

**ARKANSAS ASSOCIATION OF FAMILY AND CONSUMER SCIENCES  
BYLAWS**

**ARTICLE I**

**NAME**

The name of this non-profit organization shall be the Arkansas of Family and Consumer Sciences. It shall be an affiliate of the American Association of Family and Consumer Sciences.

**ARTICLE II**

**PURPOSES**

**Section I.** The purpose of the Association shall be to further education and science in family and consumer sciences. Without in any way limiting the foregoing, but in expansion thereof, the Association shall improve and strengthen education in family and consumer sciences; establish and improve standards of service and scientific research in the public interest in family and consumer sciences; sponsor and otherwise support seminars, debates, symposia, conferences, and similar professional discussion in home economics; identify and study social economic, and psychological changes having implications for family and consumer sciences programs, and bring these changes to the attention of the home economics profession and the public; encourage and promote a sufficiently full and fair exposition of the pertinent fact involving legislation affecting home economics and the improvement of home and family life so as to permit and individual or the public to form an independent opinion or conclusion; and promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in family and consumer sciences.

**Section 2.** This Association is organized and operated for the exclusive purpose of Article II, Section I of this document and within the meaning of Section 501 (c ) ( 3) of the Internal Revenue Code of 1954.

**ARTICLE III**

**AFFILIATION WITH AMERICAN ASSOCIATION OF FAMILY  
AND CONSUMER SCIENCES**

**Section 1.** The Arkansas Association of Family and Consumer Sciences shall be an affiliate of the American Association of Family and Consumer Sciences by including in its Constitution and Bylaws as its purposes of the American Association of Family and Consumer Sciences and including as its membership requirements the membership requirements of the American Association of Family and Consumer Sciences.

Legal/Bylaws

**Section 2.** A prerequisite for membership in the Arkansas Association of Family and Consumer Sciences shall be membership in the American Association of Family and Consumer Sciences.

**Section 3.** Arkansas representatives to AAFCS Assembly will include: Officer Delegate (president or alternative); and at least one duly authorized delegate as specified by the bylaws of AAFCS. Three- fourths of the Arkansas delegation must be active members.

## **ARTICLE IV**

### **OFFICERS**

**Section 1.** The elected officials for the Association shall be active of supporting or retired members. The elected officers shall be president, president-elect, vice president, secretary, and treasurer. A Nominating Committee of five members shall be elected.

**Section 2.** The Nominating Committee will prepare a proposed slate of officers to be presented to the membership at the annual meeting. Affirmation of the slate officers shall be by majority vote.

**Section 3.** Officers shall be elected during the annual business meeting. Nominations in addition to the slate may be made from the floor with the consent of the nominee. Election to office shall require a majority of votes cast. In the event no candidate receives a majority of the votes, then the two candidates receiving the highest number of votes shall be voted on until one does receive a majority of the votes cast.

**Section 4.** Officers and members of the Nominating Committee shall assume duties at the beginning of the fiscal year following election or appointment to office or committee. The president and president-elect shall serve for one year. All other officers and two members of the Nomination Committee, shall be elected in the odd numbered years and the vice-president, treasurer, and three members of the Nominating Committee, in even numbered years.

**Section 5.** A president- elect shall be elected annually. The nominees for president- elect shall have served on the Executive Board within the previous five years, and belong to a different professional section from the current president and president-elect. The office of president shall be assumed at the end of the fiscal year during which the member has served as president-elect.

**Section 6.** In case of a vacancy, the president shall, with the approval of the Executive Board, appoint a member to fill the unexpired term in all elective offices except that of president-elect. In case a vacancy shall occur in the office of president-elect, the Executive Board shall select a replacement.

**Section 7.** The outgoing president shall serve as the counselor to the Executive Board with vote.

## **ARTICLE V**

### **DUTIES AND FUNCTIONS OF OFFICERS**

**Section 1.** The president shall be the chief executive officer; shall exercise general supervision over the interest and welfare of the organization; shall be chairman of the specific Professional Sections and Subject-Matter Sections as indicated herein (see Organizational Chart and Article VIII); shall appoint members, with the approval of the offices unless otherwise specifically provided for herein; shall be an ex-officio member of all committees except the Nominating Committee, shall appoint delegates to the Assembly of Delegates of American Association of Family and Consumer Sciences, following established policies of the Association ( see Section on Policies and Procedures); shall appoint a parliamentarian and a historian; shall represent the state association in the Assembly of Delegates of the American Association of Family and Consumer Sciences; and shall serve as deputy- treasurer. In case of a vacancy in the president's office, the president shall fill the unexpired term.

