

BYLAWS
SOUTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES
FORMERLY, SOUTH CAROLINA HOME ECONOMICS ASSOCIATION

Adopted February 28, 1970

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February 24, 1995; February 23, 1996; February 1997, February 28, 2003,
February 19, 2009, Ratified by Board and SCAFCS Membership, February, 2010
January, 2023 UPDATED

ARTICLE I

NAME

The name of this organization shall be the South Carolina Association of Family and Consumer Sciences, hereafter referred to as SCAFCS.

ARTICLE II

PURPOSES AND MISSION

The purposes of the Association are stated in the Articles of Incorporation. The mission is to provide leadership and support for professionals whose work assists individuals, families, and communities in making informed decisions about their well being, relationships and resources to achieve optimal quality of life.

ARTICLE III

AFFILIATION

SECTION 1. The South Carolina Association of Family and Consumer Sciences shall be an affiliated association of the American Association of Family and Consumer Sciences (hereafter referred to as AAFCS) and shall set up Bylaws not in conflict with that organization.

SECTION 2. SCAFCS shall be represented in the Affiliates Presidents' Unit and in the AAFCS Leadership Council at the Annual Meeting of AAFCS as designated by AAFCS in Article X, Section 3 of the AAFCS Bylaws.

ARTICLE IV

OFFICERS AND ELECTIONS

SECTION 1. The officers shall consist of a president; president-elect; vice president-services; vice president-program; vice president elect-program; vice president-finance; secretary; counselor; and historian. The officers shall be professional, emeritus, and student (collegiate/postsecondary) members.

SECTION 2. Election of officers of the Association, of the Communities of Interest and members of the nominating committee shall be by mail or electronic ballot. Ballots shall be posted in the Newsletter on the website and available for voting to all individual members except Student Unit, at least two months before the annual meeting of the Association. They shall be returned by mail or submitted electronically by email

or text. The closing date for the receipt of ballots shall be thirty to forty-five days from the date of the distribution of the ballots.

SECTION 3. The president-elect shall be elected for a two-year term. Upon completion of the term of office, the president-elect automatically becomes president and serves in this capacity for a two-year term. Only members who are current members of the SCAFCS Board of Directors or chairs of communities shall be eligible for the presidency. The president shall officially assume office on June 1.

SECTION 4. The vice president-program shall be elected each year and serve as vice president elect-program for one year and vice president-program the following year. The vice president-program shall be elected so as to officially assume office June 1, following their year as vice president elect-program.

SECTION 5. The secretary, historian, and vice president-services shall be elected in odd-numbered years. Each of the above officers shall serve for two years. The vice president-finance shall be elected so as to assume office in even-numbered years for two or more two-year terms. New officers shall officially assume office on June 1 following the election.

SECTION 6. The counselor shall be the immediate past president. If the immediate past president is unable to serve, a member of the Board of Directors shall be appointed by the president with the approval of the Board. The counselor shall assume office on June 1, following the term as president.

SECTION 7. The nominating committee shall be composed of five members. Each member shall serve two years. Two members shall be elected so as to assume office on June 1 in even-numbered years and three in odd-numbered years. The chairman of the committee shall be designated by the president.

SECTION 8. Elections shall be by majority votes cast. The president may appoint members to fill un-expired terms in case of vacancies in elective offices except for the position of the president-elect, who shall be elected by the Board of Directors. The nominating committee elections are by plurality.

SECTION 9. No member shall hold more than one elected office at a time, and no elected member shall be eligible to serve more than two consecutive terms in the same office (with the exception of the VP Finance and historian).

SECTION 10. Specific directives are placed in the SCAFCS Policy and Procedures Handbook.

ARTICLE V

GOVERNING BODY AND FUNCTIONS

SECTION 1. The Board of Directors shall consist of the officers of the Association, the chairmen of standing committees and appointed committees, the chairmen of communities of interest, student unit chairman, and student unit advisor.

SECTION 2. The executive committee shall consist of the officers of the Association. The executive committee shall have power to act for the Board of Directors between meetings.

