

**National Extension Association of Family &
Consumer Sciences
Georgia Extension Association of Family and
Consumer Sciences
Bylaws and Handbook**

August 2007

This handbook is designed to guide you through your year as a member of GEAFCS. It will be a very valuable resource for you if you use it. It is your responsibility to do the following:

1. Become familiar with the contents of this notebook, especially those parts that relate to your specific duties.
2. Read the bylaws completely. No matter what office you hold, the general contents of the bylaws will be important for you to understand and follow.
3. As you fulfill your responsibilities this year, please note any necessary corrections in your handbook or bylaws. It is your responsibility to update the material for next year. Submit changes or corrections to the President, who will refer these suggested revisions to the Past Presidents Committee to be reviewed and revised.
4. As revisions occur, the President will arrange to have this document updated. Committee Chairs are responsible for submitting their current year's plan of work, by the first Board meeting of the year and these plans of work replace any prior year plans.

***YOUR COOPERATION WILL HELP OUR ORGANIZATION RUN
SMOOTHLY!***

Georgia Extension Association of Family and Consumer Sciences

BYLAWS

ARTICLE I – NAME

The name of this association shall be the "Georgia Extension Association of Family and Consumer Sciences." (GEAFCS)

ARTICLE II – OBJECTIVES

The objectives of this association shall be to: provide a permanent state organization for the Extension Family and Consumer Sciences Agents of Georgia; strengthen and improve professional standards; promote fellowship among the members; stimulate member participation; provide opportunities for recognition of leadership and service; encourage continued support from all levels of Extension administration, other support groups and the general public; develop an awareness of current social needs and concerns affecting families and communities.

ARTICLE III – MEMBERSHIP

Section 1: A Georgia Extension employee working in any capacity with Family and Consumer Sciences programming, who has a degree in family and consumer sciences, or a related field, upon payment of dues, may become an active member of GEAFCS.

An individual who has a degree in a related field, but not in family and consumer sciences, shall have his/her credentials reviewed for approval by GEAFCS Executive Committee.

Section 2: Any former Extension employee who has been a member of the Association for at least 10 years will be granted life membership upon payment of the one-time fee to the Association. Life members shall be granted the following rights and privileges:

1. They may receive awards, fellowships and grants.
2. They may serve on committees.
3. They shall receive all publications upon payment of an annual subscription fee.
4. They shall receive the conference registration brochure at no charge.
5. They may serve as voting delegates.

6. They shall not be eligible for office.
7. They may serve as committee chair.
8. If they choose to be involved in the awards process, NEAFCS committees or other activities receiving funding from GEAFCs, additional fees will be assessed to cover the expenses incurred by GEAFCs. These fees will be determined by the board.

ARTICLE IV – DUES

Section 1: Membership dues must be paid annually, and the amount will be recommended by the State Board with the approval of the membership. District dues shall be decided by the district.

Section 2: Life members will pay a one-time fee which totals three times the national dues. This amount will be forwarded to NEAFCS.

Section 3: Newly employed Extension personnel working for less than one year will pay only NEAFCS dues for the current year. This exception applies only once.

ARTICLE V - OFFICERS AND ELECTIONS

Section 1: Officers: The officers of the association shall be President, President-Elect, Vice President for Member Resources, Vice-President for Professional Development, Junior Vice-President for Professional Development, Vice-President for Public Affairs, Vice-President for Awards and Recognition, Secretary, Treasurer and Past-President.

Section 2: Nomination of Officers: Nominations of candidates for officers of the association shall be made by the Nominating Committee. The Nominating Committee shall consist of Senior District Directors, who have been elected by the district membership they represent, and the Immediate Past-President who will serve as Chair. The Nominating Committee shall prepare a ballot to be electronically transmitted to all active members of GEAFCs at least thirty days prior to the annual meeting. Each association member shall be entitled to one vote. A majority vote shall constitute an election.

Section 3: Qualifications of Officers: The **President** shall have served the previous year as President-Elect.

The **President-Elect** must have a minimum of five years' membership in GEAFCs and must have served at least two years on the Board.

The **Vice-President for Member Resources, Public Affairs, Awards & Recognition** and **Junior Vice-President for Professional Development** must each have been a member of GEAFCs for three years, and have served on the Board for one year.

The **Secretary and Treasurer** must have been a member of GEAFCs for at least three years.

The **Past-President** shall be the Immediate Past President of GEAFCs.

Officers will assume duties at the conclusion of the state meeting. The outgoing **President** will handle all NEAFCS annual session activities for the calendar year she/he served.

Section 4: Terms of Office: The President serves one year as President and one year as Past-President.

The President-Elect serves one year as President-elect, one year as President, and a third year as Past-President.

The Vice-President for Professional Development shall be elected every year to serve a term of two years; the first will serve as Junior Vice-President for Professional Development. This officer will be officially sworn in as the Vice-President for Professional Development, the second year.

The Vice-President for Member Resources shall be elected in the even years to serve a term of two years or until a successor has been elected.

The Vice-President for Public Affairs and Vice-President for Awards and Recognition shall be elected in the uneven years to serve a term of two years or until a successor has been elected.

