

**BY-LAWS**  
**UTAH ASSOCIATION OF FAMILY AND CONSUMER SCIENCES**

**ARTICLE I**  
**NAME**

The name of this organization shall be the Utah Association of Family and Consumer Sciences, an affiliate of the American Association of Family and Consumer Sciences, hereafter referred to as UAFCS.

**ARTICLE II**  
**PURPOSE**

The purposes of the Utah Affiliate shall be to further education in family and consumer sciences. Such purposes shall include but not be limited to the following:

- a. The Affiliate shall improve and strengthen education in family and consumer sciences;
- b. Establish and improve standards of service and scientific research in the public interest in family and consumer sciences;
- c. Sponsor and otherwise support seminars, debates, symposia, conferences, and similar professional discussions in family and consumer sciences;
- d. State and disseminate policy for professional guidance at the state level concerning the public interest in family and consumer sciences;
- e. Identify and study social, economic, and psychological changes having implications for family and consumer science programs, and bring these changes to the attention of the family and consumer science professionals and the public;
- f. 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 and;
- g. Promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in family and consumer science.

**ARTICLE III**  
**STATE AFFILIATE AND DELEGATES**

**Section 1.** Utah Association of Family and Consumer Sciences is a statewide organization comprised of members of The American Association of Family and Consumer Sciences, hereafter referred to as AAFCS, located within the state of Utah or who live in other areas but identify Utah as their state officiate.

**Section 2.** Dues for the Affiliate shall be paid simultaneously with AAFCS dues. AAFCS will then return a portion of said dues to the Affiliate.

**Section 3.** The Affiliate shall be managed by a board of directors made up of both elected and appointed members.

**Section 4.** The principal office of UAFCS shall be maintained where the president resides. The board of directors may change the location without amendment.

**Section 5.** The number of delegates to represent the Affiliate at the annual AAFCS assembly of delegates is determined by the total membership in the state affiliate based on a formula established by AAFCS. The delegates will include the president and /or the president-elect and other delegates selected by the UAFCS board of directors from applications submitted by members. Applications will be accepted at the annual state meeting.

**ARTICLE IV  
OFFICERS: ELECTED AND APPOINTED**

**Section 1.** Elected officers:

- a. The **president-elect** shall be elected annually and assume office following the UAFCS annual meeting. Only UAFCS members who are current or former members of the state board of directors and who are active or supporting members shall be nominated for the office of president-elect.
1. b. The **vice-president of membership** shall be elected in even years for a two- year term and shall assume office following the UAFCS annual meeting after his/her election. The vice-president shall be an active, supporting, emeritus or reserve member.
2. c. The **vice-president of work-elect** shall be elected annually. The term of office shall be two years – the first year as vice-president of work-elect, the second year as vice-president of work. The vice-president of work-elect shall assume office following the UAFCS annual meeting after his/her election. The vice-president of work-elect shall be an active, supporting emeritus or reserve member.
3. d. The **subject matter chairpersons** shall be elected for two-year terms on a rotating basis and shall assume office following the UAFCS annual meeting after his/her election. Subject matter chairpersons shall be active, supporting, emeritus, or reserve members.
4. Chairpersons elected in even-numbered years shall be:
  1. nutrition, health and food management
  2. family economics and resource management
  3. housing and environment; art and designChairpersons elected in odd-numbered years shall be:
  1. apparel and textiles
  2. family relations and human development
- 5.
6. e. The **nominating committee** shall consist of three members elected for two-year terms. Two members shall be elected in the even-numbered years and one member shall be elected in the odd-numbered years. They shall assume office following the UAFCS annual meeting after his/her election. Committee members shall be active or supporting members.

