

American Association of Family and Consumer Sciences Policies
July, 2021



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I. Name

- A. The American Association of Family and Consumer Sciences (AAFCS) shall approve or endorse products or services only with approval of the Executive Director (ED).
- B. AAFCS shall not allow its name to be used in a way that implies such approval or endorsement without the express approval of the Executive Director.

II. Brand

- A. The brand shall be reproduced or used only on official materials and products of AAFCS and its affiliates, communities, and other AAFCS groups.
- B. Private profit-making organizations shall not use reproductions of the AAFCS brand without approval of the Executive Director.
- C. Acceptance of contributions from business, industry and related organizations in no way constitutes AAFCS endorsement of a company's policies, products, or services.

III. Purposes and Mission

- A. Purposes. The purposes of AAFCS are stated in the Articles of Incorporation, found [here](#).
- B. Mission. The mission of AAFCS 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.

IV. Board of Directors

A. Functions

1. Support development, implementation, and evaluation of the strategic plan
2. Select officers of the Board of Directors
 - a. Officers will be selected by April 30
 - b. Directors who will have served on the Board of Directors for at least one full year by the time they take office will be eligible to hold office
 - c. Term of office begins after Annual Conference and ends after the next Annual Conference
 - d. Should an officer not be able to complete the year in office, the Board of Directors will be convened to select a replacement for the office for the uncompleted term
3. Approve appointments made by the President
4. Serve as voting members of the Leadership Council
5. Review and take action on budget guidelines recommended by the Finance Committee
6. Review and take action on the proposed AAFCS annual budget
7. Approve Annual Conference site, objectives, and budget
8. Conduct an annual performance assessment of the Executive Director
9. Review proposed bylaws amendments and recommend to the Leadership Council
10. Report to the Leadership Council and AAFCS members at least once annually
11. Appoint AAFCS representative to the Family, Career and Community Leaders of America Board of Directors

B. Election Procedure

1. Leadership Council members vote for Board of Directors candidates.
2. Voting will be completed by January 31.
3. Results will be published by February 15.

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V. Officers and Directors

A. President

1. Serve as presiding officer of the Board of Directors and the Leadership Council
2. Appoint the Nominating Committee by June 1
3. Serve on the Finance Committee
4. Appoint standing committees
5. Appoint ad hoc committees for specific purposes.
6. Communicate regularly with Executive Director and Association staff

B. Treasurer

1. Serve as presiding officer of the Finance Committee
2. Share financial reports with the Board of Directors
3. Present the proposed annual budget to the Board of Directors
4. Monitor and manage reserves with the investment firm.
5. Review the AAFCS Investment Policy Statement (IPS) with the Finance Committee.

C. Directors At-Large

1. Serve as voting members of the Board of Directors and Leadership Council.
2. Serve a three-year term, beginning and ending at the close of annual conference.
3. May serve a second term after a break in service.
4. Complete other assignments and duties of the Board of Directors.

VI. Meetings of the Board of Directors - see [Bylaws, Article VI, p. 3](#).

VII. Committees and Councils

A. Standing Committees

1. Finance Committee
 - a. Composed of the Treasurer, President, Executive Director, Sr. Director, Finance and Operations and one at-large member appointed by the Board of Directors
 - b. Monitor monthly financial reports
 - c. Receive the annual fiscal year audit
 - d. Recommend annual budget guidelines, using the following principles:
 - i. Develop an operating budget that supports strategic plan and program initiatives
 - ii. Continue progress towards financial sustainability
 - iii. Use income from investments as needed to fund operating budget
 - iv. Help ensure annual commitments to reserves
 - e. Review the proposed annual budget and prepare for submission to the Board of Directors for action
 - f. Monitor fund development, investments, endowed funds and other gifts
 - i. The purpose of the fund development program is to generate revenues from gifts and contributions for the support of programs and initiatives.
 - ii. Uses of revenues generated through gifts, contributions and interest shall be recommended by the Finance Committee and approved by the Board of Directors.
 - iii. Investment Policy Guidelines are developed by the Finance Committee in concert with investment advisors and Executive Director, Sr. Director, Finance and Operations, and submitted to the Board of Directors for action.
 - iv. Maintain \$1M in net assets without donor restrictions listed in the annual audit as a board reserve

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- g. Monitor travel reimbursement policy
 - i. Pay for approved AAFCS business when expenses are not otherwise paid. The Executive Director must give prior approval except for meetings of the Board of Directors, Council for Accreditation, and Accreditation site visits. **Travel expenses to attend Board of Directors meeting(s) at Annual Conference are not reimbursed.** Travel expenses include airfare or mileage using the prevailing IRS rate (up to the price of an economy advance purchase plane ticket) and actual expenses for transportation to and from home to the airport, to and from the airport to the hotel, airport or hotel parking, hotel room up to \$100 per night, breakfast up to \$10, lunch up to \$15, and dinner up to \$25
 - ii. Travel Expense Reports with receipts for actual expenditures will be submitted to the Executive Director within 30 days of completion of travel.

