

POLICIES & GUIDELINES

Florida Extension Association Of Family and Consumer Sciences

Revised September 2006

Finances

1. The Treasurer's books will be closed and transferred by November 1. The treasury records will be audited after the annual FEAFCFS meeting held in the early fall and before October 15.
2. The Finance Committee and Treasurer will present the proposed next year's FEAFCFS budget to the Executive Board during the Spring/Summer Executive Board meeting. The Executive Board will adopt the next year's final budget during the Fall Board meeting with general membership approval voted on during the Fall Annual FEAFCFS meeting. The new fiscal year begins January 1. The Fall Board meeting is usually held at the beginning of the FAEP conference.
3. Partial expenses for the four voting delegates to the NEAFCS meeting are determined by the annual approved budget. Each delegate is responsible for submitting an expense voucher for any reimbursement from the District Director's office.
4. NEAFCS will pay the President's expenses to attend the Southern Region Conference. Expenses will be paid by FEAFCFS for the President-Elect. Any member may attend the NEAFCS meeting or Southern Region meeting at his or her own expense (refer to item 5).
5. Reimbursement for Travel Expenses
 - A. All travel expenses, including tips, gratuities, etc. (excluding alcoholic beverages), must be itemized and submitted to the FEAFCFS Treasurer within one month of travel. All outstanding travel expenses must be submitted to the FEAFCFS Treasurer no later than one month prior to the annual FEAFCFS Fall meeting in order to receive reimbursement. Receipts are to be attached to the FEAFCFS Expense Form. The designated traveler(s) will be reimbursed up to the previously budgeted and Board approved amount. NOTE: The total cost of the conference travel should be itemized on the travel voucher even if the cost is greater than the budgeted allocation. Expense voucher may be used for personal tax purposes and as documentation for the Executive Board to make future budget decisions.
 - B. Budgeted travel amounts will be divided equally among designated travelers. Any unused allocated travel funds per designated traveler will be used to further reimburse fellow designated travelers. (Example: Four delegates are budgeted to attend NEAFCS at a budget of \$2,000 = \$500 per person. One delegate receives \$400 from his or her county for travel reimbursement and the cost of the trip for that person totals \$500. This person requests only \$100 reimbursement from FEAFCFS. 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.)

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6. Partial exhibit fee as determined by the budget shall be allotted for participation in the Florida Association of Counties summer meeting.
7. Three signatures are on the Association's bank card: Treasurer, President and President-Elect. Only one signature is needed for writing a check.
8. Money can be expended only if it is in the approved budget or with the approval of the President and President-Elect.

Voting Delegates

1. Voting delegates to NEAFCS shall be the President, President-Elect and Distinguished Service Award recipient(s). In the event that any of these cannot attend, additional delegates shall be selected according to rank from the Executive Board.
2. Voting delegates to serve on the Extension Professional Associations of Florida Board of Directors shall be the President and the President-Elect.

Transition of Officers and Chairs

Files shall be presented to the successor after the FEAFCFS Annual Meeting but prior to the Winter Board Meeting with the exception of the Treasurer's files. These must be audited between the Fall Annual FEAFCFS Meeting and October 15. The Treasurer's books will be closed and transferred on November 1. Permanent files should include committee reports and other historical documents. For convenience and shipping cost savings, it is suggested that the files be transferred during the Fall Board Meeting held at FAEP but no later than the Winter Board Meeting.

Functions of Officers

1. **President**
The President shall preside at all FEAFCFS meetings. The President shall appoint all committees necessary to carry out the business of the association.
2. **President-Elect**
The President-Elect shall assume the duties of the President in his or her absence. The President-Elect shall serve as the chair of the Bylaws and Handbook committee.
3. **Vice-President for Public Affairs**
The Vice-President for Public Affairs shall assume the duties of the President and President-Elect in his or her absence. The Vice-President shall chair and serve as the liaison between the Public Affairs Committee and the Executive Board.
4. **Vice-President for Member Resources**
The Vice-President for Member Resources shall chair and serve as liaison between the Member

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Resources Committee and the Executive Board.

5. **Vice-President for Awards and Recognition**

The Vice-President for Awards and Recognition shall chair and serve as the liaison between the Awards and Recognition Committee and the Executive Board. The Vice-President for Awards will serve as the keeper of the official records. The Vice-President shall send an email or hard copy of the DSA, Extension Educator of the Year, and Continued Excellence award winners to the Treasurer.

