



Georgia Association of Family and Consumer Sciences

Affiliate of the American Association of
Family and Consumer Sciences

Handbook

Georgia Association of Family and Consumer Sciences (GAFCS) Handbook

TABLE OF CONTENTS

I. Governing Bodies.....	3
a. Executive Board, page 3	
b. Assembly of Members, page 4	
c. Membership, page 5	
II. Elected Officers.....	5
a. Nomination of Candidates, page 5	
b. Qualification of Officers, page 5	
c. Terms of Office, page 5	
d. Duties of Officers, pages 6-13	
III. Functions of Appointed Officers.....	14
a. Counselor, page 14	
b. Student Unit Advisor, page 15	
c. Committee Chairs, page 15	
d. AAFCS Communities, page 15	
e. Special Projects Groups, page 16	
IV. Functions of Standing Committees.....	16
a. Finance Committee, page 16	
b. Internal Audit Committee, page 16	
c. Past Presidents’ Committee, page 17	
d. Diversity and Inclusion Committee, page 17	
V. Support to Georgia Student Unit Members.....	17
Appendix A – Agenda for Board Meetings, Parliamentary Guidelines.....	19
Appendix B – Guidelines for Annual Conference.....	23
Appendix C – Award Guidelines.....	28
Appendix D – Guidelines for Special Projects.....	35
Appendix E – Officer Installation Service.....	37
Appendix F – Past President List.....	40
Appendix G – Public Policy.....	43

I. GOVERNING BODIES

a. EXECUTIVE BOARD

i. Composition

1. Elected Officers
 - a. President
 - b. President Elect
 - c. Vice President for Professional Development
 - d. Vice President for Membership
 - e. Vice President for Resource Development
 - f. Vice President for Awards and Recognition
 - g. Vice President for Communications
 - h. Vice President for Public Policy
 - i. Secretary
 - j. Treasurer
2. Appointed Officers
 - a. Nominating Committee Chair
 - b. Georgia Student Unit Chair
 - c. Counselor
 - d. Georgia Student Unit Advisor

ii. Term of Duty

1. Term of duty begins June 1 to conform to AAFCS policy, except for the Treasurer whose term begins August 1 after the AAFCS annual conference. The Treasurer should serve at the pleasure of the Executive Board and have two-year renewals.
2. All Vice-Presidents will serve two-year terms. Appointed officers will serve one-year terms. Officers will serve until a successor is elected.
3. An officer can be removed from their position at the discretion of the President and the Executive Board if not performing job responsibilities.

iii. Functions

1. Act for the Assembly of Members between annual Assembly of Members and on call of the President.
2. Manage the business of GAFCS and refer to the Assembly of Members such matters as it deems advisable and as required by the Bylaws.
3. Receive reports including the budget from officers and to submit any recommendations to the Assembly of Members.
4. Provide for cooperation with other groups through appropriate means. Involvement shall include appointment of representatives for membership on joint committees. It shall receive reports from
5. Meet before the annual business meeting during GAFCS Annual Conference and at other times on call of the President.

6. Approve the dates and site for the GAFCS Annual Conference up to four (4) years in advance and have the power to cancel the annual conference in the event of an emergency.
7. Require majority of the voting of members of the Executive Board for a quorum. Electronic communications may be utilized.
8. Authorize and act upon the annual internal audit, prepared by the Internal Audit Committee

iv. General responsibilities of Executive Board members:

1. Attend Executive Board meetings (in person, by conference call, virtually, or be available electronically); send a report by an official representative.
2. Send to President, President Elect a copy of all correspondence.
3. Inform President, President Elect about all activities pertaining to GAFCS.
4. Submit all expenses on GAFCS vouchers to the President for approval for reimbursement. (Expenditures in the budget are for operating expenses only and do not include personal expenses for attending meetings unless designated in the budget.)
5. Prepare written copies of reports and handouts for presentation at Executive Board meetings and the GAFCS annual conference. Submit copies to the President, President Elect.
6. Present reports with handouts, if needed, at Executive Board meetings and the GAFCS Annual Conference, if required.
7. Transfer all records and files to successor in a timely manner after the annual conference.
8. Review Bylaws and Handbook and recommend any revisions to the Bylaws and Handbook to the Counselor by the deadline.

v. Quorum

1. A majority of the voting members shall constitute a quorum.

b. ASSEMBLY OF MEMBERS

i. Composition

1. The Assembly of Members shall consist of members in attendance at the Annual business meeting. They shall transact the business of GAFCS by Majority vote of the members present and voting, with the exception of organizational, student unit, and honorary members.

ii. Functions

1. Convene at the time of the GAFCS annual business meeting.
2. Receive and act upon reports and recommendations of the GAFCS officers.
3. Act upon and adopt an annual budget.
4. Transact other business as may properly come before the Assembly of members.

5. Give guidance to GAFCS delegates to the AAFCS Leadership Council and receive a report of and consider the decisions made by the AAFCS Leadership Council, as needed.

c. MEMBERSHIP

- i. The membership requirements of GAFCS shall correspond to those of AAFCS, as defined in the Bylaws.

1. Functions

- a. Elect officers in person at GAFCS Annual Conference business meeting, by mail, or electronic ballot.
- b. Participate in regional, state, national, and international activities of the Association.
- c. Support and contribute to the purposes of the associations as specified in the Bylaws.
- d. Participate in the Assembly of Members at the annual business meeting.

II. ELECTED OFFICERS

a. NOMINATION OF CANDIDATES

- i. Nominations of candidates for officers of GAFCS shall be made by the nominating committee.
- ii. Members have the opportunity to let the nominating committee know their interest in serving as an officer.
- iii. The nominating committee will prepare the final slate for the ballot.
- iv. The ballot may be electronically transmitted to the membership at least thirty days prior to the annual business meeting.
- v. Each association professional and student member shall be entitled to one vote.
- vi. Election is by majority of votes cast during the annual conference business meeting.
- vii. Elected officers will be installed during the annual conference business meeting.

b. QUALIFICATION OF OFFICERS

- i. The President shall have served the previous year as President Elect. The President Elect must have a minimum of five years' membership in GAFCS and have served on the Executive Board within the last five years.
- ii. The Counselor shall be the Immediate Past President of GAFCS.
- iii. **FOR ALL OFFICERS:** Each position will implement their specific functions based on available resources including time, people, money, and technology; prioritize as applicable for the year; review and amend as needed and keep records that will be transferred to successor at the end of their term of service.

c. TERMS OF OFFICE

- i. The President serves one year as President and one-year as Counselor.
- ii. The President Elect is elected every year and serves one year as President Elect one year as President and one year as Counselor.

- iii. The Vice President for Professional Development, elected in even years, serves a two-year term or until a successor is elected.
- iv. The Vice President for Membership, elected in odd years, serves a two-year term or until a successor is elected.
- v. The Vice President for Resource Development, elected in odd years, serves a two-year term or until a successor is elected.
- vi. The Vice President for Awards and Recognition, elected in even years, serves a two-year term or until a successor is elected.
- vii. The Vice President for Communication, elected in odd years, serves a two-year term or until successor is elected.
- viii. The Vice President for Public Policy, elected in even years, serves a two-year term or until a successor is elected.
- ix. The Secretary, elected in odd years, serves a two-year term or until a successor is elected.
- x. The Treasurer is elected in even years. The Treasurer should serve at the pleasure of the Executive Board and have two-year renewals.
- xi. The Counselor shall serve for one year.

d. DUTIES OF OFFICERS

i. President

1. Serves one year as President after serving the previous year as President Elect and will serve as Counselor the following year.
2. Serves as chair of the Executive Board.
3. Presides at business meetings of the Executive Board and Assembly of Members.
4. Appoints members to fill unexpired terms or vacancies in both elected and appointed offices, and any additional liaison or committee appointments deemed necessary, with the exception of the President Elect who shall be elected by the Executive Board.
5. Serves as acting Treasurer as needed; serves as a member of the Finance Committee.
6. Serves on the AAFCS Affiliate Presidents Unit (APU), represents GAFCS on the Leadership Council and reports these meeting to Executive Board, and submits names of delegates (President and President Elect) and alternates to represent GAFCS on the AAFCS Leadership Council.
7. Prepares and submits report of accomplishments to AAFCS, in cooperation with the Executive Board.
8. Provides leadership for GAFCS and coordinates plans with President Elect for consistency and continuity.
9. Arranges for transfer of all records and materials pertaining to the business of GAFCS to the appropriate incoming officers.

