

INDEX OF POLICIES

Missouri Educators Family & Consumer Sciences

<u>Policy Topic Area</u>	<u>Approved</u>	<u>Reviewed/Revised</u>	<u>Deleted</u>
ACTE	10/21/07		
Advisory Board	3/10/00		
Audit	7/23/79	2/27/06	
Authorized Account Signatures	9/25/87		
Awards	3/25/80	7/24/80 10/25/89 10/25/99 10/25/05	
Bereavement	2/25/01		
Bill Payment	9/25/80		
Bonding	9/10/79		
Checking Account Location	7/21/03		
Committee Structure	2/28/04	10/24/05, 2/24/07	
Committee Chairs	10/25/96		
Computer Disk	10/23/01		
Conference Fee	11/1/02	2/28/04	
Conference Fee- Univ. Students	10/23/01		
Conference ID Ribbons	9/25/80		
Digital Camera	7/29/99	2/27/06	
Dues	11/1/02	10/27/03 7/29/04 10/24/05	
Editorial changes	10/24/95	10/25/00	
Equipment	2/27/06		

FCCLA Legislative Shadowing	10/23/01	2/27/06; 10/21/06	
Foundation Funds	10/23/01		
Insignia	10/78	10/24/95	
Issues Session	7/28/99	10/24/95	
Policy Topic Area	Approved	Reviewed/Revised	Deleted
Legislative Funding	10/26/90	3/29/96	
Legislative Recognition	10/23/01		
Membership Awards	3/1/02		
NATFACS Delegates	2/26/86		
Officers Name Badge	2/24/07		
PAC Funds	7/26/04	7/25/05	
Policies	2/20/87		
PRIDE Award	3/11/00	10/21/07	
Reimbursement Receipts	10/24/01	7/29/04	
Reimbursement, ACTE Conv.	10/1/93		
Reimbursement, Natl. Policy Sem.	10/23/01		
Scholarship	10/8/01		
Scholarship Fund Donations	7/21/97	7/25/05	

Missouri Educators Family & Consumer Sciences Policies Updated October 24, 2005

ACTE:

Financial support for President, president-elect and secretary/treasurer alternating years for 2006 ACTE conference shall be \$1,000.00 each

Adopted by Board of Directors: October 21, 2006

Advisory Board:

The membership of the existing FACS Department Advisory Board be restructured to include the MoEFACS elected officers as Advisory Board members.

Adopted by Board of Directors: March 10, 2000

Audit:

Treasurer's books must be audited before he/she transfers them to the treasurer.

Adopted by Board of Directors: July 23, 1979

(** Add motion – February 27, 2006)

Authorized Account Signatures:

Along with the treasurer's name, the president-elect's name will be on the treasury bank account(s) in case of an emergency, with the name remaining on the account for two (2) years.

Adopted by Board of Directors: September 25, 1987

Awards:

Awards to be presented at the summer conference shall be Teacher of the Year, Retiring Teachers (Adopted by Board of Directors: March 25, 1980), the New Professional Award (Adopted by Board of Directors: July 24, 1989) and the PRIDE Award (Adopted by the Board of Directors: October 25, 1999). Winners are to receive plaques, while other nominees are to receive certificates. (Adopted by Board of Directors: October 14, 1976). Recognition Award is to recognize individuals/businesses outside the field of education that made a notable contribution to the profession. (Adopted by Board of Directors: October 27, 1996) Award recipients will be submitted for their respective NATFACS awards. (Adopted by Board of Directors: July 23, 1997)

Change the names of the following awards to better align with national organization award titles: MoEFACS Outstanding new Professional changed to MoEFACS New Outstanding Career and Technical Teacher Awards; MoEFACS Recognition Award changed to MoEFACS Champion for Family and Consumer Sciences. The wording would also be changed to add FACS before the education in the descriptor as follows "...is an award given to recognize those outside the field of FACS education for their meritorious contributions to the improvement, etc."

Adopted by Board of Directors: October 24, 2005

Bereavement:

In the event of a current board member's death, the MoEFACS Board shall send a plant or flower arrangement of about \$50.00 or give the same amount in the name of the deceased to a memorial of the family's choice.

Adopted by Board of Directors: February 25, 2001

Bill Payment:

Treasurer is to pay bills as they become due.

Adopted by Board of Directors: September 25, 1980

Bonding:

The treasurer shall be bonded.

Adopted by Board of Directors: September 10, 1979

Checking Account Location:

Keep the treasury account at Commerce Bank.