The Secretary shall serve for one year.

The Treasurer shall be elected in the uneven years to serve a term of two years.

The Past-President shall serve for one year.

ARTICLE VI - DUTIES OF OFFICERS

Section 1: The President shall: serve as chair and preside over business meeting of the Executive Committee, State Board, and annual meeting of the membership; appoint members to fill unexpired terms or vacancies in both elected and appointed offices; serve as ex-officio member of all committees, except nominating; serve as member of the Budget and Investment Committee; officially represent GEAFCs at meetings requiring GEAFCs representation; serve as liaison with NEAFCS; coordinate plans for GEAFCs members to attend NEAFCS annual session; communicate with officers, district directors and members on official business; shall coordinate with the Vice-President of Awards and Recognition to secure NEAFCS recognition pen/bars for those award winners attending NEAFCS annual session; fulfill all additional responsibilities as defined in the GEAFCs handbook.

Section 2: The President-elect shall: perform all the duties of the office of the President in the event of absence, disability, or at the request of the President; fill the unexpired term should there be a vacancy in the President's office; prepare and distribute yearly updates to the GEAFCs Handbook; fulfill all additional responsibilities as defined in the GEAFCs Handbook; coordinates State's night out at NEAFCS annual session.

Section 3: The Vice-President for Public Affairs shall: perform all the duties of the office of the President in the event of absence, disability, or at the request of the President and President-elect; chair and serve as the liaison between the Public Affairs Committee and the State Board; coordinate the committee to develop and implement a plan of work which addresses issues related to communication (example Living Well Campaign), marketing of the association, public policy education, and special projects, as defined by the board; fulfill all additional responsibilities as defined in the GEAFCs Handbook.

Section 4: The Vice-President for Membership Resources shall: chair and serve as liaison between the Member Resources Committee and the State Board; coordinate the committee which shall develop and implement an action plan which shall address issues related to networking opportunities for members with diverse and similar interests; fulfill all additional responsibilities as defined in the GEAFCs Handbook.

Section 5: The Vice-President for Awards and Recognition shall: chair and serve as liaison between the Awards and Recognition Committee

and the State Board; coordinate the committee to develop and implement a plan of work which addresses issues related to awards; fulfill all additional responsibilities as defined in the GEAFCS Handbook; shall coordinate with President to secure NEAFCS recognition pen/bars for those award winners attending NEAFCS annual session.

Section 6: The Vice-President for Professional Development shall: serve first year of term as Junior Vice-President for Professional Development to learn, gain experience, and take direction from the current, officially sworn in Vice President for Professional Development; serve second year as chair and serve as the liaison between the Professional Development Committee and the State Board; coordinate the committee to develop and implement the State Meeting and plan of work which provides opportunities for members to develop professionally; fulfill all additional responsibilities as defined in the GEAFCS Handbook. See Handbook for meeting rotations.

Section 7: The Secretary shall: record the minutes of all business meetings of the Executive Committee, the State Board, and the Annual Meeting of the membership; conduct correspondence as directed by these governing bodies; fulfill all additional responsibilities as defined in the GEAFCS Handbook.

Section 8: The Treasurer shall: serve as Chair of the Budget & Investment Committee and present a proposed budget to the Executive Committee; disburse funds as specified in the approved budget or as approved by the Executive Committee; receive membership dues from district directors and submit membership lists and dues to NEAFCS; keep a record of all active and honorary members of GEAFCS; provide any written records of the Association to the Internal Revenue Service; fulfill all additional responsibilities as defined in the GEAFCS Handbook.

Section 9: The Past-President shall: serve as Past-President at all official functions of the Association; give counsel to the State Board; serve as chair of the Nominating Committee; fulfill all additional responsibilities, as specified in the GEAFCS Handbook.

ARTICLE VII - COMPOSITION AND FUNCTION OF GOVERNING BODIES

Section 1: Executive Committee Membership: The Executive Committee of this association shall consist of the following officers: President, President-elect, Vice-President for Public Affairs, Vice-

President for Member Resources, Vice-President for Awards & Recognition, Vice-President for Professional Development, Secretary, Treasurer, and Immediate Past President. All members of this committee participate as voting members.

The duties of this Executive Committee shall be to act for the State Board between meetings and on call of the President, to authorize and approve the annual budget, to make recommendations to the State Board, and to take emergency action.

Section 2: State Board Membership: The State Board shall consist of the Executive Committee, Junior Vice-President for Professional Development, senior district directors, and operating committee chairs. All members of this Board participate as voting members. This Board shall transact association business by a majority vote. The Board shall hold three meetings a year and others as deemed necessary by the President.

The Board shall set deadlines, formulate policy, transact business of the association, and keep members informed.

