

**BYLAWS OF THE  
KENTUCKY ASSOCIATION OF FAMILY AND CONSUMER SCIENCES  
Implemented June 1, 1995**

ARTICLE I

Name

The name of this organization shall be the Kentucky Association of Family and Consumer Sciences. It shall be an affiliate of the American Association of Family and Consumer Sciences.

ARTICLE II

Purposes

The purposes of the Kentucky Association of Family and Consumer Sciences (henceforth referred to as the Association) shall be the same as those of the American Association of Family and Consumer Sciences (henceforth referred to as AAFCS) as stated in the Articles of Incorporation.

ARTICLE III

Affiliation with American Association of Family and Consumer Sciences

- Section 1. This Association shall be an affiliate of the American Association of Family and Consumer Sciences and the requirements for membership shall include all membership requirements of the AAFCS.
- Section 2. This Association, as an affiliated state family and consumer sciences association, shall be represented in the AAFCS Senate by the officer delegate (president and president-elect or designee) of the state association and by duly authorized senator(s) as specified by the Bylaws of AAFCS.
- Section 3. This Association shall be represented on the AAFCS Board of Directors by the AAFCS Vice-President Affiliates.
- Section 4. This Association shall be organized into districts as stated in Article X.

ARTICLE IV

Officers and Staff; Elections

- Section 1. The elected officers of the Association shall be active members of AAFCS/KAFCS and shall consist of a president, president-elect, three vice-presidents, a secretary and a treasurer. The executive secretary shall be appointed by the Executive Board.

- Section 2. Election of Association officers shall be at the state meeting with the names and biographical information of the nominees published in the KAFCS newsletter at least 60 days prior to the State Meeting.
- Section 3. A president-elect shall be elected annually to serve as president-elect for one year, as president the following year, and as immediate past president the third year. Only a person who is or has been a member of the state Executive Board shall be eligible for president-elect.
- Section 4. There shall be three vice presidents including: vice president professional development, vice president service, and vice president program planning. The newly elected vice president professional development shall take office in odd numbered years. The newly elected vice president service and the vice president program planning shall take office in even numbered years. Each of the three vice-presidents shall serve for a period of two years.
- Section 5. A secretary shall be elected in odd numbered years for a term of two years.
- Section 6. A treasurer shall be elected in even numbered years for a term of two years.
- Section 7. All officers shall assume office at the beginning of the KAFCS fiscal year following their election. (June 1)
- Section 8. The nominating committee shall consist of the immediate past president (serving as chair) and an elected member from each district. The election shall take place in a district meeting with the term to begin June 1. District members shall serve on a rotating basis for three years. In the event of a vacancy, the district president shall appoint a member to serve on the committee.
- Section 9. The nominating committee shall present candidate(s) for the various elective offices for the approval of the Executive Board and then to the Assembly Members.
- Section 10. Elections shall be by a majority of votes cast.
- Section 11. Officers shall not serve more than two consecutive terms in any office, unless stated elsewhere in these Bylaws.

## ARTICLE V

### Functions of Officers and Representatives

- Section 1. The functions of the elected officers and representatives of the Association

follow:

- (a) The president shall be the chief executive officer of the Association and give general supervision and leadership to organizational policies and programs. The president shall be the official spokesperson for the Association. The president shall chair:
  - (1) the Executive Board
  - (2) the Executive Committee
- (b) With the approval of the Executive Committee, the president shall appoint:
  - (1) chairs of standing committees in consultation with the appropriate vice-president,
  - (2) members to fill unexpired terms in case of vacancies in elective offices not otherwise provided for in the Bylaws
  - (3) create committees as needed
  - (4) senators to AAFCS Senate.
- (c) The president shall serve on the budget/finance committee, serve as the deputy treasurer and shall sign all orders for the disbursement of Association funds. The president shall be a member of the AAFCS Senate and shall be the official representative of the KAFCS affiliate to the AAFCS Senate, and shall report these meetings to the state Executive Board. If the president and/or president elect cannot serve as senator(s) to AAFCS the president shall appoint senator(s). The president shall serve as liaison officer with AAFCS.

