

HANDBOOK

for



*A GUIDE FOR OFFICERS,
CHAIRS OF COMMITTEES,
AND UNITS*

This handbook is meant to be a guide to the officers, chairs of committees, regional directors, and units in regard to their responsibilities in the Virginia Association of Family and Consumer Sciences.

Any such handbook is a minimum outline to suggest primary duties of the leaders of an organization as required by the bylaws. Each new leader in an association brings unique expertise, ideas, innovative thoughts and creativeness which should be encouraged beyond basic duties.

Virginia Association of Family & Consumer Sciences, Inc.
17500 Genito Road
Amelia, VA 23002

Revised 1979, 1983, 1989, 1993, 1995, 2004, 2012, 2013

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THE ORGANIZATION

Mission Statement

The mission of VAFCS is to affect the optimal well being of families and individuals by:

- Empowering members to act on continuing and emerging concerns;
- Focusing the expertise of members for action on critical issues;
- Assuming leadership among organizations with mutual purposes.

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

Corporate and Tax Exempt Status

The Commonwealth of Virginia's State Corporation Commission issued a certificate of incorporation to the former Virginia Home Economics Association, Inc. on June 8, 1977. Corporate officers are members of the VAFCS Board of Directors. The current registered agent may be contacted through the registered office, 17500 Genito Road, Amelia, VA 23002-4410.

VAFCS was declared exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code by the IRS in June, 1979. The association joins AAFCS and other state associations in being recognized as an educational and scientific organization to serve the public interest.

The major benefit of the 501 (c) (3) tax status is in perception by others as an association philosophically committed to service to others. Some practical benefits include mail permit privileges and the deduction of gifts from personal income taxes by donors.

The 501 (c) (3) status imposes limitations on lobbying efforts, limiting them to "insubstantial" amounts conducted under IRS guidelines with regard to carrying on propaganda, attempting to influence legislation, or intervening in a political campaign.

Organizations exempt under section 501 (c) (3) enjoy the most credible status and the most preferential treatment. Perceived by the public to be working without vested self-perpetuating interests, the programs generated must be demonstrably in the interest of the general public.

The basic purposes of an educational and scientific organization must reflect a concern for the common good.

OFFICERS

Elected Officers

The association operates under its bylaws, where primary duties for officers are listed. Additional duties for each officer are listed here.

Elected officers, as listed in the bylaws, include a president, president-elect, vice president for programs, vice president-elect for programs, vice president for public affairs, vice president for member services, vice president for recognition, secretary, and treasurer. The fiscal year is from June 1 through May 31.

The **president** takes office on June 1 after having served as president-elect for one year. The duties are to:

- Appoint chairpersons for standing committees and someone (usually a past president) to install new officers during the Annual Meeting.
- Serve as chair of the Leadership Committee and ex-officio member of all other committees.
- Approve payment of bills.
- Provide general oversight for the work of the appointed officials (paid and unpaid).
- Consult with the editor concerning suitable material and publishing dates for the VAFCS newsletter.
- Keep informed of the policies, organization, and program of work of the American Association of Family and Consumer Sciences and endeavor to coordinate state association activities with it.
- Send state reports to AAFCS as requested. These may include such things as:
 1. Annual Report
 2. Election and replacements of officers and committee chairs
 3. Action plan
 4. VAFCS senator information for AAFCS Annual Meeting
- Attend annual meeting of the American Association of Family and Consumer Sciences or secure an alternate, and serve as chair of the Virginia senators (VAFCS may pay part of the expenses of the president and other senators to the meeting, subject to current budget).
- Send historical information to state association executive.

The duties of the **president-elect** are to:

- Attend all meetings of the Board of Directors and Leadership Committee.
- Appoint committee chairs by the close of the Annual Meeting preceding term of office as president.
- Serve as chair of the Site Committee, selecting site and date for the Annual Meeting.
- Serve as second senator to AAFCS.

The **vice presidents** – In addition to the duties listed in the bylaws, vice president duties include:

- Attend all meetings of the Board of Directors and the Annual Meeting.
- Contribute an article to each newsletter.
- Prepare report for Annual Report.
- Transfer files at the end of the term to the successor and orient him or her to the duties of the office.

Vice President for Programs

- Oversee the development of the Program of Work.
- Appoint the Annual Meeting Program Committee chair.
- Oversee the work of the following committees:
 - Program Planning
 - Annual Meeting Program
 - Annual Meeting Local Arrangements
- Ensure that Professional Development Units (PDUs) are requested from AAFCS for Annual Meeting and other appropriate professional development efforts.

