

SCAFCS Policy and Procedures Handbook

REVISED, 2-09 (FOR REVIEW AND RATIFICATION)

EXECUTIVE COMMITTEE OFFICERS AND DUTIES

(Ref: Bylaws, Articles IV, V)

PRESIDENT AND PRESIDENT-ELECT

1. Qualifications for office

The nominee must have served as a member of the Association Board of Directors and have active member status.

2. Term of office

In order to become familiar with the functioning of both the SCAFCS and AAFCS, the president serves one year as president-elect before assuming the office as president. The office of president shall be assumed June 1 following the year during which the member has served as president-elect. The term of the office of president is one year.

3. **PRESIDENT** shall:

- a. Serve as executive officer of the Association, and give general supervision and leadership to organizational policies and program.
- b. Serve as chairman of the Board of Directors and the Executive Committee.
- c. Preside at the business session of the annual meeting.
- d. Hold at least three (3) meetings a year of the Board of Directors of the Association, usually in September or October; annual meeting in February; and March or April.
- e. Recommend appointments for committees to be approved by the Board.
- f. Fill temporarily, by appointment, any vacancies which occur on the Board of Directors or committees.
- g. Work closely with officers and chairmen in carrying out the program of the Association. Communicate with the counselor, president-elect and appropriate Board members to increase coordination of Association business.
- h. Consult with the program chairman in working out the program and appointment of all necessary committees for the annual meeting.
- i. Approve all expenditures not in the approved budget.
- j. Present an annual report to the Association.
- k. Approve material sent out in the name of the Association.
- l. Represent the Association at meetings of other organizations.
- m. Represent the Association at the Senate of AAFCS and the meetings of the State Affiliates Unit of [AAFCS](#)
- n. Send credentials for official delegates to the [Annual Meeting of AAFCS](#)
- o. Appoint an alternate for the official delegates to the meeting of AAFCS.
- p. Send to [AAFCS](#) the date of Annual Meeting and a copy of revised Bylaws. Send to AAFCS a list of officers, committee chairmen and community chairmen/coordinators.
- q. Provide a directory of the Board to all officers, [committee](#) and [community](#) chairs.
- r. Appoint a parliamentarian to serve for one year during president's term

- s. Serve as the Association's representative to the South Carolina Family and Consumer Sciences Roundtable [corresponding to president's term of office](#).
- t. Serve as the link between the [SCAFCS](#) Roundtable and the Board in planning and implementing the Annual Meeting.
- u. Insure that the Historian receives copies of important documents for the archives.

4. **PRESIDENT-ELECT** shall:

- a. Serve as a voting member of the Board of Directors.
- b. Serve as chairman of the program of work committee and present the program of work at the annual meeting of the Association or in its publication (see program of work committee.)
- c. **Attend Annual Meeting of [AAFCS](#) as official delegate the year the office as president-elect is assumed.**
- d. **Serve as exhibits chairman for the annual meeting.**
- e. Send copies of all correspondence to the president, counselor, and appropriate Board members to improve communication and coordination.
- f. Receive all materials from the past president when position of president is assumed.
- g. Become familiar with Bylaws, financial budget, reports and minutes of meetings for past several years.
- h. Attend the meetings of the Affiliates Unit of [AAFCS](#).

VICE-PRESIDENTS (3)

1. Election

The vice president-program and vice president elect-program are elected every year. The vice president-services is elected in odd-numbered years.

2. Term of Office

The vice president-program and vice president elect-program shall serve for one year and shall assume duties **immediately after the annual meeting following election**. The vice president- services shall serve for two years and shall assume office **at the spring Board meeting following election. (WHY??)**

3. **VICE PRESIDENT-PROGRAM** shall:

- a. Serve as a voting member of the Board of Directors.
- b. Perform all duties of the president during the president's absence or disability.
- c. Serve as chairman of the [program committee](#) for the annual meeting: [\(See ANNUAL MEETING\)](#)
- d. Work [also](#) with [Communities](#) chairmen to develop annual meeting program: see ANNUAL MEETING.
- e. Send copies of all correspondence to the president, president-elect, counselor, and appropriate Board members to improve communication and coordination.

4. **VICE PRESIDENT ELECT-PROGRAM** shall:

- a. Serve as a voting member of the Board of Directors.
- b. Serve as **registration chairman for the annual meeting**.

- c. Assist the vice president-program with the annual meeting.
- d. Send copies of all correspondence to the president, president-elect, counselor, and appropriate Board members to improve communication and coordination.

5. **VICE PRESIDENT-SERVICES** shall:

- a. Serve as a voting member of the Board of Directors.
- b. Perform all duties of the president during the absence of the president and vice president-program.
- c. Serve as chairman of the membership promotion and credentials committee.
- d. Send copies of all correspondence to the president, president-elect, counselor, and appropriate Board members to improve communication and coordination.
- e. Promote membership in SCAFCS and AAFCS Associations.
 - 1. Secure annually lists of family and consumer sciences professionals in [FCS fields](#) (business, public schools, extension, colleges; graduates from colleges in the state; homemakers and encourage their membership in AAFCS and SCAFCS.
 - 2. **Encourage early payment of dues. (WHY?)**
 - 3. Provide membership applications at meetings of family and consumer sciences professionals.
 - 4. Follow up on lists of delinquent members by letter or personal contact.
 - 5. Assist the vice president-finance in collecting dues from SCAFCS Life and Courtesy members.
 - 6. Keep an up-to-date [mail and email listing](#) of members in the state and provide labels for newsletter and other needs in zip code and alphabetical order.
 - 7. [AAFCS provides](#) a membership printout to the president, vice president-finance, and membership chairman [via the Web Portal](#).

SECRETARY

- 1. Election

The secretary is elected in odd-numbered years.

- 2. Term of office

The secretary serves a term of two years and assumes office **June 1 following the election**.

- 3. **SECRETARY** shall:

- a. Serve as a voting member of the Board.
- b. Assume responsibility for minutes of all business meetings of the Board and SCAFCS.
- c. Distribute copies of minutes to members of the Board as soon as possible but **no later than one month after each board meeting**.
- d. Provide copies of minutes from annual business meeting to members at annual meeting for approval.
- e. Conduct such correspondence as the Board of SCAFCS members may direct, and send copies of correspondence to the president, president-elect and appropriate Board members to improve communication and coordination.
- f. Preserve the records of all meetings of the Association. A copy of all minutes and reports are kept in an ongoing file by the secretary and passed on to successor. One copy of all reports is passed on to the president and historian at the end of the business meetings.

VICE PRESIDENT -FINANCE

1. Election

The vice president-finance is elected in even-numbered years.

2. Term of office

The vice president-finance serves a term of two years and assumes office **June 1 following the election.**

3. **VICE PRESIDENT-FINANCE** shall:

- a. Serve as a voting member of the Board.
- b. Assume responsibility for all fiscal matters, as authorized by the Board and approved by the president. Copy the president, president-elect and counselor with correspondence other than routine reimbursement.
- c. Keep custody of the regular funds and the Student Education Program Fund.
- d. Disburse money upon receipt of vouchers authorized by the Board and approved by the president.
- e. Chair the budget finance committee.
- f. Submit annual report of receipts and expenditures to the Board and at the annual meeting of the Association.
- g. **Present the proposed annual budget to the Board. (WHEN?)**
- h. Report to the membership at the annual meeting of the Association and through the Newsletter.
- i. Arrange for a bi-annual audit/review of the vice president -finance's records.
- j. Receive money from the annual meeting treasurer.
- k. Bill life members who have not paid state dues. (Life membership was offered at one time for a one-time fee for: (1) national and state dues, or (2) national dues only.) AAFCS will send the names and percentage of amount collected for national and state dues. They will send a list of names of members that need to be billed for state membership.
 1. Upon receipt of state dues from life members, **notify** SCAFCS vice president-services of life members that have paid state dues.

4. **YEAR END FINANCIAL STATUS OF SCAFCS**

- a. Savings/investment account will have no more than \$1,500.
- b. **Keep no more than \$4,000 at end of year in checking account, to be increased by 10% each year for inflation. (In 1995 the total to be maintained was \$10,687. Currently?? Does this need to be there?)**

COUNSELOR

1. Term of office

The counselor takes office **June 1** following the term of president and serves for one year. The counselor shall be the immediate past president; if the immediate past president is unable to serve, a member of the Board shall be appointed by the president with the approval of the Board.

2. **COUNSELOR** shall:

- a. Serve as a voting member of the Board.
- b. Serve in an advisory capacity to the president and the Board.
- c. Copy correspondence to the president and president-elect.
- d. **Brings to the Board for discussion and approval options researched for a meeting location in the city designated by the Board. Once approved, signs the contract for future annual meeting. (At least 1 year and preferably 2 years in advance.) (Do we specify at which Board meeting this is to happen?)**

HISTORIAN

1. Election

The historian is elected in odd-numbered years.

2. Term of office

The historian serves a term of two years and assumes office **June 1** following the election.

3. **HISTORIAN** shall:

a. Serve as a voting member of the Board.

b. Record the [significant](#) work of the Association year.

c. Keep yearly report up-to-date. Send copies of correspondence to the president, president-elect and counselor to improve communication and coordination.

e. Send president's report, copies of the NEWSLETTER, roster, minutes, Annual Meeting Program, District Meeting Program, budget and financial information, photos, President's correspondence, and Annual Report to the Ida Dacus Library, Winthrop University, Rock Hill, SC 29733 at the end of the Historian's term of office.

(See chart "Years to Assume Office" in Appendix)

COMMITTEES

(Ref: Bylaws, Articles IV, V, VII)

COMMITTEE STRUCTURE

COMMITTEE APPOINTMENTS

Standing Committees

The president recommends appointments for all standing committees of the Association as provided by the Bylaws. The appointments are subject to the approval of the Board of Directors.

CHAIRMEN OF STANDING COMMITTEES SERVE AS VOTING MEMBERS OF THE BOARD OF DIRECTORS.

Ad Hoc Committees

Ad hoc committees are appointed by the president and function until the assignment is completed. CHAIRMEN OF AD HOC COMMITTEES DO NOT SERVE AS VOTING MEMBERS OF THE BOARD.

Membership Terms

All standing committee members are appointed for a **period of two years unless a different period of appointment is specifically recommended by a committee and the recommendation is approved by the Board, or unless specified otherwise by the Board itself.**

Committee Procedures

Each committee operates under its own guidelines with its own set of purposes and procedures. Committees may meet during annual meeting. Send copies of all correspondence to the president, president-elect, counselor and appropriate Board members to increase communication, accurate reporting and coordination.

FUNCTIONS OF STANDING COMMITTEES

1. **PROGRAM OF WORK (POW) COMMITTEE** shall:

a. Have as chairman **the president-elect of the Association** or a member of the committee appointed as chairman by the president.