**Section 2.** The president-elect shall be a member of the Executive Board; shall serve as chairman of the Program of Work Committee; during the term of office, shall serve as and perform the duties of the president in the latter's absence; shall represent the Association in the Affiliates Presidents Unit of American Association of Family and Consumer Sciences.

**Section 3.** The vice-president shall be a member of the Executive Board; shall serve as chairman of the membership committee; and in the absence of the president and president-elect, shall serve as president.

**Section 4.** The secretary shall be a member of the Executive Board; shall keep the minutes of business meetings of the Association and the Executive Board; preserve the records; conduct such correspondence as directed by the Executive Board; and distribute the minutes of each board meeting to members of the board.

**Section 5.** The treasurer shall be a member of the Executive Board; shall be responsible for all fiscal matters, as directed by the Board; shall keep a record of all dues and other income; shall pay out money only upon receipt of vouchers approved by the present and proposed annual budget to the Executive Board; shall provide information with regard to property of the Association upon request of the president and shall present a report of receipts and disbursements at the annual meeting. The treasurer shall be bonded and shall have the Association accounts audited annually. At such times as the treasurer may be unable to act, the deputy-treasurer shall act for the treasurer.

## **ARTICLE VI COMPOSITION OF THE ASSOCIATION: FUNCTION**

**Section 1.** The Association shall have an executive Board which shall act as its policy-making body and have such other duties as may be described in the Bylaws; and, shall have committees as are necessary to effectuate its purpose.

**Section 2.** The Association shall consist of all members with current dues paid.

**Section 3.** The Association shall meet annually and may conduct urgent business by mail ballot during the year. A majority of the voting membership shall constitute a quorum. The function of the Association shall be to:

- (a) Transact business as may properly come before it, including the recommendation of any action upon major policy decisions affecting the future of the Association and the direction of its development.
- (b) Receive and act upon reports of elections.
- (c) Receive and act upon reports of the elected officers, the Executive Board, the section and the committees of the Association.
- (d) Adopt an annual budget, program of work, and resolutions.
- (e) Act upon proposed changes in the Bylaws.
- (f) Give guidance to state delegates to the American Association of Family and Consumer Sciences Assembly of Delegates and receive reports from delegates to the Assembly.

**Section 4.** The Executive Board of the Association shall consist of:

- (a) the elected officer

- (b) chairman of the professional and subject-matter sections
- (c) chairman of standing committees
- (d) chairman and chairman-elect of pre-professional/graduate student section
- (e) advisor to pre-professional/graduate student section chairman
- (f) the counselor
- (g) the historian
- (h) chairman of special committees
- (i) Action Newsletter editor
- (j) Parliamentarian

**Section 5.** The functions of the Executive Board of the Association are as defined below:

- (a) It shall administer the business and control and manage the funds of the Association and refer to the Association matters which require action
- (b) It shall designate banks to be used as depositories of the Association funds and authorize necessary bonding of officers.
- (c) It shall direct investments of all funds of the Association held for investment
- (d) It shall review the budget as submitted by the Budget committee and submit its recommendations to Association.
- (e) It shall authorize an annual review of the financial records of the Association by committee of three members appointed by the president and approved by the Executive Board. Upon request, a committee shall arrange for the preparation, by qualified person, of the annual tax return.
- (f) It shall review reports of officers, section chairmen, and committees and submit recommendations to the Association.
- (g) It shall appoint official representatives of the association to organizations with which the Association maintains cooperative relationships.

