

**Handbook & Policies**  
**of the**  
**Kentucky Association of**  
**Family & Consumer Sciences**



Updated 2019

## **Table of Contents**

Executive Board	2
Principles of Professional Practice	3
President	4
President Elect	5
Immediate Past President	6
Vice President Professional Development	7
Vice President Membership	8
Secretary	9
Treasurer	9
Executive Secretary	10



## **Executive Board**

President  
President-Elect  
Immediate Past President  
Vice President Professional Development  
Vice President Membership  
Secretary  
Treasurer  
Executive Secretary

## **Principles of Professional Practice** **(Code of Ethics)**

Preamble:

*These principles are intended to aid members of the American Association of Family and Consumer Sciences individually and collectively in maintaining a high level of ethical conduct. They are guidelines by which a member may determine the propriety of conduct in relationships with clients, with colleagues, with members of allied professions and with various publics.*

A member of the family and consumer sciences profession and of the AAFCS shall:

*Maintain the highest responsible standard of professional performance, upholding confidentiality and acting with intelligence, commitment, and enthusiasm.*

*Fulfill the obligation to continually upgrade and broaden personal professional competence.*

*Share professional competence with colleagues and clients, to enlarge and continue development of the profession.*

*Support the objectives of the KAFCS/AAFCS and contribute to its development through informed, active participation in its programs.*

*Advance public awareness and understanding of the profession.*

*Maintain a dedication to enhancing individual and family potential as a focus for professional efforts.*

Approved by the Assembly of Delegates of the American Home Economics Association (AHEA), June 28, 1981.

Complete document available at <https://www.aafcs.org/about/about-us>

Note: AHEA officially changed its name to the American Association of Family and Consumer Sciences (AAFCS) at the national meeting in San Diego, CA in 1994.

## **President**

Term of office: One year -- assume office June 1  
Chair of: Executive Board  
Member of: Budget/Finance Committee  
AAFCS Leadership Council

### **Duties and Responsibilities:**

1. With the approval of the Executive Committee, appoint:
  - a. Members to fill unexpired terms in case of vacancies in elective offices not otherwise provided for in the bylaws.
  - b. Committee members as needed.
  - c. Members to AAFCS Leadership Council if vacancies occur.
2. Approve, in consultation with each vice president, the appointment of chairs of standing committees.
3. Be the chief executive officer of the Association and give general supervision and leadership to organizational policies and programs.
4. Be the official spokesperson for the Association.
5. Serve on the Budget/Finance Committee.
  - a. Appoint three members to complete an internal audit of the treasurer's records at end of treasurer's term.
6. Serve as the deputy treasurer and sign all orders for disbursement of Association funds.
7. Be a member of the AAFCS Leadership Council, be the official representative of KAFCS to the AAFCS Leadership Council, and report on these meetings to the State Executive Board.
8. Contribute a "President's Message" to each issue of the newsletter.
9. Attend AAFCS Annual Conference Leadership Council meetings and other meetings offered as necessary.
10. Appoint ad hoc committees as deemed necessary by any of the vice presidents.
11. Work with President-Elect to complete Affiliate Plan of Work.
12. Serve on FCCLA Advisory Board.
13. Be aware of and alert the KAFCS membership of the need to contact their legislators to influence opinions toward the goals of family and consumer sciences.

## **President-Elect**

Term of Office: One-year term – assume office June 1  
Member of: Executive Board  
AAFCS Leadership Council  
Budget/Finance Committee  
Annual Meeting Committee

