

# CAFCS BYLAWS

## CHARTER AND BYLAWS OF THE COUNCIL OF ADMINISTRATORS OF FAMILY AND CONSUMER SCIENCES

### ARTICLE I

#### NAME

The name of this organization shall be the Council of Administrators of Family and Consumer Sciences.

### ARTICLE II

#### MISSION AND GOALS

##### *Section 1*

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#### **Mission**

The Council of Administrators of Family and Consumer Sciences' Mission is to strengthen family and consumer sciences and related units in higher education through the development of excellence in administration.

##### *Section 2*

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#### **Goals**

The Council of Administrators of Family and Consumer Sciences goals are:

- Creating an environment for leadership development;
- Fostering administrative excellence;
- Identifying and addressing administrative issues impacting family and consumer sciences in higher education; and
- Collaborating with other organizations to sponsor programs/activities and to address issues of mutual concern.

### ARTICLE III

#### MEMBERSHIP, PRIVILEGES, AND DUES

##### *Section 1*

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Membership in the Council shall consist of three categories:

- a. An active member shall be a family and consumer sciences professional in higher education with administrative duties.
- b. Life Membership shall be automatically available to a person who is retired after having had five years of continuous membership as verified by Council records.

- c. An honorary member shall be a person designated by the Executive Board who has rendered exceptional service to one or more of the family and consumer sciences disciplines and is otherwise ineligible for membership.

*Section 2*

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The privileges of membership in the Council shall be as follows:

- a. Active members shall be eligible to vote for the elected officers; shall be entitled to vote for proposals submitted by the Executive Board for approval by members of the Council, including the proposed annual budget, program of work, and amendments to the bylaws; and shall be eligible to hold office.
- b. Life members shall be eligible to vote but shall be ineligible to hold office.
- c. Honorary members shall be without vote and ineligible to hold office.

*Section 3*

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Membership dues shall be as follows:

- a. Life members and honorary members shall be exempt from annual dues.
- b. Dues for active members in the Council shall be established by the Executive Board for a three-year period based on the proposed budgets.

## **ARTICLE IV**

### **OFFICERS, STAFF, AND GOVERNING BODIES**

*Section 1*

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The Executive Board will be comprised of the President, Vice President/President-Elect, Secretary, Treasurer, and Past President.

*Section 2*

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The Executive Board may authorize salaried staff as needed.

*Section 3*

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The Committee Chairs and others may be invited to attend Executive Board meetings as needed for the purposes of providing information and participating in the discussion.

## **ARTICLE V**

### **TERMS OF OFFICE AND FUNCTIONS OF ELECTED OFFICERS AND GOVERNING BODIES**

*Section 1*

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The function and term of office of the elected officers of the Council shall include but not be limited to:

- a. The President shall serve for one year as the Chief Executive Officer; shall Chair the Executive Board and shall preside at the annual business meeting of the Council. The President shall appoint representatives from CAFCS to collaborating organizations. Upon completion of the presidential term, the

individual shall serve for one year as the Past President on the Board and as a member of the Strategic Planning Committee.

- b. The Vice President/President-Elect shall be elected to a one-year term and serve as a member of the Executive Board. The Vice President/President-elect shall serve as the Chair of the Annual Meeting Committee of the Council. The Vice President/President-Elect shall be elected each year.
- c. The Secretary shall serve as a member of the Executive Board, recording the minutes of all business meetings of the Council and Executive Board and completing correspondence as directed by the President. The Secretary shall be elected for a two-year term taking office in odd-numbered years.
- d. The Treasurer shall serve as a member of the Executive Board. The Treasurer shall serve as chair of the Budget Committee and as the custodian of all money of the Council. The Treasurer shall monitor reserve funds so that such funds do not decline below three years of operating funds, and ensure that such reserve funds are maintained separately from funds for expenditures. The Treasurer shall issue checks only upon receipt of vouchers as authorized by the Executive Board and approved by the President and shall present the proposed annual budget to the President and in turn, to the Executive Board before it is presented for the approval of the members of the Council at the annual meeting. The Treasurer shall be elected in even-numbered years.
- e. An elected officer shall complete the term of office regardless of a change in professional status.
- f. In case of vacancies in any of the elected positions, unexpired terms shall be filled as follows; President shall be replaced by the Vice President/President-Elect and all other elected replacement officers shall be selected by the Executive Board from the active membership.

## *Section 2*

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The functions of the Executive Board of the Council shall be to:

- a. Manage the business of the Council and, as the Board deems necessary, refer matters to the members for approval.
- b. Receive and act upon the program of work.
- c. Receive and act upon the budget prepared by the Budget Committee and present that budget to the members of the Council at the annual meeting for approval.
- d. Authorize annual audit of the financial records of the Council.
- e. Cancel or reschedule the annual meeting in the event of an emergency.
- f. Receive reports from committee chairpersons and determine appropriate action, including the adoption of proposed amendments to the bylaws.

