

# BYLAWS

## NATIONAL ASSOCIATION OF STATE ADMINISTRATORS OF FAMILY AND CONSUMER SCIENCES - NASAFACS

### I. NAME

The name of this association shall be the National Association of State Administrators of Family and Consumer Sciences, hereafter referred to as NASAFACS, an affiliate within the Family and Consumer Sciences Division of the Association for Career and Technical Education, (ACTE).

### II. VISION AND MISSION

A. The vision statement is to empower individuals and families, across the life span, to manage the challenges of living and working in a diverse global society. Our unique focus is on family, work, and their interrelationship.

B. The mission of the National Association of State Administrators of Family and Consumer Sciences is to provide leadership for sustainable Family and Consumer Sciences Education programs.

### III. PURPOSES

The purposes of this association shall be:

A. To provide a national network for group dialog and group action on issues of national importance to Family and Consumer Sciences Education.

B. To provide opportunity for discussion and mutual understanding of the diverse responsibilities of state leadership for Family and Consumer Sciences Education.

C. To provide an avenue for disseminating information to strengthen and improve Family and Consumer Sciences Education in schools.

D. To advocate for Family and Consumer Sciences Education with business & industry and postsecondary partners working toward common goals.

E. To advocate for Family and Consumer Sciences Education with organizations, agencies, and postsecondary, working toward common goals.

F. To contribute to factual information of benefit to Family and Consumer Sciences Education on a national basis.

G. To promote student, teacher, and state participation in Family, Career, and Community Leaders of America Inc. (FCCLA) programs and activities, and to support the goals and objectives of the national career and technical student organization and its intra-curricular relationship to Family and Consumer Sciences Education.

### IV. MEMBERSHIP AND DUES

A. The National Association of State Administrators of Family and Consumer Sciences is affiliated with the Family and Consumer Sciences Division of ACTE. It is not anticipated that regional or local groups of Family and Consumer Sciences Administrators will be affiliated as components of this association.

B. Two categories of membership shall exist for this association: active and associate. "Active" members have full membership privileges. "Associate" members may serve on committees but are not eligible to hold office and do not have voting privileges.

1. Active members of this association shall be:

- a. State administrators of Family and Consumer Sciences education programs and state advisers of FCCLA in the states and territories of the United States; or
- b. Those persons appointed by the state agency to have major responsibility for providing services to state Family and Consumer Sciences education programs and those contracted to provide such technical assistance.
- c. Entitled to full membership privileges.

2. Associate members of this association shall be:

- a. Persons interested in the association: past state administrators; past FCCLA state advisers.
- b. Persons from business and industry with interests, products, or services which are supportive of Family and Consumer Sciences Education programs.
- c. Family and Consumer Sciences Education professional staff or designee of the United States Department of Education.
- d. Members of the professional staff of FCCLA Inc. and related professional Family and Consumer Sciences organizations.

C. The membership year shall be July 1 to June 30, to correspond with the ACTE year. Dues shall be collected annually by the Treasurer at the beginning of the membership year or as soon as possible thereafter. The amount of dues shall be determined by the membership based upon recommendations from the Executive Board.

## **V. GOVERNANCE AND EXECUTIVE BOARD**

The elected officers and Past-President shall serve as the Executive Board and the governing body of this association.

A. The officers of this association shall be President, President-Elect, Secretary, Treasurer, Past-President, FCS Alliance, and the NASAFACS two elected representatives of the National Board of Directors of FCCLA, Inc. The terms of office shall begin July 1, except for the FCCLA representatives, whose terms of office shall begin immediately following the annual national meeting of Family, Career and Community Leaders of America.

### **B. Duties of officers**

#### **1. The President shall:**

- a. Serve for a one-year term as President, followed by one year as Past-President.
- b. Call and preside at meetings of NASAFACS.
- c. Chair the Program-of-Work Committee
- d. Plan and conduct the NASAFACS Spring Leadership Meeting in conjunction with the Past-President-
- e. Assist President-Elect with plans for NASAFACS program sessions held in conjunction with the ACTE Vision Conference.
- f. Serve on the ACTE Family and Consumer Sciences Division Policy and Planning Committee and present written reports that include the names of new officers and a copy of the NASAFACS program of work to the Vice President of the ACTE Family and Consumer Sciences Division.
- g. Work closely with the ACTE Executive Secretary, the ACTE Family and Consumer Sciences Division Vice-President, and personnel in the United States Department of Education, (personnel who are responsible for Family and Consumer Sciences programs), on the current issues and new developments in Family and Consumer Sciences education.
- h. Represent the association as liaison to the ACTE Board of Directors when requested.
- i. Appoint all committees needed for conducting business of the association.
- j. Represent NASAFACS or appoint a designee to do so if the Family and Consumer Sciences (FCS) Alliance member is unable to complete their duties.