10. Coordinates, with the Executive Board, the organization of the Leadership Workshop, to be held in July, to discuss policies and plans for the upcoming year.
11. Serves as ex-officio member of all committees.
12. Uses available technology and resources to communicate with members.
13. Adheres to the GAFCS Bylaws and Handbook.
14. Monitors the actions of the Executive Board, Assembly of Members and Membership to ensure the Bylaws and the Handbook guidelines are observed at all times.
15. Informs appropriate AAFCS personnel of GAFCS officer changes.
16. Coordinates GAFCS calendar of events and presents it to the Executive Board.
17. Signs or co-signs contracts of the association and approves, before payment, all bills and invoices for that term of office.
18. Consults with AAFCS before any state organizational changes are made that might affect AAFCS.
19. Handles any emergencies arising between meetings of the Executive Board and reports action at the next meeting.
20. Arranges with Counselor for copies of pertinent materials to be submitted to the State of Georgia Archives in years ending with 0 and 5.
21. Keeps the official file or notebook of activities accurately updated.
22. Transfer all records and files to successor at least one month before term starts.
23. Submits reports of the Internal Audit Committee to the Executive Board for approval.
24. Serves as a voting member on the Executive Board in the case of a tie.

ii. PRESIDENT ELECT

1. Serves for one year as President Elect before assuming duties of President and will serve one year as Counselor following President year.
2. Serves as a member of the Executive Board.
3. Serves as Chair of the Annual Conference Committee and is a member of the Finance Committee.
4. Appoints officers and an internal audit chair and committee for his/her term as President.
5. Serves on the AAFCS Affiliate Presidents Unit (APU), represents GAFCS on the Leadership Council and reports these meetings to the Executive Board.
6. Serves in the absence of the President.
7. Fills the unexpired term of President, in case of vacancy in the President's office.

8. Arranges for the installation of officers who will serve during term as President.
9. Purchases and presents gift to outgoing President during GAFCS Annual Conference.
10. Transfer all records and files to successor at least one month before term starts.
11. Responsible for planning the state GAFCS Annual Conference. *(Refer to Appendix B: Guidelines for Annual Conference.)*
12. Serves as a voting member on the Executive Board.

iii. VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

1. a. Serves two years elected in even years. Serves as a member of the Executive Board.
2. Gathers information from members and other sources to determine priority issues. Identifies priority issue(s) on which to base all the Association's programs for the year. Works with the Executive Board, AAFCS communities and special project groups to develop a program of work using the specific GAFCS priority issue and area(s) of focus recommended by AAFCS when appropriate. Provides listing of possible activities for each focus area to be used by various groups in developing and implementing the Plan of Work.
3. Submits GAFCS Plan of Work to AAFCS, if required.
4. Informs the Executive Board, committees, action groups of dates for submitting the program of work and the summary of the year report.
5. Submits news articles relevant to the Plan of Work and its implementation to Vice President of Communication.
6. Submits recommendations for dates and sites of the GAFCS Annual Conference up to four (4) years in advance to the Executive Board for consideration and approval.
7. Receives Plan of Work summary of the year reports from Executive Board members, committee chairs, and district chairs at least 30 days prior to the annual conference and compiles the GAFCS Summary of the Year Report.
8. Presents the GAFCS Summary of the Year Report to the Executive Board and the Assembly of Members at the Annual Business meeting.
9. Transfer all records and files to successor at least one month before term starts.
10. Serves as liaison to the AAFCS International Community.
11. Promotes membership and involvement in IFHE.
12. Keeps membership informed about available professional improvement opportunities, especially webinars from AAFCS.

13. Serves as liaison with college and university continuing education units.
14. Responsible for submitting the PDU application to AAFCS for certification of hours for GAFCS Annual Conference. Will need to work with President Elect prior to submitting this form.
15. Serves as a voting member on the Executive Board.

iv. VICE PRESIDENT FOR MEMBERSHIP

1. Serves two years elected in odd years. Serves as a member of the Executive Board.
2. Develops and presents a membership promotion campaign with a specific plan of action to the Executive Board for approval.
3. Distributes AAFCS membership promotional materials within the state.
4. Maintains membership list and reports status to the Executive Board and to the Assembly of Members at the annual business meeting.
5. Prepares newsletter articles and membership promotional materials and incentives as needed.
6. Provides a membership mailing list (label style) and electronic email list of GAFCS members to President, President Elect and Vice President for Communication.
7. Provides necessary information to the President Elect related to budget and program for annual conference, such as cost of membership awards.
8. Keeps the official file or notebook of activities accurately updated.
9. Transfer all records and files to successor at least one month before term starts.
10. Secure a list of recent FCS graduates from the Georgia colleges and universities for membership purposes.
11. Serves as a voting member on the Executive Board.

v. VICE PRESIDENT FOR RESOURCE DEVELOPMENT

1. Serves two years elected in odd years. Serves as a member of Executive Board.
2. Serves as a member of Finance Committee.
3. Qualifications: Preference will be given, but not limited to, a person with a strong background in fundraising, financial planning, and/or public relations.
4. Gives leadership to develop short (2 years) and long (up to 6 years) term fundraising goals within the Finance Committee. Evaluates past efforts in setting new goals.
5. Is responsible for the development and implementation of fundraising activities, which will ensure the financial security of GAFCS.

6. Seeks funding for GAFCS scholarships as part of or separate from item c (Appendix C).
7. Recruits and coordinates sponsorships and exhibitors for the Annual Conference.
8. Transfer all records and files to successor at least one month before term starts.
9. Submits an annual report of all resource development initiatives to Executive Board and to membership at annual conference.
10. Coordinates silent auction, if board approves, at annual conference.
11. Serves as a voting member on the Executive Board.

vi. VICE PRESIDENT FOR AWARDS AND RECOGNITION

1. Serves two years elected in even years. Serves as member of Executive Board.
2. Serves as chair of the scholarship committee.
3. Disseminates information and takes nominations for the AAFCS and GAFCS awards program.
4. Coordinates promotion, review and awarding of scholarships available.
5. Include the name and address of scholarship donor and current GAFCS President in scholarship award presentation package.
6. Coordinate with Treasurer the sending of check to recipient's institution.
7. Coordinates with the Vice President for Membership any membership awards (10-year bronze, 25-year silver and 50-year gold; first-timers) presented at the Annual Conference.
8. Coordinates the selection of the GAFCS Teacher of the Year Award.
9. Secures appropriate awards for presentation at the annual conference.
10. Keeps awards and recognition guidelines current and in line with AAFCS (if a national award).
11. Transfer all records and files to successor at least one month before term starts.
12. Coordinates AAFCS awards submission process.
13. Serves as a voting member on the Executive Board.

vii. VICE PRESIDENT FOR COMMUNICATIONS

1. Serves two years elected in odd years. Serves as a member of the Executive Board.
2. Works with the Vice President for Public Policy to keep GAFCS membership informed about public policy issues, which have significant impact upon family and consumer sciences.
3. Develops public relations strategies.

- a. Coordinates efforts to expand and improve public knowledge, understanding and appreciation of the FCS profession.
 - b. Promotes special events and family-related observances, such as National Family Week, Dine In Day, etc. as listed in the Plan of Work and approved by the Executive Board.
 - c. Updates GAFCS Exhibit as necessary.
- 4. Responsible for the GAFCS newsletter and website.
 - a. Encourages members to submit news articles and information about events either personal or professional for the newsletter.
 - b. Receives articles and reports from Executive Board members for the newsletter and website.
 - c. Prepares newsletter, sends for review, and arranges for dissemination to members (e.g., printing, email, posting to website.)
 - d. Set publication deadlines.
 - e. Coordinates and updates the website as needed.
 - f. Coordinates the collection and dissemination of news releases about GAFCS through its official publication and other media as deemed appropriate.
 - g. Collects GAFCS news and disseminate to members.
- 5. Maintains a mailing list for membership and maintains an email distribution list for membership in cooperation with Vice President for Membership.
- 6. Transfer all records and files to successor at least one month before term starts.
- 7. Serves as a voting member on the Executive Board.

viii. VICE PRESIDENT FOR PUBLIC POLICY

- 1. Serves two years elected in even years. Serves as a member of the Executive Board.
- 2. Expected outcome: promote positive support for issues affecting individuals and families; increase participation of GAFCS members in public affairs; and increase visibility of profession.
- 3. Articulates current issues and engages members in policy initiatives.
- 4. Develops public interest programs that promote public policy issues that are important to profession and families.
- 5. Monitors federal and state legislation, which has significant impact on matters of interest and importance to GAFCS members.
- 6. Keeps membership informed on the status of such legislation.
- 7. Encourages membership involvement in public policy.
- 8. Serves as Association contact for student assistant legislative aide(s) when funded by GAFCS.

