Idaho Family and Consumer Sciences
Educator Association, Inc.
(IFCS)

Policies and Procedures

Adopted Nov 9, 2023

Policies and Procedures
Idaho Family and Consumer Sciences Educator Association, Inc.

Adopted: November 9, 2023

Association

On July 28, 2020, the membership voted to change the name of the association from Idaho Association Teachers of Family and Consumer Sciences (IATFACS) to Idaho Family and Consumer Sciences Educator Association, Inc. (IFCS). The letters "IFCS"will officially designate this association and its affiliated members.

Idaho: Designates where the association is located.
Family and Consumer Sciences: Refers to the field of study
Educator: Reflects all of the membership including teachers, FCS administrators, extension educators, post-secondary teacher educators, and post-secondary students enrolled in FCS programs of study. Educator was also chosen to align with Career and Technical Educators of Idaho (CTEI). The membership also agreed that a teacher knows the content and likely approaches teaching like a job. Whereas an educator is a person who makes relationships with students a priority and makes the content come alive. Teaching isn't just a job to an educator; it's a calling, a passion, a commitment, and a desire to make a difference in the lives and futures of the children in their classrooms.
Association: A non-profit organization or group of individuals affiliated with one another who share a common purpose, interest, or mission and exist for the mutual enrichment and advancement of their membership.
Incorporated: The association is an incorporated entity recognized and authorized by the State of Idaho. Articles of Incorporation are included in the appendix.

IFCS is an affiliate of the National Association Teachers of Family and Consumer Sciences (NATFCS). https://sites.google.com/view/natfcsonline

NATFCS is an affiliate of the Association for Career and Technical Education (ACTE). https://www.acteonline.org

In the event that any of the affiliate associations dissolve, the association may continue as a separate entity. A change to the bylaws may be warranted to realign or modify in the event that this happens.

The association will work closely with Career and Technical Educators of Idaho (CTEI) and the Idaho Division of Family and Consumer Sciences (Idaho FCS) to ensure that the mission and purposes are in harmony with these organizations.

Awards

Each year the association will take nominations for awards.

- Current members of IFCS may make nominations and the call for nominations will be emailed to the membership only.
- A copy of the "Call for Nominations" is in the IFCS Google Drive.
- In all categories except as identified, the nominee must be a current member.
- If a nomination is made for an individual that is not a member, the application will be disqualified. In years past, it was common practice for a nominee to be notified that they were being considered for an award and asked if they would like to affiliate. It is recommended to discontinue this process and only consider applicants that are current members, disqualifying applications received for nonmembers.

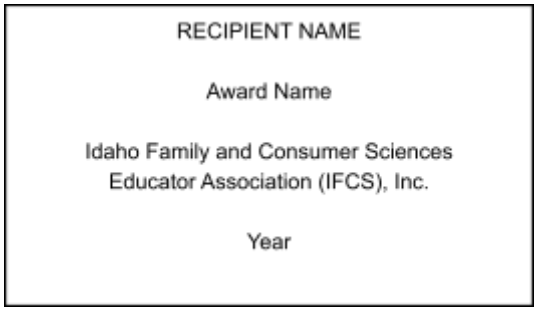
It is recommended, but not required that a call for nominations be sent to the membership in approximately March or April of the current school year. Nominations should be completed early in the summer. The committee will discuss (Zoom, text, email, in-person) all nominations and verify membership of the applicants and nominators.

The awards committee will review all nominations. If it appears that a nomination would be better suited to a different category a member of the awards committee will contact the nominator for permission to transfer that nomination to another category. The committee will review the applications and make recommendations to the board on who is the best candidate for each award. Board approval by a majority vote is required to finalize award results.

A member of the board, preferably the IFCS President will:

1. Assign a board member to contact an engraver to prepare plaques for each award recipient.
2. Write a congratulatory letter to the applicant
3. Write a congratulatory letter to the applicant's employer, principal, or supervisor (if applicable)
4. Mail the awards for arrival at the beginning of the next school year, approximately mid-August or early September.
5. Record the award recipients in the historical record
6. Notify CTEI of the awards to be posted on their website
7. Forward nominations to other associations if appropriate

Plaque Information:



Award Categories

CREATIVE/INNOVATIVE FCS EDUCATOR: Recognizes an FCS educator who has made a unique and creative contribution to the FCS curriculum in the past year, has developed or implemented a new teaching idea, strategy, or a new program of study designed to keep teaching current and relevant and meet the specific needs of the students. Must be a current IFCS member.

