

**Washington Association of Family & Consumer Sciences
Policies and Procedures**

Table of Contents

	Page
Affiliate Groups	2
AAFCS Leadership Council	2
AAFCS Annual Conference	2
Washington FCS Annual Conference	2
a. Conference Planning Team	2
b. WAFCS Expenses	2
c. Annual Conference Fundraisers	3
WAFCS Archives.....	3
Preparation for Executive Board Positions	3
a. Board Preparation	3
b. Reporting and Communication	3
c. Completion of Term	3
President	4
President-Elect	4-5
Secretary	5
Treasurer	5-6
Nominations Chair	6
Membership Chair	6
Awards Chair (Recognition/Scholarship)	6
International Federation of Home Economics (IFHE)	7
Other Committees as Needed	7
Executive Director	7
a. Board and Committee Functioning	7
b. Records Management	7
c. Communication with WAFCS	7
d. Communicate with AAFCS	7
e. Financial Administration	7
f. Program Support	8
g. Evaluation	8
h. Compensation	8
Fiscal Management	8
a. Association Management	8
b. Donations and Memorial Contributions	8
c. Bank Accounts and Investments	9
d. Budget	9

AFFILIATE GROUPS

- (a) Local affiliate groups are composed of individual members, led by WAFCS members, governed by their own bylaws and policies, and represented by their local affiliate president. If desired, non-profit status may be obtained and maintained independent of WAFCS.
- (b) Local affiliates shall not plan, present, or sponsor activities which conflict with WAFCS sponsored events.

AAFCS LEADERSHIP COUNCIL

- (a) The president and/or a designated representative shall represent WAFCS at the AAFCS Leadership Council Fall Workshop. If the board so determines, potentially, one other representative may attend also.
- (b) Expenses will be reimbursed up to the annual budgeted amount for registration, travel and lodging with submission of vouchers and appropriate receipts.
- (c) WAFCS will reimburse airfare prior to the council meeting for president or designee. If unable to attend the officer will reimburse the organization 100%.

AAFCS ANNUAL CONFERENCE

- (a) The president or designee shall represent WAFCS at the AAFCS Annual Conference.
- (b) Expenses will be reimbursed up to the annual budgeted amount for registration, travel and lodging with submission of a voucher and appropriate receipts.
- (c) WAFCS will reimburse airfare prior to the AAFCS Annual Conference meeting for the president or the designee. If unable to attend the officer will reimburse the organization 100%.
- (d) The executive director may attend the AAFCS Annual Conference, as the board determines. Expenses will be reimbursed up to the annual budgeted amount for registration, travel and lodging with submission of a voucher and appropriate receipts.

WASHINGTON FCS ANNUAL CONFERENCE

- (a) Conference Planning Team
 - 1. The President and President-elect are members of the FCS annual conference planning committee. Their goal is to jointly plan, promote, and implement the Washington FCS Annual Conference.
- (b) All planning meeting expenses are determined by the joint planning team. All general conference expenses are submitted to WAFACSE for reimbursements with vouchers and appropriate receipts.
- (c) The meeting will occur at a mutually agreed upon date and location. If unable to meet in person, a virtual meeting will be held using technology assisted options.
- (d) WAFCS Expenses
- (e) WAFCS will pay the registration for the treasurer and executive director.
- (f) Annual Conference Fundraisers
- (g) The net proceeds from the WAFCS annual scholarship fundraiser held during the FCS conference will be deposited into the WAFCS general account. The proceeds from Student Unit donations will be sent directly to the Student Unit advisor.
 - 1. Any proceeds from pre-conference or conference activities sponsored by WAFCS will be deposited into the WAFCS general account.

WAFCS ARCHIVES – 1909 TO PRESENT

- (a) The executive director will collect and maintain the WAFCS archives.
- (b) Governing documents of WAFCS are placed annually in the Washington State Archives in Olympia. Contents can be reviewed, but not removed from the premises.
- (c) The yearly archives submission could include WAFCS Calendar of Events and Directory, Affiliate Plan of Action, WAFCS Newsletters, WAFCS Budget, WAFCS/WAFACSE Fall Conference Program, Exec. Board Minutes, General Business Meeting Minutes, Member Roster, Memorandum of Agreement (WAFCS & WAFACSE), Local Affiliate Programs, Updated Governing Documents, and other important documents.

