

**BYLAWS**  
**IOWA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES**

**ARTICLE I**

Name and Objective

Section 1. This organization shall be known as the Iowa Association of Family and Consumer Sciences as incorporated under the Iowa-Non-Profit Corporation Act in Chapter 504A Iowa Code (1966), here-in-after referred to as IAFCS.

Section 2. The objectives of IAFCS shall be to:

- further education and science in family and consumer sciences.
- improve and strengthen education in family and consumer sciences.
- establish and improve standards of service and scientific research in the public interest in family and consumer sciences.
- sponsor and otherwise support seminars, debates, symposia, conferences, and professional discussion in family and consumer sciences.
- state and disseminate policy for professional guidance at the state level concerning the public interest in family and consumer sciences.
- identify and study social, economic, and psychological changes having implications for family and consumer sciences programs.
- encourage and promote a sufficiently full and fair exposition of the pertinent facts involving legislation affecting family and consumer sciences and the improvement of home and family life as to permit an individual or the public to form an independent opinion or conclusion.
- promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in family and consumer sciences.
- assume responsibility for the advancement of the profession in Iowa and the application of the knowledge in the field to all segments of Iowa's population.

**ARTICLE II**

Affiliation

Section 1. IAFCS shall be affiliated with the American Association of Family and Consumer Sciences (AAFCS). IAFCS shall be represented in the AAFCS Senate by two Senators. The Senators shall be the president and president-elect or elected officer(s) or duly appointed delegate(s). In the event there is a proposal in the Senate by Iowa, the chair of this proposal will replace the second Senator.

Section 2. The president and the president-elect of the Association shall be members of the Affiliate Presidents Unit of the American Association of Family and Consumer Sciences.

Section 3. IAFCS shall be organized into regional units.

**ARTICLE III**  
**Membership and Dues**

Section 1. Individuals eligible for membership in the American Association of Family and Consumer Sciences shall be eligible for membership in the Iowa Association of Family and Consumer Sciences.

Section 2. Categories for membership shall be the same as for the AAFCS.

Section 3. Each member shall pay annual American Association of Family and Consumers Sciences dues. Dues are defined in the AAFCS Bylaws. A member shall be considered in good standing for 12 months upon payment of the annual dues.

**ARTICLE IV**  
**Officers and Staff: Elections**

Section 1. The total membership of IAFCS shall elect the Board of Directors.

Section 2. The IAFCS Board of Directors shall consist of these elected officers: president, president- elect, past president, vice president and vice president-elect of finance, vice president and vice president-elect of marketing, vice president and vice president-elect of professional development, vice president and vice president-elect of public affairs, and secretary. IAFCS Board members must be members of the Association and shall be elected by the membership.

Section 3. The election of IAFCS Board of Directors shall take place at the Annual Meeting or at a time and manner deemed appropriate by the IAFCS Board. The immediate past president shall serve as chairperson of the nominating committee. A list of proposed Board members will be presented to the membership and voted upon by members present at the Annual Business Meeting.

Section 4. The president-elect shall be elected annually. The office of president shall be assumed at the beginning of the following fiscal year.

Section 5. The vice president-elect of finance shall be elected in even-numbered years and shall take office at the beginning of the fiscal year following the election. This officer shall assume the office of vice president of finance at the beginning of the following fiscal year for a two year term.

Section 6. The vice presidents-elect of marketing, professional development, and public affairs, shall be elected annually and shall take office at the beginning of the fiscal year following the election. They will assume the office of vice president during their second year of the term.

Section 7. The secretary shall be elected in odd numbered years for a two year term and shall assume office at the beginning of the fiscal year following the election.

Section 8. In addition to the Executive Director, there shall be such other contracted staff as are required to accomplish the administrative functioning and purposes of the Association.

## **ARTICLE V**

### **Appointed Board Members**

Section 1. The IAFCS Board of Directors shall consist of these appointed positions: student unit coordinator, student unit president, newsletter editor, awards & recognition chair, membership chair, scholarships/grants chair, eastern regional meeting chair and western regional meeting chair. IAFCS Board members must be members of the Association.

