

# KANSAS ASSOCIATION OF TEACHERS OF FAMILY AND CONSUMER SCIENCES

## CONSTITUTION AND BYLAWS

### CONSTITUTION

#### Article I. Name and Affiliation

Section 1. The name of the organization shall be the Kansas Association of Teachers of Family and Consumer Sciences (*KATFACS*), here and after referred to as KATFACS, a nonprofit corporation, incorporated in the state of Kansas.

Section 2. KATFACS shall be affiliated with the National Association of Teachers of Family and Consumer Sciences (NATFACS), the Kansas Association for Career and Technical Education (K-ACTE), and Association for Career and Technical Education (ACTE).

#### Article II. Purposes

The purpose of KATFACS shall be to:

- A. Provide information concerning current trends in family and consumer sciences education to members and ways of implementation.
- B. Promote professionalism among the membership.
- C. Assist with projects and activities that will encourage students to select family and consumer sciences careers.
- D. Support family and consumer student organizations that provide leadership opportunities.
- E. Assist affiliate associations in promoting career and technical education legislation.
- F. Support purposes of NATFACS, K-ACTE, ACTE, and Technical Education.
- G. Serve Career and Technical Education.

#### Article III. Membership

Section 1. All persons actively employed in or retired from Family and Consumer Sciences Education or affiliate industry shall be eligible for membership and shall be classified as: General, Honorary, Student, Associate.

Section 2. General Membership. All persons employed in Family and Consumer Sciences Education (occupational, vocational, teacher training, and general) who have paid joint membership in KATFACS, NATFACS, K-ACTE, and ACTE.

Section 3. Honorary Membership. Honorary membership shall be bestowed upon Family and Consumer Sciences Educators who retire from paid teaching assignments after 20 years of service and 10 years of membership in KATFACS if requested in writing by the retiree.

Honorary members will pay no dues and will have no voting rights. Honorary membership shall become void if the member returns to paid employment.

Section 4. Student Membership. Shall be open to all college students who are Family and Consumer Sciences Education majors. They may attend KATFACS meetings at a reduced fee but have no voting rights. Student membership may receive KATFACS mailings if they provide the newsletter editor with their name and email address.

Section 5. Associate Membership. Any person interested in promoting Family and Consumer Sciences Education, Family and Consumer Sciences professionals in industry, and retirees that do not meet honorary status, in the State of Kansas may become an associate member of KATFACS by paying dues. Associate memberships are not available to persons eligible for active General membership.

Section 6. Membership becomes effective when appropriate dues are paid.

Section 7. The membership year shall coincide with the fiscal year of ACTE.

#### Article IV. Dues

Section 1. Dues shall be set by elected officers each year. Any change in dues must be approved by a majority vote of the membership present at a regular meeting.

Section 2. Annual dues for joint membership in KATFACS, K-ACTE, ACTE, and NATFACS must be paid by all active members.

## **Article V. Officers (executive board), Executive Council, and Advisors**

Section 1. The elected officers of KATFACS shall be: President, Past President, President-Elect, and Secretary. A Financial Director will be part of the executive board, but will be appointed by the executive council.

Section 2. The Executive Council shall be composed of: 1) elected officers; 2) district vice presidents; 3) advisors; 4) assistant district vice presidents; 5) and other appointed representatives.

**Section 3.** The staff of Family and Consumer Sciences Education, State Department of Education shall serve as advisors.

## **Article VI. Meetings**

Section 1. A regular meeting shall be scheduled to coincide with the K-ACTE annual meetings and with other association sponsored conferences.

Section 2. The Executive Council shall work with the state Family and Consumer Sciences staff in planning the KATFACS portion of the K-ACTE summer conference.

## **Article VII. Election of Officers**

Section 1. The immediate past president shall serve as chairperson of the nominating committee.

Section 2. The nominating committee, seeking input from members of the Executive Council, shall slate candidates for the offices of President-Elect and Secretary. They shall obtain permission of candidates to be nominated and compile qualifications of candidates 30 days prior to election, prepare appropriate ballots, and count ballots. The elected officers shall set the time for election of officers. The financial director will be appointed by the executive council.

Section 3. The president-elect shall be elected on an annual basis. Secretary is to be elected on alternate years to serve a two-year term. The Financial Director will be appointed by the Executive Council for a term of not less than three years. Reappointment is subject to an annual review and successful audit of the records.

Section 4. If the President is unable to continue, the President-Elect will fill the unexpired term. If the office of President-Elect should become vacant, the officers will determine how the office should be filled based on the time of year.

Section 5. If any elected or appointed position of the Executive Council becomes vacant, with the exception of President or President-Elect, the Executive Council shall determine how the vacancy is to be filled.

Section 6. The Executive Council members shall be elected, installed, and assume their term of office during the Annual Family and Consumer Sciences Teachers Summer Conference. The term of office shall be for approximately one year; from annual conference to the next conference.

Section 7. *Elected* and/or appointed officers must be dues-paying members of KATFACS, NATFACS, K-ACTE, and ACTE and should represent different districts if at all possible.

