

**BYLAWS**  
**Virginia Association of**  
**Family and Consumer Sciences, Incorporated**

**Article I**  
**NAME**

The name of the organization shall be the Virginia Association of Family and Consumer Sciences, Incorporated.

**Article II**  
**PURPOSES**

The purposes of this organization are the same as those of the American Association of Family and Consumer Sciences, as stated in its bylaws, Article II:

The purposes of the Association shall be to further education and science in family and consumer sciences. Without in any way limiting the foregoing, but in expansion thereof, the Association shall improve and strengthen education in family and consumer sciences; establish and improve standards of service and scientific research in the public interest in family and consumer sciences; sponsor and otherwise support seminars, debates, symposia, conferences and similar professional discussion in family and consumer sciences; state and disseminate policy for professional guidance at the national and international levels concerning the public interest in family and consumer sciences; identify and study social, economic, and psychological changes having implications for family and consumer sciences programs and bring these changes to the attention of the family and consumer sciences profession and the public; encourage and promote a sufficiently full and fair exposition of the pertinent facts involving legislation affecting family and consumer sciences and the improvement of home and family life as to permit an individual or the public to form an independent opinion or conclusion; and promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in family and consumer sciences.

In addition, this association wishes to devote itself more specifically to the concerns of the family and consumer sciences profession as they develop in Virginia.

**Article III**  
**AFFILIATION**

The Virginia Association shall be affiliated with the American Association of Family and Consumer

Sciences.

**Section 1** The Virginia Association of Family and Consumer Sciences shall be represented in the AAFCS Senate by the president, presidentelect and other delegates as authorized by AAFCS.

**Section 2** The president and presidentelect shall be members of the Affiliates' Unit of the American Association of Family and Consumer Sciences.

#### **Article IV OFFICERS; ELECTIONS**

**Section 1** The elected officers of the state association, who shall be active members, shall consist of president, presidentelect, vice president for professional development, vice president for public affairs, vice president for sections, vice president for regions, vice president for recognition, vice president for membership, secretary and treasurer.

**Section 2** The election of officers of the Association and members of the Nominating Committee shall be by mail ballot. Ballots shall be mailed to all active and reserve members by the Nominating Committee. The marked ballot shall be returned by mail. The closing date for the receipt of ballots shall be 30 days prior to Annual Meeting or by May 1, whichever is earlier. Those elected will assume office on June 1 of the year in which elected. The election of officers and Nominating Committee members shall be by majority of votes cast.

**Section 3** A presidentelect shall be elected annually to serve as presidentelect for one year and as president for the following year. That person shall assume office as president on June 1 of the year following election as president-elect. In the event the office of president is vacated, the presidentelect will assume that office. Only a member who has served on the Board of Directors within the past five years shall be eligible for the presidency. If the president-elect cannot assume office as president or must leave office during the term, the office will be filled by a person chosen by the Board of Directors and the Chair of the Nominating Committee.

**Section 4** A vice president for professional development shall be elected in even years and serve for two years.

**Section 5** A vice president for public affairs shall be elected in odd years and serve for two years.

**Section 6** - A vice president for communities shall be elected in even years and serve for two years.

**Section 7** - A vice president for regions shall be elected in odd years and serve for two years.

**Section 8** - A vice president for recognition shall be elected in even years and serve for two years.

**Section 9** - A vice president for membership shall be elected in odd years and serve for two years.

**Section 10** The secretary shall be elected in even years and serve for two years.

**Section 11** The treasurer shall be elected in odd years and serve for two years.

**Section 12** The Nominating Committee shall consist of five members, with two elected in even years, three in odd years for a two year term. The chair shall be appointed by the president. The Nominating Committee shall nominate officers and Nominating Committee members and shall prepare the ballot with the assistance of the state association executive.

## **Article V FUNCTIONS OF OFFICERS**

The functions of elected officers of the state association are defined below and in the handbook:

**Section 1** The president shall be the executive officer of the Association, and shall exercise general supervision over the interests and welfare of the organization, including the employed staff; shall be chair of the Board of Directors; shall make appointments as needed. The president shall preside and give a report at the annual business meeting, and shall appoint members to fill vacancies which may occur in elective or appointive offices, with the exception of the presidentelect. The president serves as a member of the Affiliates' Unit and in the Senate of the American Association of Family and Consumer Sciences. The outgoing president shall remain on the Board of Directors for one year as counselor.

**Section 2** The presidentelect shall be a member of the Board of Directors and serve as a member of the program of work committee. The presidentelect is a member of the Affiliates' Unit of AAFCS and shall serve in the Senate of the American Association of Family and Consumer Sciences. The presidentelect shall oversee the work of the Administrative Committees.

