

**Ohio Association of Family and Consumer Sciences
(OAFCS)**

Policies and Procedures Manual

2014-2015



Table of Contents

Section A. American Association of Family and Consumer Sciences (AAFCS)

I. About AAFCS.....	5
II. Association Overview.....	5
III. Facts.....	5
IV. Vision, Mission and Core Values.....	5

Section B. Ohio Association of Family and Consumer Sciences

I. OAFCS Organizational Chart.....	6
II. District Structure.....	7
III. OAFCS Membership Structure, Dues, and Benefits.....	8
A. Membership	
B. Dues and Benefits	
IV. OAFCS Executive Committee.....	8
A. Overview	
B. Qualifications	
C. Functions	
V. OAFCS Officers and Duties.....	9
A. President	
B. President-Elect	
C. Past President	
D. Treasurer	
E. Secretary	
F. Vice-President Annual Conference	
G. Vice-President –Elect Annual Conference	
H. Past Vice-President Annual Conference	
I. Vice-President Membership	
VI. OAFCS Board Structure.....	11
A. Composition	
B. Requirements	
C. Functions	
VII. OAFCS Student Unit.....	12
A. Student Unit Officers	
B. Chair	
C. Financial Support from the Association	
D. Student Unit Adviser	
E. Student Unit Officers	
VIII. OAFCS Communities.....	12
A. Communities Coordinator	
B. Elementary, Secondary and Adult Education	
C. Colleges, Universities and Research	

D. Extension	
E. Partners in Home and Community	
F. Apparel, Design and Textiles	
G. Family Economics and Resource Management	
H. Family Relations and Human Development	
I. Global Perspectives	
J. Nutrition, Health and Food Management	
K. History and Archives	
IX. OAFCS Liaisons.....	14
A. Districts	
B. AAFCS	
X. OAFCS Committee Chairs.....	14
A. Annual Conference	
B. Awards, Recognition and Scholarship	
C. Certification	
D. Nominating	
E. Bylaws, Policies and Procedures Manual	
F. Finance	
G. Public Policy	
H. Plan of Work	
I. Ad Hoc	
XI. Webmaster.....	16
XII. Removal from Office.....	16
XIII. Vacancies in Elected and Appointed Offices.....	16
XIV. Parliamentary Authority/Standing Rule.....	17
Section C. Operations.....	17
I. General Information	
Section D. Fiscal Management.....	17
I. Non-profit Association Classification	
II. Fiscal Year	
III. Association Funds	
IV. Executive Committee Role	
V. Budget	
VI. Account Records	
VII. Financial Procedures	
VIII. Expenditure Guidelines	
IX. Expense Reimbursement Guidelines	
X. Expense Investment Procedures	
XI. Investment Management-Guidelines	
XII. Investment Management Strategies	
XIII. Insurance	

Section E. Awards, Recognition and Scholarships.....	20
I. Awards	
II. Recognition	
III. Scholarships	
Section F. AAFCS Principles of Professional Conduct.....	20
I. Statement of Principles	
Section G. OAFCS Principles of Professional Conduct.....	21
I. Beliefs	
II. Conflict of Interest	
Section H. Past Records and Archive Guidelines.....	22

APPENDICES

OAFCS Executive Committee and Board.....	24
OAFCS Sample Yearly Calendar.....	25
OAFCS Sample Agenda.....	26
OAFCS Plan of Work (Affiliate Action Plan) and Report Form.....	27
OAFCS Expense Payment Request.....	29
OAFCS Fiscal Calendar.....	30
OAFCS Officer Installation Ceremony.....	33
OAFCS Student Unit Responsibilities.....	36

Section A. American Association of Family and Consumer Sciences (AAFCS)

I. WHAT IS FAMILY AND CONSUMER SCIENCES (FCS)?

Family and consumer sciences (FCS) is the comprehensive body of skills, research, and knowledge that helps people make informed decisions about their well-being, relationships, and resources to achieve optimal quality of life. The field represents many areas, including human development, personal and family finance, housing and interior design, food sciences, nutrition, and wellness, textiles and apparel, and consumer issues.

Today's FCS professionals practice in multiple settings. They are early childhood, elementary, secondary, university/college, and extension educators; administrators and managers; human service professionals; researchers; community volunteers; business people; and consultants who address the issues most important to our quality of life.

II. AAFCS OVERVIEW:

The American Association of Family and Consumer Sciences (AAFCS) was founded in 1909 as the American Home Economics Association. AAFCS is a 501(c) (3) organization whose purpose is to improve the quality of individual and family life.

The Association serves as the voice for the family and consumer sciences profession, the only profession that integrates knowledge from all basic disciplines – the sciences, humanities and the arts – bringing that knowledge to bear on solving the complex everyday problems of individuals and families through prevention and enrichment strategies as well as remedial interventions. Most professionals have an association representing their field. For many family and consumer sciences professionals, that organization is the American Association of Family and Consumer Sciences.

The nature of family and consumer sciences and the program of the Association have evolved as a result of changes in resources, family functions, culture, and the discovery of new knowledge in the basic disciplines and the application of research. The concerns initially identified by Ellen Swallow Richards, founder and first president of the American Home Economics Association, remain at the core of the profession and the Association, and, indeed, have become increasingly important. Richards, a chemist, was the first female graduate and female professor at the Massachusetts Institute of Technology, where she also established a Woman's Laboratory to bring opportunities for scientific study within easier reach of women. 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 human ecology and environmental sciences, as well as with formalizing the profession of home economics.

III. AAFCS FACTS

- A. ESTABLISHED: 1909 as the American Home Economics Association
- B. FOUNDED BY: Ellen Swallow Richards – chemist, first MIT woman/graduate/professor inducted into the National Women's Hall of Fame, 1993
- C. MEMBERSHIP: 4,500

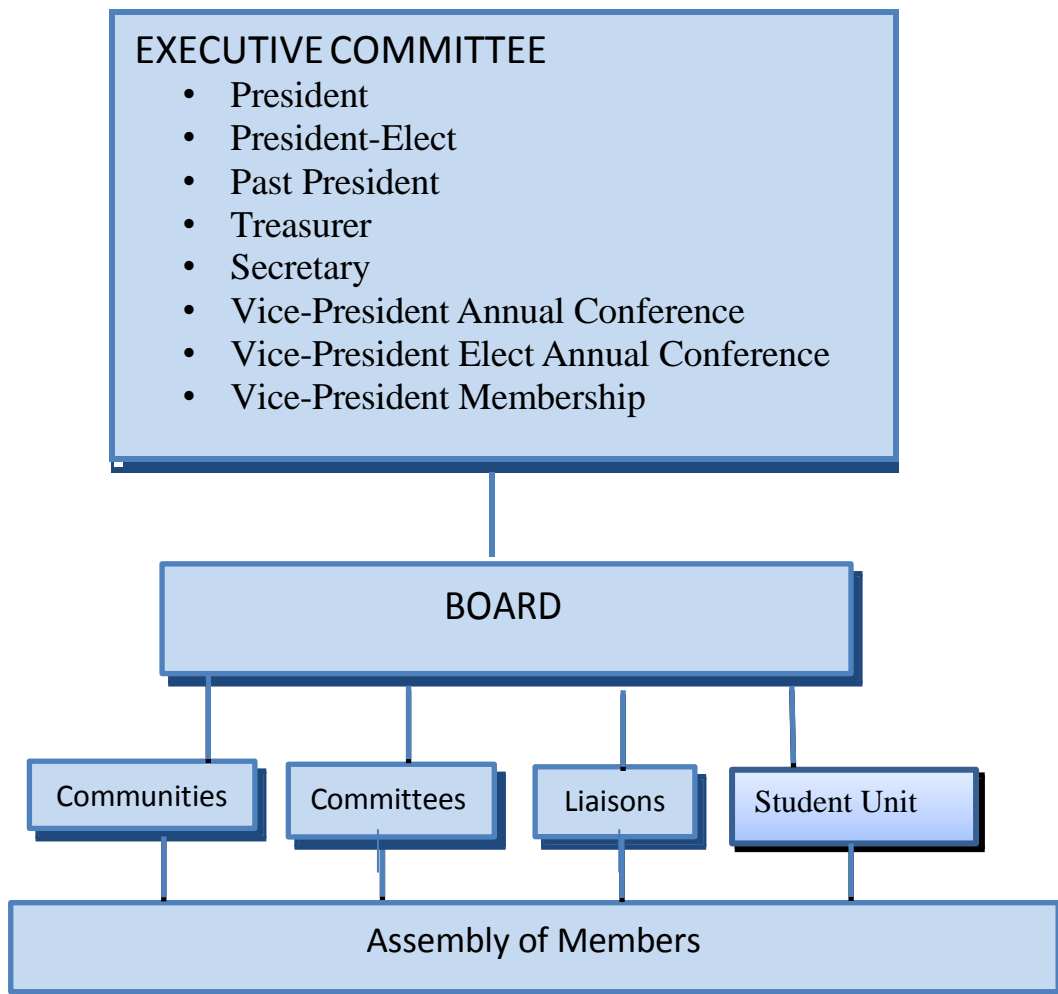
D. MEMBERSHIP CATEGORIES: Professional, Emeritus and Student