- b. Recommend the program of work for the Association.
 - c. Outline areas of study and action for the Association.
 - d. Encourage the different professional groups within the Association to study the recommendations and to select some method for participating in the program.
 - e. Cooperate with the committee on public relations so that the public may be aware of the family and consumer sciences professional's interest in this work and of the accomplishments.
2. **MEMBERSHIP PROMOTION AND CREDENTIALS COMMITTEE** shall:
- a. Have as chairman the **vice president-services** of the Association.
 - b. Promote membership in South Carolina Association of Family and Consumer Sciences and American Association of Family and Consumer Sciences.
 - c. Interpret membership requirements and consider membership problems.
 - d. See duties of vice president-services.
 - e. **Shall secure and promote AAFCS Certification and apply for Professional Development Units (PDU's) for meetings.**
3. **BYLAWS/Policy and Procedures Handbook COMMITTEE** shall:
- a. Receive and propose amendments to the Bylaws.
 - b. Review proposed amendments with the Board.
 - c. Inform members of proposed changes in Bylaws at least thirty days prior to the annual meeting.
 - d. Study the revisions of the Bylaws made at the annual meeting of the American Association of Family and Consumer Sciences; notify the members of the changes that will affect the work of the Association before the annual meeting of the South Carolina Association of Family and Consumer Sciences.
 - e. Assume responsibility for keeping **SCAFCS** Bylaws in line with Bylaws of **AAFCS**.
 - f. Revise the **Policy and Procedures Handbook** as needed.
4. **NOMINATING COMMITTEE** shall:
- a. Be composed of five members, not more than two of whom shall be members of the Board; each person is to serve for two years. Two members shall be elected in even-numbered years and three in odd-numbered years.
 - b. Present ~~two~~ nominations for vice president-finance in even-numbered years; ~~two~~ nominations for president-elect and vice president elect-program each year; a nomination for secretary, historian and vice president-services in odd-numbered years; and ~~four~~ **two** nominations for members of the nominating committee in even-numbered years and ~~six~~ **three** nominations for members of the nominating committee in odd-numbered years. **Chairs of Communities are to be selected by their own community at or by Annual Meeting and they shall notify the president of the new chairman. (See Communities)**
 - c. Submit nominations for each **elected position**, along with biographical description, to the chairman of the Nominating Committee no later than October 1 for inclusion on the official ballot which is emailed or mailed to members of the Association. **(See chart "Years to Assume Office in Appendix)**
5. **FINANCE/BUDGET COMMITTEE** shall:
- a. Have as chairman the vice president-finance of the Association.
 - b. Made up of at least three members appointed by the president, including the vice president-finance.
 - c. Prepares a budget for the fiscal year and submits to the board for approval prior to implementation. **(By what date or meeting?)**
 - d. May submit supplements and/or adjustments to the budget to the board for approval as needed.
6. **BENEVOLENCE COMMITTEE SHALL:**
- a. **Be responsible for sending condolences or a card to any officer or Board member who has experienced the death of an immediate family member or to the family of an officer or past-president who had died. (This new section needs more work. Sara Swanson)**

FUNCTIONS OF AD HOC COMMITTEES AND REPRESENTATIVES

1. **NEWSLETTER COMMITTEE** shall:
 - a. Have as ~~co~~-chairmen the editors of the Newsletter.
 - b. Discuss general plans for issues of the Newsletter with president and Board.
 - c. Contact persons for contributions such as feature articles, list of officers of various [communities](#). This should be done perhaps six weeks in advance of the deadline, with a reminder shortly before the material is due.
 - d. Set deadline for material to be received by editor, allowing approximately three weeks for assembling, printing, and sending or mailing.
 - e. Assemble and edit all materials received.
 - f. Make arrangements for printing the Newsletter.
 - f. Mail copy of Newsletter to [AAFCS](#), library of colleges and universities with family and consumer sciences programs. Mail to libraries as follows: Bob Jones University, South Carolina State University, and Winthrop University.
 - h. [Post a copy of the Newsletter on the SCAFCS Website.](#)
 - i. [Mail or e-mail a copy of the Newsletter](#) to members of [SCAFCS](#) and once a year [prepare 30 copies for the Leadership Conference](#) for presidents and editors in other state family and consumer sciences associations.

2. **PUBLIC AFFAIRS/POLICY COMMITTEE** shall:
 - a. Have a planning meeting to prepare proposed legislative program for the year.
 1. Identify areas in the state program of work that involves legislation.
 2. List those that have legislation pending.
 3. List which bills have great support and which need help in order to pass.
 4. List which of these are of most concern to the membership. Identify members of the state Association to work on them.
 5. Concentrate on one or two bills each year.
 6. Work with other groups on those bills of interest to SCAFCS members but not having high priority. Support them as time permits.
 - b. Present the proposed legislative program and priorities to the Board and/or membership for approval.
 - c. Implement the program by the most effective means.
 - d. Identify and seek support of other organizations interested in the same legislation.
 - e. Collect resource material on legislation for committee and membership information.
 - f. Develop a system for contacting all family and consumer sciences professionals in the state in 24 hours.
 - g. [Develop and make arrangements for presenting the Proclamation of FCS Month to members and to the legislature.](#)

3. **PUBLIC RELATIONS COMMITTEE** shall:
 - a. Select strategic marketing/public relations representatives to:
 1. Inform the public about the purposes and activities of consumer sciences professionals..
 2. Inform family and consumer sciences students about South Carolina Association of Family and Consumer Sciences and American Association of Family and Consumer Sciences.
 3. Contact the Professional Strategic Marketing/Public Relations Director of the American Association of Family and Consumer Sciences for suggestions for the committee.
 - b. Present to the National Strategic Marketing/Public Relations committee chair a report of the activities that have been carried out in the state.
 - c. Provide guidance for strategic marketing/public relations activities.
 - d. Work closely with media liaison persons appointed by president. These people shall be in contact with media in their local area to foster good strategic marketing/public relations.

- e. Promote FCS Month throughout the state to diverse groups. (March)
 - f. Encourage reporting of programs and activities within the state. Arrange for media coverage of the SCAFCS Annual Meeting.
 - g. Submit articles to the national newsletter **The FACS**.
4. **RECOGNITION/AWARDS COMMITTEE** shall:
- a. Handle all arrangements for selecting, publicizing and promoting awards programs for family and consumer sciences professionals, including the Teacher of the Year Award, Outstanding Family and Consumer Sciences professionals, **New Achiever, Leader and Distinguished Service, Student Unit** and Friend of the Family Award as well as the recipients for the National Training Laboratory (NTL) scholarships. As other recognition programs are added, these too shall be included.
 - b. Prepare a **communication** to go to all family and consumer sciences professionals in the state to solicit nominations for all awards.
 - c. Recognize family and consumer sciences professionals with **25 and 50** years of membership.
5. **AAFCS DEVELOPMENT COMMITTEE** shall:
- a. Inform Association Board and membership of the purpose of the AAFCS Development Committee.
 - b. Promote contributions to the development committee through the state newsletter, annual meeting and other means.
 - c. Forward contributions to AAFCS Development Committee.
- 6.. **ANNUAL MEETING COMMITTEE** shall:
- a. Be in charge of planning, implementing, and evaluating the annual meeting.
 - b. Specific responsibilities of the committee are delineated in the portion of the handbook entitled Annual Meeting.
- 7.. **RESOLUTIONS COMMITTEE** shall: *(This committee doesn't need to function every year.)*
- a. Solicit, draft, and propose resolutions appropriate to the goals and program of work for SCAFCS.
 - b. May distribute proposed resolutions and conduct a Resolutions Forum during the annual meeting for members.
 - c. May submit agreed upon resolutions to the membership during the business session of the annual meeting.
 - d. May present adopted resolutions to appropriate agencies/individuals for consideration.
 - e. Coordinate efforts with Public Affairs committee to strengthen the State Association's legislative involvement.
10. **BETTY FEEZOR SCHOLARSHIP FOUNDATION REPRESENTATIVE** shall:
- a. Attend the Betty Feezor Scholarship Foundation Board meetings.
 - b. Obtain and exhibit foundation display at the annual meeting.
 - c. Encourage students to apply for scholarships.
11. **PARLIAMENTARIAN** shall:
- a. Attend all board meetings and business meetings of the Association.
 - b. Function as an advisor to the presiding officer and members of the Association in the interpretation of the Bylaws.
 - c. Monitor all parliamentary procedures of the Board and the Business sessions of the Association.
 - d. Have available at all times a copy of the latest edition of Robert's Rules of Order newly revised and the Bylaws.

COMMUNITIES OF INTEREST

(Ref: Bylaws, Article VIII)

ORGANIZATION of COMMUNITIES OF INTEREST

The membership of the Association shall be organized into [Communities of Interest](#). Communities of Interest ([referred to as Communities](#)) reflect the subject knowledge bases of the profession and reflect the professional settings within which the profession is practiced. They may also reflect timely issues in which AAFCS and SCAFCS can assume a critical role. Members may affiliate with Communities of Interest [as part of their basic dues structure](#). [To join “Communities” members must do so on the AAFCS Members only section of the AAFCS web site where information and directions are posted.](#) (See bylaws Article VIII for details.)

LEADERSHIP OF COMMUNITIES

Position and Term of Office

- a. Terms of office are two years for all Communities except the chairman-elect, who serves one year prior to becoming chairman. The chairman-elect assumes office as chairman on June 1 one year after assuming office as the chairman-elect and serves as chairman of the Community for two years.
- b. A chairman-elect is nominated from within the community at the Annual Meeting every two years.. That name shall be forwarded no later than Oct. 1 to the nominations chair for inclusion on the ballot. Other “officers” may be selected as needed by the community but should include at least a secretary. [The SCAFCS president may select a chairman for new communities or if the community has not selected their own leaders.](#)

Procedures

- a. Each community operates under its own guidelines which must not be in conflict with [SCAFCS Bylaws](#). [Communities](#) may meet during the annual meeting. Send copies of all correspondence to the president, president-elect, counselor and appropriate Board members to increase communication and coordination.

Expenses

- a. [Communities](#) may submit proposals and budgets for expenses or for special projects to the Board of Directors for approval. Such approval must be secured before commitment of funds and will be limited to funds available.

[COORDINATORS/CHAIRMAN](#) of [Communities](#) shall:

- a. Serve as a voting member of the Board.
- b. Coordinate activities of the Community.
- c. May appoint a nominating committee, program of work committee, and other committees to meet Community needs.
- d. Compile and send an annual report to the president.
- e. Cooperate with vice president-program in planning the program for the annual meeting.
- f. Submit proposed program of work, plan for action, and any special budget request to South Carolina Association of Family and Consumer Sciences president in time for Board meeting by August 1.
- g. Pass on complete files to chairman-elect before June 1.