6. **Vice-President for Professional Development**

The Vice-President for Professional Development shall chair and serve as the liaison between the Professional Development Committee and the Executive Board.

7. **Secretary**

The Secretary shall keep accurate records of honorary members and all meetings of the Executive Board and the Association.

8. **Treasurer**

The Treasurer shall keep the official record of all membership. 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). The Treasurer will keep an accurate record of all monies. The Treasurer shall also serve as chair and serve as liaison between the Finance Committee and the Executive Board.

9. **Immediate Past-President**

The Immediate Past-President shall give counsel to the Executive Board.

Function of Directors

1. **Representation**

District Directors will represent their administrative districts and serve as liaison between the members and the Executive Board. As of July 1, 2002, there are six association districts: Northwest, Northeast, Central, South-Central, South, and Campus District. The State Program Leader attends the Executive Board meetings to provide an administrative report and serve as the liaison between the Department of Family, Youth and Community Sciences and the Executive Board.

2. **Election**

Members shall vote only for the District Director in their respective district.

Membership

Each member shall complete a form at the time annual dues are paid to update information for the association files on membership and activities.

Resignation

A greeting card will be sent to members in case of resignation.

Responsibility: *FEAFCS District Director, with notification to the President.*

Retirement

1. A greeting card will be sent to a member retiring from the Extension Service who has been a member for less than 25 years.

Responsibility: *FEAFCS District Director, with notification to the President.*

2. A gift not to exceed \$50.00 will be given to a member retiring from the Extension Service who has been a member for 25 or more years.

Responsibility: *Co-worker in counties with more than one FEAFCS member or FEAFCS District Director will purchase the gift. The gift purchase is left to the discretion of the county faculty or FEAFCS District Director. The gift receipt and voucher for reimbursement is submitted to the Treasurer, with notification to the President.*

Death

1. In the case of death of an FEAFCS member a memorial donation of \$25.00 will be given. When specific memorials are not designated, donations may be decided by the county faculty (i.e., 4-H, Family and Consumer Sciences Programs, or Family and Community Education) with emphasis on projects of the deceased member's interest.

Responsibility: *Co-worker in counties with more than one FEAFCS member or FEAFCS District Director will send a memorial donation, with notification to the President. The receipt and voucher for reimbursement are submitted to the Treasurer.*

2. 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 same household.

Responsibility: *FEAFCS District Director, with notification to the President.*

Awards and Recognition

1. DSA, Extension Educator of the Year and Continued Excellence award recipients shall receive a plaque as the gift from the association to be given at state meeting. They will receive a corsage purchased by the association and presented at the NEAFCS meeting by the voting delegates.

Responsibility: *Awards Chair (plaque) and President (corsage). Receipt and voucher for reimbursement are sent to the Treasurer.*

2. Agents receiving National recognition such as the Florence Hall or the Grace Frysinger Awards shall receive a corsage from the association at the NEAFCS Meeting.

Responsibility: *President. Receipt and voucher for reimbursement are sent to the Treasurer.*

3. Dues must be paid by December 31 in order to be eligible for awards. If dues are paid by the county, it is the member's responsibility to ensure the dues are paid by December 31.
4. Award winning team members will receive one plaque. If additional plaques are desired payment must be sent to FEAFCFS Treasurer before an extra plaque is ordered.
5. Professional Development Awards are \$250. They are financially supported by, but not limited to, revenue generated from EPAF auction funds.
 - A. Allocation of Awarded Fund to Recipients
Recipients may request funds by one of two methods:
 1. Submit letter of request stating the purpose of the award expense along with a receipt to the Treasurer with a copy sent to the Vice-President of Professional Development;
 2. Submit letter of request along with appropriate voucher or registration form to the FEAFCFS Treasurer to make a direct payment on your behalf with a copy sent to the Vice-President of Professional Development.
 - B. Non-Use of Award Funds by Recipient
If an FEAFCFS Professional Development Award winner declines this award or cannot use the award due to circumstances during the fiscal year, a letter must be sent, at the earliest time possible, to the Vice-President of Professional Development, with a copy sent to the FEAFCFS Treasurer, stating the reason why the award cannot be expended and utilized.

Abstracts

The number of abstracts submitted for the EPAF meeting will be limited to one per member. The top 13 abstracts will be selected and presented at the EPAF meeting.

Responsibility: Vice-President for Professional Development.

Election

There must be at least two FEAFCFS members to count the FEAFCFS ballots.

Responsibility: Nominating Chair