IV. AAFCS VISION, MISSION, and CORE VALUES

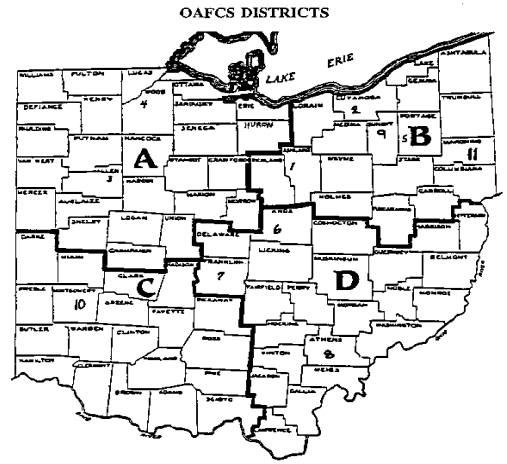
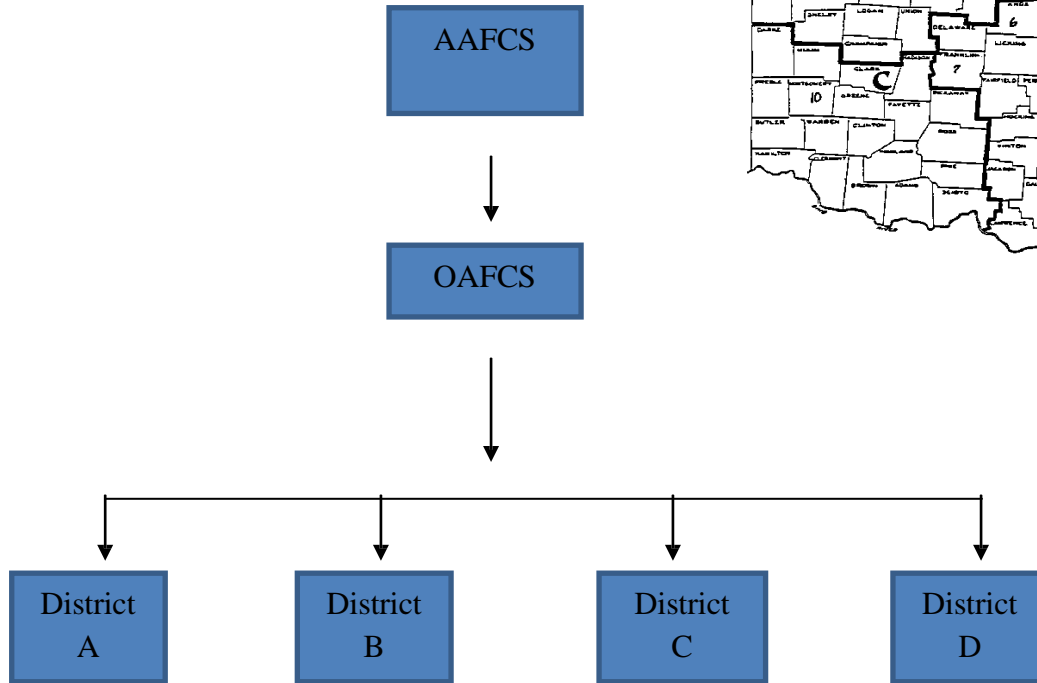
- A. Vision: Individuals, families and communities are achieving optimal quality of life assisted by competent, caring professionals whose expertise is continually updated through the American Association of Family and Consumer Sciences (AAFCS).
- B. Mission: The mission of the American Association of Family and Consumer Sciences is to provide leadership and support for professionals whose work assists individuals, families, and communities in making informed decisions about their well-being, relationships, and resources to achieve optimal quality of life.
- C. Core Values:
1. Believe in the family as a fundamental unit of society.
 2. Embrace diversity and value all people.
 3. Support life-long learning and diverse scholarship.
 4. Exemplify integrity and ethical behavior.
 5. Seek new ideas and initiatives and embrace change.
 6. Promote an integrative and holistic approach, aligned with the FCS body of knowledge, to support professionals who work with individuals, families, and communities.

Section B: Ohio Association of Family and Consumer Sciences (OAFCS) is a state affiliate of the national association of AAFCS.

I. OAFCS ORGANIZATIONAL CHART



II. OAFCS DISTRICT STRUCTURE



Allen	Ashland	Adams	Athens
Auglaize	Ashtabula	Brown	Belmont
Champaign	Carroll	Butler	Coshocton
Crawford	Columbiana	Clark	Delaware
Defiance	Cuyahoga	Clermont	Fairfield
Erie	Geauga	Clinton	Franklin
Fulton	Holmes	Darke	Gallia
Hancock	Lake	Fayette	Guernsey
Hardin	Lorain	Greene	Harrison
Henry	Mahoning	Hamilton	Hocking
Huron	Medina	Highland	Jackson
Logan	Portage	Madison	Jefferson
Lucas	Richland	Miami	Knox
Marion	Stark	Montgomery	Lawrence
Mercer	Summit	Pickaway	Licking
Morrow	Trumbull	Pike	Meigs
Ottawa	Tuscarawas	Preble	Monroe
Paulding	Wayne	Ross	Morgan
Putnam		Scioto	Muskingum
Sandusky		Warren	Noble
Seneca			Perry
Shelby			Vinton
Union			Washington
Van Wert			
Williams			
Wood			
Wyandot			

III. AAFCS/OAFCS MEMBERSHIP STRUCTURE, DUES AND BENEFITS

A. Membership: Individuals shall be members of the affiliate in which they reside or designate, such as OAFCS. Individual membership categories shall be professional, emeritus and student.

B. Dues and Benefits

1. Professional Dues \$150
 - a. Criteria for membership--professional with a degree or professional level certification in family and consumer sciences or related field that support the vision and mission of AAFCS
 - b. Benefits
 - i. Eligible to vote and hold office
 - ii. Annual subscription to the *Journal of Family and Consumer Sciences*
 - iii. All member benefits, as well as discounts on publications, viewing of five webinars, and event registration
 - iv. First year Professional membership at reduced dues rate of \$100
2. Emeritus Dues \$100
 - a. Criteria for membership--any individual who is retired and at least 60 years of age plus has been a member of AAFCS for at least ten(10) years
 - b. Benefits
 - i. Eligible to vote
 - ii. Annual subscription to the *Journal of Family and Consumer Sciences*
 - iii. All member benefits, discounts on publications, event registrations, etc. Does not include live webinars.
3. Student Dues \$50
 - a. Criteria for membership: enrolled full-time as an undergraduate or graduate student and completed the Student Status Statement (AAFCS form)
 - b. Benefits
 - i. Eligible to vote and hold office in the Student Unit
 - ii. Annual subscription of the *Journal of Family and Consumer Sciences*
 - iii. All member benefits, discounts on publications, event registrations, etc. Does not include live webinars.

IV. OAFCS EXECUTIVE COMMITTEE

A. Overview: The Association, in order to affect its purpose, shall elect an Executive Committee. The OAFCS Executive Committee shall act as the legal representative of the Association, set association policy, and provide leadership for, and manage the affairs and funds of the Association.

1. The composition of the Executive Committee shall consist of the President, President-Elect, Past-President, Treasurer, Secretary, Vice-President Annual Conference, Vice-President-Elect Annual Conference, and Vice-President Membership.
2. Members of the Executive Committee shall assume individual responsibility for expenses related to travel, food, and lodging for meetings, as well as registration fee for Annual Conference, except as provided in the budget.

B. Qualifications

1. Nominees for President-Elect, Treasurer, and Vice-President-Elect Annual Conference must have served a minimum of one year on the Board.
2. Nominees for President-Elect will commit to a three year term as President-Elect, President and Past President.

