

Governance Document

Mississippi Association of Family and Consumer Sciences, Inc.

I. Structure

- A. The governing structure of the Mississippi Association of Family and Consumer Sciences, Inc. (MAFCS) will consist of three entities: the Executive Committee, the Executive Board, and the Assembly of Members.
- B. The Executive Committee is composed of the President, the President-elect, the Secretary, the Treasurer, and the Counselor. Two thirds of the members of the Executive Committee shall constitute a quorum.
- C. The Executive Board is composed of the Executive Committee (President, President-elect, Secretary, Treasurer, and Counselor), the six Vice Presidents, the Chair of the Nominating Committee, the Silent Auction/Exhibits Chair, the Registration Chair, and the Coordinator and Advisor of the Student Unit.
 - 1. One-third of the voting members of the Executive Board shall constitute a quorum.
 - 2. The chairs of standing and ad hoc committees and the Coordinator of the Student Unit may be invited to participate in Executive Board functions without vote.
- D. The Assembly of Members is the group of MAFCS members assembled at the Annual Business Meeting during the Annual Meeting of the Mississippi Association of Family and Consumer Sciences.

II. Functions

- A. Executive Committee
 - 1. The Executive Committee acts for the Executive Board between meetings of the Executive Board and on call of the President.
 - 2. The newly elected President and President-elect shall serve as senators to the American Association of Family and Consumer Sciences (AAFCS) Senate. If one of these officers cannot attend, appointment as a senator will be in the order of officer listing shown in section I. B.
- B. Executive Board
 - 1. The Executive Board determines dates and places for the meetings of the Association and has the power to cancel meetings in the event of an emergency.
 - 2. The Executive Board will approve the amount of expenses paid to the senators authorized to represent MAFCS at the AAFCS annual meeting.
 - 3. Executive Board members should keep files up-to-date and orderly. Files should be kept three years and should include correspondence, written reports, and a summary of responsibilities assumed while holding office. When there is a change in office, the incoming individual should receive the file.
 - 4. Executive Board members should send copies of significant correspondence to the state President, as well as to other appropriate chairs or members of committees.
 - 5. Under the leadership of the President-elect, the Executive Board will develop the Association's Program of work. The Executive Board will implement the Program of Work on the critical issues adopted by AAFCS.
 - 6. Executive Board members manage the business of the Association and refer to the Assembly of Members such matters as it deems desirable and as are required by the *Bylaws*.

7. The fiscal year is June 1 -May 31; at the close of each fiscal year Executive Board members should send materials over 3 years old to MAFCS archives located in the Division of Education and Human Sciences (Room 120) on the campus of Mississippi University for Women.
8. The Executive Board receives the budget as submitted by the finance committee and reports of all other committees and submits recommendations to the Assembly of Members.
9. The Executive Board authorizes the bonding of the treasurer and an annual audit of the official financial records by the audit committee.
10. The Executive Board appoints representatives and provides for cooperation with other groups. This shall include joint sponsorship of organizations with related interest and membership on joint committees. Also, it is the Executive Board's responsibility to receive reports from these appointed representatives and to determine action.
11. The Executive Board meets five times each year: in July, in October, twice during the annual meeting, and in May.
12. Between July & October, Executive Board members will meet with committees under their supervision. Committees may meet jointly or individually.

III. Executive Board Meetings

Five meetings of the Executive Board are held annually:

In May a transition meeting for incoming and outgoing officers is held. At this time, exchange of files will take place, and the preliminary planning for the coming year's Program of Work will take place. Outgoing officers maintain voting privilege.

The July Executive Board meeting is usually devoted to governance, planning program of work for the upcoming year, and taking care of any other business. This is the first Executive Board meeting where incoming officers' vote.

At the fall Executive Board meeting in October members report on meetings with committees under their supervision, attend to any pending business of the Association, and plan for Annual Meeting.

Immediately prior to MAFCS Annual Meeting (usually the afternoon or evening before) an Executive Board meeting is held to review final details for the Annual Meeting, review the proposed budget for the upcoming year, review resolutions, receive final reports from facilitators of annual meeting functions, accept reports from officers and committee chairs, and attend to any additional business of the Association.

Immediately following MAFCS Annual Meeting, an Executive Board meeting is held to confirm the time for the Executive Board meetings in May, July, and October and the time and place for the next year's Annual Meeting if that has not already been agreed upon. Disposition of resolutions also takes place at this meeting.

Notice of Meetings

The notice of Executive Board meetings and agenda are sent to members and participants preferably 15 days before each meeting.

A return message to the President from each Executive Board member is sent five (5) days before the meeting to inform the President if a quorum is expected. If an Executive Board member cannot attend, a written report of activities should be sent to the President prior to the Executive Board Meeting. A copy should be sent to the Secretary.

