

American Association of Family & Consumer Sciences

Preprofessional/Graduate Student Section (P/GS)

Chapter Guidelines

January 2006 Edition

AAFCS P/GS Chapter Guidelines

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AAFCS General Information

American Association of Family & Consumer Sciences

Core Ideology and Envisioned Future

Core ideology describes an association's consistent identity that transcends all changes related to its relevant environment. It consists of two elements—**core purpose**—the association's reason for being—and **core values**—essential and enduring principles that guide an association. **Envisioned future** conveys a concrete yet unrealized vision for the association. It consists of a **big audacious goal**—a clear and compelling catalyst that serves as a focal point for effort—and a **vivid description**—vibrant and engaging descriptions of what it will be like to achieve the big audacious goal.

Core Ideology

Core Purpose:

Bringing people together to improve the lives of individuals, families, and communities.

Core Values:

1. Believes in the family as a fundamental unit of society.
2. Embraces diversity and values all people.
3. Is dedicated to life-long learning and diverse scholarship.
4. Prepares new professionals.
5. Exemplifies integrity and ethical behavior.
6. Seeks new ideas and open to change.
7. Promotes an integrative and holistic approach to the Body of Knowledge.

Envisioned Future

Big Audacious Goal (B.A.G.):

To be recognized as the driving force in bringing people together to improve the lives of individuals, families, and communities.

Elements of a Vivid Description of the desired future:

- AAFCS is recognized for advancing the movement of improving the lives of individuals and families by bringing together all concerned professionals.
- There is measurable improvement in societal indicators related to family well-being as a result of AAFCS' efforts.

- AAFCS is recognized for its research acumen, student involvement, advocacy efforts, and holistic approach in responding to the needs of individuals and families globally.
- AAFCS is recognized for responding to timely issues such as providing leadership in the International Summit Dealing with the Threat of Terrorism, which resulted in global community clinics run by FCS professionals.
- AAFCS is recognized for obtaining state and federal funding for preventative education regarding persistent human problems.
- AAFCS sponsors a “never miss” international conference for those interested in individual and family issues.
- As a result of AAFCS’ efforts, there is an adequate supply of educators and leaders in the FCS profession and in schools.
- The White House, Capitol Hill staff, the media, other organizations, individuals, and families contact AAFCS routinely for information on individual and family issues. AAFCS staff and volunteer leaders are trained to respond competently and confidently to inquiries.
- The membership of AAFCS has a healthy balance of students/new professionals and seasoned professionals.
- The AAFCS Leadership Team appears on TV, radio shows and in the print/electronic media at least monthly.
- AAFCS is operating in the black annually with a healthy surplus of reserves to support new research and other initiatives that further and advance its core purpose.
- The headquarters offices of AAFCS are filled with talented, energized, committed, and engaged staff with adequate technology resources to successfully respond to the growing needs of members and other stakeholder groups.

American Association of Family & Consumer Sciences Code of Ethics

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 American Association of Family and Consumer Sciences shall:

1. Maintain the highest responsible standard of professional performance, upholding confidentiality and acting with intelligence, commitment, and enthusiasm.
2. Fulfill the obligation to continually upgrade and broaden personal professional competence.
3. Share professional competence with colleagues and clients, to enlarge and continue development of the profession.
4. Support the objectives of the American Association of Family and Consumer Sciences and contribute to its development through informed, active participation in its programs.
5. Advance public awareness and understanding of the profession.
6. Maintain a dedication of enhancing individual and family potential as a focus for professional efforts.

Produced by the 1999 AAFCS Ethics Committee

The entire Code of Ethics is available at the ethic committee's web page at the AAFCS web site
www.aafcs.org

Association History

The nature of the family and consumer sciences profession and the programs of the Association have evolved as a result of changes in resources, family functions, culture, the discovery of new knowledge in the basic disciplines and the application of research.

The concerns initially identified by Ellen H. Richards, founder and first president of the American Home Economics Association, remain at the core of the profession and Association, and indeed have become increasingly important. Richards, a chemist, was the first female graduate and female professor at the Massachusetts Institute of Technology. She was concerned with consumer education; nutrition; child protection; industrial safety; public health; career education; women's rights; purity of air, food, and water; and the application of scientific and management principles to the home. Historians credit Richards with originating the concept of ecology as well as with formalizing the profession of home economics.

The idea of student affiliation was proposed in 1912, three years after the Association was formed. Students first affiliated with AHEA in 1923 through home economics clubs at both the high school and college levels. This system of group affiliation remained intact for the next 45 years.

In 1944, after the completion of a several year study of high school programs, plans were initiated to establish the Future Homemakers of America. This ended the direct affiliation of high school students with AHEA. However, the college chapters remained with AHEA until 1968.

At the 1968 Annual Meeting in Minneapolis, the Assembly approved a bylaws change ending college club affiliates and allowing students to become individual members of AHEA. The name changed from the College Chapter Section to the Student Member Section. In 1993, the Assembly voted that the name of the Student Member Section be changed to the Preprofessional/Graduate Student Section.

In 1994, the Assembly voted to change the name of the Association from the American Home Economics Association to the American Association of Family and Consumer Sciences. The new terminology, family and consumer sciences, better represents the scope and breadth of the profession.

Who Belongs to AAFCS?

Members of the American Association of Family and Consumer Sciences (AAFCS) represent a comprehensive cross-section of the family and consumer sciences profession. AAFCS' 9,000 members are elementary, secondary, and post-secondary educators, researchers, and administrators, cooperative extension educators, and other professionals in business and industry, not-for-profit organizations and government, as well as preprofessionals and graduate students. Members have the option of joining a section that best describes his/her area of professional practice and a division that best defines his/her area of content expertise.

Professional Sections

- **Colleges, Universities, and Research** – administrators, instructors, and researchers
- **Elementary, Secondary, and Adult Education** – elementary, middle and high school teachers, adult educators
- **Extension** – local family and consumer sciences educators, home economists, state specialists, state and federal administrators
- **Human Services** – counselors, social service providers, child care center directors, community outreach program administrators, dietitians, therapists
- **Business** – freelance consultants, industry spokespersons, product development and test kitchen specialists, consumer education directors, consumer relations representatives, entrepreneurs
- **Home and Community** – community volunteers, those who are retired, homemakers, part-time professionals

Divisions

- **International** – global issues across cultures worldwide
- **Art and Design** – interior/apparel design, applied arts history, material culture
- **Family Economics and Resource Management** – money and time management; consumer issues, human resource development
- **Family Relations and Human Development** – human sexuality, gerontology, counseling, child care, parenting
- **Nutrition, Health and Food Management** – food science/safety, product development, nutrition, sanitation, safety, food service management
- **Housing and Environment** – energy consumption, equipment design and usage, housing affordability, public policy
- **Apparel and Textiles** – fashion design/merchandising, textile science/preservation, social and cultural aspects of clothing
- **Education and Technology** – curriculum development, methodology, planning and evaluation
- **Communication** – public/media relations, journalism

Membership Benefits

Membership in the American Association of Family and Consumer Sciences (AAFCS) is an essential part of investing in your career. As a member of the Preprofessional/Graduate Student Section of AAFCS, you will receive these AAFCS services and opportunities:

- *Journal of Family and Consumer Sciences: From Research to Practice*
 - Extra-curricular education beyond the classroom
 - Access to the online *FCS Career Connection* (job bank)
 - Cooperative relations with other associations, agencies, and organizations
 - Advocacy on public policy issues
 - Exposure to current information in your field
 - Guidance from professionals for career development
 - Networking with peers nationwide
 - Opportunities to travel to affiliate and national meetings
 - Discounts on orders from the AAFCS Products and Publications Catalog
 - National, affiliate, and campus P/GS section activities
 - *In The Know*, the official P/GS bi-monthly e-newsletter
 - *The FACS*, the official AAFCS monthly e-newsletter
 - Fellowships for graduate education
 - Fostering a mentor relationship
 - Leadership development opportunities
 - Access to the AAFCS Web site (www.aafcs.org)
 - Access to the “members only” section of the AAFCS Web site
 - Discounts on professional liability and personal insurance
 - Publication opportunities
- . . . and more!

AAFCS offers you the challenges and choices of today’s diverse family and consumer sciences profession. As a member, you can take action now to expand your knowledge and skills outside of the classroom. Build your leadership capabilities—or expand your preprofessional experiences—by participating with your colleagues on campus now!

Governance Organization of Members

Board of Directors

Senate

Affiliates

Sections*

Divisions*

Action Groups

Units*

Committees*

Sections

Business
Colleges, Universities & Research
Elementary, Secondary & Adult Education
Extension
Home & Community
Human Services
PreProfessional/Graduate Student

Divisions

Apparel & Textiles
Art & Design
Communication
Education & Technology
Family Economics & Resource Management
Family Relations & Human Development
Housing & Environment
International
Nutrition, Health & Food Management

Units

Higher Education Unit
 Council for Accreditation
 Council for Certification
 Commissions
 Graduate Programs
 Undergraduate Programs
 Community, Technical & Junior College Programs
 Collegiate Assembly
Affiliate Presidents Unit
Past Presidents Unit

Governance Organization of Members

Continued

Committees

STANDING

Bylaws
Finance & Properties
Ethics
Development

ELECTED

Nominating

APPOINTED

Annual Meeting
Awards & Recognition
Communications
History & Archives
Membership
Professional Marketing
Public Policy
Strategic Direction

ADDITIONAL

Committee on Committees
Leadership Task Force
Annual Meeting Task Force
Committee to Design a New Certification Program
Appointed Nominating Committee
IFHE-US Liaison Committee

P/GS Standing Rules

Individual student members of the American Association of Family & Consumer Sciences form the Preprofessional/Graduate Student Section of the Association. The section functions under standing rules prepared by a committee of advisors at a workshop in January 1954 and revised in 1961, 1969, 1977, 1980, 1981, 1986, 1992, 2003, and 2004.

Article I: Name

The name of this section shall be the Preprofessional/Graduate Student Section of the American Association of Family & Consumer Sciences (AAFCS).

Article II: Object

Section 1. The object of this section shall be to provide for and to promote the professional development of Preprofessional/Graduate Students of family and consumer sciences or related subjects who are individual members of the American Association of Family & Consumer Sciences.

Section 2. This section shall:

- Promote the AAFCS program of work and the section's plan-of-action.
- Provide the opportunity for developing family and consumer sciences leadership among student members.
- Provide experience to increase mutual understanding among people of all cultures.
- Become familiar with the history and explore the future of family and consumer sciences and AAFCS.
- Provide the opportunity to meet and know people who have attained recognition in the family and consumer sciences profession.
- Explore career opportunities and promote knowledge of the capabilities of family and consumer sciences professionals.
- Develop professional interests, which lead to active membership in the affiliate and national association.

Article III: Membership

Section 1. A Preprofessional/Graduate Student member shall be a person:

a. who is enrolled in a two-year, four-year, or graduate program of the profession at a regionally accredited college or university in the United States or Canada with a major in one or more of the knowledge-based areas of the profession or one of the specialized division areas.

Section 2. The Preprofessional/Graduate Student Section of AAFCS will be formed by all individual student members of the Association. They shall be represented on the board of directors by the chair of the Preprofessional/Graduate Student Section, and in the AAFCS Senate by three Preprofessional/Graduate Student members.

Section 3. Preprofessional/Graduate Student members shall pay annual dues at the rate of \$60.00, of which 25% is remitted to the affiliate association or as stated in the bylaws.

Article IV: Officers

Section 1. The elected student officers shall consist of a chair, chair-elect, first vice-chair, second vice-chair, secretary, and graduate liaison.

Section 2. The functions of the officers shall be as follows:

The chair shall:

- Be responsible for the overall planning and leadership of the section
- Serve as the official voting representative of the Preprofessional/Graduate Student Section to the AAFCS board of directors
- Serve on appropriate AAFCS committees at the discretion of the Board of Directors
- Assume responsibility for the Preprofessional/Graduate Student Section program of work
- Assume responsibility for the Preprofessional/Graduate Student Section Annual Convention program
- Preside at the annual Preprofessional/Graduate Student Section meetings
- Appoint section committees as necessary and act as an ex-officio member of them
- Assist the officers as necessary and oversee the performance of their duties
- Be responsible for an annual report of the section to the AAFCS board of directors
- Present a report of this officer's activities at the annual section meeting.