PREPARATION FOR WAFCS BOARD POSITIONS

- (a) Board Preparation
 1. Demonstrate a personal and professional commitment to WAFCS and AAFCS.
 2. Know your organization – study WAFCS governance documents.
 3. Learn meeting procedures and protocol.
 4. Plan to attend all board meetings and events.
 5. Speak as an advocate for our profession and WAFCS.
 6. Promote membership.
- (b) Reporting and Communication
 1. Submit budget request to the treasurer by the pre-determined date.
 2. Submit activity reports as requested by the president.
 3. Submit news, calendar, and feature items to the executive director. Submit items at any time to be included on the web site, in newsletters, and on social media.
 4. Write letters and cards of appreciation as needed.
 5. Keep a file of reports and activities to pass on to the next person.
- (c) Completion of Term
 1. Arrange for time with the incoming board member to review governing documents, duties and filed items.
 2. Submit final vouchers by December 1.
 3. In the event of a vacancy or resignation, the president in consultation with the executive board, will select a member to fill the position until the end of the term or the next election.

PRESIDENT

The president will preside at WAFCS meetings and is an ex-officio member of all committees except nominating. The president will be the official spokesperson for WAFCS, represent Washington State at the AAFCS Affiliate Presidents Unit, implement resolutions generated by WAFCS and supervise the Executive Director.

- (a) Term of office begins January 1 and ends December 31.
- (b) Coordinate with executive director to establish dates, places, and times for board meetings.
- (c) Coordinate with executive director to develop meeting agendas.
- (d) Submit President messages to executive director for publication in WAFCS newsletters, on the website, and on social media.
- (e) Attend AAFCS Annual Conference representing WAFCS.
- (f) Attend AAFCS Leadership Council representing WAFCS.

- (g) In the fall, serve on the budget committee with the president-elect, executive director and treasurer.
- (h) Serve on the joint WAFCS and WAFACSE planning committee to implement the Washington FCS Annual Conference.
- (i) Work with the WAFCS awards chair and FCS Annual Conference Planning Committee to plan a time for awards and recognition for graduating seniors, new professionals, new teachers, retirees, and any AAFCS awards for WAFCS members.
- (j) Express appreciation to outgoing officers and board members at the Fall executive board meeting.
- (k) Select a designee to conduct an installation ceremony for new officers at the Annual General Business Meeting.
- (l) Conduct an annual review of the executive director.
- (m) Initiate the annual review of the WAFCS governing documents in the spring, review with the executive board in the summer and when needed prepare for membership voting in the fall.
- (n) Sign all WAFCS contracts as the official association representative.
- (o) Send AAFCS end-of-year and/or other reports as requested.

PRESIDENT-ELECT

The president-elect is elected annually, serves one year as president-elect and one year as president. Candidates for president-elect must have served on the executive board or a committee. The person will assume the duties of the president in the event of their absence, and in case of a vacancy, will take over the duties of president.

- (a) Term of office begins January 1 and ends December 31.
- (b) Work with the treasurer to prepare the annual budget in the fall.
- (c) Represent WAFCS at the AAFCS Fall Leadership Workshop.
- (d) Set the audit review date and designate an audit review committee. Serve on this committee with the current treasurer, and one additional board member. This meeting should take place prior to Fall Conference.
- (e) Serve on the budget committee. Other members of the committee include the president, treasurer (chair of the committee), and executive director. The budget meeting takes place prior to the Washington FCS Annual Conference.
- (f) Prepare an Affiliate Action Plan to be implemented during their term as president. The final plan will be approved by the membership at the annual General Business Meeting.
- (g) Work with the nominations committee to develop a slate of officers.
- (h) Present a gift of appreciation to the outgoing president at the Annual General Business Meeting.

SECRETARY

The secretary is elected for a two-year term in odd numbered years and will be responsible for recording the minutes and sending them to the executive director for distribution and handling board-initiated correspondence.

- (a) Term of office begins January 1 and ends December 31 at the conclusion of the second year.
- (b) The minutes should contain: place, date, start and stop time, call to order, roll call, secretary report (minutes of the previous meeting, correspondence), Treasurer's report (approval of budget, fiscal matters, approval of expenses), committee reports, unfinished business, new business, calendar, for the good of the order, and adjournment.
 1. A complete motion should include the names of members who made and seconded the motion and results of the vote. The treasurer's report should be approved and on file, but not published.
 2. Secretary will maintain the permanent list of motions passed (MSPs). Update this document at the end of each meeting. Secretary will also maintain a separate file of the complete minutes.
 3. Secretary will maintain a record of attendees at all meetings of the Association.