- 2. Awards and Recognition Committee

Members of the Board of Directors, Awards and Recognition Committee and staff are ineligible to receive awards, grants, fellowships, and scholarships during their terms of office or period of employment. Members are appointed by the Board of Directors.

 - a. Ensure guidelines are posted on the AAFCS website
 - b. Review awards and recognition guidelines annually
 - c. Recommend changes as needed to award categories and guidelines for application and selection
 - d. Identify prospective jurors and oversee jury processes
 - e. identify award, grant, fellowship, and scholarship recipients
 - f. Participate in recognition of award recipients

- 3. Nominating Committee
 - a. The Executive Committee solicits nominations and recommends candidates to the Leadership Council for the five-member Nominating Committee.
 - b. Any AAFCS member is eligible to serve on the Nominating Committee.
 - c. The Nominating Committee determines who will chair the committee.
 - d. Identify candidates for Board of Directors by December 1.
 - i. All professional category and student members are eligible for candidacy.
 - ii. Current members of the Board of Directors are not eligible for candidacy
 - iii. Candidates must have AAFCS and/or Affiliate leadership experience.
 - iv. Leadership Council experience is not required.
 - v. Candidates must meet the qualifications outlined in the [AAFCS Board Member Position Description](#).
 - vi. For continuity on the seven-member Board of Directors, two or three Directors will be elected annually to fill terms as they are completed.
 - vii. Should a Director not be able to complete a three-year term, the Nominating Committee will identify a candidate or candidates for the uncompleted term and the Board of Directors rotation will be adjusted accordingly.
 - e. Solicit recommendations from members.
 - f. Interview potential candidates.
 - g. Create the ballot or slate. Write-in candidates are not permitted.
 - h. Work with staff to conduct election.
 - i. Confirm election results by February 1.

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- j. Should a Director not be able to complete a three-year term, the Nominating Committee will identify a candidate or candidates for the uncompleted term and the Board of Directors rotation will be adjusted accordingly.
4. Ad Hoc Committees
- a. Appointed by the Board of Directors
 - b. Given a specific charge by the Board of Directors
 - c. Dissolved upon the completion of the assignment
- B. Councils
1. Council for Accreditation (CFA)
- a. Purpose
Serves as the official accrediting body of AAFCS conducting activities for the accreditation of family and consumer sciences units in higher education
 - b. Membership
 - i. Six representatives from accredited Units elected by the Collegiate Assembly
 - ii. Two practicing professionals appointed by the CFA
 - iii. One to two representatives of the public appointed by the Chair of the CFA
 - iv. The Director of Accreditation serves ex-officio.
 - c. Functions
 - i. Autonomously speaks and acts regarding accreditation policies, procedures, actions, and decisions related to granting, withholding, or withdrawing accreditation
 - ii. In consultation with the Collegiate Assembly, develops, revises, approves, and implements standards, criteria, and policies and procedures that must be met to achieve and maintain AAFCS accreditation
 - iii. Conducts accreditation activities and enacts decisions governed by its own published standards and criteria, policies and procedures, and Rules of Order
 - iv. Evaluates the extent to which family and consumer sciences units comply with established standards, criteria, and requirements and designates the initial and continuing accreditation status
 - v. Assures achievement of required accreditation maintenance tasks
 - vi. Provides professional development activities related to all aspects of accreditation
 - vii. Maintains criteria and procedures for site visitor selection, training, and on-site activities
 - viii. Promotes the AAFCS accreditation program to enhance and recognize the quality of family and consumer sciences undergraduate programs
 - ix. Maintains the publication detailing accreditation policies and procedures on the AAFCS website
 - x. Establishes the fee structure for the accreditation program
2. Council for Certification (CFC)
- a. Purpose

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Provides direction, oversight, and support for activities related to AAFCS professional and pre-professional certification programs.

b. Membership

- i. Seven elected members from certified members of AAFCS
- ii. One public member appointed by the Chair of the CFC

c. Functions

- i. Assures the public that those earning an AAFCS certification have attained a threshold level of competence that enables them to practice as defined by the certification's scope
- ii. Fosters excellence in family and consumer sciences and develops criteria for assessing such excellence
- iii. Establishes and enacts policies and requirements governing AAFCS certification programs
- iv. Supports recognition of competencies of secondary and postsecondary students through pre-professional credentialing
- v. Promotes professional growth by encouraging a systematic program of competency assessment and professional development
- vi. Maintains independence as a decision making body establishing policies for AAFCS certification programs and making decisions to grant, withhold, or rescind AAFCS certification
- vii. Maintains policies, procedures, and information defining its governance and operations

VIII. Finance

- A. The AAFCS Investment Policy may be found [here](#).
- B. The AAFCS Reserve Policy.
- C. Fiscal Year is January 1 through December 31.