9. Coordinates member public policy related activities with the Executive Board.
10. Chairs the Resolutions Committee, if needed.
 - a. Appoints members to the Resolution Committee.
 - b. Receives and proposes resolutions for adoption by Executive Board and Assembly of Members.
 - c. Informs GAFCS membership of resolutions passed by AAFCS via newsletter following the AAFCS annual conference.
11. Explores methods to collaborate with other organizations with similar interests.
12. Provides sources for advocacy material and contacts (representatives, candidates, senators, etc.) relative to issues important to profession so members can communicate and respond easily in a timely manner.
13. Builds and strengthens relationships with political leaders, policy makers and government personnel.
14. Transfer all records and files to successor at least one month before term starts.
15. Serves as a voting member on the Executive Board.

ix. SECRETARY

1. Serves two years elected in odd years. Serves as a member of the Executive Board.
2. Records the minutes of all business meetings of the Executive Board and Assembly of Members.
3. Conducts correspondence as directed by the governing bodies.
4. Mails/sends electronically copies of all minutes to members of the Executive Board within two (2) weeks, following each meeting.
5. Keeps at hand and brings to official meetings, copies of minutes for the current and immediate past GAFCS years.
6. Keeps a loose-leaf or electronic record book of minutes from the current year and the immediate past year to pass on to successor.
7. Print two copies of all minutes; one copy for filing in the State of Georgia Archives (these should be given to current Counselor at the July Leadership workshop) and one copy for the GAFCS permanent files.
8. Transfer all records and files to successor at least one month before term starts.
9. Serves as a voting member on the Executive Board.

x. TREASURER

1. The Treasurer is elected in even years, should serve at the pleasure of the Executive Board and have two-year renewals, and is a member of the Executive Board, effective August 1 after the annual business meeting.

2. Serves as Chair of the Finance Committee; members include the President, President Elect, Vice President for Resource Development, and Counselor.
3. Serves as custodian of all GAFCS money, bonds, notes, deeds, mortgages, and other securities held for investment; and shall invest such funds as directed by the Executive Board.
4. Pays out money only upon receipt of vouchers approved by the President.
5. Presents the proposed annual budget and a written report of receipts and expenditures to the Executive Board and the Assembly of Members for approval.
6. Transfers to the current President and incoming Treasurer an accurate record of all receipts and disbursements, a file of bank statements and/or canceled checks, receipted bills and internal audits at the end of the term of office.
7. Prepares all tax reports for the fiscal years during term of office.
8. Provides materials to the Internal Audit Committee as requested. Submits to a qualified accountant, materials needed for preparation of a compilation at the end of the Treasurer's term of office, if required by the Internal Revenue Service.
9. Keeps the official financial file or notebook of activities accurately updated.
10. Transfer all records and files to successor at least one month before term starts.
11. Serves as a voting member on the Executive Board.

xi. NOMINATING COMMITTEE

1. Consists of three GAFCS past President members. The counselor serves as an ex-officio member of the Nominating Committee. Insofar as possible, committee members represent various professional practice areas and GAFCS.
2. Members serve for three years following their year as Counselor.
3. The Nominating Committee determines who will chair the committee. The chair will serve on the Executive Board.
4. Nominating Committee Process for Selection of Candidates:
 - a. The incoming Chair requests names of eligible candidates interested in holding GAFCS and AAFCS elected offices.
 - b. Chair consults with Vice President for Membership to confirm each candidate's current membership status immediately after the committee meeting.
 - c. Chair calls potential candidates for oral acceptance.
 - d. Chair presents proposed slate of qualified nominees for each elected office to the Executive Board for approval.

Single Slate:

President

President Elect (elected every year)
Vice President for Professional Development (even years)
Vice President for Membership (odd years)
Vice President for Resource Development (odd years)
Vice President for Awards and Recognition (even years)
Vice President for Communication (elected odd years)
Vice President Public Policy (elected even years)
Secretary (elected odd years)
Treasurer (elected even years)

Nominating Committee Slate:

Nominating Committee (3 members, three-year term)
Counselor (not voted on, part of job responsibility)

5. Nominating Committee Chair Serves as a voting member on the Executive Board.

xii. GEORGIA STUDENT UNIT CHAIR

1. Serves as a member of the Executive Board.
2. Encourages mentoring among students, young professionals, and experienced professional members.
3. Works with Student Unit Advisor to plan special activities at the Annual Conference that help carry out the Student Unit plan of work.
4. Serves as a voting member on the Executive Board.

III. FUNCTIONS OF APPOINTED OFFICERS

a. COUNSELOR

- i. Shall be the immediate past president of GAFCS and serves as a member of the Executive Board.
- ii. Assists in the transition of GAFCS activities from one Executive Board to another.
- iii. Advises the President and counsels with other officers upon request.
- iv. Serves as Chair of the Past Presidents' Committee.
- v. Serves as an ex-officio member of the Nominating Committee.
- vi. Revises the GAFCS Bylaws and Handbook as directed by the Executive Board.
- vii. Serves as the Parliamentarian. Maintain the Robert's Rules of Order, Newly Revised, the official copy of GAFCS Bylaws and Handbook, and a copy of AAFCS Bylaws.
- viii. Transfers all records and files to successor within two (2) weeks of the annual conference or before the completion of term of office.
- ix. Maintains a file of current year's significant records such as minutes, board reports conference programs, documents, printed newsletters, and photos for the State of Georgia Archives. The file will be added to every year and be delivered to the archives every five years, ending in 0 and 5.

b. GEORGIA STUDENT UNIT ADVISOR

- i. Serves a one-year term and is a voting member of the Executive Board.

- ii. Serves as the advisor to the Student Unit Chair and Organization. The Student Unit Advisor of the school that the Student Unit Chair attends fills this position.
 - iii. Communicates on professional development efforts with college and university student groups and their advisors.
 - iv. Contacts each institution for listing of students planning to attend GAFCS/AAFCS conferences and reports the names to the board prior to conference(s).
 - v. Encourages mentoring among students, young professionals, and experienced professional members.
 - vi. Assists with the coordination of the student reimbursement process for the state and national conferences.
- c. **COMMITTEE CHAIRS**
- i. Appoints and works with committee members to fulfill committee responsibilities.
 - ii. Develops and submits a proposed budget and end of year financial statement to the Treasurer, if needed.
 - iii. Provides Annual Conference budget and program information to the President Elect at the August Executive Board meeting or as requested.
 - iv. Makes recommendations to the Nominating Committee for state and national offices, when requested.
- d. **AAFCS COMMUNITIES**
- For more information about how to join existing communities or how to start a community, go to the AAFCS website.
- i. **Professional Communities**
 - 1. The official AAFCS member groups are organized to serve as a conduit of professional action, dialogue and promotion of the mission per AAFCS By-laws. Each member group has identified leadership and typically represents a family and consumer sciences practice setting, content area, or special topic of interest.
 - ii. **Networking Communities**
 - 1. These groups include members who have common interests, roles, or relationships and would benefit from connecting to others and building professional networks.
 - iii. **Governance Communities**
 - 1. These are AAFCS units, such as committees, councils, and assemblies who will be the online communities for meetings and collaborative projects.
 - iv. **Certification Communities**
 - 1. These are groups for professionals who hold professional certification through AAFCS.
- e. **SPECIAL PROJECT GROUPS**
- i. **Status of FACS Education in Georgia**

1. To keep abreast of Department of Education issues as they relate to K-12 and higher education in the profession of family and consumer science.
- ii. **Responsibilities**
 1. Work with and promote members being involved with Communities of Interest and Practice web-based groups as a member benefit.
 2. Develop and submit a proposed budget and end of year financial statement to the Treasurer, if needed.
 3. Provide Annual Conference budget and program information to the President Elect at the August Executive Board meeting as requested, if participating in the Annual Conference as a community.
 4. Make recommendations to the Nominating Committee for state and national officers, when requested.
 5. Submit a summary of the year report to the Vice President for Professional Development at least 30 days prior to the annual conference, if pertinent.