**Section 2.** Appointed officials:

- a. The **secretary** shall be appointed annually by the president and approved by the board of directors and shall assume office following the UAFCS annual meeting. The secretary shall be an active, supporting, emeritus, or reserve member.
- b. The **advisor** shall be the immediate past-president and will serve a one-year term. The advisor shall be an active, supporting, emeritus, or reserve member.
- c. The **newsletter editor** shall be appointed annually by the president and approved by the board of directors. The newsletter editor shall assume office following the UAFCS annual meeting. The newsletter editor shall be an active, supporting, emeritus, or reserve member.
- d. The **legislative representatives** shall be appointed for a two-year term on odd years by the board of directors and shall assume office following the annual UAFCS meeting.
- e. The **development committee chair** shall be appointed by the president for a two-year term and shall be an active, supporting, emeritus, or reserve member.
- f. The **historian** shall be appointed by the president for a one-year term and shall be an active, supporting, emeritus, or reserve member.
- g. The **scholarship and awards committee** shall consist of three members. The current president shall appoint two new members in even-numbered years and one new member in odd-numbered years. The president will appoint a chairperson each year from among the committee members. Each member will serve a term of two years, with one senior member to be appointed as chair to provide continuity of leadership, objectives, and follow-through for award recipients. They shall assume office following the annual UAFCS meeting after

- their appointment. Committee members shall be active or supporting members.
- h. The **international representative** shall be appointed by the president for a one-year term and shall be an active, supporting, emeritus, or reserve member.
  - i. The **research journal committee** shall consist of a minimum of four members who will each serve a two-year term. Two members will retire off the committee each year and the current president will appoint two new members as well as a chairperson. Membership of the committee will include representation from no less than two post-secondary institutions. Committee members shall be active, supporting, emeritus, or reserve members.
  - j. Other ad hoc committee appointments shall be made by the president as needed.
  - k. The treasurer shall be appointed by the president and approved by the board of directors and shall assume office following the UAFCS annual meeting after his/her appointment. The treasurer shall be an active, supporting, emeritus, or reserve member.

## **ARTICLE V ELECTIONS**

- Section 1.** Election procedures:
- a. The elections of Affiliate officers and subject-matter chairpersons shall be by mail ballot.
  - b. Ballots shall be mailed from the nominating committee to each individual member whose name appears on the current/updated membership list provided by AAFCS, excepting pre-professional and honorary members.
  - c. Ballots shall be mailed to members by one month before the UAFCS annual meeting.
  - d. Ballots shall be returned in a sealed envelope marked "ballot" to the chairperson of the nomination committee.
  - e. The closing date for the receipt of ballots shall be stipulated by the election committee and indicated on the ballot. The election committee will inform the newly elected officers of their new positions on the UAFCS board in a timely manner so they may be sworn in at the UAFCS annual meeting and assume office following that meeting.
- Section 2.** Elections shall be by majority of votes cast.
- Section 3.** In case of tie votes, the tie will be broken by the board of directors.
- Section 4.** The **president** shall appoint members to fill unexpired terms in the case of vacancies in elected offices except the president-elect.
- Section 5.** In the case of vacancy in the office of president-elect, the board of directors shall fill the unexpired term with an individual who meets the identified qualifications.
- Section 6.** In the case of vacancy in the president's office, the president-elect shall fill the unexpired term.

## **ARTICLE VI FUNCTIONS OF OFFICERS**

- Section 1.** The functions of the elected officers of the Affiliate shall be as follows:
- a. The **president** shall:
    - 1. Be the executive officer of the Affiliate; shall give general supervision and leadership to organizational policies and shall be the chairperson of the board of directors and the executive committee;
    - 2. Be a voting member;
    - 3. Appoint all committees, except those where the bylaws state otherwise;
    - 4. Appoint members to fill unexpired terms in case of vacancies in both elected