Policies for Executive Board Meetings

One-third of voting members of the Executive Board shall constitute a quorum.

The minutes are sent to members of the Executive Board.

All members of the Executive Board are to send or bring three (3) copies of written reports to meetings. Reports should give names and addresses of committee members, plans for action, and progress reports on activities. The three copies will be distributed to the President, Secretary, and Executive Board member's file.

Resolutions and recommendations for action by the Executive Board should be presented in writing.

Resolutions must be presented in writing to the Vice President for Public Policy who then presents them to the Executive Board for acceptance. The resolutions may be recommended for approval by the Assembly of Members at the MAFCS Annual Meeting. The format to be used for resolutions should be that of AAFCS.

IV. Responsibilities of Officers and Members of Executive Board

A. President

1. The President serves for one year. Installation takes place during the Annual Meeting one year after election as President-elect.
2. The term of the newly installed President begins June 1 following annual meeting. The President serves as Chair of the Executive Committee and of the Executive Board and presides at the Assembly of Members. The President serves in each group as a member with vote.
3. The President serves as executive officer of the Association and gives supervision and leadership to organization policies and programs.
4. The President serves as official delegate to the AAFCS Senate and officially represents MAFCS at the Affiliate Presidents' Unit of AAFCS.
5. The President makes the following assignments and appointments:
 - a. Members to serve on specified standing committees and on ad hoc committees as may be necessary.
 - b. Members to fill unexpired terms in case of vacancies in both elective and appointive offices with the exception of the President-elect, who shall be elected by mail ballot.
 - c. Student Unit Coordinator every fifth year (the President installed in years that end in 0 or 5 appoints a Student Unit Coordinator).
 - d. Three members in attendance at the Annual Business Meeting to review the minutes of that meeting prior to distribution to the Executive Board.
6. The President shall be familiar with techniques of conducting a meeting according to *Robert's Rules of Order, Revised*, and shall be authorized to appoint a parliamentarian.
7. The President has the following national responsibilities:

- a. Serves as liaison officer with AAFCS
 - b. Attends the Annual Meeting of AAFCS and the Affiliate Presidents' Unit of AAFCS Authorizes credentials of the Delegates from MAFCS to AAFCS Annual Meeting, notifying delegates and asking for verification from each 30 days prior to AAFCS Annual Meeting so that proper alternates may be notified to serve, if necessary. (AAFCS provides the correct number of delegates, relative to state membership, to the President on a form which must be completed and returned to AAFCS by a specified date.)
 - c. Submits Program of Work and Annual Report according to time line of AAFCS.
8. The President is responsible for the conduct of Executive Board Meetings, which includes the following specific duties:
 - a. Holds a minimum of five Executive Board Meetings during the year: July, October, Pre & Post MAFCS Annual Meeting, and in May Transition Board Meeting. The May transition meeting should be planned and conducted in close collaboration with the President elect
 - b. Sends official call to the Executive Committee and Executive Board members 15 days in advance of meetings, asking for resolutions, recommendations, and agenda items in writing prior to the Executive Board Meeting.
 - c. Makes all logistical arrangements for the Executive Board meeting, including selection of location, date, refreshments, cost, and contractual arrangements, if any, for the facility to be used.
 - d. Prepares a written agenda and asks for written and/or oral reports from Executive Board members of Plan of Work activities.
 - e. Reviews minutes of meetings before the Secretary circulates the minutes to Executive Board members.
 - f. Provides to each Executive Board member and to chairs of committees a current list of officers and chairs of standing and ad hoc committees with addresses, phone numbers, and e-mail addresses and a current copy of the *Governance Document*.
 9. Financial responsibilities include the following:
 - a. Serves as deputy treasurer of MAFCS.
 - b. Approves all bills for authorized expenditures.
 - c. Appoints an internal audit committee to conduct audit after June 1 and before the Summer Board Meeting each year. This committee should be composed of a former Treasurer and a former President if at all possible.
 10. The President serves as a member of the Annual Meeting Committee and the Finance Committee and is an ex officio member of all other committees.
 11. Elections: The President shall confer with the Nominating Committee Chair on the preparation and distribution of ballots to the membership for elected officers. Ballots must be submitted by mail to membership 30 days prior to Annual Meeting.
 12. Correspondence: The President shall care for all correspondence relating to the office of the presidency which does not require Executive Board action, keeping duplicate copies for the President's file. A copy of all pertinent correspondence also is sent to the President-elect to keep the President-elect informed of the actions of the President.
 13. President's File: The President shall keep a file organized for records of office. At the end of the fiscal year, the completed file is placed in the Department of Archives for that term of office.
 14. The President instructs the President-elect as to duties and responsibilities, submits a list of offices to be filled for the coming year and helps to identify potential leaders, instructs the President-elect as to attendance at AAFCS Annual Meeting and the Affiliate Presidents' Unit Workshop.