IV. FUNCTIONS OF STANDING COMMITTEES

a. FINANCE COMMITTEE

- i. Members include:
 1. Treasurer, and serves as Chair
 2. President
 3. President Elect
 4. Vice President for Resource Development
 5. Counselor
- ii. Prepares and submits a proposed annual budget and financial report to the Executive Board and the Assembly of Members

b. INTERNAL AUDIT COMMITTEE

- i. Members include three GAFCS members appointed by the President Elect to serve during the following year.
- ii. Requests materials from the Treasurer for preparation of the annual internal audit.
- iii. Prepares an annual report and provides a copy to the President, President Elect, Secretary, Vice President for Resource Development.
- iv. Presents report to the Executive Board.

c. PAST PRESIDENTS' COMMITTEE

- i. Members include all past Presidents who hold current membership in AAFCS/GAFCS, and the current President and President Elect who serve as ex officio members.
- ii. The Counselor serves as the Chair.
- iii. In the event the Counselor is unable to assume their responsibility, a chair will be elected by the committee.

- iv. Develops and maintains a long-range plan of action for fiscal and management procedures of GAFCS.
- v. Reviews guidelines for initiating special projects.
- vi. Promotes the continuity of GAFCS administrative functions.

d. **DIVERSITY AND INCLUSION COMMITTEE**

- i. Directs way to create a welcoming environment for current and future family and consumer sciences professionals including students
- ii. Aligns work with the AAFCS Community of Diversity and Inclusion, IFHE-US, and the National Coalition for Black Development in Family and Consumer Sciences
- iii. Highlights diversity stories in our publications, including the newsletter and website
- iv. Integrates diversity discussions into GAFCS board meetings and events
- v. Directs ways to increase attendee and university representation at Annual Conference
- vi. Mentors students and young professionals, focusing on those from underrepresented groups

V. **SUPPORT TO GEORGIA STUDENT UNIT MEMBERS**

- a. GAFCS supports student unit members attending the state annual conference and AAFCS national conference. The amount of reimbursement is based on the dollar amount that is allocated in the current fiscal year budget. The guidelines for reimbursement are as follows:
 - i. Students must be currently enrolled in a FACS or FACS-related major, at the undergraduate or graduate level, in one of the FACS units of Georgia.
 - ii. Students requesting reimbursement for the GAFCS Annual Conference do not have to hold current membership in AAFCS/GAFCS. Students requesting reimbursement for the AAFCS Annual Conference **MUST** hold current membership in AAFCS/GAFCS.
 - iii. Reimbursement up to 50 percent of the budgeted amount for Line 23, *Student Unit Delegate to AAFCS*, will be given to AAFCS national unit officer(s) and the remaining 50 percent divided equally among other students attending AAFCS Annual Conference.
 - iv. Students need to pay expenses, attend the conference(s) and submit for their individual reimbursement within **30 days** from the end of the conference(s).
 - v. Requests for reimbursement, with receipts attached to the current GAFCS Check Request Voucher, should be sent to the current GAFCS President. Only those expenses incurred by a student are reimbursable. Students should be prepared to provide documentation that they attended the conference(s) (e.g., provide a copy of the conference name badge). The GAFCS President will submit voucher with receipts to the Treasurer for reimbursement.

- vi. The money allocated in the GAFCS budget for state and national conferences should be divided equally among the number of students attending each conference, regardless of Georgia institution affiliation.
- vii. Eligible expenses (registration, travel, meals, etc.) will follow current University System travel policies.
- viii. Reimbursement checks will be made payable to the individual student.

Appendix A – Agenda for Board Meetings



Executive Board Meeting Agenda Conference Call

Date

Time

Dial in Number – Meeting ID –

- Call to Order – Quorum
- Thought for the Day
- Reading and Approval of Minutes:
- Association Correspondence
- Officers and Committees Reports
 - President
 - President Elect
 - Treasurer Report
 - Membership
 - Communications
 - Public Policy
 - Professional Development
 - Resource Development
 - Awards & Recognition
 - Nominating Committee
 - Student Unit
 - Counselor
- Reports of Special Committees (leave off, if none)
- Unfinished Business
- New Business
- Announcements
- Adjournment

Appendix A – Parliamentary Guidelines

PARLIAMENTARY TIPS

I. EIGHT STEPS IN HANDLING A MOTION

- a. **Addresses the Chair...** Member rises and says, “Madam (Mr.) President.”
- b. **Obtains recognition...** Chair: “Yes, _____.” (or nods)
- c. **States the motion...** Member: “I move that...”
- d. **Seconds the motion...** Another member: “I second the motion.”
- e. **Chair states that motion...** Chair: “It has been moved and seconded that...”
- f. **Chair calls for discussion...** Chair: “Is there any discussion?” (Recognize maker first, then opposition)
- g. **Chair puts the motion to a vote...** Chair: “Are you ready for the question?...All those in favor of the motion that...say, ‘Aye’...those opposed, say ‘No’.
- h. **Chair announces result...** Chair: “The ‘Ayes’ have it and the motion is carried That we...” *OR* “The ‘Noes’ have it, and the motion is lost.”

NOTE: *If the President is in doubt about the outcome of the vote, he/she then may say, “The Chair is in doubt about the result of the vote, will those voting in the affirmative please rise; those voting in the negative please rise...” then the Chair rules on the vote...or if still in doubt the chair has them rise again and count off.*

II. SOME MOST FREQUENTLY USED MOTIONS

Some of the most often used motions and their purposes are:

- a. **Main Motion** - a motion to bring a matter before the assembly for discussion and action.
- b. **Amendments** - primary and secondary amendments are to modify or change a motion (see “amendments”).
- c. **Postpone Indefinitely** - to reject a motion or question pending without taking a direct vote. The effect is to “kill” the motion.
- d. **Refer to Committee** - to delay action; to give more time for consideration or study of.
- e. **Postpone to a Definite Time** - to delay action on a proposed question to a specified time.
- f. **Limit or Extend Debate** -to limit by decreasing the allotted time or to extend by increasing the allotted time.
- g. **Call for the Previous Question** - a motion to determine whether the assembly will cut off debate and vote at once on the pending question (requires a two-thirds vote).
- h. **Lay on the Table** - a motion to determine whether the assembly to put aside a pending question temporarily; can be brought back by a motion to take from the table (not intended as a killing motion).
- i. **Call for Orders of the Day** - a request that the prescribed rules of order be followed.
- j. **Questions of Privilege (Personal and General)** - a motion requesting special privilege for an individual of the assembly.

- k. **Recess** - to dissolve an assembly temporarily.
- l. **Adjourn** - to close a meeting officially.
- m. **Fix Time and Place to which to Adjourn** - to provide for another meeting (called “adjourned meeting”) to continue business which was not completed in present session.
- n. **Point of Order** - to request enforcement of the rules of order.
- o. **Appeal from the Decision of the Chair** - to question a decision of the Chair; an effort to reverse the decision of the Chair on a point of order.
- p. **Objection to Consideration** - to suppress and prevent discussion of an undesirable or sensitive question (must be raised before debate begins).
- q. **Withdraw** - to remove a matter for consideration without a vote upon it (may be made by the mover or by permission of assembly).
- r. **Take from the Table** - to take up a matter which has been laid on the table.
- s. **Reconsider** - to reconsider or bring back a matter previously voted. Motion to reconsider must be made by vote on prevailing side and must be made on the same day or in the same session.
- t. **Rescind** - to repeal or annul action previously taken. Requires majority vote with previous notice; two-thirds vote without notice.
- u. **Ratify** - to make legal, any action taken in an emergency.

III. AMENDMENTS TO CHANGE A MAIN MOTION

- a. After the President has stated a member’s motion, it may be changed (amended) in one of three ways:
 - i. By inserting one or more consecutive words or by adding one or more words to the end of the motion.
 - ii. By striking out one or more consecutive words.
 - iii. By striking out one or more consecutive words and inserting others or by substituting (be sure it is germane to main motion).
- b. **Member: “Madam President, I move to amend the motion by...”**
***NOTE:** The amendment must be voted on first, then the motion as amended must be voted on.*

IV. MINUTES MUST HAVE THE FOLLOWING CONTENT

- a. **Kind of Meeting.** (Regular, special, called, etc.)
- b. **Name of Assembly**
- c. **Date, Time and Place of Meeting.**
- d. **Fact of Presence of President and Secretary, or Substitutes, and Quorum.**
- e. **Minutes Read, and Statement of Amendment and/or Approval.**
- f. **All Main Motions and Disposition of Them.** (Also, points of order or appeal.)
- g. **Time of Adjournment and Name of Recorder.**
- h. **Signature of Secretary.** The word “approved” and date of approval should be noted at the bottom of the minutes by Secretary after they have been approved.
***NOTE:** The names of those making and seconding a motion should be recorded. Minutes are a record what was done. It is important to include “who” is responsible for further action.*

Minutes should be placed in a permanent record book. A new book, or division, should be allowed for the minutes of each year's meetings.

