



Pennsylvania Affiliate

Policies and Procedures 2024

FORWARD

Our committee wishes to acknowledge the work of the previous committee members of the PAFCS Policies and Procedures.

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GENERAL INFORMATION AND GUIDELINES

The Pennsylvania Association of Family and Consumer Sciences was organized in 1923 and Incorporated in 1977.

Membership Data

Membership lists may be provided **only** to members of the organization to be used for the work of the Association.

Legislative Activities

1. DO testify as an expert in your field; representing family and consumer sciences, not PAFCS unless you are instructed to do so.
2. DO sponsor receptions with legislators.
3. DO emphasize that you are working for the good of humankind.
4. DO NOT write letters on PAFCS stationery without authorization from the President.
5. DO NOT allow a substantial percentage of PAFCS funds to be spent to influence legislation.
6. SEE Appendix A for information on 501(c)(3) organizations.

External Representation

Requests for PAFCS representation at meetings, to agencies, or to organizations should be referred to the President or Executive Director. The President or Executive Director will make appropriate appointments and indicate the conditions of the appointment if the Association is to have official representation.

PENNSYLVANIA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES, INC POLICIES AND PROCEDURES

PURPOSE

The PAFCS Policy and Procedures document is designed to outline the responsibilities of leadership and guidelines for action for officers and committee chairs of the Pennsylvania Association of Family and Consumer Sciences.

These abbreviations will be used in the text:

AAFCS – American Association of Family and Consumer Sciences

PAFCS (or Association) – Pennsylvania Association of Family and Consumer Sciences, Inc.

Each PAFCS officer and chair should have a copy of the most recent revision of the AAFCS and PAFCS Bylaws. These Bylaws and the PAFCS Policies and Procedures should be studied jointly. The Policy and Procedures provide practical suggestions on procedures which former officers and chairpersons have found valuable.

NAME, MISSION, AND EMBLEMS OF PAFCS

Name

The name of this organization shall be the Pennsylvania Association of Family and Consumer Sciences, Inc., hereafter referred to as PAFCS or the Association.

Mission

The mission of the Association corresponds to the American Association of Family and Consumer Sciences, Inc.

Emblem

The Association's official emblem shall be the Betty Lamp that is used in conjunction with the name of the Association or the acronym – PAFCS.

Branding guidelines correspond to the American Association of Family and Consumer Sciences.

MEMBERSHIP, DUES, FEES, AND PRIVILEGES

Membership, dues, and fee structure correspond to the American Association of Family and Consumer Sciences, Inc.

ORGANIZATIONAL STRUCTURE

Board of Directors

The Association, in order to effect its purpose, shall have a Board of Directors. The PAFCS Board of Directors shall act as the legal representative of the Association, set Association policy, and provide leadership for, and manage the affairs and funds of, the Association and the membership.

The Board of Directors of the Association shall be comprised of the elected officers: President, President-Elect, Immediate Past-President, Vice President for Internal Relations, Vice President for External Relations, Secretary, Treasurer, Area Vice Presidents (Eastern, Central, Western), Nominating Committee Chair, and Student Unit Chair. Members without vote shall be the Executive Director, Assistant Executive Director, Parliamentarian, and Student Unit Advisor.

Functions of the Board of Directors

The functions of the PAFCS Board of Directors of the Association are addressed in Article VI, Section 1 of the Association Bylaws and include but are not limited to:

1. Serve as the legal representative of the Association.
2. Coordinate the development, implementation, and evaluation of the Association's Strategic Direction.
3. Establish and monitor operating policies and procedures for the conduct of the Association.
4. Manage the financial affairs including the budget development and presentation of fiscal reports to the general membership.
5. Authorize and publicize an annual audit or financial review of the official financial records of the Association by an auditor or certified public accountant.
6. Generate and submit policy statements to the membership.
7. Determine dates and places of annual conferences and have the power to cancel as needed.
8. Establish and/or approve standing and ad hoc committees; authorize the President to appoint ad hoc committees and act on their reports in keeping with the strategic plan.
9. Appoint official representatives of the Association to external groups.
10. Appoint an Executive Director and review performance annually; issue an annual contract to the Executive Director.
11. Recommend, facilitate and implement program priorities for a given year in concert with the strategic plan.
12. Review all proposed amendments of the PAFCS Bylaws and recommend to the membership.
13. Fill unexpired term of the President-Elect in case of vacancy.
14. Meet a minimum of two times annually in person or by technologically-assisted means.
15. Encourage family and consumer sciences professionals to become members of the Association.
16. Promote attendance at national, Affiliate, and district meetings.
17. Develop an annual Strategic Plan. Submit an annual written report of all tasks completed and recommendations for future reference.