The chair-elect shall:

- Serve as parliamentarian for all business meetings of the section to ensure that proper Robert's Rules of Order are being followed.
- Assume responsibility as a regional contact in accordance with the rotation of regional responsibilities as outlined in the P/GS Section Handbook.
- Attend the annual leadership workshop for incoming board members.
- Become familiar with the Association and its policies and procedures, the duties of the P/GS chair, and the responsibilities of a member of the AAFCS board of directors.
Assist the chair with whatever work and/or projects may be necessary.
- Coordinate the P/GS Awards application and selection process.
- Serve on appropriate AAFCS committees at the discretion of the Board of Directors.

The first vice-chair shall:

- Submit articles to the *Journal of Family and Consumer Sciences* (practical publication).
- Serve on appropriate AAFCS committees at the discretion of the Board of Directors.
- Serve as editor/liaison of the Preprofessional/Graduate Student Section newsletter, *In the Know* (to be published no less than quarterly).
- Coordinate the collection of P/GS information to be posted on the AAFCS web site. All information that needs to be posted at www.aafcs.org shall be submitted, by members and other national officers, to the first vice-chair, the first vice-chair shall then work with the AAFCS staff member(s) in charge of web site postings in order to properly and efficiently disseminate information. P/GS information should be reviewed on a regular basis (no less than once a month) and should be updated as needed.
- Present a report of this officer's activities at the annual section meeting.

The second vice-chair shall:

- Be responsible for election of Preprofessional/Graduate Student Section officers.
- Serve as chair of the Preprofessional/Graduate Student Section Nominating Committee.
- Serve on appropriate AAFCS Committees at the discretion of the AAFCS Board of Directors.
- Present a report of this officer's activities at the annual section meeting.

The secretary shall:

- Record and keep the minutes of the student section meetings.
- Serve on appropriate AAFCS Committees at the discretion of the Board of Directors.
- Be responsible for section correspondence as necessary.
- Present a report of this officer's activities at the annual section meeting.
- Be responsible for updating HUGS application forms as needed.
- Be responsible for compiling national P/GS-related directories.

The graduate liaison shall:

- *Serve as a liaison between graduate students, preprofessionals, and professionals.*
- Compile and update information on scholarships, fellowships, grants, and poster sessions.
- Serve on appropriate AAFCS Committees at the discretion of the Board of Directors.
- Assist AAFCS staff and the Coordinating Council of Honor Societies with the Graduate Program Showcase at Annual Convention.
- Assist the First Vice Chair in compiling information regarding upcoming events, scholarships/fellowships, opportunities, and deadlines to be distributed to P/GS members, chapters, advisors, and chairs via *In the Know* or updates as needed on the AAFCS website.

All six officers shall:

- Attend and participate in the annual convention of the American Association of Family & Consumer Sciences during the year of election and the year their office ends.
- Be available to visit local and affiliate sections at the requesting group's expense.
- Serve as a representative to one of the four regions: Pacific, Central, North Atlantic, and Southern. This will be determined on a rotational basis (unless each region is already represented).

Section 3. Vacancies in any P/GS national offices, aside from that of chair, shall be filled at the discretion of the remaining officers after consultation with board and staff liaisons. A vacancy in the office of chair shall, in accordance with AAFCS procedure, be filled by the first vice-chair.

Article V: Elections

Section 1. For purposes of election of officers:

- Each affiliate may present to AAFCS a maximum of two candidates for national office.
- The candidate may select the office in which he or she would like to be nominated.
- The nomination and application forms shall be submitted to the second vice-chair by the specified deadlines in order for national officer candidates to be placed on the slate.

Section 2. To be eligible as a candidate for Preprofessional/Graduate Student Section national office a candidate shall be:

- A current undergraduate or graduate student member of the American Association of Family & Consumer Sciences.
- A person who will be enrolled in college throughout the coming school year.
- A person who will be able to attend the AAFCS Annual Convention and Exposition the year of election as well as the year of office.
- If elected as chair-elect, the person will attend all necessary AAFCS board of directors meetings in Alexandria, Virginia, and the board of directors meeting(s) held at the AAFCS Annual Convention and Exposition during their term as chair.
- Officer candidates not elected may seek nomination for office in consecutive years as long as they still meet the candidate requirements.
- A member, nominated by their state affiliate, who has completed an application that was submitted to the national second vice-chair by the specified deadline (i.e., no members shall be nominated for candidacy from the floor).
- Former national officers will be allowed to run for candidacy for any office position any year following their election term.

Section 3. The election, composition, and functions of the Preprofessional/Graduate Student Section Nominating Committee shall be:

- The Nominating Committee shall be composed of the runners-up to the Preprofessional/Graduate Student Section national officers, and any national officers not running for a subsequent term. The second vice-chair shall serve as the chair of the Nominating Committee.

- The Preprofessional/Graduate Student Section Nominating Committee shall score each candidate's qualifications and select two possible candidates for each office. Members of the Nominating Committee will consider the candidate's first and second officer choices.
- Nominating Committee balloting will take place by conference call. The second vice-chair will notify officer candidates of their selection in writing.
- Election shall take place via paper or electronic balloting prior to the AAFCS Annual Convention and Exposition, with one vote per student member.
- Fact sheets on each candidate shall be made available to each student member once nominees have been selected.

Section 4. Installation of officers shall take place at the Preprofessional/Graduate Student Section business meeting at the AAFCS Annual Convention and Exposition. The newly elected officers will serve for one year from the time they are elected to section office.

Article VI: Meetings

The meetings of the Preprofessional/Graduate Student Section shall be held at the time and place of, and shall be part of, the AAFCS Annual Convention and Exposition.

Article VII: Official Publications

The official publications of the Preprofessional/Graduate Student Section shall be the *Journal of Family and Consumer Sciences* and the P/GS newsletter, *In the Know*.

Article VIII: Amendments

Section 1. Revisions to the standing rules must be approved by a two-thirds vote of those electors in attendance at the Preprofessional/Graduate Student Section business meeting at the AAFCS Annual Convention. Information about proposed changes shall be sent to electors at least one month prior to the Annual convention. Revisions of the standing rules, other than editorial changes, shall be recommended by the Preprofessional/Graduate Student Section and then approved by the AAFCS board of directors.

Section 2. An elector is the individual selected to cast a vote, at the annual P/GS business meeting, on behalf of student members in his/her affiliate. That student must be an AAFCS member in good standing and a member of the state affiliate for which they are voting. Typically, the elector will be the student chair for the affiliate. If that individual is not in attendance or is unable to vote for some other reason, students in attendance from the affiliate should select an elector prior to the section business meeting. The individual who serves as the elector will register with the AAFCS P/GS Secretary at the business meeting prior to voting. Currently installed AAFCS P/GS National Officers may not serve as the elector for their affiliate.

Article IX: Parliamentary Authority

Robert's Rules of Order, Revised, shall govern this section in all cases to which they are applicable, subject to such rules as have been or may be adopted. (The standing rules of the Preprofessional/Graduate Student Section shall be consistent with the bylaws of AAFCS.)

Regional Assignments

Each year, AAFCS P/GS Officers are responsible for serving as the contact person for a particular region within the nation. P/GS members in each affiliate in that region come to rely on that officer as a source of information and also as a support for the activities of their organization at the local, state, and national level.

The regional assignments are based on a rotation system indicated in the P/GS Chapter Guidelines. Although an officer may not reside in the region for which he/she is responsible, he/she will assume the role of regional contact for the duration of his/her term. Of course, this does not mean that the officer should hesitate to assist members in the region of their residence. In fact, all officers are expected to be of service to any member, chapter, or affiliate that expresses a need to them.

The Chair and Graduate Liaison do not appear on the rotation schedule. It is assumed that the Chair (Tiffani Calmes, CFCS, calme004@umn.edu) will coordinate communication between all regions. The Graduate Liaison (Heidi Kosch, hkosc691@uwsp.edu) will also be expected to serve, in particular, as a resource for the graduate students in the section.

The AAFCS P/GS Officers will send out informational mailings, via e-mail, to the contact person for each affiliate within their region. The P/GS electronic newsletter, "In the Know" is also sent on an average of once every two months to all P/GS members.

Regional Assignments for 2005-2006 are as follows:

North Atlantic Region		
Kimberly Hart, Second Vice Chair, hartk@uwstout.edu		
Connecticut	Massachusetts	Pennsylvania
Delaware	New Hampshire	Rhode Island
Maine	New Jersey	Vermont
Maryland	New York	West Virginia

Southern Region		
Laura Dragoo, Secretary, lsdragoo@bsu.edu		
Alabama	Mississippi	Tennessee
Arkansas	North Carolina	Texas
Florida	Oklahoma	Virgin Islands
Georgia	Puerto Rico	Virginia
Louisiana	South Carolina	

Regional assignments continued on page 21

Central Region	Michelle Garwood, First Vice-Chair, michelle_j_Garwood@hotmail.com	
Illinois	Michigan	North Dakota
Indiana	Minnesota	Ohio
Iowa	Missouri	South Dakota
Kansas	Nebraska	Wisconsin
Kentucky		

Pacific Region	Melissa Wilmarth, Chair-Elect, wilmarth@iastate.edu	
Alaska	Idaho	Oregon
Arizona	Missouri	Utah
California	Montana	Washington
Colorado	Nevada	Wyoming
Hawaii	New Mexico	

In order to facilitate communications among P/GS members, each national P/GS section officer will represent a region according to the following rotation schedule:

<i>Regional Representation</i>	2005-2006	2006-2007	2007-2008	2008-2009
Central	1 st Vice-Chair	Chair-elect	Secretary	2 nd Vice-Chair
North Atlantic	2 nd Vice-Chair	1 st Vice-Chair	Chair-elect	Secretary
Southern	Secretary	2 nd Vice-Chair	1 st Vice-Chair	Chair-elect
Pacific	Chair-elect	Secretary	2 nd Vice-Chair	1 st Vice-Chair

Campus Information

P/GS Program Planning

General Questions

- What direction are we headed, where should we be headed?
- Where are we weak/lacking?
- Where are we strong?
- What is not getting done?

Membership Numbers

- What are our current numbers (graduate and undergraduate specifically)?
- Who are the “powerhouses” and what are they doing to keep that status?
- Can we draw membership from community colleges?

Focus

What should the vision for the year be and how can all members work toward that end?

- What do we really want to get done?
- What are the priorities this year?
- Are there things happening on campus or in the larger community to which we could/should contribute? What are they? How can we be involved?

What should our responsibilities be as individual officers and as a team?

- Timelines for those responsibilities
- Accountability
- Additions

Recognition of student members/accomplishments

- How do we want to recognize our members this year?

Inclusiveness

- How can we appeal to undergraduate and graduate students in all FCS majors?

Connections between professionals and students

- How can we provide opportunities for mentoring and interaction?

Employment and internship opportunities

- Professionals are often aware of opportunities for students, how can we tap that knowledge and get it students?

What Other Things Should We Be Considering as We Plan for the Year?

American Association of Family and Consumer Sciences Preprofessional/Graduate Student Section

Campus Contact Information 2005-06

This information form should be completed and returned by **January 1, 2006** (or sooner if possible). Completion of this form will allow AAFCS to remain in stronger communication with P/GS members on your campus.

State: _____

College/University: _____

Campus Contact: _____

Membership Number: _____

School Address (2005-06): Date Effective: _____

Street: _____

City/State/Zip: _____

Phone: _____

E-mail Address: _____

(If you have more than one e-mail address, please list the one you use most frequently.)