Appendix B – Guidelines for State Annual Conference

This document is intended to serve as a guide to the President Elect, rather than to establish policies. This guide should be reviewed and updated each year by the President Elect and revisions submitted to the Counselor for submission to the GAFCS Handbook.

I. Annual Conference Management

a. Structure

- i. The annual conference is the shared responsibility of the entire Executive Board. Each Executive Board member should provide appropriate direction to the support for the President Elect.
- ii. The President Elect should encourage continuity by involving his/her successor in planning as appropriate and send him/her copies of all correspondence.

b. Responsibilities

- i. The President Elect should establish expectations, program content (speakers), timeline, and organization cost estimate.
- ii. The President Elect should work with the President, VP for Professional Development, and VP for Resource Development to coordinate the following tasks:
 1. develop proposed agenda for review by executive board
 2. contact speakers and negotiate time, topic, and fee
 3. submit to AAFCS a request for professional development units (PDU's)
 4. confirm speakers, secure vitae and assist with travel and lodging plans
 5. develop proposed budget
 6. develop preliminary program for registration mail-out including: typesetting, artwork, registration form, printing, secure mailing labels and mail
 7. receive registrations, prepare receipts, nametags, etc.
 8. prepare and print final program
 9. prepare registration packets with receipt, nametag, program and other relevant information
 10. set up for registration and manage procedure with assistance from local area k. prepare appropriate signs
 11. give final meal count and room set-up instructions to site coordinator, caterer, etc.
 12. assist with audio visual equipment set-up at conference site.
 13. submit bills to treasurer; summarize conference evaluation, prepare participant list, write thank you notes to speakers
 14. prepare detailed financial statement (Excel spreadsheet) of all income and expenses within two months of annual meeting.

c. Timeline

- i. The President Elect should work on the following timeline:

1. GAFCS areas, professional sections, liaisons, etc. must submit written plans to raise funds or sell products at the annual conference prior to the November board meeting.
 2. Beginning in April determine date and site location so plans can begin. Inform incoming President Elect of site location. Save the Date postcards should be mailed as soon as date of conference determined.
 3. In July, August, September – Suggest objectives, theme, and appropriate presenters, and possible caterers. Appoint committees and define tasks.
 4. In September, October, November – Present final budget and tentative printed program. Have secured all speakers and contributions. Call for final changes to programs and questions concerning board member responsibilities. Set date for registration mail-out.
 5. In January, February – Review final annual meeting program and schedule with the Executive Committee and the Executive Board.
- d. Record Keeping System
- i. The President Elect should prepare a permanent file containing:
 1. Proposed budget
 2. Final Report of Expenses
 3. Complete List of Sponsors
 - a. Name of contact
 - b. Address, phone number, email
 - c. Description of Donation
 - d. Sample Letters to Sponsors
 4. Solicitation Letter
 5. Thank you note prior to annual meeting
 6. Thank you note following annual meeting
 7. Complete List of Committee Chairs
 8. Copies of Media Releases
 9. Complete Set of Registration Mail-out Materials
 10. Conference Program
 11. Registration Records
 - a. Total number registered
 - b. Breakdown by professionals, student members, or as deemed appropriate
 - c. Number of newcomers, retirees, or others, as appropriate
 - d. Professional Development Units (PDU's) Granted
 12. Evaluation Information
 13. Copies of Report to the Executive Board
 14. Photographs – dated and identified
 15. Other Information Important for Record Keeping

NOTE: One copy of this file should be provided to successor and a copy provide for archives.

- e. Selection of Site, Facility and Dates
 - i. Suggested Site Rotation – Site for conference should be set as early as possible after current conference, preferably April, May. The final site location should be determined by the Executive Board. Rotate conference sites north to south and east to west.
 - ii. Procedure for Facility Selection – The President Elect will secure the facility (2 years in advance) with guidance from the Executive Board and/or other appropriate person.
 - iii. Dates for Annual Conference/Business Meeting – The conference should be held on Friday or other suitable date. The business meeting should be conducted during the conference time frame. Pre or Post events should be planned as appropriate with thought given to rotating year to year.
- f. Program Content and Planning
 - i. The President Elect should distribute a form requesting input on objectives and program Content to Executive Board members at the earliest time possible after the current conference ends.
 - ii. Program content should be based on recommendations of the Executive Board members. The President Elect should consider this input when setting objectives and establishing a theme for the annual conference. This should be approved by the Executive Board as soon as possible and no later than the July board meeting.
 - iii. Plan for funding quality speakers when appropriate.
 - iv. The conference format can be changed each year to facilitate planning and facility used.
 - v. Have an appropriate balance between speakers from within and outside the profession.
 - vi. Provide association information and written session objectives to each presenter.
 - vii. Provide an evaluation instrument for all sessions.
 - viii. Exhibits should be included at the discretion of the President Elect. Consider facilities, program content and availability of exhibitors.
 - ix. Awards presentations are scheduled at the discretion of the President Elect, based on Recommendations of the appropriate Executive Board member.
 - x. Association business should be conducted during the annual conference.
 - xi. The President Elect should be very concerned about head table protocol. Example: The President should always be invited to sit at the head table.
 - xii. Session agendas are established by the President Elect. As much as possible, elected officers should be invited to preside, and Executive Board members given responsibilities at the annual conference.

- xiii. To promote the annual conference, be certain that the budget includes funds to do an adequate job. Consider mailing information to other groups that might be interested in program content.
 - xiv. A photographer should be available. This might be a skilled GAFCS member or a professional photographer, if the budget allows.
- g. Budget
- i. Distribute a budget request form to all Executive Board members at Leadership meeting.
 - ii. Conservative management is expected, but not to the point that it affects program quality and professional image.
 - iii. Budget line items should be based on the average of the past several years' costs.
 - iv. Complimentary rooms provided by the hotel (if hotel is meeting site) should be given to the GAFCS President and President Elect. Any others made available should be assigned by the President Elect.
- h. Annual Meeting Budget Should Include
- i. Income
 - 1. Registration fees payable to GAFCS.
 - 2. Donor contributions payable to GAFCS and marked for purpose.
 - ii. Expenses
 - 1. Speaker honorarium and expenses or gifts
 - 2. Awards – cost of frames, plaques, etc. Information can be provided by VP for Awards and Recognition.
 - 3. Outgoing President's gift purchased by President Elect
 - 4. Printing
 - 5. Mailing
 - 6. Rental of AV equipment, if necessary
 - 7. Meals for special guest of GAFCS President and President Elect
 - 8. Decorations, draping, flowers, etc.
 - 9. Workshop supplies that received prior approval
 - 10. Support services for President Elect (secretarial services, postage, copies, etc. and other expenses at the discretion of the Executive Committee)
 - 11. Registration supplies
 - 12. Funds for event to promote next meeting
 - iii. Registration fees:
 - 1. All members, including retirees should pay full registration.
 - 2. Student members should pay reduced fee.
 - 3. Non-members should pay increased fee.
 - 4. Refunds should be allowed only on cancellations made one week prior to annual meeting.
 - 5. Last minute meal tickets should be based on availability.
 - 6. Late registration fee should be an additional \$10 or more.

7. Registration fee for exhibitors or presenters who wish to participate in the entire meeting should be determined by the President Elect.
8. Consider allowing GAFCS member contribution to cover student member's registration or meal cost.

Appendix C – Award, Recognition and Scholarship Guidelines

Georgia Association of Family and Consumer Sciences (GAFCS) is offering a variety of awards to recognize and honor family and consumer sciences professionals and other individuals who have made significant contributions toward improving the lives of individuals, families, and communities. Applications may be downloaded, completed and mailed to the VP for Awards and Recognition; however, it is preferred that they be completed in electronic format and emailed. See address at end of this document. Award winners will be recognized at the annual GAFCS conference. Guidelines for all awards and forms are included on the GAFCS website.

ALL AWARD OR SCHOLARSHIP APPLICATIONS ARE DUE JANUARY 10TH OF EACH YEAR.

To apply for awards, fill out the appropriate application and attach any other requested information stated in award guidelines.