Executive Committee

The Executive Committee of the Association shall be comprised of seven elected officers: President, President-Elect, Secretary, Treasurer, and three area Vice Presidents. The Executive Director, assistant to the Executive Director, immediate past-President and Parliamentarian shall be members without vote. If the executive committee is summoned by direction of the President, it shall have the power to act for the Board of Directors between Board of Directors' meetings and may take action as necessary during the year.

DUTIES OF THE OFFICERS

Duties of the President

The President takes the oath of office at the close of the Association Conference of the two years during which the President served as President-Elect and serves through one Association conference.

The President serves as the chief executive officer of the Association and gives general supervision and leadership to organization policies and programs.

Additional responsibilities of the President are to:

1. Serve as chair of the Executive Committee, Board of Directors, and Advisory Board. The President shall serve as a voting member of the Finance Committee.
2. Lead the Board of Directors in developing and implementing the PAFCS Strategic Plan and implementing the AAFCS Strategic Plan.
3. Support the Association Treasurer as deputy Treasurer to ensure fiscal responsibility.
4. Arrange with the Treasurer and Executive Director for audit or annual financial review of the financial records at the close of the fiscal year.
5. Appoint participating members to operational committees and other committees for which there is no specific provision for appointment.
6. With approval of the Board of Directors, appoint members to the Board of Directors and Advisory Board to fill the unexpired terms in case of vacancies in both elected and appointed offices with the exception of President-Elect and Executive Director. (In these instances, the Board of Directors will approve the appointments of those stated positions according to the Association Bylaws.)
7. Give leadership and direction to all officers, chairs of committees, and district chairs in implementing Association Strategic Plans.
8. Attend as many PAFCS-sponsored activities as possible.
9. Convene meetings of the Board of Directors at least three times each year, before the close of the fiscal year, mid-year, and before the Association Conference or area meetings; Consider the need for additional meetings; notify the participants at least 7 days in advance unless an emergency Board Meeting is necessary.
10. Preside at all regular and special business meetings of the Association.
11. Communicate Association's Strategic Plan to the membership.
12. Represent PAFCS in the AAFCS Leadership Council and the Affiliate President's Unit of AAFCS or appoint a designee on her/his behalf.
13. Speak on behalf of or represent the Association when requested, or appoint a designee

on her/his behalf.

14. With the Immediate Past-President Executive Committee, conduct an annual evaluation of the work of the Executive Director.
15. Review the annual contract for the Executive Director and recommend changes to the Board of Directors if needed.
16. Submit a written annual report to the membership.
17. Serve as Immediate Past-President the two years following term as President.
18. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of the President-Elect

The responsibilities of the President-Elect are to:

1. Become familiar with the operations and administration of PAFCS and assume responsibilities for implementing the Association's Strategic Plan by collaborating with the PAFCS President.
2. Serve as a voting member of the Board of Directors, Executive Committee, Finance Committee, and Advisory Board.
3. Serve on the Membership Committee as a means to better understand the needs of the membership.
4. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.
5. Share vision for PAFCS with the Membership at the Annual Conference in which he/she is installed as President.

Duties of the Immediate Past-President

The responsibilities of the Immediate Past-President are to:

1. Serve as a voting member of the Board of Directors, Executive Committee, Finance Committee, and Advisory Board.
2. Serve as chair of the Revision Committee.
3. Receive or originate amendments to the Bylaws and submit them to the Board of Directors for approval.
4. Prepare a copy of approved amendments to be distributed to the membership in accordance with Bylaws.
5. Assume the duties of the President if the President is unable to chair Association business.
6. Work closely with the President and President-Elect to implement the Association's Strategic Plan.
7. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of the Secretary

The responsibilities of the Secretary are to:

1. Serve as a voting member of the Board of Directors, Executive Committee, Finance Committee, and Advisory Board.
2. Prepare minutes of the following meetings: Finance Committee, Executive Committee, Board of Directors, Advisory Board, and Association business meetings
3. Send a draft of all minutes to be approved by the President prior to distribution. Distribute copies of the minutes to members of the Board of Directors and the Advisory Board within 10 days of adjournment.
4. Insert official copies of the minutes into the permanent records kept by the Secretary.
5. Compile for the membership an annual index of action taken by the Board of Directors that may have ongoing significance or policy implications, e.g., create an annual log of motions passed.
6. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of the Treasurer

The responsibilities of the Treasurer are to:

1. Serve as chair of the Finance Committee, which shall include the President, President-Elect, Immediate Past-President, Secretary, Vice President of Internal Relations, Executive Director, and assistant Executive Director.
2. Serve as a voting member of the Board of Directors, Executive Committee, Finance Committee, and Advisory Board.
3. Develop a proposed budget to submit to the Board of Directors prior to the start of the fiscal year utilizing the financial reports provided by the auditor or certified public accountant as historical reference.
4. The Treasurer shall communicate with the auditor or certified public accountant independently of the Executive Director for checks and balances of all financial accounts and/or reports.
5. Advise all Affiliate and district officers, committee chairs, and others of the amount allocated in the budget for their work.
6. Keep the Finance Committee informed of the financial status of the Association.
7. Present a financial report at these meetings: Board of Directors, Advisory Board, and the annual business meeting.
8. Review and Evaluate Finances:
 - a. Supervise the accounting work done by the Executive Director.
 - b. Prepare monthly and quarterly financial reports in consultation with the President and Executive Director,
 - c. Ensure that the tax statement (Form 990) is filed in order to maintain tax exemption.
 - d. Evaluate the annual auditor or certified public account report.
9. Serve as a member of Internal Relations committees.
10. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Area Vice Presidents

An Area Vice President is elected for each of three geographical areas in the state (East, Central, and West).

Responsibilities of the Area Vice Presidents are to:

1. Serve as a voting member of the Board of Directors, Executive Committee, and Advisory Board.
2. Work with the district officers to develop and carry out the Association's Strategic Plan in cooperation with the President and the President-Elect.
3. Nominate a district chair for the approval of the President.
4. Assist the President-Elect in developing an Affiliate Strategic Plan
5. Serve as a voting member of the Executive Committee and Board of Directors.
6. Serve on the PAFCS Conference Planning Committees for the Association Conference and Area Meetings. Collaborate with Area Vice Presidents to ensure similar programming of Area Meetings.
7. Serve as the Chair for the Area Meeting in their respective areas.
8. Work with the district chairs to:
 - a. Plan district meetings.
 - b. Promote attendance at state and district meetings.
 - c. Encourage family and consumer sciences professionals to become members of the Association.
9. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Vice President for Internal Relations

The responsibilities of the Vice President for Internal Relations are to:

1. Serve as a voting member of the Finance Committee, Board of Directors, and Advisory Board.
2. Oversee the Awards/Scholarships/Standards Committees and Membership Committee.
3. Facilitate an annual awards program.
4. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Vice President for External Relations

The responsibilities of the Vice President External Relations are to:

1. Serve as a voting member of the Board of Directors and Advisory Board.
2. Coordinate the activities of the PDE Representative, PA FCCLA Liaison, Cooperative Relations, Public Policy, and Public Relations Committees.
3. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Nominating Committee Chair

The responsibilities of the Nominating Committee Chair are to:

1. Serve as a voting member of the Board of Directors and Advisory Board.
2. Observe Robert's Rules of Order, Newly Revised, regarding elections.
3. Convene a committee to identify members for open positions on the Board of Directors and prepare a proposed slate of candidates to present to the Board of Directors for approval in advance of the winter Board meeting.
4. Compile candidates' biographical information and qualifications for the membership.
5. Notify the President, newly elected officers, and Association membership of election results.
6. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Student Unit Chair

The Student Unit Chair, elected by the student membership, shall serve a minimum one-year term as a voting member on the Board of Directors of the Association. The Student Unit Chair must be 18 years old to vote; otherwise, s/he will serve as non-voting member of the Board of Directors.

