 <sup>rd</sup> year	New	3 <sup>rd</sup> year	New TRES	2 <sup>nd</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	3/9
2012-12	New	2 <sup>nd</sup> year	3 <sup>rd</sup> year	New	New DOA	2 <sup>nd</sup> year	3 <sup>rd</sup> year	3 <sup>rd</sup> year	New DAL	4/9
2013-14	New	New	3 <sup>rd</sup> year	New	2 <sup>nd</sup> year	3 <sup>rd</sup> year	New DAL	New DAL	2 <sup>nd</sup> year	4/9
2014-15	New	2 <sup>nd</sup> year	3 <sup>rd</sup> year	New	3 <sup>rd</sup> year	New TRES	2 <sup>nd</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4/9
2015-16	New	New	3 <sup>rd</sup> year	New	New DOA	2 <sup>nd</sup> year	3 <sup>rd</sup> year	3 <sup>rd</sup> year	New DAL	4/9
2016-17	New	2 <sup>nd</sup> year	3 <sup>rd</sup> year	New	2 <sup>nd</sup> year	3 <sup>rd</sup> year	New DAL	New DAL	2 <sup>nd</sup> year	4/9

## Appendix B

# AAFCS Board Self-Assessment Form

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### As Individual Board members...

Very much like us		Not at all like us				
6	5	4	3	2	1	
6	5	4	3	2	1	We are demonstrating an ability to think independently, grow in knowledge and rely on fact rather than personal bias, and are willing to hear, understand, and consider all sides of controversial questions.
6	5	4	3	2	1	We are showing respect for the intentions and interests of others, and support for group decisions cooperatively reached.
6	5	4	3	2	1	We are taking the appropriate time for decision making (e.g., controversial items are given adequate attention, and matters of urgency are acted on with deliberate speed).
6	5	4	3	2	1	We focus on “ends” rather than “means,” and we resist the tendency to redo the work of committees or work groups.
6	5	4	3	2	1	We are respecting the established procedures for Board meetings, providing ample time for interested parties to be heard, but preventing a single individual or group from dominating discussions.
6	5	4	3	2	1	We are making informed decisions based on data available.
6	5	4	3	2	1	We seek and respect the opinions or recommendations of staff when considering a decision and insure that Board committees and other work groups are given proper authority and resources for completion of assignments.
6	5	4	3	2	1	We discuss immediately, rather than allow them to fester or deteriorate, those items that are controversial to either Board members or the ED.

# Appendix C

## AAFCS Committee Position Descriptions

### AAFCS Committee Chair Responsibilities

Term of Office: Three years recommended on committee; one year as chair

Responsibilities of Committee Chair:

1. Review committee responsibilities and expected outcomes as outlined in the *Policy and Procedures Manual*.
2. Lead committee in the development of a plan of work that supports the AAFCS Strategic Goals. This work plan should include annual as well as long range activities and tasks. The committee may also work on projects assigned to them by the Board of Directors.
3. Lead committee in planning and execution of plan of work tasks; be responsible for assuring that tasks are completed and deadlines met.
4. Participate in the communication of the committee's mission and plan of work through reports to the Board of Directors (at least twice annually), Journal articles, appropriate presentations, and communications with affiliates, AAFCS Communities, AAFCS staff and discussions with colleagues.
5. Facilitate all committee meetings and discussions; these meetings may be at the AAFCS Annual Conference, by electronic means or conference calls. There will be no less than two meetings annually but more may be required, depending upon the work of the committee. Prepare agendas for meetings and arrange for minutes of committee meetings. Provide an orientation to new members of the committee.
6. Contact all committee members prior to the AAFCS Annual Conference to encourage advance preparations, attendance at committee meeting and make any advance assignments.
7. Suggest to the AAFCS President-Elect the names of qualified and interested committee members to assure committee continuity, vitality and strength.
8. Work with AAFCS staff assigned to committee and Executive Director, as needed, to accomplish plan of work.
9. Work with the vice-chair to prepare to assume the responsibilities of chair the following year.

### AAFCS Committee Member Responsibilities

Term of Office: Three years recommended

Responsibilities of Committee Member:

1. Review committee responsibilities and expected outcomes as outlined in the *Policy and Procedures Manual*.
2. Participate in the development of a plan of work that supports the AAFCS Strategic Goals. This work plan should include annual as well as long-range activities and tasks. The committee may also work on projects assigned to them by the Board of Directors.
3. Participate actively in the planning and execution of plan of work tasks.
4. Participate in the communication of the committee's mission and plan of work through Journal articles, appropriate presentations, communications with AAFCS Board, affiliates, AAFCS Communities and discussions with colleagues.

5. Participate in all committee meetings and discussions; these meetings may be at the AAFCS Annual Conference, by electronic means or conference calls. There will be no less than two meetings annually but more may be required, depending upon the work of the committee.
6. Suggest to the AAFCS President-Elect the names of qualified and interested committee members to assure committee continuity, vitality and strength.