DISTINGUISHED FCS EDUCATOR: Recognizes a current FCS educator that has contributed outstanding efforts for the betterment of FCS education and/or IFCS association. Must be a current IFCS member.

HONORARY FCS EDUCATOR: Recognizes an FCS educator who has made a unique, exemplary, or admirable contribution to the IFCS association and/or FCS education. Must be a current IFCS member.

NEW FCS EDUCATOR: Recognizes an FCS educator new to the field in the past three years and has shown commitment to FCS education as evidenced in an endorsement from one or more of the following: administrator, colleague, current or former student, or community person. Must be a current IFCS member.

OUTSTANDING SERVICE AND SUPPORT: Recognizes an individual or business who supports FCS programs. Possible nominees include, but are not limited to: business representative, government official, administrator, or others deemed worthy. This could include donations of materials, time, training, and other resources. IFCS Membership not required.

OUTSTANDING FCS COMMUNITY SERVICE: Recognizes an FCS educator who has contributed to career and technical education, and/or the community. The nominee should be involved in activities beyond the classroom such as school or community service projects, IFCS, and/or other professional or civic organizations. Must be a current IFCS member.

FCS EDUCATOR OF THE YEAR AWARD: Recognizes a teacher who is providing an outstanding program for youth and/or adults in Family and Consumer Sciences who meets the following criteria:

- Actively teaching for five or more years
- Actively involved in the Family and Consumer Sciences profession
- Attends and participates in ICTE Summer Conference
- Served as an IFCS officer, IFCS committee member, been a presenter, or contributed time and enthusiasm to promote FCS education
- Must be a current IFCS member

Items to consider and review annually:

- Compare IFCS Awards to ACTE, NATFCS, and CTEI awards.
- Which awards flow through from IFCS to other associations?
- Do the awards align with other associations? Do they need to align?
- Do the awards represent IFCS mission and purposes?

Click this link for the Historical Record

Board

Current Board Members include:

IFCS Board Members 2023-2024			
Executive Board		Molly Miller	Dist 1 Rep
Jeannie Coulson	President	Kara Herndon	Dist 2 Rep
Tammy Luker	President Elect	Wendy Long	Dist 3 Rep
Shantel Tavoian	Past President	Leah Scott	Dist 4 Rep
Chris Higley	Secretary	Mindi Quayle	Dist 5 Rep
Amber Harris	Treasurer / Membership	Natasha Campbell	Dist 6 Rep
Jessica Wahlen	CTEI Rep	Vacant	FCS PQM – Ex Officio
		Teresa Danielson	FCCLA CTSO Mgr – Ex Officio

If a person has multiple positions on the board, only one vote is counted. This also impacts the quorum, where a majority must be present to host a meeting.

Ex-Officio members are liaisons between two associations. Their attendance should be recorded in the minutes, but they cannot be counted in determining if a quorum is present.

It is recommended that board members pay dues between July 1 – June 30 to coincide with the year they are elected or assume office.

Members of the Board shall serve as volunteers and receive no monetary compensation for services.

Board: Officer Duties and Responsibilities

All officers should:

1. Pay dues to CTEI and IFCS. It is recommended (but not required) that board members also join one or more national associations related to FCS such as AAFCS, ACTE and/or NATFCS.
2. Attend the IFCS Annual Conference.
3. Promote IFCS membership and help with the membership campaign under the direction of the Treasurer

4. Assist the Executive Board at ICTE Annual Conference or with professional development
5. Be willing to serve as a presenter at conferences (if opportunities arise)
6. Promote the mission and purposes of the association
7. Outgoing officers should create a document with "tips and recommendations" to be successful in the office and provide this resource and other pertinent tools to the incoming officer no later than September 1. Between September 1 – September 30, outgoing officers should have a minimum of two contacts with the incoming officer to assist with the transition and answer questions and offer feedback and advice. Additionally, the outgoing officer should be available (electronically or via phone) to mentor the new officer for up to six months.