3. All nominees for Executive Committee must be current Professional AAFCS members.
- C. Functions of the OAFCS Executive Committee include but are not limited to:
1. Coordinate the development, implementation, and evaluation of the Association's Strategic Plan
 2. Establish and monitor operating policies and procedures for the conduct of the Association
 3. Manage the financial affairs including budget development, approval and presentation at Annual Conference
 4. Authorize the review of the financial records of the Association once a year
 5. Appoint members to the Board
 6. Determine dates and location of Annual Conference and have the power to cancel as needed
 7. Authorize affiliations with other organizations
 8. Recommend, facilitate and implement program priorities for a given year in concert with the strategic plan
 9. Review all proposed amendments of the AAFCS Bylaws and present at Annual Conference
 10. Appoint persons to fill unexpired term of elected officers in case of vacancy
 11. Convene a minimum of three times annually

V. OAFCS OFFICERS AND DUTIES

- A. President shall serve a total of three years term beginning June first (1st) or until the selection of a successor with the following duties:
1. Give general supervision and leadership to organizational policies and procedures
 2. Serve as presiding chair of the Executive Committee and Board
 3. Serve as Chair of the Plan of Work committee
 4. Serve as active member on the Finance and Annual Conference Committees
 5. Serve on all committees as ex officio member
 6. Approve payment of expenses
 7. Notify Executive Committee and Board of yearly meeting calendar; may call additional meetings with a five (5) day notice
 8. Serve as interim OAFCS treasurer, if the treasurer is unable to act
 9. Serve as Chair of the Ohio delegation to AAFCS Annual Conference
 10. Serve as Affiliate Leader to AAFCS
 11. Attend the Affiliate Presidents Unit (APU) Fall Leadership Workshop of AAFCS
 12. Appoint or approve standing committees
 13. Appoint ad hoc committees when needed
 14. Serve the next year as Past President
- B. President –Elect shall serve for a total of three years term beginning June first (1st) or until the selection of a successor with the following duties:
1. Serve as a member of the Executive Committee and Board
 2. Serve as a member of the Finance, Annual Conference, and the Program of Work Committees
 3. Preside in the absence of the President
 4. Serve as President upon removal or resignation of the President
 5. Attend the Affiliate Presidents Unit Fall Leadership Workshop of AAFCS
 6. Serve as Vice-Chair of the Ohio delegation to AAFCS
 7. Serve the next year as President

- C. Past-President shall serve for a total of three years term beginning June first (1st) or until the selection of a successor with the following duties:
1. Serve as a member of the Executive Committee and Board, without a vote
 2. Serve as a member of the Finance and Annual Conference Committees
 3. Serve as Chair of the Nominating committee
 4. Assume the responsibilities for updating the Bylaws and Policies and Procedures Manual
 5. Work with the President to identify a liaison for each District
- D. Treasurer shall serve a two-year term (elected in the odd-numbered years) or until the selection of a successor and shall assume duties June first (1st)
1. Qualifications
 - a. Must have working knowledge of Excel and Quicken or Quick Books
 - b. Must have working knowledge of accounting practices
 2. Serve as a member of the Executive Committee and Board
 3. Maintain all financial accounts of the Association
 - a. OAFCS Accounts:
 - i. Operating Checking Account – unrestricted funds
 - ii. Operating Reserve Funds - unrestricted - penalties may apply if cashed early (CD's, money market accounts and other investments)
 - iii. Scholarship Checking Account – restricted
 - iv. Scholarship Reserve Funds – restricted – penalties may apply if cashed early (CD's, money market accounts and other investments)
 - v. Helen Strow Travelship Fund – restricted - (see Communities – Global Perspectives)
 - b. Receive all income of the Association
 - c. Pay all expenses of the Association
 - d. Reconcile all accounts monthly
 4. Maintain all financial records of the Association
 - a. Prepare financial report for each Executive Committee and Board meeting
 - b. Send quarterly financial reports to the Webmaster to post to the OAFCS website
 - c. Submit financial records to outside accountant yearly for preparation of taxes and Association Financial Report
 - d. Archive financial records for 10 years per IRS directive
 5. Serve as Chair of the Finance committee (see Committees – Finance)
 6. Serve on the Annual Conference Committee as financial adviser (see Committees-- Annual Conference)
 7. File Charitable Trust Registration form with the State Attorney General every year (Fiscal Calendar-May)
 8. File Statement of Continued Existence of Corporation every five years with the Secretary of State (Fiscal Calendar-March)
 9. Make payments to maintain website host and domain name (see Fiscal Calendar)
 - a. Website host – DACOR – pay annually
 - b. Web domain name – pay every 10 years
 10. Orient new Treasurer upon election
- E. Secretary shall serve a two-year term (elected in the even-numbered years) or until the selection of a successor assuming duties June first (1st) with the following duties:
1. Serve as a member of the Executive Committee and Board
 2. Serve on the Annual Conference committee
 3. Preserve the records of all official action and policy decisions

4. Maintain an organized file of minutes and correspondence. Place current minutes on the OAFCS website; archive older records
5. File the following for each meeting:
 - a. Meeting agenda
 - b. Record of attendance
 - c. Committee reports
6. Submit a concise written record of the proceedings for every meeting to the Executive Committee and Board at least five (5) days prior to the next scheduled meeting. Within thirty (30) days after the meeting, minutes shall be posted on the OAFCS Website with the omission of Treasurer's report and include the following:
 - a. Date, time and location
 - b. First and last names for each person referenced
 - c. Reports of the committee chairs
7. Distribute minutes of the Annual Conference Business Meeting for discussion and approval at the next Annual Conference Business Meeting
8. Keep an accurate history of the Association including state and district events, programs, news clippings, etc.
9. Act on all correspondence including the newsletter
- F. Vice-President Annual Conference shall serve a total of three years assuming office June first (1st) with the following duties:
 1. Serve as a member of the Executive Committee and Board
 2. Serve as Chair of the Annual Conference committee during second year
- G. Vice-President-Elect Annual Conference shall serve a total of three years assuming office June first (1st) with the following duties:
 1. Serve as a member of the Executive Committee and Board
 2. Serve as trainee for Annual Conference during the first year of term
- H. Past Vice-President Annual Conference shall serve a total of three-years assuming office June first (1st) with the following duties:
 1. Serve as a member of the Executive Committee and Board
 2. Serve as an adviser for Annual Conference Committee during the third year of term
- I. Vice-President Membership shall serve a two-year term (elected in the even-numbered years) or until the selection of a successor assuming duties June first (1st) with the following duties:
 1. Serve as a member of the Executive Committee and Board
 2. Serve on the Nominating and Annual Conference Committees
 3. Serve as Chair of the Membership Committee
 4. Promote membership and interpret membership policies
 5. Follow-up with members who did not renew or-who have incorrect contact information
 6. Plan strategies that may be used to solicit new members and retain present membership
 7. Cooperate as requested with universities that offer family and consumer sciences in Ohio
 8. Work with districts on identifying membership

VI. OAFCS BOARD

- A. Composition of the Board shall include: Executive Committee, Student Unit Chair and Adviser, Communities Coordinator, Committee Chairs, and Liaisons.
- B. Requirements:
 1. All members must maintain Professional membership status.
 2. All members serve a two-year term unless otherwise indicated.
- C. Functions of Board members include but are not limited to:
 1. Provide a written report for each meeting to the Secretary

2. Assume responsibility of all individual expenses related to travel, food, and lodging for meetings, as well as registration fee for Annual Conference, except as provided in the budget
3. Complete all responsibilities as listed under specific sections

VII. OAFCS STUDENT UNIT

- A. Student Unit Officers are elected for a one-year term and must be members of AAFCS.
- B. Chair shall assume the following duties:
 1. Serve on Board and Annual Conference committee
 2. Promote membership in AAFCS and Student Unit for those students majoring in family and consumer sciences at Ohio universities
 3. Communicate with national Student Unit officers; report activities and programs
 4. Assist in developing and implementing the selection of the state's candidate for office in the AAFCS Student Unit
 5. Preside at Annual Student Unit business meeting
 6. Assist other Student Unit officers as necessary and oversee their performance
- C. Financial support from the Association
 1. One complimentary sleeping room for Annual Conference
 2. Donations to support the Chair and Vice-Chair to attend AAFCS Annual Conference
 3. Complimentary Annual Conference registration for up to 4 Student Unit officers
- D. Student Unit Adviser is appointed by the President to serve a two-year term on the Board or until a successor is named. Responsibilities include:
 1. Serve on the Annual Conference and Plan of Work committees
 2. Secure one session for Annual Conference, in conjunction with the Student Unit Chair
 3. Promote membership in AAFCS for those students in family and consumer sciences
 4. Serve as a resource to members who work in higher education
 5. Advise the Ohio Student Unit officers and help formulate plans
 6. Approve all student unit expense requests prior to submission to Treasurer
 7. Maintain and distribute up-to-date mailing addresses of campus chairpersons/advisers
 8. Coordinate and give leadership to individual campus Student Unit advisers
 9. Encourage student attendance at AAFCS Annual Conference
- E. Student Unit Officers -See Student Unit Officer Responsibilities

