BYLAWS
NATIONAL EXTENSION ASSOCIATIONOF FAMILY & CONSUMER SCIENCES

KANSAS AFFILIATE

ARTICLE 1
NAME AND PURPOSE

Section 1 – The name of the organization shall be the Kansas Extension Association of Family and Consumer Sciences hereinafter referred to as "The Association".

Section 2- The purpose of this Association shall be:

- To promote professional growth and development by: providing for and recognizing leadership and achievement, awarding financial support for professional study and exchanging effective educational methodologies.
- To conduct programs that meet current social needs and concerns affecting families and communities.
- To communicate present and potential contributions of extension Family and Consumer Sciences
- To seek support for programs that benefits families/individuals and enhance the profession.

ARTICLE II
MEETINGS

Section 1- Place of Business- The principal place of business of the Association shall be Kansas State University, Manhattan, Kansas.

Section 2- Fiscal Year- The fiscal year of the Association shall be from Annual Meeting to Annual Meeting.

Section 3- Business Meetings- There shall be two regular meetings of this Association each year. The Annual Meeting of the Association will be held during Annual Extension Conference. The second meeting date, time and place shall be determined by the executive board of the Association.

Section 4- Special Meetings- Special Meetings of the Association may be called by a majority of the members of the Executive Board, or, upon a request by the members of the Association, when a resolution for such a special meeting is presented and signed by 20 percent of the members of the Association.
Upon receipt of such a resolution, the President shall set a specific place, date and time for such a special meeting which is to be held within sixty (60) days from the date the resolution is received by the President.

Section 5- Notice of Meetings- Notification of all regular and special meetings of the Association shall be given to all members of the Association at least ten (10) days before the date of the meeting.

ARTICLE III
ELECTION

Section 1- The Nominating Committee shall be made up of the Immediate Past President and the Area Counselors.

Section 2- All nominees for office must be filed with the Area Counselors by September 15.

Section 3- The Nominating Committee shall present 2 names for each office, with no more than 1 per Extension area if possible.

Section 4- Election shall be held by email ballot emailed to all members of the Association prior to Extension Annual Conference. Only ballots returned by the deadline listed on the ballot will be counted in the Election results. Ballots shall include space for write-in candidates for each elected office.

Section 5- Elections shall be determined by a plurality of the returned ballots. A tie will be broken by the flip of a coin in the presence of the Nominating Chairman and the President.

Section 6- In the absence or disability of the President or President-Elect, a member will be appointed by the Executive Board to assume the duties of the presiding officer.

ARTICLE IV
OFFICERS & EXECUTIVE BOARD

Section 1- Officers shall consist of President, President-Elect, VP's of Public Relations, Professional Development, Awards & Recognition and Member Resources, Secretary, Treasurer and the 4 Area Counselors. These officers and the immediate Past President (ex-officio) shall comprise the Executive Board.

Section 2- Duties of Officers and the Committee Members
President:

- Chair of the Executive Board.
- Call & preside at all regular and special meetings, including executive board meetings.
- To serve as a member ex-officio of every committee, except the nominating committee.
- To appoint "standing committees" Life Members may be appointed to special task forces, special committees or other special projects as deemed appropriate.
- To update the committee list on the KEAFCS website.
- To serve as an official representative of the Association.

- To assist the Treasurer with the Budget/Audit Committee.
- To serve as a KEAA Board member.
- To serve on the Budget Committee with the Treasurer.
- Install all association officers.
- Attend the NEAFCS Central Region Officer's Workshop.
- Attend NEAFCS Annual Session & Public Policy Forum.
- Attend PILD conference as KEAFCS representative.

President Elect:

- Member of the Executive Board
- To chair the Constitution, Bylaws & Policy Committee.
- To assist the Treasurer & President with the Budget/Audit Committee.
- To perform the duties of the President in their absence or disability.
- To attend all Association meetings to become familiar with the Presidents duties.
- To serve as a KEAA Board member.
- To represent KEAFCS on the United Association Conference Planning Committee.
- Responsible for Contacting "Life Members" by invitation (contact secretary for address list).
- Attend the NEAFCS Central Region Officer's Workshop.
- Attend NEAFCS Annual Session
- Coordinate "State's Night Out" for Kansas members attending the national meeting.
- To prepare & present Kansas Affiliate report to NEAFCS.
- To assist the President in any capacity requested.

VP for Public Relations:

- Member of Executive Board
- Responsible for marketing our association ("Living Well" or other professional campaigns) as well as special projects that may arise.
- Chair of the Public Relations and Marketing Committee.
- Assist the Recruitment Committee.
- To organize and lead the Public Relations and Marketing Committee to discuss and present possible issues.
- Update Marketing Brochure and Membership Letter.
- The immediate past president is the co-chair for Public Affairs under the VP.