The responsibilities of the Student Unit chair are to:

1. Serve as a voting member of the Board of Directors and Advisory Board.
2. Represent the student interest on the PAFCS Board of Directors.
3. Serve as a liaison between the student members and active members in PAFCS.
4. Facilitate communication between the Student Unit officers and individual college/university chapters and among the various college chapters.
5. Consult with and assist officers and advisors of all the college chapters in maintaining active chapters with high professional standards.
6. Encourage student members to attend and participate in district, state, and national meetings of their Associations and other professional groups.
7. Encourage student members to become active professional Association members after graduation.
8. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Student Unit Advisor

The President of PAFCS appoints a Student Unit Advisor for a two-year term as needed.

The responsibilities of the Student Unit advisor are to:

1. Serve as a non-voting member of the Board of Directors and Advisory Board.
2. Know the standing rules and procedures printed in the PAFCS and AAFCS Bylaws and in the Constitution of the PAFCS Student Unit.
3. Attend all PAFCS student meetings.
4. Serve as liaison between the students and the general membership.
5. Maintain the Student Unit Handbook.

6. Maintain a list of contact information for programs preparing family and consumer sciences majors.
7. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Parliamentarian

The Association is governed in its proceedings by Robert's Rules of Order, Newly Revised.

The Parliamentarian is appointed by the President and is an ex-officio member of the Executive Committee, Finance Committee, Board of Directors, and Advisory Board.

The role of the Parliamentarian is an advisory and consultative one, helping the presiding officer to respond to points of order and parliamentary inquiries. The Parliamentarian should be familiar with Robert's Rules of Order, the Bylaws of PAFCS and AAFCS, the PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Executive Director

The Executive Director shall serve as the administrative liaison between the President, Executive Committee, Board of Directors, Advisory Board, and the general membership.

The responsibilities of the Executive Director are to:

1. Maintain organizational stability and management for the Association which includes, but is not limited to strategic planning, member relations, data management, internal and external communications, and collaboration.
2. Serve as the administrator of the offices of the Association and be responsible for the execution of policies of the Association.
3. Serve as custodian of all records of the Association. Maintain historical and memorabilia records.
4. Work closely with the Assistant Executive Director on all aspects of duties associated with the role of Executive Director.
5. Attend all Executive Committee, Finance Committee, Board of Directors, Advisory Board, and Ad Hoc Committee meetings as an ex-officio member; attend other meetings at the invitation of the President.
6. Provide support-work needed for meetings of the Executive Committee, Board of Directors, and other meetings of the Association.
7. Responsible for day-to-day fiscal management using Generally Accepted Accounting Principles (GAAP); i.e., responsible for the investment of funds; sign all notes, drafts, checks and other instruments which obligate the Association; meet regularly with the Treasurer to review accounting records; submit a quarterly financial report to the Finance Committee showing receipts and disbursements.
8. Work closely with the Treasurer and Finance Committee to develop long-range financial plans.
9. Prepare the records for submission for audit at the close of each fiscal year in cooperation with the President and Treasurer.
10. Maintain appropriate insurance coverage to protect the fiduciary interests of PAFCS, its leaders, and members.

11. Select and determine the function of any salaried staff members within policies and budget established by the Executive committee and approved by the Board of Directors.
12. Serve as the permanent official registered agent for the Association including official address, telephone, and Email.
13. File all IRS required documents including Annual and Quarterly IRS, PA Income Tax, PA Unemployment Compensation, Local Wage Tax, and a report for PA Workman's Compensation, as required by law and if appropriate.
14. Access AAFCS for membership information and lists as needed by Board members.
15. Facilitate communication of Association information to members and other groups, as directed by the Board of Directors.
16. Support work on the Policy and Procedures, By-Laws, and the Annual Conference policies and procedures.
17. Submit materials requested by the President and/or appointed committee(s) for an annual evaluation.
18. Assume other duties that may be assigned at the discretion of the Executive Committee.
19. File Decennial Report with PA Department of State every 10 years, e.g., 2010, 2020, 2030, 2040
20. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Duties of Assistant Executive Director

The Assistant Executive Director reports directly to the Executive Director.