P/GS Campus Advisor: _____

Phone: _____

Date of 2006 State Meeting (if known): _____

Please return completed form to:

By January 1, 2006

Laura Dragoo
AAFCS P/GS Secretary
ldragoo@bsu.edu

Sample Constitution

**Note: This sample constitution was adapted from the University of Wisconsin-Stout. Please feel free to make adjustments as necessary so that it will best serve your campus group. Reference the AAFCS P/GS Standing Rules to make sure that your campus constitution does not conflict with the P/GS rules at the national level.*

(Name of Organization)

Constitution

ARTICLE I NAME

Section 1: The name of the recognized organization shall be _____, which is a student organization of the XYZ College/ University.

ARTICLE II ORGANIZATION PURPOSE

Section 1: The purpose(s) of this organization shall be:

- A.
- B.

ARTICLE III AFFILIATIONS

Section 1: *Note affiliations with national or regional groups.*

ARTICLE IV MEMBERSHIP

Section 1: Qualifications of Members

(Include in this section the criteria for membership and how membership is decided, if any. They might include GPA, class level, major, etc. The criteria may not discriminate on the basis of race, religion, national origin, age, gender, marital status, color, sexual orientation, veteran status or disability.)

Section 2: Voting privileges

(Include any other requirements you wish such as meeting attendance, participation in activities, dues paying, etc.)

Section 3: The responsibilities of all members shall include...

(Include here all the requirements for maintaining membership)

Section 4: Membership may be terminated by...

(Include here all the conditions under which membership may be terminated, lack of participation in meetings, academic probation, dues paying, etc.)

ARTICLE V: DUES

Section 1: Members shall pay dues in the amount of (X) on a monthly, quarterly, yearly basis. (Specify who shall have responsibility for maintenance of the account.)

ARTICLE VI: OFFICERS

Section 1: The officers of this organization shall consist of:

(State the number of officers, their titles, and duties.)

Section 2: Qualifications for each office, if any.

Section 3: Term of office.

Section 4: Provisions for removal of an officer.

ARTICLE VII: ELECTIONS

Section 1: Selection of officers shall be held (provide the month of elections, specify who will inform the membership of the election meetings and the method of notification). (A provision should be made regarding the amount of lead time required to notify members of the election meetings, i.e. 15 to 30 days.)

Section 2: Procedures for filling vacancies.

Section 3: Procedures for voting.

(How will the group vote? What percentages will constitute a majority?)

ARTICLE VIII: MEETINGS

Section 1: Regular meeting of this organization shall be held (weekly, monthly, bi-monthly?). (Specify who shall have the responsibility to notify member of the meeting and the method of notifications to be utilized.)

Section 2: A quorum shall consist of (#) voting members or a percentage of voting members present at any regular or special meeting. (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization.)

ARTICLE IX: ADVISOR

Section 1: There shall be (1, 2 or more) faculty/staff advisors.

Section 2: Method of selecting and removing advisor(s).

Section 3: Duties and responsibilities of advisor(s).

ARTICLE X: COMMITTEES (optional)

Section 1: Standing committees (composition, appointment, function, powers, and duties).

Section 2: Appointment of committees by...

ARTICLE XI: AMENDMENTS TO THE CONSTITUTION

Section 1: How to amend

(Ex. This constitution must be amended by a vote of 2/3 of the voting membership at the meeting.)

Section 2: Process of amending

(Ex. How the amendment should be submitted, how many meetings should it be tabled, what kind of vote (oral, secret ballot).)

ARTICLE XII: BYLAWS

Section 1: Method for adoption. (vote?)

Section 2: Method for amendment or revision

Section 3: Roberts Rules of Order (Parliamentary Procedure) shall govern meetings of this organization within the requirements of this constitution and bylaws adopted by the members of this organization.

Sample Agenda

Name of School or Affiliate
American Association of Family and Consumer Sciences
Preprofessional/Graduate Student Section

Type of Meeting

DATE

Welcome/Call to Order	Presiding Officer
Minutes	Secretary
Treasurer's Report	Treasurer
Officer Reports List as needed	
Committee Reports List as needed	
Unfinished Business	
Item	Person Responsible
Item	Person Responsible
Other unfinished business	
New Business	
Item	Person Responsible
Item	Person Responsible
Other new business	
Announcements	
Program	
Adjourn	

Basic Parliamentary Procedure

Basic Vocabulary

1. **Acclamation**—an oral, or voice vote
2. **Affirmative**—“for” or “yes” vote
3. **Adjourn**—to end the meeting
4. **Agenda**—order of business for the meeting
5. **Amendment**—a change in or addition to the main motion; amendments can also be amended once
6. **Chair, Chairman, or Chairperson**—person presiding at a meeting
7. **Debate**—discussion for or against the motion
8. **Division (or Division of the House)**—when a member disagrees with a voice vote and calls for a counted vote; does not require a second
9. **Gavel**—a tool for calling the meeting to order
10. **General (or Unanimous) Consent**—if there are no objections, passing a motion without debate or vote
11. **Majority**—over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1
12. **Methods of voting**—
 - a. Voice votes—aye or no, general consent
 - b. Roll call—raising hand or standing
 - c. Ballot—secret ballot usually written or recorded by voting machine
13. **Minority**—the smaller number; less than 50 percent
14. **Minutes**—written record of a meeting
15. **Main Motion**—an idea brought before the group for consideration; should be stated “I move that...” or “I move to...”; it must be acted on
16. **Parliamentarian**—one who has knowledge of parliamentary procedure and is skilled in its practice
17. **Pending**—has not been voted on; is still “on the floor”
18. **Plurality**—a larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect
19. **Point of Information**—to ask for clarification
20. **Point of Order**—to correct a breach of order or error in procedure
21. **Postpone**—puts off a motion until some future time
22. **Previous Question**—a call to end discussion and vote on the motion; a second is required
23. **Putting the Question**—when chair takes vote for and against a motion and announces the results
24. **Quorum**—minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws
25. **Second**—means another member supports motion
26. **Stating the Question**—chair restates the exact motion after the second and indicates it is open for debate

Making a Motion

Incorrect: "I make a motion to..."

Correct: "I move that..."

- If the maker of a motion chooses to withdraw it, the seconder of the motion must also agree.
- If the maker of a motion wishes to amend it, a motion to amend must be made. (In some cases, a "friendly" amendment could be considered)
- A motion, once on the floor, is the only topic of discussion. It must be either voted upon, postponed, referred back to committee, or tabled.
- A proposal coming from a committee is considered a motion. It does not need a second.

Privilege

There are certain points of parliamentary procedure that superceded other points by virtue of their urgency. They are:

- **Point of Order**
 - Declares that there is some question as to the parliamentary validity of current activity.
- **Point of Clarification**
 - Indicates a need for further explanation before business can move forward.
 - Should NOT be used in the place of a question
- **Previous Question**
 - Indicates a desire to move immediately into a vote on the matter at hand.
 - Puts a stop to all points of discussion, question, and debate
 - Will be over-ruled if anyone objects
 - Not the same as moving to vote ("I move that we vote on the motion on the table.")

Voting

Voting can be done in a variety of ways:

- **Voice Vote**
 - Best on "simple" matters where a more complicated procedure is not felt to be needed
- **Show of Hands**
 - Best on issues of little controversy where a record does not need to be kept per voter
- **Roll Call**
 - Best on serious issues where votes per voter should be kept for record
- **Secret Ballot**
 - Best on serious issues where a record needs to be kept, but voters desire anonymity

Division of the House: This is similar to calling a point of order. Any member of the voting body, the chair, or the parliamentary advisor can call division of the house whenever the outcome of a vote is in question. For example, if a voice vote or show of hands is inconclusive, division of the house will require a more conclusive voting method (i.e. roll call or ballot). Division of the house can also be called if a more formal voting method is desired for the purpose of the meeting's records.

Taken from: *Chapter Parliamentary Procedure*. Family, Career and Community Leaders of America, p. 68.

Simplified Parliamentary Procedure

*Parts I and II of this outline are referenced most often.

I. ORDER OF BUSINESS

- A. Call to order
- B. Roll call
- C. Minutes, read and approved or corrected
- D. Report of committees
 - 1. Standing committees
 - 2. Special committees
- E. Unfinished or old business
- F. New business
- G. Announcements
- H. Adjournment

II. PROPER PROCEDURE FOR HANDLING A MOTION

- A. Member rises or signifies they would like to speak and addresses chairperson
- B. Chairperson recognizes member by saying name or nodding
- C. Member states motion
- D. Chairperson asks for a second if one is not offered voluntarily
- E. Chairperson states the motion.
- F. Chairperson asks for discussion if it a debatable motion.
- G. When discussion ceases, chairperson restates motion and asks for a vote.
- H. Chairperson gives results of vote and declares the motion passed or failed.

(Some motions do not require all 8 steps see section III for variations.)

III. MOTIONS MOST OFTEN USED DURING A MEETING

Motions have rank or precedence, those of lower rank yield to those of higher rank, resulting in more than one motion of the floor at one time. A higher ranking motion can be moved during the discussion period of the motion before the assembly. The following motions are listed according to their rank, starting with the lowest.

A. The main motion

1. Phraseology: *"I move..."*
2. Rules for procedure:
 - a. Requires the 8 steps as described in proper procedure, section II.
 - b. Majority vote

B. Amendment (a change in a motion by adding, subtracting or substituting words)

1. Phraseology: *"I move we amend the motion by..."*
2. Rules for the procedure:
 - a. Requires 8 steps in as described in proper procedure
 - b. Majority vote
3. An amendment to an amendment changes or modifies the original amendment. Say, *"I move we amend the amendment by..."*. Use same rules for procedure as above for the original amendment.

C. Refer to committee

1. Phraseology: *"I move we refer this matter of..."*
2. Rules for procedure:
 - a. Requires the 8 steps in proper procedure
 - b. Majority vote

D. Postpone to a certain day

1. Phraseology: *"I move we postpone consideration of this motion until..."*
2. Rules for procedure:
 - a. Requires 8 steps in proper procedure
 - b. Majority vote

E. Close debate (to stop discussion upon the motion)

1. Phraseology: *"I move we close debate and vote immediately on the pending question."*
2. Rules for procedure:
 - a. Requires 7 steps of the proper procedure - omit discussion (step F)
 - b. Two-thirds vote

F. Lay on the table

1. Phraseology: *"I move we table this motion concerning..."*
2. Rules for procedure:
 - a. Requires 7 steps of the proper procedure - omit discussion (step F)
 - b. Majority vote
3. Motion to take from the table is the method used to bring the motion back on the floor for discussion after a period of time has elapsed, Say, *"I move we take from the table the motion..."*. The same rules as for lay on the table apply.

IV. OTHER USEFUL MOTIONS

- A. Withdraw a motion** (to retract, recall or take back a proposed motion)
1. Phrase: *"I wish to withdraw the motion concerning..."*
This is made by the originator of the motion.
 2. Rules for procedure:
 - a. If a member objects to the withdrawal, a motion by another member is in order.
 - b. Requires 7 steps of the procedure- omit requirement of a second. (step D)
 - c. Majority vote.
- B. Reconsider** (motion to bring an old motion on to the floor)
1. Phrase: *"I move we reconsider the vote on the motion..."*
 2. Rules for procedure:
 - a. Requires 6 steps of the proper procedure
- omit interruption of speaker (step A) and recognition by chairperson (step B)
 - b. Majority vote
- C. Point of order** (member indicates an error in parliamentary procedure)
1. Phrase: *"I rise to a point of order."*
 2. Rules for procedure:
 - a. May interrupt a speaker; does not need recognition; does not need a second
 - b. Decision made by chairperson
- D. Parliamentary inquiry** (member asks if an error has been made in procedure)
1. Phrase: *"I rise for parliamentary inquiry."*
 2. Rules for procedure: same as for point of order
- E. Division** (to obtain an accurate account of the vote)
1. Phrase: *"I call for division."*
 2. Rules for procedure: same as for point of order
- F. Questions of privilege** (matters concerning personal comfort)
1. Phrase: *"I rise to a question of privilege,"*
 2. Rules for procedure: same as for point of order
 3. Variation: individual raises hand of request and states "personal privilege."
- G. Adjourn** (motion to end the present meeting)
1. Phrase: *"I move we adjourn."*
 2. Rules for procedure:
 - a. Requires 7 steps in proper procedure - omit discussion
 - b. Majority vote

Motions

How to attempt to pass a motion

1. Second the motion immediately.
2. Give arguments for it during the discussion.
3. Vote for the motion.
4. Vote against any motion to postpone the original motion indefinitely.
5. Move to amend it, to perfect or improve it.
6. Vote against the motion to close debate in order to continue to discuss the motion's good points.
7. Vote against the motion to table.
8. Vote against the motion to recess.
9. Vote against the motion to reconsider.
10. Carry out motions immediately, so the motion to rescind cannot be used.
11. Vote against motion to adjourn.
12. The only way to carry a motion is to get the votes. Have your supporters at the meeting and encourage them to vote your way.

