

# KENTUCKY EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

## Organizational Policies

### I. The Executive Board and Board

#### A. Meetings

1. Executive Board will meet as needed and on call of the President. The Executive Board will report its activities at each Board meeting.
2. The Board will hold two regular meetings per year. The Spring Board meetings will be set by the Executive Board. The Fall Board meeting will be held prior to the Annual meeting. Date, time, and location of Board meetings will be determined by the President. The President may call additional Board meetings.
3. In matters of great importance to the organization, in which a decision must be made prior to a Board meeting, electronic voting (email) or a conference call may be arranged by the President. Constitution and Policies must be followed.
4. The President may invite the Assistant Director of Extension FCS or other Extension Administrators to Board meetings for remarks/update at a designated time on the agenda.

#### B. Officers and Committees

1. Officers and Committee Chairs shall provide a written or oral report for Board meetings.
2. Committee Chairs unable to attend Board meetings should contact Chair-elect (or committee member) as a substitute.
3. At the beginning of each Board Meeting, the President will appoint a committee of 3 members to approve board minutes. Approved minutes will be posted on the website.
4. A Nominating committee member is appointed annually (by January 15) by the President for a 3 year term. Three members need to represent 3 Extension regions - east, central, west. The members rotate in the following manner: year 1 – member; year 2 – chair elect; year 3 – chair.
5. The President shall appoint a Newsletter & Website chair who may serve multiple terms.
6. The Retirement/Fringe Benefits Chair will serve as the liaison with retirees and life members. Duties may include coordinating events during the summer and annual meeting. Retirees/life members should receive notice of annual meeting date by May 1.
7. Executive Board will serve as a standing committee for the Scholarship Fund to select recipients who may apply for funds to attend the NEAFCS National Meeting.

#### C. Pride of Kentucky Educational Endowment Fund Committee

1. KEAFCS established a standing committee known as the Pride of Kentucky Educational Endowment Fund Committee, to oversee the operation of the endowment.
  - The duties of the Pride of Kentucky Educational Endowment Fund Committee will be to select an investment firm, annually review the investment portfolio, provide an annual financial and activity report to KEAFCS members, and select a chairman and secretary of the committee.
  - The Chair of the Pride of Kentucky Educational Endowment Fund Committee will serve on the KEAFCS Board.
  - The Chair and secretary may serve consecutive terms as officers not to exceed her term limit on the Pride of Kentucky Educational Endowment Fund Committee.

2. The 7 member committee will include the current KEAFCS President, Vice-President for Awards/Recognition, Treasurer and four members of the Past Presidents Committee.

- The four members representing the Past Presidents Committee will serve 5-year terms except for the initial appointment.
- The representatives from the Past Presidents Committee will be selected by the Past Presidents Committee.
- The term of office for each delegate begins on January 1 and ends on December 31 with the year being based on office term or delegate term as stated above.
- In the event a representative from the Past Presidents group retires or leaves Cooperative Extension, another representative will be appointed following the same procedure to fulfill the unexpired term.
- Committee members may not serve consecutive terms but may be reappointed following a one year absence from the committee.

3. Official documents for the Pride of Kentucky fund will be held in a secure location selected by the current Pride of Kentucky Endowment Committee Secretary

4. Any changes in the Pride of Kentucky Educational Endowment Fund policies must be reviewed by the Pride of Kentucky Educational Endowment Fund Committee. Committee recommendations will be presented to the KEAFCS Board for approval, and upon approval, included in the KEAFCS Organizational Policies.

#### **D. Memorials and Cards**

1. Upon notification to the secretary, acknowledgment of a KEAFCS member's death will be the responsibility of the Executive Board. Flowers and/or a memorial contribution of an appropriate amount will be determined and handled by the Executive Board.

2. The Secretary will acknowledge the following situations with an appropriate card from membership:

- Serious illness of KEAFCS member
- Death of an immediate family member of a KEAFCS member
- Death or serious illness of UK Cooperative Extension Administration
- Death of an immediate family member of UK Cooperative Extension Service Administration

3. A member of the Extension Area where the member is employed is responsible for notifying the KEAFCS secretary of the above.