SECTION 3. The Board of Directors shall:

- a. Manage the business of the Association and refer to the members at the annual meeting such matters as it deems desirable and as required by the Bylaws of the Association.
- b. Receive the budget as submitted by the vice president-finance for study and recommendations. It shall adopt an annual budget, program of work, and other related programs and serve as the legal representative of the Association.
- c. Determine dates and places for the annual meeting of the Association and have power to cancel meetings in the event of an emergency.
- d. Authorize an audit/review of the financial records of the Association at the end of the term of office of the vice president-finance.
- e. Approve the standing committees appointed by the president and approve other committees whose membership is recommended by the president.
- f. Appoint official representatives of the Association to the organizations with which the Association is affiliated. It shall provide for cooperation with other groups through appropriate means. This shall include membership on joint committees and joint sponsorship of organizations with related interests. It shall receive reports from members serving on these committees and shall determine action.
- g. Adopt resolutions as needed.
- h. Act upon revision of the Bylaws before proposals are presented to members of the Association for adoption.
- i. Meet a minimum of three times annually or on call of the president or at the written request of one-half of its members. All outgoing and incoming members shall attend the spring board meeting where records will be passed from old officers to all incoming officers.

SECTION 4. A majority of the voting members of the board present at the time shall constitute a quorum.

SECTION 5. Meetings of the Board and/or Executive Committee may be held by means of telephone conference calls or other technologically assisted options.

ARTICLE VI

MEMBERSHIP AND DUES

SECTION 1. Membership in SCAFCS shall consist of one category.

SECTION 2. Individuals who qualify for membership in AAFCS are eligible for membership in SCAFCS.

SECTION 3. Members of SCAFCS must become members of the AAFCS as stated in the Articles of Incorporation. A special provision is made for courtesy membership.

SECTION 4. Individual members shall be professional, emeritus, and student unit.

- a. A professional member shall be a person:
 1. With a bachelor's or advanced degree from an accredited college or university in the United States, Canada, or other countries, with a major in one or more of the knowledge-based areas of the profession; or
 2. With a bachelor's or advanced degree with a major in a specialized subject matter area related to one or more of the knowledge-based areas of the profession from an accredited college or university in the United States, Canada, or other countries.
 3. With the opportunity to serve as an elected officer of the Association, as an officer of a Community of Interest, and as a member of the nominating committee. Student Unit members' voting privileges shall be limited to the President of the Student Unit.

- b. An emeritus/retired member shall be a person who has been an active member for at least 10 years, is 60 or more years of age, has met retirement guidelines at the place of previous employment, and is no longer gainfully employed. It is the responsibility of the member to request retired status.

- c. A Student Unit member shall be a person:
 1. Who is enrolled full time or part time by institutional standards in a two-year or four-year program of the profession in an accredited college or university in the United States, Canada, or other countries, with a major in one or more of the knowledge-based areas; or

 2. Who is enrolled full time by institutional standards and is progressing toward a graduate degree in a program administered by a unit established on the knowledge base of the profession

SECTION 5. Dues are as follows:

- a. Annual dues for all categories of individual membership in SCAFCS shall be the same as those approved by the Board of Directors of AAFCS.
- b. The affiliated state association designated by the member shall receive one-fourth of said dues.

SECTION 6. Membership.

- a. Membership privilege for individual members shall include:
 1. Access to AAFCS publications journal, news email updates of AAFCS, and to the SCAFCS Newsletter.
 2. Full voting privileges for Professional, Emeritus, and the Student Unit President.
 3. The opportunity to serve as an elected officer of the Association, as an officer of a community, and as a member of the nominating committee, if a professional or emeritus member, and
 4. The opportunity to serve as a member of other association committees, if a professional or emeritus member.

ARTICLE VII

STANDING COMMITTEES

SECTION 1. The Association shall have the following standing committees:

- a. PROGRAM OF WORK COMMITTEE. The duty of this committee shall be to recommend the program of work for the Association. The program of work shall be presented at the annual meeting of the Association or in its publication. The chairman of the committee shall be the president-elect.
- b. FINANCE/BUDGET COMMITTEE. The duty of this committee shall be to assume responsibility for all fiscal matters, as authorized by the Board and approved by the president. The chairman of the committee shall be the vice president-finance.
- c. MEMBERSHIP PROMOTION AND CREDENTIALS. The duty of this committee shall be to increase membership of the Association. The vice president-services shall serve as chairman of the committee.
- d. ELECTED NOMINATING COMMITTEE. The duty of this committee shall be to make nominations for the elected officers of the Association, distribute the official ballot to all members of the Association, and count the return votes to determine the elected officers. The committee shall be composed of five members, not more than two shall be members of the Board of Directors.
- e. BYLAWS. The duties of this committee shall be to receive and make proposed amendments to the Bylaws that are in line with the Bylaws of AAFCS. Upon the approval of the Board of Directors, the committee shall prepare a copy of the revisions and send to the membership at least one month in advance of the annual meeting. The Bylaws committee is asked to study the revisions of the Bylaws made at the annual meeting of AAFCS and is authorized to make the necessary changes and to notify the members which will affect the work of the Association before the annual meeting of SCAFCS. The committee shall be appointed by the Board of Directors for a two-year term.
- f. With approval of the Board of Directors, the president shall appoint other committees, which shall be noted in the Association's Policies and Procedures Manual.