#### **2. The President-Elect shall:**

- a. Serve for a one-year term as President-Elect before becoming President.
- b. Conduct meetings in the absence of the President.
- c. Participate on the Program-of-Work Committee.
- d. Plan for NASAFACS program sessions held in conjunction with the ACTE Vision Conference.
- e. Serve on the ACTE Family and Consumer Sciences Division Policy and Planning Committee.

#### **3. The Secretary shall:**

- a. Serve a two-year term of office, elected in odd numbered years.
- b. Keep accurate records of all business meetings and submit minutes to the membership 30 days after each meeting.
- c. Prepare necessary correspondence in collaboration with the President or her/his designee.
- d. Distribute the association's communications.
- e. Compile and submit information for websites, such as the NASAFACS, ACTE and other Family and Consumer Sciences sites.

#### **4. The Treasurer shall:**

- a. Serve for a two-year term of office, elected in even numbered years.
- b. Prepare a proposed budget to be approved by the Executive Board and adopted by the membership prior to the new fiscal year.
- c. Receive and disperse funds of the association in accordance with the budget approved by the Executive Committee.
- d. Promote membership in the association.
- e. Collect membership dues, and keep membership records.
- f. Update and distribute the membership directory.
- g. Serve as chair of the registration committee for the NASAFACS Spring Leadership Meeting
- h. Prepare a financial report to be presented at the annual business meeting held during the ACTE Vision Conference and during the NASAFACS Spring Leadership Meeting.
- i. Determine if a quorum is present.

5. The Past-President shall:
  - a. Serve for a one-year term, following the year as President.
  - b. Serve as a member of and, adviser to the Executive Board.
  - c. Plan the NASAFACS Spring Leadership Meeting, in conjunction with the President.
  - d. Serve as chair of the nominating committee. Prepare and distribute a ballot 60 days prior to the election, tabulate, and announce election results.
  
6. Representatives to national Family, Career and Community Leaders of America, (FCCLA), Inc. shall:
  - a. Serve a three-year term on the National Board of Directors of FCCLA, Inc.
  - b. Attend the national FCCLA, Inc. board meeting, and participate on committees of the FCCLA, Inc. National Board of Directors.
  - c. Rotate the responsibility for gathering and disseminating information regarding FCCLA to the NASAFACS membership within 30 days after FCCLA, Inc. board meetings have been held.
  
7. The Representative to the Family & Consumer Sciences (FCS) Alliance shall:
  - a. Serve a three-year term.
  - b. Serve as a member of the Executive Board.
  - c. Attend or participate in the national FCS Alliance meetings.
  - d. Submit a written report of FCS Alliance work to the NASAFACS Executive Board and membership within 10 days of FCS Alliance face-to-face or electronic meetings.

## **VI. ELECTION OF OFFICERS AND REPRESENTATIVES TO FCCLA BOARD OF DIRECTORS**

A. Election of officers of NASAFACS shall be by mail or electronic communication ballots. The officer candidates shall be President-Elect (each year), Secretary (in odd numbered years), Treasurer (in even numbered years), FCS Alliance Representative (every third year), and representatives to the FCCLA, Inc. National Board of Directors (in a rotation that insures only one representative changes in a given year).

B. Ballots shall be distributed to active, paid members 60 days prior to the election. A member receiving a majority of the valid votes cast shall be declared elected. Ballots shall be counted by two persons and shall be kept on file for one year.

C. In the event of a vacancy in the office of President, the President-Elect shall complete the unexpired term.

A vacancy in the office of President-Elect, Secretary, or Treasurer shall be filled by appointment of the President with the approval of the NASAFACS Executive Board.

In the event a vacancy occurs in the offices of both the President and President-Elect, the immediate Past-President shall assume the responsibilities of the President for the unexpired term.

In the event the immediate Past-President cannot serve, the NASAFACS Executive Board shall appoint an acting President, from its membership, to fulfill the unexpired term. The presiding officer, in the interim, shall be the current NASAFACS officer with the longest service on the Executive Board.

If a representative to the Family, Career and Community Leaders of America, Inc. National Board of Directors is unable to complete their term, the NASAFACS Executive Board shall appoint a replacement to complete the unexpired term.

## **VII. COMMITTEES**

A. Committees within the association shall be:

1. Program of Work Committee:

Composed of the President, who serves as "chair", the President-elect, and subcommittee chairs representing at least four of the five regions of the Association.

Duties of Program of Work Committee Members:

- a. The program of work committee will determine the projects for the upcoming year.
- b. The duty of the President is to monitor the execution of the program of work.
- c. The President-elect provides support to the president and communicates with sub-committee chairs, reports to the Executive Board on progress.
- d. Sub-committee chairs coordinate the work of their committee and report to the Executive Board on monthly conference calls and at the Spring Leadership Meeting.