### **Duties and Responsibilities:**

1. Fill the unexpired term of the president if a vacancy occurs.
2. Preside in the absence of the president.
3. Become familiar with the operation and administration of the Kentucky Association of Family and Consumer Sciences by becoming thoroughly familiar with the bylaws, the KAFCS handbook, and the proceedings of the KAFCS.
4. Keep in touch with the president on policies that may affect KAFCS during the future term of office as president.
5. Secure and coordinate exhibitors and sponsors (for meals, refreshment breaks, etc.) for the Annual Meeting.
  - a. Prepares list of exhibitors/sponsors for the program.
  - b. Exhibitors will be provided one complimentary meal ticket.
  - c. Write letters of appreciation to the exhibitors/sponsors.
6. Secure funds for AAFCS Development Fund.
7. Work with President to complete Affiliate Plan of Work.
8. Select a gift (paid for by KAFCS) for the Outgoing President to be presented at the Annual Meeting.
9. Attend AAFCS Annual Conference Leadership Council meetings and other meetings offered as necessary.
10. Submit articles to the KAFCS newsletter as needed.

## **Immediate Past President**

Term of Office: One year – assume office June 1. In case of a vacancy in the office of immediate past president, the president, with the approval of the Executive Board, appoints a former past president to fill the unexpired term.

Member of: Executive Board

### **Duties and Responsibilities:**

1. Review and provide leadership for updates of the handbook and policies for the organization.
2. Serve as parliamentarian:
  - a. Attend all board meetings and business meetings of the association.
  - b. Become familiar with the bylaws of both AAFCS and KAFCS.
  - c. Monitor all parliamentary procedures of the board and the business sessions of the Association.
  - d. Have available at board and annual meetings a copy of *Robert's Rules of Order* and the bylaws.
  - e. Serve as timekeeper at business sessions when deemed advisable by the President.
3. Serve as Nominating Committee Chair with at least two other members.
  - a. Prepare a proposed slate of officers for each elective office and present to the Executive Board.
  - b. Verify officer candidates are current members of AAFCS.
  - c. Attend KAFCS Annual Meeting and install new officers.
4. Recognize any deceased members at the KAFCS Annual Meeting.

## **Vice President Professional Development**

Term of Office: Two years -- assume office June 1 in odd numbered years following the election.  
Member of: Executive Board

### **Duties and Responsibilities:**

1. Serve as chair and appoint members for the KAFCS Annual Meeting Planning Committee. The committee is responsible for the following:
  - a. Hospitality
    - i. Secure gifts for speakers/guests and send follow-up thank you.
    - ii. Help arrange the table decorations.
    - iii. Greet special guests/speakers/presenters.
      1. KAFCS shall support FCCLA and 4-H leaders and include them in the annual meeting and meal functions when possible.
  - b. Scholarship
    - i. Fundraising
      1. Make all arrangements for silent auction or other fundraiser at the annual meeting.
      2. Request items and conduct silent auction.
      3. Collect money from the items sold and give to the treasurer.
      4. All contributions to this fund are tax deductible. Work with treasurer to provide receipts as requested.
    - ii. Selection Process
      1. Submits scholarship criteria and application for the website.
      2. Arrange for judging of scholarship applications received.
      3. Report names and addresses of recipients to the treasurer and the executive secretary.
      4. Contacts the scholarship recipients about the meeting.
  - c. Arrangements
    - i. Secure speakers/guests for Annual Meeting and present a tentative schedule to the Board and also for the newsletter.
    - ii. Work with the venue on meals/spaces needed.
    - iii. Help set up registration area.
    - iv. Set up speaker needs/room arrangements, including audio-visual equipment.
    - v. Arrange special seating arrangements, including Past-President's table.
  - d. Secure printing of the program and other materials.
2. Plan and carry out Fall Leadership Workshop.