- (h) It shall meet a minimum of two times annually or on call of the president or at the written request of the one-third of its members.
- (i) The voting members of the Executive Board of the Association shall consist of:
  - (1) the elected officers
  - (2) chairmen of the professional an subject-matter sections
  - (3) chairmen of standing committees
  - (4) chairmen of pre-professional/graduate student sections
  - (5) advisor to pre-professional/graduate student section chairman
  - (6) the counselor
- (j) One-half of the voting members of the Executive Board shall constitute a quorum.

**Section 6.** The Executive committee shall consist of the president, president-elect, vice-president, secretary, and treasurer. The executive Committee shall have the power to act for the Executive board between meetings.

## **ARTICLE VII**

### **MEMBERSHIP AND DUES**

**Section 1.** Individual members shall be active, supporting, associate, retired, pre-professional/graduate student, or honorary.

- (a) An active member shall be a person:
  - (1) with a bachelor's or advanced degree from an 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
  - (2) with a bachelor's or advanced degree with a major in a specialized subject matter area related to one or more of the knowledge-based areas of the profession from and accredited college or university in the United States or Canada with a minimum of two years experience in that area.

- (b) A supporting member shall be a person who is eligible for membership as defined in Section 1(a) of this Article and is interested in furthering the purposes of the Association through and additional contribution according to the dues structure.
- (c) An associate member shall be a person:
  - (1) with a bachelor's degree from an accredited college or university but who is not eligible as defined in Section 1(a)(1) or Section 1(a)(2) but who is interested in furthering the purposes of the Association as stated in Article II. After two (2) years of continuous membership an associate member may petition to become a an active member, or
  - (2) with a two-year associate degree from an 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 in a specialize subject-matter area of the profession.
  - (3) who is eligible for active membership as defined in Section 1(a) and is not employed more than 20 hours a week or is serving in the first year of professional employment.
- (d) A retired member shall be a person who has been an active member for at least 10 years, in 60 or more years of age, has met requirement guidelines at place of previous employment, and is no longer gainfully employed. It is the responsibility of the member to request retired status.
- (e) A pre-professional/graduate student member shall be a person:
  - (1) who is enrolled full time by institutional standards in a two-year program of the profession in an 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 subject-matter areas, or who is enrolled full time by institutionalized standards and is progression toward a graduate degree in a program administered by a unit established on the knowledge-base of the profession and is not gainfully employed for more than 20 hours a week. The individual who chooses membership as a graduate student rather than an active membership status may do so for no more than three years for each advanced degree attempted, and is limited to no more than six years of such membership.

- (f) An honorary member shall be a person other than a family and consumer scientist whom the Association desires to honor for exceptional services.
- (g) within the interest of the Association. Honorary membership may be granted by the Board of Directors.

**Section 2.** Annual dues for all categories of individual membership shall be:

- (a) approved by the AAFCS Senate. The affiliated association designated by the individual member shall receive one-fourth of said dues.
- (b) based on the dues rate of active members as follows: 100 percent of base for active members; 200 percent of base for supporting members; 90 percent of base for associate members; 75 percent of base for retired members; and 50 percent of base for pre-professional/graduate students members.

**Section 3.** privileges of individual members shall include:

- (a) the receipt of one subscription of the journal and the newspaper of the association;
- (b) full voting privileges under Article VII, Section 1 for active, supporting, associate, and retired members
- (c) the opportunity to serve as an elected officer of the Association, as an officer of a division, professional section or action group an as a member of the nominating committee, if an active or supporting member; and
- (d) the opportunity to serve as member of the other association committees, if an active, supporting, associate, or retired member.

## **ARTICLE VII**

### **COMMITTEES**

**Section 1.** At the Board meeting prior to the annual business meeting, the Executive committee shall approve the appointments of the appropriate standing committee chairmen. These proposed appointments shall be made by the president-elect who will assume the office of president at the beginning of the next fiscal year. The respective committee chairman will appoint members of the committee upon approval of the president-elect.

**Section 2.** Professional Sections and Subject-Matter Sections shall correspond to those of the American Association of Family and Consumer Sciences.

- (a) Terms for Professional Section Chairman shall expire in odd numbered years, with the exceptions of Extension Service Section and the Home Economists in Business Section Chairmen of these two sections are selected annually by the respective section.
- (b) Terms for Subject-Matter Sections expire in even numbered years.

