Arkansas Association of Family & Consumer Sciences (ArAFCS) Policies
Effective May 2015

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I. Name and Brand
   a. The Arkansas Association of Family & Consumer Sciences (ArAFCS) shall approve or endorse products or services consistent with the purpose and mission of the organization only with the approval of the Executive Board and shall not allow its name to be used in a way that implies such approval or endorsement without the express approval of the Executive Board.
   b. The ArAFCS brand shall be reproduced or used only on official materials and products of ArAFCS as allowed by the American Association of Family & Consumer Sciences Policies.
   c. Acceptance of contributions for awards or sponsorships in no way constitutes ArAFCS endorsement of a company’s policies, products or services.

II. Purpose and Mission—see Bylaws, Article II

III. Membership Categories, Dues, and Privileges

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<th>Category</th>
<th>Definition</th>
<th>Annual Dues</th>
<th>Privileges</th>
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<td>Professional</td>
<td>Individuals with a degree or professional-level credential who support the field of FACS</td>
<td>National dues rates apply</td>
<td>Eligible to hold elected office</td>
</tr>
<tr>
<td>Emeritus</td>
<td>Members who meet the Professional category criteria who are retired and at least 60 years of age</td>
<td>National dues rates apply</td>
<td>Esteemed mentor for new professionals</td>
</tr>
<tr>
<td>Student</td>
<td>Enrolled as full-time students in a postsecondary program</td>
<td>National dues rates apply</td>
<td>Eligible to hold elected office</td>
</tr>
<tr>
<td>Agency</td>
<td>School, division, or department in an accredited college or university which provides an educational program in family and consumer sciences leading to a baccalaureate degree</td>
<td>National dues rates apply</td>
<td>May be invited to membership with the approval of the ArAFCS Membership Committee and Executive Board</td>
</tr>
<tr>
<td>Association</td>
<td>Organized group that has some purpose in common with ArAFCS and whose membership would result in mutual benefit for the two organizations</td>
<td>National dues rates apply</td>
<td></td>
</tr>
<tr>
<td>Corporate</td>
<td>Firm interested in furthering the purposes of ArAFCS as stated in ARTICLE II of the Bylaws</td>
<td>National dues rates apply</td>
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IV. Recognition of Members
   a. Fifty-year members shall receive a recognition plaque from ArAFCS. All plaques shall be comparable in size and design. The Membership Committee shall be responsible for identifying the recipients and arranging for presentations.
   b. The Membership Committee will identify persons who have been members for 25 years and will submit this list to the chairman of the Awards and Recognition Committee.

V. ArAFCS State Convention (Annual Meeting)
   a. All persons, including committee members and students attending an ArAFCS convention (annual meeting) or sponsored workshop, shall pay registration fees.
   b. Site and date for the annual convention (meeting) shall be determined by the convention (meeting) chair and the president-elect. When approved, a written contract shall be developed and co-signed by the annual convention (meeting) chair and a person in charge of the facility.
   c. Costs, fees, and budget (for annual convention, meeting or workshop) shall be submitted by the committee to the Executive Board for review, discussion and approval.
   d. The charge of late fees (early-mailing discounts) shall be enforced as stated on the registration form for the annual convention, meeting or workshop.
   e. Registration fees (including meals) shall not be refunded except as stated in the registration materials.
   f. Written agreements shall be made with annual convention, meeting and/or workshop facilities for meeting and exhibit space, meals, and equipment. A deadline shall be established for presentation and a payment of bills.
   g. Exhibits:
      1. ArAFCS is to follow the requirements specified in keeping with Section 501 (c) (3) tax status regarding selling at an exhibit, and that this be stated in writing.
      2. Any educational information displayed or distributed should not be disparaging of any population, group or other enterprise or product. Acceptance of an exhibit should not be construed as endorsement by ArAFCS.
   h. Annual Convention (Meeting) Funds:
      1. The annual convention (meeting) is a part of the yearly ArAFCS program. Funds from the annual convention (meeting), therefore, become a part of the ArAFCS treasury. By the same token, should there be a deficit, ArAFCS assumes responsibility for payment of expenses incurred.
      2. The annual convention (meeting) is not expected to be a money-making endeavor, but rather to develop a budget which covers the costs of the annual convention (meeting) plus a reasonable cushion in case of unexpected changes during the planning period.
      3. The ArAFCS annual convention (meeting) is to be reflective of and used as a basis for planning the Program of Work. Therefore, the president-elect (the program chair at the time of the meeting) should be an ex-officio member of the planning committee.
      4. No ArAFCS member should be paid an honorarium, travel or subsistence expense for serving as a speaker or resource person at the annual convention (meeting).
VI. Legislative Policies
a. ArAFCS can only become involved in legislative issues on behalf of its membership under two conditions: 1) The Executive Board must have given approval (usually in the form of a resolution) for the action; and 2) The issue under discussion does not conflict with policies/resolutions passed by AAFCS
b. No ArAFCS member may lobby or testify as a representative for ArAFCS without approval by the Executive Committee and the knowledge of the legislative chairman.
c. Only the ArAFCS president can use official ArAFCS stationery to support or criticize legislation or proposed government legislation.
d. ArAFCS shall endorse no political candidate (Section 501(c) (3) Tax-Exempt Status Regulation).
e. The Arkansas Association of Family and Consumer Sciences is a member of the Arkansas Alliance of Family and Consumer Sciences Related Organizations. Policies and resolutions proposed by that group must be approved by the Executive Board and/or the Executive Committee of the Arkansas Association of Family and Consumer Sciences. The Arkansas Association of Family and Consumer Sciences president and legislative chair represent the Arkansas Association of Family and Consumer Sciences on the Alliance. The Arkansas Association of Family and Consumer Sciences has one vote in the Alliance.
f. The ArAFCS president submits a list of members’ names to AAFCS headquarters for use in a public policy network. This list is updated annually and submitted upon request of AAFCS headquarters.

