

# **Wisconsin Association of Family and Consumer Sciences Bylaws**

## **ARTICLE I NAME**

The name of this organization shall be the Wisconsin Association of Family and Consumer Sciences, hereafter referred to as WAFCS.

## **ARTICLE II PUPOSE AND MISSION**

The purposes of this organization are the same as the American Association of Family and Consumer Sciences (AAFCS) as stated "AAFCS elevates the profession by inspiring research, leadership, and service to empower individuals, families and communities." WAFCS is a Wisconsin 501 (c) (3) non-profit organization.

## **ARTICLE III MEMBERSHIP, DUES, FEES AND PRIVILEGES**

Membership, dues, fees, and privileges shall be as determined by the AAFCS Board of Directors, found on the AAFCS website ([www.aafcs.org](http://www.aafcs.org)).

## **ARTICLE IV WISCONSIN ASSOCIATION OF FAMILY AND CONSUMER SCIENCES**

WAFCS shall be composed of AAFCS members. WAFCS members shall pay dues simultaneously to AAFCS and WAFCS.

## **ARTICLE V EXECUTIVE BOARD**

Section 1: The Executive Board shall consist of the following elected officers: President, President-elect, Secretary, Treasurer, Vice President of Awards and Recognition, Vice President of Communication and Technology, and Vice President of Professional Development.

- a. The Executive Director and the Past President shall serve on the Executive Board as ex-officio non-voting members of the board.
- b. The Executive Board shall act as the legal representative of WAFCS, set association policy, and provide leadership for and manage the affairs and funds of WAFCS.
- c. Term of office begins on July 1 and ends on June 30.
- d. WAFCS members cannot hold two active, separate board officer positions at the same time.
- e. If a vacancy occurs on the Executive Board, the Board will appoint a member to complete the term.
- f. A majority of currently serving officers shall constitute a quorum.
- g. Meetings may be held in-person or by means of technology assisted communications.
- h. Approve appointments made by the President.
- i. Review and act on budget guidelines recommended by the WAFCS Treasurer and the WAFCS Foundation Finance Manager.
- j. Receive verbal and written reports of Standing Committees and/or approve recommended actions.
- k. Select and approve contract of Association's Executive Director.
- l. Review and approve the following actions before they are initiated, executed or submitted by any WAFCS member(s); 1) execution of any contract or agreement, 2) development or submission of any grant application, and/or 3) creation of any official social media account. This does not apply to any grants offered by the WAFCS Foundation.

- m. President will designate a member at Executive Board meetings and annual meeting to consult on Parliamentary Procedure following Roberts Rules of Order.
- n. The Student Unit Advisor will serve as a liaison to the Executive Board.

## Section 2: Elected Officers

### President

- a. Serves as presiding officer and voting member of the Executive Board
- b. Serves as ex-officio on all committees.
- c. Appoints ad hoc committee(s) as needed.
- d. Determines dates for Executive Board meetings and annual association meeting.
- e. Prepares meeting agendas.
- f. Communicates on a regular basis with the WAFCS Executive Director.
- g. Attends American Association of Family and Consumer Science (AAFCS) Annual Conference.
- h. Attends AAFCS Leadership Summit.
- i. Make provision for an annual audit of all accounts.
- i. Approves all vouchers with receipt prior to payment
- j. Serves on AAFCS Leadership Council and AAFCS State Affiliate Presidents Unit.
- k. Designate/assign a representative from the student unit to serve as a liaison to the Executive Board.

### President-elect

- a. Voting member on the Executive Board.
- b. Attends WAFCS Executive Board meetings.
- c. Serve as presiding officer of the Executive Board in the absence of the president.
- d. Serve on the Annual Conference planning committee.
- e. Assists president as needed.

### Secretary

- a. Voting member of the Executive Board.
- b. Attends WAFCS Executive Board meetings.
- c. Records and files meeting minutes.

### Treasurer

- a. Voting member of the Executive Board.
- b. Attend WAFCS Executive Board meetings.
- c. Coordinate and communicate with the WAFCS Foundation Finance Manager as needed.
- d. Responsible for WAFCS operational receipts and disbursements.
- e. Disburse budgeted funds upon receipt of approved receipt of approved vouchers and receipts.
- f. Prepare and distribute finance report for Executive Board meetings and annual meeting.
- g. Prepare and monitor annual budget.
- h. Manage operational funds.
- i. Maintain IRS reporting and tax-exempt status.
- j. Prepare for annual audit of WAFCS records.