## **Article VIII. Amendments**

Section 1. This constitution may be amended at any regular meeting by a majority of votes cast by the membership.

Section 2. Proposed amendments must be presented in the membership thirty (30) days prior to a regular meeting.

## **BYLAWS**

Section 1. Executive Council Representatives

- A. Each district shall be represented by a district representative (vice president) and an assistant district representative (*assistant* vice president) on the Executive Council. Districts shall determine the method of selecting the district representative and assistant representative.
- B. The district representative shall complete one term of office on the Executive Council.
- C. The *assistant* district representative will assist the district representative in completing their duties on the Executive Council. The assistant district representative shall advance to the position of district representative after the term of office as assistant district representative.
- D. District representatives and assistant representatives shall be selected to provide the best possible representation of junior, senior high, career and technical, and general members, new and experienced teachers and large and small school systems.
- E. A convention chairperson(s) may be appointed by the President with the approval of the Executive Council to serve on the council when necessary.
- F. A city supervisor or a teacher educator may be appointed by the Executive Board to serve on the Executive Council.

- G. A representative to the FCCLA State Leadership Council may be appointed by the Executive Board to serve on the Executive Council
- H. All Executive Council members shall be members of KATFACS.

Section 2. Executive Council Meetings.

- A. The Executive Council shall meet prior to regular meetings of KATFACS.
- B. The President or a majority of the Executive Council may call a special Executive Council meeting.

Section 3. Duties of Officers (Executive Board).

- A. The President shall assume the following duties:
  1. Preside at all regular meetings, elected officers meetings (Executive Board) and Executive Council meetings.
  2. Appoint committees and committee chairperson.
  3. Serve as the official KATFACS representative to K-ACTE and serve on the K-ACTE Convention Program committee.
  4. Appoint K-ACTE voting delegates, subject to the approval of the Executive Board and regulations outlined by K-ACTE.
  5. Serve as KATFACS's official delegate to ACTE.
  6. Make other assignments and/or appointments deemed necessary by the Constitution, Bylaws, Policies, or membership of KATFACS.
  7. Install officers and Executive Board members.
- B. The President-Elect shall assume the following duties:
  1. Serve one term in the office and then serve as President the following term.
  2. Assume the duties of President in the absence of that officer.
  3. Attend K-ACTE board meetings.
  4. Serve as chairperson or co-chairperson of the Evaluation Committee for association conferences.
  5. Promote the Program of Work of KATFACS, NATFACS, K-ACTE, and ACTE.
  6. Co-chair the Summer K-ACTE/KATFACS Conference.
  7. Serve on the K-ACTE Convention Program committee.
- C. The Secretary shall assume the following duties:
  1. Keep an accurate record of all KATFACS meetings, executive board, and Executive Council meetings.
  2. Prepare a copy of the minutes to be included in the next association newsletter following each meeting.
  3. Prepare proceedings of *association conferences* for all members (and may be included in the newsletter).

4. Carry out correspondence assigned by the President and/or Executive Council.
5. Serve on the K-ACTE Membership committee.

D. The Financial Director shall assume the following duties:

1. Chair the Budget and Audit committee and provide all reports required by the committee.
2. Work cooperatively with the membership committee to assure accurate records.
3. Attend all meetings of the Executive Officers, Executive Council, and general membership.
4. Maintain the checking and investments accounts for KATFACS.
5. Prepare and present financial reports at general business meetings and Executive Council meetings.
6. Prepare and recommend annual budget and budget reports.
7. Pay all approved bills (approved by Executive Council).
8. Work with K-ACTE, ACTE, and NATFACS in collection of dues.
9. Deposit all funds of KATFACS in the KATFACS account within 30 days of the time they are received. The signature card must be signed by the Financial Director and two other Executive Council members approved by the Council.
10. Keep bills and receipts for all transactions.
11. Perform such additional duties as directed by the Executive Council.
12. Must be bonded.
13. Prepare tax related reports necessary for the organizations.
14. Follow the financial policies of the organizations.
15. At the end of the year, list all financial decisions made during the year and give a copy to the new president.
16. Serve on the K-ACTE Budget and Audit committee.

E. The immediate Past President shall assume the following duties:

1. Serve as chairperson of the following committees; Constitution and Bylaws and Nominations.
2. Serve as the official representative on any united conference planning committees.
3. Serve as advisor to the President and President-Elect.
4. Fulfill any other duty as requested by the President.
5. List policy changes made during their presiding year to be passed onto new president.
6. Serve on the K-ACTE Resolutions, Constitution, Bylaws committee.

