**WISCONSIN ASSOCIATION OF FAMILY AND CONSUMER SCIENCES**

**POLICIES – Final – June, 2021**

1. Name – see Bylaws Article I (WAFCS)
2. Purpose and Mission – see Bylaws Article II
3. Membership Categories, Dues and Privileges – See Bylaws Article III
4. WAFCS – See Bylaws Article IV
5. Executive Board
6. Functions
7. Select officers of the Executive Board
8. Term of office begin and end after the election
9. Approve appointments made by the president
10. Review and take action on budget guidelines recommended by the Finance Committee
11. Receive reports of Standing Committees and approve recommended actions
12. Select and contract with Association Executive Director
13. Reports to WAFCS members annually
14. Directors and Officers
15. President
16. Serve as presiding officer of the Executive Board
17. Serves on the Standing Finance Committee and ex-officio on all other committees
18. Appoints ad hoc committee for specific purposes
19. Makes provision for an annual audit of all accounts
20. Approves all vouchers with receipt prior to payment
21. Serve on AAFCS Leadership Council and AAFCS State Affiliate President Unit
22. President-elect
23. Voting member of the Executive Board
24. Serve on the Professional Development Committee
25. Serve on the AAFCS Leadership Council and AAFCS President Unit
26. Serve as presiding officer of the Executive Board in the absence of the president
27. Assist president as needed
28. Treasurer
29. Voting member of the Executive Board
30. Serve as presiding officer of the Finance Committee
31. Is bonded
32. Disburse budgeted funds upon receipt of approved vouchers and receipts
33. Provide Financial reports to the Executive Board
34. Secretary
35. Voting member of the Executive Board
36. Record meeting minutes
37. Maintain membership records and make recommendations for retention and recruitment of members
38. Directors at Large
39. Voting members of the Executive Board
40. One assigned to Chair Awards and Recognition Standing Committee
41. One assigned to Chair Professional Development Standing Committee
42. One assigned to Chair Technology and Communications Standing Committee
43. Past President
44. Ex-officio member of the Executive Board
45. Serve as Parliamentarian for the Board
46. Chair the Nominating Committee
47. Member of Professional Development Committee
48. Executive Director
49. Ex-officio member of the Executive Board
50. Performs duties as identified in contract

VI AAFCS Leadership Council - See Bylaws Article VI

VII AAFCS Communities – See Bylaws Article VII

VIII Committees

1. Standing Committees
2. Finance Committee
3. Composed of the Treasurer as Chair, President, Foundation representative, and other members as appointed by president
4. Management and oversight of all WAFCS funds and accounts
5. Develop a proposed annual budget and submit to Executive Board for action
6. Review reports of the Treasurer
7. Determine best options for investments of funds
8. Professional Development
9. Chaired by designated Director at large
10. Additional members include representative of WAFCS Foundation and other members as appointed
11. Develop an annual Professional Development plan and present it to the Executive Board for approval
12. Plan and carry out professional development opportunities for the membership delivered in person or through a variety of virtual technological methods
13. Review and recommend WAFCS Foundation scholarships and professional development incentives
14. Awards and Recognition
15. Chaired by designated Director at large
16. Post guidelines at WAFCS Website and in other appropriate communications to membership
17. Promote awards and recognition opportunities to membership
18. Recruit applicants for awards and recognition
19. Select award and recognition winners from applications
20. Assist any WAFCS winners eligible for AAFCS awards and recognition with the completion of the AAFCS application process
21. Plan and carry out an annual awards and recognition event
22. Technology and Communications
23. Chaired by designated Director at large
24. Utilize appropriate social media sites to connect with current and potential members, sharing WAFCS programs, information, and activities
25. Assist WAFCS Association Executive Director in maintaining WAFCS Website
26. Assist WAFCS Executive Director in development of newsletters to the membership
27. Assist Professional Development Committee with technological support and delivery methodology
28. Nominations
29. Appointed annually by president
30. Recruit and present a slate selected from all eligible members of AAFCS/WAFCS in good standing, for election to the Executive Board and to the Assembly of Members,
31. Prepare a ballot that may be presented in person or distributed via mail and/or electronically to all members. Winners will be determined by majority of those members returning a ballot
32. Three members of the Executive Board will be elected in odd numbered years and four in even numbered years
33. The President Elect will automatically serve a three year term on the Executive Board
34. Executive Board members may be elected to two consecutive terms and after at least a one year break are eligible for re-election
35. Ad Hoc Committees
36. Appointed by the president
37. Given a specific charge by the Executive Board
38. Dissolved upon the completion of the assignment

IX AAFCS Units – see Bylaws Article IX

X Meetings

A. All meeting of the membership Executive Board, Committees or Professional Development opportunities may be held in-person or via available technology

XI Fiscal Year – See Bylaws Article XI

XII WAFCS Foundation – See Bylaws Article XII

XIII Amendments

1. See Bylaws Article XIII
2. Policies can be amended by a majority vote of the Executive Board

XIV WAFCS will remain in accordance with Wisconsin State Statues regarding Tax Exempt Status (Bylaw XIV) Defense and Liability (Bylaw XV), Indemnification (Bylaw XIV, and Dissolution (Bylaw XVII)

XV Parliamentary Authority – See Bylaws, Article XVIII

Approved:

To help in understanding how this will actually work!!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WAFCS Board Rotation - Elections** | | | | |
| 2021 | 2022 | 2023 | 2024 | 2025 |
| 4 elected to 1-year terms, hopefully this will be current board members | 3 continuing members elected in 2021 | 4 continuing members elected in 2022 | 3 continuing members elected in 2023 | 4 continuing members elected in 2024 |
| 3 “new” board members elected to 2-year terms  -president elect comes from this group | 4 new members.  -can be starting their 2nd term  -President-elect comes from this group | 3 new board members  -can be starting 2nd term  -president elect comes from this group | 4 new members.  -can be starting their 2nd term  -President-elect comes from this group | 3 new board members  -can be starting 2nd term  -president elect comes from this group |
| current president serve in pp role? | Past president is 8th position | Past president is 8th position | Past president is 8th position | Past president is 8th position |