Vice President-Elect for Programs

- Provide support to and oversee all regions.
- Work closely with vice president of programs and Program Planning Committee.

Vice President for Public Affairs

- Develop public affairs program.
- Monitor the work of selected General Assembly subcommittees and legislation.
- Keep VAFCS membership informed of the actions and issues by writing articles for the VAFCS newsletter.
- Schedule and plan a training workshop or FCS Day at the General Assembly.
- Arrange for a presentation at Annual Meeting for the membership on legislative progress or its lack thereof to identified issues and carry-over legislation scheduled for study.

Vice President for Member Services

- Promote membership in the association.
- Provide support to and oversee the Member Services Committee.
- Oversee community areas of VAFCS.

Vice President for Recognition

- Promote and coordinate recognition efforts, including all awards and scholarships.
- Oversee Recognition Committee.

Secretary

- Record minutes of official business meetings of the Board of Directors and disseminate to board members within two weeks of the meetings.
- Ensure the availability of three years of past records at all business meetings.

- Transfer secretary's records to successor within two weeks after the expiration of term of office and place other permanent records in the files of VAFCS housed at the office of the state association executive.

Treasurer

- Write checks in the absence of the state association executive.
- Write salary checks each month and any reimbursements for state association executive after receipt of approved voucher from the president.
- Manage all fiscal policy, including investigating and reporting to the board investment opportunities for association funds.
- Solicit budget requests from officers, committee chairs, and unit chairs prior to budget preparation.
- Serve as chair of the Finance Committee.

Counselor

- Serve as chair of the Bylaws and Handbook Committee.
- Serve on the Board of Directors and Leadership Committee.
- Serve as parliamentarian in accordance with the bylaws and current edition of *Robert's Rules of Order, Newly Revised*.

Appointed Officials

State Association Executive (SAE)

- The Board of Directors will appoint this executive, contingent upon the availability of funds, to assist with association business and record-keeping.
- The qualifications, responsibilities, extent of employment, number of hours, and compensation will be determined by the Board of Directors. The SAE must be an active member of AAFCS/ VAFCS and will serve as a non-voting member of the VAFCS Board of Directors and Finance Committee.

Specific duties include:

- Provide continuity and leadership to the board and to the association.
- Complete all tasks assigned or requested by the board in a timely and professional manner.
- Provide the permanent official registered office for VAFCS and serve as liaison between officers, committees, and members at the discretion of the president.
- Attend meetings to represent VAFCS as directed by the president.
- Participate in the AAFCS Annual Meeting and the AAFCS Affiliates' Unit meetings.
- Write checks for the association with vouchers signed by the president.

- Pay all bills promptly after authorization by the president. Keep accurate records of all financial transactions.
- Secure an annual audit. Prepare copies of the audit report for the president and SAE files.
- Receive an annual financial statement from all units holding funds.
- Maintain a permanent file of association correspondence, committee records, and newsletters.
- Provide space for file cabinet, computer, telephone, and other necessary office equipment.
- Secure news stories and other documents reflecting association activities in cooperation with VAFCS vice president of public affairs, regional directors, and others.
- File a copy of the Annual Report, to serve as a brief summary of the year's activities for the cumulative history of the association, including a copy of the Program of Work.
- Prepare IRS and State Corporation Commission reports.
- Maintain the association membership list and generate lists and labels as requested.
- Prepare financial reports for the Annual Meeting and Board of Directors meetings. Financial reports shall be submitted to the treasurer monthly and upon request.
- Other major requests for SAE services should be approved by the association president.

Other Appointed Officials (paid and unpaid)

At the discretion of the Board of Directors, other positions may be created to include, but not limited to:

Newsletter Editor

Webmaster

Facebook/Social Media Administrator

GOVERNING BODIES

The **Board of Directors** (refer to bylaws)

The **Assembly of Members** (refer to bylaws)

ASSOCIATION POLICIES

ANNUAL MEETING REFUND POLICY

Should a registrant be unable to attend the Annual Meeting, the following policy should apply to secure a refund:

- A full refund will be given if the request for refund is received in writing by the Annual Meeting registrar before the conference facility is given guaranteed counts for meal functions.

- A partial refund (conference fee minus all food costs) will be given if the request for refund is received in writing by the Annual Meeting registrar no later than 7 working days after the completion of the conference.

INVESTMENT POLICY (*Approved April 19, 2013*)

This INVESTMENT POLICY STATEMENT shall provide the Finance Committee of the Virginia Affiliate of the American Association of Family and Consumer Sciences with the principles and guidelines on which to base all future decisions relating to the management of assets of the organization, and supersedes any previously approved investment policies.