IX. Membership Categories, Dues, and Privileges

- A. Membership, dues fees and privileges are determined by the Board of Directors and are posted on www.aafcs.org.

Category	Annual Dues	Criteria for Membership and Membership Privileges
Professional	\$150	<ul style="list-style-type: none">• Individuals with a degree or professional-level credential who support the field of family and consumer sciences• Eligible to hold elected office• Includes access to live and archived webinars offered by AAFCS• Special introductory rate of \$100 is offered for the first year of Professional membership (one-year only)
Emeritus	\$100	<ul style="list-style-type: none">• Members who meet the Professional category criteria who are retired and at least 60 years of age may elect the Emeritus category

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Student	\$50	<ul style="list-style-type: none">• Members in the Student category are enrolled as full-time students in a postsecondary program, as confirmed by a completed Student Status Statement• Student category members are eligible to hold elected office and will receive online access to the <i>Journal of Family & Consumer Sciences</i>
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X. Affiliate Associations of AAFCS

A. Affiliate structure and governance

1. The governance and fiscal responsibility for Affiliate associations resides with the Affiliate leadership.
2. Each Affiliate is its own legal entity and is responsible for protection from liability for its leaders, members and the Affiliate association.
3. Affiliates have coverage under AAFCS 501 (c) (3) tax status under the Internal Revenue Code as long as appropriate rules and regulations are followed.
4. Affiliate policies shall not be in conflict with AAFCS bylaws and policies, to ensure similarity of purpose.
5. Affiliates shall submit an *Affiliate Annual Report* to the Executive Director, using the template provided.

B. Affiliate portion of AAFCS dues is 25% of the annual membership dues, unless a special campaign increases the amount due to the affiliate.

C. Affiliate Presidents and Presidents-Elect or their designees serve on the Affiliate Presidents Unit (APU) and represent their Affiliate on the Leadership Council.

XI. Units

A. Affiliate Presidents Unit (APU)

1. Composed of Affiliate Presidents and Presidents-elect or their designees
2. Supports development of affiliate leaders
3. Promotes professional development, networking and collaboration among affiliates.
4. Represents affiliates and members on the Leadership Council to provide advice and counsel to the Board of Directors.
5. Meets quarterly for the Affiliate Connect.

B. Student Unit (SU)

1. Composed of AAFCS student members
2. Promote development of student leaders
3. Promote professional development, networking and collaboration among students and between the Student Unit and other AAFCS groups
4. Represent student members on the Leadership Council to provide advice and counsel to the Board of Directors
5. Meets quarterly

C. Past President's Unit (PPU)

1. Composed of AAFCS past presidents
2. Represents members on the Leadership Council to provide advice and counsel to the Board of Directors

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3. Meets quarterly

D. Assembly of Higher Education (AHE)

a. Purpose

AAFCS leadership in postsecondary education shall be vested in the AHE. Membership is composed of institutional members representing college and university FCS associate, baccalaureate, and graduate degree programs, research programs, and outreach/extension programs.

b. Functions

1. Addresses emerging and projected issues impacting FCS programs in higher education
2. Advocates for and promotes FCS programs in higher education
3. Develops networks and collaborative efforts in areas of common interest and concern regarding higher education

c. Fees and operations.

- a. Maintains policies, procedures, and information defining its governance, operations, and membership fees

E. Collegiate Assembly

a. Purpose

In cooperation with the Council for Accreditation, the Collegiate Assembly promotes, guides, implements, and supports the AAFCS Accreditation program.

b. Membership

1. Institutional members representing each AAFCS accredited unit/program in an accredited college or university
2. Chair of the Council for Accreditation

c. Functions

1. Provides input in the determination of accreditation standards, criteria, and evaluative processes
2. Fosters the accreditation of family and consumer sciences programs in institutions of higher learning
3. Serves as a forum for addressing issues having an impact on accreditation
4. Elects' members to serve on the Council for Accreditation

d. Governance

1. Maintains policies, procedures, and information governing its operations.

XII. Leadership Council

A. Composition

1. Affiliate Presidents Unit (Each Affiliate's president and president elect or their designees)
2. Assembly of Higher Education (3 officers or their designees)
3. Student Unit (3 officers or their designees)
4. Past Presidents Unit (3 officers or their designees)
5. AAFCS Board of Directors (7 directors)

B. Functions

1. Provide advice and counsel to the Board of Directors.

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2. Elect the Board of Directors.
3. Review and approve changes to bylaws.