Governing Statements for All Categories of Awards

- **AAFCS DUES MUST BE CURRENT TO APPLY FOR ANY AWARD OR SCHOLARSHIP.**
- The Awards and Recognition Committee reserves the right not to choose a recipient for an award or scholarship if jurors do not find a worthy applicant.
- Undergraduate and graduate scholarship recipients cannot re-apply for the same scholarship the succeeding year, following acceptance of funds.
- Please note that some of the awards are national recognition; however, the applications will be evaluated on the state level with recommendations for submission to AAFCS.
- Follow award guidelines for application submission.
- All award applications should be signed by the applicant (electronic signatures accepted).
- Include a 30-word summary that will be used at GAFCS Annual Conference to announce award and scholarship recipients.
- All (AAFCS and GAFCS) applications must be submitted to GAFCS VP for Awards and Recognition for review. Upon receipt of the applications, those that require forwarding will be forwarded as needed, unless otherwise instructed.
- Check specific award information for packaging details.
- Members are allowed to submit more than one award or scholarship application per year.
- Payment of student scholarship funds will be submitted to their institution to deposit into student account.

I. SCHOLARSHIPS

a. GAFCS First Timer Attendee Scholarship

Awarded to a GAFCS professional member attending the GAFCS Annual Conference for the first time. The scholarship covers cost of registration. AAFCS membership must be current, at the time of the award. Recipient is selected and announced by drawing from eligible registrants, at the State Annual Conference.

NOTE: If this is the first time you will be attending a GAFCS Annual Conference, make sure you mark the appropriate box/line on the registration form.

b. **GAFCS Graduate Scholarship**

Any GAFCS member who is a graduate student presently enrolled in a Georgia institution and has been a member two (2) years prior may apply. The member must be currently enrolled in a graduate program in family and consumer sciences or related specialized programs at the graduate level, is planning to be enrolled for the upcoming academic year and making satisfactory progress. The award is presented at the GAFCS Annual Conference.

i. **GUIDELINES**

1. Have three (3) evaluators complete the recommendation form for scholarships and return the completed recommendation form to the VP for Awards and Recognition, by the awards deadline.
2. Include a résumé that includes the following: educational background (include GPA on a 4-point scale), professional experiences and responsibilities (include graduate assistantships if relevant), special recognition and/or awards received and include dates (e.g., honors, awards, scholarships, grant proposals funded, and stipends), participation in volunteer and community service activities, and professional and leadership development activities, such as professional organizations.
3. Attach the following:
 - a. A brief explanation of why you need scholarship help.
 - b. A brief description of your academic success or scholastic record.
 - c. A brief description of you, your interests, and your experience which led you to choose a career in Family and Consumer Sciences.
4. Recipient of scholarship will send a thank you note to the scholarship donor and a copy of the note to the current GAFCS President within two weeks of being awarded.

c. **TC Transcontinental GAFCS Undergraduate Scholarship**

Any student unit member who is an AAFCS/GAFCS member and currently enrolled in an undergraduate program in family and consumer sciences or related specialized programs, at a Georgia institution, for the academic year and making satisfactory progress may apply. Although consideration will be given to students from Griffin or Spalding County, undergraduate GAFCS student members who apply must meet all requirements outlined in the awards, recognitions and scholarship guidelines. The scholarship is awarded at the GAFCS Annual Conference. The award check will be sent to institution to be deposited into student account.

i. **GUIDELINES**

1. Have three (3) evaluators complete the recommendation form for scholarships and return the completed recommendation form to the VP for Awards and Recognition, by the awards deadline.
2. Include vitae/résumé that includes the following: educational background (include GPA on a 4-point scale), professional experiences and responsibilities, special recognition and/or awards received and include dates (e.g., honors, awards, scholarships, grant proposals funded, and stipends), participation in volunteer and community service activities, and professional and leadership development activities, such as student organizations.
3. Attach the following:
 - a. A brief explanation of why you need scholarship help.
 - b. A brief description of your academic success or scholastic record.
 - c. A brief description of you, your interests, and your experience which led you to choose a career in Family and Consumer Sciences.
4. Recipient of scholarship will send a thank you note to the scholarship donor and a copy of the note to the current GAFCS President within two weeks of being awarded.

d. **Spirit of Giving Undergraduate Scholarship**

Any student unit member who is currently an AAFCS/GAFCS member and is a junior or senior FACS Education major at a Georgia institution, for the academic year and making satisfactory progress may apply. Special consideration given to excellent community service, service learning and/or volunteerism. Applicant must meet all requirements outlined in the awards, recognitions and scholarship guidelines. The scholarship is awarded at the GAFCS Annual Conference. The award check will be sent to institution to be deposited into student account.

i. **GUIDELINES**

1. Have three (3) evaluators complete the recommendation form for scholarships and return the completed recommendation form to the VP for Awards and Recognition, by the awards deadline.
2. Include vitae/résumé that includes the following: educational background (include GPA on a 4-point scale), participation in volunteer and community service activities, professional experiences and responsibilities, special recognition and/or awards received and include dates (e.g., honors, awards, scholarships, grant proposals funded, and stipends), and professional and leadership development activities, such as student organizations.
3. Attach the following:
 - a. A brief explanation of why you need scholarship assistance.

- b. A brief description of your academic success or scholastic record.
 - c. A brief description of you, your interests, and your experience which led you to choose a career in Family and Consumer Sciences.
4. Recipient of scholarship will send a thank you note to the scholarship donor and a copy of the note to the current GAFCS President within two weeks of being awarded.

II. STATE AWARDS

a. **GAFCS Outstanding Family and Consumer Sciences Professional**

Any Georgia Family and Consumer Sciences professional member who has demonstrated outstanding contributions to GAFCS and AAFCS at the district, state, and/or national level is eligible for this award. Members must have a minimum of two (2) years prior membership before applying for the award.

i. **GUIDELINES**

1. Have three (3) evaluators complete the recommendation form for awards and return the completed recommendation form to the VP for Awards and Recognition, by the awards deadline.
2. Submit Curriculum vitae/résumé (not to exceed three (3) typed, double-spaced pages with one-inch margins on all sides and a typeface of 10 to 12 characters per inch) that has been updated within the past year (scan, if necessary, and upload.)
3. Maximum of four (4) pages of supporting materials (may include brochures; programs; photographs; newsletters; newspaper, magazine, and journal articles; complete bibliographical citations; and other relevant supporting material) that address each of the evaluation criteria listed in the guidelines (scan, if necessary, and upload).

b. **Julius Benton Professional Improvement Award**

Any GAFCS professional member desiring to engage in a professional improvement project that enables the individual to develop and share communications and public relation skills which exemplify the goals of GAFCS. The recipient will present a session at the next GAFCS Annual Conference and prepare a GAFCS newsletter article about the project. A monetary award is presented at the GAFCS Annual Conference. Members must have a minimum of two (2) years prior membership before applying for the award.

i. **GUIDELINES**

1. Submit a detail of your professional improvement project that enables you to develop and share communications and public relations skills which exemplify the goals of GAFCS. The detail should be no longer than one (1) page, doubled spaced, with no smaller than a 12 Font.

III. SERVICE AWARDS

a. **GAFCS Bronze Circle Award**

Recognizes GAFCS member with 10 years of membership in AAFCS as of the end of the month in which the GAFCS Annual Conference is held. A special certificate designed with a bronze foil logo is presented at the GAFCS Annual Conference.

b. **GAFCS Silver Circle Award**

Recognizes GAFCS members with 25 years of membership in AAFCS as of the end of the month in which the GAFCS Annual Conference is held. A special certificate designed with a silver foil logo is presented at the GAFCS Annual Conference.

c. **GAFCS Golden Circle Award**

Recognizes GAFCS members with 50 years of membership in AAFCS as of the end of the month in which the GAFCS Annual Conference is held. A special certificate designed with a gold foil logo is presented at the GAFCS Annual Conference.

d. **TOOT YOUR OWN HORN RECOGNITION**

Members have an opportunity to share accomplishments they have made during the previous and/or current membership year by submitting the form to the VP for Awards and Recognition. Members may submit the form to the VP for Awards and Recognition throughout the year to be featured in the newsletter.