- and appointed offices with the exception of the president-elect;
5. Serve as the deputy treasurer;
  6. Be an ex-officio member of all committees;
  7. Present an annual report to the attendees at the annual business meeting of the association and submit an annual report to the newsletter editor for publication.
- b. The **president-elect** shall:
1. Be a member of the board of directors and the executive committee;
  2. Serve as a member of the program of work and the membership committees;
  3. Serve as ex-officio member of other committees as assigned by the president;
  4. Work with the treasurer-elect on budget proposals for the new fiscal year;
  5. Appoint affiliate officers as designated in the bylaws;
  6. Serve as the designated officer to receive national or other official mailings.
- c. The **vice-presidents** shall:
1. Be members of the board of directors and the executive committee;
  2. Share Affiliate responsibilities and perform duties as requested by the president;
  3. Recommend to the president the continuation, re-organization, termination, or change in function or status of the Affiliate committees, or the formation of new committees;
  4. Submit an annual report to the president.
- d. The **vice-president of work** shall be the chairperson of the program of work committee. The committee shall be responsible for the annual program of work of the association, and the annual meeting of the Affiliate.
- e. The **vice-president of work-elect** shall assist the vice-president of work and serve on the program of work committee.
- f. The **vice-president of membership** shall chair the membership committee, shall appoint committee members and take action to facilitate membership recruitment and retention. The vice-president, assisted by the committee members shall plan an annual membership drive with approval of the board of directors.
- g. The **subject matter chairs** shall:
1. Be members of the program of work committee;
  2. Provide write-ups of update and issue related information to newsletter editor for publication;
  3. Conduct subject matter workshops and seminars as consistent with the Affiliate program of work.
- h. The **nominating committee** shall:
1. Identify offices/officers to be elected;
  2. Select members that are willing to run for office;
  3. Prepare and mail the official election ballot;
  4. Conduct the official elections;
  5. Tally votes and notify membership of newly elected officers.

**Section 2.** Functions of the **appointed officers** of the Affiliate shall be as follows:

- a. The **secretary** shall be a member of the board of directors and executive committee; shall be responsible for minutes of all meetings of the board of directors and the executive committee; shall conduct such correspondence as the governing bodies shall direct, and shall act as parliamentarian.
- b. The **advisor** shall be a member of the executive committee and board of directors; shall be chairman of the bylaws committee and responsible for assuring that the Affiliate functions according to the bylaws.
- c. The **treasurer** shall be a member of the board of directors and executive committee; shall be responsible for financial records of the Affiliate; shall make a financial report to the membership at the annual business meeting, to the board of directors and for publication in the newsletter. At such time as the treasurer may be unable to act, the president as deputy treasurer shall act as the treasurer (see article XII). The treasurer shall also notify life members of AAFCS dues payable at the beginning of the fiscal year and shall be responsible

- for filing the appropriate tax forms with IRS.
- d. The **historian** shall be a member of the board of directors. The historian shall keep a current history, take photographs of key events, and be the custodian of the association's historical materials.
  - e. The **newsletter editor** shall be a member of the board of directors and the executive committee, and shall be responsible for the publication of the state association's newsletter according to Article XI.
    - f. The **legislative representatives** shall be members of the board of directors and responsible to represent the state association at the Utah Women's State Legislative Council. Shall report to the board on legislative issues related to home and family.
    - g. The **awards committee** shall identify members to receive awards, prepare and present awards at the state annual meeting. The committee will assist state winners to prepare their nomination papers and/or presentation for national competition. The committee will work closely with professional sections representatives to select appropriate award recipients from their respective section members.

