

American Association of Family & Consumer Sciences (AAFCS) Policies
Effective January 2015



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I. Name and Brand

- A. The American Association of Family and Consumer Sciences (AAFCS) shall approve or endorse products or services only with approval of the President and Chief Executive Officer (CEO) and shall not allow its name to be used in a way that implies such approval or endorsement without the express approval of the CEO
- B. AAFCS Brand
 1. The brand shall be reproduced or used only on official materials and products of AAFCS and its affiliates, communities, and other AAFCS groups
 2. Private profit- making organizations shall not use reproductions of the AAFCS brand without approval of the CEO
- C. Acceptance of contributions for awards or sponsorships in no way constitutes AAFCS endorsement of a company's policies, products, or services

II. Purposes and Mission – see Bylaws, Article II

III. Membership Categories, Dues, and Privileges

- A. Privileges of all members include affiliate membership, engaging in groups of the Association, discounted registration to the Annual Conference & Expo, and receipt of AAFCS' official publication, the *Journal of Family & Consumer Sciences*
- B. Categories

Category	Annual Dues	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 registration for live webinars offered by AAFCS' Professional Development Center, webinars are available for complimentary viewing up to forty-eight hours after the live webinar • Special introductory rate of \$100 is offered for the first year of Professional membership (one-year only)
Emeritus	\$100	Members who meet the Professional category criteria who are retired and at least 60 years of age may elect the Emeritus category
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>

IV. Affiliate Family and Consumer Sciences Associations

- A. Affiliate structure and governance
 1. The governance and fiscal responsibility for Affiliate associations resides with the Affiliate, but AAFCS will provide guidance and leadership
 2. Each Affiliate is its own legal entity and is responsible for protection from liability for their 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

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4. To ensure similarity of purpose, Affiliate policies shall not be in conflict with AAFCS bylaws and policies
 5. Affiliates shall submit by April 30 an Accomplishments Report of the year's achievements, including the following, when relevant. Reports shall include brief descriptions, number of people involved, and impacts
 - a. Professional development activities conducted
 - b. AAFCS and Affiliate initiatives and events (for example, Family and Consumer Sciences Day)
 - c. Membership recruitment and retention activities
 - d. Collaboration initiatives and activities
 - e. Advocacy initiatives and activities
 - B. Affiliate portion of AAFCS dues is 25% of the annual membership dues
 - C. Affiliate Presidents and Presidents Elect or their designees serve on the Affiliate Presidents Unit (APU) and represent their Affiliate on the Leadership Council
- V. Board of Directors
- A. Functions
 1. Coordinate 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 be officers
 - 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 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, theme, objectives, and budget
 8. Review the Chief Executive Officer performance annually
 9. Review proposed bylaws amendments and recommend to the Leadership Council
 10. Report to the Leadership Council and AAFCS members annually
 - B. Directors and Officers
 1. President
 - a. Serve as presiding officer of the Board of Directors and the Leadership Council
 - b. Appoint the Nominating Committee by June 1
 - c. Serve on the Finance Committee
 - d. Appoint standing committees
 - e. Appoint ad hoc committees for specific purposes – Annual Conference Local Advisory Committee (ACLAC) co-chairs are appointed two years in advance of the Annual Conference
 2. Treasurer
 - a. Serve as presiding officer of the Finance Committee
 - b. Share financial reports with the Board of Directors
 - c. Present the proposed annual budget to the Board of Directors
 3. Directors At Large
 - a. Serve as voting members of the Board of Directors and Leadership Council

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- b. Three-year term begins and ends at the close of annual conference
 - c. Directors may only serve one term without a break in service
 - d. Other assignments and duties of the Board of Directors
- C. Executive Director/Chief Executive Officer (CEO)
- The executive director is known as the Chief Executive Officer (CEO) and 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
 - 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. Administer 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. Set 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, organizational, corporate and affiliate relationships
 - 4. Generates and manages AAFCS resources and budget within established priorities
 - a. Negotiates and executes contracts on behalf of AAFCS
 - b. Assures that historical records of AAFCS are maintained

VI. 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
- 2. Elect the Board of Directors
 - 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. In order to assure continuity on the seven-member Board of Directors, two or three Directors will be elected annually to fill terms as they are completed
 - e. 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

C. Nominating Committee

- 1. Identify candidates for Board of Directors by December 1
 - a. All professional category and student members are eligible
 - b. Candidates need to have AAFCS and/or Affiliate leadership experience
 - i. Candidates do not have to be currently on the Leadership Council
 - ii. Those currently serving on the Board of Directors are not eligible