President Duties and Responsibilities

In addition to the responsibilities named above for all officers, the President:

1. Chief executive officer of IFCS
2. Chair of the Executive Board – call and preside over all IFCS meetings
3. Call for and appoint committees as deemed necessary
4. Prepare meeting agendas or provide agenda items to the Secretary
5. Serve as a committee member – the President, President Elect, or Past President should be a member of every committee
6. Set board meetings, at least quarterly, providing at least seven days advance notice as outlined in the bylaws
7. Offer assistance and support to PQM at ICTE conferences. Recommended (but not required) that the President attend the National ACTE convention in the year that s/he is in office.
8. Communicate with IFCS membership at least quarterly through email, newsletter, social media, and/or mailing or other method as deemed appropriate.
9. Participate in fundraising as deemed necessary and appropriate (i.e. scholarship fund, raffle, professional development support).
10. Provide training to new officers.
11. Work with and encourage District Representatives to submit award nominations from their respective districts.
12. Affirm and welcome new board members and recognize outgoing officers at the end of the year.
13. Write a CTEI grant proposal for professional development funds if needed to assist with funding IFCS events or conferences.
14. Serve on the finance committee with the treasurer to prepare an annual budget
15. Assist with the membership drive.
16. In the absence of a CTEI representative, the President will assume this position.

President Elect Duties and Responsibilities

In addition to the responsibilities named above for all officers, the President Elect:

1. Serve as the chief executive officer of IFCS in the absence of the President.
2. In the case of a permanent vacancy in the office of President, assume the President seat for the remainder of the term.
3. Serve as a committee member – the President, President Elect, or Past President should be a member of every committee.
4. Chair and organize the committee to update the five-year plan.
5. If the President is unable to attend the National ACTE convention, the President-Elect may attend in his/her stead.
6. Organize scholarship fundraisers.
7. Assist the President in training new officers.
8. Assist with the membership drive(s)

Past President Duties and Responsibilities

In addition to the responsibilities named above for all officers, the Past President:

1. Serve as an advisor to the President.
2. Serve as the chair of the Nominations committee for officers of the board. Also serve on other committees as needed. The President, President Elect, or Past President should be a member of every committee.
3. Assist the President-Elect in scholarship and fundraising efforts.
4. Assist the President in training new officers.
5. Assist with the membership drive(s).

Secretary Duties and Responsibilities

In addition to the responsibilities named above for all officers, the secretary:

1. Attend all meetings of the Board and Executive Board.
2. Keep accurate records of all meeting proceedings.
3. Compile minutes and submit to board members for review.
4. Conduct correspondence as directed by the President.
5. May be asked to assemble meeting agendas.
6. Serve a two-year term.
7. Assist the treasurer with membership campaigns.
8. Create publications as necessary (flyers, notices, brochures, etc.).
9. Manage social media accounts and/or association websites (if any).
10. Organize files / packets / training materials for incoming officers.

Treasurer Duties and Responsibilities

In addition to the responsibilities named above for all officers, the treasurer:

1. Attend all meetings of the Board and Executive Board.
2. Be the custodian of all monies and assets belonging to the association.
3. Maintain accurate financial records.

4. Coordinate the membership drive and collect membership dues.
5. Update and keep an accurate membership database.
6. Verify eligibility of board nominees and award candidates.
7. Facilitate the signature of the IFCS President on the bank signature card.
8. Prepare fiscal documents (budget, income statement, expense report) and give the treasurer report at Board Meetings.
9. Coordinate all monetary transactions for the association. Obtain a second signature or verified second approval before completing payments/purchases.
10. Serve as the chair of the Finance committee.

District Representative Duties and Responsibilities

In addition to the responsibilities named above for all officers, each District Representative:

1. Serve as a liaison to the members of his/her district for a three-year term.
2. Promote IFCS membership.
3. Attend all meetings of the Board. If you cannot attend, notify the President and identify a proxy from your district who can attend the meeting on your behalf. They will not have voting privileges, but can disseminate information.
4. Annually, submit at least four award nominations from the district s/he represents. Nominees must be current IFCS members.
5. Assist in the recruitment of members to serve in leadership positions (IFCS Board)
6. Notify the PQM of teachers in your district who are retiring, moving, adding a new family member, or illnesses / catastrophic events impacting the member. Also notify the PQM of any job openings in your district or significant news from your district.
7. Assist the treasurer in obtaining contact information for all FCS teachers in your district.
8. Promote professional development and collaboration within your district.