4. Additional acknowledgments are at the discretion of the Executive Board.

#### **E. Records, Files and Reports**

1. Retiring Officers and Chairs should transfer only files one term old to the new officer and/or chair. Other permanent files are to be transferred to the Secretary.

2. Transfer of all files (electronic and/or hard copy) should occur in a timely manner following the Annual meeting.

3. Should an officer or Chair resign, those files should be transferred to the President.

#### **4. RECORDS RETENTION SCHEDULE**

- Treasurer - maintain 4 previous years of Treasurer's records. At the end of their term of office, turn the two oldest year's records to the Constitution, History and Policies chair for review and archiving items listed below.
- Secretary - maintain 4 previous years of Secretary Records. At the end of their term of office, turn the two oldest year's records to the Constitution, History and Policies chair for review and archiving items listed below.
- Constitution, History & Policies Chair - archive permanent records in UK Archives at the end of their term of office, including: Minutes of Executive Board Meetings, Minutes of Annual Business Meeting, Minutes of Board Meetings, Approved Budget, Treasurer's Reports, Annual Awards Program, Annual Meeting Program,

Constitution, Bylaws and Policies, Photos, Newsletters, and Pride of Kentucky Endowment Records. Maintain electronic copy of all items turned into the archives.

## **F. Voting Delegates and Representatives**

1. Voting delegates to NEAFCS from KEAFCS shall be selected in the following order:

- President
- President-elect/Vice President Professional Development
- Vice President Public Affairs
- Vice President Member Resources
- Vice President Awards and Recognition
- Secretary- even years - alternate delegate
- Treasurer- odd years - alternate delegate

2. Representatives to Joint Council of Extension Professionals shall be President, President-Elect, Secretary, Retirement/Fringe Benefits Chair and Immediate Past President. Should one of these officers be unable to attend, a substitute may be selected from the Executive Committee.

## **II. Financial Policies**

### **A. General Policies**

1. The finance committee will establish budget amounts for expenditures each year based on the funds available and the KEAFCS policies. When carry forward reaches an agreed upon amount as per the finance committee, excess funds are moved to accounts or CD that earn interest.

2. KEAFCS Officers and Chairs will submit estimates of expenses and/or budget requests to the finance committee by October 1 or when requested by the KEAFCS treasurer and/or finance committee

3. Money for the following items will be appropriated annually by the finance committee. Any money not used in that year will be maintained as cumulative line items in the following budget categories:

- Retiring agent gifts - \$240 allocated annually until fund reaches \$1000
- Life member dues – to be used for reduced annual meeting fees
- Pride of Kentucky Grant
- First year membership dues - up to 50% discount per new member based on funds determined to be available by the Finance Committee. ie. Silent auction, Living Well, etc. Individuals only receive the new member discount one time regardless of how long membership has lapsed.

4. The Board will develop guidelines for the Living Well proceeds.

5. Annual meeting income and expenses will be specified as line items in KEAFCS budget and financial reports. Annual Meeting will be handled by a committee – Committee will stay within budgeted amount based upon allocated funds and donations from the previous year. Committee will track budget and expenditures and submit a budget report and an expenditures report in one submission.

6. The Awards budget will be supported by funds from both the general budget and the Pride of KY Educational Endowment Fund annual contribution. This budget will support awards (monetary, ‘hardware’, recognition) and printing required to conduct the Awards portion of the annual meeting.

7. Treasurer will annually review/revise expense voucher to include up-to- date list of budget categories.
8. An expense voucher with attached receipts must be submitted to treasurer for reimbursement or payment of all expenditures within 30 days of incurred expense. Amount of reimbursement is not to exceed amount designated by finance committee unless approved by the Board or Executive Board.
9. Tips for meals, bellman, etc. can be paid from KEAFCS accounts, should sufficient funds be available in designated account.
10. The President annually appoints an alternate individual to have authorization ability to sign KEAFCS checks should the treasurer be unavailable.
11. Accounting system, Quickbooks, will be used for KEAFCS financial records/accounts, a reconciliation will be done each month, requiring 2 signatures for checks payable to the treasurer, bond will be held for 1.25 times the largest amount in the checking account, maintain receipts for all expenses paid and the books are audited at the end of each KEAFCS Treasurer's term. The audit committee, composed of three members appointed by the President, shall make a written report and present such report at the spring Board meeting.
12. If a Southern Region state hosting a NEAFCS Annual Meeting requests KEAFCS financial or other support for the Annual Meeting Friendship event, KEAFCS will respond positively.
13. Dues will be determined by the membership. National and state dues must be paid prior to initiation of new members. If a new member pays dues after deadline set by national for member status at National meeting, dues will be held in the state until the treasurer makes the annual payment of national dues.
14. Treasurer may purchase a small safe deposit box for the KEAFCS certificate of deposit, if necessary.
15. \$25,000 Program and Development fund will be established as a line item to reimburse attendees to PILD held in Washington, DC and JCEP Leadership Conference beyond funding from Budget line item, scholarship or Assistant Director of Kentucky Cooperative Extension Service.