**Section 3.** Standing committees shall include:

- (a) Budget (treasurer is chairman).
- (b) Bylaws,
- (c) Newsletter,
- (d) Legislative,
- (e) Membership (vice-president is chairman),
- (f) Program of Work (President-elect is chairman),
- (g) Public Relations,
- (h) Recruitment,
- (i) Foundation,
- (j) Nominating Committee,
- (k) Loan/Scholarship,
- (l) Ways and Means,
- (m) Retirees.

Legal/Bylaws

Standing committee chairmen, except Program of Work, will serve two years. Terms of the chairman of the following committees shall expire in even numbered years:

Budget

Membership

Bylaws

Loan/Scholarship

Retirees

Public Relations

Terms of the chairmen of the following committees shall expire in odd numbered years:

Newsletter

Legislative

Recruitment

Ways and Means

Foundation

Terms for two members of the nominating committee shall expire in odd numbered years. Terms for the other three members of the nominating committee shall expire in even numbered years. The chairmen shall be appointed by the president from the nomination committee members serving in the second year of the elected term.

**Section 4.** Special committees may be appointed to from time to time as the president and Executive Board deem necessary. These appointments shall be made on an annual basis.

## **ARTICLE IX**

### **SECTIONS**

**Section 1.** There shall be two types of sections of the association consisting of individual members of the Association:

Legal/Bylaws

- (a) Professional sections consisting of members engaged in professional programs of home economics and
- (b) Subject-Matter Sections consisting of members interested in special areas of family and consumer sciences subject matter.

Professional Sections and Subject-Matter Sections shall correspond to those of the American Association of Family and Consumer Sciences, Section 2.

- (a) Each section shall have representation on the Executive Board. An annual report of the work of each section shall be made to the Executive Board.
- (b) The pre-professional/graduate student section shall have its own standing rules (which shall include the election of officers for the section), not inconsistent with the Bylaws of the Association and approved by the Executive Board.
- (c) Each section, with the approval of the Executive Board, may establish additional eligibility requirements for its membership, provided such requirements are not inconsistent with those for individual membership in the Association.

**Section 3.** Provisions shall be made on the program of the annual meeting of the Association for the pre-professional/graduate student section meetings. The executive board shall provide, from the funds of the association, such appropriations toward the work of the section as funds may permit.

## **ARTICLE X**

### **MEETINGS**

There shall be an annual meeting of the Association at such time and place as the Executive Board determine. Business shall be transacted by a majority vote of the members attending the meeting. In the event of an emergency, the annual meeting may be cancelled by the Executive Committee.

## **ARTICLE XI**

### **ACTIVITIES**

**Section 1.** All activities of the Association shall be in compliance with the objectives as stated in Article II, hereof.

**Section 2.** The Arkansas Association of Family and Consumer Sciences shall be affiliated with the Arkansas Alliance of Home Economics and closely-related Professional Organizations. The Association representatives to the Alliance shall be the President and Legislative Chairman.

## **ARTICLE XII**

### **DISSOLUTION**

Upon dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organizations which at the time of dissolution, shall qualify as exempt organizations operated exclusively for educational, scientific, charitable, or religious purposes under Section 501 (c)(3) of the Internal Revenue Code of 1954.

## **ARTICLE XIII**

### **DEFENSE AND INDEMNIFICATION**

To the extent permitted by law, the Association shall defend and/or indemnify any person who was or is a party defendant or is threatened with being made ( i.e. a party defendant to any legal action, suit, or proceeding (other than an action, suit, or proceeding, by or in the right of the Association)by reason of the fact that he/she is or was a member of the Executive Board, officer, or agent of the Association, or is or was so serving at the Association's request for another profit or not-for-profit corporation, against expenses actually and necessarily incurred by him/her in connection with the defense of such legal action, suit, or proceeding, except in relation to matters as to which he/she shall be adjudged in such legal action, suit, or proceeding to be liable for negligence or misconduct in the performance of his/her duty to the Association.