### **AAFCS Committee Staff Responsibilities**

Responsibilities of Staff Member:

1. Support committee chair and members in development of plan of work that supports the AAFCS Strategic Goals. May include summary of past committee activities and minutes, if available.  
Includes:
  - Provide pertinent information on related topics
  - Share best practices from other associations and personal professional experience.
  - Serve as a resource in developing plan of work and/or carrying out the work of the committee
  - Provides a link between the committee and other aspects of the Association
  - Provides information on Association processes and procedures
  - Channels communications among related Association entities, provides oversight of any committee funds, etc.
2. Assist committee chair in arranging committee meetings, conference calls and other meetings, as needed. Assist with preparation of committee materials, as needed.
3. Store and maintain minutes of committee meetings at the AAFCS headquarters; staff is not responsible for creating minutes.
4. Serve as liaison from committee to AAFCS Executive Director and other staff if Executive Director is not directly involved on the committee.

### **AAFCS Committee Board Liaison Responsibilities**

Responsibilities of Board Member:

1. Support committee chair and members in development of plan of work that supports the AAFCS Strategic Goals.
  - Serve as a resource in developing plan of work and/or carrying out the work of the committee.
  - Provide information on Association processes and procedures.
  - Provide background information on work assigned the committee by the Board of Directors.
2. Be knowledgeable of the goals, activities and work of each committee for which the Board member serves as a liaison.
3. Provide the primary communication link between the assigned committee(s) and the Board of Directors.
4. Obtain reports from committees prior to Board of Directors Meetings.
5. Lead discussion at Board meetings on recommendations or requests from committees.
6. Participate in committee conference calls as needed.
7. At the end of the term of office, provide an orientation to the newly elected member of the Board for each committee for which the liaison relationship was performed, including copies of relevant materials.

# Appendix D

## AAFCS Ad hoc Appointed Committees

### 1. Centennial Committee

Committee Charge from Initial Appointment by Don Bower, 2005-06 President:

“To develop a plan of work and related activities for a Centennial celebration to kickoff at the 2008 Annual Conference and conclude at the 2009 Annual Conference, to be considered for approval at the March 2006 AAFCS Board of Directors meeting. Staff will help develop a related budget. It is anticipated that the celebration will be self-supporting with funds raised through a Centennial Celebration campaign overseen by the Development committee. The Centennial Committee will coordinate AAFCS affiliate activities and collaborate with headquarters staff to develop a theme and plan of work.”

Expected Outcome:

Implementation of the specific goals through a Plan of Work for the Centennial, established on a 2007-2010 timeline, with annual targets resulting in a centennial celebration that both honors the past and positions the Association for a viable future.

Responsibilities Modifications for 2007-08:

Report to Dixie Crase, BOD Liaison for the Centennial Committee and Shelly Nichols-Richardson, Chair of the Development and Centennial Coordinating Committee. Carolyn Jackson is the Staff Liaison to both.

Work with President Braun to name a vice-chair for 2008-09 and with Shelly Nichols-Richardson for 2009-10.

Divide the committee into subcommittees to increase efficiencies and effectiveness and to thoroughly engage all.

Build skills of all members, and *especially students and new professionals*, through leadership on the committee—please make this a conscious objective in the plan of work.

Mutually clarify expectations and tasks to be handled among the committee members and by headquarters and the Board liaison using the new position descriptions as the basis. Review the new committee, staff and board liaison position descriptions as the committee is convened, periodically and by the end of the year. Make recommendations to the President-elect for improvements for the following year.

Work with the Development Committee to achieve mutually supportive goals through the new Development & Centennial Coordinating Team and to provide the Board specifics regarding the proposed uses for the funds raised for Centennial purposes.

Provide the Board with details regarding the Centennial Virtual Hall of Fame, including but not limited to details such as where the website would be housed and for how long, how this initiative would coordinate with others, and whether this initiative might be coordinated with the NY affiliate.

Provide information about other Centennial events and activities, including but not limited to information regarding the “Second Century of Helping” initiative.

Test work against the new mission statement for clarity regarding how the centennial program achieves the mission---be alert to initial thinking vs. going forward thinking.

Create and use a communications plan to regularly inform members and targeted others about ideas emerging, goals, progress, milestones, etc. and/or enlist their ideas and input.

Give suggestions for improving committee responsibilities and expected outcomes for the new Policies and Procedures Manual to Dixie Crase, Past President, and Chair of the Policies and Procedures Manual revisions, at any time during 2007-08 or as requested.

## **2. Body of Knowledge Task Force**



## **Appendix E**

### **AAFCS TRAVEL POLICY**

The AAFCS pays transportation expenses for those members on officially approved Association assignment whose expenses are not otherwise paid. A report of actual expenses is required to be submitted to AAFCS headquarters within 30 days of the travel. Transportation tickets and signed receipts must accompany the travel expense report.

#### **Lodging and Meals**

A per diem (which covers lodging and meals) not to exceed \$150 per diem is paid for the number of hotel room nights of a meeting. Students and public members of commissions and councils are reimbursed at the rate of \$175 per diem.

Members are encouraged to share rooms. If a member elects to stay in a single room he/she is responsible for the room cost over and above the per diem reimbursement. If a board, committee, or council member is required by reservation circumstances to stay in a single room, the Association will supplement the per diem to cover the extra room cost.