#### Section 4. Duties of Executive Council.

- A. All members of the Executive Council shall assume duties assigned them by the Constitution and Bylaws, the President, Executive Council, or the membership.
- B. Accept responsibilities and obligations for KATFACS that will assist in fulfilling the purposes of KATFACS and promote membership.
- C. Provide input and assistance to the executive officers in planning conferences.
- D. Plan and make all necessary arrangements for KATFACS conventions, inservice meetings, and regular meetings.
- E. Preside at district KATFACS meetings. (Conduct KATFACS business at K-ACTE, district Family and Consumer Sciences meetings and other meetings).
- F. Seek suggestions and recommendations for KATFACS activities from members in the districts represented.
- G. Appoint committee and committee chairperson(s) necessary. of Family and Consumer Sciences Education.
- H. Accept KATFACS responsibilities for your district.
- I. Cooperate with the State staff
- J. Keep a complete file of KATFACS and Executive Council materials to be passed on each year to new Executive Council members.

#### Section 5. Voting Procedures

- A. All members eligible to vote by membership status may vote on KATFACS matters.
- B. Voting on routine business shall be done by a show of hands. A secret ballot shall be provided when requested by a member. Secret ballots will be used for election of officers. All elected and appointed members of the Executive Council shall be eligible to vote on all matters brought before the Council. A majority vote of the members voting shall rule. When necessary, the Executive Council may vote by mail. The procedures shall be determined by the Council.

#### Section 6. Rules

- A. Robert's Rules of Order shall be used as a guide to parliamentary procedure.

#### Section 7. Amendments to Bylaws

- A. These Bylaws may be amended at any regular meeting by a majority vote of those members present and voting.
- B. Proposed amendments to the Bylaws must be presented by the membership thirty (30) days prior to a regular meeting.

## STANDING RULES AND POLICIES

#### Section 1. Committee and Committee Responsibilities.

- A. The Executive Council shall appoint or assume the following standing committee responsibilities:
  1. Budget and Audit Committee: Shall audit the KATFACS funds annually and report to the membership at a regular meeting.
  2. Newsletter Committee: Compile KATFACS newsletters to be sent to all members. The chairperson submits an application to the Executive Council annually.
  3. Membership: Promote membership through recruitment activities and promotions. Encourage student membership of eligible Family and Consumer Sciences education majors in college.
  4. Public Relations and Publicity Committee: Publicize all Family and Consumer Sciences and KATFACS activities and emphasize via news releases to newspapers, radio, TV, member and non-member letters, etc.
  5. Awards Committee: Seek candidates from membership or Executive Council for recognition and nomination to be made to affiliate associations. Obtain qualifications of each candidate as asked by the affiliate association (K-ACTE, ACTE, NATFACS). These qualifications shall be reviewed and selections made. Provide retirement recognition in form of a certificate, remembrance gift, and/or honorary membership. Service recognition may be given by the organization to deserving members or persons promoting the purposes of KATFACS. Any member may submit names to be considered for special recognition or prepare appropriate ceremonies and recognition for deserving recipients (by gifts, plaques, prepare certificates, etc.).
  6. Constitution and Bylaws Committee: Shall review and submit any necessary amendments to the membership. Chairperson shall be the immediate past president.
  7. Evaluation Committee: Shall design and carry out appropriate evaluation of KATFACS functions. President-Elect will chair or co-chair.
  8. Nominating Committee: Contact potential candidates, prepare resume and present slate of officer candidates. Refer to Article VII, Section 1. Chairperson shall be the immediate past president.
  9. Program of Work: Develop Family and Consumer Sciences program goals and plan of implementation across the state.

10. Legislative Committee: Promote legislative awareness concerning career and technical programs at local, state, and national level. Inform educators, parents, and the public on issues of importance to education.

- B. Committee chairperson shall submit both written and oral reports of committee activities at Executive Council meetings.
- C. The President and/or Executive Council may assign additional responsibilities to standing committees or appoint other needed committees, including K-ACTE committees.
- D. The following (and additional) responsibilities may be assigned by the Executive Council for KATFACS Conference. Specific duties of each shall be outlined in the Officer's notebook or assigned by the Executive Council.
  - Exhibits/Showcase/Door Prizes
  - Program Assistants
  - Social
  - Registration
  - Summer Conference
  - United Conference Program
- E. All committees shall send a written summary of their plans to the President and at the designated time preceding a convention, conference, or inservice meeting at which they have a responsibility. They shall also provide any other information requested by the President or State staff.

Standing Committee policies may be amended at any meeting by a majority vote of the Executive Council members present.

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## Section 2. KATFACS Finances

- A. Funds shall be handled according to duties outlined for the Financial Director.
  - 1. No funds may be expended by any officer or member unless said funds are available in the corresponding line item of the current budget.
  - 2. KATFACS funds may be used to reimburse Executive Council members for meeting expenses when state funds are not available.
  - 3. KATFACS funds may be used to reimburse KATFACS representatives expenses to affiliate association meetings.
  - 4. The Executive Council may adjust budget items within a line item when necessary, but may not exceed the total budget line item approved by the membership.

## Section 3. KATFACS Correspondence

Copies of all correspondence, agreements and confirmations shall be sent to the President.

Bills for expenses of correspondence shall be submitted to the Financial Director for *budget* approval and payment.

## Section 4. Amendments