### Vice President of Awards and Recognition

- a. Voting member of the Executive Board
- b. Prepare oral report for Executive Board and annual meetings.
- c. Serves as chair for the Awards and Recognition committee.
- d. Work closely with coordinators of the New Achiever Award, Teacher of the Year

- Award, Leader Award and Friend of WAFCS Award.
- e. Promote awards and recognition opportunities to members.
  - f. Assist WAFCS winners eligible for AAFCS awards.
  - g. Plan and implement awards and recognition section at the WAFCS Awards banquet held during the WAFCS annual conference.

Vice President of Communication and Technology

- a. Voting member of the Executive Board
- b. Prepare oral report for Executive Board and annual meeting.
- c. Utilize social media to connect with current and potential members sharing WAFCS programs, information and activities.
- d. Collaborate on an ongoing basis with the WAFCS Executive Director to maintain accuracy of information.
- e. Secure press coverage for at least two events or programs annually.

Vice President of Professional Development

- a. Voting member of the Executive Committee
- b. Prepare oral report for Executive Board and annual meetings.
- c. Develop an annual Professional Development plan and present to the Executive Board.
- d. Serve on conference planning committee.
- e. Provide potential breakout sessions for the annual WAFCS annual conference in partnership with the conference planning committee.

Past President

- a. Ex-officio member of the Executive Board.
- b. Chair nominating committee.

Executive Director

- a. Ex-officio member of the Executive Board.
- b. Maintain address and records for the Association.
- c. Communicate association information to the membership.
- d. Manage the Executive Board annual election process.
- e. Place permanent records in archives annually.
- f. Ensure AAFCS has current state affiliate information.

Section 3: Officers shall serve a two-year term with two consecutive terms possible without a break in service. The President-Elect will serve a three-year term including a second year as President, and a third year as Past President. The Treasurer's position is a two-year term and may serve three consecutive terms.

Section 4: Executive Board and annual meetings may be held in person or by means of technology assisted communication.

**ARTICLE VI**

**AAFCS LEADERSHIP COUNCIL**

WAFCS shall be represented in the AAFCS Leadership Council by its President and President-elect or their designees as selected by the WAFCS Executive Board.

**ARTICLE VII**

**AAFCS COMMUNITIES**

WAFCS members may join AAFCS Communities to serve as a conduit of professional action, dialogue, and promotion of the mission.

**ARTICLE VIII**  
**AAFCS UNITS**

Section 1: WAFCS shall be represented in the AAFCS Affiliate Presidents Unit by its President and President-elect or their designees.

Section 2: WAFCS members may join AAFCS units to coordinate, strengthen, and promote AAFCS programs.

**ARTICLE IX**  
**STUDENT UNIT**

Section 1: WAFCS supports the Student Unit by focusing on professional development for post-secondary students, offering scholarships, and providing networking opportunities.

Section 2: There are four WAFCS Student Unit Officer positions: President, Vice President, Secretary, and Outreach Coordinator. Any university student who is a member of WAFCS is eligible to apply for an officer position.

Section 3: The Student Unit Board consists of two (2) UW-Stevens Point students and two (2) UW Stout students. The Student Unit officers are responsible for:

- providing networking opportunities for student members.
- determining ways student members are able to participate at the WAFCS annual conference.
- conducting a service project that impacts families and communities in a positive manner.
- planning a Fall Leadership Conference.
- sharing with WAFCS membership student unit activities.

Student leaders are not limited to this list and may adjust items listed above based on current needs.

Section 4: Planning meetings of student unit officers will be conducted via technology assisted communication.

**ARTICLE X**  
**MEETINGS**

An annual meeting of WAFCS will be held either in-person or technology assisted communication. However, in the event of an unexpected situation, the annual meeting may be postponed by the Executive Board.

**ARTICLE XI**  
**FISCAL YEAR**

The fiscal year of WAFCS shall be July 1st through June 30th.

**ARTICLE XII**  
**WAFCS FOUNDATION**

The WAFCS Foundation is an entity of WAFCS, utilizing the organization's 501 (c) (3) status.