**Section 3** The vice president for professional development shall serve on the Board of Directors, shall be responsible for the development of the program of work of the Association, shall appoint the annual meeting program chair, shall oversee the work of the following committees: program of work, annual meeting program, and annual meeting local arrangements.

**Section 4** The vice president for public affairs shall serve on the Board of Directors, shall be responsible for the development of the Association's public affairs program and the work of the legislative monitor, and shall chair the resolutions committee.

**Section 5** - The vice president for communities shall serve on the Board of Directors, provide

support to and oversee all communities of the association. The vice president for communities will represent and report for all communities at the Board of Directors meeting.

**Section 6** - The vice president for regions shall serve on the Board of Directors, shall provide support to and oversee all regions of the association. The vice president for regions will represent and report for all regions at the Board of Directors meeting.

**Section 7** - The vice president for recognition shall serve on the Board of Directors, shall provide support to and oversee the following committees: awards, scholarship, and public relations. The vice president for recognition will represent and report for committees at the Board of Directors meeting.

**Section 8** - The vice president for membership shall serve on the Board of Directors, shall be responsible for promoting membership in the association, shall provide support to and oversee the membership committee, and shall report for the membership committee at the Board of Directors meeting.

**Section 9** The secretary shall maintain and keep minutes of all business meetings of the Association and shall perform all other duties incumbent upon the office of the secretary as directed by the president and Board of Directors. The secretary shall function cooperatively with the state association executive in publishing announcements of Association meetings, in conducting correspondence as directed by the president, and in ensuring the availability of three years of past records at all business meetings. At the termination of the office, the secretary shall relinquish records of the term of office to the successor and shall place other permanent records in the files of the Association housed at the office of the state association executive.

**Section 10** The treasurer shall serve as a member of the Board of Directors and Assembly of Members, and shall present financial reports and the proposed annual budget to the Board of Directors and shall present a financial report and the approved budget to the Assembly. The treasurer shall solicit budget requests from officers, committee chairs and unit chairs prior to budget preparation, receive an annual financial statement from all subunits holding funds, serve as chair of the budget committee, shall be responsible for reviewing financial records and overseeing the fiscal operation and policy of the association.

## **Article VI**

### **STATE ASSOCIATION EXECUTIVE**

The Virginia Association of Family and Consumer Sciences Board of Directors shall appoint a state association executive, contingent upon the availability of funds, to assist with Association business and records. The qualifications, responsibilities, extent of employment time and compensation will

be determined by the Board of Directors. Responsibilities may include some functions currently designated as duties of the secretary and treasurer.

The state association executive shall be an active member of the Virginia and American Associations of Family and Consumer Sciences and will serve as a nonvoting member of the Board of Directors. Request for termination of services either by employer or employee must be received in writing 30 days prior to termination date.

## **Article VII LEGISLATIVE MONITOR**

The Virginia Association of Family and Consumer Sciences Board of Directors shall appoint a legislative monitor, contingent upon the availability of funds, to follow legislation of interest to the Association. The qualifications, responsibilities, extent of employment time and compensation will be determined by the Board of Directors with preference given to a qualified VAFCS member. The legislative monitor will serve as a nonvoting member of the Board of Directors. Request for termination of services either by employer or employee must be received in writing 30 days prior to the termination date.

## **Article VIII BOARD OF DIRECTORS COMPOSITION AND DUTIES**

**Section 1** The Board of Directors shall have responsibility for the general management of the affairs of the Association as described in the Association Handbook. The Board of Directors shall consist of the elected officers of the state association (the president, presidentelect, vice president for professional development, vice president for public affairs, vice president for communities, vice president for regions, vice president for recognition, vice president for membership, the secretary, and the treasurer), the immediate past president (counselor), the chair or president of the Student Unit, and the student unit advisor. The state association executive, Nominating Committee chair, and legislative monitor shall serve on the Board of Directors in an exofficio, non-voting capacity.

**Section 2** The Executive Committee of the Board of Directors shall consist of the elected officers of the state association. The Executive Committee shall be empowered to act in the absence of the full Board of Directors upon matters of Association business as stipulated by the majority vote of the members of the Board of Directors.

**Section 3** Meetings of the Board of Directors shall be held at least semiannually. Additional meetings of the Board of Directors may be called by the president and must be called by the president upon written request of five members of the Board of Directors. Written notice of time and place of all meetings of the Board of Directors shall be sent to each board member by the state association executive or President at least two weeks before the appointed date and time.

**Section 4** Quorum. The presence of a simple majority of the voting members of the Board of Directors shall constitute a quorum.

**Article IX**  
**MEMBERSHIP, DUES AND PRIVILEGES**

**Section 1** Individuals eligible for membership in the American Association of Family and Consumer Sciences shall be eligible for membership in the Virginia Association of Family and Consumer Sciences.