TREASURER

The Treasurer, elected for a two-year term in even numbered years, will maintain the financial records of the affiliate, disperse funds as appropriate, submit proposed budget for approval, implement annual audit review suggestions, and submit current financial reports to the membership at the annual board and business meetings.

- (a) Term of office begins January 1 and ends December 31 at the conclusion of the second year.
- (b) Transition with incoming treasurer takes place following the election.
- (c) Collect fundraising money and other proceeds generated from the annual conference and other WAFCS events.
- (d) Deposit checks and pay invoices in a timely manner.
- (e) When directed by the executive board research, recommend, and implement investment proposals.
- (f) Prepare a fiscal report for the fall and spring executive board meetings. The report should include income and itemized expenses for each line item in the budget and the most recent investment statement.
- (g) Coordinate with the president-elect to set a budget committee meeting before the fall executive board meeting. The budget committee includes the treasurer, president, president-elect and executive director.
- (h) Serve as chair of the budget committee. Request budget proposals from the executive board, committee chairs and special project committees. Develop a proposed annual budget based on proposals and program planning.
- (i) Present a proposed balanced budget at the fall executive board Meeting.
- (j) Serve on the audit committee with the president-elect (committee chair), and one board member.
- (k) Prepare information for the annual audit review. This information will include current budget, income and expense accounting report, copies of vouchers and investment statements.

- (l) As recommended by the audit committee, implement recommendations for fiscal procedures.
- (m) Coordinate with the awards chair and send the annual scholarship payment to the designated university.

NOMINATIONS CHAIR

- (a) The nominations chair and committee will work with the president-elect to recruit candidates and new committee chairs.
- (b) A ballot may include officer candidate statements of goals and objectives for the office and candidate responses to pre-determined questions.
- (c) Candidates will be presented at the first executive board meeting following selection of the candidates.
- (d) Election of officers shall be in accordance with election procedures adopted by the executive board at the spring executive board meeting.
- (e) Voting can take place at the annual meeting, by mail, and/or electronic means.

MEMBERSHIP CHAIR

The membership chair and committee will develop membership recruitment and retention campaigns, follow-up on lapsed memberships, encourage member and pre-professional participation in WAFCS activities, respond to membership needs, and publicize member events and services through the newsletter, website or other social media.

AWARDS CHAIR (RECOGNITION AND SCHOLARSHIP)

The awards chair and committee will promote AAFCS and WAFCS award opportunities to members. The process includes seeking nominations and judging applicants for state/national awards and national graduate/undergraduate scholarships. Recipients will be recognized at the annual conference, in the newsletter, and through social media.

INTERNATIONAL FEDERATION OF HOME ECONOMICS

The IFHE chair will communicate IFHE activities to the board and general membership. WAFCS will pay for associate membership in IFHE each year. This person is the WAFCS voting delegate to IFHE.

OTHER COMMITTEES AS NEEDED

New committees will be added at the discretion of the executive board.

EXECUTIVE DIRECTOR

The Executive Director is a non-voting member of the executive board. The executive director is responsible to the executive board and supervised by the president. The duties of the Executive Director are reviewed annually at a pre-determined time. Annual contract will be from January 1 to December 31.

(a) Board and Committee Functioning

1. Assist the president with association business.
2. Attend all WAFCS Executive Board, committee, and General Business Meetings in an ex-officio capacity.
3. Arrange for WAFCS executive board meetings after date and location are approved by the executive board. Together with the president prepare and e-mail agendas (date, times, place, participants) for the Board meetings.

(b) Records Management

1. Maintain a permanent address for the Washington Association of Family and Consumer Sciences.
2. Maintain a record of the association's current governing documents.
3. Obtain from AAFCS a current directory of active, associate, retired/life, and pre-professional/graduate student members, when needed.
4. Prepare and distribute the WAFCS Betty Lamp Directory of officers and committee members.
5. Using the archives checklist, gather and place important association papers in the archives annually. The WAFCS executive director will file these papers in Olympia via postal service or in-person.