XIII. Professional Communities

A. Purpose:

Professional communities are official AAFCS member groups organized to serve as a conduit of professional engagement, action, dialogue, and promotion of the mission. Each member group has identified leadership and typically represents a family and consumer sciences practice setting, content area, or special topic of interest.

B. Policies

Policies and information for the creation, management, and dissolution of communities are available on the AAFCS website at <https://www.aafcs.org/about/groups/communities/prof-community>.

XIV. Executive Director

The Executive Director has full accountability for the association; for participating in the governance in ex officio capacity without vote, including the Board of Directors, Leadership Council and Finance Committee; for ensuring the legal integrity of AAFCS; and for facilitating program direction and implementation. Responsibilities include:

1. Provides visionary leadership and management, including strategic planning, member relations, personnel management, data management, communications, marketing, external communications, collaboration, managing partnerships, financial management and resource development
2. Provides oversight, guidance and support of volunteer, contracted and salaried staff in the achievement of AAFCS goals, objectives and programs based on policies set by the Board of Directors
 - a. Administers the salaried staff including responsibility for position definition, allocation of staff to function, and decisions regarding recruitment, hiring, supervision, evaluation, staff development, compensation and retention
 - b. Develops and monitors annual performance goals and implement with the Board of Directors and staff
 - c. Provides appropriate data analysis for Board of Directors deliberations and decisions
 - d. Assures compliance with Board of Directors policy decisions
3. Represents AAFCS, when appropriate, in external contexts, including public policy, media, organizational, corporate and affiliate relationships
4. Generates and manages AAFCS resources and budget within established priorities
 - a. Negotiates and executes all contracts on behalf of AAFCS
 - b. Assures that historical records of AAFCS are maintained
5. Communicates regularly with President of the Board of Directors
6. Informs the President, Executive Committee and Board of Directors of conditions and operations and on external factors influencing the association, Affiliate Leaders, Communities, Councils, Assemblies and Units.
7. Oversees the organizational space, storage, and historic items and documents.

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XV Publications

Current publications include the *Journal of Family and Consumer Sciences*, the *Family and Consumer Sciences Research Journal*, and other non-serial publications.

XVI AAFCS Major Disaster and Pandemic Relief Policy

There are times when AAFCS members and AAFCS-certified professionals may need relief from their annual dues and/or certification maintenance fees due to impacts from a major disaster categorized as a federal state of emergency declared by the President of the United States, such as a hurricane, severe flooding, or fire, which may greatly impact their finances and ability to practice. Impacts from a pandemic as declared by the World Health Organization such as COVID-19 are also included. The AAFCS Board of Directors recognizes that these challenges can arise and has established a disaster relief policy to help these individuals maintain their membership and certification status.

In the event an AAFCS member or AAFCS-certified professional is unable to practice, suffers substantial loss of household income or sustains severe damage to their residence due to a disaster or pandemic, the member or certified professional may petition AAFCS to have his or her dues and/or certification fees waived for one year by completing the [Dues Hardship Waiver Request Form](#) and/or the [Certification Hardship Waiver Request Form](#) with a brief description of the nature of their hardship. Decisions regarding waivers for disasters or pandemics will be reviewed and approved by AAFCS staff and reported to the AAFCS Board of Directors. If approved, the member or certified professional will maintain his or her active status during that year.

XVII Conflict of Interest Policy

The Conflict-of-Interest Policy is included in the Board of Directors confidentiality agreement.

XVIII Affirmative Action/Equal Employment Opportunity Policy

The Affirmative Action/Equal Employment Opportunity Policy is found [here](#).

XIX Diversity, Equity, Inclusion

The [Diversity, Equity, and Inclusion Statement](#) is found on the website.

XX Bequest Policy

The Bequest Policy is found [here](#).

XXI Amendments

- A. Bylaws – see [Bylaws, Article XV](#).
- B. Policies can be amended by a majority vote of the Board of Directors.

XXII Tax Exempt Status – see [Bylaws Article XVI](#).

XXIII Defense and Indemnification – see [Bylaws Article XVII](#).

- A. The [Code of Ethics](#) is found on the website.
- B. The Whistleblower Policy is found [here](#).

XXIV Parliamentary Authority – see [Bylaws, Article XVIII](#).

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ACRONYMS USED IN THIS DOCUMENT

AAFCS	American Association of Family and Consumer Sciences
AHE	Assembly of High Education
APU	Affiliate Presidents Unit
CA	Collegiate Assembly
CFA	Council for Accreditation
CFC	Council for Certification
CCT	Community Coordinating Team
ED	Executive Director
FCS	Family and Consumer Sciences
IPS	Investment Policy Statement
SU	Student Unit
PPU	Past Presidents' Unit