## **ARTICLE VII COMPOSITION AND FUNCTIONS OF GOVERNING BODIES**

- Section 1.** The Affiliate shall have a **board of directors** which shall be the legal representative of the state association, having control and management of its affairs and funds and acting as its administrative body.
- Section 2.** The board of directors of the Affiliate shall consist of the following:
- a. The elected officers of the Affiliate,
  - b. The chairpersons of the professional and the subject matter sections,
  - c. the secretary, advisor, treasurer, historian, newsletter editor, and other chairpersons of committees.
- Section 3.** The functions of the board of directors of the Affiliate shall be to:
- a. Administer the business of the Affiliate;
  - b. Control and manage the funds and have general oversight of all business matters affecting the Affiliate;
  - c. Designate banks to be used as depositories of the funds of the Affiliate;
  - d. Establish rules for the investment of all surplus funds of the Affiliate held for investment;
  - e. Review the budget as submitted by the treasurer and president-elect and adopt approved annual budget;
  - f. Authorize an audit of the official financial records of the Affiliate by June 1<sup>st</sup> by an auditor who is a certified public accountant and shall make public the auditor's report to the membership;
  - g. Determine dates and places for the Affiliate annual meeting (s) and have the power to cancel the annual meeting in event of an emergency;
  - h. Meet a minimum of three (3) times annually or as called by the president or at the written request of half of its members;
  - i. Approve standing committees, other committees, and act on their reports;
  - j. Approve secretary appointment;
  - k. Approve the newsletter editor appointment and review performance annually;
  - l. Establish state membership dues;
  - m. Approve program priorities and implementation annually.
- Section 4.** A majority of the members of the board of directors shall constitute a quorum. Official business cannot be conducted without a quorum.
- Section 5.** The executive committee shall include the president, president-elect, vice-presidents of work and membership, secretary, advisor, treasurer, and newsletter editor. A majority of the

members of the executive committee constitute a quorum. Official business cannot be conducted without a quorum.

- Section 6.** The functions of the executive committee of the Affiliate shall be to:
- a. Act for the board of directors between board meetings;
  - b. Approve standing committees and other committees as recommended by the president;
  - c. Determine the date of the annual meeting.

## ARTICLE VIII MEMBERSHIP DUES AND PRIVILEGES

- Section 1.** AAFCS/UAFCS membership shall include the following categories: active, supporting, associate, retired, pre-professional/graduate student, or honorary. Eligibility shall be determined as follows:
- a. An **active member** shall be a person:
    1. with a bachelor's or advanced degree from an accredited college or university in the United States or Canada with a major in one or more of the knowledge-based areas of the profession, or
    2. with a bachelor's or advanced degree with a major in a specialized subject matter area related to one or more of the knowledge-based areas of the profession from an accredited college or university in the United States or Canada and with a minimum of two years of experience in that area.
  - b. A **supporting member** shall be a person who is eligible for membership as defined in Section 1 a. of this article and who is interested in furthering the purposes of AAFCS through an additional contribution according to the dues structure.
  - c. An **associate member** shall be a person:
    1. with a bachelor's degree from an accredited college or university but who is not eligible as defined in Article VIII, Section 1 a.1, or Section 1 a. 2, but who is interested in furthering the purposes of the association as stated in Article II. After two (2) years of continuous membership an associate member may petition to become an active member; or
    2. with a two year associate degree from an accredited college or university in the United States or Canada with a major in one or more of the knowledge-based areas of the profession or in a specialized subject matter area of the profession.
    3. who is eligible for active membership as defined in Article VIII, Section 1 a. and is not employed more than 20 hours a week or is serving in the first year of professional employment.
  - d. A **retired member** shall be a person who has been an active member for at least 10 years, is 60 or more years of age, has met retirement guidelines at place of previous employment, and is no longer gainfully employed. It is the responsibility of the member to request retired status.
  - e. A **pre-professional/graduate student member** shall be a person:
    1. who is enrolled full time by institutional standards in a two year or four year program of the profession in an accredited college or university in the United States or Canada with a major in one or more of the knowledge-based areas of the profession or one of the specialized subject matter areas; or
    2. who is enrolled full time by institutional standards and is progressing toward a graduate degree in a program administered by a unit established on the knowledge-base of the profession and is not gainfully employed for more than 20 hours a week. The individual who chooses membership as a graduate student rather than active membership status may do so for no more than three years for each advanced degree attempted, and is limited to no more than six years of such membership.
  - f. An **honorary member** shall be a person other than a family and consumer sciences professional who the association desires to honor for exceptional services within the interest

of the association. Honorary membership may be granted by the board of directors.