15. The President, in cooperation with the Executive Board, develops a calendar of events regarding monthly responsibilities and/or activities.
16. The President receives the Monthly Memo and all additional official mailings from AAFCS, then copies and distributes them to other members of the Executive Board as appropriate.
17. The President prepares an article for each issue of the Newsletter and may supply information for other articles.
18. The President prepares an annual report for presentation at the Annual Business Meeting.

B. President-elect

1. The President-elect serves for one year, and then serves as President for one year. Installation of President -elect takes place at the state Annual Meeting following election. The President -elect assumes office June 1. The President-elect shall be elected by mail ballot by the membership and shall have served on the Executive Board.
2. In case of a vacancy in the President's office, the President-elect shall fill the unexpired term as well as the regularly elected term.
3. The President-elect serves as a member with vote on both the Executive Committee and the Executive Board.
4. The President-elect serves as a member of the Finance Committee.
5. The President-elect serves as advisor to the district presidents and communicates with them at the beginning of the fiscal year to coordinate plans for the Program of work. The President-elect receives two reports from the districts, one following the fall district meetings and one following the spring district meetings during the MAFCS Annual Meeting.
6. The President-elect becomes familiar with the operation and administration of MAFCS.
7. The President-elect keeps in touch with the President on policies which may affect the Association during the upcoming term of office.
8. The President-elect supports in any way possible the work of the officers, committees, and entire Association.
9. The President-elect attends the AAFCS Annual Meeting as a voting delegate, attends the Affiliate Presidents' Unit meeting, and other appropriate meetings. The President-elect attends the Affiliate Presidents' Unit Workshop in the fall.
10. Throughout the year the President-elect provides copy for articles to the Newsletter Editor.
11. The President-elect submits a proposed Program of Work at the July Executive Board Meeting for approval.
12. The President-elect coordinates the Recognition of Past Presidents at the Annual Meeting.
13. The membership must vote to fill a vacancy in the office of President elect.
14. The President-elect appoints appropriate committee chairs following the MAFCS Annual Meeting, with terms of office to begin June 1.
15. The President -elect collaborates with President in planning May transition Board meeting to insure that all incoming and outgoing officers and committee chairs are present.
16. The President-elect represents the President and/or the Association at state meetings, workshops, and conferences or national meetings of other organizations when requested. 17. The President-elect serves in the absence of the President at Executive Board Meetings. 18. The President-elect selects the gift for the outgoing President.
17. The President-elect prepares an annual report for presentation at the Annual Business Meeting.

C. Vice President for Professional Development

1. Serves as Chair of the Annual Meeting Committee. Specific responsibilities are listed under Annual Meeting Checklist. Communicates plans for the Annual Meeting and progress made on those plans with other Executive Board members as needed.
2. Provides preview of Annual meeting in newsletter immediately prior to Annual Meeting.
3. Serves as a member with vote on the Executive Board.
4. Serves as a member of the Finance Committee.
5. Is elected in each year and serves 1 year.
6. Takes office at the beginning of the fiscal year following election (June 1).
7. Throughout the year provides copy of professional development activities to Newsletter Editor.
8. Prepares annual report for presentation at the Annual Business Meeting.

D. Vice President Local Arrangements

1. Works with Vice President for Professional Development to make arrangements for meeting space, meal functions, breaks, guest facilities, and audio-visual equipment (Coordinates the Annual Meeting Convention facilities to accommodate the needs of the Association).
2. Serve as liaison with chairs of other annual meeting sub-committees and the hotel.
3. Make arrangements for coordinating meal events with chairs and the hotel.
4. Contact Vice President for Professional Development to ascertain the type space and equipment needed and communicate needs with hotel.
5. Provide place cards or diagrams for seating at head tables or on stage for each session/event.
6. Ascertain the number of guests for meals and be responsible for finalizing the count with registration chair and the hotel.
7. Check meals served against meals agreed to as per contract with Convention Hotel.
8. Works closely with MAFCS officers (particularly the President and the Vice President for Professional Development) and committee chairs (particularly the Poultry Luncheon and the Pork Meal Function Chairs).
9. Keeps an up-to-date file of activities each year.