VIII. OAFCS COMMUNITIES serve as a conduit of professional action, dialogue, and promotion of the OAFCS/AAFCS mission. Policies and information for the creation, management, and dissolution of Communities can be found at www.aafcs.org

- A. Communities Coordinator: (will take a Bylaws change) is appointed by the President for a two-year term. Responsibilities include:
 1. Recommend individual community chairs for the President's approval
 2. Serve as a liaison to the Board
 3. Serve on Annual Conference committee
- B. Elementary, Secondary and Adult Education Community Chair is appointed by the President in *odd* years to serve a two-year term on the Board. Responsibilities include:
 1. Serve on Plan of Work Committee during first year of term
 2. Serve on Annual Conference committee during second year of term; suggest one session
 3. Serve as a resource to members
 4. Communicate with national community officers; report activities on AAFCS form
 5. Keep public policy committee abreast of legislative concerns

- C. Universities and College Community Chair is appointed by the President in *even* years to serve a two-year term on the Board. Responsibilities include:
1. Serve on Plan of Work Committee during first year of term
 2. Serve on Annual Conference Committee during second year of term: suggest one session
 3. Serve as a resource to members
 4. Communicate with national community officers; report activities on AAFCS form
- D. Extension Community Chair is appointed by the President in *even* years to serve a two year term on the Board. Responsibilities include:
1. Serve on Program of Work Committee during first year of term
 2. Serve on Annual Conference Committee during second year of term; suggest one session
 3. Serve as a resource to members
 4. Communicate with national community officers; report activities on AAFCS form
 5. Keep public policy committee abreast of legislative concerns
- E. Partners in Home and Community Chair is appointed by the President in *odd* years to serve a two year term on the Board. Responsibilities include:
1. Serve on Plan of Work Committee during first year of term
 2. Serve on Annual Conference Committee during second year of term; suggest one session
 3. Serve as a resource to members
 4. Communicate with national community officers- report activities on AAFCS form
- F. Apparel, Design and Textiles Community Chair is appointed by the President in *even* years to serve a two year term on the Board. Responsibilities include:
1. Serve on Program of Work Committee during first year of term
 2. Serve on Annual Conference Committee during second year of term; suggest one session
 2. Serve as a resource to members
 3. Communicate with national community officers- report activities on AAFCS form
- G. Family Economics and Resource Management Community Chair is appointed by the President in *odd* years to serve a two year term on the Board. Responsibilities include:
1. Serve on Plan of Work Committee during first year of term
 2. Serve on Annual Conference Committee during second year of term; suggest one session
 3. Serve as a resource to members
 4. Communicate with national community officers; report activities on AAFCS form
- H. Family Relations and Human Development Community Chair is appointed by the President in *even* years to serve a two year term on the Board. Responsibilities include:
1. Serve Plan of Work committee during first year of term
 2. Serve on Annual Conference Committee during second year of term; suggest one session
 3. Serve as a resource to members
 4. Communicate with national community officers; report activities on AAFCS form
- I. Global Perspectives Community Chair is appointed by the President in *odd* years to serve a two year term on the Board. Responsibilities include:
1. Serve on Plan of Work Committee during first year of term
 2. Serve on Annual Conference Committee during second year of term; suggest one session
 3. Promote all International Federation Home Economics (IFHE) programs and activities
 4. Act as organizational voting delegate to IFHE Congress and Council meetings
 - a. OAFCS must be current in dues to IFHE to have a voting delegate
 - b. If OAFCS does not have a member attending Congress or Council, a delegate will be appointed by the IFHE-US President from those attending to represent OAFCS
 5. Promote Helen Strow Travelship
 - a. Cash award for first time attendee to IFHE Congress
 - b. Application on website

- c. Awarded every four (4) years unless no qualified applicants
 - J. Nutrition, Health and Food Management Community Chair is appointed by the President in *even* years to serve a two year term on the Board. Responsibilities include:
 - 1. Serve on Plan of Work Committee during first year of term
 - 2. Serve on Annual Conference Committee during second year of term; suggest one session
 - 3. Serve as a resource to members
 - 4. Communicate with national community officers; report activities on AAFCS form
 - K. History and Archives Community Chair is appointed by the President to a two year term on the Board. Responsibilities include:
 - 1. Contribute appropriate historical materials to Ohio Historical Society
 - 2. Keep association history up-to-date
 - 3. Preserve records of association
 - 4. Respond to members' requests for historical information for current activities
 - 5. Continue to give historical perspective at Board, AAFCS and IFHE meetings and relate this perspective to the profession and societal happenings.
- IX. LIAISONS shall serve a two year term on the Board or until the selection of a successor.
- A. Each district shall have one representative recommended by the Nominating Committee and appointed by the President. Responsibilities include:
 - 1. Serve on the Annual Conference committee
 - 2. Represent the District's interests to the Board
 - B. AAFCS liaison is the person who is serving in a position with AAFCS
- X. OAFCS COMMITTEE CHAIRS are either elected officers or appointed by the President and serve a term beginning June first (1st) unless noted otherwise.
- A. Annual Conference Chair (VP Annual Conference) shall serve a three-year term as noted in the Officer's section with the following duties:
 - 1. Establish a committee in addition to appointed committee members and meet multiple times during the year
 - 2. Secure a location, date and contract with the input of President and Past-President
 - 3. Develop a proposed budget for submission at August meeting
 - 4. Obtain Executive Committee approval for any expense over \$200.00
 - 5. Appoint chairs for:
 - a. Registration
 - b. Promotion
 - c. Call for Proposals for Program/Sessions
 - d. Exhibitors and sponsors
 - 6. Secure keynote speaker(s)
 - 7. Work in conjunction with the Awards, Recognition, and Scholarship and Certification Chairs
 - 8. Submit a written report at Annual Conference Board meeting
 - 9. Submit a final expense report to the Treasurer by June first (1st) to Executive Committee and Board
 - B. Awards, Recognition, and Scholarship Chair shall serve a two year term or until a successor is named with the following duties:
 - 1. Review and revise award applications as needed
 - 2. Update the Webmaster on changes to the OAFCS Awards page
 - 3. Publicize award application process
 - 4. Establish a review committee of members from across the state

5. Receive and review applications with committee at February meeting
 6. Order awards, prepare program for Annual Conference Recognition session, present and publicize award winners
 7. Request checks from the Treasurer to present to award recipients at Annual Conference
- C. Certification Chair shall serve until a successor is named with the following duties:
1. Promote the Certification Program to members
 2. Serve as a communication link between AAFCS Office of Certification and CFCS
 - a. Advise members on policy changes
 - b. Direct CFCS problems to appropriate contact
 3. Maintain a record of Annual Conference including topics, date, professional development unit (PDU) contact hours, and complete application for PDU approval
 4. Serve as a consultant to planners regarding PDU eligibility requirements
- D. Nominating Chair (Past-President) shall serve a one year term with the following duties:
1. Verify nominees current AAFCS Professional membership, obtain consent from the nominees, and present verified nominees for the elected state offices at the February Board meeting
 2. Obtain biographical information to supplement the ballot
 3. Prepare ballot for distribution 30 days before Annual Conference
 4. Post ballot on website for voting (paper ballots will be available upon request)
 5. Tabulate and announce results at Annual Conference Board Meeting and Business Meeting
- E. Bylaws, Policies and Procedures Manual Chair (Past-President) shall serve a one-year term with the following responsibilities:
1. Review both the Bylaws, and the Policies and Procedures Manual annually and present changes as needed to the Executive Committee and Board.
 2. Coordinate possible Bylaw changes, which may be proposed by any group. The proposed change should be presented by the group's representative to the Executive Committee and Board for review and an initial decision.
 - a. If approved by the Executive Committee and Board, the proposed amendment will be sent to the membership.
 - b. The membership must receive proposed Bylaw changes thirty (30) days before the Annual Business Meeting which will be held at the Annual Conference.
 - c. Bylaw changes will be voted on by the members present at the Annual Business Meeting. A majority of those present is needed to approve the change
 3. The Policies and Procedures Manual is an on-going document that can be changed with the approval of the Executive Committee and Board.
- F. Finance Committee
1. Members of the Finance Committee are Treasurer (chair), President, Past-President, President-Elect, past Treasurer and district liaisons.
 2. Review the past five years of association income and expenses to prepare for budget development.
 3. Develop next fiscal year operating budget - submit for approval to the Executive Committee and Board and submit to membership at Annual Conference for final vote. (see Fiscal Calendar)
 4. Monitor income and expense reports and recommend actions in keeping with established guidelines based on priorities of the Association. (see Fiscal Management)
 5. Research and recommend investment opportunities to board. (see Investment Management)