Section 2. The student unit president shall be elected annually by the student unit and shall take office at the beginning of the fiscal year following the election.

Section 3. The student unit coordinator shall be appointed by the president and shall assume office at the beginning of the fiscal year. The coordinator should be familiar with the student unit section and coordinates with colleges having a Family and Consumer Sciences program.

Section 4. The newsletter editor shall be appointed in the odd numbered years for a two year term by the president and shall assume office at the beginning of the fiscal year. The editor should be familiar with the IAFCS organization along with newsletter lay-out and design.

Section 5. The committee chairs shall be appointed by the past president and shall assume office at the beginning of the fiscal year.

- awards & recognition
- membership
- scholarships/Grants
- eastern regional meeting
- western regional meeting

Section 6. All appointed board members may renew their appointment for subsequent term(s) if supported by the President of IAFCS.

## **ARTICLE VI**

### **Functions of the Board of Directors and Staff**

Section 1. The functions of the elected officers and appointed board members of IAFCS are defined below:

(a) The president shall:

- be a member of the IAFCS Board of Directors.

- give general supervision and leadership to organizational policies and to programs.
- chair the IAFCS Board of Directors.
- appoint all committees not otherwise specifically provided for.
- appoint new board member, with board approval, in the event that a board member should resign.
- give a report at the annual business meeting.
- approve materials sent out in the name of the Association prior to final printing and distribution.
- be a member of the Affiliate President's Unit of AAFCS and be one of the authorized delegates to the AAFCS Senate.
- review and approve annual meeting plans along with Executive Director as presented by vice president of professional development.
- be a member of the annual meeting committee.
- write a column for each issue of the newsletter.
- review articles and information submitted to webmaster with approval from Executive Director.
- conduct evaluation of the Executive Director no later than June 30<sup>th</sup>.
- carry out the vice president of finance and vice president-elect of finance duties in the event either of these board members cannot carry out their functions, until an appointment is made.
- remain on the IAFCS Board of Directors as past president for one year.
- be responsible for training the president-elect.
- prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the president-elect and one copy to be sent to the Executive Director.

(b) The president-elect shall:

- be a member of the IAFCS Board of Directors.
- oversee the Program of Work every five years.
- appoint committee members, with president, as needed and chairs those committees.
- be a member of the finance & budget committee.
- be a member of the Affiliate President's Unit (APU) of AAFCS and be one of the authorized delegates to the AAFCS Senate.
- fill the un-expired term of the president should there be a vacancy in the president's office.
- prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the next president-elect and one copy to be sent to the Executive Director.

(c) The vice president of finance shall:

- be a member of the IAFCS Board of Directors.
- be responsible for all fiscal matters, as directed by the Board, and shall be bonded before assuming office.

- chair the finance and budget committee with the vice president-elect of finance as budget committee member.
  - present the proposed annual budget to the IAFCS Board of Directors for approval and then to the IAFCS members at the Annual Business Meeting.
  - disburse money only upon receipt of vouchers as determined by the budget and/or IAFCS Board.
  - close books on the last day of the fiscal year, May 31, and submit records for audit as provided by the IAFCS Board at least every other year.
  - be responsible for training the vice president-elect of finance.
  - prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the next vice president of finance and one copy to be sent to the Executive Director.
- (d) The vice president-elect of finance shall:
- be a member of the IAFCS Board of Directors.
  - assist the vice president of finance and serve on the finance and budget committee.
- (e) The vice president of marketing shall:
- be a member of the IAFCS Board of Directors.
  - have primary responsibility for IAFCS's marketing efforts, particularly the public relations and membership committee.
  - have primary responsibility for public relations, membership, awards & recognition, and scholarships & grants committees.
  - be responsible for training the vice president-elect of marketing.
  - prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the next vice president of marketing and one copy to be sent to the Executive Director.
- (f) The vice president-elect of marketing shall:
- be a member of the IAFCS Board of Directors.
  - assist the vice president of marketing.
- (g) The vice president of professional development shall:
- be a member of the IAFCS Board of Directors.
  - chair the planning of the annual conference and will present the annual conference plans for IAFCS board approval.
  - oversee the regional meeting chairs.
  - be responsible for training the vice president-elect of professional development.
  - prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the next vice

president of professional development and one copy to be sent to the Executive Director.

