

# **Bylaws of Missouri Educators of Family and Consumer Sciences (MoEFACS)**

## **Article I**

### **Name**

The name of this organization shall be the Missouri Educators of Family and Consumer Sciences hereinafter referred to as MoEFACS, including subdivisions of MOEFACS, and shall be a division of the Missouri Association of Career and Technical Education.

## **Article II**

### **Mission and Purposes**

A. The mission of the Missouri Educators of Family and Consumer Sciences is to provide educational leadership in support of quality programs to meet the needs of students as they prepare for work and family life.

B. The purpose of this organization shall be to:

- 1) Promote professional development of family and consumer sciences Classroom teachers, local supervisors, teacher educator, adult/postsecondary educators, state supervisors, and family and consumer sciences (or local title) educational college students.
- 2) Provide opportunities for leadership.
- 3) Interpret the goals, objectives, and accomplishments of the family and consumer sciences education program.
- 4) Strengthen the family and consumer sciences education program.
- 5) Promote legislation in the interest of family and consumer education.
- 6) Cooperate with community agencies to achieve common educational goals.

## **Article III**

### **Membership**

- A. Any Certified person currently or previously engaged in part- or full-time teaching, coordinating, or supervision family and consumer sciences education at the elementary, intermediate, secondary, college or adult/ postsecondary level, or family and consumer sciences (or local title) education college student who has paid dues for the current year

in the Missouri Association of Career and Technical Education is eligible to become a member of the association in one of the following classifications:

1. Professional membership – for those individuals who are engaged in teaching, coordinating, or supervising family and consumer sciences education programs.
2. Retired/Alumni membership – for those individuals previously engaged in teaching, coordinating, or supervising family and consumer sciences education programs.
3. Student membership – for sophomore, junior and senior students who are enrolled in a family and consumer sciences (or local title) education program.
4. Honorary membership – for persons who have provided services of merit.

B. Term of Membership – shall begin with the payment of dues. The membership year shall extend from July 1 of one year until June 30 of the following year, regardless of when dues are paid.

C. Dues – shall be determined by the Board of Directors subject to approval by a majority vote of the membership. There will be no cost for Student membership. Retired/Alumni membership dues shall be half of the regular membership dues

D. Privilege of the Floor – members in good standing shall have the privilege of the floor for discussion or debate in business sessions.

## **Article IV**

### **Officers**

- A. Qualifications – Any professional (or retired/alumni) who holds membership in MoEFACS, Missouri ACTE, ACTE and one of the following: NATFACS, NALSFACS, NATEFACS, and NASAFACS (all of which are affiliate groups of ACTE Family and Consumer Sciences Division), who attends the Missouri ACTE summer conference (unless an emergency), and who has demonstrated leadership ability and interest in promoting the purposes of the organization shall be eligible to hold office or serve on a committee. The candidates for president elect shall have been an active member of the MoEFACS Board of Directors and attended at least three board meetings prior to the nomination.

- B. Officers – the elected officers shall be President, President – Elect, Secretary, and Treasurer.
- C. Representatives to the Missouri ACTE Board of Directors – will be the President, President – Elect, and Immediate Past President as long as membership warrants three (3) delegates. If membership decreases, the past president would be deleted.
- D. Advisor –the administrative advisor shall be the State Director of Family and Consumer Sciences and Human Services Section and/or staff designated to serve in this capacity.
- E. Executive Board – the executive board shall be composed of the President, President – Elect, and Immediate Past President, Secretary, Treasurer, and State Department Administrative Advisor.
- F. MoEFACS Board of Directors – The MoEFACS Board of Directors shall consist of the members of the Executive Board and all Committee members.
- G. Election of Officers – the officers shall be elected by a simple majority vote of members present at the annual meeting and shall assume office immediately following the annual meeting. The secretary and treasurer shall serve a two (2) year term, being elected on alternate years and will serve until their successors have been elected. The president-elect shall become president after serving one year as president elect. The president shall serve a one year term.
- H. Preparation of the Ballot -The Membership Committee shall select candidates for office and prepare the ballot with input from the Administrative Advisor.
- I. Counting the Ballots – the Membership Committee shall be responsible for the election procedure and announcement of the results of the election
- J. Vacancies – should a vacancy occur in any office except that of the president, the president shall appoint, with the approval of the executive board, a successor thereto. If the office of the treasurer becomes vacant, the books shall be audited by a qualified accountant before the new treasurer receives them. If the office of president becomes vacant, the immediate past-president shall immediately assume the office for the remainder of the term.
- K. Voting Privileges – only dues paid members are entitled to vote.
- L. The Board of Directors, by a three fourths vote of all of its members, may remove any officer from office for not adhering to the duties of his/her office as outlined in the most current MoEFACS bylaws.