Section 2. The president-elect shall be a member of:

- (1) The Executive Board
- (2) The Executive Committee
- (3) The program planning committee
- (4) The state meeting committee
- (5) The budget/finance committee
- (6) AAFCS Development committee (serve as chair)

The president-elect shall fill the unexpired term of the president should a vacancy occur, be a member of the AAFCS Senate, and preside in the absence of the president. The president-elect shall be in charge of selling KAFCS merchandise at the AAFCS convention.

Section 3. The vice presidents shall be voting members of the (1) Executive Board and the (2) Executive Committee.

- (1) The following committees (and such other committees as deemed necessary) shall report to the vice president professional development: 1) state meeting program, 2) state meeting arrangements, 3) scholarship funding, 4) scholarship selection and 5) research.

Section 4. (2) The following committees (and such other committees as deemed

necessary) shall report to the vice president service: 1) bylaws, policies and handbook, 2) membership/recruitment, 3) newsletter, 4) awards and recognition.

(3) The following committees (and such other committees as deemed necessary) shall report to the vice president program planning: 1) plan of work, 2) professional sections, 3) action groups. 4) Legislative/Resolutions, 5) Public Relations/Marketing, 6) Related Organizations.

#### Section 5.

The secretary shall be a member of:

- (1) The Executive Board
- (2) The Executive Committee
- (3) The minutes review committee (serve as Chair)
- (4) The bylaws and policy committee
- (5) The history committee (serve as Chair)

The secretary shall record all minutes of the Executive Board, Executive Committee and Association's general business meetings. The secretary shall be responsible for preparing a final copy of the minutes to submit to the Executive Secretary for distribution to the Board, the Executive Committee and/or Association membership. The secretary shall preserve all minutes during his/her term of office. The secretary is responsible for preserving the history of the Association. The secretary shall maintain a record of bylaw/policy revisions as submitted by the bylaws, policies and handbook chair.

#### Section 6.

The treasurer shall be a member of:

- (1) The Executive Board,
- (2) the Executive Committee, and
- (3) the budget/finance committee (serve as Chair)

The treasurer shall be responsible for all receipts and disbursements. The treasurer shall submit reports of receipts and disbursements at regular board meetings and to the membership at the state business meeting. The treasurer shall be bonded and accounts reviewed yearly by an internal review committee of at least three members appointed by the president. At such times as the treasurer shall be unable to act, the President shall serve as deputy and shall pay out money only upon receipt of vouchers approved by the appropriate member of the Executive Board. The treasurer shall prepare and present the proposed annual budget to the Executive Board. A financial report shall be presented to the membership at the State Meeting. The treasurer shall monitor all fiscal activities including those of the executive secretary.

#### Section 7.

The immediate past president shall be a member of:

- (1) The Executive Board, and

(2) the Nominating Committee (serve as Chair).

The immediate past president shall serve as liaison and advisor to these governing bodies and to the pre-professional/graduate student section officers. In case of a vacancy the president with the approval of the Executive Board, shall appoint a past president to fill the unexpired term. The immediate past president shall codify all policies of KAFCS and serve as parliamentarian.

Section 8. The chair and advisor of the preprofessional/ graduate student section shall be voting members of the Executive Board. They shall coordinate the activities of the preprofessional/graduate student section in concert with the state Association, as specified in the state preprofessional graduate student section and national preprofessional/graduate student handbook.

Section 9. Each officer shall submit an annual report to the president and executive secretary for inclusion in the official minutes.

Section 10. The executive secretary shall:

- (a) be appointed by the Executive Board to serve as a continuity linkage between and among elected association officers, the AAFCS Headquarters and the state membership;
- (b) be an ex-officio (non-voting) member of the Executive Board and the Executive Committee;
- (c) submit a yearly report of activities and accomplishments to the President prior to the spring meeting of the Executive Board;
- (d) be evaluated for re-appointment at the spring meeting of the Executive Board.