- a. Composed of four to six WAFCS members in good standing with the WAFCS Foundation Finance Manager (non-voting member); Chairperson, Secretary, Finance Manager (non-voting) and two (2) to four (4) members at large.
- b. Management and oversight of all WAFCS Foundation activities and accounts.
- c. Supervision of the WAFCS Foundation Finance Manager, which is a contracted non-voting position.
- d. Determines the best options for investment of funds.
- e. Appoints a representative to attend the WAFCS Executive Board meetings.
- f. Provides leadership for fund development to benefit WAFCS.
- g. Selects the Foundation Award recipients.

**ARTICLE XIII  
AMENDMENTS**

Section 1: WAFCS Bylaws may be amended by action of the Executive Board and a vote of the majority of the members present and eligible to vote at any annual meeting, provided that notice of any proposed amendments(s) be given electronically by technology assisted communication or by mail through one of the official communications of WAFCS to all members at least thirty (30) days prior to the meeting at which the vote will be taken.

Section 2: In the event of an unexpected need as determined by the Executive Board, the By-Laws may be amended by mail ballot or technology assisted communication by a majority of the eligible voting members who respond.

**ARTICLE XIV  
TAX EXEMPT STATUS**

Section 1: WAFCS is organized and shall be operated exclusively for education and charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. The property, assets, profits, and net income of this organization are irrevocably dedicated to said charitable and educational purposes and no part of the profits or net income of this organization shall ever insure to the benefit of any board member, officer, or to any individual.

Section 2: Notwithstanding any other provision of these By-Laws, WAFCS and its Foundation shall not carry on any activities not permitted to be carried on:

- (a) By an organization exempt from Federal Income Tax under 501 (c) (3) of the Internal Revenue Code: or
- (b) By an organization to which are deductible under Section 170 (s) (2) of the Internal Revenue Code. To influence legislation, nor shall WAFCS participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**ARTICLE XV  
DEFENSE AND LIABILITY**

Section 1: Liability of Executive Board: No person shall be liable to WAFCS for any loss or damage suffered by it on account of any action taken or omitted to be taken by a person on the Executive Board, or of any other organization the person serves as a Director or Officer at the request of WAFCS in good faith, if such person

- (a) exercised and used the same degree of care and skill as a prudent person would have exercised or used under the circumstances in the conduct of their own affairs, or
- (b) took or omitted to take action in reliance upon advice of counsel for the organization or upon statements made or information furnished by officers or employees which they had reasonable grounds to believe to be true. The foregoing shall not be exclusive of other rights and defenses to which they may be entitled as a matter of law.

**ARTICLE XVI  
INDEMNIFICATION**

Each person who is or was a member of WAFCS, the Foundation Committee and Foundation Finance Manager or any person who may have served at its request on an Executive Board of another organization in which it owns shares, capital stock or is a creditor (together with the heirs, executors and administrator of such person) shall be indemnified by the organization against all cost, damages and expenses asserted against, incurred by or imposed upon them. This is in connection with or resulting from any claim, action, suit or proceeding. This includes criminal proceedings to which they have made or threatened to be made a party by reason of their being or having been an Executive Board Member.

This is an exception to matters as to which a recovery shall be made against them by reason of his/her having been finally adjudged in such action or suit. A proceeding, a conviction or judgement (whether based on a plea of guilty or no contest plea or its equivalent, or after trial) shall not be deemed an adjudication that such Executive Board Member was acting in good faith in which they considered to be the best interests of the 501 (c) (3) and with no reasonable cause to believe that the action was illegal.

The organization, by its Executive Board, may indemnify in like manner, or with any limitations, any volunteers or former volunteers of the organization with respect to any action taken or not taken in their capacity as such volunteer. The foregoing rights of indemnification shall be in addition to all rights to which Executive Board and Foundation Committee and Foundation Finance Manager or volunteers may be entitled as a matter of law.

#### **ARTICLE XVII DISSOLUTION**

In the event of dissolution or termination of WAFCS, the Executive Board shall, after paying all liabilities of the Association, dispose of all assets of the Association exclusively for the objectives of the Association in such manner or to such organizations organized exclusively for charitable, educational, or scientific purposes and at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organizations organized and operated exclusively for such purposes, which the court shall determine.

#### **ARTICLE XVIII PARLIAMENTARY AUTHORITY**

Except as otherwise provided in its By-Laws, Policies and Procedures, WAFCS shall be governed in its proceedings by the current edition of "Robert's Rules of Order."

Date Amended Bylaws are Approved: June 14, 2026