- (h) The vice president-elect of professional development shall:
- be a member of the IAFCS Board of Directors.
  - assist the vice president of professional development.
- (i) The vice president of public affairs shall:
- be a member of the IAFCS Board of Directors.
  - have primary responsibility for developing priority issues and resolutions for IAFCS.
  - plan public policy events and network on behalf of Family and Consumer Sciences.
  - be responsible for training the vice president-elect of public affairs.
  - prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the next vice president of public affairs and one copy to be sent to the Executive Director.
- (j) The vice president-elect of public affairs shall:
- be a member of the IAFCS Board of Directors.
  - assist the vice president of public affairs.
- (k) The past president shall:
- be a member of the IAFCS Board of Directors.
  - be an advisor to the IAFCS Board of Directors.
  - have primary responsibility for the by-laws.
  - have primary responsibility for Board nominations and elections.
  - serve as a member of the finance & budget committee.
  - assist the president in appointing new board member, with board approval, in the event a board member should resign.
  - in the event the president should resign and the president-elect is not willing or trained, the past president shall fill the vacancy.
  - present a gift to the president at the end of his/her term at the annual meeting.
  - prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the next past president and one copy to be sent to the Executive Director.
- (l) The secretary shall:
- be a member of the IAFCS Board of Directors.
  - be responsible for the minutes of all business meetings.
  - conduct such correspondence as the governing bodies may direct.
  - serve along with the Executive Director as historian and maintain all official records in the IAFCS permanent file in the Special Collections Department and University Archives at the Parks Library at Iowa State University.

- (m) The Student Unit Coordinator shall:
- be a member of the IAFCS Board of Directors.
  - provide supervision and leadership to the student unit president.
  - serve as the liaison with student unit president and with other college FCS student groups and their advisors .
- (n) The Student Unit President shall:
- be a member of the IAFCS Board of Directors.
  - chair the IAFCS student unit section.
  - correspond with other FCS student groups.
  - be a member of the annual meeting committee.
  - carry out the student unit bylaws of AAFCS at the state level.
- (o) The newsletter editor shall:
- be a member of the IAFCS Board of Directors.
  - publish several newsletters annually.
  - publish other articles as approved by the IAFCS Board.
  - be familiar with the IAFCS organization along with newsletter lay-out and design.
- (p) The eastern regional chair and the western regional chair shall:
- be members of the IAFCS Board of Directors.
  - plan and direct a fall regional meeting and coordinate so meetings are not on same dates.
  - coordinate a committee to assist the chair.
  - plan and conduct meetings that are self-funded and stay within money designated on the regional meeting line item.
  - send a copy of all correspondence and meeting information to the Executive Director, vice president and vice president-elect of professional development.
  - prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the next regional chair and one copy to be sent to the Executive Director.
- (q) The awards and recognition chair shall:
- be a member of the IAFCS Board of Directors.
  - maintain and update as needed award and scholarship applications and nomination forms.
  - advertise to members the awards and scholarships available: at regional meetings, articles in newsletters, on the web site and through e-mail contacts.
  - coordinate awards and recognition committee to select awards and scholarship recipients.
  - present awards at the annual meeting.
  - choose and purchase awards for award winners within the budget.
  - prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the next awards

and recognition chair and one copy to be sent to the Executive Director.

(r) The membership chair shall:

- be a member of the IAFCS Board of Directors.
- maintain membership data base along with the Executive Director.
- contact and welcome new members as received from AAFCS.
- contact members whose membership has expired, as received from AAFCS.
- maintains membership correspondence with AAFCS as needed.
- update IAFCS board membership numbers at board meetings or as needed.
- write a membership article for the IAFCS newsletters.
- prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the membership chair and one copy to be sent to the Executive Director.

(s) The scholarship/grants chair shall:

- be a member of the IAFCS Board of Directors.
- maintain and update scholarships/grants as needed with assistance from president and Executive Director.
- provide scholarship/grant applications to students and report the recipients to the president.
- prepare two copies of a written report of activities during the year: one copy for the cumulative file to be passed on to the scholarship/grants chair and one copy to be sent to the Executive Director.