ARTICLE VIII - REPRESENTATION AT NEAFCS

Section 1: Delegate Selection: The President and President-elect are expected to attend the NEAFCS annual meeting each year. Voting delegates shall be selected at the discretion of the President, based on numbers allowed by NEAFCS, and giving the following list priority:

President

President-elect

Vice-President for Public Affairs

Vice-President for Member Resources

Vice-President for Award & Recognition

Vice-President for Professional Development

Secretary

Treasurer

Senior District Directors

Junior Vice-President for Professional Development

Committee Chairs

Program Presenters

Award Recipients

ARTICLE IX - DISTRICT UNITS

Section 1: The state association shall be divided into district units at the discretion of the Executive Committee. Each district shall be represented on the State Board by a senior district director, who has served the previous year as the junior district director.

Section 2: Functions of district units shall be the following: to actively involve members within the district in GEAFCS and NEAFCS; to provide members with leadership opportunities; to hold at least one meeting and one professional improvement activity each year, and other meetings as appropriate.

Section 3: The district directors shall be elected by the active members in their respective districts. The term shall be for two years, the first to be served as junior district director and the second as senior district director. The senior district director shall serve on the State Board and the Nominating Committee.

ARTICLE X – COMMITTEES

Section 1: Standing committees shall include:
Public Affairs
Member Resources
Awards & Recognition
Professional Development

Section 2: Standing committees shall be chaired by the appropriate Vice-Presidents as provided in Article VI, Sections 3, 4, 5, and 6. President and Vice-Presidents shall select the committee members of each of these standing committees. Membership on committees is for a one-year term. Members may serve on only one committee at a time.

Section 3: Operating Committees shall include:

- Budget and Investment
- Nominating
- Past Presidents
- Special

Section 4: Operating committee chairs shall be appointed by the President, with approval of the State Board. Such appointments shall be consistent with these Bylaws and the GEAFCS Handbook.

ARTICLE XI – MEETINGS

Section 1. Association Meetings: There shall be association meetings at such time and place as the Board deems necessary. Business shall be transacted by a majority vote of those present. See rotation schedule in Handbook.

Section 2: District Association Meetings: senior district directors will set district meetings.

ARTICLE XII - GEAFCs PROGRAM YEAR

The Program year of GEAFCs shall begin at the close of the annual state meeting.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern this association in all cases to which they are applicable, subject to Bylaws, Standing Rules, and policies in the GEAFCs Handbook.

ARTICLE XIV – AMENDMENTS

The Bylaws may be amended or revised by a majority vote at an association meeting, by mail or by electronic mail upon a majority vote, provided written notice of changes has been sent to each member at least thirty days prior to the voting.

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Georgia Extension Association of Family and Consumer Sciences

HANDBOOK

I. The Governing Bodies

A. The Executive Committee

1. Composition

a. Elected Officers

- 1) President
- 2) President-Elect
- 3) Vice-President of Public Affairs
- 4) Vice-President of Member Resources
- 5) Vice-President of Awards & Recognition
- 6) Vice-President of Professional Development
- 7) Junior Vice-President for Professional Development
- 8) Secretary
- 9) Treasurer

b. Past President

2. Term of Duty

Term of Duty begins at the close of the annual meeting for those serving one year (President, President-Elect, Secretary, Past President); those elected to two-year terms each (Vice-Presidents, Junior Vice-President for Professional Development and the Treasurer) also begin at the close of the annual meeting of the year elected.

3. Functions

- a. Acts for the State Board in any called meetings.
- b. Makes recommendations to the Board for action.
- c. Members of this committee attend all Executive Committee and State Board meetings.
- d. Reviews bylaws and handbook and recommends any revisions to the Past Presidents Committee.

B. The State Board

1. Composition

- a. The Executive Committee

- b. Senior District Directors
- c. Nominating Committee Chair
- d. Past Presidents Committee Chair

2. Term of Duty

Term of Duty begins at the close of the annual meeting for those serving one year (President, President-Elect, Secretary, and Past President); those elected to two-year terms each (Vice-Presidents, Treasurer) also begin at the close of the annual meeting of the year elected.

3. Functions

- a. Manages the business of GEAFCS and refers to the entire membership any matters it deems desirable and as required by the Bylaws.
- b. Receives reports from officers and operating committee chairs, and submits any recommendations to the entire membership.
- c. Provides for cooperation with other groups through appropriate means, including appointment of representatives to represent GEAFCS. Receives reports from these members and determines action.
- d. Attends all State Board Meetings.

C. Membership

1. Composition

The membership of GEAFCS shall consist of the following categories:

- a. Active - Any Extension employee working with Family and Consumer Sciences programming who has a degree in Family and Consumer Sciences, or any Extension employee working with Family and Consumer Sciences programming, who has a related degree and has had his/her credentials reviewed and approved by the GEAFCS Executive Committee.
- b. Life – Any former Extension employee who has been a member of the Association for at least 10 years will be granted life membership upon payment of the one time fee to the Association.

2. Functions of the Active Members

- a. Participate in district, state, and national activities of the association.
- b. Serve on a state committee.
- c. Participate in election of officers.
- d. Apply for and receive awards of the organization.

- e. Vote on matters of business brought forward by the officers of the association.

3. Function of Life members

- a. Participate in district and state activities.
- b. May serve on committees.
- c. Upon payment of membership fee, may receive NEAFCS official publication.
- d. May serve as voting delegates.
- e. If they choose to be involved in awards process, NEAFCS committees, or other activities receiving funding from the GEAFCS, additional fees will be assessed to cover the expenses incurred by GEAFCS. These fees will be determined by the Board.