## **B. Board Member Expenses**

1. KEAFCS will not pay expenses of board members attending any regular or special board meeting or Executive Board meetings.
2. If money is provided by the University of Kentucky for officers to attend NEAFCS annual meeting, it will be allocated in the following order:
  - President
  - President-Elect/Vice President Professional Development
  - Vice President Awards and Recognition
  - Vice President Member Resources
  - Vice President Public Affairs
  - Alternate: Secretary- even year/Treasurer- odd year
3. KEAFCS will pay expenses for one alternate voting delegate to NEAFCS provided UK funds the above officer expenses. The amount will be equal to the amount delegates receive from UK.
4. In the event UK funds are reduced or eliminated, KEAFCS Board will determine the financial support provided for voting delegates.
5. KEAFCS will pay a sum of the following expenses for Board members and others representing the Association in the amount designated by the Finance committee and with proper documentation:

- Public Policy Issues/Leadership Development Workshop in Washington, D.C. and the Joint Council of Extension Professionals annual Leadership Conference - KEAFCS President, President Elect Vice President Professional Development and/or Vice President Public Affairs subsistence, travel, or registration costs not covered by the Associate Director of Kentucky Cooperative Extension Service.
- Expenses of other officers and chairs in performing their duties.
- Expenses to Kentucky Joint Council of Extension Professionals meetings will be reimbursed as follows:
  - Only mileage over 50 miles is reimbursable – no lodging or meals. Mileage will be paid at the University rate.

### **C. NEAFCS Committee Members**

1. KEAFCS members serving on national committees will receive a stipend if they attend NEAFCS. The Finance committee will establish the amount to be appropriated and will be divided equally among eligible National committee members. This sum will not exceed \$100 per person per year. National Committee members will be reimbursed after returning from the NEAFCS meeting.

2. If not traveling to a national conference/ national committee meeting for any reason, including going virtual, the \$100.00 is not issued.

### **D. Multiple Funding for Members**

1. KEAFCS members may not receive multiple funding during any one year. Members are eligible for one source of special funds: National Committee Member, voting delegate, etc. In such cases, members will receive the larger dollar amount. Voting delegates receiving University financial support may not receive committee stipend. Exception: KEAFCS members receiving DSA or Continued Excellence will receive \$100.00 if attending National Meeting

### **E. Pride of Kentucky Educational Endowment Fund Financial Policies**

1. The proceeds from the sale of the Pride of Kentucky book were used to establish an educational endowment fund for KEAFCS. The Pride of Kentucky Educational Endowment Fund policies will adhere to IRS 501 C 3 regulations.

2. The income generated from the Pride of Kentucky Educational Endowment fund will be used to expand Cooperative Extension Service Family and Consumer Sciences educational programming across the state and enhance the professional development of agents.

3. The annual income allocated from the fund will be used the following year to finance the following KEAFCS awards and grants. The amount of the income may vary depending on the income generated from the investment and allocated to the Finance committee by the Pride of Kentucky Educational Endowment Committee. To secure funds for the Endowment portion of the KEAFCS awards budget, the KEAFCS treasurer shall write a letter to the investment company requesting Endowment Committee approved dollar amount to be taken from the investment funds.

- Two-thirds (2/3) of the income allocated annually will be designated to fund the purchase of awards and recognition items, ie. Certificates, monetary, hardware.
- The remaining one-third (1/3) of the income allocated annually from the Pride of Kentucky Educational Endowment Fund is designated for Pride of Kentucky grants awarded according to the awards guidelines.

