

Proposed Bylaw Amendments
Bylaws of Missouri Educators of Family and Consumer Sciences (MoEFACS)

#1

Current Bylaw

Article III – Membership

Section C

Dues – shall be determined by the Board of Directors subject to approval by a majority vote of the membership. Student members shall pay annual dues of two dollars. Retired/Alumni membership dues shall be half of the regular membership dues.

Proposed Bylaw

Article III – Membership

Section 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.

Justification: There are currently no student members paying dues. If we get student members, we would like them to be able to try us out for free and then pay dues later when they have the means to do so.

#2

Current Bylaw

Article IV – Officers

Section D

Advisor – the administrative advisor shall be the State Director of Family and Consumer Sciences.

Proposed Bylaw

Article IV – Officers

Section 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.**

Justification: The term Administrative Advisor is used in By-Laws Article V, B, 5, so used here for consistency in the document.

#3

Current Bylaw

Article IV - Officers

Section H

Preparation of the Ballot – a nominating committee appointed by the president shall select candidates for office and prepare the ballot.

Proposed Bylaw

Preparation of the Ballot - **The Membership Committee shall select candidates for office and prepare the ballot with input from the Administrative Advisor.**

Justification: There has not been a nominating committee appointed for several years. The Membership committee has been doing this.

#4

Current Bylaw

Article IV - Officers

Section I

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 office for the remainder of the term.

Proposed Bylaw

Article IV - Officers

Section I

Vacancies--should a vacancy occur **because of disability, resignation or other cause, first the member who previously filled the office shall be asked to fill the un-expired term, if they are unable to fill the term the President shall be empowered to fill the said office with approval of the Executive Board until the prescribed procedures shall be followed to elect a member for the un-expired term.** 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 office for the remainder of the term.

Justification: Combines Bylaws I and K and clarifies procedures for replacing an officer to fulfill a term.

#5

Proposed Bylaw Addition

Article IV - Officers

Add: Section J

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.

Justification: We currently do not have a bylaw that supports removal of an officer for cause.

#6

Current Bylaw

Article IV - Officers

Section M

Counting the Ballots – the nominating committee shall collect the ballots, count them, and announce results of the election at the annual conference.

Proposed Bylaw

Becomes Section L

Counting the Ballots – the membership committee shall be responsible for the election procedure and announcement of the results of the election.

Justification: The Membership Committee is already doing this. There has not been a nominating committee appointed for several years.

#7

Current Bylaw

Article V - Duties of Officers

Section A

The President shall:

1. Preside at the annual business meeting, executive board meetings, and Board of Directors meetings.
2. Appoint all committees with approval of the executive Board.
3. Fill vacancies on all committees and serve as a member exofficio of them.

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.

Proposed Bylaw

Article V - Duties of Officers

Section 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**

Justification: Clarifies duties of the president. The term Administrative Advisor term is so used for consistency in the document.

#9

Current Bylaw

Article V - Duties of Officers

Section B

The President-Elect shall:

1. Serve as president in the absence of that officer.
1. Represent MoEFACS on the Missouri ACTE Board of Directors.
2. Tabulate the leadership survey form and prepare a new form for the next annual MoEFACS meeting.
3. Update the program of work.
4. Assist the administrative advisor in planning the annual MoEFACS meeting.
5. Thank the exhibitors.
6. Assemble the packets for the annual MoEFACS meeting.

Proposed Bylaw

Article V - Duties of Officers

Section B

The President-elect shall:

1. Serve as president in the absence of that officer.
2. **Attend 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. (ex. electronically, print based handed out, print based in packets, etc.)**
10. **Perform other duties applicable to the office**

Justification: Clarifies duties of the president-elect. The term Administrative Advisor term is so used for consistency in the document.

#10

Current Bylaw

Article V - Duties of Officers

Section C

The Secretary shall:

1. Keep a record of all business transacted at the annual business meeting and at the meetings of the Board of Directors.
2. Prepare the minutes in permanent form for future reference.
3. 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. Assist the treasurer as needed.

