

**BYLAWS OF THE KANSAS ASSOCIATION OF FAMILY AND CONSUMER SCIENCES  
(Adopted, March, 2013)**

**ARTICLE I**

**Name**

The name of this non-profit organization shall be the Kansas Association of Family and Consumer Sciences, henceforth referred to as KAFCS or Association. It shall be an affiliate of the American Association of Family and Consumer Sciences.

**ARTICLE II**

**Purpose**

The purpose of this association shall be to further education in family and consumer sciences. This shall include but not be limited to the following:

- A. Improve and strengthen education in family and consumer sciences;
- B. Establish and improve standards of service and scientific research in the public interest of family and consumer sciences;
- C. Sponsor and otherwise support seminars, debates, symposia, conferences and similar professional discussions in family and consumer sciences;
- D. State and disseminate policy for professional guidance at the state, national, and international levels concerning the public interest in family and consumer sciences;
- E. Identify and study social, economic and psychological changes having implications for programs in family and consumer sciences,
- F. Bring attention to the social, economic and psychological changes to family and consumer sciences professionals and the public;
- G. Encourage and promote a sufficiently full and fair exposition of the pertinent fact involving legislation affecting family and consumer sciences and the improvement of home and family life as to permit an individual conclusion; and
- H. Promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in family and consumer sciences.

**ARTICLE III**  
**Affiliation with American Association of Family and Consumer Sciences**

**Section 1—Bylaws**

A. This Association shall be an affiliate of the American Association of Family and Consumer Sciences, henceforth referred to as AAFCS, and shall adopt the Bylaws of AAFCS except for the differences noted in the Bylaws of KAFCS.

**B. Section 2—AAFCS Representation**

This Association shall be represented on the AAFCS Board of Directors of AAFCS by the AAFCS Director of Affiliates.

**ARTICLE IV**  
**Executive Council**

**Section 1--Elected Officers**

The elected officers of the Association shall be selected from active members only, and shall consist of a two vice-presidents, president-elect, secretary, and treasurer. Each shall have one vote on the executive council and executive board.

**Section 2--Non-Elected Officers**

Non-elective officers shall be the president and counselor. The president elect shall move into the president position the year following. The immediate past president shall serve as counselor for one year. Each shall have one vote on the executive council and executive board.

**Section 3—Nominations and Election Procedure**

A slate of officers shall be selected by the nominating committee. The election will take place at the General Assembly held at the Annual Meeting. Nominations will be taken from the floor. All members are eligible to vote with the exception of student or honorary members (2006). Election shall be by the majority of votes cast.

**Section 4-- Election of President-Elect**

A president-elect shall be elected annually to serve as president-elect for one year, president for one year, and serving as counselor for a third year. The president-elect shall assume office as president at the beginning of the fiscal year following the term of office as president-elect. A current or former member of the Executive Board shall be eligible for the office of president.

#### Section 5—Election of Vice Presidents

The Vice President of Communications and Membership shall be elected in even numbered years. The Vice President of Operations and Recognition shall be elected in odd numbered years. Each vice president shall be elected to serve for two years.

#### Section 6—Election of Recording Secretary

A recording secretary shall be elected in even years for a term of two years.

#### Section 7—Election of Treasurer

A treasurer shall be elected in odd numbered years for a term of two years.

#### Section 8—Terms of Office

The vice presidents, treasurer, and recording secretary, shall assume office at the beginning of the KAFCS fiscal year following the annual meeting of the Association at which their election is announced. The beginning of the fiscal year is June 1st.

#### Section 9--Filling Vacancies

In case of vacancies in elective offices, the president may appoint members to fill unexpired terms with the exception of the president-elect, who shall be elected by the Executive Board from qualified membership as defined in Article IV, Section 4.