How to attempt to defeat a motion

1. Do not second the motion.
2. Give arguments against it during the discussion.
3. Vote against the motion.
4. Move to postpone indefinitely in an attempt to "kill" it.
5. Move to amend it to make it undesirable or complicated.
6. Move to refer it to a committee to delay action.
7. Move to postpone it to the next meeting to delay action.
8. Move to close debate to stop further discussion of good points.
9. Move to table the motion.
10. Move to take a recess to delay the discussion and vote.
11. If opponents win, move to reconsider the motion.
12. If opponents win and action has not been taken, move to rescind it.
13. Move to adjourn in order to prevent voting.

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Officer Roles & Responsibilities

The campus P/GS section was established so that family and consumer sciences majors could contribute fully to the growth and promotion of the profession as they add to their individual development.

College students interested in professional careers in family and consumer sciences can become involved in AAFCS programs and experiences that will provide opportunities for:

- Learning more about the family and consumer sciences profession, the development of professional attitudes and competencies, and the application of classroom experiences; and
- Involving students in carrying out the program of work adopted by the AAFCS Senate and carried out by the affiliate, affiliate P/GS section, and campus P/GS section.

Remember, the needs of your campus P/GS section group will vary, depending on the interests and experiences of your members. Some groups may focus on service; others may be more interested in career exploration and professional development. Members and officers may wish to pursue some of the following activities:

- Developing programs and activities to help carry out the AAFCS and the national P/GS section program of work.
- Organizing membership campaigns to promote the value of AAFCS student membership.
- Planning community projects.
- Participating in affiliate and AAFCS P/GS section activities.
- Planning joint activities with other college P/GS section groups and the affiliate.
- Encouraging seniors to become new professional members of AAFCS.
- Establishing mentor programs with family and consumer sciences professionals.

Officer Installation

Election to an office in the Association is an honor. The duties of the office should be taken seriously, and an installation procedure makes officers more cognizant of their responsibilities. Some local and affiliate organizations already have a well-defined installation ceremony. For those who do not, this ceremony could serve as a guide.

Outgoing officers and incoming officers should be assembled in their respective groups, facing the audience.

The chair addresses the outgoing officers:

“The outgoing officers have served the section well. You are about to relinquish the duties of your office to a successor. On behalf of the members of the American Association of Family and Consumer Sciences, I thank you for the diligent manner in which you have conducted the duties of your office. We appreciate the leadership and untiring effort you gave.”

The chair addresses the incoming officers:

“I am about to administer the oath of office to the (names of offices). You have been duly informed of the responsibilities of the office to which you have been elected. Please raise your right hand and repeat after me the oath of office: I, (repeat your name), do solemnly promise to faithfully perform the duties of the office to which I have been elected.”

The chair may present the incoming and/or outgoing officers with an appropriate token. The method may not be as important as the idea that there is a ceremony to mark the occasion of changing officers. You may want to invite parents and faculty to the ceremony, have a keynote address (perhaps by the Dean), light candles for each officer, and serve snacks afterward.

Effective Meeting & Program Management

<u>ACTIVITY</u>	<u>WHO WILL DO</u>	<u>COMPLETE</u>
BEFORE MEETING		
AGENDA		
Plan Agenda	_____	_____
Plan for Member Involvement	_____	_____
Contact People on the Agenda	_____	_____
Locate Previous Minutes	_____	_____
Gather Materials Needed	_____	_____
Submit Committee Reports	_____	_____
PUBLICITY		
Letters of Invitation	_____	_____
Personal Contacts	_____	_____
Notices	_____	_____
Bulletin Board Messages	_____	_____
News Releases	_____	_____
SPACE AND EQUIPMENT		
Monitor Room Arrangement	_____	_____
Provide Extra Chairs (if needed)	_____	_____
Be Responsible for Climate Control	_____	_____
EQUIPMENT AND SUPPLIES		
AV Equipment Set-Up & Checked	_____	_____
Extension Cords	_____	_____
Microphones	_____	_____
Gavel	_____	_____
Visual Aids	_____	_____
Pens/Pencils	_____	_____
Masking Tape	_____	_____
Newsprint	_____	_____
Refreshments	_____	_____
Copies of the Agenda	_____	_____

Meeting Tips

These twelve ideas are key for running effective meetings. Effective meetings are necessary for healthy organizational functioning.

1. Always distribute an agenda.

An agenda keeps a meeting on the beam. Try to distribute the agenda prior to meeting to allow others to think about topics or add others.

2. State your meeting's purpose.

Informing your team of your purpose helps them concentrate on what the meeting is to accomplish.

3. Keep the meeting moving.

Interest lags when action lags.

4. Speak clearly.

If you can't be heard, you can't exercise control.

5. Avoid side conversation.

When nobody can be heard, nothing can be accomplished.

6. Keep the speaker talking clearly and audibly.

Ask speakers to repeat themselves if the entire group did not understand them.

7. Clarify statements.

Sum up what the speaker has said and obtain a decision.

8. Stop aimless discussion.

Submit the matter to further study by a committee, which you appoint.

9. Don't argue with the speaker.

Ask questions if you disagree. Chairpersons are supposed to be neutral.

10. Don't squelch a troublemaker.

Let the meeting pass judgment not only on the issue but on the conduct of individual members.

11. Be aware of the participants' comfort.

Your meeting can accomplish more if all the members have all their physical needs attended to.

12. Use parliamentary procedure.

Parliamentary procedure experience is invaluable for professional applications. It takes some getting used to, but it's definitely worth the effort!

- Use motion slips and have the maker of the motion carefully write out the complete motion to be read before the group votes.
- Use brainstorming, Delphi method, and nominal group process and other techniques to avoid groupthink.

Recruiting Student Members

Recruitment Checklist:

- _____ Assign officers and members to call potential new members
- _____ Sign up for a table at your campus organization fair at the beginning of the year
- _____ Ask returning members to bring one new (potential) member to each of your first three meetings
- _____ Check your organization web site/address for interest from others. Post brochures around campus on the bulletin boards inviting new members to join your organization

At meetings where new members are present:

- _____ Introduce yourself to new (potential) members personally
- _____ Learn names of new members (and returning members)
- _____ Distribute rosters of members with phone numbers and e-mail addresses
- _____ Ask new members to work with returning members on committees or projects.
- _____ Call new members after their first meeting to thank them for attending and invite them back
- _____ Collect dues from new members
- _____ Ask new members what they are interested in doing (or do a member survey)

SCRIPT: Calling potential new members

“Hi, my name is _____ and I’m in _____ organization. I would like to invite you to our next meeting/event. (tell them what time and where the next meeting/event is....) I will call you the night before the meeting/event to remind you about it.... (offer to meet them between now and then to talk about your organization, or meet them at the door to the meeting/event. Are you interested in joining us?”

Source: The Leader’s Guide (2001) by the Involvement and Leadership Center at the University of Wisconsin-Stout, Menomonie, WI

Building a Team

Most work groups, teams and organizations go through a growth and development pattern that closely resembles a life cycle. Effective work groups eventually develop a high degree of internal cohesion. Cohesion can be defined as “the extent to which group members feel attracted toward their group and desire to remain members of it.” Group cohesion helps a group learn, develop, and prosper, but cohesion can be a mixed blessing. Cohesive work groups develop pressure on their members to conform to group standards, beliefs, and attitude. Pressures for uniformity help a work group accomplish its goals. But pressures for conformity can have detrimental effects. The development of cohesion in a group is a continuous process that needs constant attention.

- Phase 1 **Assembly** – Through recruiting and selection, individuals are brought together to start an activity.
- Phase 2 **Organizing** – The group is identified with a name, members begin to learn about the group’s intended mission, and receive assignments to various tasks.
- Phase 3 **Experimental Learning** – As they experiment with different assignments and observe each other in caution, group members develop expectations about their performance, both as individuals as a group. They also develop inter-personal ties, behavioral norms, camaraderie, specialized roles, and goal commitment.
- Phase 4 **Maturation** – Each member identifies with the group’s norms. A good motivational climate will help mold the group into a highly cohesive unit. Teamwork and cooperation will help the group coalesce and gather momentum.
- Phase 5 **Peak** – The group has reached a peak in its performance and its cohesion level. The group is a tightly knit, self-disciplined, and truly cohesive unit.
- Phase 6 **Decline** – The conformity pressures involved in a highly cohesive group eventually become dysfunctional. They may lead to inflexibility and therefore reduce the group’s responsiveness to its environment. Repeated success can also reduce the challenge involved in the group’s activities. The group loses its momentum.
- Phase 7 **Renewal** – During this stage it may be necessary to take apart long established norms and bonds that once were functional but have become obsolete or dysfunctional.

Understanding Your Group

BASIC NEEDS OF PEOPLE IN GROUPS

- The need to have a *share in planning* the group goal.
- The need to feel that the *goals are within reach and make sense*.
- They need to feel that they are *contributing to human welfare*.
- They need *a sense of belonging*, of being welcome, and a feeling that no one objects to their presence.
- They need to *share in making the rules* of the group.
- They need to know in some clear detail *what is expected of them*.
- They need to have *responsibilities that challenge them*, and contribute toward reaching the group's goals.
- They need to *see that progress is being made* toward the goals.
- They need to be *kept informed*.
- They need to have *confidence in their leader*, based on fair treatment and trust.

Member Retention: What Keeps 'Em Comin' Back for More?

1. Does your organization function properly? What are the characteristics of a good, strong organization?
2. What image does your group project?
3. Are all members familiar with the workings of the organization? What do you do (experiences, services, member benefits)? Do they know?
4. Are members interested in the group?
5. Do you know your members' names and something about each of them? Do they feel valued?
6. Do you feel valued as a member of the leadership of the group?

Specific Suggestions For Retention and Motivation:

1. Yearly awards
2. Complimentary tickets
3. Newspaper recognition
4. Daily reinforcement by fellow students and staff
5. Give students more responsibility
6. Anonymous notes of thanks after good programs
7. Inspirational saying appearing around the union or in mailboxes
8. Pictures around the building of committee chairmen and members
9. Organization newsletters delivered to faculty and staff on campus.
10. Committee membership exchange during the year
11. T-shirts advertising committees and events
12. Personal interest (social atmosphere)
13. Enthusiasm of chairmen
14. Humility expressed by those in leadership roles
15. Eliminate dead-weight committees, committee members
16. Know for sure whom you're trying to retain
17. Set well-defined goals, and "shoot" for them
18. Multi-group activities – involve entire membership in an event
19. Tangible rewards; e.g., certificates, dinners, etc.
20. Officers have regular meeting times; but based on a flexible schedule
21. Intra-communications – mailboxes, coffee hour, rap sessions, etc.
22. Evaluate, understand and learn from failures.