Adopted by Board of Directors, July 21, 2003

Committee Structure:

Committees within the MoEFACS structure shall be:

Awards and Recognition

History Committee dissolved

Adopted by Board of Directors: February 28, 2004

Legislative

Membership Absorb the work of the nominating committee

Adopted by Board of Directors: February 28, 2004

Add a representative for the Culinary Arts Occupational

Area. Adopted by Board of Directors: October 24, 2005

Mentor (Name changed to Professional Development Committee)

Adopted by Board of Directors: February 28, 2004

MoEFACS/AHEA Function (Teachers Meeting)

Dissolved by Board of Directors: March 29, 1996

Nominating Absorbed into Membership Committee

Adopted by Board of Directors: February 28, 2004

Public Relations

Registration

Research and Development

Resolutions and Bylaws

Only have an active Resolutions and Bylaws Committee every three years to review and revise the Bylaws. The resolutions for summer conference would be prepared by the Awards Committee.

Adopted by Board of Directors: February 27, 2004

Scholarship (March 1, 1997)

Awards and Recognition Committee will handle scholarship

Adopted by Board of Directors: October 1997

Revised by Board of Directors Spring 1999

Revisited by Board of Directors: February 28, 2004

Special Functions duties will be directed by the Board

Adopted by Board of Directors: March 29, 1996

** Committees may be added or eliminated as needed.

** All committee members and chairs are to:

1. Attend summer conference.
2. Attend fall and spring MoEFACS Board meetings

3. Hold memberships in MoEFACS, Missouri ACTE, ACTE, and an ACTE affiliate

** A copy of the bylaws and polices will be included in each committee's folder at all Board meetings. These will be reviewed at the July '07 meeting to determine if future changes are needed.

Adopted by the Board of Directors February 24, 2007

Committee Responsibilities: *See attached sheet.*

Committee Chairs:

Submit proposed committee budget to treasurer by September 1

Adopted by Board of Directors: October 25, 1996

Computer Disk:

When working on a disk to pass along through the committee, use a consistent format (Microsoft Word)

Adopted by Board of Directors: October 23, 2001

Conference Fee:

\$5.00 administration fee be added to the MoEFACS Registration.

Adopted by Board of Directors: November 1, 2002

Keep the conference fee as part of registration for administrative use.

Adopted by Board of Directors: February 28, 2004

Conference Fee – University Students:

Pay the Missouri ACTE and MoEFACS Summer Conference registration for all junior and senior level Family and Consumer Sciences education majors throughout the state who apply to attend the conference. Adopted by Board of Education, October 23, 2001

Conference Identification Ribbons:

All ribbons used by delegates, officers, committee members, etc. will be collected and saved for re-use.

Adopted by Board of Directors: September 25, 1980

Digital Camera:

Purchase a digital camera for the history committee, \$1000 maximum amount.

Adopted by Board of Directors: July 29, 1999

(***President-elect has the digital camera and the printer – February 27, 2006)

Dues:

Present dues increase for MoEFACS from \$18-\$25

Adopted by Board of Directors: November 1, 2002

Voted on at annual business meeting – July 2003

Increase regular membership dues only from \$18 to \$23.

Adopted by Board of Directors: October 27, 2003

Increase MoEFACS membership dues to \$25.00, effective for the 2005 year.

Passed by the general membership: July 28, 2004

Adopted by Board of Directors: July 29, 2004

Increase MoEFACS dues from \$25 to \$30.

Adopted by Board of Directors: October 24, 2005

Editorial Changes:

Editorial changes made in the bylaws to reflect the name change of Missouri Home Economics Teachers Association (MoHETA) to Missouri Educators of Family and Consumer Sciences (MoEFACS) Adopted by Board of Directors: October 1995
Editorial changes made in the bylaws to reflect the name change of the American Vocational Association (AVA) to the Association of Career and Technical Education (ACTE) as adopted by the AVA House of Delegates, December 13, 1998.

Adopted by Board of Directors: October 2000

Equipment:

MoEFACS purchased laptop and printer – secured by treasurer
MoEFACS purchased digital camera – secured by President elect
(*** - updated – secretary has the laptop and printer – February 27, 2006)

FCCLA Legislative Shadowing:

Contribute \$500 of legislative committee budget to Missouri FCCLA Legislative Shadowing.

Adopted by Board of Directors: October 23, 2001

Contribute \$500 to FCCLA for Legislative Job Shadowing Day

Adopted by Board of Directors: March 1, 2002

(*** voted again to support project --on February 27, 2006)

(***voted again to support project—on October 21, 2006)

Foundation Funds:

Foundation funds are used to support FCCLA Leadership Conference – max amount of \$2000 per year

Adopted by Board of Directors: October 23, 2001

Insignia:

The following insignia is to be on printed matter of MoHETA.