VP for Professional Development

- Member of the Executive Board
- To represent KEAFCS on the United Conference planning committee.
- To consult with KSRE Area in charge of "Friendship Night" & assist in planning.
- To assist the History Committee.
- To assist the Research and Studies Committee.

VP for Awards & Recognition:

- Member of the Executive Board
- Assist the Awards & Recognition Committees: Program Awards, Communications Awards, Professional Development Awards.

- To notify membership of awards that they may apply for, supplying the links for submission, deadline & address for mailing.
- To notify members who are eligible for the following awards:
  - Distinguished Service Award
  - Continued Excellence Award
  - Extension Educator of the Year Award
  - Florence Hall Award
  - New Professional Award
- Prepare awards applications for NEAFCS judging.

VP for Member Resources

- Member of the Executive Board
- To serve as the liaison for KAFCE and 4-H Advisory
- Assist the Member Resources Committee.
- Assist the Retirement Committee of members and
- Assist the Scholarship/Friend of FCS/First Timers Stipend Committee.

Secretary

- Member of the Executive Board
- To keep accurate minutes of all meetings of the Association and the Executive Board.
- To attend to all correspondence of the Association.
- To keep an on-going list of "Life Members".
- To send copies of all approved meeting minutes to members of the Association.
- To send a copy of current year's minutes to the History Committee (VP of Professional Development)
- Update member notebooks as needed.

Treasurer

- Member of the Executive Board
- To keep records of all money collected and expended in the name of the Association.
- To receive dues from state "Life Members" and maintain a mailing list for those members. This list will be shared with the KEAFCS Executive Board and committee chairs.
- To serve as the chair of the Audit/Budget committee with the President & President Elect serving as members of the committee.
- To keep a record of membership and submit Association membership list and dues to NEAFCS by the national deadline.
- Submit dues to Kansas Extension Agents Association.
- Prepare Treasurer's Report for each regular and Association meeting.
- Prepare an annual audit report and lead budget discussions for the next year's budget prior to the annual meeting and instillation of officers.

Immediate Past President:

- Member of the Executive Board.
- Serve as Parliamentarian for the Association.

- To serve as a Vice President on the KEAA Board as the rotation may dictate through the state professional association.
- Chair of the Nominating Committee for elections.
- Co-chair for Public Relations under the VP of Public Relations.

Area Counselors:

- Serve as liaison person between Executive Board of Association and members in respective county areas in Kansas.
- To be responsible for assigned KEAFCS activities according to rotating schedule (see below)
- To hold area meetings of members as necessary. One area meeting a year devoted to association business, giving committees time to function is encouraged.
- To extend courtesies to members in respective areas as the opportunity may arise.

Four responsibilities of Area Counselors that are rotated between the 4 extension areas:

1. **Friendship Night:** Friendship Night is held in conjunction with the Annual Extension Conference. This event is a social event for all members, State staff, and life members and guests as well as committee members that work in a specified Extension area. VP of Professional Development also assists.
2. **Nominating and Association Newsletter Committee:** The Newsletter is to be complied 2-3 times a year. Information timely to the members should include, but not be limited to: Officer and Committee Reports, summaries of meetings attended on behalf of the Association, and resource sharing. Additionally, this committee is responsible for consulting with the immediate past-president to complete a slate of officers for a vote by the membership and inclusion in the Newsletter.
3. **State Annual Report:** responsible for compiling the Annual Report from reports submitted by officers and committee members in the association. These reports should be turned in 4 weeks prior to the Annual Association Meeting, to the area counselor in charge. The report will be published and distributed by the area in charge to the membership, as well as Life Members, in time for the Annual Association Meeting.
4. **State Fair Fashion Review:** responsible for organizing, writing the script, decorations, room monitors and superintendents to assist during judging. This are will work with the State 4-H Office.

Section 3- Duties of Executive Board

To act in an advisory capacity to the Association and to assist in formulating policies to be adopted by the Association.

To transact any business of the Association needing immediate action; such action to be reported on at the next regular meeting.

Section 4- Vacancies

President- Position will be filled by the President-elect.
President-Elect- position will remain vacant until next regular meeting of the Association at which time an election will be held.
Area Counselor- Position will be filled by an election in the representative area.
Other positions will be filled by Presidential appointment and approved by the Executive Board.

Section 5- Officer Instillation.
Officers shall be installed during a regular business session and officially assume their duties at the beginning of the new fiscal year.

