

- I. Name – see VAFCS Bylaws Article I
- II. Purposes and Mission – see VAFCS Bylaws, Article II
- III. Membership Categories, Dues, and Privileges – see VAFCS Bylaws, Article III  
<https://www.aafcs.org/about/membership-homepage/join#join>
- IV. Virginia Family and Consumer Sciences Association – see VAFCS Bylaws, Article IV
- V. Executive Board
  - A. Annual Functions
    - 1. Select officers of the Executive Board
    - 2. Term of office begins June 1 after the Annual Meeting
    - 3. Appoint State Association Executive (paid or unpaid)
    - 4. Appoint an Executive Board member to serve as Student Unit Advisor
    - 5. Approve Student Representative to the Executive Board
    - 6. Approve appointments made by the President
    - 7. Select an annual program(s) such as a training workshop or public policy event (i.e. legislative – FCS Day in Richmond)
    - 8. Review and take action on budget guidelines recommended by the Finance Committee
    - 9. Review proposed bylaw amendments
    - 10. Update policies as needed
    - 11. Report to VAFCS members annually
  - B. Directors and Officers
    - 1. President
      - a. Serve as presiding officer of the Executive Board
      - b. Appoint Award and Recognition and Nomination Committees
        - i. Award and Recognition Committee should be three to five members; Director of Publicity and Programs chairman
        - ii. Nomination Committee should be three to five members including at least three of the following – active or retired: extension, industry, secondary teacher, university or college senior; Director of Membership and Records chairman
      - c. Annual Meeting Planning Committee member; has final decision
      - d. Annual Meeting Site Selection Committee member; has final decision
      - e. Approve vouchers submitted with receipts; send to state association executive
      - f. Appoint standing committees
      - g. Appoint ad hoc committees for specific purposes
      - h. Ex-officio member of all other committees
      - i. Serve on AAFCS Leadership Council
    - 2. President-Elect
      - a. Voting member of the Executive Board
      - b. Annual Meeting Planning Committee Chairman; include President, Immediate Past President and Director of Finance
      - c. Annual Meeting Site Selection Committee Chairman; include President
      - d. Apply for Professional Development Units (PDUs) from AAFCS for Annual Meeting

- e. Assist president as needed
- f. Preside in the absence of the president
- g. Serve on AAFCS Leadership Council
- 3. Director of Finance
  - a. Voting member of the Executive Board
  - b. Finance Committee chairman
  - c. Annual Meeting Planning Committee member
  - d. Write checks in the absence of the state association executive
  - e. Share financial reports with the Executive Board
- 4. Director of Membership and Records
  - a. Voting member of the Executive Board
  - b. Record meeting minutes
  - c. Oversee membership; recruit volunteers to assist
  - d. Nomination Committee Chairman
- 5. Director of Publicity and Programs
  - a. Voting member of the Executive Board
  - b. Oversee newsletter/infographic, website, and social media; recruit volunteers for each area
  - c. Oversee annual program(s) such as a training workshop or public policy event (i.e. legislative – FCS Day in Richmond); apply for Professional Development Units (PDU's) from AAFCS, if appropriate; recruit volunteers to lead
  - d. Award and Recognition Committee Chairman
- 6. Immediate Past President
  - a. Ex-officio member of the Executive Board
  - b. Executive Board advisor
  - c. Finance Committee member
  - d. Annual Meeting Planning Committee member
  - e. VAFCS parliamentarian
  - f. Fill the unexpired term of the president should a vacancy occur
- 7. Student Representative
  - a. Ex-officio member of the Executive Board for one year
  - b. Report annually to student unit and VAFCS members
- 8. State Association Executive
  - a. Ex-officio member of the Executive Board
  - b. Write checks upon receipt of approved vouchers from president
  - c. Process registration and name tags for association events
  - d. File State Corporation Commission reports, IRS e-filing and certification for credit card
  - e. Have accounts audited in June of odd years
  - f. Keep association records for 3 years
  - g. Oversee transfer of archives to Virginia Tech Library
- C. Policies
  - 1. Annual Meeting Refund Policy - Should a registrant be unable to attend the Annual Meeting, the following policy should apply to secure a refund:
    - a. 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.

- b. 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.
- 2. Investment Policy (Approved April 19, 2013)
  - a. Provide the VAFCS Finance Committee 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.
  - b. Objective is to preservation capital and stay ahead of inflation, while producing a reasonable level of current income to support the missions of the association.
  - c. Guidelines - investments should provide growth with as little risk as possible:
    - i. An amount equal to the budget expense shall remain in easily accessible accounts, with the ability to withdraw funds within a week, if necessary.
    - ii. Financial updates will be given by the investment account representative to the full board each year and attend a board meeting every other year.
    - iii. Dividends should be rolled over in mutual funds.
    - iv. Earnings in mutual funds should result in a minimum of \$1000 to support scholarship funds, without violating the investment objective.

VI. AAFCS Leadership Council – see VAFCS Bylaws, Article VI

VII. AAFCS Communities – see VAFCS Bylaws, Article VII

#### VIII Committees

##### A. Standing Committees

- 1. Finance Committee
  - a. Composed of the President; President-Elect; Immediate Past President; Director of Finance, chairman; and state association executive, ex-officio
  - b. Monitor financial reports
  - c. Develop a proposed annual budget and submit to the Executive Board for action
- 2. Award and Recognition Committee
  - a. Appointed by President; should be three to five members; Director of Publicity and Programs, chairman
  - b. Guidelines posted on the VAFCS website
  - c. Review guidelines annually and recommend changes to Executive Board
  - d. Promote awards and recognitions
  - e. Oversee process and identify recipient(s)
  - f. Members of the Executive Board and Awards and Recognition Committee are ineligible to receive awards during their term of office
- 3. Nomination Committee
  - a. Appointed by President; should be three to five members including at least three of the following – active or retired: extension, industry, secondary teacher, university or college senior; Director of Membership and Records, chairman
  - b. Identify candidates for Executive Board
  - c. A President-Elect will be elected every year; one Director will be elected in odd years and two Directors will be elected in even years
  - d. Should a Director not complete their term, the committee will identify a candidate(s) for the uncompleted term; the Executive Board will elect

- e. Send ballot electronically/mail to members at least thirty days prior to the meeting
  - f. Ballots may be returned by mail/electronically to be received by midnight five days before the Annual Meeting or cast at the Annual Meeting; the majority of the Assembly of members who respond determines the election
- B. Ad Hoc Committees
- 1. Appointed by the President
  - 2. Given a specific charge by the Executive Board
  - 3. Dissolved upon the completion of the assignment
- IX AAFCS Units – see VAFCS Bylaws, Article IX
- X Meetings – see VAFCS Bylaws, Article X
- XI Publications – see VAFCS Bylaws, Article XI
- XII Fiscal Year is June 1 through May 31; changing the fiscal year does have IRS and Virginia State Corporation Commission implications
- XIII Amendments
- A. Bylaws – see VAFCS Bylaws, Article XIII
  - B. Policies can be amended by a majority vote of the Executive Board
- XIV Tax Exempt Status – see VAFCS Bylaws Article XIV and  
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. Upon the dissolution of the corporation, assets shall be distributed to a Virginia non-profit educational organization.
- XV Defense and Indemnification – see VAFCS Bylaws Article XV
- XVI Parliamentary Authority – see VAFCS Bylaws, Article XVI

Revised: August 1998; March 2004; April 2008; March 2012, effective June 1, 2012; April 2013, effective June 1, 2013; March 29, 2019, effective June 1, 2019