**Section 2** Membership categories shall include:

(a) **Active:** An active member shall be a person:

1. with a bachelor's or advanced degree from an accredited college or university in the United States or Canada 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 or Canada and with a minimum of two years of experience in that area.

(b) **Associate:** An associate member shall be a person:

1. with a bachelor's degree from an accredited college or university and who is not eligible as defined under active membership but who is interested in furthering the purposes of the Association. After two years of continuous membership, an associate member may petition to become an active member; or
2. with a two-year associate degree from an accredited college or university in the United States or Canada with a major in one or more of the knowledge-based areas of the profession or in a specialized subject matter area of the profession; or
3. who is eligible for active membership and is not employed more than 20 hours a week or is serving in the first year of professional employment.

(c) **Retired Professional**

A retired professional 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 place of previous employment, and is no longer gainfully employed. It is the responsibility of the member to request retired status.

(d) **Student**

A student 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 or Canada with a major in one or more of the knowledge-based areas of the

profession or one of the specialized subject-matter areas; or  
2. who is enrolled full time or part 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 and is not gainfully employed for more than 20 hours a week. The individual who chooses membership as a graduate student rather than active membership status may do so for no more than three years for each advanced degree attempted, and is limited to no more than six years of such membership.

**(e) Supporting**

A person eligible for active membership and interested in furthering the purposes of the Association through substantial contribution.

(f) **Honorary** member shall be a person other than a family and consumer sciences professional whom the Association desires to honor for exceptional services within the interest of the Association. Honorary membership may be granted by the Board of Directors

**Section 3** Dues for individual members in the American Association of Family and Consumer Sciences and the Virginia Association of Family and Consumer Sciences shall be paid simultaneously to the headquarters office of AAFCS. Annual dues for all categories of individual membership shall be established by the AAFCS Senate.

**Section 4** Membership privileges:

(a) All individual members shall receive **VAFCS News, Journal of Family and Consumer Sciences** and other communications from VAFCS/AAFCS.

(b) Each active, retired, supporting and associate member shall be entitled to cast one vote for the elected officers and for each proposal submitted to a vote of the membership. Honorary members will have no vote.

(c) Elected officers of the Virginia Association, officers of sections, members of Nominating Committee and the state's delegates to the AAFCS Senate shall be active, associate, retired or supporting members.

(d) Officers of the Student Unit shall be elected by the members of that section, and committees shall be appointed by the chair of that section. This section will be represented on the VAFCS Board of Directors by its chair and by its faculty advisor.

**Article X  
UNITS**

**Section 1** There shall be auxiliary units of the Virginia Association of Family and Consumer Sciences whose primary aim shall be to promote and strengthen the Association's program.

**Section 2** Units of the Association shall be:

- (a) The **VAFCS Regional Units** composed of active members within designated geographic areas throughout the state. The areas shall be defined by the Board of Directors and approved by VAFCS membership.
- (b) The **Communities Unit** composed of VAFCS members affiliated with AAFCS's communities. VAFCS sections will be those that are compatible with AAFCS communities.
- (c) The **Student Unit** composed of VAFCS student members enrolled in a family and consumer sciences twoyear or fouryear program with a major or minor in family and consumer sciences or one of its specialized areas.

**Section 3** Each unit shall be governed by its own rules of order in accordance with VAFCS bylaws and shall elect a chair, chairelect, and such additional officers and committees as deemed necessary to execute its program. Each unit, however, shall be accountable directly to the Board of Directors and shall report its financial management to the VAFCS Executive Administrator to be included in the total fiscal report.

**Section 4** Each unit shall hold at least one business meeting per year to determine goals and unit programs and shall hold one or more general meeting(s) with time and place to be determined by its officers. Provisions shall be made on the program of the annual meeting of the Association for unit meetings.

**Section 5** An annual report of each unit shall be submitted to the Board of Directors prior to the annual meeting.

**Section 6** Each unit shall be represented on the Board of Directors by the vice president of sections or regions in accordance with Article VIII.

**Section 7** Additional units may be organized when approved by the Board of Directors and majority vote of the VAFCS Assembly of Members.

## **Article XI**

### **STANDING COMMITTEES**

**Section 1** The Association shall have the following standing committees:

- (a) **Budget** Duties are to study financial status and requests of sections, prepare an annual budget and submit recommendations to the Board of Directors for approval at the Board of Directors meeting prior to the beginning of the fiscal year. Membership shall include the treasurer as chair, president, presidentelect and Association Executive Administrator.
- (b) **Membership** Duties are concerned with reaching eligible persons to encourage their

membership in AAFCS and VAFCS; and to promote understanding of eligibility, dues, and privileges of such membership. The membership committee reports to the Board of Directors through the vice president for membership.