The termination of any legal action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea or nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith or in a manner which he/she reasonably believed to be in the Associations' best interests. To the extent that the court or body in or before which such legal action, suit, or misconduct in the performance of the person's duty to the Association, a determination that indemnification is proper shall be made by a majority vote of the Executive Board. In the event of settlement of a legal action, suit, or majority vote of the Executive Board. In the event of settlement of a legal action, suit or proceeding, indemnification shall be made up to the amount that would reasonably have been expended in the defense, as provided for by the Executive Board.

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

#### **ARTICLE XIV**

#### **NEWSLETTER**

The Association shall publish a minimum of two issues annually of the Arkansas Association of Family and Consumer Science Newsletter which shall be the official publication.

#### **ARTICLE XV**

#### **FISCAL YEAR**

The fiscal year of the Arkansas Association of Family and Consumer Sciences shall correspond with the fiscal year of the American Association of Family and Consumer Sciences.

#### **ARTICLE XVI**

#### **ADDRESS**

The permanent address of the Association shall be Post Office Box 391, Little Rock, AR, 72203.

## **ARTICLE XVII**

### **AGENT IN SERVICE**

The Agent-In-Service shall be John E. (Jack) Pruniski III, Twin City Bank Building, North Little Rock, AR 72114.

## **ARTICLE XVIII**

### **PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XIX**

### **AMENDMENTS**

These Bylaws may be amended by action of the Executive Committee and a vote of two-thirds of the Association present and voting at any annual meeting, provided that notice is given at the preceding annual meeting or by mail to all members thirty days prior to the annual meeting, or at a special meeting called for that purpose, notice of which, together with copy of the proposed amendment prepared by the Bylaws Committee, shall have been given for not less than thirty days prior thereto.

## **ARTICLE XX**

### **DISCRIMINATION**

The Arkansas Family and Consumer Sciences Association does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap. Approved at State Convention of March 14, 1991.

## **MEMBERSHIP POLICES**

### **I. Associate Membership**

ARTICLE VII, Section 2C of the Bylaws, states that after two years of continued membership an associate member who is involved with family and consumer sciences programs in the United States may petition to become an active member.

Point of Clarification: An associate member may petition by writing the American Association of Family and Consumer Sciences requesting a change of membership status. The American Association of Family and Consumer Sciences Membership Eligibility Committee members will notify the individual of the change in membership status.

### **II. State Dues for Members of the American Association of Family and Consumer Sciences**

Members of the American Association of Family and Consumer Sciences who are life members are expected to pay dues to the Arkansas Association of Family and Consumer Sciences. State dues shall be equal to the amount of the dues turned back from the American Association that is appropriate for the individual's membership category.

The chair of the Membership Committee will notify eligible members one month prior to the beginning of the fiscal year. Dues are payable at the first of each fiscal year.

### **III. Organizational Memberships: Agency, Association and Corporate. The Association endorses and encourages these membership categories.**

1. An agency member shall be a school, division, or department in an accredited college or university which provides an educational program in family and consumer sciences leading to a baccalaureate degree.
2. An association member shall be an organized group that has some purpose in common with the Arkansas Association of Family and Consumer Sciences and whose membership would result in mutual benefit for the two organizations. Such members shall be invited to membership with the approval of the Membership Committee and the Executive Board of the Arkansas Association of Family and Consumer Sciences.
2. A corporate member shall be a firm interested in furthering the purpose of the Association as stated in ARTICLE 11 of the Bylaws and invited to membership with the approval of the Membership Committee and the Executive Board.