- 6. Monitor association insurance plans and recommend changes to Executive Committee and Board when policies are ready for renewal
 - G. Public Policy Chair shall serve a two-year term or until a successor is named with the following responsibilities:
 - 1. Identify legislative bills of interest to OAFCS
 - 2. Obtain Executive Committee approval (via the President) before sending out alerts
 - 3. Develop policy statement(s) that cover legislation which family and consumer sciences professionals should support
 - 4. Network with allied groups, organizations, and agencies, obtain information about current legislative issues, identify the problem(s), and suggest action
 - H. Program of Work Chair (President)
 - 1. Work with designated Community Chairs and others to develop a Plan of Work for the year (June 1 to May 31)
 - 2. Submit proposed Plan of Work to AAFCS by September 15th each year
 - 3. Submit report of completed projects to AAFCS by June 1st each year
 - I. Ad Hoc and special interest committees will be appointed by the President as needed.
- XI. WEBMASTER shall be appointed or contracted by the President on a yearly basis
- A. Post newsletters three times per year
 - B. Post minutes in a timely manner
 - C. Post-election information and ballot
 - D. Post Treasurer's reports quarterly
 - E. Post Annual Conference material and registration
 - F. Post Award applications and winners
 - G. Work with Executive Committee and Board to update website as needed
 - H. Archive or remove old information
- XII. REMOVAL FROM OFFICE
- A. In the event an officer is unable or unwilling to fulfill the duties of his/her office, the President is authorized to seek the officer's resignation. In such cases, the President shall appoint, with the approval of the Executive Committee and Board, someone to complete the term.
 - B. Any member of the Executive Committee who is unable to fulfill the duties of the office over a four (4) month period and/or is unable to attend two consecutive meetings will be viewed as having vacated his/her position unless a resignation has been rendered.
 - C. A meeting, either in person or through a web-based format, of the Executive Committee for officer removal may be called upon the written request of three members of the Executive Committee. Appropriate action would be taken by the Executive Committee to notify the removed officer and retrieve association property.
- XIII. VACANCIES IN ELECTED AND APPOINTED OFFICES
- A. The President shall appoint members to fill unexpired terms in case of vacancies for both elected and appointed offices with the exception of the President-Elect, who shall be elected by the OAFCS Executive Committee and Board. In case of a vacancy of the President's office, the President-Elect shall fill the unexpired term and the President-Elect position shall remain vacant. The President-Elect is eligible for a full term presidency the following term.
- XIV. PARLIAMENTARY AUTHORITY/STANDING RULE
- A. The most recent edition of Robert's Rules of Order shall be the authority in all matters of procedure except as otherwise specified.

Section C. OAFCS Operations

I. GENERAL INFORMATION

- A. There shall be at least three (3) meetings of the Executive Committee and Board per year as required by the OAFCS Bylaws.
- B. Elected officers and appointed chairs must maintain current membership status; only current members can be nominated or appointed to a position.
- C. Newly appointed and elected members will assume responsibility of the position June first (1st).
- D. Items to bring before the Executive Committee and Board must be received by the President at least one (1) week before the upcoming meeting date.
- E. All reports presented to the Executive Committee and Board must be submitted in writing to the Secretary.
- F. Any affiliate or cooperative relationship requires official action from the Executive Committee and Board
 1. When an Officer or Board member receives a request for any type of support or endorsement, forward the request to the President to be disseminated to the Executive Committee and Board for action.
- G. Proposals for liaisons and/or affiliations may be presented at any regular OAFCS Executive Committee and Board Meeting.
- H. OAFCS officers and appointees are expected to register for the Annual Conference in order to attend any session or function of the Conference. This applies to officers and appointees who are presenters, exhibitors, program showcase participants, or others as determined by the Executive Committee and Board.
- I. OAFCS does not provide financial support (i.e. tuition, registration fee) for individual members invited to participate in special programs, meetings, workshops, and the like except as approved by the Executive Committee and Board.

Section D. OAFCS Fiscal Management (See Treasurer and Finance Committee Chair)

- I. The Ohio Association of Family and Consumer Sciences (OAFCS) is a scientific, educational organization, registered as tax exempt under section 501 (c)(3) of the Internal Revenue Code.
- II. Fiscal Year - The fiscal year of the Association shall be November first (1st) through October thirty-first (31st)
- III. The Association shall operate on revenue derived from membership dues, registrations and sale of exhibit space at Annual Conference, workshops, project grants, contributions and bequests.
- IV. The Association shall manage its fiscal affairs under the policies and authorization of the Executive Committee and Board. The Executive Committee and Board decisions shall provide authorization to all officers, committees, communities and districts regarding management related to banking relationships, investments of funds, contracts, budget transfers, and both restricted and unrestricted funds.
- V. The Association will operate on a balanced budget. The Executive Committee and Board will only propose operating expenditures which can be supported from on-going operating revenues.
- VI. The policy of OAFCS is that accurate and accountable records will be kept as evidenced by:
 - A. Following Generally Accepted Accounting Principles (GAAP) using the modified cash system of accounting

- B. Adhering to OAFCS policies and board actions
- C. Maintaining all monies and other assets of the Association under the disposition, custody, and control of the Executive Committee and Board.
- D. Financial Report - A report of the official financial records of the Association by an outside accountant shall be made yearly and presented to the Executive Committee and Board
- E. An audit of the financial records of the Association shall be made by an outside auditor when there is a change of Treasurers. The audit shall be presented to the Executive Committee and Board.

VII. Financial Procedures

A. Bank Signatures

- 1. Checks in amounts less than \$500 require one signature. Checks in amounts greater than \$500 require two (2) signatures. Current signatories are Treasurer, President, President- Elect and Secretary provided they are on the account signature card on file at the bank.
- 2. A signature card and Articles of Resolution are kept on file with the bank. These need to be updated with each change of the Executive Committee.
- 3. The Treasurer will be the main signer of checks under \$500. A signatory cannot sign a check made that is made out to him/her.

B. Returned Checks

- 1. When a check is issued by a member to the Association and is returned for any reason, the member's record is so noted. A letter will be sent notifying the member of the situation and stating the processing fee amount. The member has thirty (30) days to rectify the balance before further fees are assessed.

VIII. Expenditure Guidelines

- A. Expenditures are monies which have been budgeted for use on behalf of OAFCS
- B. Expenditures are expenses incurred in carrying out work of officers, committees, communities and special projects.
- C. Disbursements shall be paid from the operating checking account.
- D. When making purchases, inform vendors of our non-profit status and that we are exempt from paying state sales tax. All vendors may not allow tax free purchases.
- E. Funds shall be paid out upon receipt of approved Expense Payment Request Forms.
- F. Any expenditure above the amount budgeted must be approved by the Executive Committee and Board.
- G. An advance on expenses may be received by authorization of the Executive Committee and Board.

IX. Expense Reimbursement Guidelines

- A. There is no mileage reimbursement for officers and appointed members with the exception of the Student Unit Officers
- B. There is no reimbursement of expenses for members asked to serve with affiliate or liaison organizations.
- C. OAFCS members speaking at Annual Conference must be registered for the conference and are encouraged to contribute their professional fees.
- D. OAFCS delegates to AAFCS Annual Conference and/or AAFCS Affiliate Presidents Unit (APU) Leadership Conference may be reimbursed an amount determined by the OAFCS budget.

- E. OAFCS Annual Conference Budget should be approved by the Executive Committee and Board and retained by the OAFCS Treasurer for expense reimbursement purposes
- F. EPRs (Expense Payment Request) should be received by Treasurer before October 10th to facilitate the fiscal year close.
- G. All outstanding checks should be deposited/cashed before October 30st to facilitate the fiscal year close.

X. Expense Reimbursement Procedures

- A. Reimbursement may be obtained for approved budget expenditures by submitting an Expense Payment Request Form (EPR) (see Appendix) to the Treasurer for payment.
 - 1. EPR form available at www.oafcs.org
 - 2. Be specific when listing what the expenses were for
 - 3. Indicate budget category if known
 - 4. Attach receipts for all expenditures (required)
 - 5. Keep a copy of the completed Expense Payment Request Form for your records.
- B. If a request is unclear or unauthorized it will be returned for additional explanation.
- C. Allow 2-3 weeks for reimbursement payment.
- D. If you wish to receive a check at a board meeting please submit at least 2 weeks prior to the meeting date
- E. Student Unit Expense Payment Request Forms should be sent to the Student Unit Adviser for approval then sent to the Treasurer for payment.