(t) The Executive Director (contracted staff member of the association) shall:

- be a member of the IAFCS Board of Directors as an ex-officio member.
- be bonded before assuming duties.
- serve as special assistant to the Board of Directors.
- maintain permanent files of IAFCS.
- serve as permanent official registered agent for IAFCS.
- maintain and distribute IAFCS supplies and materials.
- serve along with the secretary as historian and maintain all official records in the IAFCS permanent file in the Special Collections Department and University Archives at the Parks Library at Iowa State University.
- review and approve regional meeting plans along with president and vice president of professional development as presented by the regional chairs.
- review and approve annual meeting plans along with president as presented by vice president of professional development.

- serve as member of the annual meeting committee and is responsible for collecting annual meeting registrations and coordinating the registration table.
- prepare two copies of a written report of activities during the year: one copy for the cumulative file kept by the Executive Director and one copy to be passed on to the current president and president-elect.

## **ARTICLE VII**

### **Meetings**

- Section 1. There shall be an annual meeting of IAFCS at such time and place as the vice president for professional development and president shall determine.
- Section 2. At the annual meeting, the membership will approve the Program of Work, give final approval of the budget, vote on changes in the Bylaws, and approve resolutions as presented by the Board. A quorum will constitute a majority of the number of members who have been registered as attending the meeting.
- Section 3. Special meetings of IAFCS may be determined by the Board.
- Section 4. The meetings shall be conducted according to the latest edition of Robert's Rules of Order.

## **ARTICLE VIII**

### **IAFCS Board of Directors**

- Section 1. The IAFCS Board of Directors shall consist of: president, president-elect, past president, vice president and vice president-elect of finance, vice president and vice president-elect of marketing, vice president and vice president-elect of professional development, vice president and vice president-elect of public affairs, secretary, student unit president, student unit coordinator, newsletter editor, and chairs of: awards & recognition, membership, scholarships/grants, and regional meetings. The Executive Director, appointed by the IAFCS Board of Directors, is an ex-officio member of the IAFCS Board and must be a member of the Association. The IAFCS Board of Directors must be members of the Association and shall be elected by the membership.
- Section 2. The IAFCS Board of Directors shall:
- be responsible for the business of IAFCS and AAFCS.
  - approve chairpersons for sections and committees.
  - arrange for bonding of the vice president of finance and Executive Director.
  - appoint interim board member in event such elected board member or appointed board member is unable to complete the term of office.

- review financial status of IAFCS and determine priorities for use of funds and/or need for additional monies.
- review and approve the annual meeting conference plans as presented to the IAFCS Board by the vice president of professional development.
- approve the budget as submitted by the vice president of finance
- authorize an audit of the official financial records of the Association at least every other year.
- appoint the Executive Director.
- meet to conduct the business of the organization with a minimum of three to four meetings per calendar year, either face to face or teleconference or any other means as president deems necessary.
- establish that a quorum, consisting of 10 Board members, be present in order to conduct official business.
- review and approve the Program of Work that is prepared every five years as presented by the president-elect.

#### **ARTICLE IX**

##### **Regional Organization**

Section 1. The Iowa Association of Family and Consumer Sciences shall be organized into regional units: the eastern and western regions. The Board of Directors has the authority to change the number of regions.

Section 2. The functions of each region shall be to:

- foster professional ties within the region.
- provide an annual opportunity for professional development in keeping with the state Program of Work as well as an opportunity to consider family and consumer science issues of vital concern in the regions.
- serve as a resource to organizations and agencies within the region which are involved in programs which affect individuals and families.
- channel regional concerns to state organization through the Board.

#### **ARTICLE X**

##### **Special Committees**

Section 1. The Board of Directors shall form committees as needed to complete tasks.

#### **ARTICLE XI**

##### **Communities of Interest**

Section 1. Membership is encouraged to be active at the national level by joining AAFCS communities and at the state level by joining IAFCS communities.