## ARTICLE VI

### Composition of Governing Bodies; Functions

Section 1. The governing bodies of the Association shall be the Assembly of Members, an Executive Board, and Executive Committee.

Section 2. The Assembly of Members shall consist of paid members, as defined by AAFCS. This assembly shall meet at the time of the State meeting. The functions of the Assembly of Members shall be to:

- (a) Transact business as may properly come before it, including the recommendations of and action upon major policy decisions affecting the future of the Association and the directions of its developments.
- (b) Receive and act upon reports of the elected officers, the Executive Board and committees.
- (c) Adopt an annual budget and receive fiscal reports
- (d) Adopt resolutions

- (e) Act upon proposed changes in the Bylaws
- (f) Give guidance to state delegates to the AAFCS Senate and receive a report of and consider the decisions made by the Senate
- (g) Approve the KAFCS plan of work.
- (h) Receive report of elections.

Section 3.

The Executive Board of this Association shall consist of: the elected officers of the Association, the district presidents, chair and advisor of the preprofessional/graduate student section, and the immediate past president; and executive secretary (without vote).

- (a) The Executive Board of the Association shall meet a minimum of two times annually, or on call of the president, or at written request of one-half of its members.
- (b) A majority of the voting members shall constitute a quorum.
- (c) The functions of the Executive Board shall include:
  - (1) managing the business of the Association and referring to the Assembly such matters as it deems desirable and as required in the Bylaws.
  - (2) receiving committee reports and the budget as submitted by the finance committee and submit its recommendations to the Assembly of Members.
  - (3) determining dates and places for the meeting of the Association, including cancellation of the State Meeting when dictated by circumstances.
  - (4) authorizing the bonding of the treasurer and the annual review of the official financial records.
  - (5) providing for cooperation with other groups through appropriate means.
  - (6) filling the unexpired term of president-elect if a vacancy occurs.
- (d) Meetings of the Executive Board can be held by means of telephone or technology-assisted communication options of which all board members can participate in the meeting and communicate with each other. Participating in such a meeting shall constitute presence in person at the meeting, except when a board member participates in a meeting for the sole purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully convened or called.

Section 4.

The Executive Committee of the Executive Board shall consist of: the president, president-elect, the vice presidents, the secretary, the treasurer, and executive secretary (without vote).

- (a) The function of the Executive Committee shall be to act for the Executive Board between meetings of the Board and on call of the president. A majority of the voting members shall constitute a quorum.
- (b) Meetings of the Executive Committee may be held by means of telephone or other technology-assisted options of similar communications by means of which all officers can participate in the meeting and communicate with each other. Participating in a meeting by similar technology-assisted options shall constitute presence in person at the meeting, except when a board member participates in a meeting for the sole purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully convened or called.

## ARTICLE VII

### Membership, Dues, and Privileges

- Section 1. Privileges of individual members shall include all privileges of AAFCS membership.
- Section 2. Annual dues for all categories of individual membership shall be designated by the AAFCS, which have been approved by the AAFCS Senate. The state association shall receive an allocated portion of AAFCS dues based on the rate established by AAFCS.
- Section 3. Privileges of individual members shall include:
- (a) All individual members shall receive one subscription to the official publication of AAFCS and the state newsletter.
  - (b) full voting privileges under Article IV, Section 2 for active, Ellen Richards Sustaining, associate, new professional, and retired members. Pre-professional/graduate student members voting privileges shall be limited to officers of the pre-professional/graduate student section,
  - (c) the opportunity to serve as an elected officer of the Association, as an officer of a district in which member resides and as a member of the nominating committee, if an active Ellen Richards Sustaining, or new professional member; and
  - (d) the opportunity to serve as a member of other association committees, if an active, Ellen Richards Sustaining, associate, preprofessional/graduate member or retired member.
  - (e) preprofessional/graduate members shall have the opportunity to serve as an elected officer of the preprofessional/graduate section of the Association at the state and/or national level.