The responsibilities of the Assistant Executive Director are to:

1. Provide executive support in a one-to-one working relationship that ensures outstanding communication and responsiveness.
2. Support the Executive Director with internal and external communications, organizational strategies, and other special projects as assigned.
3. Serve as a non-voting member of the Executive Committee, Finance Committee, and Board of Directors and Advisory Board.
4. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

ADVISORY BOARD AND COMMITTEES

Advisory Board

The Advisory Board, chaired by the President, shall be comprised of the Board of Directors, District Chairs, and chairs of Standing and Ad hoc Committees.

The responsibilities of Advisory Board members are to:

1. Develop, review, and help implement the Affiliate Strategic Plan.
2. Meet before the Annual Conference and may be called to meet in whole or in part at other times at the direction of the President.

3. Make recommendations to the Board of Directors.
4. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

DUTIES OF COMMITTEE CHAIRS

The responsibilities of all Committee Chairs are to:

1. Provide leadership in the work of the Association.
2. Attend PAFCS Advisory Board meetings and AAFCS and PAFCS Annual Conferences, when possible.
3. Prepare and submit a written report of the committee activities to the PAFCS President.
4. Transmit information pertinent to the work of the committee to the next Committee Chair.
5. Maintain and submit accurate committee records of income and expenses.
6. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

STANDING COMMITTEES

The Standing Committees shall be as follows: Awards & Scholarships Committee, External Relations Committee, Finance Committee, Membership Committee, Nominating Committee, Professional Development Committee, Revisions Committee.

Awards and Scholarship Committee

The Awards and Scholarship Committee is under the direction of the Vice President of Internal Relations, who shall serve as chair. Each award and/or recognition shall have a representative chair on the advisory board.

The responsibilities of the Awards and Scholarship Committee members are to:

1. Develop and promulgate the description and criteria for evaluation; solicit jurors from the various districts for each award, scholarship, and grant.
2. Promote awards throughout the state and encourage nominations.
3. Review applications of all nominees and select recipients in as many awards categories as warranted.
4. Report winners to the Vice President for Internal Relations and the PAFCS President.
5. The Vice President of Internal Relations, as chair of the Awards and Scholarship Committee, is responsible for planning and executing an annual Awards program.
6. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

External Relations Committee

The Vice President of External Relations shall serve as the chair. Serving on this committee shall be the Pennsylvania Department of Education (PDE) representative; Pennsylvania Family, Career and Community Leaders of America (PA FCCLA) representative; Cooperative Relations

Committee Chair, Public Policy Committee chair, Public Relations Committee Chair, and other industry-related partners in order to identify and develop collaborations with like-minded community partners, industry professionals, and professional organizations. Industry-related partners participating on the External Relations committee need not be members of the Association.

The responsibilities of the External Relations committee members are to:

1. Develop a list of organizations and institutions sharing an interest in improving the quality of life for individuals and families.
2. Annually update the list of organizations, contact person(s) and addresses.
3. Maintain an information exchange with cooperating organization(s), PAFCS, and colleges and universities offering family and consumer sciences.
4. Inform membership of educational opportunities, projects, programs, legislative, and public relations efforts with cooperating organizations.
5. Collaborate with cooperative organization(s) for special short- and long-term purposes.
6. Remain current on legislative issues that affect individuals, families, and communities.
7. Encourage members to take action on legislation and public policies affecting individuals and families.
8. Cooperate with AAFCS and other organizations that have common concerns for legislation and public policies affecting families.
9. Coordinate the efforts of PAFCS to extend and improve public knowledge, understanding, and appreciation of the profession.
10. Develop strategies for promoting family and consumer sciences to the public.
11. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Pennsylvania Department of Education Representative

The Pennsylvania Department of Education representative will serve as liaison between the Pennsylvania Department of Education and the Association as an ex-officio member of the External Relations Committee.

Pennsylvania Association of Family, Career, and Community Leaders of America Representative

The Pennsylvania Association of Family, Career, and Community Leader of America representative will serve as liaison between the Pennsylvania Association of Family, Career, and Community Leaders of America (FCCLA) and the Association as an ex-officio member of the External Relations Committee.

Cooperative Relations Committee

The purpose of the Cooperative Relations Committee is to establish relationships with organizations and groups that coordinate with, expand, and reflect the mission of the Association.

The responsibilities of the Cooperative Relations Committee members are to:

1. Exchange information and developing joint projects, programs and strategies with

various family and consumer sciences-related entities.