**ARTICLE XII**  
Official Publication

Section 1. The Iowa Association of Family and Consumer Sciences shall issue several newsletters each year.

**ARTICLE XIII**  
Fiscal Year

Section 1. The fiscal year of the Association shall be from June 1 to May 31.

**ARTICLE XIV**  
Amendments

Section 1. These bylaws may be amended, revised or repealed by a 2/3 vote of the members present and voting at any annual business meeting of the Association provided that notice of the intended changes or additions is sent to each member by mail or through the official publication of the Association at least ten days prior to the said meeting or by a mail ballot by 2/3 vote of the members returning ballots.

Section 2. The IAFCS bylaws may be amended, revised, or repealed by the IAFCS Board, as long as they do not conflict with the AAFCS Bylaws.

**ARTICLE XV**  
Tax-Exempt Status

Section 1. This Association is a non-stock and nonprofit corporation. No part of the net earnings of the Association shall inure to the benefit of, or be distributed to, its directors, officers, or other private persons, except that the Association shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the objectives set forth in the Articles of Incorporation.

Section 2. No substantial part of the Association's activities shall be invested in carrying on propaganda or otherwise attempting to influence legislation. The Association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Section 3. Notwithstanding any of the provisions in the Articles of Incorporation, the Association shall not carry on any other activities not permitted to be carried on:

(a) by a corporation exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future US internal revenue law) or

(b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future US internal revenue law).

Section 4. If in any one year the Association is found to be a private foundation, then, and in that event, its income for each such taxable year shall be distributed at such time and in such manner as to not subject the foundation to tax under Section 4942 of the Internal Revenue Code. The foundation shall not engage in any act of self-dealing (as defined in Section 4941(d) of the Internal Revenue Code), shall not retain any excess business holdings (as defined in Section 4943(c) of the Internal Revenue Code), shall not make any investments in such manner as to subject the foundation to tax under Section 4944 of the Internal Revenue Code, and shall not make any taxable expenditures (as defined in Section 4945(d) of the Internal Revenue Code).

## **ARTICLE XVI**

### **Defense and Indemnification**

Section 1. To the extent permitted by law, this Association shall defend and/or indemnify any person who was or is a party defendant or is threatened with being made a party defendant to any legal action suit, or proceeding (other than an action, suit, or proceeding by or in the right of IAFCS) by reason of the fact that he/she is or was an IAFCS Board Director, employee, or agent of IAFCS, or is or was so serving at the Association's request for another profit or not-for-profit corporation, against expenses actually and necessarily incurred by him/her in connection with the defense of such legal action, suit, or proceeding, except in relation to matters as to which he/she shall be adjudged in such legal action, suit, or proceeding to be liable for negligence of misconduct in the performance of his/her duty to IAFCS.

Section 2. The termination of any legal action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not in good faith or in a manner which he/she reasonable believed to be in IAFCS's best interests. To the extent that the court or body in or before which such legal action, suit, or proceeding was finally determined has not addressed the questions of negligence or misconduct in the performance of the person's duty to IAFCS, a determination that indemnification is proper shall be made by a majority vote of the IAFCS Board of Directors. In the event of settlement of a legal action suit, or proceeding, indemnification shall be made up to the amount that would reasonably have been expended in the defense, as provided for by the IAFCS Board.

Section 3. Indemnification shall not be deemed exclusive of any other rights to which the Director, officer, employee, or agent may be entitled under any Bylaw, agreement, vote of Board of Directors or members, or otherwise.

**ARTICLE XVII**

**Dissolution**

Section 1. In the event of dissolution or termination of the Association, the IAFCS Board of Directors shall, after paying all the liabilities of the Association, dispose of all the assets of the Association exclusively for the objectives of the Association in such a manner or to such organization or organizations organized exclusively for charitable, education, religious, or scientific purposes and at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future US internal revenue law) as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organization or organizations organized and operated exclusively for such purposes, which the court shall determine.

**Article XVIII**

**Parliamentary Authority**

Section 1. Except as otherwise provided in its bylaws, the Association shall be governed in its proceedings by Robert's Rules of Order, Newly Revised (10<sup>th</sup> Edition) 2000.