## ARTICLE VIII

## Committees

Section 1. To conduct the business/activities of the Association the following standing committees and such other committees as deemed necessary shall be named. These committees shall serve a two year term (except when stated otherwise) and report to the appropriate officer and to the Executive Board. The general duties of the standing committees and the vice-president to whom the committee reports are:

- (a) Those reporting to the vice president program planning:
  - (1) Plan of Work: Study the AAFCS Program of Work with districts to develop a plan of work for the Association. This plan is to be implemented during the period the president-elect serves as president.
  - (2) Public Relations and Marketing: Be in charge of marketing the profession and promoting KAFCS merchandise. Prepare the KAFCS Fact Sheet.
  - (3) Legislative/Resolutions: Review legislation which may affect members of the family and consumer sciences profession both at the state and national level and advise appropriate action. Receive and review all proposed resolutions together with supporting research.
  - (4) Related Organizations: Serve as liaison to groups related to family and consumer sciences. Be alert to ways the Association can show interest, lend cooperation and network with other organizations. Any formed divisions, professional sections and action groups are to report to this vice-president
  
- (b) Those reporting to the vice president professional development are:
  - (1) State Meeting Program: Study the AAFCS and state plan of work and plan the program for the State Meeting. (serve a one year term)
  - (2) State Meeting Arrangements: Arrange for meeting space, facilities, meals, hotel accommodation, etc. at the city in which the state meeting is to be held. (serve a one year term)
  - (3) Scholarship Funding: Secure funding for scholarships and make recommendations to the Executive Board.
  - (4) Scholarship Selection: Inform colleges and universities of the scholarship program, serve as a screening committee to select recipients and make recommendations to the Executive Board.
  - (5) Research and Reports: Publicize, notify, and select *research* session participants at the state meeting.
  
- (c) Those reporting to the vice president service are:
  - (1) Bylaws, Policies and Handbook: Revise the Bylaws and update the policy manual of the Association, proposing amendments and

changes as needed. The revised bylaws/policies are to be submitted to the secretary for permanent record.

- (2) Membership/Recruitment: Promote membership and interpret policies in regard to membership, investigate non-renewed memberships, and encourage recruitment of pre-professional/graduate students.
  - (3) Newsletter Committee: Prepare and publish the official newsletter of the Association as directed by the Executive Board at least twice a year.
  - (4) Awards and Recognition Committee: Oversee the selection of all awards and recognition to be presented at the state meeting.
- (d) Finance/Budget Committee: Shall prepare the annual budget to be submitted and approved by the Executive Board prior to adoption at the State Meeting. The treasurer shall serve as chair.

Section 2. Written reports from standing committees and ad hoc committees shall be submitted to the appropriate vice president to be shared with the Executive Board, or given at the Association's business meeting. Additional reports shall be submitted as directed by the president and/or the Executive Board.

## ARTICLE IX

### Divisions, Professional Sections and Action Groups

Section 1. The Association membership may organize into divisions, professional sections, and action groups. Divisions reflect the subject matter bases of the profession. Professional sections reflect the professional settings within which the profession is practiced. Action groups reflect timely issues in which our profession can assume a critical role. Members may affiliate with one division and one professional section as part of their basic dues structure in accordance with AAFCS guidelines. Members may join action groups as they are established.

Section 2. The establishment of divisions, professional sections and/or action groups will be by petition to the Executive Board by an appropriate group of at least ten (10) members. The group wishing to be so designated must show need, desire and purpose for its formation. Each will function in accordance with the Association's committee structure, and report to and through the vice president program planning.

Section 3. Termination of the divisions, professional sections, and/or action groups shall be when the business of that group has been completed, and/or when the size of the group is too small to function.

Section 4. If and when specific subject matter or professional setting information needs to be

disseminated and/or transacted the vice president program planning shall appoint, with approval of the president, a member to follow through with the request.