## **Article V**

### **Duties of Officers**

**A. The President shall:**

1. Preside at the annual business meeting, executive board meetings, and Board of Directors meetings.
2. Appoint all committees with input from the Administrative Advisor and approval of the Executive Board. Serve as a member ex-officio of all committees.
3. Fill vacancies on all committees with input from the Administrative Advisor and approval of the Executive Board.
4. Announce committees and define duties of each at the first business meeting of the Board of Directors.
5. Represent MoEFACS on the Missouri ACTE Board of Directors.
6. Certify the names of the delegates to the Missouri ACTE House of Delegates to the Missouri ACTE Board of Directors.
7. Designate Missouri ACTE representatives at a ratio of one representative to each 100 MoEFACS/Missouri ACTE members or major fraction thereof.
8. Notify Missouri ACTE Board of Directors of newly elected MoEFACS Officers.
9. Perform other duties applicable to the office

**B. The President-elect shall:**

1. Serve as president in the absence of that officer.
2. Attend MoEFACS Board meetings – fall, spring, Summer Conference, and Executive Board.
3. Assist the President with MoEFACS board activities.
4. Represent MoEFACS on the Missouri ACTE Board of Directors.
5. Tabulate the leadership survey form and prepare a new form for the next annual MoEFACS meeting. In collaboration with the Administrative Advisor, annually review the leadership survey for updates and/or changes for the next annual MoEFACS meeting and determine tabulation methods.
6. Update the program of work.

7. Assist the Administrative Advisor in planning the annual MoEFACS meeting.
8. Thank the exhibitors.
9. Assemble the packets for the annual MoEFACS meeting. In collaboration with the Administrative Advisor and the President, determine what information should be in the annual MoEFACS meeting packets and the best method for disseminating information to the membership at the annual meeting. (Example -. electronically, print based handed out, print based in packets, etc.)
10. Perform other duties applicable to the office

C. The Secretary shall:

1. Attend MoEFACS Board meetings – Fall, Spring, Summer Conference, and Executive Board.
2. Keep a record of all business transacted at the annual business meeting and at the meetings of the Board of Directors.
3. Prepare the minutes in permanent form for future reference. Copies of the minutes shall be submitted to all members of the Board of Directors, one copy submitted for permanent filing in the state office. A copy will be provided to the membership at the annual meeting.
4. Maintain and record policy and policy changes. Provide a copy to the state office for permanent file.
5. Compile committee reports after each meeting and a final committee report for the annual MoEFACS meeting. Provide final committee report to the membership at annual meeting. Maintain a copy and submit a copy to the state office.
6. Maintain the permanent files of the organizations. Provide copies of minutes and other pertinent association documents to the Administrative Advisor to be maintained at the state office.
7. Assist the treasurer as needed.
8. Perform other duties applicable to the office.

D. The Treasurer shall:

1. Attend MoEFACS Board meetings – Fall, Spring, Summer Conference, and Executive Board
2. Qualify for Bonding
3. Accept membership dues as determined by the membership.
4. Disburse dues and lists of members to affiliate organizations and State Department Administrative Advisor of MoEFACS.
5. Prepare a budget, conduct financial business, and expend association funds as approved by the Board of Directors.
6. Prepare the books for the annual audit and submit for audit.
7. Present financial reports to the Board of Directors at the Fall and Spring Board meetings, Annual Membership meeting and any other time requested.
8. Prepare financial records and arrange for an annual audit. The results to be reported to the Board of Directors at the Fall Board meeting. A copy to be sent to the Administrative Advisor to be maintained at the State office.
9. Arrange for completion of any signature cards, etc. necessary for the transfer of funds access to the new officers. Per Authorized Account Signatures policy adopted 9-25-1987 – “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
10. Per Audit Policy adopted on 7-23-1979 – “Treasurer’s books must be audited before he/she transfers them to the treasurer”
11. Transfer financial records to newly elected treasure within six weeks.
12. File any tax forms required including the 990 tax forms by February 15 or date indicated by IRS annually
13. Maintain all financial records of the organization.
14. Perform other duties applicable to the office

E. The Past President shall:

1. Attend MoEFACS Board meetings – Fall, Spring, Summer Conference, and Executive Board
2. Serve in advisory capacity to the president
3. Assist the Board of Directors in carrying out the purpose of MoEFACS.