## **III. Vice President Awards and Recognition**

### **A. Duties**

1. Coordinate the KEAFCS Awards and Recognition program.
2. Provide Area Vice Presidents and members with Awards program information.
3. Receive entries, organize and arrange date/s for judging.
4. Area Vice Presidents for Awards and Recognition will serve as the judging committee, i.e. assist with judging, presenting and program.
5. Notify winners of awards by letter prior to NEAFCS Annual Meeting Registration deadline.

6. Keep a record of all award winners.
7. Prepare and submit state award winners for regional and national competition.
8. Submit Award and Recognition Committee budget to treasurer.
9. Notify the treasurer of agents to receive approved financial awards.
10. Submit to the treasurer completed expense voucher for approved financial awards.
11. Communicate with the Fringe Benefits/Retirement Chair, VP Member Resources and Immediate Past President on the coordination of recognition and award gifts.

#### **IV. Awards and Recognition**

- A. Information on Award Winners must be submitted by October 1 to the VP Awards/Recognition for inclusion in the Awards booklet.
- B. Members submitting entries for NEAFCS awards will refer to the NEAFCS website for guidelines and deadlines. The same procedure will be followed for KEAFCS awards on KEAFCS website.
- C. Any member receiving a NEAFCS sponsored Award will be given appropriate recognition at the KEAFCS annual meeting.
- D. Awards for team entries should be held within budget.
- E. The purchase of award gifts are encouraged to be and/or preferred to be Kentucky or regional crafted products. Effort should be made to keep awarded items in each category consistent in value and worthiness from year to year.
- F. Members retiring or resigning and receiving KEAFCS awards within the year of retirement/resignation will receive award. Members retiring or resigning and awarded KEAFCS grants to be used the following year will not be awarded the grant.
- G. KEAFCS Sponsored Awards

<b><i>National Award NEAFCS</i></b>	<b><i>Entry Information Online guidelines &amp; entry; deadline set by NEAFCS</i></b>	<b><i>KEAFCS 1st place Recognition * 2 &amp; 3rd place - certificate</i></b>
Greenwood Fellowship	Minimum 5 yrs. NEAFCS member	\$50 & Certificate *
Grace Fryinger Fellowship	Minimum 5 yrs. NEAFCS member; out of state/country travel	Certificate *
Distinguished Service Award	Minimum 10 years NEAFCS member and must have attended 2 NEAFCS Annual Sessions	Engraved Julep Cup (\$75 each) \$100 each if attending NEAFCS
Continued Excellence	DSA recipient; minimum 12 years NEAFCS member and must have attended 3 NEAFCS Annual Sessions	Engraved Award (\$75 each) \$100 each if attending NEAFCS
NEAFCS Educator of the Year	Minimum of 12 years NEAFCS member; attended 4 NEAFCS mtgs and must have received both DSA and CE	Engraved Award (\$75) & \$100 Recipient can only receive item & \$ one time
Florence Hall	Program conducted in past 5 yrs	\$50 cash & certificate *
NEAFCS Past Presidents' New Professional	1st time attendee to NEAFCS mtg; employed less than 5 years	\$50 cash & Certificate *
Dean Don Felker Financial Management	Individual or team	\$50 cash & Certificate *