II. Functions of Elected Officers

A. President

1. Serves one year as President after serving the previous year as President-Elect.
2. Serves as chair of the Executive Committee and the State Board.
3. Serves as a member of the Budget & Investment Committee and appoints additional members as needed.
4. Presides at business meetings of the Executive Committee, State Board, and the Annual State Meeting.
5. Appoints members to fill unexpired terms and vacancies in both elective and appointed offices, and any committee appointments as necessary, within 30 days and with approval of the Executive Committee, with the exception of the President-Elect, who shall be elected by the State Board.
6. Serves as ex-officio member of all committees except Nominating.
7. Serves as official representative of GEAFCS at meetings requiring GEAFCS representation and at NEAFCS Annual Meeting. If unable to attend, will send an Executive Board member in her place.
8. Appoints members to special committees and approves members on standing committees.
9. Is responsible for planning programs for the association and other special meetings.
10. Uses the Past Presidents Committee as an advisory committee.
11. Notifies all incoming officers, including new Senior Directors of expected attendance at State Board meeting held prior to Annual State meeting.

12. Coordinates with Past Presidents Committee to conduct orientation for new board members.
13. Coordinates GEAFCs calendar of events to present to the State Board.
14. Shall develop and submit a proposed budget request for all expenditures of this office to the Treasurer at the first meeting of the State Board.
15. Adheres to the GEAFCs Bylaws and Handbook.
16. Handles any emergencies arising between meetings of the State Board and reports action at the next meeting.
17. Keeps the President-Elect informed of all association activities.
18. Arranges for transfer of all records and materials pertaining to the business of GEAFCs to the appropriate incoming officers within two weeks after the annual meeting.

B. President-Elect

1. Serves for one year before assuming duties of President.
2. Serves as a member of the Executive Committee and State Board.
3. Fills the unexpired term of the President, in case of emergency; assumes the responsibilities of a full term at the beginning of a new year.
4. Prepares and distributes GEAFCs Handbook to all officers, to Extension Family and Consumer Sciences Program Leader, and to the Assistant and Associate Deans for Extension.
5. Checks on plans of work from each Vice-President to assure that they meet stated guidelines in Bylaws and GEAFCs Handbook.
6. Attends the Public Policy Forum in Washington, D.C.
7. Coordinates a written report of accomplishments of the association for annual meeting.
8. Shall develop and submit a proposed budget request for all expenditures of this office to the Treasurer at the first meeting of the State Board.
9. Purchases the President's gift and presents it at the closing session of the annual meeting.
10. Transfers all records and files to successor within two weeks after the annual meeting.

C. Vice-President for Public Affairs

1. Serves as a member of the Executive Committee and State Board.
2. Performs all the duties of the office of President in the absence, disability, or at the request of the President and President-Elect.
3. Provides overall leadership for the Public Affairs Committee, and formulates sub-committees as needed to carry out the plan of

work for these categories: marketing, legislative, and special projects.

4. Shall prepare and submit a written plan of work for the Public Affairs Committee at the first meeting of the State Board.
5. Shall develop and submit a proposed budget request for all expenditures of this office to the Treasurer at the first meeting of the State Board.
6. Shall prepare and submit a written summary of the year's activities to the President-Elect 30 days prior to the annual meeting.
7. Shall maintain a file of this officer's and committee's activities.
8. Shall transfer all records and files to successor within two weeks after the annual meeting.

D. Vice-President for Member Resources

1. Serves as a member of the Executive Committee and State Board.
2. Prepares and distributes bylaws to new members each year, and a copy of revised bylaws to all members in any year these are revised.
3. Prepares and submits to President-Elect a plan of work for each component of the Member Resources Committee.
4. Provides overall leadership for the Member Resources Committee, and formulates sub-committees as needed to carry out the plan of work in these categories: Cultural Diversity, Professional Networking, and Retirees.
5. Shall develop and submit a proposed budget request for all expenditures of this office to the Treasurer at the first meeting of the State Board.
6. Shall prepare and submit a written summary of the year's activities to the President-Elect 30 days prior to the annual meeting.
7. Shall maintain file of this officer's and committee's activities.
8. Shall transfer all records and files to successor within two weeks after the annual meeting.

E. Vice-President for Awards & Recognition

1. Serves as a member of the Executive Committee and State Board.
2. Provides overall leadership for the Awards & Recognition Committee, and formulates sub-committees as needed to carry out the plan of work for all awards.
3. Shall prepare and submit a written plan of work for all components of the Awards & Recognition Committee at the first meeting of the State Board.