## ARTICLE X

### Districts

- Section 1. The Kentucky Association of Family and Consumer Sciences shall be organized into districts according to geographic areas upon the approval of the Executive Board. Requirements for district membership shall be the same as for KAFCS.
- Section 2. The purposes of the districts shall be:
- (a) To promote and strengthen the KAFCS plan of work
  - (b) To assist with recruiting and retaining KAFCS members
  - (c) To develop a district plan of work relating to and strengthening the KAFCS plan of work
  - (d) To provide more opportunities for membership networking and leadership.
- Section 3. Each district shall be represented on the Executive Board by the president of the district.
- Section 4. Each district shall have as its officers a president, president-elect, secretary, treasurer, or a secretary-treasurer, immediate past president and other officers and committees as are needed by the district.
- Section 5. Appropriations to each district shall be determined by a formula established by the KAFCS Executive Board.
- Section 6. Each district shall establish Bylaws and policies in harmony with the Bylaws and policies of KAFCS. Bylaws of each district shall be submitted to the Executive Board for approval. Revisions of district Bylaws shall be submitted and reviewed by the KAFCS Executive Board.
- Section 7. Each district shall develop a district plan of work in harmony with the KAFCS plan of work. It shall be sent to the KAFCS vice president program planning by the district president-elect.
- Section 8. Each district shall submit an annual report in writing to the KAFCS president at the end of the fiscal year.
- Section 9. Districts may be regrouped when it facilitates the work of either the district or KAFCS. The districts involved and the KAFCS Executive Board must approve of the re-districting.

## ARTICLE XI

### Meetings

- Section 1. There shall be an annual state meeting of the Association at such time and place as the Executive Board shall determine. The meeting shall be open to all members. Business shall be transacted by the majority vote of the members present and voting. In the event of an emergency, the meeting may be canceled by the Executive Board.
- Section 2. There shall be a business meeting of the Assembly of Members at the time of the state meeting. The purposes of this meeting are defined in Article VI, Section 2.

## ARTICLE XII

### Newsletter

The KAFCS Newsletter shall be the official publication of the Association. The purpose of the newsletter shall be to inform the membership of official business, decisions and policies acted upon by the Executive Board and/or the Executive Committee, and to recognize the outstanding accomplishments of the membership.

## ARTICLE XIII

### Fiscal Year

The fiscal year of the Kentucky Association of Family and Consumer Sciences shall be from June 1 through May 31.

## ARTICLE XIV

### Amendments

- Section 1. These Bylaws may be amended by action of the Executive Board and a vote of two-thirds of the Assembly of Members present and voting at the state meeting, providing that notice of any proposed amendment(s) be given by mail or through one of the official publications of the Association at least 60 days prior to the state meeting at which it is to be voted on.
- Section 2. In the event of an emergency, as determined by the Executive Board, the Bylaws may be amended by mail ballot by a majority of the members of the Assembly voting in writing to the executive secretary.
- Section 3. In the event AAFCS passes bylaws or makes decisions which are binding on its

affiliated State Associations, the bylaws of this Association may be brought into conformance without Association action. Such bylaw changes shall be reported to the Association membership.

## ARTICLE XV

### Tax-Exempt Status

This Association is a non-stock and non-profit corporation. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, the officers, executive secretary or other private persons except that the Association shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distribution to further the objective as set forth in Article III of the Articles of Incorporation.

No substantial part of the Association's activities shall be invested in carrying on propaganda or otherwise attempting to influence legislation. The Association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Notwithstanding any of the provision in the Articles of Incorporation, the Association shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 ( or corresponding provisions of any future U.S. internal revenue law); or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. internal revenue law).

## 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 an officer, employee, or agent of the Association or is or was so serving at the Association's request for another profit or not-for-profit 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 Executive Board. 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 Executive Board.

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

## ARTICLE XVII

### Dissolution

In the event of dissolution or termination of the Association, the Executive Board shall, after paying all the liabilities of the Association, dispose of all the assets of the Association in such a manner or to such organization or organizations organized exclusively for charitable, education or scientific purposes and at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. internal revenue law) as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organizations organized and operated exclusively for such purposes, which the court shall determine.

## ARTICLE XVIII

### Parliamentary Authority

Except as otherwise provided in its bylaws and standing rules, the Association shall be governed by Robert's Rules of Order, Newly Revised.

*Date Implemented : March 29, 2001*