XI. Investment Guidelines

- A. OAFCS follows a financial plan that protects the Association's assets and utilizes return on investments to provide resources for operations and programs.
- B. Maintain investment portfolio of the Association under two classifications
 - 1. Operating Account Reserves – unrestricted
 - 2. Scholarship Account Reserves – restricted

XII. Investment Management Strategies

- A. Utilize investment strategies to:
 - 1. Invest for long-term growth of capital
 - 2. Identify conservative risk levels for all accounts
 - 3. Invest only in instrument that will not put the principal at risk.
- B. Utilize quarterly performance reports and annual reviews to:
 - 1. Compare investment performance
 - 2. Monitor investment management fees
 - 3. Identify shortfalls to current investment practice

XIII. Insurance

- A. The money, property, and other assets of the Association shall be protected from loss through the purchase of insurance indemnifying the Association for losses due to embezzlement, theft, (Crime Insurance Policy) bodily injury, liability, property damage, medical payment, personal injury liability, and hired and non-owned auto liability (General Liability Policy).
- B. Liability insurance connected with special events must be added on an event basis.
- C. At renewal the limits of coverage shall be determined by the Executive Committee and Board
- D. The Finance Committee shall examine the policies annually to verify premiums have been paid and the insurance is in force.

Section E. OAFCS Awards, Recognition and Scholarships

I. AWARDS—OAFCS and AAFCS

- A. **DISTINGUISHED SERVICE (DSA)** -Recognizes superior achievements in family and consumer sciences, outstanding contributions to the family and consumer sciences profession, and sustained association leadership at the state and local levels.
- B. **LEADERS** - Identifies and honors family and consumer sciences professionals who have made significant contributions to the field through their involvement with OAFCS and AAFCS.
- C. **NEW ACHIEVER** - Recognizes emerging professionals who have exhibited the potential to make significant contributions to family and consumer sciences.
- D. **TEACHER OF THE YEAR** - Recognizes exemplary teachers who utilize cutting-edge methods, techniques and activities to provide stimulus and visibility to family and consumer sciences in elementary and secondary education.

II. RECOGNITION

- A. **OUTSTANDING UNDERGRADUATE RESEARCH** - Criteria for the award(s) include: (1) contribution to the field of family and consumer sciences; (2) theoretical soundness of the study; (3) methodological soundness of the study. The research must have been completed by a student while enrolled in a Family and Consumer Sciences undergraduate program in Ohio. The awardee will be recognized at Annual Conference and will receive a cash award.
- B. **OUTSTANDING THESIS OR DISSERTATION** - Criteria for the award(s) include: (1) contribution to the field of family and consumer sciences; (2) theoretical soundness of the study; (3) methodological soundness of the study. Outstanding Thesis and Dissertation must:(1) have been completed for a graduate degree from an Ohio Family and Consumer Sciences higher education program OR (2) have been completed by a member of OAFCS for a graduate degree in a field related to family and consumer sciences. The awardee will be recognized at Annual Conference and will receive a cash award.
- C. **FRIEND OF THE FAMILY** - Recognizes an individual or organization involved in making decisions that affect the well-being of families. Its purpose is to recognize leaders whose work over time has made a significant contribution in policy areas affecting the family. The awardee will be recognized at Annual Conference and will be asked to speak about the work.
- D. **FIFTY-YEAR MEMBERS** shall be recognized at the Annual Conference by a list in the Program Booklet. First time Fifty-Year Members shall be invited to dinner as the Association's guest.

- III. **SCHOLARSHIP(S)**—Recognize an exemplary rising junior or senior student who is majoring in family and consumer sciences. The student should demonstrate both academic ability and professional promise. If earned interest on the account permits, a second scholarship may be given. The awardee will be recognized at Annual Conference by inclusion in the program. A check will be sent to the university after the Treasurer has received the appropriate information.

Section F. AAFCS Principles of Professional Conduct

These Principles of Professional Practice guide American Association of Family & Consumer Sciences members in all categories. It is intended to guide members with the description of the actions required for ethical professional practice both individually and collectively.

Statement of Principles of Professional Practice

Integrity

AAFCS members think and act in ways that reflect honesty and integrity. They make sound ethical decisions and avoid making misleading or inaccurate communications.

AAFCS members avoid practices that harm, exploit or intimidate others.

AAFCS members endeavor to maintain the credibility of the profession by demonstrating integrity.

Professional Competence

AAFCS members base their competence on educational degrees earned from regionally accredited institutions and from training, experience, and certification programs recognized by AAFCS.

AAFCS members seek professional development reflecting new expectations, procedures, and knowledge.

AAFCS members assure accurate presentation of their work by organizations with whom they are affiliated.

AAFCS members identify themselves using the professional designation reflecting the AAFCS certification they have achieved, consistent with the procedures and guidelines of the AAFCS Council for Certification.

AAFCS members claim competence in area(s) for which they have education, training, and experience.

AAFCS members practice within the law and within the recognized boundaries of their education, training, and experience.

Respect for Diversity

AAFCS members respect backgrounds, differences, and cultural beliefs of individuals, families, and communities, and engage in practices that support diversity.

Confidentiality

AAFCS members maintain and guard the confidentiality of persons with whom they have professional relationships.

AAFCS members establish and maintain relationships of respect, trust, confidentiality, and cooperation.

Conflict of Interest

AAFCS members take active steps to prevent and to avoid conflicting roles, and to avoid exploitation of the individuals with whom they work or have other professional interests.

AAFCS members by assuming responsibility for fair treatment of consumers, other professionals, and individuals and/or families, avoid the fact or appearance of divided loyalties.

Revised 2013

Section G. OAFCS Principles of Professional Conduct

OAFCS shall be guided by the statements above. Additionally, the following statements shall guide the association:

I. BELIEFS

- A. OAFCS believes it is important to explore diverse points of view related to the content of our profession. Thus, we encourage and invite the consideration of these ideas.

II. CONFLICT OF INTEREST

- A. OAFCS strives to conduct its governance function, fiduciary responsibilities, and the activities required to implement its mission in a prudent and transparent manner, avoiding any conflict of interest. OAFCS members strive to avoid any potential conflict of interest with all members of the Association and are expected to:
 1. Disclose and raise for consideration any significant potential or actual conflict of interest;
 2. Avoid any significant actual conflict of interest; and
 3. Abide by decisions made by the Executive Committee and Board

Section H. Past Records and Archived Guidelines

**Ohio Historical Society
1985 Velma Avenue
Columbus, Ohio 43211**

The Association started donating records in 1972 when three (3) boxes of information were sent. Additional materials were sent in 1982, 1984, 1986 and 1989. Thirteen (13) boxes (or 13 cubic feet) store the minutes of the Association from 1916 to 1984.

The Historical Society has the right to destroy any records. To date, they have only destroyed some empty folders, bank statements and cancelled checks. This was done in 1989. In talking with the Acquisition Archivist, they are very much interested in keeping minutes so that type of information will never be destroyed. The history representative on the OAFCS Executive Committee and Board has a computer printout of the OAFCS items stored at the Historical Society.

To access the information, interested members can visit the Library on the Third Floor of the Ohio Historical Center, Tuesday through Saturday from 9:00 am to 5:00 pm. First time visitors will need to register by completing a registration form. This entitles the individual to a researcher's pass, which is good for two (2) years. In the Reading Room, the individual may fill out a slip indicating they are interested in seeing the "Ohio Home Economics Association Collection". It is known as Manuscript Collection 376.

To archive additional records, we simply need to box them up and call OAFCS contact, Connie Conner at 614-297-2573 or email cconner@ohiohistory.org or call Cathy Ghering, Acquisition Archivist at 614-297-2536. Usually the Ohio Historical Society will come and pick up materials. They take any of our materials except financial records.