### Article V Functions of Officers/Executive Board Members

The functions of the elected officers of the Association are as defined below:

#### Section 1—President

The President shall be the executive officer of the Association and perform the following duties:

- A. Provide general supervision and leadership to the organizational policies and program;
- B. Serve as the chairman of the executive board and executive committee;
- C. Appoint all committee members and members to fill unexpired terms in case of vacancies in all positions (with the exception of the president-elect);

- D. Appoint an auditing committee as needed; and serve as deputy treasurer;
- E. Be a member of the Senate and in the affiliates units of AAFCS and report on these meetings to the KAFCS executive committee;
- F. Serve as liaison officer with the AAFCS and co-coordinate cooperative relations activities of the association with the president-elect and be responsible for maintaining communications and coordinating activities with other associations and agencies, including submission of affiliate documents and reports;
- G. Serve as counselor the year following the term of presidency; and
- H. Serve as ex-officio member of the KAFCS Foundation.

## Section 2—President-Elect

The president-elect shall perform the following duties:

- A. Serve as a voting member of the Executive Board and the Executive Committee;
- B. In case of vacancy in the president's office, the president-elect shall fill the unexpired term.
- C. Co-coordinate cooperative relations activities of the association with the president and be responsible for maintaining communications and coordinating activities with other associations and agencies.
- D. The president-elect shall co-chair the bylaws committee with the counselor.

## Section 3--Vice-Presidents

The duties for these officers are as follows:

- A. The **VICE-PRESIDENT OPERATIONS AND RECOGNITION** shall perform the following duties:
  - i. Be a voting member of the Executive Board and the Executive Committee;
  - ii. Coordinate the activities of the pre-professional university representative section standing committee;
  - iii. Communicate with members through the KAFCS Newsletter and updates;
  - iv. Perform the duties of the president at meetings in the president's absence;
  - v. Share responsibilities with Vice-President Communication and Membership to provide board orientation; and
  - vi. Oversee activities related to:
    - a. Approving district allocations from KAFCS; and
    - b. Coordinate KAFCS recognition and awards including Leader of the Year, Martha Streeter New Achiever, Teacher of the Year, Friend of Family and Consumer Sciences, Distinguished Service Award, Extension 2000, 50-yr members and student recognition.
  
- B. The **VICE-PRESIDENT COMMUNICATION AND MEMBERSHIP** shall perform the following duties:
  - i. Be a voting member of the Executive Board and Executive Committee;

- ii. Chair the program of work committee, which includes president-elect, representatives of divisions, professional sections, and action groups;
- iii. Serve on the annual meeting program committee;
- iv. Oversee the work of the website coordinator to ensure the timely and accurate posting of Association business on the KAFCS website;
- v. Oversee activities related to membership including interpreting policies in regard to membership, developing active recruitment, and forward to AAFCS eligible applications for membership;
- vi. Oversee marketing initiatives as charged by the Executive Board and within interests of AAFCS;
- vii. Serve as a FACS representative on marketing coalitions with Kansas Association Teachers of Family and Consumer Sciences (KATFACS) and Kansas Extension Agents-Family and Consumer Sciences (KEAFCS) to expand and improve knowledge, understanding and appreciation of the profession;
- viii. Communicate to and respond to members relative to legislative issues;
- ix. Communicate with membership through KAFCS e-newsletters, updates, and website; and
- x. Share responsibilities with Vice-President-Operations and Recognition to provide Board Orientation.

#### Section 5—Recording Secretary

The recording secretary shall perform the following duties:

- A. Be a voting member of the Executive Board and the Executive Committee;
- B. Record minutes of all business meetings of the Executive Board and the Executive Committee;
- C. Distribute the minutes of each meeting to members of the Executive Board via email within 15 days of the meeting;
- D. Record minutes of the KAFCS assembly; and
- E. Prepare all notices and conduct such correspondence as the governing bodies may direct.

#### Section 6—Treasurer

The treasurer shall perform the following duties:

- A. Be a voting member of the Executive Board and the Executive Committee;
- B. Shall be bonded and shall be responsible for purchasing the bond;
- C. The Treasurer shall hold the official tax-exempt documents and direct financial activity to ensure the Association is in alignment with the parameters of the non-profit status as stated in Article XV;
- D. Manage all fiscal matters;
- E. Accept a set of books which has been audited by the auditing committee;
- F. Disperse money, paid by check only, as authorized by the Executive Committee;
- G. Account for all money receipts;

- H. Submit reports of receipts and disbursements to the executive board and the membership at the annual business meeting;
- I. Present the proposed annual budget to the Executive Board;
- J. Funds allowed by the approved budget may be disbursed by the treasurer without action by the executive committee; and
- K. Shall be replaced with the deputy treasurer (President) if the position is vacant.