CHAIRMAN-ELECT shall:

- a. Develop a program of work for the term served as chairman of Community.
- b. Serve as chairman when necessary.
- c. Study duties of the chairman in preparation for assuming office.

REIMBURSEMENT POLICY FOR AAFCS DELEGATES

Policy recommendations on SCAFCS payment of expenses for professional meetings:

1. No more than 20 percent of the SCAFCS annual budget may be used to send delegates to the AAFCS annual meeting and the affiliate's unit workshop.
2. SCAFCS may pay travel, registration, and actual expenses (not to exceed budgeted amount and state allowance) for the SCAFCS president to attend the AAFCS annual convention and the affiliate's unit meetings. In the event that the president cannot attend the AAFCS meeting, the expenses listed should be paid for the president's delegate.
3. SCAFCS shall pay travel, registration, and actual expenses for the SCAFCS **president-elect** to attend the AAFCS annual meeting the year the office is assumed and to attend the affiliate's unit meetings. The president-elect shall serve as a delegate to AAFCS.
4. Priority for the other delegate to AAFCS shall be in this order: vice president-programs, Teacher-of-the-Year, officers and **Community** chairmen. The selected delegates shall receive **\$150.00 (is this right?)** toward their expenses unless this makes the total allocated to professional trips exceed 20 percent of the budget. In this event, the delegates would receive equal shares of the money available within the 20 percent limit.
5. Persons receiving funds from SCAFCS to attend AAFCS shall submit a written report on the use of these funds to the SCAFCS Board.
6. The SCAFCS Board will study individual requests to attend other workshops of AAFCS. If funds are available within the 20 percent maximum, SCAFCS may pay registration.

STUDENT UNIT ADVISOR

The advisor to the Student Unit shall be a member of **SCAFCS** and **AAFCS**. The faculty advisor to the college chapter of the elected chairman of the Student Unit will automatically become the faculty advisor to the SCAFCS Student Unit. The previous faculty advisor shall act as counselor to the chairman and the faculty advisor.

STUDENT UNIT ADVISOR shall:

- a. Serve as a voting member of the SCAFCS Board.
- b. Give guidance to all Student Unit officers in helping them to become acquainted with and carry out the duties of their office.

CHAIRMAN OF THE STUDENT UNIT shall:

- a. The chairman of the Student Unit shall serve as a voting member Of the SCAFCS Board.
(SPECIFIC RESPONSIBILITIES ARE INCLUDED IN THE STUDENT UNIT BY-LAWS found in Appendix.)

STUDENT UNIT POLICIES THE STUDENT EDUCATION PROGRAM FUND

The source of the Student Education Program Fund is donations from individuals, business firms and foundations.

The purpose of the Student Education Program Fund shall be to encourage and promote professional educational opportunities for students majoring or minoring in family and consumer sciences who are enrolled in South Carolina colleges/universities

These purposes will be accomplished through:

- a. Partial reimbursement for the expenses of undergraduate Student Unit members of **AAFCS**, **SCAFCS**, and the local college association who are attending the annual meeting of **SCAFCS**.
- b. Partial reimbursement for expenses of graduate students who are members of **AAFCS** and **SCAFCS** attending the annual meeting of **SCAFCS**.
- c. Partial reimbursement for expenses of the state officer of the **Student Unit** attending the annual meeting of the **AAFCS**.

- d. Support of the Sallie Pearce Musser Loan Fund, if money becomes available beyond the above categories.
- e. Support of other educational activities for students, as recommended by the Fund Committee, with approval of the Board of [SCAFCS](#).

IMPLEMENTATION OF STUDENT EDUCATION PROGRAM FUND

a. State Meeting

1. At the annual meeting of [SCAFCS](#), a list of college Student Units in attendance, by college, will be verified by registration personnel and the Student Education Program Fund Committee. The Student Education Program Fund Committee will meet with the vice president finance of [SCAFCS](#) to determine the amount of reimbursement for each student officially registered. This amount will be set with regard for the amount in the Fund at that date, the number of college Student Units officially registered, and other uses of the Fund.
2. The student expenses to be considered for reimbursement will be for any meeting meal (no other meals included) and housing. This amount will be cleared with the president of the state association before the checks are written.
3. Students receive PARTIAL reimbursement of their expenses.
4. Students attend the annual meeting will be expected to PAY THEIR EXPENSES AS NEEDED, and then will be reimbursed by the college association Advisor after the meeting.
5. A check will be made out by the [SCAFCS](#) vice president-finance, from the Fund Account, for the total amount to be reimbursed to all students from each college. Each advisor will sign an appropriate form, supplied by the Student Education Program Fund Committee, acknowledging receipt of the amount. The advisors will be responsible for distributing money to eligible students.

b. National Meeting

At a board meeting of the [SCAFCS](#), the Student Education Program Fund Committee will recommend an amount to be given to the chairman of the Student Unit to attend the [AAFCS](#) annual meeting. The Board will determine the exact amount.

c. Other Uses

At a board meeting of [SCAFCS](#), the Student Education Program Fund Committee will recommend any further use of the fund, if additional funds are available. The Board grants final approval of the uses and the exact amounts involved.

d. Expenses of Implementation

Expenses of implementation will be taken from the fund.

SCAFCS ANNUAL MEETING

(Ref: Bylaws Article IX)

LOCATION

1. The Counselor (Past-president) is responsible for bringing information and recommendation to the Board regarding facilities for the Annual Meeting. The Board decides on the location of the annual meeting at the board meeting following the annual meeting or at the spring meeting of the Board. Location of the annual meeting should be **decided two years in advance. The Counselor negotiates and signs the contract with Board support.**
2. The annual meeting is usually held Thursday through Friday during the fourth week of February. Other dates may be decided by the Board. The Board usually meets on Wednesday the evening before the Annual Meeting.

PROGRAM COMMITTEE

The program committee is composed of the vice president-program, the vice president elect- program, the chairman of the communities and the president. The vice president-program serves as chairman of the committee. The program

committee should communicate between the annual meeting in February and the spring Board meeting **and work together to assure a quality meeting..**

At the spring Board meeting the vice president-program shall:

- a. Present the program theme and tentative outline of the annual program to the Board for approval.
- b. Draft a tentative budget for the program; keynote speakers, review travel expenses and/or an honorarium. Honorariums are not given to members of the Association who appear on the program. Present budget to the Board for approval.

After the spring Board meeting the vice president-program shall:

- a. Contact chairmen of the **Communities** and Student Unit to request the topic and name of speakers along with photo and vita of speakers for the program. Honorariums are not given to members of the Association who appear on the program. The Association does not invite representatives of non-exhibiting commercial firms to appear on the Association programs when representatives of similar but exhibiting firms are available.
- b. Furnish local arrangements chairman with a copy of the tentative program and space needs for the program. The program chairman should have a copy of the floor plan of the facility. The local arrangements chairman needs a copy of the tentative program in order to confirm the needed room space.
- c. Work cooperatively with the president in deciding which firms may host courtesy affairs for the Association during the annual meeting. All courtesy affairs are to be arranged prior to the annual meeting. Unscheduled courtesy affairs are prohibited. Contact the facility for their policy regarding food and courtesy events and share this information with firms hosting events.
- d. The first vice president-program, local arrangements chairman, counselor and **the exhibits' chairman** meet with the facility representative to discuss the needs for the annual meeting.

In the Fall, prior to annual meeting, the vice president-program shall:

- a. Contact all program participants; furnish them with a tentative outline of the program. Request vita and picture from each program participant. Program participants who wish to sell items such as tapes, books, etc. should have this approved by the Board.
- b. Ask the president of **SCAFCS** to write the mayor of the host city if mayor is to be on the program.
- c. Furnish publicity chairman vita and pictures of speakers.
- d. Plan with president who will preside, introduce speakers, etc. at each session. Notify these individuals of their responsibilities and provide them with vita on speakers and any other needed information. Plan seating arrangements for each session with president. Inform local arrangements committee on seating arrangement for each function.
- e. Arrange for printing of programs. Set deadlines for copy. Allow four weeks for reproducing programs.
- f. Arrange for host or hostesses for program participants. Work cooperatively with local arrangements chairman. Purchase gifts for speakers who do not receive an honorarium.
- g. Inform local arrangements chairman of any changes in program format that would change space requirements.
- h. Contact advisor of **the Student Unit** for program content.
- i. **Be sure that the Public Relations/Credentialing chair applies for Professional Development Units (PDUs) from AAFCS. AAFCS at least one month before the event. This person will need a copy of the final program to ask for PDU's. The program should indicate the number of PDU's for each session.**

In January, preceding the annual meeting, the vice president-program shall:

- a. E-mail draft of program to:
 1. Program participants
 2. Chairman of registration committee.
 3. President
- b. Reproduce program for the meeting.

c. Inform speakers about hotel arrangements, etc.

After annual meeting, the vice president-program shall:

a. Submit all bills to the convention treasurer.

b. Write letters of appreciation to all program participants with copies to the president of SCAFCS.

c. Complete a file to be given to the incoming chairman.

2. EXHIBIT COMMITTEE (Reinstitute?)

The **president-elect** will serve as chairman of the exhibits committee. Additional members may be suggested by the Board or the chairman may select committee members as needed. The chairman shall:

a. Secure a floor plan of the exhibit area. Check for correctness of all dimensions -height, width, length of room, size of door, location of electrical outlets, elevators. Develop floor plan for exhibit space.

b. Check with local arrangements chair for exhibit rental charge and regulations regarding food and courtesy events.

c. Present rates to be charged for exhibit space to the program chairman for approval by the Board at the spring Board meeting. Include cost of piping, draping, space rental, meal tickets and profit. The Association provides suitable space at less than the regular commercial booth cost for the exhibits of educational, non-profit and governmental agencies. When space is limited, preference should be given to educational exhibitors who have exhibited regularly and to governmental agencies related to family and consumer sciences. Tables may be provided at minimal cost to groups affiliated with the association such as committees and communities, etc.

d. Compile list of prospective exhibitors.

e. Write prospective exhibitors immediately following annual meeting requesting them to reserve the date for the next annual meeting. The initial letter should contain the dates and location of the meeting, and rates for the exhibit space.

f. Contact prospective exhibitors no later than six months prior to the annual meeting with details of the exhibit space, cost of the exhibit space, an agreement, rules and regulations of the facility for exhibitors, rules and regulations of the Association for exhibitors, and a tentative program.