4. Shall prepare and mail an awards brochure or letter to the membership before December 1.
5. Shall receive all award entries prior to February 1, except the GEAFCs Professional Improvement Award, which is due by June 1.
6. Shall disburse award entries to appropriate sub-committee for judging. The winning entries should be returned to Vice-President for Awards & Recognition by March 15.
7. Shall prepare and mail entries to Southern Regional Director prior to April 1.
8. Shall notify all state entrants and award winners by letter. Inform winners if their entry will be advancing to NEAFCS competition. Ask member to copy and forward to the President and to the Vice-President for Awards & Recognition any notification from NEAFCS concerning the award.
9. Shall prepare information on each winner for the awards booklet for the GEAFCs State Meeting.
10. Shall keep files up-to-date and keep co-chairmen informed of all activities.
11. Shall add winners' names to master list to be passed on to the new Vice-President of Awards & Recognition, and update list of winners in officers' handbook.
12. Shall arrange to have all awards printed, framed, or engraved, following guidelines in Handbook, Appendix C.
13. Shall develop and submit a proposed budget request for all expenditures of this office to the Treasurer at the first meeting of the State Board.
14. Shall seek additional donors for new awards.
15. Shall prepare and submit a written summary of the year's activities to the President-Elect 30 days prior to the annual meeting.
16. Shall transfer all records and files to successor within two weeks after the annual meeting.

F. Vice President for Professional Development

1. Serves as a member of the Executive Committee and State Board.
2. Provides overall leadership for the Professional Development Committee, which includes the following categories of work and formulates subcommittees as needed to carry out the plan of work in these categories: annual state meeting, and research & studies.
3. Shall prepare and submit a written plan of work for all components of the Professional Development Committee at the first meeting of the State Board.

4. Shall prepare and submit a written summary of the year's activities to the President-Elect 30 days prior to the annual meeting.
5. Shall maintain a file of this officer's and committee's activities.
6. Shall transfer all records and \$1,000 seed money to successor after all expenses are finalized. Annual meeting profit and scholarship money should be transferred to the Treasurer within two months.

G. Junior Vice-President for Professional Development

1. Shall shadow Vice-President for Professional Development.
2. Establishes the date and location for the following year's State meeting by Annual meeting date. Works with President-Elect in setting date and location, see Functions of Standing Committees; section D. Professional Development for District rotation.

H. Secretary

1. Serves as a member of the Executive Committee and State Board.
2. Develops and submits a proposed budget request for all expenditures of this office to the Treasurer at the first meeting of the State Board.
3. Records the minutes of all business meetings of the Executive Committee, the State Board, and the Annual Meeting.
4. Sends a copy of all minutes to the President within 30 days for review; provides copies to the State Board.
5. Conducts such correspondence as the State Board may direct.
6. Keeps at hand and at official meetings, copies of minutes for the current and immediate past GEAFCs year.
7. Keeps a notebook of minutes to pass on to successor within two weeks after the annual meeting at the completion of term.

I. Treasurer

1. Serves a two-year term as Treasurer and as a member of the Executive Committee and State Board, effective after audit of previous Treasurer is completed.
2. Serves as Chair of the Budget & Investment Committee and presents a proposed budget to the Executive Committee.
3. Keeps accurate records of all money received and disbursed, including operating budget and investments.
4. Dispenses funds as specified in the approved budget or as approved by the Executive Committee.
5. Receives membership dues from District Directors and submits membership list and names to NEAFCS by deadline.

6. Keeps a record of membership and a list of honorary members.
7. Has records audited at the end of the term of office.
8. Provides materials to the Internal Revenue Service, as requested.
9. Transfers all records and files to successor after completion of term and audit is complete.

J. Past-President

1. Serves as member of the State Board.
2. Serves as Chair of the Nominating Committee, and carries out responsibilities of this committee as outlined in the Handbook.
3. Provides a copy of Robert's Rules of Order, the GEAFCS Bylaws, and Handbook at all official functions of the Association.
4. Advises the President of parliamentary law, bylaws and policy provisions; gives interpretation which the President uses as a basis for ruling.
5. Collects the following materials from specified officers by the State Meeting, to be preserved in association's historical records:

President: Year-End Report

List of NEAFCS delegates, national committee members, presenters and presiders

Copy of NEAFCS program, exhibitors, awards booklets

Copy of State Meeting Program and awards booklets

President-Elect: Copy of Yearbook

Program of work, and P.O.W. report

Description/Information on programs or projects

Pictures, etc. (dated and identified)

Treasurer: List of members

Secretary: Copy of Minutes

Senior District Directors: Copies of district meeting minutes

Any special program information

Pictures (dated and identified)

III. Function of Standing Committees

Committee membership of all four standing committees will be determined by the plan of work of the appropriate Vice-President and President.

A. Public Affairs Committee

Overall function of this committee is to develop and implement an action plan which addresses issues related to marketing, legislation, and special projects.

Functions of these shall be as follows:

1. Marketing Committee - Marketing of GEAFCS will focus on Communicating GEAFCS' vision, educational services and its link to the University of Georgia, both inside and outside the organization, with consistent messages.
Select target markets that GEAFCS needs to address each year and present for approval at the fall board meeting.
All educational efforts should be consistent with state marketing guidelines, and coordinated with state marketing specialist.
Coordinate State Living Well Campaign.
2. Legislative - Coordinate all legislative efforts for GEAFCS, which includes liaison with legislative aide, Family and Consumer Sciences State Program Leader, and leaders of any other legislative functions, to make available necessary information to promote Family and Consumer Sciences.
3. Special Projects - Special projects could include:
 - * Association of County Commissioners annual meeting
 - * Statewide emphasis on Family and Consumer Sciences coordinated with state staff (ex. nutrition, family, consumerism) to provide marketing ideas for high media impact, mall, radio/TV.

