POLICIES OF KANSAS EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

General

1. The policies and procedures of this Association may be initiated, amended, or deleted by a majority vote of the executive board at any called Executive Board meeting.

2. The President shall appoint a committee of three members to approve the minutes before they are sent to the membership.

3. Members who are NEAFCS Officers or committee chairs and members who are KEAFCS committee chairs will be invited to the Association Board Meeting as ex-officio members.

4. The Association Newsletter is published at least annually.

5. Friendship Night is an annual social event held for all members and guests. The planning is rotated among respective areas.

6. Applications for the following awards must be submitted to their respective committee chairman.

Professional Development Committee is responsible for:

a. Distinguished Service Award

b. Continued Excellence Award

c. Extension Educator of the Year Award

d. Florence Hall Award

e. New Professional Award

f. Para-Professional Award

g. NEAFCS Greeenwood Fellowship

h. NEAFCS Grace Frysinger Fellowship

Communications & Public Relations Awards Committee is responsible for:

a. Newsletters

b. Written News

c. Radio

d. Television

e. Educational Technology

f. Educational Curriculum Package

g. Educational Publications

h. Internet Education Technology

i. Marketing Package Award

j. Community Partnership Award

Program Awards Committee is responsible for:

a. Dean Don Felker Financial Management Award

b. Mary W. Wells Memorial Diversity Award

c. Program Excellence through Research Award

d. Environmental Education Award

e. Early Childhood Care Training Award

f. Food Safety Award

g. Extension Housing Outreach Award

h. Soap & Detergent Association Clean Homes...Healthy Families Award of Excellence

i. Healthy Lifestyles Education Grant

j. Excellence in 4-H Afterschool Programming

Scholarship/Friend of Extension FCS & First Timers Stipend Committee is responsible for:

Elinor Anderson Scholarship Fund Qualifications:

a. The recipient must have had a minimum of one (1) year experience in Extension work and must be a member of the Association.

b. The recipient is expected to work one year after using the scholarship.

c. The recipient is expected to give a brief report on how the scholarship was used to the Association at a regular meeting.

d. The recipient must use the scholarship for credit courses taken at KSU.

e. The guidelines for distribution of the fund are:

1. $400.00 to one Association member for graduate study.

2. $400.00 for workshops, short courses, or Telenet taken for graduate credit to be divided not more than four ways.

3. The total amount ($800.00) may be awarded to one applicant.

f. Members may receive the Elinor Anderson scholarship more than one year. Applicants not having received the scholarship will receive preference.

g. Recipient of the scholarships will be determined by the Committee.

Kansas Extension Association of Family and Consumer Sciences Scholarships Qualifications:

a. The recipient must have had a minimum of two (2) years experience in Extension work and must be a member of the Association.

b. The recipient is expected to work one year after using the scholarship.

c. The recipient is expected to give a brief report on how the scholarship was used to the Association at a regular meeting.

d. The scholarship may be used for professional workshops, trainings, as well as for college credit.

e. The guidelines for distribution of the scholarship fund are:

1. $150.00 may be divided among recipients.

f. Members may receive the Kansas Extension Association of Family and Consumer Sciences Scholarship more than one year. Applicants not having received the scholarship will receive preference.

g. Recipient of the scholarships will be determined by the Committee.

COMMITTEE FUNCTIONS

7. Written reports of committee action are to be submitted to the Association secretary.

8. Committee chairs may be invited to attend Executive Board meeting as ex-officio members.

9. The chair-elect of standing committees will automatically move up as chair. Exceptions are Budget Committee, Constitution, By-laws and Policy Committee.

10. The following officers are responsible for the Association committees:

a. Vice President for Public Affairs

1. Public Affairs

2. Annual Report

3. Legislative Event

b. Vice President for Professional Development

1. Research and Studies

2. Marketing

3. United Conference

4. Friendship Night

c. Vice President for Awards and Recognition

1. Professional Development

2. Program Awards

3. Communications & Public Relations Awards

4. Scholarship/Friend of FCS/First Timers Stipend

d. Vice President for Member Resources

1. Membership

2. New Agent Orientation

3. History

4. Retirement

e. Treasurer

1. Audit

2. Budget

f. President Elect

1. Constitution, By-laws and Policy

11. Officers in charge of Association committees are responsible for seeing that their respective committee notebooks are passed on to the next committee chair.

12. Each year the President will appoint one member for a two year term as the Association's representative to the KEAA Legislative Event Committee.

13. The Constitution, By-laws and Policy Committee shall be made up of the immediate six Past Presidents plus two members appointed by the Association President.

14. The Budget Committee will consist of the Treasurer - chairman, President and President-Elect.

COURTESY AND GIFTS

15. Recognition and Gifts

a. National award recipients will receive a courtesy memento selected by the President-Elect.

b. The retiring President will be given an appreciation gift at the completion of the term selected by the President-Elect.

16. Retirement Recognition

a. Association members--a book of their choice to the library of their choice not to exceed $50.00.

17. Death of the following currently employed:

a. $25.00 memorial for:

1. Association members

2. State Extension Family and Consumer Sciences Staff

3. State Extension Director and Associate Directors

MOTIONS

18. Motions made during the Association business meeting must be submitted to the secretary in written form.

NEAFCS

19. The Association will be responsible for registration, travel, meals and lodging for the President-Elect for Central Regional Officer's Workshop. The President's expenses for Central Regional Officer's Workshop are paid for by the NEAFCS.

20. Voting delegates will represent the Association at the NEAFCS Annual Business Meeting, Regional Business Meeting, Open Forum and other NEAFCS functions as designated by the Association President.

21. The President will inform voting delegates of issues that will be discussed at NEAFCS and will communicate all necessary information to Association members regarding NEAFCS Annual Session.

22. The Association will pay a maximum of $125.00 toward the registration fee of each voting delegate attending NEAFCS Annual Session. If the delegate is also an award recipient, only the voting delegate allowance of $125.00 toward the registration fee will be paid.

23. Voting delegates for the Association will be selected in the following order as determined by state membership:

a. President

b. President-Elect

c. Treasurer

d. Secretary

e. Appointed as needed by Executive Board

24. The Association will pay $50.00 toward the registration fee of Distinguished Service and Continued Excellence Award recipients to NEAFCS Annual Session.

25. The Association will provide two scholarships for First Timers to NEAFCS Annual Session in the amount of $50.00 per scholarship as selected by the Professional Improvement Scholarship Committee.

26. The one guest at NEAFCS Annual Session each year will be invited in the following order (expenses not reimbursed by the Association).

a. Assistant Director, Extension Family and Consumer Sciences

b. Associate Director of Extension

c. Director of Extension

d. Dean of Human Ecology

e. Area Directors (by drawing)

f. Area Extension Specialists, Family and Consumer Sciences (by drawing)

g. State Extension Family and Consumer Sciences Specialists (by drawing).

27. The Association will pay the early bird registration fee for the KEAFCS President to attend National meeting.

(Revised December 12, 2005)