IV. NATIONAL AWARDS

GAFCS will annually present a Leaders Award, New Achiever Award, Teacher of the Year Award, and Wiley-Berger for Volunteer Service if there is an eligible nominee/applicant.

a. **GUIDELINES**

- i. These awards are listed on the AAFCS website and those guidelines should be followed **once** the Georgia state winner has been determined.
- ii. Applications will be evaluated on the state level to determine state nominee. This nominee's application will then be submitted to AAFCS the following year if there is national competition. Submit state application form.

b. **AAFCS Leaders Award**

The Leaders Award began with the AAFCS 75th anniversary when it was established to identify and honor Family and Consumer Sciences professionals who have made significant contributions to the field through their involvement with AAFCS. The Leaders Award guidelines and forms can be found on the AAFCS website. Applications will be evaluated on the state level and submitted to AAFCS, if selected and if there is national competition. Nominee/applicant must have at least 2 consecutive years of membership prior to the nomination and completed 8 years of service to the field is eligible to apply.

c. **AAFCS New Achiever Award**

Recognizes emerging professionals who have shown potential to make significant contributions to the field of Family and Consumer Sciences. Any Family and Consumer Sciences professional who is an active member of GAFCS/AAFCS may be nominated who has 2 consecutive years of membership prior to nomination and completed 3-8 years of service to the field. Applications will be evaluated on the state level and submitted to AAFCS, if selected and if there is national competition.

d. **AAFCS Teacher of the Year Award**

The Affiliate Teacher of the year competition is directed and administrated at the state level by each AAFCS Affiliate. Each participating Affiliate selects its own Teacher of the Year. The Affiliate may then choose to enter its Teacher of the Year in the national competition. This award recognizes exemplary teachers who utilize cutting-edge methods, techniques and activities to provide stimulus and visibility to family and consumer sciences in elementary and secondary education. One AAFCS Teacher of the Year finalist and up to two (2) merit finalists will be selected at the national level.

e. **Georgia Teacher of the Year Guidelines**

- i. The Georgia nominee must have membership in AAFCS at time of submission and at time of national conference plus 3 consecutive years immediately prior to submission. Have taught the submitted program a minimum of 2 previous years and current year. Is employed as a full time Family and Consumer Sciences teacher in K-12 or was a full-time Family and Consumer Sciences teacher who retired within 12 months of nomination deadline. K-12 teachers working one-half day in Family and Consumer Sciences are also eligible.
- ii. Nominee's current curriculum vitae/résumé: 3-page maximum, single-spaced, may use bullet form, with one-inch margins and 12-point Arial (regular) font and in PDF format (Adobe Reader). Include education, professional experience, professional organizations/roles, teacher related awards, and relevant community activities pertaining to the nominated FCS Curriculum Focus.
- iii. FCS Curriculum Focus: 4-page maximum, doubled-spaced, with one-inch margins and 12-point Arial (regular) font, in PDF format (Adobe Reader): Curriculum focus includes an original, expanded, or substantially modified traditional FCS content area, OR a teaching emphasis consistently embedded in the nominee's curriculum, i.e. service learning, project-based learning, STEM, and communications. Use the following headings to describe the integration of FCS curriculum focus, using the terms below as subheadings to inform or give evidence. Incorporate supporting items in readable scale such as photographs/drawings, figures/tables, and media clippings et al., which illustrate and further explain the curriculum focus.
 1. Description: Describe how your FCS Curriculum Focus exhibits creativity, innovation, and cutting-edge techniques and alignment with State or FCS National Standards.
 2. Technology: Describe how technology has impacted your curriculum focus.
 3. School/Community Setting: Briefly describe school/community and FCS Department. Include school and total FCS enrollment and the enrollment in the nominated curriculum focus for at least the past three years.

4. Goals and Outcomes: Describe goals, outcomes, and sustainability in narrative, list and/or graphic form.
- iv. Impact Statements:
1. Student Impact: Provide evidence that the curriculum focus has had a positive influence on students' lives during and beyond the duration of the curriculum focus.
 2. FCS Impact: Describe how the curriculum focus increases the visibility, growth, recognition, appreciation of, and support for FCS in the school and community.
 3. School/Community Impact: Describe how this curriculum focus had had a relevant and timely impact on the school and/or community needs.
 4. Funding and Challenges: Describe how nominee used ingenuity and perseverance to obtain, maximize, and sustain funding and/or overcome obstacles or challenges.
 5. A letter of support from a person in a position such as a supervisor, colleague, parent, student, educational partner or community leader who gives evidence of the impact and importance of the nominee's contributions to students, families, and the community in PDF format (Adobe Reader).
- f. **GAFCS Wiley-Berger Award for Volunteer Service**

This award honors an outstanding volunteer whose work has enhanced the well-being of others. It posthumously honors David R. Wiley, D. Reid, and Agnes Miller Berger for their outstanding contribution to Family and Consumer Sciences. Applications will be evaluated on the state level and submitted to AAFCS, if selected and if there is national competition.

If you have any questions concerning these awards, please contact the **Vice President of Awards and Recognition**.

Completed applications may be emailed or mailed to the address indicated on the application form.

Appendix D – Guidelines for Special Projects

I. ACTIVITY INITIATION AND ACCEPTANCE

- a. A special project of GAFCS shall consist of any activity requiring an investment of people, time, and/or GAFCS funds, which is not essential to the maintenance of the organization and/or required by its bylaws, policies, and to some extent, its traditional practices as reflected in recurring budget categories.
- b. The proposal is to be prepared by initiator(s) in accordance with established guidelines. It is then submitted to the GAFCS Executive Board.
- c. The Executive Board will review the proposal using the following criteria as the basis of action:
 - i. Is it within the realm of the legally stated purpose of the organization?
 - ii. Does the organization of the proposal clearly spell out a relationship to current program of work?
 - iii. Is funding available?
 - iv. Can the project be completed before the cessation of the program of work goal to which it is related? (This is not necessarily a requirement.)
 - v. Does the project represent a contribution to a substantial segment of the organization? Could most members give allegiance this proposal? (If there is a question, could membership be polled if all other requirements are met?)
 - vi. Is there a clear timetable? (A project may be returned to initiator or committee for establishment of this prior to approval.)
- d. All submitted proposals will be given a priority rating in relation to all proposals submitted.
- e. The Executive Board may take the following action:
 - i. **Approval of the Proposal**
 1. The Executive Board will select and appoint a chair for the project. The President of GAFCS will notify the initiator(s) the project has been approved and will provide pertinent information.
 - ii. **Proposals Not Approved or Returned for Additional Development**
 1. The President of GAFCS will provide recommendations of the Executive Board to the initiator(s).
- f. The project committee is responsible for planning, implementing, evaluating and reporting the project activity to the Executive Board and/or GAFCS members at the Annual Business Meeting.

II. OUTLINE FOR PREPARING PROPOSALS FOR SPECIAL PROJECTS

a. Proposal

A proposal for special projects and/or activities is to be prepared using the following guidelines. Submit the completed proposal to the President of GAFCS at least one month before the request is to be presented to the Executive Board.

i. Title of Proposed GAFCS Project/Activity

1. (Identify proposal with a brief, descriptive title.)

ii. Situation

1. State current information related to the existing situation. It must be sufficient to justify the project.
 2. Describe how this project will contribute to the resolution of the problem/situation.
 3. Justify the project in terms of priority in relation to GAFCS program of work goals and activities.
- iii. Purpose and Anticipated Results**
1. Specify the specific purpose(s) and expected outcome(s) as a result of the implementation of this project/activity.
- iv. Implementation of Project/Activity**
1. Describe generally what is to be done.
 2. State procedure for involvement of GAFCS members and commitment of organization.
 3. Include a timetable for implementation and completion.
- v. Evaluation**
1. Give general plans (stated briefly) for evaluation of project/activity.
- b. Budget**
- i. Estimate total budget. This should include expenditures of GAFCS to complete the project and projected income to GAFCS (if applicable). **B.** Justify these estimates by providing financial statement, etc.
- c. Execution**
- i. Specific member participation- Include recommendations for members to serve on the project committee, liaison to Executive Board and committee chair (if different from liaison).
- d. Validity**
- i. Must be signed by initiator(s) and section/committee/area, etc., sponsoring the proposal indicated. Date of submission must also be indicated.

Appendix E – Officer Installation Service

PRESIDING: Current Counselor or appointed Past President by current President.

Introduction

The Georgia Association of Family and Consumer Sciences as an affiliate of the American Association of Family and Consumer Sciences is recognized as the comprehensive and integrative source of knowledge and the primary voice focusing on family, individual and community well-being.

We are here today to affirm that vision and to install the (Dates) officers of the Georgia Association of Family and Consumer Sciences, who will lead us as we fulfill the mission of the organization. Will the elected officers please come forward when I call your name?

_____ President

_____ President Elect

_____ Vice President for Professional Development

_____ Vice President for Membership

_____ Vice President for Resource Development

_____ Vice President for Awards and Recognition

_____ Vice President for Communication

_____ Vice President for Public Policy

_____ Secretary

_____ Treasurer

Mission

The mission of the Georgia Association of Family and Consumer Sciences is the bedrock of our work as an organization and is the standard by which all work and activities are measured. It states, the mission of the Georgia Association of Family and Consumer Sciences is to affect the optimal well- being of families and individuals by:

- Empowering members to act on continuing and emerging concerns;
- Focusing the expertise of members for action on critical issues;
- Assuming leadership among organizations with mutual purposes.