CTEI Representative
Duties and Responsibilities

In addition to the responsibilities named above for all officers, the CTEI Representative:

1. Represent IFCS at all CTEI Board meetings.
2. Serve as a member of the Executive Board to share information about CTEI and assist the Board in aligning with CTE standards and purposes.
3. Attend CTEI Summit Meetings (generally held in October and June)
4. Serve for a three-year term.

Idaho FCS Program Quality Manager (PQM)
Duties and Responsibilities

1. The duties of the PQM are under the auspices of the Idaho Division of Career and Technical Education (ICTE).
2. The PQM serves as an advisor to the Board on issues related to ICTE, FCS and CTEI.
3. The FCS PQM is an ex-officio member with no voting privileges. The purpose of the PQM is to serve as a liaison with ICTE.

Idaho FCCLA Career and Technical Student Organization Manager

Duties and Responsibilities

1. The duties of the FCCLA Manager are under the auspices of the Idaho Division of Career Technical Education (ICTE).
2. The FCCLA CTSO Manager serves as an advisor to the Board on issues related to FCCLA.
3. The FCCLA CTSO Manager is an ex-officio member with no voting privileges. The purpose of this position is to serve as a liaison with the Idaho FCCLA Executive Council and the Idaho FCCLA Board of Directors.

If an officer fails to function in the elected capacity, the Executive Board may take action. It is recommended that before removal from office, two or three Executive Board members separately attempt to make contact with the individual. The Executive Board should facilitate communication to determine special circumstances or needs. After three different attempts at communication by Executive Board members, failure to attend three meetings in a row, or failure to perform more than half of the duties and responsibilities the Executive Board may proceed with removal from office as outlined in the Bylaws. Removal from office requires a two-thirds vote of the Board members.

Board: Terms of Office

Board terms run from September 1 – August 31.

The **Secretary** is elected in even-numbered years and serves for two years: 2022-2024 / 2024-2026 / 2026- 2028 / 2028-2030 and so forth.

The **Treasurer** is elected in odd-numbered years and serves for two years: 2023-2025 / 2025-2027 / 2027-2029 and so forth.

District Representatives shall be appointed or elected every three years by the members of each district (not by general election of the entire membership).

District 1: 2021, 2024, 2027, 2030 . . .
District 2: 2022, 2025, 2028, 2031 . . .
District 3: 2020, 2023, 2026, 2029 . . .
District 4: 2021, 2024, 2027, 2030 . . .
District 5: 2022, 2025, 2028, 2031 . . .
District 6: 2020, 2023, 2026, 2029 . . .

The **CTEI Board Representative** elections shall be held 2024, 2027, 2030, and so forth

Board: Training

The Executive Board is responsible for ensuring that new members of the board are properly trained. Outgoing officers should meet with (electronic, in-person, phone) and train incoming officers within 30 days of leaving office.

If needed, the Executive Board can seek outside sources to provide training. If there is an expense for the training, the cost should be approved by a majority vote of the board.

Brand / Logo

Logos are stored in the IFCS Google Drive.

Bylaw Amendments

Amendments may be proposed by the Executive Board, the Board, Committees, or by the general membership. Proposals by members shall be made in writing. The Board shall review and approve proposed amendments and present the amendment to the membership thirty (30) days prior to balloting. Bylaws may be amended by a majority vote of the membership. Policies and Procedures may be suggested and approved by the Board.

Editorial Changes

The Board may make editorial changes to the Bylaws. Editorial changes are simple clarifications that do not alter the substantive meaning of the bylaw.

By definition, editorial means changes to style, general appearance, grammar and spelling corrections,

If a bylaw is found to be in conflict with a parent association or the Idaho Division of CTE, then the board should prepare a bylaw amendment, develop an explanation for the proposed amendment, and submit it to the membership for an electronic vote.

Technical changes to the bylaws that amend the rule, meaning, procedure, or outcome must be presented to the board, who approves an amendment, then sends the amendment to the membership for a vote. Bylaws are a legal, binding document that cannot be modified, other than editorial edits, without the majority approval of the membership.

Elections

Election details are governed by the bylaws. Reference this document for details about elections.

Email / Google Accounts

The association currently has the following email accounts:
IFCS President: idfcspresident@gmail.com
IFCS Secretary: idfcssecretary@gmail.com
IFCS Treasurer: idfcstreasurer@gmail.com
Resources: ifcsassociation@gmail.com

Outgoing officers should exchange usernames and passwords in a manner that will protect the integrity of the data.