**POLICIES FOR THE  
ARKANSAS ASSOCIATION OF FAMILY AND CONSUMER SCIENCES  
STATE CONVENTION**

1. All persons, including committee members and students attending an Arkansas Association of Family and Consumer Sciences convention or sponsored workshop, shall pay registration fees.
2. Site and date for the annual convention shall be determined by the convention chair and the president-elect. When approved, a written contract shall be developed and co-signed by the convention chair and a person in charge of the facility.
3. Costs, fees, and budget (for convention or workshop) shall be submitted by the committee to the Board for review, discussion and approval.
4. The charge of late fees (early-mailing discounts) shall be enforced as stated on the registration form for the convention or workshop.
5. Registration fees (including meals) shall not be refunded except as stated in the registration materials.
6. Written agreements shall be made with convention and/or workshop facilities for meeting and exhibit space, meals, and equipment. A deadline shall be established for presentation and a payment of bills.
7. Exhibits:
  - A. Arkansas Association of Family and Consumer Sciences is to follow the requirements specified in keeping with 501 (c) (3) tax status regarding selling at an exhibit, and that this be stated in writing.
  - B. Any education information displayed or distributed should not be disparaging of any population, group or other enterprise or product.
  - C. Acceptance of an exhibit should not be construed as endorsement by the Arkansas Association of Family and Consumer Sciences.
8. Convention Funds:
  - A. The convention is a part of the Association's program for the year. Funds from the convention, therefore, become a part of the Association's treasury. By the same token, should there be a deficit, the Association assumes responsibility for payment of expenses incurred.

- B. The convention is not expected to be a money-making endeavor, but rather to develop a budget which covers the costs of the convention plus a reasonable cushion in case of unexpected changes during the planning period.
- C. The Arkansas Association of Family and Consumer Sciences convention is to reflect and use as a basis for planning the Association Program of Work. Therefore, the president-elect-elect (the program chair at the time of the meeting) should be an ex-officio member of the planning committee.
- D. No Association member should be paid an honorarium, travel or subsistence expense for serving as a speaker or resource person at the Arkansas Association of Family and Consumer Sciences Convention.

#### 9. Dues and Privileges of Organizational Members

- A. Annual dues for organizations members shall be established by the Executive Board of the Arkansas Association of Family and Consumer Sciences.
- B. Organizational members shall receive a copy of all issues of the Arkansas Association of Family and Consumer Sciences Newsletter and such privileges as may be established by the Executive Board.
- C. Organizational members shall be invited to make contributions or grants toward projects and/or activities with further the progress of the Association as stated in ARTICLE II of the Bylaws.

#### 10. Recognition of Members

- A. Fifty-year members shall receive a recognition plaque from the Association. All plaques shall be comparable in size and design. The Membership Committee shall be responsible for identifying the recipients and arranging for presentations.
- B. The Membership Committee will identify persons who have been members for 25 years and will submit this list to the chairman of the Awards and Recognition Committee.

## LEGISLATIVE POLICIES

1. The Arkansas Association of Family and Consumer Sciences can only become involve in the legislative issue on behalf of its membership under two conditions: 1) The Executive Board must have given approval (usually in the form of a resolution) for the action; and 2) The issue under discussion does not conflict with policies/resolutions passed by the American Association of Family and Consumer Sciences.
2. No Arkansas Association of Family and Consumer Sciences member may lobby or testify as a representative for the Association without approval by the Executive Committee and the knowledge of the legislative chairman.
3. Only the Association president can use official Arkansas Association of Family and Consumer Sciences stationery to support or criticize legislation or proposed government legislation.
4. The Arkansas Association of Family and Consumer Sciences shall endorse no political candidate. (501(c) (3) Tax-Exempt Status Regulation).
5. The Arkansas Association of Family and Consumer Sciences is a member of the Arkansas Alliance of Family and Consumer Sciences Related Organizations. Policies and resolutions proposed by that group must be approved by the Executive Board and/or the Executive Committee of the Arkansas Association of Family and Consumer Sciences. The Arkansas Association of Family and Consumer Sciences president and legislative chair represent the Arkansas Association of Family and Consumer Sciences on the Alliance. The Arkansas Association of Family and Consumer Sciences has one vote in the Alliance.
6. The Arkansas Association of Family and Consumer Sciences president represents the Association on the “Arkansas Women’s Committee on Public Affairs.”
7. The Association president submits a list of members names to the American Association of Family and Consumer Sciences headquarters for use in a public policy network. This list is updated annually and submitted at the beginning of the fiscal year.