Mary W. Wells Memorial Diversity	Individual or team	\$50 cash & Certificate *
Program Excellence Through Research	Research conducted in past 3 years	Certificate *
Environmental Education	Individual or team: program in last 3 years	\$50 cash & certificate *
Early Childhood Child Care Training	Individual or team: program in last 2 years	\$50 cash & certificate *
Food Safety	Individual or team: program in last 3 years	\$50 cash & certificate *
Communications 1. Newsletter 2. Written Press 3. Radio/Podcast 4. Television/Video 5. Educational Publication 6. Internet Education Technology	Individual or team: program in last 3 years	\$25 cash & certificate for each category *
Marketing Package	Individual or team: program in last 3 years	\$50 cash & certificate *
Community Partnership	Individual or team: program in last 3 years	\$50 cash & certificate *
Extension Housing Outreach	Individual or team: program in last 2 years	\$50 cash & certificate *
Family Health and Wellness	Individual or team: program in last 3 years	\$50 cash & certificate *
Human Development/Relationships	Individual or team: program in last 3 years	\$50 cash & certificate *
School Wellness	Individual or team: program in last 3 years	\$50 cash & certificate *
Social Media Education	Individual or team: program in last 3 years	\$50 cash & certificate *
Social Media Education-Online Video	Individual or team: program in last 3 years	\$50 cash & certificate *
Master FCS Volunteer	Individual or team	\$50 cash & certificate *
Snap-Ed/EFNEP Educational Programming	Individual or team: program in last 3 years	\$50 cash & certificate *
Excellence in Teamwork	Individual or team: program in last 3 years	\$50 cash & certificate *
Excellence in Multi-State Collaboration	Individual or team: program in last 3 years	\$50 cash & certificate *
Innovative Youth Development Programming	Individual or team: program in last 3 years	\$50 cash & certificate *
Educational Curriculum Package	Individual or team: program in last 3 years	\$50 cash & certificate *
Innovation in Programming	Individual or team: program in last 3 years	\$50 cash & certificate *
Extension Disaster Education	Individual or team: program in last 3 years	\$50 cash & certificate *

<b>KEAFCS Award &amp; Recognition</b>	<b>Entry Information</b>	<b>KEAFCS 1<sup>st</sup> Place Recognition</b> • <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> place certificate</b>	<b>Contact Person: VP Awards &amp; Recognition unless noted</b>
Progress Award: --Under 10 years' service	Outstanding program in past year	Engraved award for each category: \$160 total budget	

--Over 10 years' service			
KAFCS Outstanding Agent – Karen Davis Parker	KEAFCS & KAFCS member: Outstanding program in past year	Engraved award given at KAFCS state meeting following KEAFCS annual meeting -\$80 budgeted	
Retirement Recognition	Retirees honored upon leaving KEAFCS/NEAFCS, at the annual meeting following retirement	Engraved Silver tray \$80 budgeted per award	Retirement/Fringe Benefits Chair
Paraprofessional Award	Paraprofessional working 2 years or more	Plaque \$75 cash	
Pride of Kentucky Award	Program in past 2 years related to consumer marketing or promotion of agriculture commodities or enterprise	\$100 team or \$50 individual	
Pride of Kentucky Grant	Support for a proposed program in consumer marketing or promotion of agriculture commodities or enterprise	Amount and number of awards given based on funds available and application score: Present/report results at following KEAFCS annual meeting. Amount given must be paid to entity (Hmk. Council, district board) not an individual.	
Friend of Extension	Rotation of 2 areas per year; one honoree per area as noted: 2022 Bluegrass & Mammoth Cave 2023 Northeast & Licking River 2024 Purchase & Pennyrile 2025 Wilderness Trail & Quicksand 2026 Green River & Lincoln Trail 2027 Lake Cumberland & Northern KY 2028 Louisville & Fort Harrod	Engraved award; \$160 total budget	Immediate Past President
Honorary KEAFCS Member	Selected nominee (one per year)	Framed Certificate & engraved award \$75 budgeted	VP Member Resources
Outgoing President	End of term	Frame Certificate and gift; \$125 total budget	President-Elect

## V. KEAFCS Annual Meeting

### A. President-elect/VP Professional Development Duties

#### 1. Serve as committee chair (see #2.)

- determine date and site arrangements for the following year's annual meeting by July



- negotiate hotel contract w/consideration of weather cancellation clause
- obtain sponsors/donations
- set menus/food service
- communicate with Assistant Director FCS about in-service training as part of annual meeting
- communicate with VP Awards/Recognition for Awards portion of the meeting
- coordinate plans for silent auction event, if conducted
- keep Executive Board informed of meeting progress
- coordinate activities for life members and retirees with Retirement/Fringe Benefits chair

2. Area Vice Presidents-Professional Development will serve as the Annual Meeting committee. Responsibilities include:

- plan the program (including agent sharing, round tables, displays, etc.); consideration to national award winners and Pride of KY grant recipients determine time frame
- Contact/invite Area Extension Directors and Regional Directors to Awards Program to be paid by KEAFCS Board.
- assign area responsibilities
- plan expenses within budget
- communicate with area members
- silent auction, if held

## **B. Meeting Location**

The Annual Meeting will rotate between Lexington and Louisville. The Executive Board may select an alternate location. The year after an alternate location meeting site, the original rotation schedule returns.