#### **Air Travel**

It is requested that members purchase airline tickets a minimum of 21 days prior to the travel date to take advantage of the lowest possible price. Members are reimbursed for coach class airline accommodations only.

#### **Personal Automobile**

Members are reimbursed for using their personal automobile at the "IRS" rate . Automobile rental may be paid but this expense should be incurred only in an emergency. The maximum paid for mileage or an automobile rental will not exceed the coach class fare from beginning point to destination and return.

Policy approved by Board of Directors 4/2006.

# AAFCS TRAVEL REIMBURSEMENT FORM

<b>Name</b>	<b>Purpose of Travel</b>	<b>Today's Date</b>
-------------	--------------------------	---------------------

<b>Address</b>	<b>City, State, Zip</b>	<b>Telephone #</b>
----------------	-------------------------	--------------------

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Date(s)								
Travel From:								
To:								
<b>Transportation</b>								
Daily Mileage @ 48.5 cents per mile (effective 4/2006 per IRS)	\$	\$	\$	\$	\$	\$	\$	\$
Subway Fare	\$	\$	\$	\$	\$	\$	\$	\$
Taxi Fare	\$	\$	\$	\$	\$	\$	\$	\$
<b>Airfare (If paid by AAFCS, do not include)</b>	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Transportation (A)</b>	\$	\$	\$	\$	\$	\$	\$	\$

<b>Meals, Per Diem, Lodging</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
<i>Per Diem</i>	\$	\$	\$	\$	\$	\$	\$	\$
Breakfast - (if applicable)	\$	\$	\$	\$	\$	\$	\$	\$
Lunch - (if applicable)	\$	\$	\$	\$	\$	\$	\$	\$
Dinner - (if applicable)	\$	\$	\$	\$	\$	\$	\$	\$
Lodging (if applicable)	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Meals, Per Diem, Lodging (B)</b>	\$	\$	\$	\$	\$	\$	\$	\$

<b>Other</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Telephone	\$	\$	\$	\$	\$	\$	\$	\$
Postage	\$	\$	\$	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Other (C)</b>	\$	\$	\$	\$	\$	\$	\$	\$

<b>Daily Total (A+B+C)</b>	\$	\$	\$	\$	\$	\$	\$	\$
----------------------------	----	----	----	----	----	----	----	----

**Grand Total All Days**

\_\_\_\_\_  
Traveler's Signature

**Less: Advance**

\_\_\_\_\_  
Director's Signature

**Balance Due Traveler**

**Balance Due AAFCS**

\_\_\_\_\_  
Executive Director's Signature

<b>Accounting Use</b>			
	Code	Amount	Code      Amount

***For Nominations – Due no later than August 1***

## **Appendix F**

### **Call for AAFCS Distinguished Service Award Nominations**

The American Association of Family & Consumer Sciences (AAFCS) Distinguished Service Award (DSA) was established by the AAFCS foundation in 1979 as a living tribute to members of the Association. The DSA recognizes superior achievements in family and consumer sciences, outstanding contributions to the family and consumer sciences profession, and sustained AAFCS leadership at both state and national levels by long-term members of the Association.

An AAFCS member may be nominated for the DSA by:

- an AAFCS Community;
- a State Affiliate;
- the AAFCS Development Committee;
- a group of AAFCS members.

Successful nominees possess the following characteristics:

1. current member of AAFCS and a member continuously for 20 years or more;
2. actively employed in a family and consumer sciences-related profession; or a family and consumer sciences professional in home and community; or retired;
3. professional/personal record reflecting sustained active support of the profession;
4. gained and retained a national and/or international reputation for outstanding achievements in family and consumer sciences;
5. evidence of professional contributions to strengthening families;
6. significant contributions to AAFCS at state, national, and/or international levels;
7. evidence of sustained commitment to AAFCS and the family and consumer sciences profession.

To nominate an AAFCS member for the DSA, the nominating group must submit the following materials:

- A letter of nomination containing a listing of AAFCS activities of the nominee and statements of significant professional accomplishments of the nominee;
- Three letters of support for the nomination;
- A current, comprehensive curriculum vita or resume of the nominee, including the nominee's current address, telephone number, and electronic mail address;
- Contact information (name, address, phone, e-mail) for the individual who will coordinate the fundraising effort (known as the DSA Campaign Coordinator). This individual must provide a statement of commitment to fundraising on behalf of the nominee and agreement to complete the personal fundraising appeal;
- A one-third-page abstract identifying the nominee's major and unique qualifications for the award.

***Nomination packet materials must be received in AAFCS Headquarters no later than August 1*** in order for the nomination to be considered for selection. Nomination packet materials should be submitted to AAFCS Headquarters, c/o Development Committee Chair; 400 N. Columbus Drive, Suite 202; Alexandria, VA, 22314.