It is recommended that email accounts be checked at least weekly.

Ex-Officio

The PQM and FCCLA Manager are considered non-voting members of the board. This decision, recommended by the board during the bylaw revisions of 2020, was presented to the membership and approved. The recommendation was based on the following factors:

1. The PQM and FCCLA CTSO Manager are paid positions with the Idaho Division of CTE.
2. The organizational structure of NATFCS was considered. All but one board member is elected. The administrative assistant (AA), who is a member of the board is a paid position, although the stipend is small. The elected board members have voting rights and privileges, but the AA has no voting rights.
3. NATFCS defines an ex-officio member of the Board as non-voting.

Research regarding “Ex-Officio”:

"Ex-Officio” definition - (Latin meaning “because of one’s office") is a term to describe someone who holds a position or membership due to the power or influence of one’s office, and not by election or appointment. For organizations and associations, an ex-officio member can be voting or non-voting. According to *Robert’s Rules of Order,* if ex-officio board members are not specifically precluded from voting in the bylaws, then they have a vote. To restrict voting privileges, it must be specified as a bylaw.

Resource: http://www.businessdictionary.com/definition/ex-officio.html

Resource: https://robertsrules.com

Fiscal - Accounts

IFCS maintains three accounts with Wells Fargo Bank. Funds are divided into two accounts:
1. General Fund

2. Grants, Leadership, & Scholarship Fund

The President and Treasurer should have spending privileges and may apply for a debit card through the bank.

The account is currently owned by Amber Harris and Tammy Luker. The funds can be withdrawn and current members can open an account at another institution. In March 2024 the Executive Board Voted to close the accounts at Wells Fargo an open a new account through Idaho Central Credit Union. In April 2024 an account was opened at ICCU.

To add (or remove) names to the bank account:

1. An individual currently on the account must go to the credit union or join a video conference call with the new officer.
2. A copy of minutes indicating approval to make account changes.
    a. To remove someone from the account (outgoing officers), this must also be part of the minutes.
    b. The document must include the signature of the president or the secretary indicating the date the minutes were approved.

Click here for a link to an example showing the approval and clause that should be included on all minutes.

Fiscal - Dues

The fiscal year is July 1 - June 30.

Dues can be collected throughout the year, but the affiliation dates do not change. For example, if a member pays dues in March, they are paying for membership fees for July 1 - June 30 and would need to renew membership in approximately 4 months on (or after) July 1.

Dues can be collected through an online platform such as Square, by check from the individual or their district, or paid with cash at IFCS functions.

Fiscal – Expenditure of Funds

The Executive Board can authorize the expenditure of funds, not to exceed $500 in a fiscal year. If expenditures exceed $500 throughout the fiscal year, the board should be apprised of the expenditures and allocation of funds approved through majority vote.

All expenditures should be approved before money is spent. One example where funds will exceed $500 in a fiscal year is an event such as the *Say Yes to FCS Conference*. The board should approve the conference and also approve expenditures of funds necessary to host the conference.

Reimbursement should be requested from the Treasurer by providing itemized receipts detailing the expenditures. Receipts should be uploaded to and stored in the IFCS Google Drive.

Fiscal - Financial Reports

The treasurer will maintain a financial report, updating the income and expenditures monthly. The financial report will be considered a document of public record and posted so that members have access.

Currently, the financial report is held in the IFCS Google Drive and access is provided to the membership through the IFCS section of the CTEI WildApricot website.

https://ctei.wildapricot.org/IFCS

The treasurer will organize all receipts and payments that can be reviewed by the board, members, or an auditor.

Fiscal Year

The fiscal year shall be July 1 through June 30.

Members who pay at any time during the year are considered members during the fiscal year in which they pay. Membership expires on June 30. For example, if a member pays on June 1, then the membership would only be valid for 30 days and expire at the end of June.

Alignment to the fiscal year assists with record-keeping and eliminates the need to continually verify membership expiration dates. This method also ensures that members are eligible to run for office in August or September and encourages payment towards the beginning of the fiscal year.

Fundraising

IFCS does not currently have a Sales Tax Exemption, therefore, the association is required to pay sales tax on their purchases. The association must also collect and pay sales tax for all retail sales. Due to this law, the association has chosen not to sell goods (such as t-shirts).