VII. Financial Policies
a. Funds for operating expenses of ArAFCS are in a bank located conveniently to the current ArAFCS treasurer.
   1. Two signatures are required on all checks.
   2. Authorized signatures are those of the treasurer, the president (deputy treasurer), the president-elect, and the immediate past president. Other funds (savings) are in a Morgan Stanley Account (Adopted July 9, 2002).
b. Funds for special projects proposed by communities and standing committee chairs must be approved by the Executive Board in advance of the project or activity.
c. Before the second year in office, each committee chairman shall be responsible for submitting a budget for the project proposal of the committee.
d. Budgeting allotment for ArAFCS committees and communities are intended to cover postage, materials, and telephone calls. Voucher procedures set up by the ArAFCS treasurer are to be followed. Personal expenses of ArAFCS members for meals, travel, and lodging will not be reimbursed.
e. “Request for Reimbursement” forms are to be sent to the ArAFCS treasurer as soon as possible.
f. The annual review of the financial records of ArAFCS shall be by a committee of three members appointed by the president and approved by the Executive Board. The committee shall arrange for the preparation of the annual tax return by a qualified person when requested to do so. (Article VI, section 5, (e) of Bylaws, Approved April 16, 1983).
g. ArAFCS pays partial expenses for the president, president-elect, and Vice-president, or other voting delegates to attend the annual AAFCS meeting. ArAFCS pays partial
expenses for the president and president-elect to attend the State President Workshop (Minutes; April 14, 1983) sponsored by AAFCS.

h. The membership year is a 12-month period, beginning with the receipt of dues at AAFCS Headquarters. Dues include a subscription to the *Journal of Family and Consumer Sciences* and all other information that is posted on the [www.aafcs.org](http://www.aafcs.org) web site.

i. Partial funding of the ArAFCS annual convention (meeting) is from the rental of exhibit space by commercial companies.

j. The ArAFCS Handbook is posted on the [www.arafcs.org](http://www.arafcs.org) web site.

k. Information about ArAFCS student scholarships should be included in the budget (Minutes; November 9, 1982).

l. The ArAFCS treasurer is bonded for $15,000.

m. The annual budget for ArAFCS includes (among other expenses) money for:
   1. Expenses of the student unit. The chair of the student unit is to submit to the ArAFCS treasurer and Executive Board a financial statement at the end of each fiscal year.
   2. Membership in the International Federation for Home Economics (Minutes; April 1, 1982).
   3. Co-sponsoring the Nutrition Poster Contest (In cooperation with the Arkansas School Food Service Association).
   4. The purchase of a plaque for the ArAFCS Teacher of the Year award.
   5. The membership dues of the Association president in the Arkansas Women’s Committee on Public Affairs.
   6. The bulk mailing fee required by the U.S. Postal Service.

VIII. **Delegates and National Convention Expenses**

   a. Delegates to the annual meeting, in addition to the president, shall include the president-elect and the vice president.

   b. Additional delegates and/or alternates shall be selected by the president as the need arises.

   c. ArAFCS encourages the participation of the student unit members in the national convention by providing partial financial assistance to one student. This assistance is available either to the chair or an alternate. In years when an Arkansas student unit member shall be part of the student delegates sitting in the Senate, only one student from Arkansas shall receive financial assistance.

   d. Delegates shall be reimbursed for actual expenses up to $600 for the president; $400 for each delegate; and $300 for the student unit member.

   e. Payment shall be made six weeks in advance of the convention (meeting). Upon return, and expense account shall be submitted to the treasurer, along with re-payment of any unused funds.