***For Development committee, Distinguished Service Award***

<b><i>Months/Dates</i></b>	<b><i>Action/Activity</i></b>	<b><i>Responsible Person/Group</i></b>
<b>June 1 – July 31</b>	<ul style="list-style-type: none"> <li>▪ Advertise the Call for Nominations</li> <li>▪ Encourage nominations</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members</li> <li>▪ All Members</li> </ul>
<b>August 1</b>	<ul style="list-style-type: none"> <li>▪ Nomination packet Materials Received at Headquarters</li> </ul>	
<b>August 5 – September 15</b>	<ul style="list-style-type: none"> <li>▪ Review complete Nomination Packets</li> <li>▪ Approve no more than 3 DSA Honorees by three-fourths vote                             <ul style="list-style-type: none"> <li>a. Vote may be conducted by conference call or by electronic mail vote</li> <li>b. If more than 3 DSA Honorees are desired, Development Committee Chair through BOD Liaison to Development Committee immediately seeks approval from BOD</li> </ul> </li> <li>▪ Identify Development Committee Member Liaison for each DSA Campaign Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members</li> <li>▪ All Members</li>   <li>▪ All Members</li> </ul>
<b>By September 20</b>	<ul style="list-style-type: none"> <li>▪ Provide approved DSA Honorees’ names and nomination materials to AAFCS BOD Liaison to Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chair and AAFCS BOD Liaison</li> </ul>
<b>Fall BOD Meeting</b>	<ul style="list-style-type: none"> <li>▪ BOD Liaison to Development Committee presents approved Honorees to BOD</li> <li>▪ BOD confirms acceptance of Honorees</li> <li>▪ BOD Liaison to Development committee communicates with Development Committee Chair the BOD action</li> </ul>	<ul style="list-style-type: none"> <li>▪ AAFCS BOD Liaison</li> <li>▪ AAFCS BOD Liaison</li> <li>▪ AAFCS BOD Liaison</li> </ul>
<b>By October 25</b>	<ul style="list-style-type: none"> <li>▪ AAFCS President notifies DSA Honorees by telephone and by postal mail</li> <li>▪ AAFCS President notifies respective DSA Campaign Coordinators by telephone and postal mail</li> </ul>	
<b>By November 1</b>	<ul style="list-style-type: none"> <li>▪ Development Committee Member Liaison communicates with assigned DSA Campaign Coordinator</li> <li>▪ Development Committee Chair communicates by telephone, followed by letter within two weeks to the nomination coordinator if a nominee is not approved/selected, citing reasons for non-approval/selection</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dev. Comm. Member Liaison</li> <li>▪ Chair</li> </ul>
<b>November 1 – end of Annual Conference in June</b>	<ul style="list-style-type: none"> <li>▪ Support fundraising efforts</li> <li>▪ Assist DSA Campaign Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members</li> <li>▪ Dev. Comm. Member Liaison</li> </ul>

## **For DSA Campaign Coordinators**

Thank you for agreeing to serve as a DSA Campaign Coordinator. As you know, the DSA is the highest award given to exceptional AAFCS members for their superior achievements in family and consumer sciences, outstanding contributions to the family and consumer sciences profession, and sustained AAFCS leadership at both state and national levels.

The role of the DSA Campaign Coordinator is critical to the successful completion of the DSA Honoree recognition. Your devoted efforts will ensure an optimal fundraising and publicity campaign! A Development Committee Member Liaison has been assigned to assist you with fundraising efforts. You may also draw on the knowledge and expertise of the Development Committee Chair and the AAFCS Staff Member assigned to Development.

A timeline of events is provided to assist you with completion of DSA activities. Working ahead of schedule is always helpful to the smooth operations of the DSA campaign.