Services are not taxable, only goods. Therefore, the association is not required to collect sales tax for events such as the *IFCS Conference.*

For more information, see the Idaho State Tax Commission section on "Sales a Nonprofit Makes" found at this link

Grants and Leadership

This fund is for the benefit of members of the Idaho Family and Consumer Sciences Educator Association, Inc. Members may apply for funds as outlined in the bylaws. Requests must be approved, by majority vote, at the next scheduled board meeting before a check will be issued. This can take 30-60 days. The maximum amount that can be awarded per request is $500.

The purpose for requesting funds will most often fall into one of these categories:

- Board training or training to enrich leadership skills
- Conference registration for FCS related professional development
- Enrichment activities / workshops / clinics for IFCS members
- Special FCS related project

Link to the application

ICTE Annual Conference

Board members are encouraged, but not required to attend the Idaho Division of Career Technical Education's annual conference, currently referred to as CONNECT and formerly REACH.

The Idaho FCS Division portion of the conference is under the direction of the PQM. IFCS may support and assist the PQM with planning or organizing IFCS sponsored events at the annual conference. The PQM can ask for volunteers and IFCS can assist, but this is not a requirement of the association.

Incorporation and EIN

The association was incorporated as a non-profit agency on 11/07/2020. There are several reasons that incorporation is important to the association:

1. It limits the personal liability of the officers.
2. Adds credibility to the association as a legitimately recognized non-profit by the State of Idaho.
3. Qualifies the association for sales tax exemption (if the leadership would like to apply and maintain annual paperwork).

Each time the leadership changes in the association, the President should change the list of officers and mailing address. This annual report is due on November 30 and can be accessed at https://sosbiz.idaho.gov. Login information is found in the Google Drive.
Articles of Incorporation (Original Filing)

The EIN for IFCS is 86-3773319.

Many schools will require a W-9 to pay for membership dues or conference attendance. The W-9 should be completed by the current treasurer and distributed to entities as requested.

Meetings and Committees

To increase efficiency of meetings, the association will utilize a “Consent Agenda" for routine procedures that typically do not require discussion and debate. (See Robert's Rules of Order). The Consent Agenda allows the board to approve all these items together without discussion or individual motions.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

1. The President determines the items that belong on the consent agenda. The list and supporting documents are included in the board’s agenda package.
2. At the beginning of the meeting, the President asks board members what items they wish to be removed from the consent agenda and discussed individually.
3. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
4. Once it has been removed, the President can decide whether to take up the matter immediately or place it on the regular meeting agenda.
5. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items.
6. The President will call for approval to accept the consent agenda. It must be moved and seconded by members of the board with a unanimous vote.

Minutes shall be recorded by the secretary (or another board member at the request of the President if the Secretary is absent). Ideally, minutes should be typed and presented to the President for verification within 7 days.

Minutes should be verified and include the date of approval and the President’s signature. Minutes should include members in attendance, members absent, all motions and the action taken. A footnote should be included on all meeting minutes indicating the details regarding the organization of the association. See example: Click here

Reference the bylaws for information regarding special meetings.

Membership

Members are required to affiliate with CTEI as the parent organization of IFCS. Members will initiate their own registration and pay dues directly to CTEI..

Members are encouraged to affiliate with the Association of Career and Technical Educators (ACTE) and the National Association Teachers of Family and Consumer Sciences (NATFCS).

The association may promote membership with national associations and members should pay dues directly to those associations. IFCS leadership are encouraged not to collect memberships for other associations to reduce the exchange of money between associations. Membership categories are defined in the bylaws and include:

A. **Active** – voting members that can hold office on the Board
B. **Retired** - voting members that can hold office on the Board
C. **Associate** - non-voting members that may not hold office but could serve on committees
D. **Student** - non-voting members that may not hold office but could serve on committees

The preferred method for affiliation is through CTEI: ctei.wildapricot.org

Personal data provided by members is for board use only to conduct correspondence. The board should use precautionary measures to ensure the privacy of member records. The only entity that data may be shared with is ICTE for verification purposes. Personal information provided by members should not be distributed to other organizations or entities.

Professional Development

The board members of IFCS should look for opportunities to promote and/or provide professional development for the membership. Professional development can be provided by the board members, sponsored by the association, or be delivered electronically in the form of links, publications, resources, and/or resources.