(Information obtained April 29, 1992 by Sharla House, Secretary, OHEA; revised by Jenny Schroeder, May 2004)

Revised August 2014

APPENDICES

- OAFCS Executive Committee and Board (page 24)
- OAFCS Sample Yearly Calendar (page 25)
- OAFCS Sample Agenda (page 26)
- AAFCS Plan of Work (Affiliate Action Plan and Report Form) (pages 27-28)
- OAFCS Expense Payment Request (page 29)
- OAFCS Fiscal Calendar (pages 30-32)
- OAFCS Installation Ceremony (pages 33-35)
- OAFCS Student Unit Offices and Responsibilities (page 36-37)

OAFCS Executive Committee and Board

Executive Committee

Office	Name	E-Mail
President, Plan of Work		
President-Elect		
Past President, Nominating, Bylaws		
Treasurer, Finance		
Secretary		
Vice-President Annual Conference		
Vice-President-Elect Annual Conference		
Past VP Annual Conference		
Vice-President Membership		

Board (Appointed)

Communities		
Communities Coordinator		
Elementary, Secondary and Adult Education		
Colleges, Universities and Research		
Extension		
Partners in Home and Community		
Apparel, Design, and Textiles		
Family Econ and Resource Mgt.		
Family Relations and Human Dev		
Global Perspectives		
Nutrition, Health and Food Mgt.		
History and Archives		
Committees	Name	E-Mail
Awards, Recognition, and Scholarships		
Certification		
Public Policy		
District Liaisons	Name	E-Mail
Student Unit Chair		
Student Unit Adviser		

Ohio Association of Family and Consumer Sciences 25 South Front Street, MS611, Columbus, Ohio, 43215

www.oafcs.org

American Association of Family and Consumer Sciences 400 North Columbus Street, Suite 202, Alexandria , Virginia

22314 www.aafcs.org

OAFCS Sample Calendar

Month	Activities
August	Board Meeting <ul style="list-style-type: none"> • New Board Members • Annual Meeting Planning committee
September	Affiliate Action Plan due to AAFCS-Sept. 1 Annual Conference session proposals due to Annual Meeting Chair
October	
November	Board Meeting <ul style="list-style-type: none"> • Annual Meeting Committee • Plan of Work Committee • Nominating/ballots to be approved by Board
December	Officer candidate biographical sketches due to Nominating Chair
January	Officers/committee chairs submit budget request form to OAFCS Treasurer <ul style="list-style-type: none"> • Finance Committee Meeting • Scholarship Applications due • Award Nominations due to Awards Chair
February	Board Meeting <ul style="list-style-type: none"> • Annual Meeting Committee • Plan of Work Committee • Election ballot online
March	Closing date for receipt of ballots
March/April	Board Meeting <ul style="list-style-type: none"> • Annual Meeting
May	May 1—Affiliate Action Report due to AAFCS Current and Next Year Annual Committee meets to share ideas

Date

Time

Location

Opening Agenda

Secretary's Report

Treasurer's Report

President's Report

Vice-President Annual Conference

Vice-President Membership

President-Elect

Past President

Old Business:

New Business:

Student Unit

Communities Reports - filed

- Colleges and Universities
- Elementary, Secondary and Adult Education
- Extension
- Partners in Home and Community
- Apparel and Textiles
- Family Economics and Resource Management
- Family Relations and Human Development
- Global Perspectives
- Nutrition, Health and Food Management

Committees

- Awards, Recognition, and Scholarships
- Membership
- Public Policy

Liaisons

Meeting Dates and Locations

Adjournment

Due September 1, 2014

walkeri@ncat.edu

INSTRUCTIONS: Please use the framework of the AAFCS Strategic Planning Guide to report the Action Plan for your State Affiliate. This will facilitate communicating to the AAFCS Board of Directors, other AAFCS groups, and Headquarters Staff liaison(s) the plans, progress and results of the AAFCS Affiliates. The outline to follow is intended to serve as guide. Formatting can be as shown or in a chart format of your choice for monitoring progress. Make this form useful to your State!

1. Name of AAFCS Affiliate:

2. Name of Affiliate Leader and Title:

3. E-Mail:

4. Phone:

5. Outcomes (goals) that will be addressed based on AAFCS Strategic Plan for 2008-2013 (*check all that apply*):

 Strategic Outcome 1: Knowledge and Skills are Applied for the Public Good

- Members and customers are recognized for generating and applying research-based knowledge and skills gained through AAFCS to implement programming that addresses public issues and prevents, reduces, or eliminates persistent personal and societal problems.

 Strategic Outcome 2: AAFCS is Key to Success for Professionals in FCS

- Members, customers and partners view engagement in AAFCS initiatives, networking and ongoing professional development and research opportunities as key to their professional success.

 Strategic Outcome 3: AAFCS Credentials are Highly Valued

- AAFCS accreditation, certification, and testing programs are recognized as valuable to individuals, educational institutions, and industries that prepare and employ preprofessionals and professionals engaged in the work of improving quality of life.

 Strategic Outcome 4: AAFCS Collaboration Effectively Leverages Resources

- AAFCS allies collaborate to leverage organizational resources and achieve mutually desirable goals.

6. Actions/Strategies/Activities to be used to achieve the AAFCS Mission*, Strategic Focus, and Strategic Outcomes:** (*please include details of how you intend to utilize volunteers, student liaisons, partnerships with other groups/organizations and other resources*).

*Mission: To provide leadership and support for professionals whose work assists individuals, families, and communities in making informed decisions about their well-being, relationships and resources to achieve optimal quality of life.

**Strategic Focus: AAFCS provides its members and customers high quality research-based professional development distinguished by its integrative and holistic approach.

- a) **Specific goal(s)/outcome(s)**

- b) **Strategic action(s) to achieve this (these) outcome(s)**

- c) **Target audience(s)**

- d) **Timeline**

- e) **Person(s) responsible**

- f) **Evaluation plan**

Due May 1, 2015

7. For Final Report, provide a brief, descriptive narrative of outcomes achieved. Include actions and activities completed, modifications to plan, recommendations for work the following year, etc. (Use this same form to submit your final report, entering your narrative below:

8. Enter your summary statement (highlights of outcomes achieved) here for the Summary of Affiliate Highlights.

Completed Action Plans are due September 1, 2014. Submit plan via E-mail to Jane Walker, Director of Affiliates at walkerj@ncat.edu. At this time you may also include a photo of the president for our 2015 Annual Conference "Parade of Affiliate Leaders" slideshow.

Please note: if your affiliate's program planning meeting(s) is/are after September 1, you may:

- **submit a draft Action Plan on September 1 then update it when plans are complete**
- **or submit an E-mail informing Jane of the date when your Action Plan will be submitted**

Final Report of Results is due to Jane Walker on May 1, 2015, along with photo of President for Parade

OAFCS Expense Payment Request Form

Date Submitted:

Name	Phone
Budget Category	
Approved By	
Expenses (itemize)	Amount
	\$
	\$
	\$
Total	\$

Make Check Payable to:		
Mail Check to: (please print)		
Street		
City	State	Zip

Please attach bills/receipts to the form and submit to the OAFCS Treasurer
<i>Retain copy for your files.</i>

Date Paid:	Check Number:
<i>Please allow 2 to 3 weeks for payment.</i>	

OAFCS Fiscal Calendar

Fiscal Year = November 1 – October 31

November	<ul style="list-style-type: none"> • Begin new fiscal year on November 1st • Prepare Year End Report and post to website. • Chair a Finance Committee meeting to prepare operating budget for next fiscal year following By-Laws procedure. • Confirm a January Finance Committee meeting. • Prepare end of year report for audit. • Contact accountant to do IRS tax forms and prepare financial record. An audit should be done each time a new Treasurer takes office.
December	<ul style="list-style-type: none"> •
January	<ul style="list-style-type: none"> • Chair Finance Committee Meeting for budget planning • Complete IRS 1099 (Misc. Income) form for anyone receiving income of \$600 or more from OAFCS. • Submit all financial records to accountant in January as soon as all tax reporting forms are received from financial institutions. • Pay DACOR for website host for calendar year – work with George Stossel • Maintain web domain name – renew in 2023- work with George Stossel – networksolution.com
February	<ul style="list-style-type: none"> • Prepare 1st Quarter Financial Report and post to website • Finance Committee presents the proposed budget for the next fiscal year to the board for their vote.
March/April	<ul style="list-style-type: none"> • Present Treasurer’s Report and Proposed Budget at Annual Meeting business meeting for member vote. • File Statement of Continued Existence of Corporation – Not For Profit with the Ohio Secretary of State every five (5) years. Next filing is due 2016. • <i>(This statement was filed April 2011 by Ann Paulins Ohio University. It is the responsibility of the Treasurer to make this form is filed on time.)</i>

May	<ul style="list-style-type: none"> • Prepare 2nd Quarter Financial Report and post to website • Sign and mail tax return prepared by the accountant. • File Charitable Trust Registration Form and Annual Financial Report with the State Attorney General at time taxes are filed. (may be done by accountant)
June/July	<ul style="list-style-type: none"> • Make scholarship payments directly to college or university. Send recipient and OAFCS Awards Chair a copy of letter/payment. • Prepare financial records for the new treasurer • Orient new Treasurer • Inform all vendors of new treasurer name and address • Check Treasurer supplies – replenish when necessary • Update forms with new Treasurer name and address • Pay Web Domain name – pay every 10 years – renew in 2023 • End of term for all officers on July 31st
August	<ul style="list-style-type: none"> • Beginning of term for all officers • Sign new signature cards and Articles of Resolution for Huntington National Bank. Must provide a copy of driver's license and social security number of the President, President-Elect, Secretary and Treasurer. These officers will be authorized to sign checks. • Prepare 3rd Quarter Financial Report and post to website • Prepare financial packet for board members <ul style="list-style-type: none"> ○ Budget for next fiscal year ○ 3rd Quarter Budget Report ○ Instructions for reimbursement of expenses • Distribute Annual Meeting Balance Sheet at Executive Board Meeting • Present copy of accountant's Financial Report to the President, Secretary and Treasurer for their files • Meet with Finance Committee to set up conference calls in September, November, and January. • Meet with Annual Conference Committee as financial advisor.