Legal/Policies

-4-

July 2002

## **FINANCIAL POLICIES**

1. Funds for operating expenses of the Arkansas Association of Family and Consumer Sciences are in a bank located conveniently to the current Arkansas Association of Family and Consumer Sciences treasurer.
  - A. Two signatures are required on all checks.
  - B. Authorized signatures are those of the treasurer, the president (deputy treasurer), the president-elect, and the immediate past president. Other funds (savings) are in a Morgan Stanley Account (Adopted July 9, 2002).
2. Funds for special projects proposed by section and standing committee chairs must be approved by the Executive Board in advance of the project or activity.
3. Before the second year in office, each committee chairman shall be responsible for submitting a budget for the project proposal of the committee.
4. Budgeting allotment for the Arkansas Association of Family and Consumer Sciences committees and sections are intended to cover postage, materials, and telephone calls. Voucher procedures set up by the Association treasurer are to be followed. Personal expenses of Association members for meals, travel, and lodging will not be reimbursed.
5. "Request for Reimbursement" forms are to be sent to the Arkansas Association of Family and Consumer Sciences treasurer as soon as possible.
6. The annual review of the financial records of the Association shall be by a committee of three members appointed by the president and approved by the Executive Board. The committee shall arrange for the preparation of the annual tax return by a qualified person when requested to do so. (Article VI, section 5, e of Bylaws, Approved April 16, 1983).
7. The Association pays partial expense for the president, president-elect, and president-elect-elect, or other voting delegates to attend the annual meeting of the American Association of Family and Consumer Sciences.
8. The Association pays partial expenses for the president and president-elect to attend the State President Workshop (Minutes; April 14, 1983).

Legal/Policies

-5-

July 2002

9. The Association treasurer collects state dues from lifetime members at the beginning of each fiscal year.
10. The membership year is a 12-month period, beginning with the receipt of dues at headquarters of the American Association of Family and Consumer Sciences. Dues include a subscription to the *Journal of Family and Consumer Sciences* and *AAFCS Action*.
11. Partial funding of the Association annual meeting is from the rental of exhibit space by commercial companies.
12. Additional copies of the Arkansas Association of Family and Consumer Sciences Handbook may be purchased.
13. Information about the Association student scholarships should be included in the budget (Minutes; November 9, 1982).
14. The Arkansas Association of Family and Consumer Sciences treasurer is bonded for \$15,000.
15. The annual budget for the Association included (among other expenses) money for:
  - A. Expenses of the student section. The chair of the student section is to submit to the Association treasurer and Executive Board a financial statement at the end of each fiscal year.
  - B. Membership in the International Federation (Minutes; April 1, 1982).
  - C. Co-sponsoring the Nutrition Poster Contest (In cooperation with the Arkansas School Food Service Association).
  - D. The purchase of a plaque for the Arkansas Association of Family and Consumer Sciences Teacher of the Year award.
  - E. The membership dues of the Association president in the Arkansas Women's Committee on Public Affairs.
  - F. The bulk mailing fee required by the U.S. Postal Service.

Legal/Policies

-6-

July 2002

**POLICIES FOR DELEGATES AND EXPENSES  
NATIONAL CONVENTION**

1. Delegates to the annual meeting, in addition to the president, shall include the president-elect and the president-elect-elect.
2. Additional delegates and/or alternates shall be selected by the president as the need arises.
3. The Association encourages the participation of the student section members in the national convention by providing partial financial assistance to one student. This assistance is available either to the chair or an alternate. In years when an Arkansas student section member shall be part of the student delegates sitting in the assembly, only one student from Arkansas shall receive financial assistance.
4. Delegates shall be reimbursed for actual expenses up to \$600 for the president; \$400 for each delegate; and \$300 for the student section member.
5. Payment shall be made six weeks in advance of the meeting. Upon return, and expense account shall be submitted to the treasurer, along with re-payment of any unused funds.
6. Funds may be used to cover transportation, registration, hotel costs based on double occupancy, and meal expense during the convention, including the Pacesetter Dinner and VIP Luncheon.

## **RECOGNITION AND AWARDS POLICY**

Recognition and appropriate certificate, award or gift will be presented to the Arkansas Association of Family and Consumer Sciences members attending the annual convention and who have achieved recognition within the year preceding the conference in the following areas:

1. 50 – year membership recognition plaque
2. 25 – year membership recognition plaque
3. Retirement from Family and Consumer Sciences or related profession
4. Outstanding contribution to State, National or International Family and Consumer Sciences
5. Special recognition received in professional capacity

## **NEWSLETTER POLICY**

In addition to the Arkansas Association of Family and Consumer Sciences membership, the Association newsletter shall be mailed to all United States Senators and Representatives from Arkansas and to the Governor of the State of Arkansas and to the president of each state association of the American Association of Family and Consumer Sciences.