SECTION 2. The committees shall not incur expenses except those budgeted and approved by the Board.

ARTICLE VIII

COMMUNITIES OF INTEREST

SECTION 1. Membership. 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.

SECTION 2. The officers of the Communities of Interest may be a chairman, chairman-elect, and other such officers the Community may choose. Officers of SCAFCS Communities of Interest must be members of the AAFCS Communities of Interest.

A nominee for chairman-elect, along with biographical descriptions, are submitted by each Communities of Interest to the state nominating committee by October 1 prior to the year in which the member assumes office for the inclusion on the official ballot of the State Association. Other officers are selected within the Community as needed. The chairman-elect assumes office in even-numbered years. Suggestion: Nominations for the ballot are determined from *within* each community, with the chair of each Community serving on the Board of Directors.

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.

SECTION 3. The Board of Directors of the Association may appoint a chairman for each new proposed Community in the State Association which parallels the AAFCS Communities of Interest. Communities of Interest may hold meetings at the time and place of the annual meeting of the Association, subject to the approval of the Board of Directors. The Chairman shall be responsible for channeling information and requests from AAFCS to the state membership and making recommendations to the Board of Directors for the formation of a new Community.

SECTION 4. Functions of Communities of Interest

- a. The functions of Communities of Interest shall be to:
 1. Promote, critique, and disseminate research to enhance and advance the knowledge bases of the profession and to influence public policy;
 2. Provide programming to support professional development of members within or among specialized communities, including at annual meeting and other times as deemed appropriate;
 3. Support and promote the integration and application of knowledge to enhance family and individual well-being in all settings;
 4. Identify trends and issues related to the community and the effects of these trends and issues on the entire profession;
 5. Submit proposals for special projects to be conducted by the communities, councils, national committees, or commissions;
 6. Encourage and assist members to promote community-related professional involvement and programming at affiliate levels;
 7. Establish any committees to carry out special activities or projects and communicate with constituents;
 8. May hold an annual business meeting at the Annual Meeting;
 9. Support the SCAFCS Program of Work and Priorities;
 10. Provide names of members to represent the communities in priority issues, legislation, public relations, research, and other areas when contacted by officers and staff of the Association;

and be represented on any special, ad hoc, or governance committees of concern to the communities.

- a. A Community shall not incur expenses except those budgeted and approved by the Board.
- b. A Community shall have its own rules of order provided these do not conflict with SCAFCS and AAFCS Bylaws, and which shall be approved by the Board of Directors.

SECTION 5. The vice president-program shall coordinate and oversee programs within Communities of Interest and serve as liaison between the Board of Directors and the Communities. In addition the vice president-program serves as chairman of the Annual Meeting Committee.

ARTICLE IX

MEETINGS

SECTION 1. There shall be an annual meeting of the Association at such time and place as the Board of Directors shall determine. At least one business session shall be held at the time of the annual meeting. The meeting shall be open to all members. ***Business may be transacted by a vote of the majority present.*** In an emergency, the Annual Meeting can be canceled by the Board of Directors.

SECTION 2. For the transaction of business by the Association, ***a majority of the members present at this time shall constitute a quorum.***

ARTICLE X

NEWSLETTER

The Association shall issue a Newsletter, which is to include information on state, national, and international work that will be of interest and/or inspiration to the membership.

ARTICLE XI

FISCAL YEAR

The fiscal year of the South Carolina Association of Family and Consumer Sciences shall be determined by Board of Directors and shall be noted in the Association's Policies and Procedures Handbook.

ARTICLE XII

AMENDMENTS

SECTION 1. These Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided that notice of any proposed amendment(s) be given at a regular meeting, by mail, electronic mail, or through one of the official publications of the Association to all members at least one month prior to the meeting at which the vote is to be taken.

SECTION 2. The following provisions in these Bylaws may be amended by action of the Board and vote of the majority of the members present at a regular meeting of the Association without prior notice thereof: Article IV (Officers and Elections), V (Governing Body and Functions), and VII (Committees).