<b>Months/Dates</b>	<b>Action/Activity</b>
<b>By August 1</b>	<ul style="list-style-type: none"> <li>▪ <b>Complete Nomination Packet with required Materials received at AAFCS Headquarters</b></li> <li>▪ <b>Nomination Packet Materials must include your contact information (name, address, phone, e-mail) as the DSA Campaign Coordinator and a statement of your commitment to fundraising on behalf of the nominee and agreement to complete the personal fundraising appeal</b></li> </ul>
<b>By November 1</b>	<ul style="list-style-type: none"> <li>▪ <b>Assist DSA Honoree in providing to AAFCS a color photograph (preferably 3" x 4") to be used in fundraising materials</b></li> </ul>
<b>By November 15</b>	<ul style="list-style-type: none"> <li>▪ <b>Provide to AAFCS a list of potential donors to be contacted for financial support of the DSA Honorary Fund; list includes names, full addresses, phone numbers, and e-mail addresses of all individuals</b> <ol style="list-style-type: none"> <li>a. <b>AAFCS will cover the costs of 350 letters of solicitation; any additional mailings will be paid for by the nominating group</b></li> <li>b. <b>Letters to the AAFCS BOD, Development Committee, Past Presidents, and former DSAs will be mailed by AAFCS Staff and do not need to be included in the potential donor list</b></li> <li>c. <b>Headquarters will provide a complete list of AAFCS members in Excel format</b></li> </ol> </li> <li>▪ <b>Provide to AAFCS Staff Member assigned to Development your electronic signature to be used on personal appeal letter</b></li> </ul>
<b>By November 15</b>	<ul style="list-style-type: none"> <li>▪ <b>Submit a one-page summary of DSA Honoree's achievements to be included with the personalized appeal letter</b></li> </ul>
<b>December 15- January 15</b>	<ul style="list-style-type: none"> <li>▪ <b>Duplicate personal appeal letter</b></li> <li>▪ <b>Prepare postal materials for mailing [includes personal appeal letter (with appeal for monetary contribution and letter of congratulations), one-page summary of DSA Honoree's achievements, copy of the <i>Journal of Family &amp; Consumer Sciences</i> advertisement, and return envelope for contributions]</b></li> </ul>
<b>By January 15</b>	<ul style="list-style-type: none"> <li>▪ <b>Mailing of solicitation letters completed</b></li> </ul>
<b>January 15- April 30</b>	<ul style="list-style-type: none"> <li>▪ <b>Actively lead fundraising efforts</b></li> <li>▪ <b>Monitor progress of fund development</b></li> <li>▪ <b>Communicate with AAFCS Staff Member assigned to Development and Development Committee Member Liaison for strategies and personal contact recommendations</b></li> <li>▪ <b>Submit expenses (original receipts) for mailings and duplication of letters to AAFCS Staff Member assigned to Development</b></li> </ul>
<b>By May 1</b>	<ul style="list-style-type: none"> <li>▪ <b>Coordinate with AAFCS Development Department the personalized DSA citation</b></li> <li>▪ <b>Assist DSA Honoree in selecting and/or scanning approximately 30 photographs for an honorary PowerPoint® presentation at the Pacesetter event at the Annual Conference</b></li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▪ <b>Celebrate at the Annual Conference with your DSA Honoree</b></li> </ul>

**For AAFCS Staff Member assigned to Development, Distinguished Service Award**

<b>Months/Dates</b>	<b>Action/Activity</b>
June 1 – July 31	<ul style="list-style-type: none"> <li>▪ Advertise the Call for Nominations</li> </ul>
August 1	<ul style="list-style-type: none"> <li>▪ Nomination Packet Materials Received at Headquarters</li> </ul>
By August 5	<ul style="list-style-type: none"> <li>▪ Provide electronic Nomination Packet Materials to Development Committee Chair</li> <li>▪ Maintain one hard copy of Nomination Packet Materials at Headquarters – to be used for preparation of personal appeal letters</li> </ul>
September 20 – October 25	<ul style="list-style-type: none"> <li>▪ Work with BOD Liaison to Development Committee for BOD presentation of approved DSA Honorees as needed</li> <li>▪ Work with AAFCS President for notification of approved and selected DSA Honorees as needed</li> </ul>
By November 1	<ul style="list-style-type: none"> <li>▪ Receive color photograph from each DSA Honoree or DSA Campaign Coordinator</li> <li>▪ Provide a complete list of AAFCS members in Excel format to DSA Honorees, DSA Campaign Coordinators, Development Committee Chair, and Development Committee Member Liaisons</li> <li>▪ Begin communications for <i>Journal of Family Consumer Sciences</i> advertisements with Journal Editor and Editorial Staff</li> </ul>
By November 15	<ul style="list-style-type: none"> <li>▪ Receive each DSA Honoree’s list of potential donors from each DSA Campaign Coordinator</li> <li>▪ Receive each DSA Honoree’s one-page summary of achievements from each DSA Campaign Coordinator</li> <li>▪ Receive electronic signature from Development Committee Chair and DSA Campaign Coordinators</li> <li>▪ Draft personal appeal letter for each DSA Honoree (using nomination materials and one-page summary, etc.); personal appeal letter will include highlights of Honoree’s achievements and contributions, and appeal for a monetary contribution, and an appeal for letters of congratulations.</li> <li>▪ Share personal appeal letter with each DSA Honoree and DSA Campaign Coordinator for revisions</li> </ul>
By November 30	<ul style="list-style-type: none"> <li>▪ Complete personal appeal letters and supporting materials for mailings</li> </ul>
By December 15	<ul style="list-style-type: none"> <li>▪ Mail to DSA Campaign Coordinators all materials required for mailings, including AAFCS letterhead and envelopes, original and printable version of each personal appeal letter, one-page summary of each Honoree’s achievements, copy of <i>Journal of Family &amp; Consumer Sciences</i> advertisement, and return envelopes for contributions</li> <li>▪ Finalize advertisement for <i>Journal of Family &amp; Consumer Sciences</i> with Journal Editor and Editorial Staff</li> </ul>
By January 15	<ul style="list-style-type: none"> <li>▪ Mail letters to AAFCS BOD, Development Committee, Past Presidents, and former DSAs for each current DSA Honoree</li> <li>▪ Confirm with DSA Campaign Coordinators that letters have been mailed</li> <li>▪ Review <i>Journal of Family &amp; Consumer Sciences</i> to ensure accurate presentation of DSA advertisement and giving envelope</li> </ul>
January 15 – April 30	<ul style="list-style-type: none"> <li>▪ Work with DSA Honorees, DSA Campaign Coordinators, Development Committee Chair, and Development Committee Member Liaisons to oversee and monitor fundraising efforts</li> <li>▪ Receive letters of congratulations and prepare Book of Letters and donors</li> <li>▪ Receive and track donations; follow-up with donors</li> <li>▪ Complete list of donors for Pacesetter event publications, Annual Conference program book, and other publications as needed</li> <li>▪ Coordinate corporate sponsorship of a DSA Honoree if applicable</li> </ul>
By May 1	<ul style="list-style-type: none"> <li>▪ Receive 30 photographs or scanned photographs for each DSA Honoree from each DSA Campaign Coordinator</li> <li>▪ Provide photographs to volunteer who will create the DSA PowerPoint® presentation</li> <li>▪ Prepare the DSA Citations</li> <li>▪ Confirm each DSA Honoree’s attendance at Annual Conference; provide complimentary Annual Conference registration and Pacesetter event tickets; coordinate with AAFCS Staff Member assigned to Annual Conference</li> <li>▪ Conform each DSA Honoree’s attendance at Annual Conference reception or other event to recognize DSA Honorees.</li> </ul>
By close of Annual Conference	<ul style="list-style-type: none"> <li>▪ Work with AAFCS Staff Member assigned to media/publicity to prepare press releases for DSA Honorees</li> </ul>