Source: The Leader's Guide (2001) by the Involvement and Leadership Center at the University of Wisconsin-Stout, Menomonie, WI

Student Organization Evaluation

(For advisors to review with Executive Officers)

Date _____

Organization _____

Advisor _____

Please respond to the following questions by assigning a rating number next to each question that indicates your reaction to the meeting. The rating scale is noted below:

Rating Scale: 5-excellent 4-good 3-fair 2-poor 1-unacceptable NA-does not apply

Presentation/Running the meeting:

___ Ability to effectively present the material/information

___ Style of communicating with other members

___ Ability to effectively respond to questions

Handouts and Audio-visuals: ___NA

___ Handouts contained accurate and useful information

___ Handouts were well developed and pleasing in appearance

___ Audio/Visual materials used were well developed and easy to understand

Group Activities: ___NA

___ Activities were enjoyable and helpful

___ Activities were directly related to the purpose of the meeting

___ Participation in the activities was high

What did you like best about the meeting?

What did you like least about the meeting?

What suggestions could you make for the future meetings?

What is your overall evaluation of the meeting?

Review Progress Periodically

Review progress periodically through the meeting and particularly at the end of each meeting. Draw together any loose ends and bring out the main points of the discussion. A summary at the end of the meeting lets every member know what has been accomplished and also sets up thinking for the next meeting.

Check Sheet for Committee Evaluation/Problem Solving

Place a number corresponding to the point on the scale on the line in front of each question

Rating Scale: 5-excellent 4-very good 3-average 2-fair 1-poor

1. ____ To what extent does the group seem to analyze the problem quickly?
2. ____ To what extent does the group arrive at a satisfactory focus and approach to the problem?
3. ____ To what extent does the group divide the problem into manageable units?
4. ____ To what extent is there a balance of participation on the part of group members?
5. ____ To what extent does the group discussion move along at a progressive pace?
6. ____ To what extent do group members interact with one another so that group ideas are created?
7. ____ To what extent does the group consider all sides of the question as time allows?
8. ____ To what extent does the group seem able to deal with differences of opinion?
9. ____ To what extent does the chairperson do an effective job of leading discussion?
10. ____ To what extent does the group keep the discussion impersonal and directed to the issues rather than personalities?
11. ____ To what extent do these persons seem comfortable with one another?

Group Transition

During the time that your incoming and outgoing officers are gathered together, you should take the time to also discuss each of the following topics:

Goal Setting

- What were the organization's goals for this year?
- How do those goals relate to next year's goals?
- What are some goals for the future?

Summer Plans

- What type of things should be taken care of over the summer?
- Is there a summer mailing list of all members?
- Where is it located?

“Dream Sharing”

- Where do we see this organization going?
- What was done this past year to move the organization toward that “dream?”
- What can be done next year to move us closer to that “dream?”

Transfer of Materials

- Location of...
 - Mailing lists
 - Desk Key
 - Constitution
 - Records
 - Account Numbers

Others

- Transfer of information and materials from the outgoing officers

Professional Development

What is professional development? As students, you may view professors at a local college as “professionals.” Perhaps the greatest “professional” you know was someone who took the time to mentor you along your educational journey. What makes him/her a “professional?” Is it because he/she holds a well-respected, full-time job? Is it the years of experience? What causes these individuals to stand out from all the others?

As a student, professional development is the process of becoming the professional you strive to be, regardless of your area of focus. There are many acceptable pathways to increasing professionalism, but at the core of each is the underlying premise that true professionals hold themselves to a higher level of personal integrity through commitment to the values of honesty, trustworthiness, dependability, responsibility, and equality.

Involvement in Professional Organizations

Being an active member of professional organizations enhances your professional maturity. Organizations plan events and activities for their members. When you participate, you are able to network with a wide variety of individuals, share ideas, and enhance personal knowledge of subjects vital to advancement in the workplace.

- a. Attend meetings/sessions and actively participate. Keep in mind that people have more respect for an individual who shares well-articulated thoughts and suggestions than someone who continually talks and controls the meeting/session.
- b. Pick up materials that will be of use to you. If you think something will not benefit you, leave it for someone who could use it.

Collaboration with Professionals

Your professional growth also depends on the relationship you have with other professional individuals. If you connect with someone who has been in the “real world” for a number of years, inquire about the possibility of beginning a mentoring experience with him/her. Most professionals would enjoy discussion with a young, aspiring student, full of energy and new ideas. They will respect you for working so diligently to finish a degree in an economically dysfunctional society. Practicing professionals understand the struggles you have faced and are more than willing to help you establish your roots.

- a. The Wisconsin Association of Family and Consumer Sciences, for example, has a yearly mentoring luncheon at their annual conference. Students are paired with practicing professionals. They are asked to share a meal together and talk about the association, future plans, and other career-related topics. Many questions are raised and answered during this time by both the mentor and the student.
- b. Internships, work study arrangements, or other forms of work with a professor will enhance your professional status.

- c. Observe practicing professionals in terms of how they handle phone calls, write letters, and communicate with other staff members. What communication techniques contribute to their status as respected professionals?

Participation in Research Projects

You will increase your understanding of the responsibilities of professionals through participation in similar activities. One of these activities is the extensive amount of research most professionals are involved in at various times.

- a. The best way to begin is to find a professor who is willing to secure your services as a research assistant. Pay attention to what the professional researches, as well as the methods he/she employs, including location of sources. If you are fortunate to work directly with a professor on a project, he/she may ask you to present the information at a local, state, or national conference. You may even receive the opportunity to become a published author and gain the respect of fellow students and faculty at your school.
- b. Participation in research will also communicate that you possess a strong work ethic and are willing to extend yourself above and beyond the call of duty. People will realize you possess hidden talents and seek your assistance for other projects. Research may initially seem intimidating, but your professional mentor will serve as a valuable resource and guide throughout your endeavor.

Additional Opportunities

The officer team in your chapter may choose to secure speakers, plan service projects, or organize other educational experiences as professional development opportunities for members. A great way to make use of resources is to allow the programming for your group to also serve as professional development!

In the same way that AAFCS assigns Professional Development Units (PDUs) to their educational opportunities, consider assigning Preprofessional Development Units (PPDUs) to P/GS activities within your chapter and affiliate. Awards can be given to members who earn the most PDUs during a semester or year.

Leadership Burnout

Some Preventive Measures for the Individual

1. Make time your ally, not your master
2. Remember to schedule in the necessities in life.
3. Set your priorities and stick to them.
4. Shun the Superhuman urge!!
5. Don't let your activities dominate your life.
6. Form and keep sensible eating and drinking habits.
7. Exercise daily & build it into your schedule.
8. Guard your personal freedoms: freedom to choose friends, freedom to structure your time, etc.
9. Find time every day, even if for only 10 minutes, to have complete privacy.
10. Don't drift along in troublesome and stressful situations or relationships.
11. Take one thing at a time.
12. Plan your response to stress. When it comes you'll be prepared!

Some Preventive Measures for the Committee

1. Rotate job (task) responsibilities.
2. Budget time and priorities wisely.
3. Schedule activities so that they do not all occur at about the same time.
4. Emphasize the importance of outside activities, interests, and friendships.
5. Regularly give thanks and recognition.
6. Remember people have other obligations besides the one to the committee.
7. Periodically evaluate the use of energies.

Symptoms of Burnout

1. Doubt about one's competence and worth.
2. Guilt, including continued dissatisfaction with the quality of one's work.
3. Personal withdrawal, especially from people who might make additional demands.
4. Psychological rigidity, lack of imagination, and inflexibility.
5. Low productivity, apathy, and task avoidance.
6. Unnecessary risk taking.
7. Indecisiveness, making the simple difficult and fussing over the trivial.
8. Cynicism and griping in general.
9. Minor but nagging physical problems.
10. Susceptibility to illness.

Coping with Burnout

1. Permit yourself to recognize your feelings and what factors are contributing to those feelings.
2. Take charge of your own life and well being.
3. Find a good listener to provide you with support.
4. Get regular exercise to relieve emotional pressure.
5. Share your feelings with others. They often will have the same problems.
6. Seek more information on dealing with stress.

The Advisor

The following excerpts are from the book, *Advising Student Groups and Organizations*, by Norbert W. Dunkel and John H. Schuh, Jossey-Bass publisher, 1998.

CHALLENGES AND REWARDS

Regardless of why you have become an advisor - be it a role freely chosen or one thrust upon you - an understanding of the challenges and rewards of advising will help you fulfill your responsibilities more effectively.

Challenges

Institutional challenges include finding the increased need for supplies, meeting times, office space and other amenities to help the organization function. The students involved in the organization face challenges that include recruitment, funding, and motivation of members. In your work as an advisor, one of your greatest challenges is managing your time and not becoming over committed. A student organization can be very demanding of your time. In addition, typical training for the advisor is minimal. The most important challenge is for you to clarify for the member what your role is in the organization. Students will have ideas; your role should be discussed as soon as possible following the election of new officers. Following a discussion of everyone's expectations, it is also important to discuss what you and your office staff can provide, and how to communicate effectively.

Rewards

An institution's ability to attract and recruit new students is generally increased by the visibility and involvement of student organizations. Improved retention is another institutional benefit. Naturally, the primary organizational reward is in providing students with an opportunity to participate in an enjoyable activity or to achieve a valuable purpose. Students participate to gain a sense of acceptance by their peers. One of the several rewards for you as an advisor is being able to observe the development of students during their college matriculation. It is rewarding to watch a student move from membership to leadership roles, or from being reserved to participating fully. You should feel flattered in serving as a reference for students. You will be recognized by the institution, students, and the organization for a job well done. The most fulfilling aspect of being an advisor is in serving as a mentor for students.

ADVISOR ROLES

You must play numerous roles while working with individual students and student organizations. Naturally, you will be most comfortable in the role with which you are most familiar; however, you must understand that although comfort in a specific role may diminish your sense of needing to know about other roles, student groups and organizations will continually challenge you to assume and work with various roles depending on you or your situation. If you understand the variety of roles, take time to practice techniques associated with the various roles, and work with student groups and organizations to reach a collective agreement as to your limitations and expectations of the roles, you will be much more effective.

In your work with student groups it is important to realize which role you fulfill. The following are typical roles that student organizations seek:

- Mentor - develop a relationship and genuine interest in students and their organization
- Teacher - to broaden the groups understanding, to examine challenges from all points of view
- Leader - connecting people to each other, providing communication and a shared vision
- Follower - you understand the goals and work of the student organization

ADVISOR JOB DESCRIPTION

The following represent duties for which an organization adviser might be responsible:

- . Meet weekly with the organization's president
- . Meet weekly with the executive board
- . Attend all organization meetings
- . Give a report during the organization meeting
- . Keep the executive board informed on institutional matters
- . Maintain a relationship with institutional accounting
- . Audit finances with the treasurer
- . Attend and advise delegations during trips to conferences, business meetings, and so on
- . Provide developmental activities to the executive board to assist in developing group cohesiveness
- . Assist the organization with election concerns
- . Respect and encourage all organizational functions
- . Provide a background history and insight to the organization
- . Maintain a history of the organization
- . Hold a goal-setting meeting for the executive board
- . Coordinate an executive board retreat annually
- . Assist with risk management decisions

BEGIN WITH A DISCUSSION

At the very beginning of the year, the Advisor and Executive officers need to sit and discuss the following points:

1. How well do you know the each other, and in what context?
2. Do we know how to contact each other, besides during meetings?
3. Should the advisor attend the organization's events? meetings? socials?
Is the advisor an active participant, decision-maker, or a passive observer?
4. Why is the advisor interested in your organization? How do you know this?
Why is the organization interested in you as an advisor? How do you know this?
5. Is the advisor approachable? Is the advisor available to provide advice and counsel to you when you have problems?

6. Does everyone know the goals of the organization? What evidence do you have to support this?
7. Does the advisor help clarify what you have learned by participating in the organization? In what ways?
8. What role does the advisor play in the financial management of the organization? What advice has the advisor provided about fund raising?
9. When it is clear that the advisor has ideas that differ from those of the group about how to handle something, what happens?
10. If there was one thing you could change about your previous Advisor/Executive Board's performance, what would that be?

Shown below are two evaluation forms suggested for review. These forms should be reviewed at the beginning of the year and then answered openly and honestly at the end of the year.