1. Gifts, funds and services from commercial concerns are provided only with the approval of the executive committee.

2. Courtesy affairs must be scheduled with the program chairman and/or the president.

3. Gifts may be given by the exhibitors in connection with the exhibits. (No gifts are to be presented during any of the regularly scheduled meetings.?)

g. Work cooperatively with the program chairman in scheduling the time exhibits are to be open to those attending the annual meeting. Exhibits are open only at the times scheduled on the program.

h. Collect exhibitors' fees and send fees to the annual meeting treasurer.

i. Assign exhibit space on a first come, first served basis, as agreements are received. Send letter of confirmation to companies as spaces are assigned, with booth assignment

j. Notify the local arrangements chairman of services needed from the facility and local arrangements chairman with the number of exhibitors expected and a final count at least three days in advance for billing purposes.

k. Contact local firm to supply commercial backdrops and/or work with local facility for this service.

1. Supply each exhibitor with one complimentary meal ticket for each booth purchased. Exhibitors may purchase additional meal tickets. The exhibits chairman notifies the chairman of the registration committee of the number of tickets needed.

m. Consult with program chairman about recognition of exhibitors at a meal function.

n. Develop master plan for placement of exhibits. Have available to exhibit committee.

o. Develop plan to have a member of exhibit committee in exhibit area throughout annual meeting, to answer questions and work with exhibitors, during set up time.

- p. Use college students as hostesses for the exhibitors. The exhibit chairman notifies the chairman of the Student Unit the number of students needed to serve as hostesses. Student hostesses must be members of [AAFCS](#) and [SCAFCS](#).
- q. Give names of exhibitors to chairman of registration committee in early January. Chairman of registration committee or chairman of exhibits sends program and hotel information.
- r. Write letters of appreciation to the exhibitors and exhibitors' student hostesses. The letter should contain the dates of the next annual meeting.
- s. Compile a file to be given to the incoming chairman.

3. LOCAL ARRANGEMENTS COMMITTEE

The chairman of the committee is appointed by the president with the approval of the Board. Additional members may be suggested by the Board or the chairman may select the committee members.

The local arrangements chairman shall:

- a. Make all contacts with the headquarters hotel for room reservations for guest speakers (hotel may furnish courtesy rooms), meals, meeting rooms, Association headquarters room, properties, exhibit security, visuals and services needed during the meeting.
- b. Receive from the program chairman the program format. Changes in program format are to be checked with the local arrangements chairman. The program format is needed at least six months prior to the meeting.
- c. Secure from the chairman of the registration committee the number of meal reservations. Notify the chairman of the registration committee the number of meal tickets, if any, that can be purchased at the meeting. Meal tickets can usually be purchased until three days prior to a meal function. The facility will plan a percentage of additional meals for emergencies or unexpected guests.
- d. Contact the local Chamber of Commerce to secure the services of the Chamber. Frequently the Chamber of Commerce will furnish a typist and/or typewriter to assist with registration. (Is this necessary today?)
- e. **Provide** a floral arrangement for the podium and arrange for table decorations for the tables at the meal functions. These are often made by a local family and consumer sciences class or an Extension group or may be furnished by the facility.
- f. Appoint a hostess committee who will:
 1. Check seating arrangements in all meeting rooms.
 2. Have hostesses on duty during entire meeting.
 3. Provide information table in lobby or convenient place.
 4. Collect meal tickets.
 5. Be responsible for place cards for head table, secure seating arrangements from vice president-program.
- g. Compile a file to be given to incoming chairman.

4. REGISTRATION COMMITTEE

The Vice-president –Elect Program shall serve as the Registration Committee chairman. She is responsible for on-site registration, including name tags. She works with the Convention Treasurer on site to handle registration. Others may be asked to assist at registration. She also helps with publicity for the SCAFCS Convention

- a. Secure a copy of the tentative program from the program chairman three months prior to the annual meeting. Reproduce pre-registration material for mailing.
- b. Compose, type and arrange for printing of pre-registration forms. Cost of meals is to be supplied by the local arrangements chairman in cooperation with the VP Program. The registration fee is determined by the Board. Deadline for purchase of meal tickets should be stated on the registration form. This is usually three days prior to a meal function.

c. Approximately two months prior to annual meeting, mail or email the tentative program and pre-registration form and hotel information to:

1. Members of the South Carolina Association of Family and Consumer Sciences (request mailing labels from vice president-services or purchase them from AAFCS).
2. Family and Consumer Sciences Teachers (secure from the State Department of Education).
3. Extension Service (secure from CEO of Extension).
4. Members of the South Carolina Dietetic Association (secure from the President of the South Carolina Dietetic Association).
5. Family and Consumer Sciences Teachers at Bob Jones University, South Carolina State University, and Winthrop University.
6. Advisors of student associations and send sufficient copies for distribution to family and consumer sciences students.
7. Chairman of the exhibits committee for exhibitors and/or mail to exhibitors.

d. Use of the Internet for online registration is recommended for members who have it and hard copies are to be sent to other members. Sufficient hard copies are to be made and sent to those who need or prefer a hard copy.

e. Check for membership in SCAFCS. If registrant has paid as a member, but is not on membership list, make note on form so that packet of registration materials can be marked before convention begins so that additional money owed may be collected.

g. Arrange for printing and numbering of meal tickets.

h. Type name tags of pre-registrants and registrants of the meeting.

i. Keep list of names, profession, and addresses of pre-registrants according to group--adults, students by colleges.

j. Secure ribbons to go on selected name tags -- e.g., officer, board member, exhibitor, press, guest, program.

k. Write names of pre-registrants on envelopes and alphabetize by groups.

1. Stuff envelopes -- include pre-registration form (receipt), banquet tickets, name tags, program, evaluation forms and other forms approved by the annual meeting committee or Board.

m. Make tally of persons pre-registered:

Number of persons pre-registered and total paid for pre-registration.

Number of meal tickets sold by meal and total paid.

n. Give registration figures and meal reservations to chairman of local arrangements and program committees.

o. Provide validated receipts for persons attending annual meeting.

p. Arrange for the registration desk to be opened and manned on Thursday and Friday during the annual meeting.

q. Compile a file and give to incoming chairman.

Note: It is helpful for registration chairman and convention treasurer to be located near each other.

The Annual Meeting/Convention Treasurer serves as the registration officer, taking registrations prior to and during the meeting. As registrations are returned, keeps a ledger with each person's registration, meals, contributions, etc. Registrants form and checks are sent to the convention treasurer to deposit.

The treasurer shall:

a. Open bank account and get necessary signatures.

b. Endorse checks **using a deposit stamp. (Is this correct?)**

c. Make deposit of money received - keep deposit slip duplicate.

- d. Keep bank balance up-to-date.
- e. Receive bills from program chairman.
- f. Issue expense reimbursements after approval by vice president-program and assume responsibility for checkbook.
- g. Organize and cross reference ledger, and vouchers to validate expenditures.
- h. Accept and receipt deposits from exhibitors.
- i. Work with registration chairman during annual meeting. Stay at registration desk during hours registration is open so that additional money can be received.
- j. Close books and prepare balance sheet, etc. for spring Board meeting and audit/review of SCAFCS books.

5. PUBLICITY COMMITTEE

The chairman shall be appointed by the president with the approval of the Board. The chairman shall:

- a. Work closely with the president and the vice president-program in publicizing the annual meeting.
- b. Contact newspapers and television and radio stations to send a representative to the meetings. If complimentary meal tickets are available; advise chairman of registration committee number of tickets needed.
- c. Secure pictures and vita of speakers from program chairman and send to newspapers before the meeting.
- d. Arrange for guest speakers to be interviewed or appear on television or radio programs. Clear with program chairman

7. EVALUATION COMMITTEE

The evaluation committee shall:

- a. Work closely with the program chairman and president to establish a means of evaluating the annual meeting. (Exhibits chairman handles evaluation for exhibits.)
- b. Arrange for printing of evaluation forms. Include committee chairman's return address for those who do not return the evaluations during the annual meeting and wish to send them by mail.
- c. Send evaluation forms to registration chairman to include in registration packets.
- d. Accept completed evaluation forms at the meeting. Allow two weeks for forms not completed at the meeting to be received by mail.
- e. Compile results of evaluation and send to program chairman within one month of the annual meeting.

AWARDS AVAILABLE THROUGH SCAFCS

Each year SCAFCS honors members for outstanding accomplishments in their respective profession. Nominations for these awards are submitted to the Recognition/Awards Committee. The committee then evaluates each nomination and selects individuals to receive the awards which include the Teacher-of-the-Year, [outstanding Family and Consumer Sciences professionals who are nominated for the New Achiever and Leader Awards as well as the Distinguished Service Award as defined by AAFCS on their website](#), and [STUDENT UNIT award \(Is this correct?\)](#). The Friend of the Family Award recipient is also selected by this committee. Nomination forms with specific instructions and deadline dates can be found by visiting the SCAFCS website or by contacting the Recognition/Awards Committee. [The AAFCS website should also be consulted.](#)

FELLOWSHIPS AND AWARDS AVAILABLE THROUGH AAFCS

The American Association of Family and Consumer Sciences [may](#) present a number of fellowships and awards each year to honor the efforts of the recipients for the impact their work has had on the quality of life for others or for the development of the profession. The awards may vary from year to year. Nomination forms and deadlines information are available through AAFCS. Nominations for these awards must be submitted to the AAFCS Awards Committee Chairman by a specified date, usually around January 15. The awards are as follows:

Teacher-of-the-Year Award designated to identify and give recognition to outstanding program, methods, techniques, and activities that provide stimulus for and give visibility to family and consumer sciences. The recipient of the national award receives \$1,000, a plaque and [financial support of up to \\$500 from SCAFCS to attend the AAFCS \(Is this still correct?\)](#) Annual Meeting where the award is presented.

Wiley-Berger Memorial Award for Volunteer Service is given in recognition of outstanding effort in a volunteer capacity to improve the public well being. The recipient receives \$1,000 and a commemorative plaque.

AAFCS AWARDS FOR LEADERSHIP

Each year state associations have the opportunity to nominate individuals from their state to receive the AAFCS New Achiever or Leader award. The New Achiever award is for a family and consumer sciences professional under the age of 35 who has made outstanding contributions to the profession and AAFCS. The Leader award is for a family and consumer sciences professional over 35 years of age and who has made outstanding contributions to the profession and AAFCS. [The Distinguished Service Award \(DSA\) is the highest Award given by the AAFCS for meritorious service and lifetime contribution to the profession/association. It must be applied for directly from the AAFCS website and the nomination can come from any AAFCS member.](#)

[AAFCS FELLOWSHIPS \(Are these still available?\)](#)

[Each year AAFCS Foundation offers from 5 to 10 fellowships. The amounts of the fellowships range from \\$3,000 to \\$5,000. Some of the fellowships are for study in a particular subject matter area while others are open to any area of family and consumer sciences. Some target minorities while others target specific professions or international study. The fellowships are for individuals who wish to further their education through advanced degrees and/or professional experiences. Applications are usually due by January 15 of each year. For a complete listing of awards and applications information, visit the AAFCS website.](#)

APPENDIX

SCAFCS PROTOCOL

Protocol is the form of ceremony and etiquette observed by a group. Parliamentary procedure, on the other hand, is the proper manner of conducting a meeting. The two complement each other and provide the basis for our annual meeting functions.