Investment Objective

The investment objective for the VAFCS assets is to achieve the objectives of preservation of capital and stay ahead of inflation, while producing a reasonable level of current income to support the missions of the association. These objectives are to be attained using the guidelines and constraints detailed in this document.

Investment Guidelines

Investments should provide growth with as little risk as possible.

1. An amount equal to the budget expense shall remain in easily accessible accounts, with the ability to withdraw funds within a week, if necessary.
2. Financial updates will be given by the investment account representative to the full board each year, with the investment account representative attending a board meeting every other year.
3. Dividends should be rolled over in mutual funds.
4. Earnings in mutual funds should result in a minimum of \$1000 to support scholarship funds, without violating the investment objective.

UNITS

Units will manage a budget to be used for program development and for administrative costs. VAFCS will budget funds as deemed appropriate by the Board of Directors for the units.

- Units shall operate according to IRS regulations in carrying out their goals and objectives.
- Units shall hold at least one business meeting per year and one or more general meeting(s).
- An annual report of each unit shall be submitted to the Board of Directors prior to the annual meeting.
- Units shall present a budget request in the form of a projected budget for the upcoming fiscal year along with a current financial statement to the treasurer prior to the VAFCS Finance Committee meeting.
- Financial reports from units will be sent to the SAE by the outgoing unit treasurer not later than April 15.
- Units are expected to use funds for educational purposes and not accumulate excessive funds.

- Scholarships and loans will be handled by the SAE. Units may earmark certain funds given to the SAE for given purposes.
- Contributions and gifts shall be received by units in accordance with IRS regulations and state provisions.

Regional Units

- Regions may plan to have one or more professional development events or gatherings annually. Regions are encouraged to develop on-going programs through local events and opportunities in their localities that bring FCS to the public eye.
- The structure and Program of Work of each region will generally follow that of the state association. Sufficient latitude will be given to stimulate creative and special program development within each unit.

Student (Collegiate/Postsecondary) Unit

- The state student unit will be governed by its own rules of order parallel to the program, aims, and bylaws of VAFCS and may have chapters at each family and consumer sciences degree-granting school in Virginia.
- A minimum of one student representative should be determined for each of the FCS degree-granting schools in Virginia, with one being designated as chair. Officers and committees may be elected and appointed to develop the program of the state unit.
- A faculty advisor will be appointed from the school of the state student unit chair.
- The student unit chair and faculty advisor will be non-voting members of the VAFCS Board of Directors.
- The student unit will prepare an annual budget for the VAFCS treasurer by April 15, and comply with association policies in regard to their financial management.
- The student unit will hold at least one business meeting during the VAFCS Annual Meeting, with other meetings and workshops held as needed. Members are encouraged to participate in fall regional events and AAFCS student activities.

Elected officers and responsibilities of the student unit may be:

- **Chair** – The student chair shall preside at all meetings of the student unit and the Executive Committee and assume responsibility for notifying all members, shall appoint standing committees and act as ex-officio member for each, make other necessary appointments as advised by the Executive Committee, and assign special responsibilities to the chair-elect.
- **Chair-Elect** – The chair-elect shall perform all of the duties of the president during his or her absence. The chair-elect shall act as publicity chair and editor of student section of the VAFCS newsletter, and shall direct the nomination and election of officers in the unit.
- **Secretary** – The student unit secretary shall preserve the records, be responsible for the minutes of all business meetings of the section and its governing bodies, forward copies of the minutes of all meetings to the president of each club, and conduct all necessary correspondence.
- **Treasurer** – same responsibility as regional treasurer. The student unit shall present a budget request in the form of a projected budget for the upcoming fiscal year along with a current financial statement to the association treasurer prior to the VAFCS Finance

Committee meeting. Financial reports from units will be sent to the SAE by the outgoing unit treasurer not later than April 15. Units are expected to use funds for educational purposes and not accumulate excessive funds.

- **Membership Chair** – The student unit membership chair shall be responsible for distributing to the state VAFCS student chair all official communication regarding membership to respective chapters, and student membership promotion. In absence of membership chair, the unit chair or chair-elect will carry out the duties.