## **ARTICLE IX SECTIONS**

- Section 1.** The membership of the **Affiliate** shall be organized into professional sections and subject matter sections. Members may identify with one professional section and one subject matter section as part of their basic dues structure. Members wishing to join additional sections will pay an additional fee for each section.
- Section 2.** The functions of the sections shall be to:
- a. Elect section officers by mail ballot, as needed to perform functions;
  - b. Be responsible for planning and conducting programs to meet needs of members and strengthen the Affiliate;
  - c. Submit proposals for special projects;
  - d. Establish any committees to carry out special activities or projects and communicate with constituents;
  - e. Submit proposals to state budget for needs of the section;
  - f. Supply names of individuals competent to serve on various committees of the state association affiliate, and
  - g. Submit articles for the newsletter.
- Section 3.** The officers of the section shall be a chairperson and others as determined by the section. The subject matter chairperson shall be elected by the membership and shall serve as chairperson of the subject matter section for which elected. Professional section chairpersons shall be elected by members of designated professional section and shall represent the section on the board of directors; or in case of limited membership, the section chairperson may be appointed by the president of the affiliate with the approval of the board of directors.
- Section 4.** The professional section designations and memberships to be determined from the AAFCS listing i.e. college and universities; elementary, secondary, and adult education; extension service; human services; business; home and community; research; and as UAFCS or AAFCS may amend.
- Section 5.** Each section shall have control of any funds that it may raise which are designated for specific purposes within the section. All funds raised by any section to be used by and for the overall benefit of the Affiliate shall be submitted to the treasurer of the Affiliate.
- Section 6.** Each section shall be represented on the board of directors of the Affiliate.

## **ARTICLE X MEETINGS**

There shall be one meeting held annually sponsored by the association. Date and place of the annual meeting shall be determined by the executive committee and in event of an emergency the executive committee shall have the power to change the location of, or cancel, the annual meeting.

## **ARTICLE XI NEWSLETTER**

The Affiliate shall publish a UAFCS newsletter that shall be the official organ of the Affiliate. The newsletter editor shall be responsible for the assembling, publication, and distribution of the newsletter to members according to the directives and deadlines determined by the board of directors.

## **ARTICLE XII FISCAL YEAR**

The fiscal year of the Affiliate shall be from June 1st through May 31st.

## **ARTICLE XIII AMENDMENTS**

These bylaws may be amended prior to or during the annual meeting of the Affiliate providing that advanced notice of the proposed amendments has been submitted in writing to the membership for their approval. A 2/3 majority in the affirmative will constitute approval of the changes.

## **ARTICLE XIV TAX EXEMPT STATUS**

**Section 1.** This Affiliate is a non-stock and non-profit corporation. No part of the net earnings of the Affiliate shall inure to the benefit of, or be distributable to, its directors, officer, or other private person, except that the state affiliate shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the objective set forth in Article III of the Articles of Incorporation.

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

Notwithstanding any of the provisions in the Articles of Incorporation, the Affiliate shall not carry on any other activities not permitted to be carried on: a) by corporate

exempt from federal income tax under Section 501 C (3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future U.S. 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 further U.S. Revenue Law).

**Section 2.** If, in any one year, the Affiliate is found to be a private foundation, then, and in that event, its income for each 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 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).

**Section 3.** The Affiliate was incorporated September 23, 1981 in the state of Utah as a non-profit organization. (A copy of the Articles of Incorporation will remain on file with the current Affiliate president.)

#### **ARTICLE XV UPDATING OF BYLAWS**

When AAFCS deems it necessary to make changes in the national association bylaws which in turn affect the governing of the Affiliate, the board of directors will be advised of those changes and the corresponding bylaw(s) will automatically be updated to reflect and be consistent with AAFCS. The general membership will then also be advised.

Approved: 2005