(c) Communication

1. Responsible for WAFCS communication, both electronic and paper.
2. Update and maintain the WAFCS website platform on a regular basis.
3. Upload communications and information for the WAFCS membership via appropriate media channels.
4. Provide a minimum of two Association newsletters each year.
5. Maintain WAFCS letterhead and AAFCS logo and branding information.
6. Maintain regular communication with the Board and membership as appropriate.
7. Post current FCS articles on the WAFCS website.

(d) Communicate with AAFCS national office with WAFCS news.

(e) Financial Administration

1. File annual tax forms and other legal documents, including the IRS e-postcard and the Washington Articles of Incorporation – 501(c)(3) as required annually.
2. Retain legal and financial records.
3. Maintain and update signature cards for bank accounts and investments.

(f) Program Support

1. Negotiate contracts for organizational functions and serve as organizational representative for contracts. WAFCS President will sign all contracts.
2. Administer and annually reapply through OSPI for WAFCS to be a clock hour provider.

(g) Evaluation

1. Executive director is supervised by the WAFCS President
2. The executive board will conduct a 6-month probationary evaluation with follow-up guidance.

3. The executive director will prepare an activity summary report prior to the annual evaluation.
 4. The executive board will conduct an annual evaluation prior to the annual conference. During the fall Executive Board will meet with the executive director to review their evaluation.
 5. A new contract will be issued following an acceptable annual review.
- (h) Compensation
1. Contract year is January 1 to December 31. The executive board will determine the stipend compensation.
 2. Potential reimbursement to attend AAFCS Fall Leadership Council, depending on Executive Board discretion.
 3. Reimbursement is done by the established WAFCS voucher policy for Association expenses.
 4. WAFCS Annual Conference registration is paid by WAFCS through the reimbursement process.
 5. Upon a successful evaluation, a yearly contract will be written by the treasurer and submitted to the executive director to be signed. The contract is also signed by the President and the treasurer
 6. A monthly salary voucher will be submitted to the treasurer for payment.

FISCAL MANAGEMENT

- (a) Association Income
1. AAFCS dues report is sent quarterly to the WAFCS Treasurer and the president. The rebate is deposited directly in the WAFCS checking account.
 2. Income opportunities could include tours, fundraisers, celebrations, workshops, conferences, and other board approved activities. Any fundraising must be pre-approved by the executive board.
 3. Co-sponsored events, such as the Washington FCS Annual Conference, generate additional income based on a pre-determined formula as outlined in the Memorandum of Understanding (MOU) between WAFCS and WAFACSE.
- (b) Donations and memorial contributions are encouraged.
- (c) Bank Accounts and Investments
1. At the direction of the executive board, the treasurer will research, recommend, and implement bank account and investment proposals.
 2. Currently, WAFCS has checking and savings accounts at Umpqua Bank and investment are held with Edward Jones.
 3. Funds in the Edward Jones Mutual Funds Investment Account may be transferred annually to support operating expenses.
 4. Funds in the Edward Jones Money Market Scholarship Account are used exclusively for the WAFCS scholarship and sent on a rotating basis to Washington State University, Central Washington University and Seattle Pacific University. If the current WAFCS account has money available for the scholarship, no money is transferred from the Edward Jones Scholarship Account. In 2020, the scholarship award was \$2000.00.

(a) Budget

1. The annual budget will reflect the Affiliate Action Plan activities and proposed projects.
2. Required participation for Executive Board and Committee members shall be reimbursed as follows: (a) Travel will be reimbursed at \$.14 per mile; (b) Board members will be reimbursed for ½ of the double occupancy room rates for required evening meeting attendance or next day early meeting start if travel time is more than two hours in one direction.
3. Meals during the course of required meetings will be provided.
4. Unused yearly budget allocations may be pooled to cover cost overruns.
5. Payment for unanticipated expenses exceeding budgeted amounts must be pre-approved by the president and the treasurer before reimbursement.
6. Unbudgeted funds must be approved by the executive board prior to incurring the expense.
7. Vouchers and appropriate receipts are required for all expenditures and submitted within 60 days.
8. To complete the fiscal year, all bills shall be submitted to the treasurer no later than December 1.
9. Expenses and/or stipends of the executive director will be paid according to the terms of the existing contracts, as directed by the WAFCS executive board.

**Approved at the WAFCS Executive Board Meeting
August 7, 2020**