## 2. Nominating Committee:

Composed of the Past-President, “who serves as chair”, and a minimum of four members representing at least three of the five regions of the association.

### Duties of the Nominating Committee:

- a. The chairperson, in conjunction with the subcommittee, shall solicit candidates from all active members.
- b. Presents a slate of officer candidates to be voted on by mail or electronic communication.
- c. Tabulates votes. Ballots shall be counted by two members of the nominating committee, one member being the Chair.
- d. Announces results of the election to the membership immediately or prior to April 1.
- e. Keeps ballots on file for one year following the election.

## 3. Member Services Committee:

Composed of the Treasurer, “who serves as chair”, webmaster, and list-serve moderator.

### Duties of the Membership Services Committee:

- a. Treasurer:
  - i. Provides leadership for membership services committee initiatives.
  - ii. Collects membership dues
  - iii. Promote NASAFACS membership to ensure state agencies keep their FCS consultants current
  - iv. Provides updated membership directory.
- b. Listservs Moderator:
  - i. Keeps listservs updated
- c. Web master:
  - i. Keeps Web site up-to-date.

## 4. Advocacy Committee:

Composed of the Past-President, “who serves as chair”, the NASAFACS President, the NASAFACS representatives on the National Coalition for Family and Consumer Sciences Education, and other members, as needed, with at least one member representing four of the five regions of the association.

### Duties of the Advocacy Committee:

- a. To gather concerns and directives which need the attention of NASAFACS.
- b. To determine advocacy initiatives.
- c. To partner with other agencies and/or associations if warranted.
- d. To execute advocacy initiatives.
- e. To serve as liaison in dissemination of information to other members for interim business or business of national importance.

## 5. Communications Committee:

Composed of the Secretary, “who serves as chair” and a minimum of four members, representing at least four of the five regions of the association.

### Duties of the Communications Committee:

- a. To determine appropriate methods, schedules, and persons responsible for regular, formal communication between the Executive Board and the membership.
- b. To facilitate informal communication among the membership (e.g., development of a ‘LISTSERV’ or website chat rooms).
- c. To assure that the methods of communication, especially electronic communication, comply with the policies of ACTE.
- d. To develop guidelines and coordinate use of membership information by entities other than NASAFACS.
- e. To maintain communication between NASAFACS and other FACS affiliates, and between NASAFACS and ACTE.
- f. To periodically assess the adequacy of communication within the association, or between the association and others, and make recommendations for improvement to the Executive Board.

## 6. Other committees as deemed necessary to carry out duties of NASAFACS.

## **VIII. CONFERENCES**

### A. Annual Meeting:

An annual membership meeting of this association shall be held during the ACTE Annual Convention, at the place and time set by the ACTE Family and Consumer Sciences Division Policy and Planning Committee.

**B. Quorum:**

Twenty-two active members representing a minimum of four of five ACTE regions shall constitute a quorum to carry out the business of this association at the annual meeting held in conjunction with ACTE Visions Conference. The Treasurer shall be responsible for determining if a quorum is present by verifying the membership status of those in attendance at any business meeting. In the event of a lack of quorum, or not having a meeting, a mail ballot or an electronic ballot may be sent to all voting members at the determination of the Executive Board.

**C. NASAFACS National Spring Leadership Meeting:**

The NASAFACS Executive Board or membership may elect to hold a national conference each year, in order to carry out the work of the association and to provide for professional growth and networking of the members.

**D. Executive Board:**

The Executive Board confers as called and designated by the President.

**E. Communications:**

Membership communications, ballots and newsletters shall be sent to all members via mail or electronic communications.

**IX. AMENDMENTS**

A. Amendments to the association bylaws may be proposed in writing to the Executive Board by members prior to or at the ACTE Visions Conference. Amendments proposed may not be in conflict with ACTE bylaws, Family and Consumer Sciences Division policies, or with the purposes or the Program of Work or strategic goals of NASAFACS. Amendments shall be presented and approved by the NASAFACS members at the annual Visions Conference meeting or the Spring Leadership Meeting. In the event of a lack of quorum at the previous meeting or not having a meeting, a mail ballot or electronic ballot may be sent to all voting members at the determination of the Executive Board.

B. Approval of the amendment will be reached by a simple majority vote.

C. The amendment must be approved by the NASAFACS Active membership before implementation.

**X. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, current edition, will govern any provision not covered in the policies of the Association. The President shall appoint a parliamentarian to assist at business meetings.

*Bylaws revisions:*

*May 2016*

*June 2014*

*May 2014*

*May 2009*

*December 2000*

*May 1996*