COMMITTEES

The duties of appointed and elected chairs are:

- Attend VAFCS board meetings as non-voting members as well as the Annual Meeting. Arrange for another member of the committee to be present if unable to attend.
- Serve one year unless otherwise stated, subject to reappointment. Assume responsibilities at the end of the VAFCS Annual Meeting continuing through the next meeting.
- Use VAFCS letterhead stationery for all official correspondence.
- Submit estimate of expenses for the year ahead to the treasurer upon request.
- Complete the voucher form (itemizing bills) and submit promptly to the president for approval and payment. Forms can be found elsewhere in this handbook.
- Submit a written report of the year's activities to the state association executive for inclusion in the Annual Report.
- Transfer to successor all pertinent material and information (committee reports, record of activities, correspondence, handbook, etc.) immediately after term ends.
- Select additional committee members as needed.
- Plan and carry on a Program of Work in line with the state Program of Work.
- Contribute information to the VAFCS newsletter.

Guidelines Specific to Committees (refer to bylaws for other guidelines)

AAFCS Development

Chair is responsible for keeping the membership informed of AAFCS/VAFCS projects and goals through the newsletter and VAFCS meetings.

Bylaws and Handbook

- Suggested amendments should be drafted into proper form and presented to the Board of Directors.
- Notice of proposed bylaws change(s) should be presented to the total membership at least one month prior to the Annual Meeting.
- Bylaws changes should be presented to the Assembly of Members for vote during the Annual Meeting.
- Review handbook as bylaws are revised, or as needed. Counselor is chair for this task.
- The handbook should be posted to the VAFCS website.

Finance

- Study financial status and requests of units.
- Prepare annual budget and submit to Board of Directors and membership for approval prior to beginning of fiscal year.
- Ensure that financial updates are given by the investment account representative to the full board each year, with the investment account representative attending a board meeting every other year.
- Committee membership shall include treasurer as chair, president, president-elect and state association executive.

International

- Encourage individual and group studies for better understanding of social, economic, and educational conditions in other countries.
- Encourage cooperation with foreign visitors and exchange students.
- Promote individual and group membership in IFHE.

Leadership

- Make urgent recommendations between meetings of the Board of Directors. Communicate those decisions with the board, as necessary.
- Collectively have supervisory responsibility over any appointed officials (paid and/or unpaid).

Member Services

- Work with the state association executive to maintain an accurate and current membership list. The membership list is available online through AAFCS.
- Work with regional chairs to encourage and promote recruitment and retention throughout the state. Membership materials and application forms should be displayed on membership tables at regional and state meetings, including student unit meetings.
- Encourage membership in AAFCS/VAFCS and promote the understanding of eligibility, dues, and privilege of such membership.
- Maintain a list of communities and local family and consumer sciences organizations meeting within the state. Provide the list to the VAFCS president and AAFCS membership chair, along with updates.
- Maintain a supply of membership application forms and recruitment materials. Supply these and VAFCS stationery as needed.
- Report to AAFCS chair as requested.
- Review AAFCS public relations materials and encourage use when appropriate.
- Cooperate with and assist the Annual Meeting committees.
- Develop and give to appropriate media public relations items relevant to VAFCS activities.
- Request the Governor declare the week during which the Annual Meeting is held as Virginia Family and Consumer Week if not occurring during the General Assembly.
- Promote cooperation and coalition building with organizations sharing VAFCS concerns.

- Notify the Recognition Committee of any 25- and 50-year members eligible for recognition.

Nominating

All candidates for office must be individual members in good standing. Duties of the committee are to:

- Present two nominations when possible for each office to be elected in the current year.
- Contact nominees who must agree to have their names presented as candidates for the respective office before names may be placed in nomination by the committee.
- Consider various professional interests and representation from different units of the state in selection of officers.
- Present the slate to the president and to the Board of Directors prior to publication in the winter newsletter.
- Publish biographical information and qualifications of the candidates in the winter issue of the newsletter.
- Prepare ballots with space for additional names to be written in if desired. Ballots are to be sent with the newsletter or may go by e-mail to those that desire.
- Obtain current membership list from membership chair and check ballots against list of members.
- Count ballots or chair may appoint a tellers committee.
- Chair will report the results of the election to the Board of Directors prior to the Annual Meeting.
- Chair will notify all candidates of results of election and new officers will be installed at the Annual Meeting.
- Chair will send a news release to local papers announcing the members' election to state office.

Program Planning

This committee develops the plan of work for VAFCS and presents to the membership at Annual Meeting for adoption. Committee membership includes vice president for programs who is chair, vice president-elect for programs, president-elect, vice president for public affairs, and chairs from any units.

Sub-committees may include:

Annual Meeting Program

- This committee will plan a program of activities for the Annual Meeting in consultation with the Board of Directors.
- The vice president for programs will appoint an Annual Meeting program chair.
- This committee works with the local arrangements committee.