FROM THE STUDENT'S POINT OF VIEW

Please answer the following questions about your organization's advisor:

<i>Yes</i>	<i>No</i>	<i>Item</i>
<i>Yes</i>	<i>No</i>	The advisor provides motivation and encouragement to members.
<i>Yes</i>	<i>No</i>	The advisor knows the goals of the organization.
<i>Yes</i>	<i>No</i>	The advisor attends regularly scheduled executive board meetings.
<i>Yes</i>	<i>No</i>	The advisor attends regularly scheduled organizational meetings.
<i>Yes</i>	<i>No</i>	The advisor meets regularly with the officers of the organization.
<i>Yes</i>	<i>No</i>	The advisor attends the organization's special events.
<i>Yes</i>	<i>No</i>	The advisor assists with the orientation and training of new officers.
<i>Yes</i>	<i>No</i>	The advisor helps provide continuity for the organization.
<i>Yes</i>	<i>No</i>	The advisor confronts the negative behavior of members.
<i>Yes</i>	<i>No</i>	The advisor understands principles of group development.
<i>Yes</i>	<i>No</i>	The advisor understands how students grow and learn.
<i>Yes</i>	<i>No</i>	The advisor understands the principles that lead to orderly meetings.
<i>Yes</i>	<i>No</i>	The advisor has read the group's constitution and by-laws.
<i>Yes</i>	<i>No</i>	The advisor understands the principles of good fundraising.
<i>Yes</i>	<i>No</i>	The advisor understands how issues of diversity affect the organization.
<i>Yes</i>	<i>No</i>	The advisor attends conferences with the organization's students.
<i>Yes</i>	<i>No</i>	The advisor knows the steps to follow in developing a program.

Yes No The advisor can identify what members have learned by participating in the organization.

Yes No The advisor knows the members.

FROM THE ADVISOR'S POINT OF VIEW:

Please answer the following questions as they relate to your role as an organization advisor:

Yes No *Item*

Yes No I actively provide motivation and encouragement to members.

Yes No I know the goals of the organization.

Yes No I know the group's members.

Yes No I attend regularly scheduled executive board meetings.

Yes No I attend regularly scheduled organizational meetings.

Yes No I meet regularly with the officers of the organization.

Yes No I attend the organization's special events.

Yes No I assist with the orientation and training of new officers.

Yes No I help provide continuity for the organization.

Yes No I confront the negative behavior of members.

Yes No I understand principles of group development.

Yes No I understand how students grow and learn.

Yes No I understand the principles that lead to orderly meetings.

Yes No I have read the group's constitution and by-laws.

Yes No I recommend and encourage without imposing my ideas and preferences.

Yes No I monitor the organization's financial records.

Yes No I understand the principles of good fundraising.

Yes No I understand how issues of diversity affect the organization.

Yes No I attend conferences with the organization's students.

Yes No I know the steps to follow in developing a program.

Yes No I can identify what members have learned by participating in the organization.

Yes No I know where to find assistance when I encounter problems I cannot solve

The preceding excerpts are from the book, *Advising Student Groups and Organizations*, by Norbert W. Dunkel and John H. Schuh, Jossey-Bass publisher, 1998.

Obligations Advisors Have to Their Organizations A Checklist

_____ Advisors should agree to serve only if s/he is willing to participate in the work of the organization.

_____ Understanding the organization, its purpose and its goals is a primary obligation of any advisor. S/he should help the organization evaluate its purpose and goals and the program it is providing.

_____ The advisor, through his/her attendance at meetings and other functions, should demonstrate interest in the organization.

_____ Advisors should try to develop a close working relationship with the officers and as many members as possible. Meeting members in social situations can help to establish better relationships.

_____ Advisors should give attention to the interactions within the group, be available for complaints from members about the group, and serve as negotiator if this is necessary.

_____ Advisors should inform the group if they are not receiving notices of meetings, minutes, or materials.

_____ An Advisor should explain his/her satisfaction or dissatisfaction with anything the group is doing or proposing to do. How this is done is of some importance. In some cases, it is better to discuss concerns with officers. In others, it may be necessary to react during a meeting at the time a proposal is made. How the advisor may handle this depends on the situation and on the personality of the advisor. It is generally undesirable for the advisor to dominate and to inhibit the participation of members at meetings.

_____ Of importance is accepting the opportunity to learn from the organization. An advisor must recognize that the individual resources and potential of a group are important. Helping members voice opinions and to make decisions is one of the most important services s/he can provide.

_____ An advisor can help identify resources outside of the group. S/he should be sensitive to opportunities that may help the organization become more productive and effective.

Source: Bugenhagen, Marilyn, 1992. NACA National Convention, Dallas, TX. In *The Leader's Guide* (2001) by the Involvement and Leadership Center at the University of Wisconsin-Stout, Menomonie, WI

Directories, Information, and Forms

AAFCS ANNUAL MEMBERSHIP APPLICATION

Mail to AAFCS Membership Department, P.O. Box 79377, Baltimore, MD 21279-0377,
fax to 703-706-4663, or apply online at www.aafcs.org.

MEMBER INFORMATION

New Renewal Member ID (if renewing) _____
Name _____
Title/Occupation _____ Organization/School Name _____
Office Street Address _____
City _____ State _____ Zip Code _____ Country _____
Office Telephone _____ Fax _____
Home Street Address _____
City _____ State _____ Zip Code _____ Country _____
Home Telephone _____ Fax _____
Email _____

(To receive The FACS online newsletter and enjoy extra member benefits. Your email will not be shared with others.)

Referred/Sponsored By (if applicable) _____ Preferred mailing address Office Home
Preferred Local Affiliate (only if different from state in preferred mailing address) _____

MEMBERSHIP CATEGORY*

Organizational

Corporate/business \$750 or Non-Profit organization \$500

- Organized group, agency, or business.
- Purpose in common with AAFCS, resulting in mutual benefits to both.

Active \$135

- Two years professional experience.
- Bachelor's or advanced degree related to family and consumer sciences from an accredited college/university.
Annual dues in CA, OH \$140; TX, KS, NE \$145; IA \$150

Associate \$135

- Employed in the field less than 20 hours per week.
- Associate degree related to family and consumer sciences from an accredited college/university.
- After 2 years continuous membership, Associates may advance to Active status thereby having the opportunity to serve as an elected officer.
Annual dues in CA, OH \$140; TX, KS \$145; IA \$150

New Professional \$100

- Open to individuals during the first two years following receipt of a bachelor's degree related to family and consumer sciences from an accredited college/university.
Annual dues in CA, OH \$105; TX, KS \$110; IA \$115

Undergraduate Graduate \$60

- Enrolled full-time as an undergraduate student (or part-time progressing toward a graduate degree) in one or more areas of the profession at an accredited college/university.
Annual dues in TX \$70

Retired \$65

- Has been an active member of AAFCS for at least ten years.
- Has reached 60 or more years of age.
Annual dues in CA, OH \$70; KS, TX \$75; IA \$80

* Renewals are due one year from the date membership application is received. Rates are subject to change without notice.

PROFESSIONAL SECTION BY EMPLOYMENT SETTING

Please choose one that most closely represents your employment setting. Additional sections may be selected for \$10 per section.

- S05 - Business
 S01 - Colleges, Universities, and Research
 S02 - Elementary, Secondary, and Adult Education
 S03 - Extension
 S06 - Home and Community
 S04 - Human Services

DIVISION BY AREA OF EXPERTISE/INTEREST

Please choose one division that most closely matches your primary area of expertise or interest. Additional divisions may be selected for \$10 per area.

- D06 - Apparel and Textiles
 D01 - Art and Design
 D08 - Communication
 D07 - Education and Technology
 D02 - Family Economics and Resource Management
 D03 - Family Relations and Human Development
 D05 - Housing and Environment
 D00 - International Family Affairs
 D04 - Nutrition, Health, and Food Management

PAYMENT OPTIONS

Purchase Order _____

(Original purchase order must accompany application to begin processing.)

Check/Money Order (U.S. dollars, payable to AAFCS)

VISA MasterCard

Name on Card _____

Credit Card # _____ Exp. _____

Cardholder Signature _____ Date _____

AAFCS Annual Dues \$ _____

Optional Upgrades:

Extra Section(s) \$ _____

Extra Division(s) \$ _____

FCSRJ Subscription (\$30)† \$ _____

IFHE Dues (\$65)♦ \$ _____

Total \$ _____

† **Family and Consumer Sciences Research Journal (FCSRJ)** - A quarterly publication of research, integration, and application-available at half price when you subscribe with this member application! Only \$30!

♦ **International Federation for Home Economics (IFHE)** - AAFCS members are also eligible to join IFHE (www.ifhe.org) for annual dues of only \$65.

**American Association of Family & Consumer Sciences
HUGS Sponsorship Form**

Help for Undergraduate & Graduate Students

*Calling all those who believe in the power of HUGS!
The future of our Association lies with the strength of the
Preprofessional/Graduate Student Section.*

Attention AAFCS members! This is your opportunity to support the future of FCS and create lasting relationships with the next generation of FCS professionals. Help introduce your passion to students interested in promoting and working in the field of family and consumer sciences.

NOTE: Find matches with the help of your affiliate or nearby campus offering FCS courses. The name of the student scholarship recipient and all moneys must be received together at AAFCS headquarters. Complete this form and return it to: **Membership Department, AAFCS, 400 North Columbus St., Suite 202, Alexandria, VA 22314**, or if using a credit card, you can fax the form to 703.706.4663.

SPONSORING MEMBER:

Name: _____ Membership #: _____

Daytime Phone: _____ E-mail: _____

- I will sponsor a student member at \$60.00.
- I will co-sponsor a student member at \$30.00.
- Enclosed is my check, payable to AAFCS in U.S. dollars only.
- Please charge my account below: VISA MasterCard (circle one)

Amount: _____

Card number: _____ Exp. Date: _____

Name on credit card: _____

Signature: _____

Please copy this form if you wish to sponsor additional students. 11/05

STUDENT MEMBER*:

Name: _____ Major/School: _____

Mailing Address: _____

Home Phone: _____ E-mail: _____

- Enclosed is my portion of the membership dues (checks made payable to AAFCS in U.S. dollars only).
- Please charge my account below: VISA MasterCard (circle one)

Amount: _____

Card number: _____ Exp. Date: _____

Name on credit card: _____

Signature: _____

**If you are a new student member, please include a completed membership application. 11/05*

AAFCS Member Record Update Form

Please let us know if you've changed your name, job, title, address, phone(s), or e-mail. Also, because of a computer crash a number of years back, some of the member "join" dates are incorrect. If you know yours, we'd appreciate that information, too, so we can check that your record is correct. If your records need to be updated, please mail or fax this form. Thanks!

AAFCS Membership Department
400 North Columbus St., Suite 202
Alexandria, VA 22314
Fax: 703-706-4663

Name: _____ Title: _____

School/Company: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Preferred mailing address if a business address, a student, or not same as permanent home address.

Street Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____

Would you like to receive member news and updates by email rather than in a printed version?

Yes No

Year first joined as an AAFCS member: _____

Optional:

Year of Birth: _____ Gender: Male Female Ethnicity: _____

What benefits or services could AAFCS offer that would help you in your career?

Please retain a copy of this form for your records.