E. Vice President for Internal Affairs

1. Is elected in even-numbered years to serve two years.
2. Serves as member with vote on the Executive Board.
3. Oversees the activities of the Bylaws Committee and serves as ex-officio member without vote.
4. Oversees the activities of the Awards Committee and serves as ex-officio member without vote.
5. Serves as Chair of the Membership Committee with the following responsibilities:
 - a. Interprets policies and requirements for membership based on guidelines set by AAFCS.
 - b. Supplies current membership forms at district and state meetings and upon request.
 - c. Writes letter of welcome to new members.
 - d. Writes letter of reminder to lapsed members to encourage renewal.
 - e. Organizes and maintains an up-to-date file of members and addresses.
 - f. Furnishes mailing labels to districts, sections, and other segments of the Association as requested.
 - g. Issues a yearly Directory of Membership for distribution to members in the fall -preferably September. Distribution will occur with the fall newsletter. The Directory is to include a complete alphabetical listing of members with addresses and telephone numbers and with district, subject matter, and professional section designation.
 - h. Presents a report of membership to the Executive Board and the Assembly of Members.

- i. Helps to maintain a current listing of MAFCS life and honorary members.
- j. Utilizes technology to improve communication among members.
- 6. Oversees any additional committees related to Association operations.
- 7. Takes office at the beginning of the fiscal year following election (June 1).
- 8. Throughout the year provides copy of Association activities to the Newsletter Editor.
- 9. Prepares an annual report for presentation at the Annual Business Meeting.

F. Vice President Teacher Liaison

- 1. Is elected in even-numbered years to serve for two years.
- 2. Serves as member with vote on the Executive Board.
- 3. Coordinates and oversees activities related to collaboration with high school teachers in the state.
- 4. Maintains effective communication with teachers.

G. Vice President Extension Liaison

- 1. Is elected in odd-numbered years to serve for two years.
- 2. Serves as member with vote on the Executive Board.
- 3. Shall coordinate and oversee activities related to collaborations with Extension.
- 4. Shall maintain effective communication with Extension.

H. Vice President for External Relations

- 1. Is elected in odd-numbered years to serve for two years.
- 2. Serves as a member with vote on the Executive Board. 3. Oversees fund raising and marketing as they relate to the organization as a whole (and not a specific annual meeting activity). Coordinates with Vice President for Professional Development as relates to annual meeting.
- 3. Develops and implements effective strategies for coordinating activities and communications with other agencies, groups, organizations, and coalitions that share similar goals to MAFCS.
- 4. Coordinates the work for the honor societies.
- 5. Coordinates the work for international interests.
- 6. Coordinates efforts to expand and improve public knowledge, understanding and appreciation of the Family and Consumer Sciences profession.
- 7. Develops a resource bank listing names and addresses of professionals in Family and Consumer Sciences with expertise in specific areas and works to provide the information to appropriate individuals and groups.
- 8. Takes office at the beginning of the fiscal year following election (June 1).
- 9. Throughout the year provides copy for articles of external relations activities and serves as newsletter editor.
- 10. Prepares an annual report for presentation at the Annual Business Meeting.

I. Secretary

- 1. Is elected in odd numbered years and serves two years.
- 2. Assumes office at the beginning of the fiscal year following election (June 1).
- 3. Serves as a member with vote on both the Executive Committee and the Executive Board.
- 4. Conducts such correspondence as directed for the Association.
- 5. Takes the minutes of all business meetings of MAFCS and its governing bodies.
- 6. Drafts copy of the minutes and submits to the President for review within two weeks following the Executive Board meeting. Secures approval of the minutes of meetings from the President before distributing them to the MAFCS Board. Distributes minutes with President's corrections to

Executive Board no later than 4 weeks following the meeting. Additional corrections and comments are to be submitted to the secretary prior to the next Executive Board meeting. At the next Executive Board meeting the secretary submits corrected minutes for approval.

7. Drafts copy of the minutes of the Annual Business Meeting and submits for review within two weeks to the President and three members appointed by the President at the Annual Business Meeting. Secures approval of the minutes from this committee before distributing them to the Executive Board. Distributes minutes with comments of the committee to the full Executive Board no later than 4 weeks following the Annual Business Meeting. Additional corrections and comments are to be submitted to the secretary prior to the next Executive Board meeting. At the next Annual Business Meeting the secretary submits corrected minutes for approval.
8. Submits Executive Board approved minutes to the Newsletter Editor for publication.
9. In May compiles a list of all motions passed during the fiscal year of MAFCS. Sends a copy of list to members of the Executive Committee.