Section 6- All officers except President and President-Elect, shall be elected bi-annually and shall serve two years. The President elect shall officially take office as President one year after election. The new President then serves a one-year term. Only a member who has served on Executive Board shall be eligible for President-Elect. The Vice President positions are considered equal in importance. The office of Vice President does not require previous board experience.

Section 7- A President-Elect, Vice President for Member Resources, Vice President for Public Relations and Treasurer shall be elected in even numbered years. A President-Elect, Vice President for Awards and Recognition, Secretary and Vice President for Professional Development shall be elected in the odd numbered years.

Section 8- Each Area Counselor shall be elected by the Association members from each area and shall serve a 2 year term. The four area counselors will be elected on a rotation basis. Northeast and Northwest will be elected in odd numbered years. Southwest and Southeast will be elected in even-numbered years.

ARTICLE V
STANDINGN COMMITTEES

Section 1- Operational Committees

Audit
Budget
Constitution, By-laws and Policy
Nominating and Association Newsletter
State Annual Report
State Fair Fashion Review

Section 2-Program of Work Committees shall include:
Under Vice President of Membership Resources

- Membership Resources
- Retirement
- Scholarship/Friend of FCS/First Timers Stipend

Under Vice President of Professional Development

- History
- United Association Conference
- Friendship Night
- Research and Studies

Under Vice President of Awards & Recognition

- Professional Development Awards
- Program Awards
- Communication & Public Relations Awards

Under Vice President of Public Relations

- Recruitment
- Public Relations / Marketing

Section 3- Responsibilities of Committees are as follows:

Audit Committee: Meets annually before the new officers take office to audit the treasurer's books.

Budget Committee: works with the Treasurer to complete a budget that reflects the current needs of the Association. The treasurer serves as chair of the budget committee, with the President and President-Elect serve as members.

Constitution, By-Laws and Policy Committee: responsible for reviewing the current articles governing the Association. Proposed revisions are then brought before the membership for approval. This committee shall be made up of the immediate six Past President plus two members appointed by the Association President, with the President-Elect serving as chairman of the committee.

Nominating & Association Newsletter Committee: responsible for securing members names to be placed on an annual ballot for election of officers, with assistance from the immediate past-president. This committee is responsible for compiling and distributing an Association newsletter to the membership, including life members. The newsletter is published 2-3 times a year. Committee is rotated among the Area Counselors.

Annual Report Committee: responsible for compiling and sending the Association Annual Report to the Membership, including state life members. Committee is rotated among the Area Counselors.

State Fair Fashion Review Committee: responsible for organizing, writing the script, decorations, room monitors and superintendents to assist during judging. This are will work with the State 4-H Office. Committee is rotated among the Area Counselors.

Membership Resources Committee: responsible for providing a welcome gift for new members at the Annual Meeting or Friendship Night. Additionally, they work to improve employment opportunities for members.

Retirement Committee: contacts each retiree concerning selection of a book of their choice to be placed in the library of their choice or donation to a charity of their choice not to exceed $50. The committee secures the book and presents it to the designated library with appropriate Honorary Accession Notation in keeping with the library's policy. This committee is responsible for sending retirees an application form for honorary membership in NEAFCS.

The Scholarship/Friend of FCS/First Timers Stipend Committee: makes decisions on guidelines for state scholarships and reviews applications for scholarship. The committee also encourages members to apply for national scholarships and fellowships (Greenwood Fellowship and Grace Frysinger Fellowship). The committee also reviews applications and selects the recipients for the Friend of FCS Award as well as the NEAFCS First Timer Award, a scholarship for attendance at National meeting.

History Committee: gathers and maintains a history of the Association. Items to be saved are: committee lists, friendship information, national meeting programs and Kansas awards winners, new professional award winner, Association newsletters, new articles of special programs and other awards members have received. The committee will compile and print a history annually to be added to the history file. Store past Association Annual Reports and history 3 years prior to current year in Hale Library on the campus of KSU. Review committee lists for members upon request. Put articles, pictures, etc in Association Notebook.

United Association Conference Committee: responsible for planning in conjunction with other Family and Consumer Science association, the United Association Conference held in Wichita each spring. Time may be allowed for a business meeting, committee meetings and professional development. State life members will receive an invitation to the conference.

Friendship Night Committee: responsible for planning the Friendship Night Event in conjunction with Annual Extension Conference. The event is a social event for all members, State life members and guests. Committee members are the Association members that work in the specified Extension Area responsible for the event that year, which is rotated between Extension Areas.

Research and Studies Committee: is often asked by various groups to suggest topics for research projects. This committee also helps in keeping Association members informed of research projects going on.

Professional Development Award Committee: notifies members who are eligible to apply for the Distinguished Service Award, Continued Excellence Award, Extension Educator of the Year Award, Florence Hall Award, and New Professional Award. This committee screens the applications for the awards and selects recipients.