PROTOCOL FOR OFFICERS

In performing the duties of an office, a member will be:

- Familiar with AAFCS and SCAFCS Bylaws.
- Familiar with parliamentary procedures.
- Knowledgeable of SCAFCS policies, procedures, and its history.
- Understanding and capable of exercising the responsibilities and duties of the Board of Directors and/or Executive Committee.
- A servant to the membership, not above the membership.
- A good example for members (being attentive at all times).

PROTOCOL FOR PRESIDING OFFICERS

A good presiding officer:

- Prepares the agenda in advance, giving a copy to the secretary and parliamentarian.
- Follows the agenda closely and with finesse.
- Stands when calling the meeting to order, putting the question to a vote, giving decisions, recognizing speakers, indicating the completion of an action or motion, and declaring adjournment.
- Sits when listening to reports.
- Uses the gavel when calling the meeting to order, maintaining order, and relinquishing the chair.
- Begins the meeting on time.
- Prepares a time schedule and adheres to it as nearly as possible.
- Handles discussions in an orderly manner to give every member who wishes an opportunity to speak, to keep all speakers to rules of order and to question, and to give pro and con speakers the opportunity to speak alternately.
- Calls the next ranking officer to the chair when the presiding officer wishes to discuss, to debate, or present a report.
- States each motion clearly before calling for discussion and before it is voted upon, and announces the result "Motion carried" or "Motion defeated".
- Calls for the vote to be counted if the vote is close.
- Speaks distinctly and slowly enough to be understood.
- The membership should be informed as to how the vote will be taken.
- Uses discretion in determining business to be voted upon by ballot.
- Stands erect and avoids leaning on the podium or table.
- Says "The motion is not in order" NOT "You are out of order".

- Avoids saying “Those contrary say no”. Members may be opposed, but they are not necessarily contrary.
- Refers to self as “The Chair”. Avoids the use of “I” when reporting or when speaking; says “Your President” or “The Chair.”
- Uses the words “general consent” if sure of feeling of the assembly and no objection is made.
- Asks “What is your pleasure?” when the assembly is hesitant and a motion is needed to take action on a matter.
- Does not allow the business meeting to drag or it may appear the presiding officer is uncertain of self or the situation. However, business should not be rushed, thus avoiding the appearance that the action is being railroaded.
- Recesses a meeting; adjourns a session.
- Knows that only when a report contains a recommendation should there be an adoption of the report by motion.
- **Knows that, unless otherwise specified, a quorum is a majority of at least one more than half the membership of the assembly or committee.**
- Does not allow minutes to be “dispensed with.” The reading may be postponed or acted upon as printed, distributed, or **emailed** or mailed.
- Consults the parliamentarian in advance of and during the meeting on technical questions or problems. The parliamentarian explains or interprets for the members of the assembly at the request of the presiding officer.
- Gives instructions in simple terms, repeating them exactly as outlined originally and with tact and enthusiasm.
- Is kind and firm, never wavering when making decisions.
- Thinks things through. It may be difficult to retract a statement.
- Requires motions or resolutions to be in writing and given to the chair, acted upon, and then given to the secretary for recording.
- **Thanks each officer and chairman, at the end of the term of office, by a note for their contribution to the work of the organization during this term.**
- Achieves esteem by sharing honors and inspiration with all.

PROTOCOL FOR A GOOD HOST OR HOSTESS

Guest Speakers and Program Participants

Correct protocol should be observed at all meetings and stressed at special meetings, conferences, conventions, and banquets when guests are program participants.

Observation of the following procedures will facilitate a successful meeting:

- Extend a written invitation to the guest speaker and others participating on the program.
- Inform the guest speaker as to:
 1. The date, the place, and the hour.
 2. The type of program.
 3. The nature of the program, including other speakers, if any.
 4. The time allotted the speaker.

5. The type of dress, formal or informal.
6. The size of the audience.
7. The housing and meal arrangements. If possible, the guest(s) should have hotel or motel arrangements in advance of arrival. If the guest(s) stays in the home of a member, he or she should be given time to be alone and to relax.
8. The hours he or she is expected to attend the occasion. If business is to be transacted after the program, include a sentence in your letter to the guest "So you can complete your plans, it will be possible for you to leave just before the business meeting which begins about __ o'clock."
9. The possibility of a question and answer period following the address.
10. The financial arrangements, expenses, honorarium. In the case of an honorarium or expenses, the treasurer should have the check ready for presentation at the time of the speaker's departure.

Request that the guest speaker:

- Confirm acceptance by letter.
 - Send advance biographical data and a glossy print photo for the local newspaper.
- NOTE: The guest of honor will appreciate good news coverage, and good news coverage adds to the prestige of the association. The five W's of publicity are Who, What, When, Where, and Why. Press notices should be retained for historical records, and clippings should be sent to the guest.
- Give time of arrival and travel arrangements in order to be met and transferred to hotel, motel, or home.
 - Approve any plans for radio broadcasts and/or television appearances.

Designate someone act as personal hostess/host of speaker to:

- Meet at airport, or hotel.
- Extend a warm welcome on behalf of the Association.
- Assist speaker in getting to proper place on time.
- Offer other necessary assistance to speaker.

Do not overlook final responsibility to the guest speaker:

- Invite him or her before departure to come again, **if appropriate.**
- Bid him or her a safe journey.
- Send a thank you letter within a week.

Invitations to Special Guests

Extend a written invitation to special guests:

- The time, the place, the date of the program, dinner or banquet.
- Information about whether or not complimentary meals will be provided and where they will be seated at the speaker's table.
- Type of dress, formal or informal.

PROTOCOL FOR MEETINGS AND SPECIAL FUNCTIONS

Seating Arrangements

Seating arrangements for officers and guests vary depending upon the function and individuals seated at the head table:

- Banquet or Luncheon With Guest Speaker
- President - center or right of podium

Speaker - immediate right of the president

Toastmaster - person in charge of program - immediate left of the president

AAFCS President or Officer - immediate right of speaker

Ranking Officer - left of toastmaster

Other Officers - according to rank on alternate sides

Civic Dignitaries - seated in accordance with their rank in the community

Seating Arrangements For Business Meetings

President - center or to right of podium

Parliamentarian - to right of president

Secretary - to left of president

Other Officers - according to rank, on alternate sides beginning with president-elect to right of parliamentarian

Invocation

At the opening of a meeting, the presiding officer gives the direction for everyone to stand. She waits for complete silence before stating the name of the person who will give the invocation.

The invocation should be a brief, earnest prayer or reading acceptable to all faiths. Suggested sources are well-chosen poems, a reading, etc. Three minutes should be ample.

Introductions and Presentations

The Speakers' Table:

Request that applause be withheld until all have been presented. If those at the speakers' table are to rise for recognition, start with the extreme left of the center and then the extreme right, ending with the highest ranking guest.

If each guest is to say a few words of greeting or congratulations, begin with the guest of lowest rank and proceed through the list so that the guest of highest rank is last to speak. (Before the meeting begins, the request for brevity should be made.)

- The president is always at the center of the head table or first place to the right of the podium.
- The guest of honor is seated to the right of the president and takes precedence over any other dignitary.
- If a person other than the president is presiding, that person should be seated to the left of the president.
- When possible, alternate officers and guest.

SUGGESTED INSTALLATION OF OFFICERS
SOUTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

Installing Officers

Will the new officers please come forward?

Will the retiring officers please rise?

On behalf of the members of the South Carolina Association of Family and Consumer Sciences, we say a sincere thanks to you officers who have served so faithfully and well during the administration now ending. Your leadership has been worthy of the high ideals of this organization. We thank you. You may be seated.

(To the new officers) You have been chosen for your qualities of leadership, and I am sure you will warrant the confidence placed in you. I hope that you have a keen appreciation of your own responsibilities in the success of this administration.

_____ as President-Elect, you shall serve as chairman of the program of work committee and spend this year becoming familiar with the Bylaws, financial budget and governance of this Association so that you will be able to carry out the responsibilities as president when your term begins next year.

you, the Vice President for Programs, hold an important position that of working in close harmony with the president so that the work of this Association may go forward. You shall serve as chairman of the Program Committee for the annual meeting. You shall perform all duties of the president during her absence.

_____ as Vice President Elect for Programs, you shall serve on the annual meeting committee and act as Registration chairman and spend this year becoming familiar with the duties of the vice president for programs.

you, the Vice President for Services, will concentrate your efforts on acquainting all eligible family and consumer sciences professionals with the privileges and advantages of membership, and seek to promote professionalism among our members.

_____ as Vice President for Finance, you are the keeper of all monies, and with you is reposed the financial policy of this organization. Upon authorization of the president and the Board, you are responsible for the payment of all obligations. You will prepare a budget, keep the Board informed as to financial standing of the Association by reporting at Board meetings and at the annual meeting of the Association, make annual reports to the Internal Revenue Services, and any reports requested by the president.

_____, Secretary, to you is entrusted the duty of keeping accurate records of the activities of the Association. You will keep minutes of the annual meeting and of all Board meetings, and distribute these to the officers of the Association following the meetings and pass the permanent records on to your successor.

_____ as Historian, you shall keep a record of all Association activities, and shall file all reports and newsletters in the permanent records. You shall add to the history by writing a summary of each year's activities.

_____ as Counselor, it will be your duty to serve as an advisor to the president and the Board.

_____ to you, as President, is conferred honor and responsibility. With your enthusiasm and efforts, the Association will grow and develop. It is your duty to uphold the objectives and policies of the Association as stated in the Bylaws. You will preside at meetings, counsel with members of the Board on policies that affect the organization, and make decisions.

You will represent our association in other organizations. You will attend the American Association of Family and Consumer Sciences annual meeting to learn in depth of the wide interests, efforts, and programs. I present to you the gavel as the emblem of your office, and charge you to keep before you the Betty Lamp, the official emblem of our Association.

