

Bylaws & Handbook Committee Report

August 11, 2009

Chair: Samantha Kennedy

Members: Elaine Courtney, Diann Douglas

The late submission of these proposed changes are in violation of the bylaws, which in Article XIII, Section 2 state: "Proper and sufficient notice of the proposed changes, revisions, or repeals must be mailed or emailed by the Chair of the Bylaws and Handbook Committee, to each member of the association not less than thirty days prior to the date of the meeting at which amendments will be voted on."

The following proposed changes are not urgent and can wait until next year to be voted on since we are less than a month away from the general membership meeting. However, if we decide, they can be posted on the FEAFCs website and presented to the membership for their review prior to the general membership meeting at EPAF.

Bylaws:

ARTICLE II, Section 3

Currently states: "The **principle** place of business is the University of Florida, Gainesville, FL."

Proposed change: "The **principal** place of business is the University of Florida, Gainesville, FL."

Reason: "Principal" is the correct word in this case.

ARTICLE III, Section 4

ARTICLE XII, Section 2

Currently states: "**December 31**" as the current due date for membership dues

Question: Is this still the due date?

ARTICLE IV, Sections 1, 2, and 6

ARTICLE IX, Section 3

Currently states: "**Vice-President**" in several places

Proposed change: "**Vice President**" in all places

Reason: The title of "Vice President" is not hyphenated.

ARTICLE IV, Section 2

Currently states: "...shall be elected in **uneven** years to serve a term of two years or until a successor has been elected."

Proposed change: ""...shall be elected in **odd** years to serve a term of two years or until a successor has been elected."

Reason: The wording will then agree with the wording used in the next paragraph.

ARTICLE IV, Section 3

Currently states: "The Nominating Committee shall **present a double slate of officer candidates for each office whenever possible.**"

Proposed change: "The Nominating Committee shall **make up a slate of officers with at least one name for each office.**"

Reason: The wording will then be consistent with that used in Article IX, Section 1.

ARTICLE IV, Section 5

Currently states: "No officer or director may serve more than **six consecutive years** on the Executive Board."

Question: Is this enforced? Is there anyone on the Board who currently exceeds six consecutive years?

ARTICLE VI, Section 2

Currently states: "Audit the books at the end of the fiscal year."

Question: Should this procedure be changed? Is this being done annually?

ARTICLE VI, Section 5

Currently states: "The President **of** President's designee may sign contracts on behalf of the Association upon approval of the Executive Board."

Proposed change: "The President **or** President's designee may sign contracts on behalf of the Association upon approval of the Executive Board."

Reason: Typographical error.

ARTICLE VII

Current heading: "ADVISORS DUTIES"

Proposed change: "ADVISOR'S DUTIES"

Reason: "Advisor's" is possessive in this case.

Currently states: "The Chair of the Department of Family, Youth and Community Sciences in Florida will serve in an advisory capacity upon the request of the Executive Board."

Proposed change: "The Chair of the Department of Family, Youth and Community Sciences at the University of Florida will serve in an advisory capacity upon the request of the Executive Board."

Reason: The new wording will clarify that the FYCS department is located at UF.

ARTICLE VIII, Section 1

*Currently states: "The President will appoint a **parliamentarian** from the membership."*

*Proposed change: "The President will appoint a **Parliamentarian** from the membership."*

Reason: All other officer titles are capitalized. Furthermore, "Parliamentarian" is capitalized in Article V, Section 1.

ARTICLE IX, Section 1

Currently states: "...The Executive Board will elect the member-at-large from the general membership..."

Question: Do we actually do this? Is this enforced? Does it need to be changed or eliminated?

ARTICLE XII, Section 5

*Currently states: "Life membership shall be granted after a **one time** fee is paid to NEAFCS."*

*Proposed change: "Life membership shall be granted after a **one-time** fee is paid to NEAFCS."*

Reason: "One-time" is a hyphenated word. Also, "one-time" is hyphenated correctly in Article III, Section 2B.

ARTICLE XII, Section 8

*Currently states: "Postpone FEAFCs membership until the next program year by submitting membership payment after the **fall** annual meeting prior to December 31..."*

Proposed change: “Postpone FEAFCs membership until the next program year by submitting membership payment after the **Fall** annual meeting prior to December 31...”

Reason: Names of seasons, as used in the bylaws, are capitalized. Also, “Fall” is capitalized in Article V, Section 2.

ARTICLE XIV

Currently states: “**Roberts** Rules of Order Newly Revised will govern the association in all cases except when they are inconsistent with the bylaws of the association.”

Proposed change: “**Robert’s** Rules of Order Newly Revised will govern the association in all cases except when they are inconsistent with the bylaws of the association.”

Reason: The correct title is “Robert’s Rules.”

ARTICLE XV

Currently states: “...as designated by majority vote of the current Executive Board..”

Proposed change: “...as designated by majority vote of the current Executive Board.”

Reason: Eliminate unnecessary punctuation; typographical error.