Program Awards Committee: encourages members to apply for and reviews applications for programs awards. Dean Don Felker Financial Management Award, Mary W. Wells Memorial Diversity Award, Program Excellence through Research Award, Environmental Educational Award, Early Childhood Child Care Training Award, Food Safety Award, Extension Housing Outreach Award, American Cleaning Institute Clean Homes…Healthy Families Award of Excellence, Healthy Lifestyle Education Grant, and Community Partnership Award.

Communications and Public Relations Awards Committee: makes sure that each member is aware of the contests for newsletters, news articles, slide sets, radio spots, internet technology, etc. The committee encourages participation in the contest and judges the entries. Training in newsletter and news article writing is encouraged on an area basis.

Recruitment Committee: Responsible for contacting persons eligible for membership (new or returning) to the Association. Responsible for welcoming and introducing new agents at Annual Meeting.

Public Relations / Marketing Committee: creates marketing pieces including making / updating brochure. Responsible for creating the public image of the Association.

ARTICLE VI
MEMBERS

Section 1- Active Members
As of January, 1998, and Extension employee working in any capacity with family and consumer sciences programming, who has a minimum of a bachelor's degree, who belongs to his/her state association of extension Educators, upon payment of dues, may become an active member of NEAFCS.

Section 2- Life Members
Any Extension member, who has been a member of the association for at least 10 years will be granted (honorary) life membership upon application to the Retirement Committee. An (honorary) life member will have rights and privileges of an active member but will not hold office, (vote, serve on standing committees, or receive awards.)

ARTICLE VII
DUES

Section 1- Dues shall be paid by December 1. Dues shall include membership in:
Active Member:

Kansas Extension Association of Family and Consumer Sciences (dues will be determined annually).
National Extension Association of Family and Consumer Sciences (dues will be determined annually).
Kansas Extension Agents Association (eligibility and dues to be determined by KEAA) *If a member of another agent's association joins KEAFCS, KEAA dues are not paid twice.

First Time Member

Kansas Extension Association of Family and Consumer Sciences (dues will be $10 less than annually determined dues).
National Extension Association of Family and Consumer Sciences (dues will be determined annually).
Kansas Extension Agents Association (eligibility and dues to be determined by KEAA). *If a member of another agent's association joins KEAFCS, KEAA dues are not paid twice.

State Life Member

Any former KEAFCS member who is not currently employed in the Extension system may upon a one time payment of $20 dues by December 1 each year, become a life member of the State organization. The dues will support KEAFCS Activities.

Section 2-dues are payable to the Association at the Fall Professional Improvement meeting or by December 1. Area Counselors will collect the dues.

ARTICLE VIII
VOTING AND QUORUM

Section 1- Each Member shall have only one vote. Voting by proxy shall be prohibited.

Section 2- a quorum shall consist of the Association members present at the date and time of the meeting.

ARTICLE IX
AMENDMENTS

Amendments to the By-Laws may be made at any meeting with a 2/3 majority of those members present at the meeting. Notice and copy of proposed amendments shall have been sent to all members 10 days prior to the regular meeting.

ARTICLE X
AUDIT

Section 1- The accounts of the Association Treasurer shall annually be examined by the audit committee at the close of the fiscal year. If a vacancy occurs an audit will be conducted before the position is filled.

ARTICLE XI
OFFICIAL DEPOSITORY OF RECORDS

The permanent records (Annual Reports, Secretary's Minutes, History and Historian's Books) of the Association shall be preserved in Hale Library located at Kansas State University.

ARTICLE XII
PARLIMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall govern the Association in all cases in which they are not inconsistent with the By-laws of this Association.

ARTICLE XIII
LIABILITY

The Association shall in no way be liable for the acts of individual members of the Association, nor for the officers or directors who may act beyond their authority as officers of counselors. Officers and counselors shall not be liable for the Association, individually or collectively, unless they have acted beyond their authority as officers and counselors.

ARTICLE XIV
NON-PROFIT ASSOCIATION

The Association shall be a non-profit association.

ARTICLE XV
DISSOLUTION

On the dissolution of the Association, the entire net assets remaining after the payment of any and all liability and obligations of the Association shall be transferred to such association or associations organized exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt association or association under section 501©(3), which is other than a foundation exempt under Section 509 (a) of the Internal Revenue Code of the 1954 (or the corresponding provisions of any future United States Internal Revenue Law)

ARTICLE XVI
CREED

The official creed shall be that prescribed by the National Extension Association of Family and Consumer Sciences and a copy of the same shall be furnished to each member initiated during the Friendship event.

Revised April 13, 2011