Scholarships

Scholarship applicants must be seeking an undergraduate or graduate degree at an accredited Idaho institution in the field of Family & Consumer Sciences Education. The applicant must have completed the freshman year of college, or have evidence of completed coursework towards institutional recommendation for Family and Consumer Sciences certification and endorsement, or completed coursework towards an occupational specialist endorsement related to Idaho Family and Consumer Sciences. The amount of each scholarship will be up to $500.00 for one academic year. Scholarship funds will be paid jointly to the student and the institution. Scholarship applications are due by March 1st.

The scholarship committee chair will e-mail the application to the Family & Consumer Sciences Department at each Idaho institution offering a FCS Education degree in early January. The scholarship committee will work together to determine the recipient(s) of the scholarship and

submit the candidates for board approval during the next IFCS meeting. Scholarship committee members shall determine the number of scholarships and the amount (up to $500 per scholarship) awarded based on the number and quality of applicants. The amount of scholarships awarded each year shall not exceed $1,000. In addition, the total amount distributed can not exceed the amount available in the scholarship account.

IFCS annual conference registration shall include $10 to be allocated to the scholarship fund. Additional scholarship funds can be raised as determined by the scholarship committee and approved by the board.

Click here for Scholarship application

Storage of Electronic Records

The association stores records on the IFCS Google site. This site is accessible and updated by members of the Executive Board. Access to information should be passed to new officers within 30 days of taking office.The secretary is the main steward of the documents.

Any resource shared electronically must contain the original author's information and give credit to the person who wrote / created the resource. If the information is not available, this must be included on the resource prior to distribution and no member of the association should assume credit for these resources.

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ End of Policies and Procedures ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

Appendix

Appendix A - Historical Data

This section includes forms, research, and historical data.

Award Summary

Click here for link to Award Historical Data

Bylaw Amendments

Date	Description	Action	Authorized
7/28/2020	Adoption of Bylaws – 37 members 28 Yes; 2 No; 2 Skipped; 5 Non-Voting	Bylaws adopted – 25 yes votes needed for 2/3 majority	Toni Elorrieta – President Elect
8/11/2020	Amendment – remove Article V – Section 2 regarding an MOU – 37 members; 25 yes; 1 Abstain	Amendment passed to remove MOU statement	Toni Elorrieta – President Elect

Dues

Dues History			
2020	$20	2030	
2021	$20	2031	
2022	$20	2032	
2023	$20	2033	
2024	$20	2034	
2025		2035	
2026		2036	
2027		2037	
2028		2038	
2029		2039	

Policy and Procedure Changes

Date	Description	Action	Authorized

Secretary of State Annual Report

	State of Idaho Annual Report Due November 30 - Date Filed / Officer who Filed
2021	
2022	
2023	
2024	Amber Harris- 4/9/2024 Application to Reinstate Approved
2025	
2026	
2027	
2028	
2029	

State of Idaho Annual Report:
https://sosbiz.idaho.gov. Login information is found in the Google Drive.

Appendix B – Ex-Officio Research

1. *Voting Privileges Allowed*: Bylaws that do not specifically name this restriction gives ex-officio members voting rights and privileges. This would align with *Robert's Rules of Order*. Benefits of allowing ex officio members to have voting rights and privileges are creating buy-in, encouraging a collaborative environment, and reducing divisiveness.

2. *No Voting Privileges for Non-Elected Members*: **NATFCS – Only elected members of the board have a vote**. There are four officers, all of whom are elected to their office. The Board has an Administrative Assistant who receives an annual stipend and serves as a record keeper. The Policies and Procedures (p. 1 para. 4) indicate that this position is an "ex-officio or non-voting" member of the board.

a. NOTE: the PQM and CTSO managers should NOT be compared to an Administrative Assistant because their roles and responsibilities are far more extensive and imperative to the success of Idaho FCS and FCCLA. *However, for ex-officio purposes, NATFCS defines an ex-officio member of the Board as non-voting.*

b. The PQM and CTSO manager is a paid position with the Idaho Division of Career and Technical Education. Other members of the board serve on a volunteer basis and do not receive compensation.