#### Section 7--Counselor

The counselor shall perform the following duties:

- A. Serve as a voting member of the Executive Board and the Executive Committee;
- B. Serve as the chairperson of the nominating committee;
- C. Serve as co-chair of the bylaws committee;
- D. Serve as parliamentarian; and
- E. Advise the president.

#### Section 8—Pre-Professional University Representatives

The Pre-Professional Presidents shall represent each of the family and consumer sciences education pre-professional groups. They shall serve as voting members of the executive board and the executive committee.

## ARTICLE VI Governing Bodies; Functions

### EXECUTIVE BOARD

#### Section 1—Membership and Voting Privileges

The Executive Board of this Association shall consist of the elected officers of the Association and the counselor; chairman of standing committees; and other members designated by the Executive Board. The aforementioned shall have voting privileges. Non-voting members are the Executive Director, Foundation President and Liaisons.

#### Section 2—Functions of the Executive Board

The Executive Board of the Association shall perform the following duties:

- A. Administer the business of the Association and refer to the assembly of members such matters as it deems desirable and as are required by the bylaws;
- B. Receive and act on committee reports;
- C. Approve a yearly budget and program of work;
- D. Determine dates and places for the meetings of the Association and have the power to cancel annual meeting in the event of an emergency;

- E. Recommend new committees and discontinuance of those whose work is no longer needed;
- F. Provide for cooperation with other groups through appropriate means. This shall include appointment of representatives and membership on joint committees;
- G. Consider the general policies of the Association and submit its recommendations to the assembly of members;
- H. Meet immediately before the annual meeting and other times on call of the president;
- I. Approve the annual-conference chairperson and the future meeting site(s) submitted by the president-elect;
- J. Select a nominating committee (2 members) at the spring board meeting; and
- K. Designate banks to be used as depositories of Association funds and direct the investment of all funds of the Association held for investment.

### Section 3—Executive Board Quorum

A majority of the currently serving members of the Executive Board shall constitute a quorum. In the event a quorum is not present, an electronic vote shall be used within 10 days of the meeting.

## EXECUTIVE COMMITTEE

### Section 4—Executive Committee Membership/Functions

The Executive Committee shall consist of the elected officers of the Association and the counselor. Two-thirds of the Executive Committee shall constitute a quorum. The functions of the Executive Committee shall perform the following:

- A. Act for the Executive Board between meetings of the board;
- B. Be on call of the president;
- C. May employ an executive director or other employees as deemed beneficial to the organization; and
- D. Set policies regarding conditions of employment of the executive director and/or other employees.

## ASSEMBLY of MEMBERSHIP

### Section 5—Assembly of Membership

The assembly of membership shall be made up of those in attendance at the annual meeting. The assembly of members shall meet annually to transact business as may properly come before it. The assembly shall convene at the time of the annual business meeting of the Association. The KAFCS members present at the annual assembly of members shall constitute a quorum. Any item of business shall be passed if a majority vote is received by the assembly. Functions of the assembly of members are to perform the following:

- A. Receive and act on reports from officers, and committees of the Association;
- B. Approve an annual financial report;
- C. Adopt a program of work, and resolutions;

- D. Transact any business as may properly come before the assembly of members;
- E. Act upon recommendations submitted by the executive board;
- F. Provide guidance to state delegates to the AAFCS Senate.

#### Section 6—AAFCS Representation

The Kansas Association of Family and Consumer Sciences shall be represented by two delegates in the AAFCS Senate. The two delegates will be the KAFCS President or alternate and the KAFCS President-elect or alternate of KAFCS. Additional at-large delegates may be permitted from the membership. The KAFCS executive board may provide financial support to the delegates.

### ARTICLE VII Membership, Dues, Privileges

#### Section 1—Membership Categories

Membership shall consist of two categories, individual and organizational.