Do you as our leaders promise to lead us to the best of your abilities to fulfill that mission in the State of Georgia? If so, please affirm by saying, "I do."

(Address the members).

Do you, the members of the Association, promise to support these officers in their work by assisting when asked, contributing with your time and talents, and to uphold the mission statement? If so, please say, "We do."

AFFIRMATION OF OFFICERS

(Address the new officers).

You realize that a great honor is being bestowed on you. The Georgia Association of Family and Consumer Sciences has faith and confidence in your ability to lead us forward. The pledge each of you gives signifies your willingness to do this.

Will you repeat after me?

I solemnly promise.... that I will to the best of my ability..... faithfully perform all the duties.....belonging to the office for which I have been selected.

(Address the members).

Members, you have heard the pledge, which the officers have made. It is important that each member assist these officers in the performance of their duties.

(Address the officers).

Officers, if you have not already done so, please familiarize yourselves with the duties and responsibilities of your office as outlined in the By-Laws and Handbook of the organization. The strength of this organization depends on the depth of your commitment.

I now declare you the duly installed officers of the Georgia Association of Family and Consumer Sciences for (Year).

Announcement of Appointed Officers

As I call your name and office, will all appointed officers stand and remain standing.

_____ Nominating Committee Chair

_____ Nominating Committee

_____ Nominating Committee

_____ Georgia Student Unit Chair

_____ Student Unit Advisor

_____ Counselor

Are you willing to affirm your willingness to fulfill the duties of the office to which you have been appointed? If so, say, "I am".

(Address appointed officers)

As part of the leadership of the Association, you will find your duties outlined in the By-Laws and Handbook of the organization. Please make yourself fully aware of those duties.

(Address the membership)

Members, do you affirm that you will support these officers? If so, please say, "I will".

Words of Advice and Encouragement

(Introduce the immediate past president for a short word of advice and encouragement for the new officers. Then the gavel is passed to the new president.)

(Let immediate past president know that you will be calling on him/her to do this.)

(Introduce the new president) (Let new president know that you will be calling on him/her to do this.)

The new president will thank the past president and the outgoing officers and then present a short speech of challenge to the membership on goals for the coming year.

Appendix F – Past President List

Name	Year of Service		Name	Year of Service
Mary E. Creswell*	1920-21		Emmie Murray*	1965-66
Julia Robertson*	1921-23		Olive Massey	1966-68
Lois P. Dowdle Cobb*	1923-24		Betty W. Bailey*	1968-70
Erna E. Proctor Barnett*	1924-25		Jean Cogburn*	1970-72
Clara Lee Cone Pafford*	1925-26		Myrtice Edenfield*	1972-73
Gussie H. Tabb King*	1926-27		Betty Lane	1973-74
Bess M. Baird*	1927-28		Amanda Cummings	1974-75
Lelia Bunce Smith*	1928-29		Marian McCullars*	1975-76
Catherine Newton*	1929-30		Joan Gay	1976-77
Lurline Collier*	1930-31		Irene Rose*	1977-78
Mary L. Brooks*	1931-32		Martha Radford	1978-79
Epsie Campbell Daniel*	1932-33		Therry Deal	1979-80
Inez S. Murray*	1933-34		Louise Hyers	1980-81
Susan Mathews*	1934-35		Mary Warnell	1981-82
Clara W. Hasslock*	1935-36		Jennie Pullen*	1982-83
Mary Nick Smith*	1936-37		Jean Bauerband*	1983-84
Elizabeth Mayes*	1937-38		Norma Spivey	1984-85
Willie Vie Dowdy*	1938-39		Beth McGee	1985-86
Annie Lucy V. Tatum*	1939-40		Don Bower, CFCS	1986-87
Bonnie W. Turner*	1940-41		Ilene Dailey	1987-88
Lucille T. Watson*	1941-42		Tommie Mullis	1988-89
Inez Wallace Tumlin*	1942-43		Nancy HYTE	1989-90

Matilda Callaway*	1943-44		Thelma Lowe	1994-95
Margaret M. Brand Rast*	1944-45		Mary Ellen Blackburn	1995-96
Dora Mollenhoff*	1945-46		Martha Staples	1996-97
Vivian M. Webb*	1946-47		Janet Valente	1997-98
Ann S. Smith*	1947-48		Iris McGill	1998-99
Bessie Sue Gaines*	1948-49		Joanne S. Cavis, CFCS	1999-00
Louella M. Rouse*	1949-50		Virginia Richards	2000-01
Verral Wenn*	1950-52		Rose Simmons	2001-02
Melba Sparks Leggett*	1952-53		Jackie Ogden	2002-03
Elizabeth Stephens*	1953-54		Jackie Ogden	2003-04
Janett M. Barber*	1954-55		Diane T. Miller*	2004-05
Jessie J. Mize*	1955-56		Harrileen Conner	2005-06
Eleanor Pryor*	1956-57		Joanne S. Cavis, CFCS	2006-07
Carolyn Wingo	1957-58		Carol Watkins	2007-08
Eddy Ross*	1958-59		Jessica Hill	2008-09
Emily Alexander*	1959-60		Sue Chapman	2009-10
Mary Elizabeth Allan White	1960-61		Katie Gilbert	2010-11
Frances Lewis Griffin	1961-62		Darby Sewell	2011-12
Fannie Lee Boyd	1962-63		Connie Rash	2012-13
Doris Oglesby*	1963-64		Megan Palmer, CFCS	2013-14
Lucy Slagle*	1964-65		Linsey Shockley	2014-15
Willodean Moss*	1990-91		Helen R. Carter	2015-16
Joy Padgett	1991-92		Karen H. Jones	2016-17
Marty Harmon	1992-93		Karen H. Jones	2017-18
Mary Davis	1993-94		Megan W. Palmer, CFCS	2018-19

Carmen Pedersen	2019-20			
Megan P. Presley	2020-21			
Cara W. Simmons	2021-22			

**Deceased*

Appendix G – Public Policy

I. Public Policy for FCS Day at Capitol

a. Annual Letter to the Georgia Legislators

- i. Annual GAFCS Letter to the Georgia Legislators (House and Senate) Highlights the mission, purpose and accomplishments of family and consumer sciences professionals, GAFCS public policy concerns, and thanks legislators for their support of our profession. Written by the Public Policy committee with input from the GAFCS Executive Board.
- ii. Draft submitted to GAFCS Executive Board at the September meeting and approved by the October meeting.
- iii. Letter dated February, 20XX, the month that FCS Day at the Capitol occurs.
- iv. Print letter on 8.5" x 11" GAFCS official letterhead white, 24# paper. Do NOT fold letters. Do NOT address the letter to individuals. Do NOT put letters in envelopes. Letter should be signed by the President and VP Public Policy. Contact information on footer is that of GAFCS president.
- v. Delivery of letter to official mail rooms for House and Senate office buildings in Atlanta prior to FCS Day at the Capitol with cover note about distribution. The mail room staff will put the letters in the Legislators' mailboxes. Suggested Delivery by UGA Legislative Aides who are interning at the Capitol.
- vi. Coordinate the printing and delivery of letters to the Legislative Aides. (UGA/CFCS will give the names/contact information to VP Public Policy.)
- vii. Thank you note to the Legislative Aides.
- viii. Post letter on GAFCS website after FCS Day at the Capitol by sending it to the webmaster/VP Communications.

b. FCS Day at the Capitol

- i. Date established by UGA FACS.
- ii. Coordinate with UGA: date, agenda, proclamation, resolution, legislative aides, photo with Governor.
- iii. UGA writes the Proclamation for FCS Day and submits to Governor's office.
- iv. GAFCS writes a Resolution for the House and Resolution for the Senate and submits them to GAFCS Executive Board for approval in October.
- v. Secure House and Senate legislative sponsors for the Resolutions, preferably ones who are familiar with the family and consumer sciences profession and our accomplishments. Suggest the Legislators who work with the Legislative Aide program. Approach them in early October before their calendars are full.
- vi. Encourage all FCS groups in Georgia to participate, particularly GEAFC (VP Public Affairs and President), GATFACS, FCCLA (Exe. Director), and Ga DOE FCS Program Specialist, and other colleges and universities with FCS content programs.
- vii. Use social media, GAFCS newsletter article and GAFCS website (save the date) to promote participation; social media the day of the event; and photos in GAFCS newsletter and on website after the event to show results.

- viii. Prepare a “Friend of GAFCS” plaque/certificate to be presented to each sponsor at the FCS Day at the Capitol event.
- ix. Write thank you notes as appropriate.