- g. Provide, through appropriate means, cooperation, and affiliation with other groups.
- h. In case of vacancies in elected offices, select from active membership, individuals to complete the term of office.

## ARTICLE VI

### COMMITTEES

#### *Section 1*

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The Council shall have the following standing committees:

- a. The Nominating Committee shall be composed of three members. The Chair of the Committee shall be the Past President and the remaining two members shall be elected for a one-year term by the Council membership. The Chair of the Committee shall report the results of the elections to the President, who will inform nominees of the results. The duties of this Committee shall be to present annually to the membership, a slate of candidates for the elected offices. The offices for which nominations are presented annually include Vice President/President-Elect, the Secretary (odd years), or the Treasurer (even years). Nominees presented as candidates shall be active members of the Council and be chosen to represent family and consumer sciences programs from institutions of various sizes, types, and geographic areas.
- b. The Budget Committee shall be composed of three members; the Treasurer serving as Chair, the President, and one member of the Council appointed by the President, and ratified by the Executive Board. The duties of this committee shall be to assist the treasurer in completing the functions of the office.
- c. The Annual Meeting Committee may be a joint committee with BOHS (when appropriate) and shall be composed of designated committee members and other volunteers serving one-year terms. The Vice President/President-Elect shall serve as Committee Chair. The remaining committee members shall be appointed by the President and a local arrangement leader appointed by the Vice President/President-Elect. The duties of this committee shall be to plan and implement arrangements for the annual meeting program.
- d. A Strategic Planning/Program of Work Committee shall be composed of the President serving as Chair, the Secretary, Past President, and two members appointed by the President serving a one-year term. The duties of this committee shall be to prepare a proposed program of work with attention to both short and long-term goals to present to the Executive Board and to the Council for action at the annual meeting.
- e. The Audit Committee shall be composed of the Vice President/President-Elect serving as Chair and the Budget Committee members, excluding the treasurer. The duties of the Audit Committee shall be to document the required internal audit.

*Section 2*

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The Executive Board may authorize the establishment of ad hoc committees as deemed necessary.

*Section 3*

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A written report of each committee shall be required and must be submitted to the President and to the Secretary prior to the Executive Board meeting held preceding the annual meeting of the Council. Electronic copies of these records will be distributed to the board members at the time of the meeting. Reports shall be submitted at such times as may be directed by the Executive Board.

**ARTICLE VII**

**ELECTIONS**

*Section 1*

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The election of the Executive Board officers of the Council shall be by ballot – electronic or paper upon request. The Nominating Committee shall issue ballots to each active and life member at least thirty days before the annual meeting. The ballots shall be submitted to the chair of the nominating committee prior to the business meeting during the annual meeting. The Nominating Committee Chair will tally the results and will convey election results to the President who will inform the nominees of the election outcome during the annual business meeting. The ballots shall be destroyed after the annual meeting is held and new Board officers are installed.

*Section 2*

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*Section 3*

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Elections shall be by a majority of the votes cast.

In the case of a tie vote, the Executive Board shall determine the candidate to be declared the winner.

**ARTICLE VIII**

**MEETING OF THE COUNCIL**

*Section 1*

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The Council shall hold an annual meeting and such other meetings as are necessary.

*Section 2*

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At least two years in advance, the Executive Board shall determine the time and place or modality of the annual meeting.

## **ARTICLE IX**

### FISCAL YEAR

#### *Section 1*

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The fiscal year of the Council shall be from May 1 through April 30.

## **ARTICLE X**

### AUDIT

#### *Section 1*

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The annual budget audit must take place within 90 days of the fiscal year's end.

## **ARTICLE XI**

### HISTORY

#### *Section 1*

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The official history of the organization shall be maintained electronically.

## **ARTICLE XII**

### AMENDMENTS

#### *Section 1*

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The bylaws shall be amended in the following manner:

- a. Once a Bylaws Committee is appointed by the Executive Board, proposals for amendment shall be submitted to the Executive Board. Proposals may also be submitted by members of the Council in writing directly to the Executive Board, which will review the proposals and determine if a Bylaws Committee will be appointed.
- b. If the majority of the Executive Board accepts the recommendations, a notice and full text of the proposed amendments shall be issued by the Secretary to all members of the Council no less than two months prior to the annual meeting at which time the amendments are to be acted upon.
- c. The bylaws may be amended by two-thirds of the members present entitled to vote, and voting at a meeting of the Council.
- d. In the event of an emergency as determined by the Executive Board, the bylaws may be amended by electronic ballot to the membership when a majority of the vote of Council membership voting is obtained.

## ARTICLE XIII

### PARLIAMENTARY PROCEDURE

#### *Section 1*

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Unless otherwise provided in the bylaws, the most current issue of *Robert's Rules of Order, Newly Revised* shall govern all meetings of the Council.