B. Member Resources Committee

Overall function of this committee shall be to keep members informed of available opportunities for professional improvement and serve as a liaison with other professional and business organizations working with families.

Specific functions of this committee will include the following:

1. Increase member awareness of living in a global community and the challenge it brings for improving the quality of life for all.
2. Promote minority participation in GEAFCS and NEAFCS.

3. Promote good relationships with all relevant professional groups and organizations.
4. Keep membership informed of Association's news through available publications.
5. Provide desirable opportunities for fellowship among members and youth at state meetings and special occasions.
6. Publicize Extension Family and Consumer Sciences opportunities.
7. Encourage retirees' applications for honorary membership.
8. Keep a current record of all retired members and Past Presidents.
9. Plan special events for retirees at the GEAFCS annual meeting.

C. Awards & Recognition

This committee will be chaired overall by the Vice-President for Awards & Recognition, who will appoint subcommittee chairs to select award recipients of the four categories of awards below:

1. Service Recognition Awards

Distinguished Service Award Extension Family and Consumer Sciences Professional of the Year Award Continued Excellence award New Professional's award Friend of Extension Family and Consumer Sciences award Mass Media Friend of Extension Family and Consumer Sciences award

Note: This subcommittee chair must have previously served on the subcommittee for one year. Members of this committee must have previously received the National Distinguished Service Award. Members of the committee shall be appointed by the Vice-President for Awards & Recognition and the subcommittee chair.

2. Scholarships and Fellowships

Greenwood Doctoral Fellowship
 Grace Frysinger Fellowship
 GEAFCS Professional Improvement scholarship

3. Programming Awards – as outlined in the current NEAFCS Awards Guidebook maintained by Vice President for Awards & Recognition.

4. Communication Awards – as outlined in the current NEAFCS Awards Guidebook.

5. **State Awards** – as outlined in the current GEAFCs Awards Guidebook.

D. Professional Development Committee

The overall function of this committee is to develop and implement plans to provide members access to professional improvement opportunities through planned events, recognition of member efforts in research activities, and to encourage members to participate in non-academic activities to enhance personal and professional development.

Special functions of this committee shall include:

1. Coordinate GEAFCs Annual State Meeting, to be rotated clockwise through the Extension Districts: Southwest 2008, Northwest 2009, Northeast 2010, Southeast 2011. This rotation pattern to be followed in future years.
2. Coordinate the needs and wishes of the association members for professional improvement through district and state meetings and programs.
3. Encourage members to plan for and submit research/studies for state and national recognition.
4. Coordinate an exhibit targeting the awards process. Available for display in each district and/or displayed at the annual state meeting or other appropriate event.

IV. Functions of Operating Committees

A. Budget & Investment Committee

1. Consists of Treasurer (who serves as Chair of this committee), President, President-Elect, Vice-President, Secretary, Past President, and others as appointed by the President.
2. Shall draft and execute a budget, manage investment funds, and recommend fundraising projects, as needed.

B. Nominating Committee

- a. Consists of the current Senior District Directors, plus the state Past President. The Past President serves as chair of the committee.
- b. Committee process for selection of nominating committee:
 - a. Chair makes requests to Senior District Directors for names of eligible candidates interested in holding elective offices, asking for a response by April 1.

- b. Chair and/or committee members confirm eligibility of each candidate immediately after receiving the names.
- c. Following meeting of this committee, chair calls potential candidates for oral acceptance prior to Spring Board meeting.
- d. Chair presents formal slate of officers to Board for approval at their Spring Board meeting.
- e. Following Board approval, committee drafts official ballot of candidates for office and distributes this ballot to members at least 30 days prior to the annual meeting.
- f. Each member is allowed one vote; a majority vote shall constitute an election.
- g. Ballots shall be counted by the Nominating Committee Chair, who then notifies each newly elected officer, and sends results of the vote to the President and President Elect.

C. Past Presidents Committee

- 1. Consists of all past presidents of the Association who are still employed by the Extension Service.
- 2. Shall serve as a resource advisory committee to the President and the State Board of GEAFCS. In concert with President conducts orientation session with new board members.
- 3. Shall provide those functions outlined annually by the President, the State Board, and an approved Plan of Work drafted by the committee.
- 4. Shall select a Co-Chair of this committee each year by a vote of those attending the committee's meeting during the GEAFCS Annual Session. This Co-Chair becomes Chair of the committee in the following year.
- 5. Chair will serve on the State Board.

D. Special Committees

- 1. May be appointed by the President for some special work or purpose. Such committees may disband upon completion of their work.

V. Functions of District Units

A. Divisions of State

The membership of GEAFCS shall be organized into district units at the discretion of the State Board.

