

POLICY AND PROCEDURES

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 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.
- 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 PRESENT at that meeting..**
- 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 to 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 at ___ 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.

PROTOCOL FOR MEETINGS AND SPECIAL FUNCTIONS

Seating Arrangements

Seating arrangements for officers and guests vary depending upon the function and individuals seated

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)

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|-------------|---|
| January | <p>After the election, President-elect appoints a Program of Work Committee (POW). President-elect serves as Chairman.</p> <p>Committee members may include Community of Interest chairmen.</p> |
| February | <p>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.</p> <p>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.</p> <p>Committees and Communities determine budget needs and communicate this info to the VP Finance.</p> |
| April | <p>Spring Board Meeting. The Board gives additional input to the budget and POW Committee and preliminary approval is given. The final versions are completed during the summer and mailed to Board members for consideration, review, and changes needed.</p> |
| September 1 | <p>POW is due to AAFCS or other date as determined by AAFCS.</p> |
| September | <p>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. Modifications may be made in the POW if needed.</p> |
| April | <p>(You will get the due date from AAFCS) Unit Annual Accomplishment report due to AAFCS.</p> |

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

Ad Hoc Committees and Other Appointments

- Parliamentarian
- Annual Meeting
- AAFCS Development Fund
- Newsletter
- Betty Feezor Scholarship Foundation

- Recognition/Awards
- Student Education Program Fund
- Public Relations
- Public Affairs

Communities of Interest Chairmen

- *Family Economics and Resource Management Representative
- *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

As of March 2008, the following are Communities of Interest available were: 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.

**SOUTH CAROLINA ASSOCIATION OF FAMILY & CONSUMER SCIENCES
OFFICIAL BALLOT FOR THE 202__-2__ SLATE OF OFFICERS
TO START SERVING JUNE 202__**

Office	2023	2024	2025	2026	2027	2028	2029
President*	X		X		X		X
President-elect	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		X
Secretary		X		X		X	
Vice president-finance	X		X		X		X
Historian		X		X		X	
Counselor**	X	X	X	X	X	X	X
Nominating Committee	3	2	3	2	3	2	3

*President Serves at least one year as president-elect before assuming office of president for two (2) years.

**Counselor Immediate past president, serves two (2) years. (See Article IV, Section 6).

NOTE: The dimmed red X denotes change in office that does not need to be voted on in the ballot since an elect will automatically become the President and Counselor or the Program Chairman.

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 vote 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.

SOUTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

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)

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

**SOUTH CAROLINA HOME ECONOMICS / FAMILY & CONSUMER SCIENCES
ASSOCIATION PRESIDENTS**

<u>YEAR</u>	<u>NAME</u>	<u>YEAR</u>	<u>NAME</u>
1914–1917	Lalla Martin	1998–1999	Sara Swanson
1917–1919	Mary B. McGowan	6/99–12/99	Dr. Nancy Porter
1919–1921	Catherine Mulligan	12/99–6/01	Dr. Brenda Thames
1921–1922	Christine South	6/01–5/02	Dr. Nancy Porter
1922–1924	Sarah Gilliam	2002–2003	Queen Bowman
1924–1925	Lalla Martin	2003–2004	Dr. Della A. Baker
1925–1926	Alice B. Foote	2004 –2005	Donna Bundrick Griffin
1926–1927	Blanche Tarrant (Woodward)	2005–2006	Dr. Ethel Jones
1927–1928	Meta DeLoach	2006–2007	Juanita Mendenhall
1928–1930	Stella Steele	2007–2008	Dr. Sheila Littlejohn
1930–1931	Mrs. Ralph Goodson	2008–2009	Anna Sumabat Turner
1931–1933	Jane Ketchen	2009–2010	Dorothy Blanton
1933–1935	Telma Malone	2010–2011	Dr. Diane Smathers
1935–1937	Sarah Cragwell	2011–2012	Dr. Eleanor Glover (Gladney)
1937–1939	Ada Moser	2012–2013	Lorna Williams
1939–1941	Margaret McGint (Crowson)	2013–2015	Dr. Carol Weatherford
1941–1942	Lonny I. Landrum	2015–2017	Glenna Mason
1942–1943	Annie Mae Hiedebrand	2017–2020	Kimberly Rae
	Elizabeth Monroe, Acting	2020-2022	Jean Pesce
1943–1944	Mary Fraser	2022-2024	Sophia Brown
1944–1946	Julia Brunson	2024-2026	Dr. LaToya Johnson
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	Dr. Eleanor Holton (McIntyre)		
1977–1979	Emily Wiggins		
1979–1981	Veronica Carmack Inman		
1981–1983	Dr. 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	Dr. Ann Warner		
1994–1995	Dr. Lillie Glover		
1995–1996	Dr. Carol Webb		
1996–1997	Linda Russell		
1997–1998	Marie Bell		

Names appearing in () are married names of those married after serving as president of SCAFCS.