**American Association of Family and Consumer Sciences
Preprofessional/Graduate Student Section
Directory
2005-2006**

American Association of Family & Consumer Sciences
400 North Columbus Street
Suite 202
Alexandria, VA 22314

Phone: 703-706-4600
Toll-free: 800-424-8080
Fax: 703-706-4663

www.aafcs.org

Staff Contact: Heather Jones, CFCS hjones@aafcs.org

Chair: *Tiffani Calmes, CFCS, University of Minnesota*
calme004@umn.edu

Advisor: Kathy Norquist gknorqui@ties2.net

Chair-Elect: *Melissa Wilmarth, Iowa State University*
wilmarth@iastate.edu

Advisor: Gretchen Mosher gamosher@iastate.edu

First Vice Chair: *Michelle Garwood, University of Nebraska-Lincoln*
michelle_j_garwood@hotmail.com

Advisor: Dr. Julie Johnson jjohnson1@unlnotes.unl.edu

Second Vice Chair: *Kimberly Hart, University of Wisconsin-Stout*
hartk@uwstout.edu

Advisor: Dr. Diane Klemme klemmed@uwstout.edu

Secretary: *Laura Dragoo, Ball State University*
lsdragoo@bsu.edu

Advisor: Dr. Sue Whitaker swhitaker@bsu.edu

Graduate Liaison: *Heidi Kosch, University of Wisconsin-Stevens Point*
hkosc691@uwsp.edu

Advisor: Sterling Wall swall@uwsp.edu
[Sterling.Wall@uwsp.edu](mailto: Sterling.Wall@uwsp.edu)

Consultant: Marianne Lorensen
lorensen@uiuc.edu

Board Liaison: Deborah J. Nelson, VP Program dnelson@jeffco.k12.co.us

Last Updated 7/1/05

**American Association of Family and Consumer Sciences
Preprofessional/Graduate Student Section
State Chair Directory
2005-2006**

Alabama

Teresa M. Atkins
teresaatkins@hotmail.com

P/GS State Advisor Name: Dr. Dorothy Brandon
University (if applicable): Alabama A&M University
E-mail: nyanwutbb@yahoo.com

Arkansas

Lisa Peebles
lisa_peebles@yahoo.com

California

Leha Vo
LVOGarnett@yahoo.com

Florida

Sonia Kotusinski

P/GS State Advisor Name: Marsha Rehm
University (if applicable): Florida State University
E-mail: mrehm@mailers.fsu.edu

Georgia

Jessica Landmon
Georgia Southern University
gafarmergirl@hotmail.com or jessica_c_landmon@georgiasouthern.edu

P/GS State Advisor Name: Darby Sewell
University (if applicable): Abraham Baldwin Agriculture College

Idaho

Monique Marshall
whit1120@uidaho.edu

Indiana

Lindsey Davis

Ldavis16@mymail.indstate.edu

P/GS State Advisor Name: Cheryl Kremer

University: Indiana State University

email: ckremer@indstate.edu

Iowa

Melissa Wilmarth

wilmarth@iastate.edu

P/GS State Advisor Name: Gretchen Mosher

University (if applicable): Iowa State University

E-mail: gamosher@iastate.edu

Kentucky

Krista Sipes Pierce

kristasipes@hotmail.com

Louisiana

Carla James

ckj005@latech.edu

Minnesota

Tiffani Calmes, CFCS (University of Minnesota, Twin Cities)

calme004@umn.edu

Advisor Kathy Norquist (No University Affiliation)

gknorqui@ties2.net

Nebraska

Kristin Warner, University of Nebraska – Lincoln

kwarn1@bigred.unl.edu

P/GS State Advisor Name: Dr. Julie Johnson

University (if applicable): University of Nebraska-Lincoln

E-mail: jjohnson1@unl.edu

New Mexico

Magan Romig

magan@nmsu.edu

P/GS State Advisor Name: Merrillyn Cummings & Merlene Olmskd

E-mail: mercummi@nmsu.edu merlene.olmskd@enmu.edu

North Carolina

Monique Byrd
Lashayb@msn.com

P/GS State Advisor Name: Mrs. Patricia Lynch
E-mail: plynch@ncat.edu

Ohio

Lindsay Meyer
meyer.611@osu.edu

P/GS State Advisor Name: Dr. Sullivan and Dr. Dohner
University (if applicable): Ashland University and The Ohio State University
E-mail: DSULLIV@ashland.edu and Dohner.1@osu.edu

Oklahoma

Buffy Cowan
Buffycowan@hotmail.com

Pennsylvania

Maureen Martz
momartz@hotmail.com

South Carolina

Adrienne Butler
mccantab@dhec.sc.gov or poeticace561@sc.rr.com

P/GS State Advisor Name: Dannie Keeper
University (if applicable): South Carolina State University
E-mail: dkeeper@scsu.edu

Tennessee

Amanda Gray
ajgray21@tntech.edu

Texas

Anna Boles
Stephen F. Austin State University
ABoles3@hotmail.com

P/GS State Advisor Name: Dr. Lisa Mize
University (if applicable): Stephen F. Austin State University
E-mail: lmize@sfasu.edu

Washington

Aleshia Calabrese
alleydog22@hotmail.com

Wisconsin

Stephanie Love
loves@uwstout.edu

P/GS State Advisor Name: Arlene Welcher
E-mail: welchera@centurytel.net

*Note: If a state is not listed, it is because P/GS officers need a contact for that state.

Need to add your name as a State P/GS Chair?
Contact P/GS Secretary, Laura Dragoo at lsdragoo@bsu.edu

**American Association of Family and Consumer Sciences
Preprofessional/Graduate Student Section
State Chair Information Form
2005-06**

This information form should be completed by the State P/GS Chair and returned by **September 30** (or sooner if possible). If the state has no current P/GS Chair, a student representative from the state affiliate should be given. Completion of this form will allow AAFCS to remain in stronger communication with P/GS members in your state affiliate.

State: _____

P/GS Chair Name and University: _____

Dates of Term: _____

AAFCS Membership Number: _____

PERMANENT ADDRESS: _____

Street: _____

City/State/Zip: _____

Phone: _____

SCHOOL ADDRESS (2005-06)

Street: _____

City/State/Zip: _____

Phone: _____

Dates Effective: _____

E-mail Address*: _____

*If you have more than one e-mail address, please list the one you use most frequently.

P/GS State Advisor Name: _____

University (if applicable): _____

Phone: _____

E-mail: _____

Dates of 2005-06 State Meeting (if known): _____

Please return completed form
by **January 1, 2006** to:

Laura Dragoo
AAFCS P/GS Secretary
lsdragoo@bsu.edu

American Association of Family and Consumer Sciences Preprofessional/Graduate Student Section

Campus Contact Information 2005-06

This information form should be completed and returned by **January 1, 2006** (or sooner if possible). Completion of this form will allow AAFCS to remain in stronger communication with P/GS members on your campus.

State: _____

College/University: _____

Campus Contact: _____

Membership Number: _____

School Address (2005-06): Date Effective: _____

Street: _____

City/State/Zip: _____

Phone: _____

E-mail Address: _____

(If you have more than one e-mail address, please list the one you use most frequently.)

P/GS Campus Advisor: _____

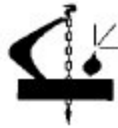
Phone: _____

Date of 2006 State Meeting (if known): _____

Please return completed form to:

By January 1, 2006

Laura Dragoo
AAFCS P/GS Secretary
lsdragoo@bsu.edu



**American Association of
Family & Consumer Sciences**

Preprofessional/Graduate Student Section
National Officer Candidate Nomination Form

This form must be signed by the Affiliate President and the P/GS Affiliate Chair, and submitted no later than January 14, 2006. Send completed and typed form to:

Kimberly Hart 1816 ½ Whipple St. Eau Claire, WI 54703

Affiliate: _____

First candidate for P/GS national office: _____

College/University: _____ Classification: _____

AAFCS Member Number: _____ Daytime Telephone Number: _____

Address: _____

Email: _____

Second candidate for P/GS national office: _____

College/University: _____ Classification: _____

AAFCS Member Number: _____ Daytime Telephone Number: _____

Address: _____

Email: _____

First Candidate Signature Date

Second Candidate Signature Date

Affiliate President Signature Date

Affiliate P/GS Chair Signature* Date

*In the event that a state does not elect an Affiliate P/GS Chair, a Campus P/GS Chair may sign the nomination form.



**American Association of
Family & Consumer Sciences**

Preprofessional/Graduate Student Section
National Officer Candidate Application Form

This form must be completed by the candidate and signed by the Campus Advisor, P/GS Affiliate Advisor, and P/GS Affiliate Chair/Officer. Please submit completed and typed form no later than **February 11, 2006**, to:

Kimberly Hart

1816 ½ Whipple St.

Eau Claire, WI 54703

Part I

Name of Candidate:

AAFCS Member Number:

Candidate's 1st Choice of Officer Position:

Candidate's 2nd Choice of Officer Position:

School Address:

School Telephone Number:

E-mail:

Permanent Address:

Permanent Telephone Number:

College/University Attending:

Class Standing as of Spring 2006:

Anticipated Class Standing as of Fall 2006:

Anticipated Date of Graduation:

Name of Campus Advisor:

Campus Address of Advisor:

Name of P/GS Affiliate Advisor:

Address of Affiliate Advisor:

Part II

1. List any leadership positions, offices, and committee project involvement in the Preprofessional/Graduate Student Section of the local, affiliate, and national level. (Limit 15)
2. Describe any significant community and/or campus leadership experiences. Indicate group, responsibility, and length of time. (Limit 10)
3. What are your goals for the office for which you are seeking nomination? How will you accomplish these goals? (300 words or less)
4. What are some of your personal attributes that will be of benefit as an officer and how will you use them to benefit the P/GS? (400 words or less)

Part III

Candidate must submit an Official College/University transcript to verify academic standing. Transcript information will be confidential. The P/GS Nominating Committee will review the transcript, but the document will not be released to anyone outside the committee for any reason. Place transcript in a business sized envelope and seal. Label the envelope "Transcript for (your name)—Confidential" and place within the application packet.

Part IV

(To be completed by the specified individuals)

I will perform all duties to the best of my ability if elected to a P/GS national office.

Signature of Officer Candidate

Date

I will support and advise the student if elected to a P/GS national office.

Signature of Campus Advisor

Date

Daytime Phone Number

The Campus Advisor can sign this form and return to the candidate or send directly to:

Kimberly Hart
1816 ½ Whipple St.
Eau Claire, WI 54703

Part IV

(To be completed by the specified individuals)

I will perform all duties to the best of my ability if elected to a P/GS national office.

Signature of Officer Candidate

Date

I will support and advise the student if elected to a P/GS national office.

Signature of P/GS Affiliate Advisor

Date

Daytime Phone Number

The P/GS Affiliate Advisor can sign this form and return to the candidate or send directly to:

Kimberly Hart
1816 ½ Whipple St.
Eau Claire, WI 54703

Part IV

(To be completed by the specified individuals)

I will perform all duties to the best of my ability if elected to a P/GS national office.

Signature of Officer Candidate

Date

I recommend this student for a P/GS national office.

Signature of P/GS Affiliate Chair/Officer*

Date

Daytime Phone Number

*If the P/GS Chair is the nominee, application should be signed by another P/GS Affiliate Officer. Indicate the

title of the alternate officer signing.

**In the event that a state does not elect an Affiliate P/GS Chair, a Campus P/GS Chair may sign the nomination form.*

The P/GS Affiliate Chair can sign this form and return to the candidate or send directly to:

Kimberly Hart
1816 ½ Whipple St.
Eau Claire, WI 54703

Part V

Letter of Recommendation

(Please provide each of the two individuals who will be writing a letter with a copy of this form)

(Please select one option)

This is a:

Confidential*

Non-Confidential Recommendation

*If this is a confidential recommendation, please put this completed form in a business size envelope and seal.

Label the envelope "Confidential recommendation for (student's name)" and place in the application packet.

On an attached paper, please describe the qualities this candidate has that would make him/her an asset to the Preprofessional/Graduate Student Section national officer team.

I would: (Please check one)

Strongly recommend this student

Recommend this student

Not recommend this student

Name of individual submitting recommendation:

Address:

Daytime Telephone Number:

E-mail:

Length of time you have known candidate:

Signature

Date

Things to include in application packet

1. Application
2. Official Transcript
3. Resume
4. Two letters of recommendation
5. Professional picture*

*Please submit a professional picture. This will be posted on the AAFCS website announcing your candidacy.

Please send a color, headshot photograph, if possible.

Please submit all application materials in a 9x 11 ½ manila envelope postmarked by February 11, 2006, to:

Kimberly Hart
1816 ½ Whipple St.
Eau Claire, WI 54703

**American Association of Family & Consumer Sciences
Preprofessional and Graduate Student Section**

**Standard of Excellence Award
Application**

The purpose of this award is to recognize an outstanding P/GS affiliate at the campus or state level that consistently strives for excellence.