Proposed Bylaw

Article V - Duties of Officers

Section 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.**

Justification: Clarifies duties of the secretary. The term Administrative Advisor term is so used for consistency in the document.

#11

Current Bylaw

Article V - Duties of Officers

Section D – The Treasurer

The Treasurer shall:

1. Accept membership dues as determined by the membership.
2. Disburse dues and lists of members to affiliate organizations and State Department Administrative Advisor of MoEFACS.
3. Shall prepare a budget and expend association funds as approved by the Board of Directors.

4. Prepare the books for the annual audit and submit for audit.
5. Present financial reports to the Board of Directors.
6. Transfer books to newly elected treasurer within six weeks.
7. File 990 tax forms by February 15 annually.

Proposed Bylaw

Article V - Duties of Officers

Section D – The Treasurer

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, and ~~conduct financial business,~~ and expend association funds as approved by the Board of Directors.
6. Present financial reports to the Board of Directors at the Fall and Spring Board meetings, Annual Membership meeting and any other time requested.
7. 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.
8. 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.
9. Per Audit Policy adopted on 7-23-1979 – “Treasurer’s books must be audited before he/she transfers them to the treasurer”
10. Transfer financial records to newly elected treasurer within 90 days of the annual MoEFACS meeting.
11. File any tax forms required including the 990 tax forms by February 15 or date indicated by IRS annually.
12. Maintain all financial records of the organization.
13. Perform other duties applicable to the office.

Justification: Clarifies duties of the treasurer. The term Administrative Advisor term is so used for consistency in the document.

#12

Current Bylaw

Article V - Duties of Officers

Section E – The Past President

The Past President shall:

1. Serve in advisory capacity to the president.
2. Assist the Board of Directors in carrying out the purpose of MoEFACS.
3. Serve as legislative committee member.
4. Serve as parliamentarian.
5. Represent MoEFACS on the Missouri ACTE Board of Directors.

Proposed Bylaw

Article V - Duties of Officers

Section E – The Past President

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 the legislative committee.
5. Second year as past-president, serve as Legislative Chair.
6. Work with the 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

Justification: Clarifies duties of the Past-President. The term Administrative Advisor term is so used for consistency in the document.

#13

Current Bylaw

Article VI - Members of House of Delegates

Section: 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 as based on the previous year's membership list.

Proposed Bylaw

Article VI - Members of Missouri ACTE House of Delegates

Section 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 as based on the previous year's membership list.

Justification: Continuity

#14

Current Bylaw

Article IX – MOEFACS Members of Board of Directors of Missouri ACTE

Section A

The members of the Board of Directors of Missouri ACTE shall be:

1. MoEFACS President – will act as divisional Vice-President
2. MoEFACS Administrative Advisor – will be an ex-officio member
3. Other MoEFACS Representatives – (See Article IV, Section C and Article V, Section A)

Proposed Bylaw

Article IX – MOEFACS Members of Board of Directors of Missouri ACTE

Section 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

Justification: Clarifies who serves on the board of Directors of Missouri ACTE

#15

Current Bylaws

Article XII – Resolutions

Section A

Resolutions may be presented by individual members or groups of members to the MoEFACS resolutions committee 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.

Proposed Bylaw

Article XII – Resolutions

Section 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 Board of Directors before they can be presented at the summer conference.

Justification: There is no resolutions committee at this time. The By-laws Article VIII, A states that the Board of Directors fills this capacity.

#16

Proposed Bylaw Addition

Add: Article XIII – Fiscal Year

Section A - Fiscal year for financial accounting shall be August first to July thirty-first.

Justification: Added for clarification of the fiscal year.

#17

Proposed Bylaws Committee/Update Change

Revised By the MoEFACS

Bylaws and Policies Ad Hoc Committee, October 2011:

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Revisions Adopted by Vote of the MoEFACS Membership – ~~July 26, 2006~~ **July 24 2012**