Annual Meeting Local Arrangements

- This committee works with the staff of the facility chosen for Annual Meeting, making all arrangements for facilities, equipment, local travel, etc.
- The vice president for programs will appoint a local arrangements chair.

- This committee works with the Annual Meeting Program Committee.

Recognition

Refer to the website for award and scholarship descriptions and application forms. The duties of the committee are to:

- Process applications for the Ida B. Powell Graduate Scholarship and be responsible for the selection of a winner who will study family and consumer sciences or a related area.
- Process applications for the Mary Margaret Barry Award and be responsible for selection of a winner.
- Request the naming of a College Senior Honor Award nominee by each Virginia college or university offering a family and consumer sciences major, according to established criteria, and be responsible for selection of a winner.
- Request the naming of two outstanding high school family and consumer sciences students for Outstanding Graduating High School Senior awards, one each in the occupational and comprehensive areas.
- Notify winners of all awards.
- Make arrangements for the winners to attend an Annual Meeting session for scholarship or award presentation, or arrange to present at another date and time.
- Manage recognition of 25- and 50-year members.
- Prepare a news release on winners for the next issue of the VAFCS newsletter.
- Chair will send a news release to local papers announcing the awards presented.
- Application packets and ranking cards for scholarships will be kept on file one year by the person chairing the committee when the awards are presented. After one year, the materials will be destroyed or returned to the applicant.

Applications for special awards will be encouraged from the membership each year and will be awarded if merited. Application packets and ranking cards will be kept on file one year by the person chairing the committee when the awards are presented. After one year, the materials will be destroyed or returned to the applicant. Special awards include:

- AAFCS-sponsored awards – Leader Award, New Achievers Award, National Teacher of the Year Award
- Friend of the Family or Friend of Family and Consumer Sciences Award
- Outstanding Family and Consumer Sciences Professional in:
 - Business, Government, and Human Services
 - College/University or Research
 - Extension
 - Home and Community Service

Representatives to Other Groups

The Board of Directors may choose to affiliate with other state associations or groups whose purpose and activities further the mission of the association. These groups may include the Virginia Council on State Legislation, Virginia Citizens Consumer Council, and others. Representation from the board will be appointed to each group by the president.

ASSOCIATION PUBLICATIONS

Newsletter

VAFCS in Focus is the association's official publication and will be produced three or more times annually. The editor will be selected by the president and/or the Leadership Committee.

Duties are to:

- Establish deadlines: approximately August 15, December 15, and May 15.
- Announce deadline and solicit news from officers and chairs one month before deadline. Newsletter will be published by the 15th of the following month.
- Edit copy and prepare for printer and webmaster.
- Obtain mailing labels from the state association executive for any members without an e-mail address.
- E-mail newsletter to remaining members.
- Maintain a mailing list of important audiences outside VAFCS as supplied by officers.
- Record expenses; send bills to president for payment.
- File a copy of each issue.
- Review and file other AAFCS newsletters, retaining copies for two years.

The website is located at www.vafcs-aafcs.org and is maintained by the webmaster.

Guidelines for officers and committee chairs for all state publications:

- Generate and report news.
- Submit single-spaced, typed copy by mail or e-mail in Microsoft Word format.
- Include suggested headline.
- Submit photographs or inked drawings.
- Adhere to deadlines.

Handbook

A copy of the VAFCS Handbook will be posted on the website and be provided for each officer, chair of a committee, or unit that does not have internet access. It is intended to be a guide for the performance of that person's responsibilities to the association along with the bylaws.

As chair of the Bylaws and Handbook Committee, the counselor is to review the handbook annually and make such changes as are necessary to ensure that it conforms to current bylaws and practice.



Virginia Association of Family & Consumer Sciences
An affiliate of the American Association of Family & Consumer Sciences
Payment Request Voucher

Pay to: _____
 Address: _____

Date: _____
 Amount Payable \$ _____

Approved by President
 Date _____

Submitted by: _____
 Phone: _____ (____) _____

Paid _____
 Check No. _____ Date _____

Committee or Activity: _____

Description of itemized expenses (Attach proof of purchase)	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Mail to current VAFCS president with attachment (s)

Virginia Association of Family & Consumer Sciences
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Payment Request Voucher

Pay to: _____
 Address: _____

Date: _____
 Amount Payable \$ _____

Approved by President
 Date _____

Submitted by: _____
 Phone: _____ (____) _____

Paid _____
 Check No. _____ Date _____

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Description of itemized expenses (Attach proof of purchase)	Amount
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