J. Treasurer

1. Is elected in even-numbered years to serve for two years.
2. Assumes office at the beginning of the fiscal year following the election (June 1) and is bonded at that time.
3. Serves as a member with vote on both the Executive Committee and the Executive Board.
4. Prepares the treasurer's records for audit at the end of each year; reminds President to appoint Audit Committee.
5. Is responsible for all fiscal matters as directed by the MAFCS Board.
6. Pays money out only on order of the Executive Board and approval of the President.
7. Prepares the budget for approval by the MAFCS Board at their meeting prior to MAFCS Annual Meeting.
8. Presents the budget approved by the Executive Board to the Assembly of Members for final approval.
9. Presents a Treasurer's report to the membership, either through distribution at MAFCS Annual Meeting or through distribution in *Focus*.
10. Chairs Finance Committee.
11. Serves as a member of the Annual Meeting Committee.
12. Selects a bank and requests transfer of funds from previous Treasurer.
13. Files signature card with bank (President or Treasurer may sign for withdrawals.). IRS identification number is 64-6152638 and should be used on any account in a financial institution requiring such a number.
14. Keeps records of securities/investments current.
15. Deposits funds as received with record kept in checkbook and in account . ledger as to the nature of deposits and withdrawals.
16. Prepares accounts for annual audit, submitting the following items: treasurer's reports, investment records, check stubs and bank statements, canceled checks, check book, account book, accurate membership report, and annual Meeting financial reports.
17. Checks membership reports and reimbursements as received from AAFCS, returning appropriate amounts to districts and pre-professional / graduate student section.
18. Handles all Annual Meeting disbursements through MAFCS accounting.
19. Gives all records to incoming Treasurer.
20. Prepares expense voucher forms for distribution at the fall Board Meeting. Expense vouchers are completed in triplicate: The President signs all three copies and mails two to the Treasure. The

Treasurer keeps one for the files and mails the other copy to the individual with payment. If payment is being made to a second party, the copy is returned to the person requesting that the payment be made.

21. Reviews all requests for reimbursement against budget to determine if requests are above budgeted amount for office. If so, requests written justification and calls a meeting of the Finance Committee for approval prior to paying.

K. Counselor

1. Serves for one year (beginning June 1) following the term of office as President of MAFCS.
2. Serves on the Executive Committee and the Executive Board with vote.
3. Assists the President in the following matters:
 - a. Brings to the President's attention any matters which will aid in administering the affairs of the Association.
 - b. Brings to the President's attention any business that will need action of the President and/or the Executive Board.
 - c. Advises the President.
 - d. Assumes additional responsibilities as assigned.
4. Serves as Chair of the Historical Committee; compiles historical materials of the Association and presents them to a designated receptor or facility for final disposition.
5. Serves as a member of the Finance Committee.
6. Throughout the year provides copy for articles to the Newsletter Editor.
7. Installs incoming and continuing officers at the Annual meeting.

L. Chair of Nominating Committee

1. Serves for one year (beginning June 1)
2. Serves as a member of the Executive Board with vote.
3. Communicates with the members of the committee to review the offices to be filled and to develop a list of at least two nominees for each office.
4. Provides direction to the committee as to criteria for nominees for and the responsibilities of each office to be filled.
5. Along with members of the committee, contacts candidates to review responsibilities of the office and to obtain permission to include that individual as a nominee.
6. Requests biographical information from nominees
7. Prepares an official ballot with an embossed stamp; includes biographical information of nominees for distribution with ballot.
8. Mails ballot in accordance with the time line specified in the Bylaws (Article IV Section 2: submitted by mail to membership 30 days prior to Annual Meeting).
9. Submits a final report to the Executive Board, including the results.
10. Submits a report to the Newsletter Editor for inclusion in the next edition of the newsletter.

M. Chair, Student Unit

1. Is elected each year by the members of the Student Unit.
2. Assumes office on June 1.
3. Represents membership of the Pre-professional/Graduate Student Section in serving as a nonvoting member of the Executive Board.
4. Throughout the year provides copy for articles to the Newsletter Editor.
5. Follows the responsibilities specified in the *Bylaws* of Pre-professional/Graduate Student Section.

N. Advisor, Student Unit

1. Assumes this role on June 1 by virtue of being the Advisor to the student chapter whose member was elected chair of the Student Unit.
2. Serves on the Executive Board as a member with vote.
3. Chairs the Student Unit Advisory Committee.
4. Throughout the year provides copy for articles to the Newsletter Editor.
5. Follows responsibilities specified in the *Bylaws* of Student Unit.

V. Committee Chairs

A. General Policies

1. Committee chairs are elected and assume responsibility at the beginning of the fiscal year (June 1).
2. Committee chairs are appointed by the President.
3. Official letterhead should be used for all official correspondence. This may be obtained from the President or Secretary of the Association.
4. The President should receive a copy of all correspondence related to Association activities.
5. Estimates of expenses for the year should be submitted in writing to the Treasurer so that the Finance Committee can incorporate that information in the proposed budget.6. Every chair having an established budget should keep expenses within that budget. Requests for exceptions must be made in advance in writing to the President for consideration by the Finance Committee. Full justification must be provided with requests for exceptions. Chairs are personally responsible for expenditures made above budgeted amounts and without approval by the Finance Committee.
6. Bills should be fully itemized on the expense voucher form and on the receipts provided to accompany the voucher. Vouchers are submitted in triplicate, and chairs submitting them should retain a copy of the voucher and all receipts for personal records until reimbursement takes place. Vouchers are submitted to the President.
7. When feasible, a chair will retain office no longer than two years.