Criteria for this award include:

- ✓ P/GS membership of at least 25
- ✓ Continual increase in student membership
- ✓ Development of unique programs to recruit and support student members
- ✓ Active involvement at the state affiliate level
- ✓ Participation in the AAFCS Annual Convention during the past 3 years

Winning affiliates will be recognized during the 2006 Annual Conference in Charlotte, North Carolina. A P/GS representative should be present to receive the award.

Direct questions to Melissa Wilmarth, P/GS Chair-Elect
wilmarth@iastate.edu or 563-380-9414 (mobile)

PERSONAL INFORMATION

Application must be typed and completed by the 2005-2006 campus or state preprofessional/graduate student chair.

Affiliate _____

Campus/state chair _____

Current address _____

Permanent home address _____

Phone* _____ Email* _____

**Please be sure to include phone and email information that will be active during the summer.*

LETTER OF RECOMMENDATION

Please provide a letter of support from the state affiliate president.

PERSONAL STATEMENT

Please provide applicable information in each of the following categories:

1. Paragraph stating the most important aspects of the P/GS section's activities and accomplishments qualifying the campus or state affiliate for this award
2. Colleges and/or universities included in the affiliate P/GS section (state affiliate applications only)

3. *Number of years the campus or state affiliate has had an active P/GS section*
4. *Number of student members in the campus or state affiliate*
5. *Evidence of continual growth in campus or state affiliate membership over the past three years*
6. *Explanation of unique campus or state programs to recruit and support student members*
7. *Explanation of student involvement in the campus or state affiliate*
8. *How have P/GS members participated in the Annual Convention during the past three years?
How many students have been involved?*
9. *Is a student representative able to attend the 2006 Annual Convention in Charlotte, North Carolina?*

NOMINATION

This nomination will be considered only in the year in which it is submitted.

Signature of campus or state chair _____ **Date** _____

SHARE THE NEWS

Please attach names and contact information for the following individuals:

1. *University chancellor/president.*
2. *Dean/head of FCS program.*
3. *P/GS advisor.*

The contact information will be used for notification of the award.

MUST BE SENT FIRST CLASS AND POSTMARKED BY MARCH 10, 2006.

SUBMIT TO:

Melissa Wilmarth
300 Stanton Ave, Apt 202
Ames, IA 50014

Direct questions to wilmarth@iastate.edu or 563-380-9414 (mobile)

**American Association of Family & Consumer Sciences
Preprofessional and Graduate Student Section**

**Progress Award
Application**

The purpose of this award is to recognize an outstanding affiliate at the campus or state level that is diligently working to rebuild and/or create an active P/GS section.

Criteria for this award include:

- ✓ Growth in P/GS membership of at least 15% over the past 3 years
- ✓ Significant progress to rebuild or create an active P/GS section
- ✓ Active involvement at the state affiliate level

Winning affiliates will be recognized during the 2006 Annual Conference in Charlotte, North Carolina. A P/GS representative should be present to receive the award.

Direct questions to Melissa Wilmarth, P/GS Chair-Elect
wilmarth@iastate.edu or 563-380-9414 (mobile)

PERSONAL INFORMATION

Application must be typed and completed by the 2005-2006 campus or state preprofessional/graduate student chair.

Affiliate _____

Campus/state chair _____

Current address _____

Permanent home address _____

Phone* _____ Email* _____

**Please be sure to include phone and email information that will be active during the summer*

LETTER OF RECOMMENDATION

Please provide a letter of support from the state affiliate president.

PERSONAL STATEMENT

Please provide applicable information in each of the following categories:

1. *Statement highlighting the campus or state affiliate's efforts to rebuild and/or create an active P/GS section*

2. *Paragraph stating the most important aspects of the P/GS section's accomplishments qualifying the campus or state affiliate for this award*
3. *Colleges and/or universities included in the affiliate P/GS section (state affiliate applications only)*
4. *Brief history of the P/GS section in the campus or state affiliate*
5. *Number of student members in the campus or state affiliate*
6. *Evidence of continual growth in campus or state affiliate membership over the past three years*
7. *Explanation of unique campus or state programs to recruit and support student members*
8. *Explanation of student involvement in the campus or state affiliate*
9. *Is a student representative able to attend the 2006 Annual Conference in Charlotte, North Carolina?*

NOMINATION

This nomination will be considered only in the year in which it is submitted.

Signature of campus or state chair _____ **Date** _____

SHARE THE NEWS

Please attach names and contact information for the following individuals:

1. *University chancellor/president.*
2. *Dean/head of FCS program.*
3. *P/GS advisor.*

The contact information will be used for notification of the award.

MUST BE SENT FIRST CLASS AND POSTMARKED BY MARCH 10, 2006.

SUBMIT TO:

Melissa Wilmarth
300 Stanton Ave, Apt 202
Ames, IA 50014

Direct questions to wilmarth@iastate.edu or 563-380-9414 (mobile)

**American Association of Family & Consumer Sciences
Preprofessional and Graduate Student Section**

**Student of the Year Award
Nomination and Application**

The purpose of this award is to recognize outstanding junior or senior P/GS members who display high character, outstanding achievement in academics and activities, deep interest in the American Association of Family & Consumer Sciences, and promise for continuing these exemplary qualities as new professionals and active members. Each state affiliate may nominate a maximum of two candidates for the award. Awardees will be recognized during the Annual Convention and will receive a commemorative plaque honoring their accomplishment. Preference will be given to nominees who are able to attend the 2006 Annual Conference in Charlotte, North Carolina.

Direct questions to Melissa Wilmarth, P/GS Chair-Elect
wilmarth@iastate.edu or 563-380-9414 (mobile)

PERSONAL INFORMATION

Application must be typed and completed by the nominee.

Name _____ Expected date of graduation _____

College or university _____

Degree/major _____

Current address _____

Permanent home address _____

Phone* _____ Email* _____

**Please be sure to include phone and email information that will be active during the summer.*

LETTERS OF RECOMMENDATION

Please provide two letters of recommendation. Unless self-nominated, one letter of support should be from the nominator.

PERSONAL STATEMENT

A current resume may also be submitted in addition to, but not in lieu of, the items on the following list:

- 1. Paragraph stating the most important aspects of candidate's college career and P/GS involvement that qualify him/her for this award*
- 2. Paragraph stating professional goals*

3. *P/GS activities (offices and committees at the local, state, and national levels)*
4. *Grade point average, honors, scholarships, and honor society memberships*
5. *Other leadership and service activities related to family and consumer science (offices, committees)*
6. *Campus extra-curricular activities (offices, committees)*
7. *Community and other volunteer activities*
8. *Work experience as a student*
9. *Are you able to attend the 2006 Annual Conference in Charlotte, North Carolina?*

NOMINATION

This nomination will be considered only in the year in which it is submitted. In addition to self-nomination, students may be nominated by former national officers, affiliate leaders, campus and/or state advisors, and P/GS members.

Name of nominator _____ **Daytime phone** _____

Home address _____

Email _____ **Business title** _____

Business address _____

Signature of nominator _____ **Date** _____

SHARE THE NEWS

Please attach names and contact information for the following individuals:

1. *University chancellor/president.*
2. *Dean/head of FCS program.*
3. *Parents/guardians.*
4. *P/GS advisor.*

The contact information will be used for notification of the award.

Please submit one headshot, black and white or color that may be used following the selection of the award recipient.

MUST BE SENT FIRST CLASS AND POSTMARKED BY MARCH 10, 2006.

SUBMIT TO:

Melissa Wilmarth
300 Stanton Ave., Apt 202
Ames, IA 50014

Direct questions to wilmarth@iastate.edu or 563-380-9414 (mobile)

**American Association of Family & Consumer Sciences
Preprofessional and Graduate Student Section**

**Outstanding Advisor Award
Nomination and Application**

The purpose of this award is to recognize an outstanding P/GS advisor at the campus or state affiliate level who continually demonstrates a commitment to mentoring P/GS members. Each affiliate may nominate a maximum of two candidates for the award. Awardees will be recognized during the Annual Conference and will receive a commemorative plaque honoring their accomplishment. Preference will be given to nominees who are able to attend the 2006 Annual Conference in Charlotte, North Carolina.

Direct questions to Melissa Wilmarth, P/GS Chair-Elect
wilmarth@iastate.edu or 563-380-9414 (mobile)

PERSONAL INFORMATION

Application must be typed and completed by the nominator.

Name _____ Title _____

College or university _____

Address _____

Phone* _____ Email* _____

**Please be sure to include phone and email information that will be active during the summer*

LETTER OF RECOMMENDATION

Please provide a letter of support from the state affiliate president. A summary of typed student comments in support of the advisor may also be attached to the application.

PERSONAL STATEMENT

Please provide applicable information in each of the following categories:

- 1. Explain how the nominee demonstrates a continual commitment to P/GS*
- 2. Explain how the nominee mentors students*
- 3. Brief outline of nominee's professional activities*
- 4. Brief outline of nominee's involvement in AAFCS*
- 5. Significant work the nominee has completed with P/GS at the campus, state, and national level*
- 6. Is the nominee able to attend the 2006 Annual Conference in Charlotte, North Carolina?*

NOMINATION

This nomination will be considered only in the year in which it is submitted. Advisors may be nominated by students, affiliate leaders, professional colleagues, or administrators.

Name of nominator _____ **Daytime phone** _____

Home address _____ **Email** _____

Business title _____ **Business address** _____

Signature of nominator _____ **Date** _____

SHARE THE NEWS

Please attach names and contact information for the following individuals:

- 1. University chancellor/president.*
- 2. Dean/head of FCS program.*

The contact information will be used for notification of the award.

Please submit one headshot, black and white or color that may be used following the selection of the award recipient.

MUST BE SENT FIRST CLASS AND POSTMARKED BY MARCH 10, 2006.

SUBMIT TO:

Melissa Wilmarth
300 Stanton Ave, Apt 202
Ames, IA 50014

Direct questions to wilmarth@iastate.edu or 563-380-9414 (mobile)

Awards, Grants, & Fellowships

Each year, the American Association of Family and Consumer Sciences makes awards, grants, and fellowships available to support graduate study, research, resource development, and a variety of other endeavors. To receive the latest and greatest information on these opportunities, visit these websites:

<http://www.aafcs.org/programs/index.html>

<http://www.aafcs.org/programs/awards.html>

<http://www.aafcs.org/programs/fellowships.html>

<http://www.aafcs.org/programs/grants.html>

You will find application information, advice from previous recipients, and the deadlines for each process. Apply and encourage others to do the same!

References

(listed in order of citation)

- American Association of Family & Consumer Sciences Website: <http://www.aafcs.org>
- Chapter Parliamentary Procedure*. Family, Career and Community Leaders of America, 68. Reference for pages 31-33.
- Cann, Marjorie Mitchell. *Cann's Keys to Better Meetings: Parliamentary Procedure Simplified*. HB Publications, 1990. Reference for pages 34-38.
- Robert, Henry M. *Robert's Rules of Order—Newly Revised*. The Scott, Foresman and Company, 1990. Reference for pages 34-38.
- De Vries, Mary A. *The New Robert's Rules of Order*. Signet, 1990. Reference for pages 34-38.
- Robert's Rules of Order*. Bantam Book, 1982. Reference for pages 34-38.
- Robert, Henry M. *Robert's Rules of Order Revised*. Morrow Quill Paperbacks, 1979. Reference for pages 34-38.
- The Leader's Guide. Involvement and Leadership Center, University of Wisconsin-Stout, Menomonie, WI, 2001. Reference for pages 44 and 47.
- Dunkel, Norbert W. and Schuh, John H. *Advising Student Groups and Organizations*. Jossey-Bass, 1998. Reference for pages 56-59.
- Bugenhagen, Marilyn, 1992. NACA National Convention, Dallas, TX as found in The Leader's Guide (2001). Reference for page 60.