#### Section 2—Divisions, Professional Sections, Action Groups

The membership of the Association shall have the opportunity to communicate and organize into divisions and/or professional sections. Divisions reflect the subject knowledge bases of the profession. Professional sections reflect the professional settings within which the profession is practiced. Members may affiliate with one division and one professional section as part of their basic dues structure. Action groups reflect timely issues in which AAFCS/KAFCS can assume a critical role. Members may serve on multiple action groups.

#### Section 3—Individual Membership

Individual members shall be designated as active, supporting associate, retired, pre-professional/graduate student, or honorary as defined in AAFCS bylaws Article VII. Dues for individual shall be the same as AAFCS as described in Article VII, Section 3, with the following exception:

A life member who became a life member before June, 1973 and has not paid state life membership dues shall pay state dues through the age of 62 and no dues thereafter. This amount shall be paid to the state treasurer and AAFCS shall be notified.

#### Section 4—Individual Membership Privileges

Membership privileges for active, supporting, associate, retired, pre-professional/graduate student or honorary members shall be the same as defined for AAFCS. Members shall receive KAFCS NEWSLETTER, the official publication of the Association, through electronic means unless printed copy is requested.



## Section 5--Organizational Membership

An organizational member shall be an organized group or business whose members are not eligible for individual membership in KAFCS. Such a group should have purposes in common with KAFCS and the organizational membership would result in mutual benefit for the two organizations. Annual dues for organizational members shall be established by the Executive Board.

## Section 6--Organizational Membership Privileges

All organizational members shall be sent an electronic copy of the official publication of the Association and additional privileges as may be established by the Executive Board.

# ARTICLE VIII

## Committees; Duties of Committees

### Section 1--Standing Committees

The Association will have the following standing committees; bylaws, nominating, and annual meeting.

- A. The **Bylaws Committee** shall have duties as follows:
  - i. This committee is co-chaired by the counselor and president-elect.
  - ii. The committee shall make and/or receive proposed amendments to the bylaws.
  - iii. The committee will present proposed amendments to the executive committee for review and recommendation and,
  - iv. With the approval of the executive board, the committee shall prepare a copy of proposed amendments to be presented to the membership at the annual meeting in accordance with Article XIV.
- B. The **Nominating Committee** shall have the duties as follows:
  - i. This committee shall be chaired by the counselor and two (2) other members appointed by the executive board at the Spring executive board meeting.
  - ii. Annually, a slate of officers shall be created that reflects the positions open.
  - iii. The slate of officers shall be presented at the winter Executive Committee meeting.
  - iv. The officer candidate biographies shall be sent to the general membership for consideration prior to the annual meeting where the election shall take place.
  - v. The slate of officers shall be sent to the general membership thirty (30) days prior to the annual meeting.

- C. The **Annual Meeting Committee** shall have the duties as follows:
  - i. The committee of three (3) shall include the president, president-elect and vice-president-communications and membership.
  - ii. The committee shall ensure the annual meeting emphasized the program of work; which include proposing future annual meeting sites and recommending policies pertaining to the annual meeting.
- D. **Additional Standing Committees**--The Association may appoint standing committees as needed. These committees shall report to the Executive Board.

#### Section 2—**Committee Chairman**

The president of the Association shall appoint the chairman of those committees not otherwise specified by the bylaws.

#### Section 3—**Committee Reports to the Executive Board**

Reports of general interest to the general membership shall be given at the annual business meeting of the Association as requested by the Executive Board and/or it's individual members. Written reports of standing committees shall be submitted to the Executive Board. Additional reports shall be submitted as directed by the Executive Board.

### ARTICLE IX

#### **Liaisons: Foundation and Collaboratives**

#### Section 1—**Liaisons Duties**

Liaisons are non-voting, invited constituents, who assist in carrying out the purpose of family and consumer sciences (Article II). The function of liaisons are to keep the Executive Board advised of new developments in their programs that impact the KAFCS programs of work, send items of interest and activities to the NEWSLETTER editor and website coordinator, and other cooperative professionals activity of related concerns in behalf of public interest in family and consumer sciences.

#### Section 2--**Funding**

The Executive Board shall provide, from the funds of the Association, such appropriations toward the work of the committees as the funds may permit. Requests for funds shall be submitted to the treasurer to be considered for the proposed budget for the ensuing year.