   f. Funds may be used to cover transportation, registration, hotel costs based on double occupancy, and meal expense during the convention, including the Pacesetter Dinner and VIP Luncheon.
IX. Recognition and Awards
   a. Recognition and appropriate certificate, award or gift will be presented to the ArAFCS members attending the annual convention (meeting) and who have achieved recognition within the year preceding the conference in the following areas:
      1. 50 – year membership recognition plaque
      2. 25 – year membership recognition plaque
      3. Retirement from Family and Consumer Sciences or related profession
      4. Outstanding contribution to State, National or International Family and Consumer Sciences
      5. Special recognition received in professional capacity

X. Newsletter
   a. In addition to the ArAFCS membership, the ArAFCS newsletter shall be mailed to all United States Senators and Representatives from Arkansas and to the Governor of the State of Arkansas plus the president of each state affiliate of AAFCS.

XI. Organizational Structure and Financial Status

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>University of Arkansas Division of Agriculture Cooperative Extension Service 2301 South University Avenue Little Rock, AR 72204</th>
</tr>
</thead>
</table>
| Attorney of Record                   | John E. Pruniski
                                           Twin City Bank Building, Suite 850
                                           North Little Rock, AR 72114 |
| Bonding of Treasurer                 | $15,000 by the McKinney Agency
                                           P.O. Box 1069
                                           Fayetteville, AR 72702 |
| Financial Records                    | Reviewed by Financial Review Committee at the close of fiscal year |

a. Articles of Incorporation establishing ArAFCS as a non-profit organization were registered with the Circuit Judge of Pope County, Arkansas on March 14, 1970 and recorded in the Pope County Circuit Clerk’s records, Volume V, Page 376. Copies of the Articles of Incorporation are in the possession of the current president, secretary, and treasurer. The original copy is on permanent file at the ArAFCS permanent address

b. The United States Internal Revenue Service has classified AAFCS as a 501(c) (3) non-profit, tax exempt organization which exists for public good. The IRS Letter of Determination dated August 12, 1974 is on file at AAFCS’s legal address. Copies of the letter are in possession of the current president, secretary and treasurer.

c. The AAFCS employer IRS identification number (71-0448093) is required by IRS for identification purposes on all tax documents.

d. Organizations exempt under Section 501 (c) (3) enjoy creditable status and the most preferential treatment. Perceived by the public to be working without self-perpetuating interests, the programs generated must be demonstrable in the interest of the general public. In order to meet the organizational test for exemption, the
organization’s governing instrument (Articles of Incorporation, Bylaws) must limit its purposes to one or more of the purposes permitted by the IRS.

XII. Legal Structure
A. In addition to the public credibility which accompanies Section 501 (c) (3) status, these organizations have certain financial advantages:
   1. Filing of an income tax return is required only if yearly income exceeds $25,000.
   2. Revenues are not taxed, except the cumulative total of those judged unrelated to the tax-exempt purposes, considered in proportion to gross operating budget.
   3. Charitable contributions to the organization are tax deductible by the donor, for Federal income tax purposes. Records of mileage, registration fees, etc. are required.
   4. Postal rates are substantially reduced.
   5. Social Security taxes (FICA) are not required, unless the exemption is waived; Federal unemployment taxes (FUTA) are waived.
B. Restrictions under Section 501(c) (3)
   1. No part of the organizations’ net earnings can inure to the benefit of any private shareholder or individual.
   2. No “substantial” part of the organization’s activities may consist of the carrying on of propaganda or of attempting to influence legislation (lobbying). (Note: In the absence of any statutory or administrative guidelines, some courts and many practitioners have followed a general test of five percent of expenditures as the dividing line between “substantial” and “insubstantial”.)
   3. The organization cannot participate in or intervene in any political campaign on behalf of any candidates for public office.
C. All individual membership organizations exempt under Section 501 (c) (3) should also seek public charity status. An organization qualifies for public charity status if:
   1. More than 1/3 of the support is from dues, grants, or contributions; and
   2. Less than 1/3 of its support is from gross investment income; or
   3. More than 1/3 of its support is from contributions.
D. Section 501 (c) (3) status requires non-profit organizations to account for funds received. The accountability may be for certain specific funds that have been given for use in a specific project, or it may be a general accountability to use all resources effectively, toward the objectives of the organization.

XIII. Bulk Mailing
a. As a non-profit organization, the U.S. Postal Service allows ArAFCS to use a nonprofit bulk mailing permit. The permit is in the possession of the current treasurer. The permit is re-issued each January by the Little Rock, Arkansas Main Post Office.
b. A permit imprint bearing the ArAFCS bulk mailing number is in possession of the current president. This permit may be used by ArAFCS Board members who have received authorization by the current president. The name of the ArAFCS member using the permit must appear on the top left of the envelope or mail out.
c. Bulk mailings must be deposited for mailing at the Main Post Office in Little Rock where permit was issued.