**PROPOSED SEQUENCE FOR DEVELOPMENT
OF SCAFCS PROGRAM OF WORK (POW)
(June 1 - May 31)**

- January After the election, President-elect appoints a Program of Work Committee (POW). President-elect serves as Chairman.
- Committee members may include [Community of Interest chairmen](#).
- February POW Committee uses questionnaire or other means to aid in planning POW for next year. Tabulate results and select priority areas for total program emphasis.
- President works with POW Committee to delegate responsibilities and or appoints ad hoc committees. The following year the president-elect assumes the office of president and continues to carry out the plans made the previous year.
- Committees and [Communities](#) determine budget needs and communicate this info to the VP Finance.
- April Spring Board Meeting. The Board gives additional input to the budget and POW Committee. The final versions are completed during the summer and mailed to Board members for consideration, review, additions, and preliminary approval.
- September 1 POW is due to AAFCS or other date as determined by AAFCS.
- September Fall Board meeting. The Board approves the budget and formally approves/accepts the Program of Work. (In the second year of the plan the budget will receive more attention. [Is this correct?](#)) Modifications may be made in the POW if needed.
- April (You will get the due date from AAFCS) Unit Annual Accomplishment report due to AAFCS.

SOUTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES
COMMITTEES AND REPRESENTATIVES

Executive Committee

- * President
- * President-elect
- *Vice president-program
- *Vice president elect-program
- *Vice president-services
- *Vice president-finance
- *Secretary
- *Historian
- *Counselor

Standing Committees

- * Finance/Budget
- * Bylaws
- *Membership (Promotion and Credentials)
- *Nominating
- *Program of Work

Communities of Interest Chairmen

- *Family Economics and Resource Management
- *Family Relations and Human Development
- *Colleges, Universities and Research
- *Elementary, Secondary and Adult Education
- *Global Perspectives/IFHE
- *Extension
- *Business & Entrepreneurship
- *Human Services
- *Nutrition, Health, and Food Management
- *Housing and Environment

Student Unit

- * Student Unit Chairman
- * Student Unit Advisor

*Denotes voting member of the Board of Directors

Ad Hoc Committees and Other Appointments

- Parliamentarian
- Annual Meeting
- AAFCS Development
- Newsletter
- Betty Feezor Scholarship Foundation Representative
- Recognition/Awards
- Student Education Program Fund
- Public Relations

As of March 2008, the following are Communities of Interest available: Check AAFCS website for current listing.

- Elementary, Secondary & Adult Education
- Colleges, Universities, & Research
- Family Relations & Human Development
- Global Perspectives
- Non-traditional Careers
- Apparel Design & Textiles
- Nutrition, Health, & Food Management
- Family Economics & Resource Management
- Business & Entrepreneurship
- History & Archives
- Quality of Living
- Extension
- Partners in Home & Community
- FCS Teacher Education

YEARS TO ASSUME OFFICE- SCAFCS OFFICERS

**Nominations are to be made in year prior to person assuming office.
Officers assume office on June 1, following the election except where otherwise specified.**

	2011	12	13	14	15	16	2017
Office	2004	05	06	07	08	09	10
President*	X	X	X	X	X	X	X
President-elect	X	X	X	X	X	X	X
Vice president-program	X	X	X	X	X	X	X
Vice president-elect-program	X	X	X	X	X	X	X
Vice president-services		X		X		X	
Secretary		X		X		X	
Vice president-finance	X		X		X		X
Historian		X		X		X	
Counselor**	X	X	X	X	X	X	X
Section chairman-elect***	X		X		X		X
Section secretaries		X		X		X	
Nominating Committee	2	3	2	3	2	3	2

*President Serves one year as president-elect before assuming office of president for one (1) year.

Counselor Immediate past president, serves one (1) year. **(See Article IV, Section 6).

***Chairman-elect Serves one (1) year prior to becoming chairman. Takes office as chairman on June 1 or as specified in bylaws..

A SHORT HISTORY OF THE SOUTH CAROLINA HOME ECONOMICS ASSOCIATION 1914—1934

Miss Lalla Martin of the city schools of Spartanburg called together the home economics teachers of the state during the State Teachers' Association meeting in order to organize a State Home Economics Association. The teachers responding met at Wofford College in March of 1914 and organized the South Carolina Home Economics Association. The Association continued to be a part of and met with the Teachers' Association until 1928, at which time they began to meet independently. The first plan of work for the Association was the development of a course of Domestic Science to be presented to the State Board of Education for consideration for adoption for the public schools. The poor quality school programs presently in many of the schools prompted this plan of work. The following were the first officers of the Association: President, Miss Lalla Martin, Spartanburg High School; Secretary, Miss Mary B. McGowan, Lander College; Treasurer, Miss Cecil Ramsay, Greenville Women's College, Greenville; and Miss Caroline Southard, Chairman of the Press Committee.

The second meeting of SCAFCS was held on March 26, 1915 in Florence. The same officers were reelected. Committees were appointed on sanitation, cooking and industrial schools, food supply, housekeeping clubs, and sewing. A constitution was adopted and dues were fifty cents.

In 1916 and 1917 SCAFCS continued to meet with the Teachers' Association for a day meeting in Columbia. In 1918 the Association did not meet.

In 1919 the meeting was held in Blue Ridge, NC on June 27. An invitation was extended to Smith-Hughes teachers to become members of the Association. A constitution revision was proposed. There were 11 members mentioned. All were urged to join the National Association and subscribe to the Journal.

In 1920 the Association meeting was held on November 28 in Columbia. It was reported that 15 members of SCAFCS were members of the National Association. In 1921 the Association again met in Spartanburg on November 26. The program focused on undernourished children and the encouragement of preventative health measures.

By 1922 the membership of the Association had grown to 32. The dues are now \$1.50 with National receiving \$1.00 and the state receiving fifty cents. The attendance at this meeting was 52.

In 1923 the Association again met in Columbia on April 13. At this meeting a Home Economics scholarship was established. In 1924 the Association increased dues to \$2.00 and the scholarship was voted to be a minimum of \$50.00.

Columbia was again the site of the March 27, 1925 meeting, with a total of 55 in attendance.

Those attending were college teachers, high school teachers, vocational teachers and extension workers. The membership had grown to 141 members and the scholarship fund now totaled \$125.00.

In 1926 the first three-day meeting was held in Columbia on March 18-20. There were 35 in attendance. The first mention of an Association newsletter was made at this time. One student club was organized and joined the Association. The scholarship fund now reached \$187.75.

In 1927 the Association meeting was held in Greenville on March 25. There were 30 in attendance. A bank failure caused a loss of Association funds. Plans for the American Home Economics Association in Asheville were discussed. A change in the State Teachers' Association constitution made it necessary for SCAFCS to propose a change in its constitution which would lead to SCAFCS becoming an independent association. The State Teachers' Association constitution has a provision which stated "No department of the State Teachers' Association could be affiliated with another organization and pay dues to it".

In 1928 the Association met in Columbia on May 4-5. The proposed constitutional changes were accepted, making the Association independent of the State Teachers' Association. The Association set a membership goal of 100.

The fifteenth meeting was held in Rock Hill on December 7-8, 1929. The attendance was 75 and the scholarship fund had reached \$355.00.

In 1930 the Association met in Columbia on February 21-22. The membership had doubled and there were 5 student clubs.

During the seventeenth meeting of the Association, exhibits became a part of their educational experience. The exhibits included new books and inexpensive illustrative material. The meeting was held in Columbia on February 20-21, 1931. A district meeting was held in Greenville.

The Association met in 1932 in Columbia on February 19-20. Again, in 1933 the Association met in Columbia on February 24-25. During this meeting the constitution was amended to create an Executive Board which would include the Executive Committee and the State Chairman of the various committees. The Board was to meet once a year upon the call of the President. This group was to be called the Board of Directors.

In 1934 the Association met on February 23-24 in Columbia with 42 present. During this meeting it was reported that the Winthrop College student club has applied for entrance into the National Honorary Society of Phi Upsilon Omicron.

This short history of the beginning and early years of SCAFCS is a summary of the History of SCAFCS compiled in 1937 by Harriette B. Layton, Assistant State Home Demonstration Agent, Winthrop College, Rock Hill, SC.

HISTORY - NAME CHANGE

From South Carolina Home Economics Association to
South Carolina Association of Family and Consumer Sciences
By - Carol J. Webb, Ed.D., C.F.C.S.

In 1992 Dr. Linda Harriman, the president of AHEA, called a group together which represented five major home economics associations to convene a meeting and process in which the name home economics would be supported or a new name for the profession would be selected. The five associations represented were the American Home Economics Association, the National Association of Extension Home Economists, the American Association of Vocational Home Economics Teachers, the National Council of Administrators of Home Economics and the Association of Administrators of Home Economics. Dr. Leola Adams and Dr. Carol Webb served on this planning group that was called the National Taskforce for Professional Unity and Identity. This group planned a meeting and a process to get input from the grass roots of the profession in looking at the name change and the pros and cons of keeping the name home economics. One hundred delegates were invited representing a diverse group of professionals from these five major associations and sister associations whose members came from the field of home economics.

The Scottsdale Meeting, as it came to be called, was held in Scottsdale Arizona October 21-24, 1993. There 80 delegates used a facilitator (Carol Anderson) and a compression planning process to come up with a new name for the profession. The name finally selected was Family and Consumer Sciences. South Carolina had two delegates in addition to the two Taskforce members mentioned above who were Queen Bowman and Dr. Diane Smathers. At the Assembly of Delegates in San Diego, S California the American Home Economics Association voted to change its name to the American Association of Family and Consumer Sciences in June of 1994. Juanita Mendenhall, as bylaws chair of AAFCS, presented the name change at the AAFCS Convention. The South Carolina Home Economics Association formally changed its name by the vote at the business meeting in February of 1995 to the South Carolina Association of Family and Consumer Sciences.

HOME ECONOMICS STANDS FOR:

The ideal home life for today unhampered by the traditions of the past.

The utilization of all the resources of modern science to improve the home life.

The freedom of the home from the dominance of things and their due subordination to ideals.

The simplicity in material surroundings which will most free the spirit for the more important and permanent interests of the home and of society.