September	<ul style="list-style-type: none"> • Work with Annual Conference Registration Chair on registration information and process needed for Treasurer’s records. • Provide deposit slips and “For Deposit Only” stamp for Annual Conference Registration Chair to use if needed.
October	<ul style="list-style-type: none"> • Send email to all board members regarding any outstanding expenses. • EPRs should be sent to Treasurer by October 10th so payments can be sent and deposited before the end of the fiscal year. • Contact board members with outstanding checks and encourage them to deposit or cash before October 25th. • Transfer \$500 from operating account to scholarship account for Helen Strow Travelship Fund • Fiscal year ends on October 31st

I. Recognition of Outgoing Board Members:

The people we are about to recognize have completed a one to two year term (sometimes longer) and we want to recognize their efforts at this time. Would the following people please come forward

State Officers

President-Elect

Past President

Vice-President Annual Meeting

Secretary

Treasurer

District Representatives:

District A

District B

District C

District D

Communities Chair

Elementary, Secondary and Adult Education

Family Economics and Management – Extension

Partners in Home and Community

History and Archives

Student Unit President

Student Unit Advisor – Colleges and Universities

Standing Committees

Awards and Recognition

Public Policy

By-Laws, Policy and Procedures

Program of Work

Thank you for all your time, efforts, and dedication to OAFCS

Please be seated

II. Installation of New Officers

Betty Lamp Background

The Betty Lamp has been the symbol of our association since 1926. The Betty Lamp evolved from a simple clay dish lamp that was used as long ago as 6000 B.C. They burned fish oil or scraps of fat and had wicks of twisted cloth. Improvements were made to the lamp by creating a wick holder in the base that would channel the drippings from the base into the bowl where it could be eventually consumed. A cover was added which confined heat and decreased smoke and made the oil burn more efficiently. The curved handle often had attached to it a short chain with a hook on one end for hanging the lamp and a pick on the other end for recovering the wick from the oil. This improved lamp was named “The Betty” from the German word, “besser” meaning to make better. For Family and Consumer Sciences professionals, the lamp represents knowledge, fellowship, cooperation, service achievement, and the light of the home and mind.

.....

Today, we continue a tradition, one that signifies the passing of the duties of our outgoing officers to our incoming officers.

Everyone in the Ohio Association of Family and Consumer Sciences is important to its success. The members, committee members, District Representatives, State, and National officers all contribute to the success of the organization. On behalf of OAFCS organization, I light this candle. Its light represents the leadership of our profession for families.

The state officers have been chosen by the membership. This is an honor and a big responsibility. Strong and dedicated officers are important to preserving the honor and dignity of the Ohio Association of Family and Consumer Sciences. Good officers are honest, sincere, dependable, friendly, and loyal.

.....

State Officers: Please come forward, light your candle and hold it proudly.

President –

President-Elect

V-President, Annual Conference

V-President-Elect, Annual Conference

Vice-President, Membership Secretary

Treasurer

President-Elect -

(Name), As President-Elect, you are responsible for setting a program of work for the next year when you will assume the office of president, to work toward gathering new board members to fill future roles on the board, and to assist and fill in for the president as needed. Your commitment to OAFCS is for three years as President-elect, President, and Counselor) Do you pledge to faithfully perform these duties? If so, say “I do”.

Vice-President Annual Conference

(Name), As Vice-President Annual Conference, you have the important job of organizing the Annual Meeting. It is your duty to work with the committee to make plans and decisions for the 2016 Annual Meeting. I congratulate you on this honor. Do you pledge to perform faithfully? If so, say “I do.”

Vice-President-Elect Annual Conference

(Name), as Vice-President-Elect of Annual Conference, you will lead the development of a plan to guide the program for the year after next, select a site for the annual meeting, and begin the initial planning for the 2016 OAFCS annual meeting. I congratulate you on being elected to this office. Do you pledge to faithfully perform these duties? If so, say “I do.”

Vice President-Elect, Membership

(Name), as Vice-President of Membership, your responsibility is to procure a slate of officers to lead the association. You are also responsible for working with the Districts in programming and nominations. I congratulate you on this honor. Do you pledge to perform faithfully? If so, say “I do”

Treasurer

(Name), it is your responsibility to manage OAFCS’ money. You must keep accurate records of all money received and its source, all money paid to whom and for what. I congratulate you on this honor. Do you pledge to perform faithfully, if so, say “I do?”

Secretary

(Name), as secretary, it is your responsibility to keep minutes of meeting and records of other association business. Do you pledge to faithfully perform these duties? If so, please say, “I do”.

President

(Name), as president, it is your duty to call meetings to order, to preside and to direct the business meeting as well as the board meetings. You should encourage all members to take an active part. The enthusiasm and effectiveness of OAFCS will depend largely on your efforts. I congratulate you on this honor and huge responsibility. Do you pledge to perform faithfully? If so, please say “I do”.

To the members: As outgoing President, I would like to thank members present today for your dedication and service to OAFCS. Do you pledge to support the new officers installed. If so, say “I do”.

I now hand over to you the OAFCS gavel to use as you preside over meetings during your year of presidency.

Chair:

- Be a member of AAFCS
- Attend the upcoming AAFCS National Convention (OAFCS will provide partial support for attendance)
- Maintain regular contact with State Student Unit Co-advisors
- Attend scheduled OAFCS executive board meetings or send a Student unit representative
- Attend the Ohio Annual Conference for the year serving
- Call a minimum of 2 Student Unit Officer meetings per year
- Coordinate elections for the year to come
- Participate in all Student Unit officer meetings
- Maintain an ongoing, electronic record of documents, materials, e-mails, minutes, goals, newsletter copies, etc. that will be handed down to the next board
- Other duties as assigned

Vice– Chair:

- Be a member of AAFCS
- If funds are available, attend the upcoming AAFCS National Convention with the chair
- Write the proposal to sponsor a program for the annual state meeting with help from the board
- Attend the Ohio Annual Conference for the year serving
- Coordinating State and / or national service projects
- Contact all university Student Unit Section Advisors and keep them informed of Service projects and other Student Unit information
- Assist Chair with other duties as needed
- Participate in all Student Unit officer meetings
- Contribute documents and all applicable material to chair for inclusion in the master copy of records
- Other duties as assigned

Secretary:

- Be a member of AAFCS
- Attend the Ohio Annual Conference for the year serving
- Gather contact information for all Ohio Family Consumer Sciences college chapter advisors
- Prepare minutes and e-mail to all Student unit board members, State Student Unit Co-advisors, all university advisors, and all student officers
- Stay in communication with OAFCS Student unit members by sending meeting minutes
- Participate in all Student Unit officer meetings
- Contribute documents and all applicable material to chair for inclusion in the master copy of records
- Other duties as assigned

Communication Liaison:

- Be a member of AAFCS
- Be an administrator of the OAFCS Student Unit Facebook page and keep members up-to-date on OAFCS happenings
- Work with School Representatives
- Attend the Ohio Annual Conference for the year serving

- Write a minimum of two articles per year to be submitted via e-mail to the OAFCS Newsletter editor. The Articles would include
 - Activities relating to university Student Unit affiliates
 - Plans for any state-wide Student Unit activities
 - Outcomes of Student Unit officer meetings
- Participate in all Student Unit officer meetings
- Contribute documents and all applicable material to chair for inclusion in the master copy of records
- Stay in contact with OAFCS Student Unit members by sending the student unit news, including newsletters directly to members and forwarded to all university advisors
- Other duties as assigned.