## **Appendix G**

### **MEMORANDUM OF UNDERSTANDING Between IFHE-US and AAFCS**

**Memorandum of Understanding  
between  
The International Federation for Home Economics - US  
and  
The American Association of Family and Consumer Sciences**

**February 1999**

#### **PREFACE**

The long-standing involvement of the United States in the International Federation for Home Economics has evolved within the AHEA/AAFCS, its state affiliates, academic institutions, and other family and consumer sciences-related professional organizations and with individual professionals.

AAFCS has been linked to IFHE through the AAFCS/IFHE Liaison Committee. The new IFHE constitution, effective July 1996, provides for a national country coordinating body in each country. The International Federation for Home Economics-United States (IFHE-US) has been organized for this purpose. An IFHE-US Steering Committee, authorized by the Vice President for the Region of the Americas and chaired by the Liaison Committee Chair, was organized to develop this organization. The Structure Committee served as the interim Board of Directors until the election of officers. The Committee will serve in an advisory capacity throughout the transition period expected to be completed by June 1999.

The purpose of the IFHE-US is to serve as the coordinating pivot for all US individual and organizational members of IFHE, including AAFCS and others, to promote the mission and work of IFHE. This includes: 1) working internationally with IFHE headquarters in Bonn, Germany, IFHE units in other countries, other FCS related NGOs and United Nations agencies, and IFHE projects; and 2) working domestically with all United States member organizations and US individual members of IFHE to facilitate and increase opportunities for global involvement, whether conducted internationally or locally through IFHE-US.

#### **MUTUAL BENEFITS**

As AAFCS and as IFHE members, we believe establishing the IFHE-US organization has several benefits to both AAFCS and IFHE. Some of these are:

- Opportunity for growth of both AAFCS and IFHE by adding to the "torch" of our profession, strengthening it through cooperative efforts with professionally related groups.
- New opportunities for membership in IFHE may well attract new members for AAFCS as allied groups are exposed to AAFCS through IFHE-US.
- IFHE-US will be a primary professional organization linking AAFCS and their work to FCS/home economists and their work in other parts of the world through the existing IFHE network, strengthening our professional voice for families and becoming an instrument affecting change.

- International students involved in AAFCS as students in the US can stay involved with the profession and link to IFHE after returning to their home country, continuing their professional growth.
- The IFHE-US would effectively reduce the AAFCS staff workload in the sense that IFHE-US officers and committees would do some of the work that must be done now.
- Clarify the relationship between the important role of AAFCS Global Partners Community (expanding the global horizon of all AAFCS members at a time when it is imperative that we do so) and of the distinctly different role of IFHE and IFHE-US.
- Increased professional development opportunities and international involvement for all members of the family and consumer sciences profession.

## AGREEMENT

In recognizing the unique cooperative opportunity between AAFCS, the national organization for the family and consumer sciences profession and IFHE, the international arm of the profession, AAFCS will:

### Governance

1. Include IFHE-US in the AAFCS organizational structure within External Relations as a cooperative and/or affiliated group, with the President of IFHE-US being the IFHE-US liaison through the AAFCS Board liaison.
2. Appoint the Leader of the AAFCS Global Partners Community as the official liaison from AAFCS to serve on the IFHE-US Board of Directors, ex officio.
3. Include IFHE-US in the governance session at AAFCS as an External Relations group.

### Dues and Finance

1. For members of AAFCS, bill, collect, and transmit IFHE dues to IFHE headquarters. Until further notice the categories and amounts collected and the exact amount to be sent are as follows:

Type of Membership	Amount Collected	Amount to Send
Organizational Membership	\$300.00 (US)	(euros)
Individual Membership	65.00 (US)	(euros)
Student Membership	20.00 (US)	

2. Receive compensation for performing administrative services associated with dues collection and forward funds to IFHE-US using the following method. Calculate the difference between the amount collected from members and the amount sent to IFHE headquarters following conversion of US dollars to Euros, and divide the amount in half with 50% retained by AAFCS as its compensation and 50% sent to IFHE-US Director of Finance at the time of dues transfer to IFHE headquarters in Bonn. Provide IFHE-US with a copy of the transactions, including a list of names for whom dues were paid, and a financial statement of the transactions.



