

**THE ARKANSAS ASSOCIATION OF  
FAMILY AND CONSUMER SCIENCES  
STUDENT UNIT CONSTITUTION  
and  
POLICIES FOR ELECTIONS**

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**THE ARKANSAS ASSOCIATION OF FAMILY AND CONSUMER SCIENCES  
STUDENT UNIT CONSITUTION**

**ARTICLE I. - NAME**

The name of this organization shall be the Arkansas Association of Family and Consumer Sciences Student Unit.

**ARTICLE II. - OBJECTIVES**

The objectives of this organization shall be:

Section 1. To provide a means of coordinating all sections in the state for the purpose of strengthening the local and national section program and of cooperating in efforts the achieve state goals.

Section 2. To form a liaison with the professional organization-the Arkansas Association of Family and Consumer Sciences and the American Association of Family and Consumer Sciences—to develop professional pride and loyalty.

Section 3. To provide a means of developing the ability to accept the responsibility in working with a group for individual and group welfare.

Section 4. To develop and promote standards of home and family life that will further individual and social welfare.

Section 5. To provide opportunities for recreation as well as work.

**ARTICLE III. - MEMBERSHIP**

Any member of any college family and consumer science section in the state of Arkansas which is actively organized and meets the requirements listed in Article V., shall be eligible for membership in the association.

## **ARTICLE IV. - OFFICERS**

Section 1. The elected officers shall consist of the chair, chair-elect, 1<sup>st</sup> vice-chair, 2<sup>nd</sup> vice-chair, 3<sup>rd</sup> vice-chair, and 4<sup>th</sup> vice-chair.

Section 2. The executive council shall consist of the elected officers, one delegate from each school not represented by an officer, and state student section advisor which meets at the Student Unit Workshop which will be held in the last weekend of September.

Section 3. The state section advisor shall be the AAFCS student advisor at the university which the chair attends.

## **ARTICLE V. - DUES**

Section 1. Dues paid for membership in the American Association of Family and Consumer Sciences includes fees for both the state and national organization.

Section 2. The fiscal year of the Arkansas Association of Family and Consumer Sciences Student Unit shall coincide with that of the state professional association.

## **ARTICLE VI. - MEETINGS**

Section 1. There shall be two meeting of the Arkansas AFCS Student Unit section each year. One meeting shall be the annual Fall Leadership Workshop held during the last weekend in September at the college or university campus of the current Student Unit Chair. The second meeting shall be held at the annual convention of the Arkansas Association of Family and Consumer Sciences.

Section 2. The executive council shall meet as necessary for planning and evaluative purposes.

## **ARTICLE VII - AMENDMENTS**

The constitution and by-laws of this organization may be amended by a vote of two-thirds of the members present at any annual meeting provided that notice of the proposed amendment has been presented at the preceding annual meeting or by mail to all member sections at least one month previous to the annual meeting at which it is to be voted upon.

## ARTICLE VIII - COMMITTEE

Standing and temporary committees shall be appointed by the chair with the advice of the executive council and the approval of the advisor.

## ARTICLE IX - ELECTION OF OFFICERS

Section 1. The nomination committee shall consist of one delegate from each affiliate and the chair of the nominating committee. They shall present a ballot of officers to the delegation according to the policy of rotating officers.

Section 2. Election shall be by secret ballot at the annual state meeting. A plurality of the votes cast shall elect.

Section 3. Officers shall be elected to serve one year but may also be elected to serve another.

Section 4. The chair, with the consent of the advisor and the approval of the executive council, shall fill all vacancies and unexpired terms of office; such appointments to hold last only until the next meeting.

## ARTICLE X - DUTIES OF OFFICERS

Section 1. The Chair shall preside at all meetings of the association, shall be Chair of the executive council, shall appoint committees with the approval of the council and the advisor, shall serve as a member of the executive council of the Arkansas Association of Family and Consumer Sciences, and shall serve on the convention program committee.

Section 2. The Chair-Elect shall be in training for the chairmanship by assisting the Chair with all duties.

Section 3. The 1<sup>st</sup> Vice-Chair shall perform all duties of the Chair in her/his absence. As the Chair of the nominating committee she/he shall send the application forms for state officer candidates to each school 60 days prior to the state convention. The 1<sup>st</sup> Vice-Chair must also contact each section Chair so that they will have a representative on the nominating committee.

Section 4. The 2<sup>nd</sup> Vice-Chair shall perform the duties of the secretary and treasurer for the association, as such she/he will keep the minutes of the association and the executive council meetings, shall preserve all records, and conduct all necessary correspondence; and shall collect and pay bills authorized by the Executive Council, and submit annual reports and disbursements.

Section 5. The 3<sup>rd</sup> Vice-Chair shall perform the duties of reporter and historian, as such, she/he shall keep a complete record of this organization, namely clippings and a summary of the activities in a book set aside for that purpose; and shall submit articles regarding the meeting and activities of the association to state papers. She/he shall be in charge of the publicity of the organization.