SECTION 3. In the event of an emergency as determined by the Board of Directors, the Bylaws may be amended by mail or electronic ballot by a majority of the current membership with the privilege to vote.

ARTICLE XIII
TAX-EXEMPT STATUS

SECTION 1. This Association is a non-stock and non-profit corporation. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the Association shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the objectives set forth in the Articles of Incorporation.

No substantial part of the Association's activities shall be invested in carrying on propaganda or otherwise attempting to influence legislation. The Association shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

Notwithstanding any of the provisions in the Articles of Incorporation, the Association shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. Internal Revenue law).

SECTION 2. If in any one year the Association is found to be a private foundation, then, and in that event, its income for each such taxable year shall be distributed at such time and in such a manner as to not subject the foundation to tax under Section 4942 of the Internal Revenue Code. The foundation shall not engage in any act of self dealing (as defined in Section 4941(d) of the Internal Revenue Code), shall not retain any excess business holdings (as defined in Section 4943(c) of the Internal Revenue Code), shall not make any investments in such manner as to subject the foundation to tax under Section 4944 of the Internal Revenue Code, and shall not make any taxable expenditures (as defined in Section 4845 (d) of the Internal Revenue Code).

ARTICLE XIV
DEFENSE AND INDEMNIFICATION

SECTION 1. To the extent permitted by law, the Association shall defend and/or indemnify any person who was or is a party defendant or is threatened with being made a party defendant to any legal action, suit, or proceeding (other than an action, suit, or proceeding by or in the right of the Association) by reason of the fact that he/she is or was a director, officer, employee, or agent of the Association, or is or was so serving at the Association's request for another profit or not-for-profit corporation, against expenses actually and necessarily incurred by him/her in connection with the defense of such legal action, suit, or proceeding, except in relation to matters as to which he/she shall be adjudged in such legal action, suit, or proceeding to be liable for negligence or misconduct in the performance of his/her duty to the Association.

The termination of any legal action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith or in a manner which he/she reasonably believed to be in the Association's best interests. To the extent that the court or body in or before which such legal action, suit, or proceeding was finally determined has not addressed the questions of negligence or misconduct in the performance of the person's duty to the Association, a determination that indemnification is proper shall be made by a majority vote of the Board of Directors. In the event of settlement of a legal action, suit or proceeding, indemnification shall be made up to the amount that would reasonably have been expended in the defense, as provided for the Board of Directors.

Indemnification shall not be deemed exclusive of any other rights to which the director, officer, employee, or agent may be entitled under any Bylaw, agreement, vote of the Board of Directors or members, or otherwise.

ARTICLE XV

DISSOLUTION

In the event of dissolution or termination of the Association, the Board of Directors shall, after paying all the liabilities of the Association, dispose of all the assets of the Association exclusively for the objectives of the Association in such a manner or to such organization or organizations organized exclusively for charitable, educational, or scientific purposes and at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. Internal Revenue law) as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organization(s) organized and operated exclusively for such purpose, which the court shall determine.

ARTICLE XVI

PARLIAMENTARY AUTHORITY

Except as otherwise provided in its Bylaws and standing rules, the Association shall be governed in its proceedings by Robert's Rules of Order, Newly Revised.

SCAFCS Policy and Procedures Handbook & Templates

REVISED AND RATIFIED FEBRUARY, 2024

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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 at least 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 two years.
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; an 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 meetings of the Affiliate Presidents Unit (APU) 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. Send to AAFCS a list of officers, committee chairmen and community chairmen/coordinators, and if updated, a copy of revised Bylaws.
- q. Provide a directory of the Board to all officers, committee, and community chairs.
- r. Appoint a parliamentarian to serve during president's term
- s. Serve as the Association's representative to the South Carolina Family and Consumer Sciences Coalition (SC FCS Coalition) corresponding to president's term of office.
- t. Serve as the link between the SC FCS Coalition and the Board in planning and implementing the Annual Meeting.
- u. Ensure 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, Handbook, financial budget, reports, and minutes of meetings for past several years.
- h. Attend the meetings of the Affiliates Unit of AAFCS.

5 **VICE-PRESIDENTS (3)**

Official terms of elected officers begin June 1. All are to attend the April Board meeting after being elected.

Election

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

Term of Office

The vice president-program and vice president elect-program shall serve for one year. The vice president-services shall serve for two years.