## **Communications**

1. Provide to the IFHE-US Board the policies and procedures of the AAFCS and keep the IFHE-US Board informed of any changes that take place that will affect international work or the IFHE-US.
2. Send membership information to the IFHE-US President each time dues are transmitted so that an accurate membership database can be maintained by IFHE-US.
3. Provide a communications link with IFHE and IFHE-US through the AAFCS web site so that AAFCS members can readily link to the IFHE and IFHE-US information.
4. Provide access to AAFCS publications for the dissemination of IFHE and international information of importance to AAFCS and IFHE members on a space available basis.
5. Include information about the IFHE-US in AAFCS e-newsletter for leaders.
6. Distribute mailings sent from IFHE headquarters to AAFCS for further distribution and forward other mail and inquiries to the IFHE-US President.
7. Define the AAFCS international emphasis and assign these responsibilities as appropriate to the Global Partners Community, or IFHE-US.
8. Receive reports and information from IFHE-US.

## **Programming and Professional Development**

1. Offer programming opportunities at AAFCS Annual Conference to IFHE-US. Currently, as of June 2005, pre or post meeting conferences and events are not a part of AAFCS Annual Conference.
2. Collaborate with IFHE-US to strengthen the United Nations/ Non-Governmental Organizations (UN/NGO) opportunities of both IFHE-US and AAFCS.
3. Collaborate with IFHE-US to increase international partnering relationships, linkages, joint projects and exchanges.
4. Collaborate with domestic education programs to further the work of the profession globally.
5. Promote involvement in IFHE and IFHE-US through encouraging membership, participation in IFHE Congresses, Councils, programs, and IFHE committee representation.

## **Reciprocating, IFHE will:**

### **Governance**

1. Elect IFHE-US officers, provide the IFHE-US governance plans, and continue to fully implement the organization. Inform the AAFCS Board liaison of these activities.
2. Include the Leader of the AAFCS Global Partners Community on the IFHE-US Board of Directors as an ex-officio member.
3. Promote the cooperative/affiliate relationship with AAFCS as an External Relations group, including participation in governance sessions at AAFCS annual meeting.

4. Keep the AAFCS Board of Directors and headquarters staff informed regarding IFHE-US officers, programs, activities, and actions. Membership and dues matters will be communicated directly to the AAFCS Executive Director. Other information will be communicated through the Board liaison and the Leader of the Global Partners Community.

### **Dues and Finance**

1. Keep AAFCS informed regarding dues structure, timing or related matters regarding dues and finances.
2. Receive the IFHE-US 50% of the balance of dues converted from U.S. dollars to euros when the IFHE dues for AAFCS members are sent to IFHE headquarters. (See Item 1 in Dues and Finance in AAFCS section of the MOU.)
3. Maintain accurate records of transactions related to dues including AAFCS copy of transactions and names of members paying dues each time payment is sent from AAFCS to IFHE and IFHE-US.
4. Review the dues structure periodically and make necessary revisions.

### **Communications**

1. Provide for the AAFCS Board the policies and procedures of IFHE-US and inform AAFCS of any changes that take place.
2. Provide a communications link for AAFCS to the web site of IFHE (and IFHE-US when one is developed).
3. Provide AAFCS headquarters and the appropriate officers with timely information regarding IFHE or IFHE-US for inclusion on the AAFCS web site, in the e- newsletter to leaders, or other publications. Inform AAFCS when IFHE information becomes obsolete so that it can be removed from the AAFCS web site.
4. Publish an IFHE-US newsletter and distribute it to all IFHE-US members.
5. Update and distribute an IFHE-US membership brochure.
6. Receive reports and information from AAFCS that are of importance to IFHE-US.
7. Continue cooperation with the Global Partners Community to promote communication and collaboration.

### **Programming and Professional Development**

1. Offer program sessions at the AAFCS Annual Conference, including a business meeting of the IFHE-US.
2. Work cooperatively with Communities, action groups, and other units to further international interests related to family and consumer sciences.
3. Periodically initiate a pre or post Annual Conference workshop focused on international topics when it meets the AAFCS Annual Conference guidelines.
4. Collaborate with AAFCS to strengthen-the United Nations/ Non-Governmental Organizations (UN/NGO) opportunities of both IFHE-US and AAFCS.

5. Collaborate with AAFCS to increase international partnering relationships, linkages, joint projects and exchanges.
6. Provide professional development opportunities through workshops, seminars, Congresses, Councils, programs, and committee assignments in IFHE-US and IFHE.