## ARTICLE X Meetings

### Section 1—Annual Meeting

There shall be an annual meeting of the Association at such time and place as the Executive Board shall determine. The meeting shall be open to all members. Business shall be transacted by majority vote of the members present and voting. Meeting of the Executive Board shall be at the time of the annual meeting and at the call of the president or at the request of any three members of the Executive Board.

### Section 2—Annual Meeting Cancellation

In the event of an emergency, the annual meeting may be canceled by the Executive Board. In the event quorum is not present, a subsequent electronic vote may take place to transact Association business. Quorum is required from the membership for the vote to be valid.

## ARTICLE XI Communications

### Section 1—Newsletter

This Association shall publish as its official publication the KAFCS NEWSLETTER. Number of yearly issues shall be determined by the Executive Board.

### Section 2—Website

The Association shall use the developed KAFCS website as the official mode of communication. The website shall be the official site of all business documents and records.

## ARTICLE XII 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. The counselor shall serve as the parliamentarian to oversee Robert's Rules adherence.

**ARTICLE XIII**  
**Fiscal Year**

The fiscal year of KAFCS shall be from June 1 to May 31. All appointments, officer terms and reports shall be based upon the fiscal year.

**ARTICLE XIV**  
**Bylaw Amendments**

**Section 1--Voting**

Bylaw amendments shall be presented 30 days prior to the annual meeting of the Association. These bylaws may be amended by vote of two-thirds (2/3) of the members present at said meeting.

**Section 2—Enactment of Amendment**

Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment shall take effect at the close of the Annual Meeting at which it is adopted. Any amendment adopted by AAFCS, affecting the work of the Association or the members in the state, shall become the law of the Association without further notice.

**ARTICLE XV**  
**Tax-Exempt Status**

**Section 1—Definition**

The Association is a non-stock and non-profit corporation. The Treasurer shall hold the official tax-exempt documents and direct financial activity to ensure the Association is in alignment with the parameters of the status. The parameters of the non-profit work of the Association includes:

- A. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its directors, officers, or other private person, except that the Association shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the objective set forth in Article III of the Articles of Incorporation;
- B. No substantial part of the Association's activities shall be invested in carrying on propaganda or otherwise attempting to influence legislation;
- C. The Association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office; and
- D. Notwithstanding any of the provisions in the Articles of Incorporation, the Association shall not carry on any other activities not permitted to be carried on:

- i. By a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. internal revenue law); or
- ii. By a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. internal revenue law).

## Section 2—Violations

### A. Private Foundation Status

If in any one year the Association is found to be a private foundation, then, and in that event, its income for each taxable year shall be distributed at such time and in such manner as to not subject the foundation to tax under section 4942 of the Internal Revenue Code.

### B. Business Holdings, Investments, Expenditures

The foundation shall not engage in any act of self-dealing (as defined in Section 4941(d) of the Internal Revenue Code), shall not retain any excess business holdings (as defined in Section 4943(c) of the Internal Revenue Code), shall not make any investments in such manner as to subject the foundation to tax under Section 4944 of the Internal Revenue Code, and shall not make any taxable expenditures (as defined in Section 4945(d) of the Internal Revenue Code).

## Section 3--Defense and Indemnification

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

B. The termination of any legal action, suit, or proceeding by judgment, order settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith or in a manner which he/she reasonably believed to be in the Association's best interest.

C. To the extent that the court or body in or before which such legal action, suit or proceeding was finally determined has not addressed the question of negligence or misconduct in the performance of the person's duty to the Association, a determination that indemnification is proper shall be made by a majority vote of the Board of Directors.

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

## ARTICLE XVI Dissolution

### Section 1—Dissolution

In the event of dissolution or termination of the Association, the Board of Directors shall, after paying all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the objectives of the Association in such manner or to such organization or organizations organized exclusively for charitable, education, religious, or scientific purposes and at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future U.S. as the Board shall determine).

### Section 2—Remaining Assets

Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organizations organized and operated exclusively for such purposes, which the court shall determine.

(Adopted 1977; Revised 1979,1980,1981,1984,1985,1988,1999,2005,2006,2007, 2013)