B. Functions of District Units

1. Increase membership and actively involve members in GEAFCs and NEAFCs.
2. Provide members with leadership opportunities.
3. Cooperate with local organizations and agencies having common goals and objectives.
4. Hold a minimum of one meeting and one professional improvement activity each year, and other meetings as appropriate.
5. Provide support and encouragement of members during illness, deaths, or other personal or professional crises.

VI. Functions of Senior District Directors

1. Serves as a member of the State Board.
2. Serves a two-year term; elected by district membership to serve first year as Junior Director and second year as Senior District Director.
3. Is responsible for keeping the District membership informed of policies, programs, and activities of the state and national associations.
4. Provides a copy of GEAFCs Handbook to new members and others, upon request. Is responsible for reproducing and distributing the Handbook changes to all members.
5. Collects dues from membership; compiles and sends to State Treasurer by date specified.
6. Arranges for district association meeting.
7. Serves as a member of the Nominating Committee during term as Senior District Director; verifies candidate's qualifications and willingness to serve as an officer; informs the candidates of the responsibilities of the office for which they are being recruited.
8. Is responsible for sending messages/gifts (wedding, birth, deaths, retirements, etc.) to members on behalf of the State Association. In case of death of a member or honorary retired member of the Association, flowers or a memorial not to exceed \$25 shall be sent by the District Director in the member's district; bills for these memorials only will be submitted to the State Treasurer for payment.
9. Serves as liaison with committee chairs and membership to implement committee activities.
10. Senior Directors will collaboratively work with Junior Directors to plan district activities and functions.
11. Recommends members for committee assignments to the appropriate Vice-President.

VII. APPENDICES

Appendix A

PARLIAMENTARY GUIDELINES

Agenda for Board Meetings

1. Call to Order
2. Thought for the Day
3. Reading and Approval of the Minutes; Reading of Association Correspondence
4. Reports of Officers, Committee Chairs
5. Reports of Special Committees
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

Appendix B

PARLIAMENTARY TIPS

Eight Steps in Handling a Motion

1. Address the chairMember rises and says, "Madam President."
2. Obtain recognitionChair: "Yes," (or nods).
3. State the motionMember: "I move that"
4. Second the motionAnother member: "I second the motion."
5. Chair states the motionChair: "It has been moved and seconded that"
6. Chair calls for discussion Chair: "Is there any discussion?"
Chair recognizes maker of motion first, then any opposition.
7. Chair puts the motion to a voteChair: "Are you ready for the question? All those in favor of the motion thatsay 'Aye'..
..those opposed, say 'No'."
8. Chair announces the resultsChair: "The 'Ayes' have it and the motion is carried that we" OR "The 'No's' have it and the motion is lost."
9. 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 affirmation please rise; those voting in the negative, please rise" then the Chair rules on the vote...if still in doubt the Chair had them rise again and count off.

Amendments to Change a Main Point

After the President had stated a member's motion, it may be changed (amended) in one of three ways:

1. By inserting one or more consecutive words by adding one or more words to the end of the motion.
2. By striking out one or more consecutive words.
3. By striking out one or more consecutive words and inserting others or by substituting (be sure it is germane to the main motion).
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.

Appendix C

GUIDELINES FOR AWARDS AND SCHOLARSHIPS

1. All districts and state awards to Extension personnel will be certificates.
2. All persons receiving awards must be employed by Extension at the time the awards are presented, except in the case of a retirement which occurs before receiving the award.
3. A member winning an award may not make application for the same award the following year.
4. Members should complete entry with necessary photocopying, letters of recommendation if required, and photo before mailing to VP for Awards & Recognition.
5. All NEAFCS award applications must be received by date specified by the VP for Awards & Recognition in order to be eligible.
6. The required NEAFCS general application form located on NEAFCS website and any other required forms should be completed and mailed with entries.
7. By July 1, all NEAFCS award winners are responsible for informing the state President whether or not they will be attending the NEAFCS National Meeting. Failure to do so may result in their name not being included on the official delegate list.
8. Awards will be presented only when there are quality applications, as determined by the awards selection committee.
9. The NEAFCS guidelines will be followed in the selection of National and State Professional Service Awards:
 - a. Qualifications for the State and National awards are listed in the awards handbook.
 - b. National Distinguished Service Award recipients must have received the state award to be eligible.
 - c. Completed forms shall be returned to the Vice-President for Awards & Recognition.
 - d. The committee will select from the State, National, and Continued Excellence applications the most qualified Family and Consumer Sciences professionals who have developed and executed well-planned programs with results and accomplishments, and who show personal and professional growth.
 - e. The number of National Distinguished Service awards and Continued Excellence candidates is based on the number of paid members to NEAFCS as of February 1. All Extension Family and Consumer Sciences professionals of the Year entries will be mailed to NEAFCS for selection. The number of State

Distinguished Service awards is a maximum of five in any one year.

- f. A recipient must be a current GEAFCs/NEAFCS member to receive these awards, and can receive state and national professional service awards only one time.