Ellen Richards, U.S. Founder of the Profession

SOUTH CAROLINA HOME ECONOMICS ASSOCIATION PRESIDENTS

<u>YEAR</u>	<u>NAME</u>
1914–1917	Lalla Martin
1917–1919	Mary B. McGowan
1919–1921	Catherine Mulligan
1921–1922	Christine South
1922–1924	Sarah Gilliam
1924–1925	Lalla Martin
1925–1926	Alice B. Foote
1926–1927	Blanche Tarrant (Woodward)
1927–1928	Meta DeLoach
1928–1930	Stella Steele
1930–1931	Mrs. Ralph Goodson
1931–1933	Jane Ketchen
1933–1935	Telma Malone
1935–1937	Sarah Cragwell
1937–1939	Ada Moser
1939–1941	Margaret McGint (Crowson)
1941–1942	Lonny I. Landrum
1942–1943	Annie Mae Hiedebrand Elizabeth Monroe, Acting
1943–1944	Mary Fraser
1944–1946	Julia Brunson
1946–1948	Janie McDill
1948–1950	Elizabeth Watson (Potter)
1950–1952	Ellen Miner
1952–1954	Alma Bentley
1954–1956	Ethel B. Watters
1956–1958	Juanita Neely
1958–1961	Kathleen Gaston
1961–1963	Telma Malone
1963–1965	Sallie P. Musser
1965–1967	Claudia Ellis
1967–1969	Helen Loftis
1969–1971	Ruby Craven
1971–1973	Martha Seawright
1973–1975	Ruth Hovermale
1975–1977	Eleanor Holton (McIntyre)
1977–1979	Emily Wiggins

1979–1981	Veronica Carmack
1981–1983	Leola Adams
1983–1985	Louise Hassenplug
1985–1987	Judy Brock
1987–1989	Judith Kline
1989–1991	Mary Alice Thompson
1991–1993	Nelda Howell
1993–1994	Ann Warner
1994–1995	Lillie Glover
1995–1996	Carol Webb
1996–1997	Linda Russell
1997–1998	Marie Bell
1998–1999	Sara Swanson
6/99–12/99	Nancy Porter
12/99–6/2001	Brenda Thames
6/2001–5/2002	Nancy Porter
2002–2003	Queen Bowman
2003–2004	Della A. Baker
2004 –2005	Donna Bundrick
2005–2006	Ethel Jones
2006–2007	Juanita Mendenhall
2007–2008	Sheila Littlejohn
2008–2009	Anna Sumabat Turner
2009-2010	Dorothy Blanton

Names appearing in () are married names of individuals who were married after serving as president of SCAFCS.

YEARS TO ASSUME OFFICE – SCAFCS OFFICERS

Nominations are always made in year prior to person assuming office. Officers assume office on June 1, following the election with the exception of the Business section, who assume office in July.

	04	05	06	07	08	09	010
Office	96	97	98	99	00	01	02
President*	X	X	X	X	X	X	X
President-elect	X	X	X	X	X	X	X
Vice president-program	X	X	X	X	X	X	X
Vice president-elect-program	X	X	X	X	X	X	X
Vice president-services		X		X		X	
Secretary		X		X		X	
Vice president-finance	X		X		X		X
Historian		X		X		X	
Counselor**	X	X	X	X	X	X	X
Section chairman-elect***	X		X		X		X
Section secretaries		X		X		X	
Nominating Committee	2	3	2	3	2	3	2

*President Serves one year as president-elect before assuming office of president for one (1) year.

**Counselor Immediate past president, serves one (1) year.

***Chairman-elect Serves one (1) year prior to becoming section chairman. Takes office as chairman on June 1.

SOUTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

April 17, 1996
204 Sweetgum Trail
Anderson, SC 29621

Internal Revenue Service
District Director
901 Sumter Street
Columbia, SC 29201

Dear Sir:

This letter is to notify you of the change of the name of the South Carolina Home Economics Association E.I. number 57-6034319 to the South Carolina Association of Family and Consumer Sciences. This name change is in keeping with the name change of our national association from the American Home Economics Association to the American Association of Family and Consumer Sciences. The South Carolina group is an affiliate of that organization.

Please note that we have not changed our purposes or operations.

If I can be of other assistance please let me know.

Sincerely,

Carol J. Webb President-SCAFCS

April 17, 1996

Internal Revenue Service District Director
901 Sumter Street
Columbia, SC 29201

Dear Sir:

This letter is to notify you of the change of the name of the South Carolina Home Economics Association E.I. number 57-6034319 to the South Carolina Association of Family and Consumer Sciences. This name change is in keeping with the name change of our national association from the American Home Economics Association to the American Association of Family and Consumer Sciences. The South Carolina group is an affiliate of that organization.

Please note that we have not changed our purposes or operations. If I can be of other assistance please let me know.

Sincerely,

Carol J. Webb President-SCAFCS (letter resized)

(See copy of the Nonprofit Corporation Articles of Amendment, the Application for Reinstatement of a Corporation Dissolved By Administrative Action, Information Needed for Group Tax Exemption, IRS 501 (c)(3) notification, Application for Amendment of Eleemosynary Charter, and the Certification of Incorporation in hard copy format in the President's handbook. A copy is also on file in the archives).

Would like to place copy of 2009 proclamation here. Need computer copy.

A copy of our 501(c)(3) should also be included, likely.

The student Unit Bylaws will be attached to the final copy for distribution but are not for review at this time.

**Please direct remarks to Juanita Mendenhall (juanitam@usit.net) BYLAWS OF THE STUDENT UNIT
OF THE SOUTH CAROLINA FAMILY AND CONSUMER SCIENCES ASSOCIATION**

ARTICLE I

Name

The name of this section shall be the South Carolina Family and Consumer Sciences Association (SCAFCS) Student Unit.

ARTICLE II

Objective

SECTION 1. The objective of this section shall be to provide for the professional development of college Family and Consumer Sciences students.

SECTION 2. Specifically, the section shall work toward this objective by:

- a. Participating in the promoting of the objectives of the South Carolina Association of Family and Consumer Sciences and the American Association of Family and Consumer Sciences.
- b. Providing for planned, workable, well-rounded chapter programs.
- c. Helping students meet and know people who have attained recognition in the Family and Consumer Sciences profession
- d. Giving opportunities for developing Family and Consumer Sciences leadership among members.
- e. Working together and sharing enthusiasm for Family and Consumer Sciences
- f. Providing experiences to increase mutual understanding among people of all cultures.
- g. Developing professional interest which leads to active membership in the South Carolina Association of Family and Consumer Sciences and the American Association of Family and Consumer Sciences.

ARTICLE III

Membership

SECTION 1. A student member shall be an undergraduate student enrolled in a Family and Consumer Sciences two-year transfer program or four-year program leading to a baccalaureate degree with a major or minor in Family and Consumer Sciences or one of its specialized areas,

SECTION 2. The section adviser shall be a member of the American Association of Family and Consumer Sciences.

SECTION 3. Student members shall pay annual dues at the rate specified in the American Association of Family and Consumer Sciences bylaws. From this amount a portion is remitted to the state association.

ARTICLE IV

Officers and Governing Bodies

SECTION 1 The elected officers shall consist of 1 chairman, and representatives (1 each) from the schools that have student chapters within the state. These representatives from each school will serve as co-chairmen.

SECTION 2 The position of chairman shall rotate between the school represented on a year-by-year basis in the following order: Bob Jones University, South Carolina State University, Winthrop University. As other schools within the state establish affiliated student chapters, they will be added into the rotation.

SECTION 3 There shall be an executive board composed of the chairman, co-chairmen, adviser, and a representative from each college chapter not already represented.

SECTION 3 The voting body of the South Carolina Association of Family and Consumer Sciences Student Unit shall consist of the elected officers and those student members from each affiliated college chapter present at the annual meeting.

SECTION 4 The faculty advisor of the college of the elected chairman of the Student member section of the SCAFCS will automatically become the faculty advisor to the SCAFCS Student Member Section of SCAFCS. The previous faculty adviser shall act as counselor to the chairman and the faculty advisor.

ARTICLE V

Elections

SECTION 1. The chairman shall issue a request to each South Carolina college chapter to submit a slate of officers for any or all of the following offices listed in Article IV. By December 1 each college chapter president should mail to the state chairman a listing of candidates with the following information on each;

Name

Address - home and campus

Phone - home and campus

Year

Major

College chapter activities.

Short summary of goals if elected to office.

There will be an open voting at the convention from student unit members present at the meeting representing each school. Voting members must be members of SCAFCS.

ARTICLE VI

Functions of Officers and Governing Bodies

SECTION 1.

a. The CHAIRMAN shall preside at all meetings of the Student Unit and its executive board; shall call all meetings of the executive board and assume responsibility for notifying all members; shall appoint all committees and act as ex-officio member of each; shall approve all bills to be paid by the section; shall see that all records of the section are complete and correct and turned over to the succeeding chairman within four weeks after the installation of officers, The chairman shall attend the Board meeting of the South Carolina Association of Family and Consumer Sciences as a voting member. The chairman is responsible for an annual report of the student unit to the South Carolina Association of Family and Consumer Sciences and the American Association of Family and Consumer Sciences. The previous chairman acts as adviser ex-officio to the chairman.

b. The CO-CHAIRMEN shall divide further duties among themselves as follows:

1) The co-chairman representing the school next in the rotation to serve as chairman shall preside at any section or board meeting on the call or absence of the chairman; will act as chairman of the program committee for the section meetings at the annual meeting of the SCAFCS.

2) Minutes of all state and board meetings shall be kept by one of the co-chairmen as selected by the body of officers (chairman and all co-chairmen). This representative shall also handle all correspondence for the section and send copies of the minutes of the state and board meetings of the student unit to the members of the executive board and to the local chapters as soon as possible after the meeting.

3) One of the co-chairmen, as selected by the body of officers (chairman and all co-chairmen), shall serve as chairman of the budget committee; submit its annual report; shall approve all bills to be paid by SCAFCS VP-Finance; shall assist the SCAFCS VP-Finance in balancing the section financial record and serve as adviser to the incoming student unit representatives.

4) Additionally, one officer of the student unit may be called up to gather news from the college chapters and send it along with news of the section to the field service coordinator of the AAFCS and to the SCAFCS and to the SCAFCS Newsletter editor; shall be responsible for promotion and publicity of section activities and the scrapbook of that year which shall be filed with those of previous years.

c. The ADVISOR shall have the responsibility of guiding the section in all of its activities.

SECTION 2. The executive board of the Student Unit of the South Carolina Association of Family and Consumer Sciences shall meet at the time of the spring and fall Board meetings of the South Carolina Family and Consumer Sciences Association,

a. The newly elected officers and the faculty adviser of the South Carolina Association of Family and Consumer Sciences will attend these meetings.

- b. The president of the South Carolina Association of Family and Consumer Sciences will be invited to attend these meetings and be without vote.
- c. The business of the Board meetings shall become official when voted upon by the majority of the chapter delegates at any regular meeting or voted upon by mail by local affiliated chapters.
- d. Special board meetings may be called by the chairman whenever necessary.
- c. Each college chapter which does not have a state officer shall designate one representative to serve on the executive board as a voting member.

SECTION 3. Any officer, except chairman, who is unable to attend the Board meetings shall designate an alternate, with the approval of the local chapter adviser.

SECTION 4, The regular term of office shall be from February to February, with officers taking over at the annual meeting of the South Carolina Association Family and Consumer Sciences.

SECTION 3. A majority of the elected officers present shall constitute a quorum.

ARTICLE VII

Meetings

The meeting of the SCAFCS Student Unit shall be a part of the Annual South Carolina Association of Family and Consumer Sciences Convention.