Section 6. The 4<sup>th</sup> Vice-Chair shall perform the duties of the Chair of standards of excellence and the parliamentarian, as such, she/he shall send the information and qualification requirements for the standards of excellence awards to each section. She/he shall present the sections meeting these requirements to the Chair four weeks prior to the state convention. She/he shall keep order in the meetings, keep the constitution up to date, and provide each section with a current copy of the constitution and policies.

#### **ARTICLE XI - CONDUCT OF BUSINESS**

Business shall be conducted according to the current edition of Robert's Rules of Order.

**POLICIES FOR STUDENT UNIT ELECTIONS**  
**ARKANSAS ASSOCIATION OF FAMILY AND CONSUMER SCIENCES**

Each year at the Arkansas Association of Family and Consumer Sciences Annual Convention, the Student Unit elects new state officers to serve for the upcoming year. The following policies will be followed for the election.

- I. Candidates must be:
  - a. A current undergraduate or graduate student member of the American Association of Family and Consumer Sciences.
  - b. A family and consumer sciences or specialized area major in a college or university in Arkansas.
  - c. Enrolled in college throughout the upcoming school year.
  - d. Be able to attend the Fall Leadership workshop and State Convention held in the spring.
  
- II. Each institution will elect one member to serve on the state nominating committee. The nominating committee will be responsible for soliciting nomination for state officers from their institution and managing the state election process. The 1<sup>st</sup> Vice-Chair will serve as chair of the nominating committee.
  
- III. Candidate information will be obtained from a candidate information form. Each school will receive information forms from the 1<sup>st</sup> Vice-Chair by (date to be determined by 1<sup>st</sup> Vice-Chair) to be distributed to the nominating committee member and those interested in becoming a candidate.
  
- IV. The nominating committee member will return the completed forms to the 1<sup>st</sup> Vice-Chair by (date to be determined by 1<sup>st</sup> Vice-Chair). The nominating committee chair will verify current membership in the American Association of Family and Consumer Sciences Student Unit. After verification, copies of all eligible candidate information forms will be sent to the nominating committee member at each school. Nominating committee members will then share this information with the students at their school.
  
- V. At the State Convention, personal interaction is an appropriate method of promoting candidacy. Flyers, buttons, and posters promoting candidacy will not be allowed. Candidates are encouraged to meet with students from other schools at social gatherings and banquets. Candidates are encouraged to send an introductory letter to each school before the State Convention (date to be determined). This should be a one-page letter on standard 8 ½ x 11 inch paper.

- VI. Eligible voters are current undergraduate or graduate student members of the Arkansas Association of Family and Consumer Sciences. Only students with current paid national membership are members of the Arkansas Association of Family and Consumer Sciences. Nominating committee members are responsible for providing a list of eligible voters to the 1<sup>st</sup> Vice-Chair by (date to be determined by 1<sup>st</sup> Vice-Chair). Students may provide a copy of their membership application and canceled check as verification of their membership if they are not listed on the State membership list.
- VII. Candidates will give a timed, 3 minute speech at the Student Unit business meeting at the State Convention; topic will be provided by (date to be determined by 1<sup>st</sup> Vice-Chair) by the SU 1<sup>st</sup> Vice-Chair. Candidates will also meeting small groups for 5 minute discussions with eligible voters at the Student Unit business meeting at the State Convention.
- VIII. Officers will be elected by secret ballot marked only by eligible voters. The ballots will be counted by the number of the nominating committee immediately after the election. The new officers will be installed at the end of the Student Unit business meeting. All 6 outgoing and 6 incoming officers are required to be present for the election and installation.

## **ARKANSAS ASSOCIATION OF FAMILY AND CONSUMER SCIENCES**

### **Student Unit Officer Election Rotation**

Block I:	University of Arkansas at Pine Bluff University of Central Arkansas	
Block II:	University of Arkansas at Fayetteville Harding University Henderson State University	
	Odd-Numbered Years	Even-Numbered Years
Chair-Elect	All universities	All universities
1 <sup>st</sup> Vice-Chair	Block I	Block II
2 <sup>nd</sup> Vice-Chair	Block II	Block I
3 <sup>rd</sup> Vice-Chair	Block II	Block I
4 <sup>th</sup> Vice-Chair	Block I	Block II

**Arkansas Association of Family and Consumer Sciences  
Student Unit  
Office Candidate Information Form**

All information must be typed or printed on this form. Do not use additional sheets.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

AAFCS/SU Membership Number (Social Security Number) \_\_\_\_\_

Candidate for the Office of \_\_\_\_\_

College or University Attending \_\_\_\_\_

Anticipated Date of Graduation \_\_\_\_\_

Current Class Standing

Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate Student \_\_\_\_\_

Name of local Student Unit Advisor \_\_\_\_\_

Leadership positions, offices, and committee positions held in AAFCS/SU:

Significant community or campus leadership experiences (limit list to 10 or indicate group, responsibility and length of time):

What are some of your personal attributes that will be of benefit as an officer and how will you use them to benefit the State Student Unit?

I will perform all duties to the best of my ability if elected to SU State Office:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I recommend this student for SU State Office, and will support and advise this student if elected to a SU State Office

\_\_\_\_\_  
Signature of Campus Advisor

\_\_\_\_\_  
Date