2. Influence the opportunity for success on issues deemed important to individuals and families.
3. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Public Policy Committee

The Public Policy Committee is charged with advocating for initiatives on behalf of family and consumer sciences.

The responsibilities of the Public Policy Committee members are to:

1. Monitor legislation and regulations as they relate to family and consumer sciences, particularly in the educational, employment, family, and healthcare systems.
2. Remain goal-oriented by initiating legislative priorities that are of importance to PAFCS professionals.
3. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Public Relations Committee

As a committee, members contribute directly to the success and growth of PAFCS membership.

The responsibilities of the Public Relations Committee members are to:

1. Encouraging synergistic relations between PAFCS and students,
2. Implementing marketing efforts to engage members,
3. Using different outreach/public relations strategies to inform the public about PAFCS and family and consumer sciences.
4. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

OPERATIONAL COMMITTEES

Finance Committee

The Treasurer shall serve as the chair. Serving on this committee shall be the President, President-Elect, Immediate Past-President, Vice President of Internal Relations, Secretary, Assistant to the Executive Director and the Executive Director.

The responsibilities of the Finance Committee members are to:

1. Review quarterly financial reports and the proposed annual budget and recommend its adoption by the Board of Directors.
2. Submit a financial report to the Board of Directors and to the membership at the Association Conference.
3. Determine the depository for funds.

Membership Committee

The Membership Committee encourages and solicits new memberships or renewals from inactive members. The Treasurer is a member of this committee. Committee members shall include representatives appointed by the Membership Committee chair from each of the Districts. AAFCS has the most updated records of new members, membership renewals, and student members. PAFCS Area Vice Presidents and District Chairs may obtain a list from the PAFCS Membership Chair to be used for Association-related activities only.

The responsibilities of Membership Committee members are to:

1. Promote membership.
2. Interpret policies in regard to membership.
3. Forward to AAFCS through the PAFCS Treasurer any applications for membership which have not been sent directly to AAFCS y.
4. Work with the advisors of college/university chapters in urging seniors to maintain their membership after graduation from college/university.
5. Send membership applications to key persons in organizations employing family and consumer sciences professionals, to educational institutions, and others to encourage membership.
6. Ensure membership applications are available at professional development opportunities.
7. Coordinate membership retention and recruitment campaigns with AAFCS membership chair.
8. Provide recognition of membership milestones, including twenty-five year and fifty-year members.
9. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Nominating Committee

The Nominating Committee Chair shall serve as a voting member of the Board of Directors and Advisory Board. The nominating committee responsibilities aim to ensure seamless leadership transitions and sustained organizational growth.

The responsibilities of Nominating Committee members are to:

1. Observe Robert's Rules of Order, Newly Revised, regarding elections.
2. Determine position vacancies.
3. Secure nominees from the membership for position vacancies
4. Gather biographical information and qualifications to include with communication to the membership.
5. Proposed a slate of officers to be approved by the Board of Directors
6. Present a ballot to the membership.
7. Collect and tabulate election results
8. Inform the Board, candidates, and the membership of election results.
9. Write an annual report.
10. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Revisions Committee

Serving on this committee shall be the Immediate Past-President, at least one recent past President, current and former Board member(s). The Immediate Past-President shall serve as chair of this committee.

The responsibilities of Revisions Committee members shall be to:

1. Receive and review amendments to the Bylaws.
2. Review and propose amendments to the PAFCS Policies and Procedures.
3. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

Professional Development Committee

The Professional Development chair shall

1. Complete any necessary reports and submit documentation for CFCS certification and PDE continuing education hours (Act 48).
2. Serve as a liaison between the state and national associations on issues related to professional certification (Certified in Family and Consumer Sciences - CFCS) and Pennsylvania Department of Education (PDE) continuing education hours.

The responsibilities of the Professional Development Committee members shall be to:

1. Provide members with professional development and certification opportunities.
2. Promote professional development opportunities to membership.
3. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

AD HOC COMMITTEES

The Board of Directors may authorize the appointment of ad hoc committees as needed. These committees shall be terminated when they have concluded their functions.

PAFCS DISTRICTS

Functions of a District

The membership of PAFCS is organized into three geographical/convention areas: East, Central, and West. An elected Area Vice President is coordinator in each area. These three areas are organized into Districts, each of which is headed by a District Chair who reports to the respective Area Vice President. PAFCS Districts are identified in the chart in Appendix C.