## ORGANIZATIONAL STRUCTURE AND FINANCIAL STATUS

Permanent Address: P.O. Box 391  
Little Rock, AR 72203

Attorney of Record: John E. Pruniski  
Twin City Bank Building, Suite 850  
North Little Rock, AR 72114

Bonding of Treasurer: \$15,000 by the McKinney Agency, P.O. Box 1069,  
Fayetteville, AR 72702

Financial Records: Reviewed by Financial Review Committee at the  
close of fiscal year.

### Articles of Incorporation

Articles of Incorporation establishing the Arkansas Association of Family and Consumer Sciences as a non-profit organization registered with the Circuit Judge of Pope County, Arkansas on March 14, 1970, recorded in the Pope County Circuit Clerk's records, Volume V. Page 376. Copies of the Articles of Incorporation are in the possession of the current president, secretary, and treasurer. The original copy is on permanent file at the Arkansas Association of Family and Consumer Sciences (AAFCS) permanent address.

### Internal Revenue Service

The United States Internal Revenue Service has classified AAFCS as a 501(c) (3) non-profit, tax exempt organization which exists for public good. The IRS Letter of Determination dated August 12, 1974 is on file at AAFCS's legal address. Copies of the letter are in possession of the current president, secretary and treasurer.

The AAFCS employer IRS identification number (71-0448093) is required by IRS for identification purposes on all tax documents.

Organizations exempt under Section 501 (c) (3) enjoy creditable status and the most preferential treatment. Perceived by the public to be working without self-perpetuating interests, the programs generated must be demonstrable in the interest of the general public. In order to meet the organizational test for exemption, the organization's governing instrument (Articles of Incorporation, Bylaws) must limit its purposes to one or more of the purposes permitted by the IRS.

Legal Structure

-1-

In addition to the public credibility which accompanies 501 (c) (3) status, these organizations have certain financial advantages:

- Filing of an income tax return is required only if yearly income exceeds \$25,000.
- Revenues are not taxed, except the cumulative total of those judged unrelated to the tax-exempt purposes, considered in proportion to gross operating budget.
- Charitable contributions to the organization are tax deductible by the donor, for Federal income tax purposes. Records of mileage, registration fees, etc. are required.
- Postal rates are substantially reduced.
- Social Security taxes (FICA) are not required, unless the exemption is waived; Federal unemployment taxes (FUTA) are waived.

Restrictions under 501(c) (3):

- No part of the organizations' net earnings can inure to the benefit of any private shareholder or individual.
- No "substantial" part of the organization's activities may consist of the carrying on of propaganda or of attempting to influence legislation (lobbying). (Note: In the absence of any statutory or administrative guidelines, some courts and many practitioners have followed a general test of five percent of expenditures as the dividing line between "substantial" and Insubstantial".)
- The organization cannot participate in or intervene in any political campaign on behalf of any candidates for public office.

All individual membership organizations exempt under 501 (c) (3) should also seek public charity status. An organization qualifies for public charity status if:

- More than 1/3 of the support is from dues, grants, or contributions; and
- Less than 1/3 of its support is from gross investment income; or
- More than 1/3 of its support is from contributions.

Legal Structure

-2-

Section 501 (c) (3) status required non-profit organizations to account for funds received. The accountability may be for certain specific funds that have been given for use in a specific project, or it may be a general accountability to use all resources effectively, toward the objectives of the organization.

### Bulk Mailing

As non-profit organization, the U.S. Postal Service allows AAFCS to use a non-profit bulk mailing permit. The permit is in the possession of the current treasurer. The permit is re-issued each January by the Little Rock, Arkansas Main Post Office.

A permit imprint bearing the AAFCS bulk mailing number is in possession of the current president. This permit may be used by AAFCS Board members who have received authorization by the current president. The name of the AAFCS member using the permit must appear on the top left of the envelope or mail out.

Bulk mailings must be deposited for mailing at the Main Post Office in Little Rock where permit was issued.