B. General Responsibilities

1. Chairs should attend Annual Meeting and all meetings called by the Vice Presidents to whom they report.
2. At Annual Meeting in the last year of their terms, appointed chairs shall provide the Vice President to whom they report with a list of recommendations for successors.
3. Chairs shall develop a plan of work for their committees with deadlines for completion. This should be in line with the MAFCS Program of Work.
4. Chairs are responsible for communicating with committee members, calling meetings as necessary, and coordinating all activities leading to completion of the plan of work.
5. Chairs are to submit written reports of their activities as indicated on the calendar of events for the Association.
6. Chairs are to submit an annual report to the Vice President overseeing their activities. This is to be a summary report suitable for presentation to the membership at annual business meeting, held during Annual Meeting.
7. Chairs are to organize all materials related to their offices and transfer this material to their successors at the end of their term.
8. Chairs are to submit articles to the Newsletter Editor.

C. The Student Unit

1. The Student Unit is comprised of those college students who affiliate with AAFCS and MAFCS by paying appropriate dues.
2. Student Unit officers shall include a Chair, Vice-chair, Secretary and Newsletter Editor.
3. The Student Unit Chair is a member of the Executive Board of MAFCS.
4. The Advisor of the Student Unit is the Student Section Chair's local advisor and is a member of the MAFCS Executive Board. The advisor chairs the Student Unit student section Advisory Committee.
5. The Student Unit Coordinator is a non-voting member of the MAFCS Executive Board who serves by appointment for a five-year term. The Coordinator's primary duties are as follows:
 - a. Assist with leadership responsibilities in organization, membership, and programming.
 - b. Provide continuity from one year to the next on the state level as students and the Student Unit Advisors rotate in and out of office.
 - c. Facilitate dissemination of information relative to student members, including state meetings, plans, AAFCS meeting, student certification, addresses of chapter offices, and similar information.
 - d. Facilitate communication between all Student Unit chapters and MAFCS.
 - e. Encourage faculty involvement in Student Unit Section on individual campuses.
 - f. Anticipate needs and serve as an advocate for students on the MAFCS Executive Board.
 - g. Assist with revision of the *Bylaws* and *Governance Document*.
 - h. Encourage national involvement.
 - i. Address specific problems of student chapters.
6. The Student Unit Section shall have standing rules which provide for the election of the officers of the section.

VI. Standing Committees -Elected Officers serving as Chairs

A. Annual Meeting Committee

1. Membership shall include the Vice President for Professional Development, who shall serve as Chair; Vice President Local Arrangements; Facilitators of Annual Meeting Functions;; the Treasurer; and President.
2. The Committee shall oversee the planning, implementation and evaluation of the Annual Meeting of the Association.
3. Specific duties are further described in Section IX of the *Governance Document*.

B. Membership Committee

1. The Committee shall include the Vice President for Internal Affairs, who shall serve as Chair, and district presidents or their designee.
2. The Committee shall promote membership, interpret policies regarding membership, report membership to the Executive Board and to the Newsletter Editor, and make recommendations regarding membership policies to the Executive Board. The Committee shall maintain an historical review of membership trends, shall project goals for membership numbers, and
3. Finance Committee
 - a. The Committee shall include the Treasurer, who shall serve as Chair, the immediate past Treasurer of MAFCS, the President, the President-elect, the Counselor, and the Vice President for Professional Development.
 - b. The Committee shall provide input into the financial decision making of the organization.

- c. The Committee will review requests to exceed budgeted expenditures and make a determination to grant or deny the request.

D. Nominating Committee

1. The Committee shall include the Chair and other members as appointed by the President.
2. The Chair shall be elected each year.
3. The Committee shall present nominations of the elected officers of the Association. Nominations are provided annually for President-elect and Vice President Professional Development. In even-numbered years nominees for Vice Presidents for Local Arrangements, Internal Affairs, Teacher Liaison, and Treasurer shall be presented. In odd numbered years nominees for Vice Presidents for External Relations, Extension Liaison, Secretary, and shall be presented.
4. The Committee shall prepare the ballot and conduct the election, according to the process and time line specified in the *Bylaws*. An official ballot with an embossed stamp will be developed. No more than a single ballot for each MAFCS member is included in the official tally.
5. The Committee shall submit a final report to the Executive Board of the Association, indicating the results of the election.
6. The Committee shall submit a report to the Newsletter Editor for inclusion in the Association's first newsletter following the election.

E. Historical Committee

1. The Committee shall include the Counselor, who shall serve as Chair, and other members as assigned by the President.
2. The Committee shall collect and preserve materials of the Association.