Policies & Guidelines:

FINANCES Section, Item 1

Currently states: “...The treasury records will be audited after the annual FEAFCs meeting held in the early **fall** and **before October 15.**”

Proposed change: “**fall**” should be “**Fall**”

Reason: Season names, as used in the document, are capitalized.

Question: Are the books audited annually before October 15?

FINANCES Section, Item 2

Currently states: “...The Fall Board meeting is usually held at the beginning of the **FAEP** conference.”

Proposed change: “...The Fall Board meeting is usually held at the beginning of the **EPAF** conference.”

Reason: “EPAF” is the correct name of the organization.

FINANCES Section, Item 4

Currently states: "NEAFCS will pay the President's expenses to attend the **Southern Region Conference.**"

Question: Is this JCEP?

FINANCES Section, Item 5B

Currently states: "...The unused \$400 will then be split **between** the remaining three travelers as long as that amount does not exceed his or her total travel expense based on itemized expense voucher."

Proposed change: "...The unused \$400 will then be split **among** the remaining three travelers as long as that amount does not exceed his or her total travel expense based on **the** itemized expense voucher"

Reason: "among" is grammatically correct; "the" is missing

TRANSITION OF OFFICERS AND CHAIRS Section

Currently states: "...These must be audited between the Fall Annual FEAFCs Meeting and October 15."

Question: Is this still true? Is this done?

Currently states: "...it is suggested that the files be transferred during the Fall Board Meeting held at **FAEP** but no later than the Winter Board Meeting."

Proposed change: "...it is suggested that the files be transferred during the Fall Board Meeting held at **EPAF** but no later than the Winter Board Meeting."

Reason: "EPAF" is the correct name of the organization.

FUNCTIONS OF OFFICERS Section, Items 3,4, 5, and 6

AWARDS AND RECOGNITION Section, Items 5A1, 5A2, and 5B

ABSTRACTS Section

Currently states: "**Vice-President**" is used in several places

Proposed change: "**Vice President**" should be used in all places

Reason: The title of "Vice President" is not hyphenated.

FUNCTIONS OF OFFICERS Section, Item 8

Currently states: "...At the beginning of every fiscal year, the Treasurer shall send a copy of the current active membership list to the Member **Resource** Committee and the District Directors (**by January 8**)."

Proposed change: "...At the beginning of every fiscal year, the Treasurer shall send a copy of the current active membership list to the Member **Resources** Committee and the District Directors (**by January 8**)."

Reason: "Member Resources Committee" is the correct name of the committee.

Question: Is the deadline of January 8 enforced?

FUNCTIONS OF OFFICERS Section, Item 9

Currently states: "The Immediate **Past-President** shall give counsel to the Executive Board."

Proposed change: "The Immediate **Past President** shall give counsel to the Executive Board."

Reason: The title of "Past President" is not hyphenated.

FUNCTION OF DIRECTORS Section

Currently states: "...there are six association districts: Northwest, Northeast, Central, **South-Central**, South, and Campus District."

Proposed change: "...there are six association districts: Northwest, Northeast, Central, **South Central**, South, and Campus District."

Reason: "South Central" is not hyphenated.

RETIREMENT Section, Item 2

Currently states: "...The gift purchase is left to the discretion of the county faculty or FEAFCs District Director."

Question: What is considered an appropriate gift?

DEATH Section, Item 2

Currently states: "In the case of death of a member of the administration or state faculty who are not members, a card will be sent to acknowledge the death of a spouse, parent(s) or child living in the same household."

Question: This entire sentence is unclear. Is the card sent to the spouse/parent/child to acknowledge the death of the faculty member or is the card sent to the faculty member to acknowledge the death of a spouse/parent/child? Or is it both?

AWARDS AND RECOGNITION Section, Item 1

Currently states: "...shall receive a plaque as the gift from the association to be given at state meeting."

Proposed change: "...shall receive a plaque as the gift from the association to be given at **the** state meeting."

Reason: The "the" was missing.

AWARDS AND RECOGNITION Section, Item 3

Currently states: "Dues must be paid by **December 31** in order to be eligible for awards."

Question: Is this still true or has the due date changed?

AWARDS AND RECOGNITION Section, Item 4

Currently states: "...If additional plaques are desired payment must be sent to FEAFCs Treasurer before an extra plaque is ordered."

Proposed change: "...If additional plaques are desired, payment must be sent to **the** FEAFCs Treasurer before an extra plaque is ordered."

Reason: Both the comma and the "the" were missing.

ABSTRACTS Section

Currently states: "The number of abstracts submitted for the EPAF meeting will be limited to **one per person**. The **top 13** abstracts will be selected and presented at the EPAF meeting."

Question: Are the abstracts still limited to one per person? Are only 13 accepted or has that changed?

Only proposed changes to the bylaws and policies need to be voted on by membership. Changes to the handbook do not need to be voted on. Therefore, any corresponding changes to the handbook will be made after the bylaws changes have been voted on.

Respectfully submitted,



Samantha Kennedy
President-Elect & Chair, Bylaws & Handbook Committee