ARTICLE VIII

Amendments

SECTION 1. The bylaws shall be amended by two-thirds affirmative vote of the members at any annual meeting, or by two-thirds affirmative vote of the section by mail. Amendments to the bylaws must be approved by the Board of Directors of the South Carolina Association of Family and Consumer Sciences.

SECTION 2. The executive board of the student member section shall consider all proposed amendments and shall present the proposed amendments to associations at least one month previous to the date of voting.

ARTICLE IV

Parliamentary Authority

Robert's Rules of Order, Revised shall govern this association in all cases to which they are applicable, subject to such rules as have been or may be adopted.

Membership

Eligibility for Membership

The American Association of Family and Consumer Sciences bylaws establish the eligibility requirements for student membership: 'a student members shall be an under-graduate student enrolled in a Family and Consumer Sciences two-year transfer program or a four-year program leading to a baccalaureate degree with a major or minor in Family and Consumer Sciences or one of its specialized areas.'

Benefits of Membership

- YOU are a member of both the national and state Family and Consumer Sciences associations.
- YOU receive your own copy of the Journal of Family and Consumer Sciences, AAFCS Action and. your state association's Newsletter,
- YOU have the opportunity to meet and interact with fellow students and family and consumer sciences professionals by participation in national and state meetings and other activities,
- YOU have a chance to obtain information on job opportunities while finding your place in the profession.

- YOU become a vital part of the family and consumer sciences profession and its future, while keeping up with the developments in the changing role of Family and Consumer Sciences.

Dues

1. Student members shall pay annual dues set by the American Association of Family and Consumer Sciences; each affiliated college chapter shall determine local dues.

2. Payment of Dues

a. The preferred procedure is by individual payment with the student member, assuming responsibility for completion of the "Application for Student Membership" to be accompanied by personal check or money order. The application form is to be certified by the Family and Consumer Sciences Administration or by the faculty advisor.

b. If, however, there is to be group payment, a member of the local student organization may be responsible for distributing and collecting completed application forms, checks or money orders and mailing under one cover to the American Association of Family and Consumer Sciences headquarters office. To insure validity, all application forms must be signed by the Family and Consumer Sciences administrator or faculty advisor, and the total payment must correspond to the total number of applications or all will be returned,

c. Services for the 12 months membership will begin the month following processing of dues payment.

All checks or money orders MUST be made payable to the American Association of Family and Consumer Sciences.

RESPONSIBILITY OF STATE OFFICERS AND ADVISORS GUIDES FOR THE STUDENT MEMBER SECTION OFFICERS

STATE STUDENT CHAIRMAN shall:

1. Preside over all state student unit meetings and workshops.
2. Appoint section committees as needed.
3. Formulate the program of work for the state student unit in cooperation with other section officers and state Family and Consumer Sciences association and base this state program on the American Association of Family and Consumer Sciences student unit's program of work.
4. Coordinate student member activities within the state by fostering communications among campus student Family and Consumer Sciences chapters.
5. Develop a plan for maintaining and distributing an up-to-date mailing list of campus chairmen and advisors and a mailing list of individual student members of American Association of Family and Consumer Sciences within the state.
6. Give information about and encourage student members to attend state and national workshops and annual meetings.
7. Secure the cooperation of and involve student members and campus student Family and Consumer Sciences chapters in carrying out section projects.
8. Develop and carry out a plan for selection of the state's candidate for office in the American Association of Family and Consumer Sciences student Unit. (See standing rules of American Association of Family and Consumer Sciences student unit for procedure to be followed in the election of officers.)
9. Keep the state student member section records up-to-date and see that they are turned over to the new section chairman.
10. Participate in the student Family and Consumer Sciences chapter activities on campus.
11. Encourage local chapters and individual members to use and submit articles to the *Journal of Family and Consumer Sciences* or *AAFCS The FACS*.
12. Prepare an annual report to be submitted from the state student member section to American Association of Family and Consumer Sciences headquarters. (Report forms are supplied by the American Association of Family and Consumer Sciences office).

13. Refer to the American Association of Family and Consumer Sciences Student Unit Guidelines for a monthly listing of duties to be performed.

14. Serve as a voting member of the South Carolina Association of Family and Consumer Sciences Board of Directors; attend all meetings and submit a report of student activities each time.

CO-CHAIRMEN shall divide the following duties as agreed upon among themselves: (See Article VI, Section 1, b above to specify these duties.)

1. Attend all executive Board meetings and all State Meetings of the student unit. (All shall do this.)
2. Act as chairman in the absence of the chairman.
3. Act as chairman of the program committee for the student unit and assist the chairman in planning student participation in the SCAFCS annual meeting.
4. Handle all state officer candidates' credentials and elections.
5. Compile and present a yearly report at the annual meeting to be filed in the student member section file.
6. Keep all records current.
7. Take minutes of all state meetings and executive board meetings of the student member section. Record the minutes in the secretary's book and send copies of all minutes to executive board members, local chapter chairmen, adviser, and SCAFCS president.
8. Handle correspondence with local chapters with copies sent to local advisers as well as officers upon request by the chairman.
9. Assist the chairman in any way possible, such as coordinating meetings and providing access to information concerning past meetings.
10. Compile and present a yearly report at the annual meeting to be filed in the student member section file.
11. Send out membership drive notices.
12. Assist the co chairman-elect in setting up a budget for the new year.
13. Keep a record of bills received and forwarded to SCAFCS VP-Finance for payment.
14. Assist the SCAFCS treasurer in balancing the section financial record.
15. Give a report at all executive board meetings and at all state meetings of the section.
16. Compile and present a yearly report at the annual meeting to be filed in the student member section file.
17. Keep a scrapbook of the year's activities.
18. Send articles about student activities and state meetings of the student member section to the state Newsletter and to the *Journal of Family and Consumer Sciences* and/or *AAFCS The FACS*.
19. Inform home town papers of outstanding accomplishments of members of the SCAFCS Student Unit.
20. Compile and present a yearly report at the annual meeting to be filed in the student unit file.

ADVISOR

The Student Member Section advisor is a member of the South Carolina Association of Family and Consumer Sciences and the American Association of Family and Consumer Sciences and also a member of the Board of Directors of the state Family and Consumer Sciences association. The adviser gives guidance to all section officers in helping them to become acquainted with and carry out the duties of their office. Specifically the advisor assists:

1. In developing a plan for maintaining an up-to-date mailing list of chairmen and advisers of affiliated chapters within the state.
2. In planning meetings of the section.
3. By giving information and encouraging attendance at state and national meetings.
4. In securing cooperation of affiliated chapters within the state in carrying out section projects.

5. In developing and carrying out a plan for the selecting of the state's candidates for office in the Student Unit of the American Association of Family and Consumer Sciences.
6. In keeping the state Student Unit file up-to-date.
7. In preparing an annual report for the section chairman to South Carolina Association of Family and Consumer Sciences and American Association of Family and Consumer Sciences (report forms are supplied by the American Association of Family and Consumer Sciences headquarters office).

AFFILIATION WITH SOUTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

The Student Unit is a professional section of the South Carolina Association of Family and Consumer Sciences. As such, the student state chairman is a member of the Board of Directors of South Carolina Family and Consumer Sciences Association. The chairman is, therefore, responsible for giving reports of the activities of the students at all Board meetings. Copies of each report should be given to the Board members of the South Carolina Association of Family and Consumer Sciences and one placed in the permanent student chairman's file.

ANNUAL MEETING

The Student Unit meets in conjunction with the annual meeting of the South Carolina Association of Family and Consumer Sciences usually held in February. At this time the students are called upon to serve in various capacities. New state officers are installed and a section business meeting is conducted.

It is hoped that by such active participation the students will become familiar with their professional organization and its function in an effort to improve the quality of Family and Consumer Sciences professionals both on the state and national level.

STUDENT EDUCATIONAL PROGRAM FUND

The Student Educational Program Fund is used to encourage and promote professional educational opportunities for Family and Consumer Sciences students, enrolled in South Carolina colleges, who are student members of the American Association of Family and Consumer Sciences and the local campus chapters. Donors for this fund include business corporations and foundations with an interest in Family and Consumer Sciences education.

Through the use of this fund, expenses of attending the annual meeting of South Carolina Family and Consumer Sciences Association are partially reimbursed. Also, a state officer of the Student Unit will be reimbursed for the expense of attending the annual meeting of the American Association of Family and Consumer Science. The amount of reimbursement will be determined by the Board.

*Term of office shall begin at the annual South Carolina Family and Consumer Sciences Association meeting following their election.

CEREMONY FOR INSTALLATION OF OFFICERS SCAFCS STUDENT UNIT SECTION

Setting: Retiring chairman with the new officers on either side of her. Each standing next to the retiring officer whose place the new officer is taking.

The Retiring Chairman speaks:

The American Association of Family and Consumer Sciences Student Unit and the South Carolina Student Unit have adopted the Betty Lamp as their symbol and assume the ideals it represents: simplicity, usefulness, cleanliness, and economy.

The Student Unit is a part of the South Carolina Association of Family and Consumer Sciences and the American Association of Family and Consumer Sciences. The responsibility of guiding this group with its ideals symbolized in the Betty Lamp is an equally large task. The job is only what you, as the executive officers, want to make it. It can be a year packed full of worthwhile things to do - things that will be fun as well as good training. Because the chapters are affiliated with the American Association of Family and Consumer Sciences, you will be expected to keep up professional standards, working with the Association for an ever higher realization of what can be done after the four years of college are over. You have been chosen as leaders. It is an honor that it was you they considered worthy of so great a task. I give you the challenge of guiding this organization toward whatever goals you have planned for 20__.

(As the chairman says the following lines to each newly elected officer, the officer rises and faces the chairman.)

You, _____, of _____ College, as chairman of the South Carolina Student Unit, will be responsible for the leadership in the overall planning. It is your duty to preside at the meetings and to see that all members are informed of the progress of the year's work.

You, _____, of _____ College, as vice-chairman, will be responsible for the developing and carrying out the program of work with the other officers and members.

You, _____, of _____ College, as adviser, will guide the Student Unit so that it upholds the high ideal of this organization.

If you agree to fulfill the duties of your office, please repeat this pledge after me. (Then all stand and repeat after the chairman the pledge facing the gathered members):

"I pledge my loyalty to the South Carolina Student Unit and the American Association of Family and Consumer Sciences. I promise to uphold its aims and ideals and to serve to the best of my ability in my college, my home and my community as it extends from my own neighborhood to the world."

"Let us all renew our faith in the Association and our determination to further its aims and purposes by repeating the pledge together."

"I pledge my loyal support to the ideals and standards of the South Carolina Association of Family and Consumer Sciences Student Unit and the American Association of Family and Consumer Sciences. May the rays of my light serve as an incentive to better myself for those who know me."