F. Student Unit Advisory Committee

1. The Committee shall include the immediate past Advisor to the Student Unit, the present Advisor (who shall serve as Chair), and the Coordinator of the Student Unit Section.
2. The Committee advises and strengthens the Student Unit.

VII. Standing Committees -Chairs Appointed by the President

A. Audit Committee

1. The Committee shall include a former Treasurer and a former President.
2. Between June 1 and the July Board Meeting the Committee will review the records of the Treasurer.
3. The Committee shall submit a report to the Executive Board at its July meeting.

B. Awards Committee

1. The Chair shall be appointed by the President and shall coordinate activities with the Vice President for Internal Affairs who oversees the activities of the committee and serves as ex-officio member without vote.
2. The Committee shall promote sponsorship of awards to professionals for outstanding contributions to the profession and achievements in the field of Family and Consumer Sciences and its specialized areas.
3. The Committee shall judge applications for awards.
4. The Committee shall be responsible for the following awards:
 - a. Scholarships

- b. Student of the Year
 - c. Professional of the Year
 - d. Teacher of the Year
 - e. Volunteer of the Year
 - f. AAFCS Leaders
 - g. AAFCS New Achievers
 - h. Friend of the Family
 - i. Commemorative Lecturer
 - j. Other awards as shall be made available by MAFCS or AAFCS.
5. The Committee shall work with the Vice President for Professional Development and Facilitators of Annual Meeting Functions in planning the Awards event which takes place during Annual Meeting (Local Arrangements and Meal Functions are two Facilitators to be consulted). The committee will develop a program for this event.
 6. The Scholarship Committee shall receive applications for the scholarships granted by the Association (through the Districts) and shall choose the recipients from among the applicants.
- C. Bylaws Committee Members of the Bylaws Committee shall have MAFCS Executive Board experience
1. The Chair and members of the Bylaws Committee shall be appointed by the President. The Vice President for Internal Affairs oversees the activities of the Bylaws Committee and serves as an ex-officio member without vote.
 2. The Committee shall receive and propose amendments to the *Bylaws* and report proposed amendments to the MAFCS Board.
 3. The committee will review annually the *Governance Document* to insure that changes in the *Bylaws* and or changes in current practices of the Association are reflected. Proposed changes in the *Governance Document* will be presented for vote at the May Board meeting. Updated copies of the *Governance Document* will be disseminated at the July Board Meeting.

VIII. Annual Meeting Committee

- A. The Annual Meeting Committee is chaired by the Vice President for Professional Development. The members of the committee have responsibility for the following functions:
1. Local Arrangements
 2. Exhibits
 3. Registration
 4. Hospitality
 5. Meal Functions
 6. Student Unit
 7. Donor
- B. The facilitator for each function is appointed by the President with input from the Vice President for Professional Development.
- C. Annual Meeting Committee Chair: Vice President for Professional Development
1. Acquire and review copy of last year's billing to determine if costs could be cut.
 2. Coordinate and plan overall convention program.
 3. Work with the Chair of the Awards Committee in planning the Awards event during the Annual Meeting.

4. Secure speakers and entertainment for program in its entirety; work with meal function and donor facilitators for meal function speakers.
5. Determine registration fee/fees needed to break even. Obtain approval of Executive Committee.
6. Serve as liaison with facilitators of subcommittees, as needed.
7. Present theme and skeleton program for approval no later than the Fall Board Meeting.
8. Meet with Facilitators of Annual Meeting functions as needed to clarify all duties.
9. Arrange for printing of program.
10. Notify persons who are to preside and/or take part on the program in any way when and if they are to be at the head table.
11. By November 30 mail completed program and registration information to members and others. This mailing includes hotel registration and program outline.
12. Meet with Facilitators of Local Arrangements and Registration to determine final number of guests to attend meal functions. On the first day of convention work with Hotel if adjustments are needed.
13. Prepare and send a Press Release.

D. Exhibits Facilitator

1. Coordinates the Student Exhibits and Professional Exhibits for the MAFCS Annual Meeting.
2. By September 10, sends Call for Student Exhibits and Call for Professional Exhibits. October 10 is deadline for submission by professionals to Exhibits Facilitator for the review process. November 30 is deadline for submission of student projects for Designer Showcase.

Professional Exhibits will be reviewed by a peer review committee; this committee is determined by the Exhibits Facilitator.

Student Exhibits will not be reviewed; this is the reason for the difference in deadline dates.