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.

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.

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. Provide membership applications at meetings of family and consumer sciences professionals.
 3. Follow up on lists of delinquent members by letter or personal contact.
 4. Assist the vice president-finance in collecting dues from SCAFCS Life and Courtesy members.
 5. Keep an up-to-date mail and email listing of members in the state and provide information for the Newsletter.
 6. 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 even-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 the 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 one or more terms 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. Prepare and present the proposed annual budget to the Board at the April Board of Director's meeting.
 - 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.
- 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 the end of year in checking account, to be increased by 10% each year for inflation.

COUNSELOR

- 1. Term of office
The counselor takes office **June 1** following the term of president and serves for two years. 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. At the fall Board meeting, brings to the Board for discussion and approval options researched for a meeting location in the city designated by the Board **2 years in advance**. Once approved, **signs the contract for the future annual meeting. A deposit will be expected and comes from the annual meeting fund.**

HISTORIAN

1. Election
The historian is elected in even-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 a 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, all District Meeting Programs, 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 the 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 the 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 nomination for vice president-finance in even-numbered years; nomination for president-elect on odd-numbered years and vice president elect-program each year; a nomination for secretary, historian and vice president-services in even-numbered years; and two nominations for members of the nominating committee in even-numbered years and three nominations for members of the nominating committee in odd-numbered years.

- 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 that is posted in the November Newsletter prior to November 15. Ballots can be submitted via text, email, or US Postal Service. (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 in consultation with the treasurer for the fiscal year and submits to the board for approval prior to implementation.
- 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.

FUNCTIONS OF AD HOC COMMITTEES AND REPRESENTATIVES

1. **NEWSLETTER & COMMUNICATIONS EDITOR** shall:

- a. Be the editor 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 at least 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 posting on the Website. Photos should be in jpg and articles sent in .docx format.
- e. Assemble and edit all materials received. Change the Newsletter in to a pdf format for the website.
- f. Make arrangements for printing the Newsletter for major contributors and for the Historian to place in the Archives.
- h. Post a copy of the Newsletter on the SCAFCS Website prior to the middle of November (to meet the ballot requirements).
- i. Update the Website with information to promote the association and its activities.
- j. Pay the annual Weebly/Square domain and business fees in July before the due date. Get reimbursed by the VP Finance. Write a report for the Board meeting.

2. **PUBLIC AFFAIRS/POLICY COMMITTEE** shall:

- a. Have a planning meeting to prepare the 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 from 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 as well as to the media. (Go to the website of the SC Governor and fill out the form.)
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.
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 FUND COMMITTEE** shall:
- a. Inform Association Board and membership of the purpose of the AAFCS Development Committee.
 - b. Promote contributions to the development fund through the state newsletter, annual meeting and other means.
 - c. Forward contributions to AAFCS Development Fund 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.
8. **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 or call AAFCS directly.)

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 a board specified amount 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.

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 partially 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 two years in advance of said 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 upon 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. Furnish publicity chairman vita and pictures of speakers.
- c. 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.
- d. Arrange for printing of programs. Set deadlines for copy. Allow four weeks for reproducing programs.
- e. Arrange for host or hostesses for program participants. Work cooperatively with local arrangements chairman. Purchase gifts for speakers who do not receive an honorarium.
- f. Inform local arrangements chairman of any changes in program format that would change space requirements.
- g. Contact advisor of the Student Unit for program content.
- h. 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. (This is VERY important!)**

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

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.
- 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.

l. 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. **Provide** a floral arrangement if desired by committee 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..

e. 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.

f. 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, Winthrop University and SC State 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.

f. Arrange for printing and numbering of meal tickets.

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

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

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

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

k. 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.

l. 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.

- m. Give registration figures and meal reservations to chairman of local arrangements and program committees.
- n. Provide validated receipts for persons attending annual meeting.
- o. Arrange for the registration desk to be opened and manned on Thursday and Friday during the annual meeting.
- p. 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. Record and endorse checks.
- 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 the 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. 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. Several Awards must be sent directly to AAFCS using the online directions on their website. The AAFCS website should also be consulted for other award and recognition information.

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 money, a plaque and financial support from SCAFCS to attend the AAFCS 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 money 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 or group.

AAFCS FELLOWSHIPS

Applications are usually due by January 15 of each year. For a complete listing of awards and applications information, visit the AAFCS website. These change often and are only available from certain funds, often with specifications. Check the current information at aafcs.org.