**Both AAFCS and IFHE-US will:**

1. Implement the Memorandum of Understanding (MOU) between AAFCS and IFHE-US, and review the MOU bi-annually or at the request of either party in a timely manner when the need arises.
2. Submit any changes to the MOU to the other party in writing; any changes to the MOU will be mutually agreed upon in writing.
3. Recognize that the obligations and responsibilities herein may not be assigned to any other entity without the prior written consent of the other party.
4. Agree that the MOU shall remain in effect until terminated as agreed upon by the AAFCS and the IFHE-US in accordance with the review policy stated in Item 1 of this section.

# Appendix H

## COPYRIGHT AGREEMENT

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AAFCS is an Equal Employment Opportunity and Affirmative Action Association

# Appendix I

## American Association of Family and Consumer Sciences

### Outline of Executive Director Performance Review Process

The performance of American Association of Family and Consumer Sciences (AAFCS) and its Executive Director are closely linked. The Executive Director's competence, commitment, integrity and representation of the association are central to his or her performance. The Board of Directors (BoD) has tremendous influence over the Executive Director's ability to carry out assigned duties and strategic initiatives by their actions, failures to act, and the empowerment they allow. The BoD also has the responsibility of oversight and judgments of performance. To fulfill that responsibility, the BoD establishes a process and procedures with periodic review of the effectiveness, efficiency and relevance in light of changing conditions.

#### I. Purpose of Executive Director Performance Review

- a. Establish Executive Director Performance as a shared responsibility between the BoD and the AAFCS Executive Director
- b. Provide a vehicle for BoD and Executive Director to communicate regarding current performance and future objectives
- c. Clarify the relationship between Executive Director performance, strategic planning, business and operations plans of the association
- d. Clarify BoD expectations for performance and results with priorities and criteria for assessment defined in advance
- e. Identify changing conditions, problems and/or issues early in the relationship such that expectations between the BoD and the Executive Director can be addressed and/or modified appropriately.

#### II. Process and Timeline

- a. Annual Review (December)

Section	Executive Director	Board of Directors	Salaried Staff
<b>1: Assess Objectives</b>	Complete	Review	Review
<b>2: Evaluate Board Involvement</b>	Complete	Complete	N/A
<b>3: Effectiveness</b>	N/A	Complete	Complete
<b>4: Competencies</b>	N/A	Complete	Complete
<b>5: Summary</b>	N/A	Complete	Complete
<b>6: Set Objectives</b>	Draft	Review and Rank	N/A

- i. The Executive Director completes the *Assessment of Objectives* (Section 1) providing supporting documentation as applicable and submits to the President.
- ii. President distributes the Executive Director Performance Evaluation template with Executive Director's assessment of objectives (Section 1) include supporting documentation to the BoD and Salaried Staff.
- iii. The BoD provides feedback on the Executive Director's past performance by completing Sections 2, 3, 4 and 5; the Salaried Staff provides feedback on past performance by completing Sections 3, 4 and 5. The BoD and Salaried Staff submit their feedback to the President.

- iv. The President compiles responses and summarizes results.
  - v. The Executive Director drafts performance objectives (Section 6) for the coming year, completes the *Evaluation of Board Involvement* (Section 2) and submits to the President.
  - vi. The President distributes the summary of input from the BoD and the salaried staff, draft objectives for the coming year and Executive Director's Evaluation of Board Involvement to the Executive Committee and facilitates a conference call to review feedback and evaluate the Executive Director's draft objectives for the coming year. If a performance improvement plan is warranted, discussion points made during the conference call will be incorporated into the development of such a plan. Mutually agreeable performance objectives for the coming year will also be established. If warranted, a compensation adjustment for the Executive Director will be determined such that it can be incorporated into the budget under development for the coming year.
  - vii. The President and President-Elect will conduct a Performance Review Session with the Executive Director to discuss performance ratings and comments, solidify objectives for the coming year and discuss compensation adjustment, if recommended by the Executive Committee.
  - viii. The Executive Director will transfer performance objectives (Section 6) into Assessment of Objectives (Section 1) for the coming year.
  - ix. The above review process will be completed by December 15<sup>th</sup> of each year.
- b. Mid Year Review (July)
- i. The Executive Director will complete the *Assessment of Objectives* (Section 1) including supporting documentation as applicable regarding progress to date and submit to the Past-President, President, and President-Elect.
  - ii. The President will facilitate the Past-President, President, and President-Elect's review of the Self Assessment from the Executive Director and provide feedback regarding performance ratings and comments by completing the Summary (Section 5).
  - iii. The Past President, President, and President-Elect will conduct a Mid Year Review session with the Executive Director to discuss performance summary and comments to remain on track for meeting annual objectives.

### III. Ongoing Monitoring

- a. The President and the Executive Director will communicate regularly to work toward achieving AAFCS goals and the Executive Director's objectives and when necessary, make mutually agreeable appropriate adjustments based on changing conditions.
- b. The Executive Committee will review the process every three years to determine its continued efficacy and/or need for modification. This review of the process should happen no later than the beginning of the mid-point in the Executive Director's contract to permit sufficient time for analysis from evaluating the review process to be available during contract renewal/negotiations discussions.

Date of Approval of Process: 2/4/08 by BoD