4. First year as past president serve on Legislative Committee
5. Second year as past president, serve as Legislative Chair
6. Work with Professional Development Committee to plan and conduct relevant professional development for the summer conference program especially the New and Returning Teachers Workshop.
7. Serve as parliamentarian
8. Represent MoEFACS on the Missouri ACTE Board of Directors.
9. Perform other duties applicable to the office

F. The Missouri ACTE Representative shall:

1. Represent MoEFACS on the Missouri ACTE Board of Directors.

G. The Administrative Advisor shall:

1. Be a consultant to the Board of Directors
2. Preserve copies of records and proceedings of the association as supplied by the secretary and treasurer
3. Represent MoEFACS as an ex-officio member of the Board of Directors of Missouri ACTE

H. The Board of Directors shall:

1. Approve appointments to fill vacancies of Board of Directors
2. Approve budget and expenditure of funds
3. Approve resolutions prior to presentation at annual business meeting.
4. Attend MoEFACS business and Board of Directors meetings
5. Approve changes in bylaws prior to submission before the annual business meeting.
6. Suggest nominees for Missouri ACTE President Elect to represent Family and Consumer Sciences.
7. Support nominees for NATFACS offices
8. Support Family and Consumer Sciences Division Officer nominees

9. The Board of Directors, by a three fourths vote of all of its members, may remove any officer from office for not adhering to the duties of his/her office as outlined in the most current MoEFACS bylaws.

## **Article VI**

### **Members of Missouri ACTE House of Delegates**

- A. Official delegates to the Missouri ACTE House of Delegates shall be selected by the president at a ratio of one delegate for each twenty-five members and one delegate for every twenty-five additional members or major fraction thereof based on the previous year's membership list.
- B. Delegates shall participate in the House of Delegates meeting held during the annual meeting of Missouri ACTE

## **Article VII**

### **Meetings**

- A. An annual member meeting shall be held at a time and place designated by the Board of Directors
- B. The Board of Directors shall meet during the Missouri ACTE Conference and at two other times during the school year.
- C. Quorums – shall be a simple majority of the members present of the Board of Directors, the membership present for the annual meeting and of committees
- D. Order – all meetings and actions of MoEFACS shall be governed by *Robert's Rules of Order*

## **Article VIII**

### **Amending the Bylaws**

- A. A member may propose amendments to the bylaws by submitting the amendment in writing to the Board of Directors, at least 90 days prior to the annual meeting. If the amendment is approved by the Board of Directors it shall be presented at the MoEFACS annual business meeting. The membership shall be notified of the proposed amendments in writing at least sixty days prior to the annual business meeting. To be adopted, an amendment must receive a majority vote of the quorum.



## **Article IX**

### **MoEFACS Members of Board of Directors of Missouri ACTE**

- A. The members of the Board of Directors of Missouri ACTE shall be:
  - 1. MoEFACS President- will act as divisional Vice-President
  - 2. MoEFACS President-Elect
  - 3. MoEFACS Past President
  - 4. MoEFACS Administrative Advisor – Will be an ex-officio member

## **Article X**

### **Selection of Nominees for President-Elect of Missouri ACTE**

- A. When the Missouri ACTE President-elect is to represent Family and Consumer Sciences, the Board of Directors shall suggest two nominees who meet qualifications of President-elect as designated in the Missouri ACTE Bylaws.

## **Article XI**

### **Selection of Nominees for Office(s) in NATFACS**

- A. The Board of Directors shall select nominees of office(s) in NATFACS in accordance with NATFACS policy

## **Article XII**

### **Resolutions**

- A. Resolutions may be presented by individual members or groups of members to the MoEFACS Board of Directors at least sixty days prior to the annual meeting. Resolutions must be in writing and approved by the resolutions committee and the Board of Directors before they can be presented at the summer conference.

## **Article XIII**

### **Fiscal Year**

- A. Fiscal Year for financial Accounting shall be August first to July thirty-first**

*Revised in 7/2005, 7/2012*