Districts are the only legal Affiliates of PAFCS. Other related organizations, such as county groups, are not legally bound by PAFCS/AAFCS Bylaws and therefore should use a name that does not imply affiliation with PAFCS.

The goal of each District shall be to serve the particular needs and interests of its members

while advancing the AAFCS and PAFCS Strategic Plans.

The responsibilities of the District Chairs are to:

1. Meet at least one time annually.
2. Provide programs to meet the needs of family and consumer sciences professionals in various professional roles while advancing the AAFCS and PAFCS Strategic Plans.
3. Identify potential Association leaders.
4. Actively promote Association membership.
5. Use the Association newsletter and media outlets to encourage members and non-members to attend.
6. Become familiar with the Bylaws of PAFCS and AAFCS, PAFCS Policies and Procedures, and the AAFCS and PAFCS Strategic Plans.

PAFCS Newsletter-Website

News and information of interest to family and consumer sciences professionals may be submitted to the PAFCS newsletter editor/webmaster. The PAFCS Board of Directors adopted the following criteria for newsletter/website content:

1. To inform members of an Association activity or event
2. To provide professional development information to members
3. To recognize members for professional accomplishments and honors

FINANCIAL ACCOUNTABILITY

Source of Funds

1. Area Vice Presidents and District chairs may request operating funds.
2. No entities, other than AAFCS/PAFCS, may levy membership dues in keeping with AAFCS/PAFCS policy.
3. All PAFCS-related expenses must be pre-approved by the Executive Director and Treasurer. Once approved, receipts for purchases shall be provided to the Executive Director and Treasurer.

APPENDICES

Appendix A: AAFCS/PAFCS 501(c)(3) Organizations

PAFCS/AAFCS are 501(c)(3) organizations. This influences what the organizations can and cannot do. This type of organization is altruistic and organized for the public good. In contrast, a 501(c)(6) organization may be self-serving. The chart makes comparisons between these two types of organizations.

	501(c)(3)	501(c)(6)
Purpose	Scientific, educational, or charitable	Improve conditions of trade or profession
Lobbying	Must be insubstantial role; experts	May be the principal activity role; advocates
Supporting Political Candidates	Prohibited	Permitted
Donors May Claim Charitable Deductions	Permitted	Not permitted
May Operate a Tax-Exempt Scholarship Program	Yes	No
Special Postal Rates for Bulk First Class, 2 nd Class, Bulk 3 rd Class	Yes	No
State Sales Tax Exemption	All but Sales Tax	Not Exempted

Testimony from AAFCS/PAFCS is given credibility because we are expected to speak on behalf of the public and not to be self-serving. Efforts to inform/educate members of the executive branch of government are not defined as lobbying.

Our exemption influences how we earn money. Activities related to educational and scientific purposes can be income sources. If the activity is not specifically related to education or science, then it must be insubstantial and/or irregular. If exhibitors at the annual conference sell anything, PAFCS is liable for taxes on rental income. PAFCS must account for donations; they are to be reported to the PA Commission on Charitable Organizations.