Adopted by Board of Directors: September 1978



The following insignia is to be on printed matter for MoEFACS.

Adopted by Board of Directors: October 1995



Issues Session:

MoEFACS will hold an issues session during spring of 2000.

Adopted by Board of Directors: July 28, 1999

MoEFACS will hold an Issues Session in conjunction with the Spring Board meeting.

Adopted by Board of Directors: July 26, 2000

Legislative Funding:

Each division of MVA is encouraged to contribute to MVA-PAC. The Family and Consumer Sciences division will use the hat approach.

Adopted by Board of Directors: October 26, 1990

The Family and Consumer Sciences division will use whatever method of raising funds the current board approves.

Adopted by Board of Directors: March 29, 1996

Legislative Recognition:

Invite legislators to luncheon or reception at summer conference when supportive of its programs. Put an article in Spring newsletter about legislative activity and have members of MoEFACS send information about legislators who are supportive.

Adopted by Board of Directors: October 23, 2001

Membership Awards:

Membership committee to continue to give three \$100 awards to first timers at Summer Conference and to continue to give \$10 gifts to conference speakers.

Adopted by Board of Directors: March 1, 2002

Five \$100 awards to first timers –

Adopted by Board of Directors: 2004-05

Give away a free registration to a new attendee at the awards banquet.

Adopted by Board of Directors: October 21, 2006

NATFACS Delegates:

Voting delegates are the President, President-Elect, alternates of the Secretary and Treasurer or Teacher of the Year.

Adopted by Board of Directors: February 26, 1986

Officers Name Badges:

Purchase engraved name badges for MoEFACS Officers each year.

Adopted by Board of Directors: February 24, 2007

PAC Funds:

Opportunity for members to donate contributions to the Missouri ACTE PAC Fund during our general sessions.

Adopted by Board of Directors, July 26, 2004

“Pass the Basket” for PAC and the “donated committee basket raffle” revenue to help fund scholarships alone.

Adopted by Board of Directors: July 25, 2005

Policies:

Appendix of policies is to be printed and attached to the bylaws to be updated by the secretary.

Adopted by Board of Directors: February 20, 1987

PRIDE Award:

The responsibility of awarding the PRIDE Award is to be moved from the Public Relations Committee to the Awards and Recognition Committee.

Adopted by Board of Directors: March 11, 2000

An allotment of \$600.00 each for the Pride Award winner and the National Officer candidate for a total of \$1200.00

Adopted by Board of Directors: October 21, 2006

Reimbursement Receipts:

Original receipts are to be submitted and signed for by the President and Treasurer.

Adopted by Board of Directors: October 2001

All expenditures must be approved by the president and treasurer before purchasing in order to receive reimbursement.

Adopted by Board of Directors: July 29, 2004

Reimbursement, ACTE Convention:

The president, president-elect, secretary or treasurer (those two will alternate each year), Teacher of the Year, and the New Professional will be reimbursed as the annual budget allows and the board approves.

Adopted by Board of Directors: October 1, 1993

Reimbursement, ACTE National Policy Seminar:

Raise the allowed allotment fee for each MoEFACS delegate to the ACTE National Policy Seminar in Washington, DC from \$1000 to \$1500 to help compensate for expenses incurred.

Adopted by Board of Directors: October 23, 2001

Scholarship:

Scholarship is to be paid by semester, not annually. \$500 each semester for a total of \$1000.

Adopted by Board of Directors: October 8, 2001

Scholarship Fund Donations:

A form will be developed allowing a person to make contributions to the scholarship fund and that those contributing receive some type of recognition.

Adopted by Board of Directors: July 21, 1997

“Pass the Basket” for PAC and the “donated committee basket raffle” revenue to help fund scholarships alone.

Adopted by Board of Directors: July 25, 2005

Bylaws and Policy Ad-Hoc Committee – October 24, 2005

Marcia Ritter, Chair

Cheryl Adams

Beverly Plymell

Regina Rainey

Linda Turner

COMMITTEE RESPONSIBILITIES

Professional Development Committee: (see February 28, 2004 motions)

The functions of the new Professional Development Committee to include:

1. Help plan and implement the new teacher in-service
2. Contact new professionals by letter to invite them to a special function
3. Organize a pairing of new teachers
4. Submit an article about new professionals to the state office by August 15

Q:\FS\MSDATA\WORD\Cheryl\MOEFACS 2007\MoEFACS Policies-Revised 2-24-07.doc