(c) **Program of Work** Duties are to bring together the thinking of members of various sections of the Association into a program of work consistent with the AAFCS program of work. This program of work shall be presented at the business session of the Association's annual meeting for consideration, revision and adoption for a two year period. The membership of this committee shall include the vice president for professional development who shall serve as chair, the presidentelect, vice president for public affairs, and chairs of the various units.

(d) **Annual Meeting Program** Duties shall be to plan for the next year's annual meeting in consultation with the vice president for professional development.

(e) **Scholarship** Duties shall be to distribute application forms to the appropriate groups in Virginia; to encourage applications for scholarships offered by the VAFCS; to select applicants best qualified for each scholarship and to have the scholarships awarded appropriately at the annual meeting of the Association. The scholarship committee reports to the Board of Directors through the vice president for recognition.

(f) **Bylaws** Duties shall be to receive suggestions and propose amendments to the bylaws, and to have notices of proposed amendments distributed to the Association members in accordance with Article XVII. The Bylaws committee will report to the Board of Directors through the counselor who serves as chair of the committee.

(g) **Resolutions** Duties shall be to solicit and propose resolutions to the membership. Committee will report to the Board of Directors through the Vice President of Public Affairs who serves as chair of the committee.

(h) **Public Relations** Duties shall be to assist the various components of VAFCS in facilitating effective communication among its constituents and to promote public relations activities. The public relations committee reports to the Board of Directors through the vice president for recognition.

(i) **Annual Meeting Local Arrangements** Duties shall be to coordinate local arrangements for the next year's annual meeting in consultation with the annual meeting chair and the vice president for professional development.

(j) **Development** Duties shall be to promote giving to support AAFCS and VAFCS programs, activities and awards.

(k) **Awards** Duties shall be to distribute and encourage applications for awards from the membership and to present awards if merited. The awards committee reports to the Board of Directors through the vice president for recognition.

(l) **International** Duties shall be to promote activities which will improve international relations and to promote individual and group membership in the International Federation for Home Economics. The committee shall report to the Board of Directors through the

President.

**Section 2** The president shall appoint chairs of standing committees, except as otherwise provided. Chairs shall select members for their committees, except as otherwise provided.

**Section 3** The Board of Directors may authorize the appointment of additional committees as needed. The president shall appoint the chairs of these committees.

## **Article XII MEETINGS**

**Section 1** There shall be an annual meeting of the Association at such time and place as the Board of Directors shall determine. In the event of an emergency, the annual meeting can be canceled by the Executive Committee.

**Section 2** For the transaction of business and to establish the policy of the Association, at all annual meetings of the Association there shall be a duly called meeting of the Assembly of Members. Ten percent of the members of the Association shall constitute a quorum. The functions of the Assembly of Members shall be:

- (a) to receive the reports of officers, committees and the Executive Administrator,
- (b) to act upon proposed changes in the bylaws,
- (c) to adopt a program of work that includes a public affairs program,
- (d) to adopt resolutions,
- (e) to transact such other business as may properly come before the membership.
- (f) to receive the results of the election of officers and install officers,

## **Article XIII OFFICIAL PUBLICATIONS**

The Virginia Association of Family and Consumer Sciences shall issue a newsletter at least three times a year. In addition, at the discretion of the Board of Directors, supplementary publications may be published periodically.

## **Article XIV FISCAL YEAR**

The fiscal year of the Virginia Association of Family and Consumer Sciences shall be from May 1

through April 30.

**Article XV**  
**TAX EXEMPT STATUS**

**Section 1** VAFCS is a nonstock, nonprofit organization which is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future U.S. internal revenue law).

**Section 2** VAFCS shall not, in any way, participate in or intervene in any political or profitmaking activities which are in conflict with the Internal Revenue Codes governing its tax exempt status.

**Article XVI**  
**DEFENSE AND INDEMNIFICATION**

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 notforprofit 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 by the Board of Directors.

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

**Article XVII**  
**DISSOLUTION**

In the event that the Association may wish to disband or dissolve, the Board of Directors shall follow the legal requirements for the dissolution of a corporation under the laws of the Commonwealth of Virginia and in accordance with the requirements of the American Association of Family and Consumer Sciences.

**Article XVIII**  
**PARLIAMENTARY AUTHORITY**

Except as otherwise provided in its bylaws, the Association shall be governed in its proceedings by the latest edition of **Robert's Rules of Order, Newly Revised**.

**Article XIX**  
**AMENDMENTS**

These bylaws may be amended by a vote of twothirds of the members present and voting at any annual business meeting of the Association provided that notice of the proposed amendment is given by mail or through the official publication of the Association to all members one month previous to the meeting at which they are to be voted on.

Revised August 1998  
Revision March 2004  
Revised April 2008