3. Coordinates review of submissions. By November 15, notifies professionals of status of submission for Annual Meeting program.
4. Communicates with Local Arrangements Facilitator the number of Exhibitors and the space required.
5. Coordinates the assignment of space for each exhibitor at Annual Meeting for display of exhibits.
6. Provides a list of exhibitors and their address for MAFCS members at Annual Meeting; ideally, this should be included in the MAFCS Annual Meeting program.
 - a. Works with other facilitators in providing the number of exhibitors to be present for meals and entertainments.
 - b. Keeps an up-to-date file of activities to be passed to the next Exhibits Chair.

E. Registration Facilitator

1. Plans and implements the details of the registration process for the MAFCS Annual Meeting. Works very closely with the Vice President for Professional Development.
2. Establishes registration costs as soon as possible following Fall Board Meeting. Works with Vice President for Professional Development in setting the registration fees,
3. In August makes contacts with the Program Coordinator, Family & Consumer Sciences & Related Technology, Office of Vocational and Technical Education in the Mississippi Department of Education and the State Program Leader of Family and Consumer Education with the Mississippi Extension Service to ask if they will agree to mail out annual meeting registration forms to their

staff. (We can include a letter here!) Find out dates of their early spring mailings. (This may be duplicate by MAFCS Newsletter but it would reach non-member.)

4. Prepares annual meeting registration form.
5. Motel reservation information must be included in the mailing. (Remember to note MAFCS Meeting and deadline for reservation on the form.)
6. Mail registration information along with outline of the program by November 30. (If possible, coordinate with Newsletter Editor as to dates.) Deadline for receipt of pre-registration is January 15. Work closely with the Vice President for Professional Development.
7. Prepare name tags for all participants.
8. Registers members during the Annual Meeting (work closely with the Vice President for Professional Development)
9. Reports numbers present at Annual Meeting.
10. Keeps an up-to-date file of activities to be passed on to the next Registration Chair.

F. Hospitality Facilitator

1. Plans the Hospitality during convention including coffee breaks, hospitality for visiting dignitaries, hostesses for each function, and other assignments as designated by the Vice President for Professional Development.
2. Works through the Local Arrangements Chair in making these plans. Coordinates preparation of "goody" bags/visitor information for distribution at registration.
 - a. Plans and coordinates decorations for stage and tables at all events.
 - b. Makes arrangements for refreshment breaks through local arrangements chair.
 - c. Assures that hostesses are named to check name tags/tickets for each meal function. Use students if at all possible. Counts tickets and turns in total to Vice President.
 - d. Determines the number and types of gifts needed for program presenters. Makes these purchases.

G. Donor Facilitator

1. Contact possible donors and sponsors from business groups, commodity groups, colleges and universities. Make contact using the official MAFCS letterhead; contacts should be made by December
2. Acknowledge donors and sponsors on programs. Send written acknowledgments to donors and sponsors.
3. Contact possible donors; some of these are the Mississippi Poultry Association, the Mississippi Pork Producers, the Cattlemen's Association, and the Beef Council.
4. Determine if commercial exhibits are needed. Contact possible commercial exhibitors.
5. Keep an up-to-date file of activities, contacts, sponsors names and addresses to be passed on to the next Donor Facilitator.

H. Meal Functions Facilitator

1. Coordinate sponsorship and menu selections with Vice President for Professional Development and Donor Facilitator.
2. Determine other facilitators that will be involved with the sponsored meal functions (Example: Poultry Luncheon may also be used for the Awards Program.)
3. Print a separate program for the event, if necessary. (MS Poultry Association has printed a separate program in the past.)
4. Coordinate head table seating arrangements with the Vice President for Professional Development and the appropriate facilitator and/or chair. Place cards may be used at the head table.

5. Coordinate gifts for speakers and sponsors with the Vice President for Professional Development. MAFCS usually presents the director and secretary of the MS Poultry Association with a gift.
6. Table decorations should be coordinated for all meal functions with the Local Arrangements and Hospitality Facilitators.
7. Keeps an up-to-date file of activities, contacts, and sponsors to be passed on to the next Meal Function Facilitator.

I. Student Unit Facilitator

1. Works with Vice President for Professional Development to coordinate Student Activities. Makes plans for at least one student social function during the convention. The students may wish to offer assistance to other chairs in assisting with registration, checking meal tickets, putting packets together, and preparing decorations for the meal function. This committee may wish to work with the Exhibits Chair and set up a display during convention. The overall purpose is to have student input into the planning of convention.
2. Major emphasis through the year should be to encourage students to attend convention.
 - a. Solicit student volunteers. Contact all student groups and ask for volunteers to assist in making table decorations, serving as hostesses, planning sessions.
 - b. Provide list of student volunteers to Vice President for Professional Development and Local Arrangements Chair.
 - c. Plan one social hour or "ice breaker" during convention for students only.
 - d. Plan at least one session for students at annual meeting.
 - e. Publicize social hour and other student events. Facilitators may be appointed by the President for other special events or meals as requested by the Vice President for Professional Development.