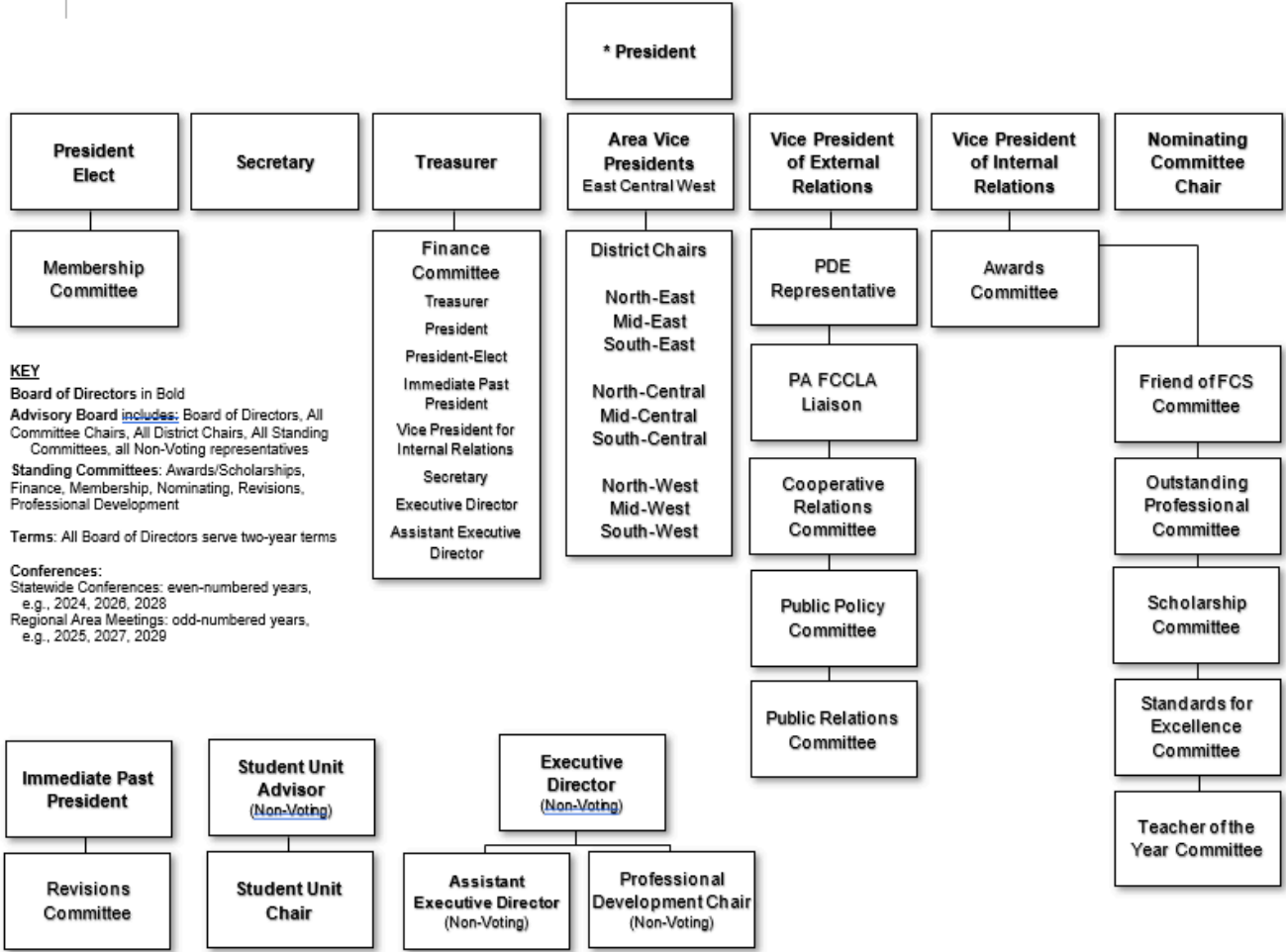
Non-members of PAFCS/AAFCS must be granted access to district meetings and activities. Non-members may be charged reasonably higher fees for these meetings to cover costs that AAFCS/PAFCS dues cover, e.g. district mailings.

PAFCS complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity)

Appendix B: PAFCS Organizational Chart

Pennsylvania Association of Family and Consumer Sciences, Inc. Leadership

Revised, January 2024



Appendix C: PAFCS Areas and Districts

<u>WESTERN AREA</u>	<u>CENTRAL AREA</u>	<u>EASTERN AREA</u>
Northwest District Clarion Crawford Erie Forest Mercer Venango Warren	Northcentral District Bradford Columbia Lycoming Montour Northumberland Snyder Sullivan Tioga Union	Northeast District Lackawanna Luzerne Monroe Pike Susquehanna Wayne Wyoming
Southwest District Allegheny Armstrong Beaver Bedford Butler Cambria Fayette Greene Indiana Lawrence Somerset Washington Westmoreland	Midcentral District Blair Cameron Centre Clearfield Clinton Elk Huntingdon Jefferson McKean Mifflin Potter	Mideast District Berks Carbon Lehigh Northampton Schuylkill
	Southcentral District Adams Cumberland Dauphin Franklin Fulton Juniata Lancaster Lebanon Perry York	Southeast District Bucks Chester Delaware Montgomery Philadelphia