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- c. Solicit recommendations from members
 - d. Interview potential candidates
 - 2. Create the ballot or slate
 - 3. Work with staff to conduct election
 - 4. Confirm election results by February 1
 - 5. Identify candidates for any Board of Directors vacancy to be filled in the next election
 - D. Election procedure
 - 1. Leadership Council members vote for Board of Directors candidates
 - 2. Voting will be completed by February 1
 - 3. Results will be published by February 15
- VII. Communities
- A. Policies and information for the creation, management, and dissolution of communities are available online on the AAFCS website
 - B. Communities Coordinating Team (CCT)
 - 1. Composition
 - a. Consists of three members
 - b. Selected by community leaders
 - 2. Functions
 - a. Coordinates and oversees community activities
 - b. Submits by April 30 an Accomplishments Report summarizing achievements of communities, including the following categories when relevant. Reports shall include brief descriptions, number of people involved, and impacts
 - i. Professional development activities conducted
 - ii. AAFCS and Affiliate initiatives and events (for example, Family and Consumer Sciences Day)
 - iii. Membership recruitment and retention activities
 - iv. Collaboration initiatives and activities
 - v. Advocacy initiatives and activities
- VIII Committees and Councils
- A. Standing Committees
 - 1. Finance Committee
 - a. Composed of the Treasurer, President, CEO, and one at-large member appointed by the President
 - b. Monitor monthly financial reports
 - c. Receive the fiscal year audit annually
 - d. Recommend budget guidelines annually, using the following principles
 - i. Develop an operating budget that supports strategic plan and program initiatives
 - ii. Continue progress towards financial sustainability
 - iii. Income from investments may be used to fund operating budget
 - e. Review the proposed annual budget and prepare for submission to the Board of Directors for their 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

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- iii. Investment Policy Guidelines are developed by the Finance Committee in concert with investment advisors and AAFCS staff and submitted to the Board of Directors for action
- g. Monitor travel reimbursement policy
 - i. Pay for approved AAFCS business when expenses are not otherwise paid. The CEO 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, but reimbursement is available for expenses for extra lodging and meals required to participate in the Board of Directors meeting
 - ii. Travel expenses include plane fare 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
 - iii. Travel Expense Reports will be submitted within 30 days and receipts for actual expenditures must be submitted
- 2. Awards and Recognition Committee
 - a. Members are appointed by the President
 - b. Guidelines are posted online on the AAFCS website
 - c. Review awards and recognition guidelines annually and recommend changes as needed
 - d. Promote awards and recognitions
 - e. Recruit jurors
 - f. Oversee jury processes and identify recipients
 - g. 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
- B. Ad Hoc Committees
 - 1. Appointed by the President
 - 2. Given a specific charge by the Board of Directors
 - 3. Dissolved upon the completion of the assignment
- C. 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. Two public members appointed by the CFA
 - 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

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- 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 fee structure for accreditation program
2. Council for Certification (CFC)
- a. Purpose
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 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
- D. Assemblies
1. Assembly of Higher Education (AHE)
- a. Purpose
AAFCS leadership in postsecondary education shall be vested in the AHE
 - b. Membership
Composed of institutional members representing college and university family and consumer sciences associate, baccalaureate, and graduate degree programs, research programs, and outreach/extension programs
 - c. Functions
 - i. Addresses emerging and projected issues impacting FCS programs in higher education

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- ii. Advocates for and promotes FCS programs in higher education
 - iii. Develops networks and collaborative efforts in areas of common interest and concern regarding higher education
 - d. Fees and operations
Maintains policies, procedures, and information defining its governance, operations, and membership fees
- 2. 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
 - i. Institutional members representing each AAFCS accredited unit/program in an accredited college or university
 - ii. Chair of the Council for Accreditation
 - c. Functions
 - i. Provides input in the determination of accreditation standards, criteria, and evaluative processes
 - ii. Fosters the accreditation of family and consumer sciences programs in institutions of higher learning
 - iii. Serves as a forum for addressing issues having an impact on accreditation
 - iv. Elects members to serve on the Council for Accreditation
 - d. Governance
Maintains policies, procedures, and information governing its operations

IX Units

- A. Affiliate Presidents Unit (APU)
 - 1. Composed of Affiliate Presidents and Presidents Elect or their designees
 - 2. Support development of affiliate leaders
 - 3. Promote professional development, networking and collaboration among affiliates
 - 4. Provide advice to the Board of Directors, Leadership Council and members
- 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. Provide advice to the Board of Directors, Leadership Council and members
- C. Past Presidents Unit
 - 1. Composed of AAFCS past presidents
 - 2. Provide advice to the Board of Directors, Leadership Council and members

X Meetings – see Bylaws, Article X

XI Publications – see Bylaws, Article XI

XII Fiscal Year is May 1 through April 30

XIII Amendments

- A. Bylaws – see Bylaws, Article XIII
- B. Policies can be amended by a majority vote of the Board of Directors

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XIV Tax Exempt Status – see Bylaws Article XIV

XV Defense and Indemnification – see Bylaws Article XV

A. Code of Ethics – posted online on the AAFCS website

B. Whistleblower Policy is provided in the Employee Handbook and available upon request

XVI Parliamentary Authority – see Bylaws, Article XVI

ACRONYMS USED IN THIS DOCUMENT

AAFCS American Association of Family and Consumer Sciences

AHE Assembly of High Education

ACLAC Annual Conference Local Advisory Committee

APU Affiliate Presidents Unit

CFA Council for Accreditation

CEO Chief Executive Officer

CFC Council for Certification

CCT Community Coordinating Team

FCS Family and Consumer Sciences

SU Student Unit