Appendix D

GUIDELINES FOR NATIONAL MEETING DELEGATES

1. Official time is granted for those GEAFCs members who have paid their dues to attend the annual NEAFCS meeting, pending approval by District Extension Head for out-of-state travel.
2. President and President-Elect are expected to attend the NEAFCS annual meeting each year.
3. All NEAFCS delegates are responsible for informing the President of GEAFCs by July 1 of their intentions to attend the NEAFCS meeting if they wish to receive either official time and/or travel expense. When funds are available and budgeted, travel money to the NEAFCS meeting is divided among official delegates. The amount varies according to the number attending. The amount will not cover the entire cost of the meeting.
4. If funds are available, official travel expenses from GEAFCs and Georgia Extension Service are granted to NEAFCS meeting delegates with designated responsibility at the meeting: Candidates for office, voting delegates(as determined by the GEAFCs bylaws), national committee members, presenters at national concurrent sessions, and/or Showcase of Excellence, and national award winners.
5. If GEAFCs funds are available, elected officers are eligible for a stipend to attend NEAFCS at the designated time of their office. Funds are available only for year designated; they may not be carried over to another year. Unused funds remain in the treasury. Every Year: Outgoing President - \$500; Outgoing President Elect - \$200; Newly installed Vice President Professional Development - \$200; Newly installed Secretary - \$100. Even Years: Newly installed Vice President Member Resources - \$200. Odd Years: Newly installed Vice President Awards and Recognition - \$200; Newly installed Vice President Public Affairs - \$200; Newly installed Treasurer - \$200.
6. Voting delegates shall be selected at the discretion of the President, based on numbers allowed by NEAFCS, and giving following list priority:
 - President
 - President-Elect

Vice-President for Public Affairs
Vice-President for Member Resources
Vice-President for Awards & Recognition
Vice-President for Professional Development
Secretary
Treasurer
Senior District Directors
Annual Session Program Presenters
National Award Recipients

7. All NEAFCS delegates must submit out-of-state travel to their respective DEH's 30 days prior to departure to NEAFCS Annual Meeting.
8. Those GEAFCS members who serve on NEAFCS committees will receive official delegate status the year prior to and the year of their committee appointment.

Appendix E

STANDING POLICIES REGARDING DUES

1. Annual membership dues for active members will be \$85.00. This \$85.00 includes \$60.00 for NEAFCS, \$20.00 for GEAFCS, \$5.00 for District. Honorary members do not pay dues, but may receive the NEAFCS official publications by subscription. When NEAFCS votes and approves a dues increase it will be implemented according to their direction.
2. Membership dues are payable to the perspective GEAFCS District Director. Dues postmarked after December 1 will include \$10.00 late fee.
3. First-timer members joining during their first year of employment will pay only the NEAFCS dues up to the State Meeting. Full dues will be due at the next State Meeting after being hired, regardless of date hired.
4. All newly employed CEA-Family and Consumer Sciences professionals will be invited to the Annual Meeting whether or not they have joined GEAFCS, if hired since the last State Meeting.
5. CEA-Family and Consumer Sciences professionals joining for the first time after the first year of employment will not be considered "First-timers." They will be considered Active members and pay full dues.
6. Non-members other than newly employed CEA-Family and Consumer Sciences professionals wishing to attend the Annual meeting will pay an additional registration fee to be determined by the State Meeting Committee.

Appendix F

GEAFCS PAST PRESIDENTS

1932	M.S. Sibley
1937-38	Kathleen Carswell
1942	Dora Perkerson
1943-44	Sue Stanford
1945	Myrtie Lee McGoogan
1946-47	Francis Lowe
1948	Nelle Thrash
1949	Martha Reid
1950-51	Lucille Dunaway
1952	Louise Meeks
1953-54	Katherine Rogers
1955-56	Ruby Dean Merritt
1957	Ophelia Smith
1958	Dorothy Bond
1959-60	Marie H. Stewart
1961-62	Lula Wommack
1963	Zelma Bannister
1964-65	Kate Burke
1966	Margie Bennett
1967	Frances McKay
1968	Carolyn Bryan
1969	Doe Harden
1970	Mary Robinson
1971	Robbie Causby
1972	Sara Ragland Brown
1973	Juanita Junkins
1974	Carolyn Wingate
1975	Mary Reece
1976	Claudia Noell
1977	Pat Barkuloo
1978	Jean Bauerband
1979	Myrtis Akins
1980	Sandra Williams
1981	Kate Nicholson
1982	Linda Frazier
1983	Marie Abercrombie
1984	Pat Hackney
1985	Rose Simmons
1986	Helen Barrett
1987	Jeanette Cadwell

1988	Pat Bruschini
1989	Mary White
1990	Carolyn Ainslie
1991	Ann Kuzniak
1992	Mary Joyce Parker
1993	Orra Sue Naglich
1994	Susan Branan
1995	Ginny Atkins
1996	Judy Bland
1997	Pam Echols
1998	Bonita Roberts
1999	Peggy Bledsoe
2000	Debbie Purvis
2001	Kathy Baldwin
2002	Judy Hibbs
2003	Rebecca Moore
2004	Jan Baggarly
2005	Mandel Smith
2006	Nancy Bridges
2007	Joann Milam