## **Vice President Membership**

Term of Office: Two years -- assume office June 1 in even numbered years following the election.  
Member of: Executive Board

### **Duties and Responsibilities:**

1. Promote membership and interpret policies in regard to membership.
2. Submit articles to the KAFCS newsletter as needed.
3. Recruit student membership with assistance from the KAFCS Pre-Professional/Graduate Student section. Promote HUGS program for pre-professionals and new professionals.
4. Appoint a chair for each of the following committees:
  - a. Bylaws Committee, which shall propose and revise amendments and changes as needed to the bylaws, policies and handbook of the Association.
    - i. Review KAFCS bylaws, handbook, and policies and propose amendments as needed, particularly when there is an AAFCS bylaws change. KAFCS bylaws must be consistent with AAFCS.
    - ii. Submit proposed changes to the Board and the newsletter chair in time for inclusion in the newsletter sent prior to the Annual Meeting to arrive to membership at least 60 days prior to the meeting.
    - iii. Present proposed bylaws changes for action at State Business Meeting.
  - b. Awards and Recognition Committee, which shall oversee the selection of all awards and recognition to be presented at the annual meeting.
    - i. Include promotional information and deadlines for AAFCS and KAFCS awards in a KAFCS newsletter and KAFCS website as soon as possible after information is received from AAFCS.
    - ii. Encourage and work with state award winners from previous year to submit their documentation to AAFCS by the published deadline.
    - iii. Notify award winners prior to the Annual Meeting as to when their awards will be presented.
    - iv. Purchase plaques, certificates, etc.
    - v. Present awards at KAFCS Annual Meeting.



## **Secretary**

Term of Office: Two years -- assume office June 1 in odd numbered years following the election.  
Member of: Executive Board  
Bylaws, Policy, and Handbook Committee

### **Duties and Responsibilities:**

1. Record all minutes of the Executive Board and the annual business meetings.
2. Distribute minutes to Minutes Review Committee for input; make any adjustments.
3. Prepare final copy of the minutes and submit to the Board.
4. Maintain records of minutes and documents.

## **Treasurer**

Term of Office: Two years -- assume office June 1 in even-numbered years following the election.  
Chair of: Budget/Finance Committee  
Member of: Executive Board

### **Duties and Responsibilities:**

1. Maintain all financial records and submit written reports at each board meeting and to the membership at the annual meeting.
  - a. Keep bank reconciliations and deposit forms for three years.
2. Prepare and present the proposed annual budget to the Executive Board.
3. Coordinate all registration details with Vice-President for Professional Development.
4. Collect registration for all KAFCS sponsored events.
  - a. Provide registration list of all attendees and staffs registration table.
  - b. Provide receipts for all attendees.
  - c. Prepare packets of conference materials/nametags as needed.
5. Disburse funds, including invoices, approved by the president. All invoices must be accompanied by a KAFCS voucher.
6. Maintain tax-exempt status with the Secretary of State.
7. If the treasurer is unable to act, the deputy treasurer (president) will act for the treasurer.
8. Provide materials to audit committee at end of term.

## **Executive Secretary**

The Executive Secretary will perform activities necessary for the overall maintenance, administration and promotion of the Kentucky Association of Family and Consumer Sciences as directed by the Executive Committee.

Member of:                    Executive Board (nonvoting)

### **Duties and Responsibilities:**

1. Attend and send correspondence of all meetings.
2. Assist with the preparation of state and national reports.
3. Serve as the continuous administrative liaison among the various members of the Executive Board and the general membership.
4. Assist with board officer transitions.
5. Serve as the official registered contact for the state affiliate.
6. Maintain the records and archives of the state association.
7. Assist the state president with the dissemination of information to and from AAFCS.
8. Complete PDU forms requesting credit for KAFCS events and submit to AAFCS prior to the meeting. Supply PDU forms as requested to KAFCS members.
9. Identify persons with 25 or more years and 50 or more years of membership and report to President and Vice President Professional Development prior to the annual meeting. These persons are to be recognized at the annual meeting.
10. Appoint a newsletter representative and collect submitted articles and distribute to the membership, including on the website.
11. Maintain KAFCS website information.
12. Maintain membership directory.
13. Attend appropriate national meetings upon request, with financial support from the organization.
14. Maintain the inventory of KAFCS products, publicize available products and fill orders.
15. Administer the Helping Undergraduate and Graduate Students (HUGS) program.