## **C. Registration Budget and Fees**

- The previous year's Annual Meeting registration fees comprise the annual meeting budget.
- Any excess funds will accumulate in the annual meeting budget line item.
- Projected Annual Meeting expenses are to be approved in advance by the Executive Committee.
- Meeting registration fees will be set by Annual Meeting Committee based on estimated cost of: speaker fees, guest meals, printing (program,) decorations, meeting room fees, and other associated expenses.
- Active KEAFCS members will pay meeting registration fee for the meeting.
- Retired members and past honorary members will pay only the cost of the Awards meal. Life members will pay a reduced fee (less than the meal cost) from escrow account funds. Additional registration fees may be assessed by the committee if necessary.
- Non-members may attend the KEAFCS Annual meeting by paying a designated non-member registration fee.
- Provide receipts for attendees.

## **D. Business Meeting**

1. Only active KEAFCS members may take part in discussion, make motions or vote.
2. Motions will be written on forms provided and forwarded to the secretary.
3. Nominating Committee will prepare copies of credentials for each nominated candidate.
  - Candidates may be nominated from the floor providing credentials are on file with the nominating committee.
  - Voting will be done by secret ballot only if there are qualified nominees from the floor.
  - Nominating Committee will serve as tellers: distribute and collect ballots, tabulate results.

4. VP Member Resources solicits nominations for honorary members from the membership. Recipients shall:

- be notified of their honor
- be invited to attend the annual meeting
- be honored at the awards meal or other designated time
- receive a certificate, gift, and meal
- be presented with a press release of the honor
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#### **E. Invited Guests**

1. KEAFCS will pay for only the cost of the awards meal for invited guests.

2. Recommended guests (to be invited by the KEAFCS President) include:

- President, University of Kentucky b. Provost, Lexington Campus
- Dean of the College of Agriculture
- Associate Dean & Director of Cooperative Extension
- Associate Dean for Research, College of Agriculture
- Director of the School of Human Environmental Sciences/Assistant Director of Family and Consumer Sciences Extension
- Assistant Director of Cooperative Extension for 1890 Programs, Kentucky State University
- KEHA President
- Assistant Director of Family and Consumer Sciences Field Program
- President, KACAA
- President, KAE4HA
- President, ESP

3. Other guests (invited by the designated person) include:

- Paraprofessional Award recipient – VP-Awards/Recognition
- Retiree (year of recognition) – Retirement/Fringe Benefits Chair
- Friends of Extension FCS recipients and guest –Immediate Past President
- New Honorary members – VP-Member Resources
- Donors/sponsors – President-Elect/VP-Professional Development
- District Directors - Area Associations (pay actual cost of meal)

#### **VI. Resolutions**

A. Resolutions may be adopted by the KEAFCS board and/or the KEAFCS membership upon approval.

- Resolution #1 – Supporting retaining the name-College of Home Economics – December 1986
- Resolution #2 – Commending UK President David Roselle for excellent leadership – December 1988
- Resolution #3 – commending UK President David Roselle for outstanding commitment – December 1989
- Resolution #4 – To Express Support of hiring Family and Consumer Sciences Agents with a BS Degree or MS Degree in Family and Consumer Sciences - April 2011

#### **VII. Policy Adoption and Revision**

A. Adopted by a majority of the membership at the annual business meeting without previous notice.

B. Amended or rescinded by a two-thirds vote of the Board.

C. Suspended temporarily by a two-thirds vote of the Board.

D. Kept current by the KEAFCS Vice President Member Resources and Constitution, History, and Policy Chair.

Adopted – original 1937?

Amended – 1996, 1998, 1999, 2001, 2002, April, 2003, Dec. 2003, April 2004, Feb. 2005, Dec 2005, Nov 2006, April 2010, April 2011, Nov. 2011, December 2011, December 2014, December 2017, December 2018, November 2019, March 2021, January 2022.