Resource: NATFCS
Bylaws: https://sites.google.com/view/natfacsonline/policy-and-bylaws?authuser=0

Resource: NATFCS Policies and
Procedures: https://drive.google.com/file/d/1QNdQ8Ha8Xh5YG15C2pjA7P6V_kb6nuog/view

3. *Voting Privileges for Some Ex Officio Members but Not for Others*: FCCLA National Bylaws – Article VII (section A). There are six ex officio members of the FCCLA National Board. The board includes a representative from the US Department of Education, VP of FCS ACTE, AAFCS Executive Director, and the Executive Director of FCCLA (Sandy Spavone). Section F: Voting Privileges indicates that "each member of the board (except the executive director) shall have the power to cast one vote on any issue to be determined by the board". *Therefore, five ex officio members have a vote but one ex officio member does not have a vote.*

Resource: https://fcclainc.org/sites/default/files/Bylaws.pdf

Appendix C - Financial Reports

Add the link (view only) at the end of each fiscal year.

Access reports by clicking the link:
2021
2022
2023

Appendix D – Grant Documentation

History of Grants Awarded

Appendix E – Scholarship Documentation

History of Scholarship Awards

Year	Recipient	School	Amount
2024	Fernanda Vizcarra	BYUI	$500.00
2023	Fernanda Vizcarra	BYUI	$500.00
2022	Jandy Grover	Idaho State University	$350.00
2022	Annika Harmsen	BYUI	$350.00
2022	Casey Humpherys	BYUI	$350.00
2021	Aubrey Thuernagle	BYUI	$500.00
2021	Montana Keating	University of Idaho	$500.00

Appendix F - Logo Usage Permission

Becky Cox, Administrative Assistant for NATFCS, replied on September 8, 2020 at 5:24 p.m. granting permission to use the logo and modify it to fit the IFCS logo.

On September 10, 2020 at 11:56 p.m., further confirmation was received allowing the use of the logo. Here are those basic guidelines.

Email from ACTE:

Hello Toni,

I attach our basic guidelines for our ACTE logo as well as the state logo for those organizations that use the ACTE logo as is. Truth be told, we are very flexible, and some affiliated states and organizations opt to use portions of our logo's brand (such as they use the colors only and Indiana ACTE is a good example of that - see https://indianaacte.org/). I don't know the specific history of the swish in our logo, but in general a swish stands for "movement" or "forward motion."

We checked with our NATFACS contact, who noted that the NATFACS logo is a combination of the AAFCS and ACTE logo, and the three people represent family, which is somewhat similar to AAFCS logo while the circle/swoosh is representing ACTE.

If she has not already, Lauren Lessels will respond to your bylaws-related question.

Please let me know if you have any additional questions and thank you! Julia

Julia O'Brien, Sr. Director, Communications
Association for Career and Technical Education®
1410 King Street
Alexandria, VA 22314
703-683-9377 | jobrien@acteonline.org

If the association uses the ACTE logo in correspondence, these guidelines should be followed per an email from Lauren Lessels

Hi Toni,
Julia forwarded me your questions about the use of the ACTE logo. Here are the ACTE Policies related to the use of the logo:

XII.1 Association for Career and Technical Education logo is the registered trademark of ACTE. Groups who have approval to use the logo include policy-making bodies of ACTE, divisions and their affiliates, regions, central headquarters staff, and affiliated state associations. Other groups may use the ACTE logo only with written permission of the executive director. Written permission of the executive director will be given only upon the express assurance that all use by

other groups will contain a prominently displayed disclaimer to the effect that the group is entirely independent from ACTE and the use of the letterhead and/or logo does not imply endorsement by or affiliation with ACTE. This disclaimer must be repeated at every place ACTE logo is reproduced. (12/03), (7/07), (7/12), (7/17)

XII.2 Information copies of newsletters and other materials carrying the ACTE logo shall be sent to the headquarters office. Association for Career and Technical Education reserves the right to restrict the use of the logo if the proposed use is judged not to be in the best interests of ACTE. (12/03), (7/07), (7/12), (7/17)

--
If you could please send us an update of your bylaws regarding your name change or whatever documentation you have that would be great!

Please let me know if you have any other questions about the governance side of this.

Thanks,
Lauren Lessels
ACTE Governance Manager

Appendix G - Guide to Writing Bylaws and P&P

Bylaws, Policies, and Procedures: What's the Difference?

Bylaw: The governing rules

- The hard rules and regulations – non-negotiable
- A legal document
- Include activities the association can do
- Must be approved by membership
- Include:
    - Governance structure
    - Definitions
    - Basic meeting rules
    - Officers and Duties and terms
    - Membership structure
    - quorum / Voting process
    - Special Meetings
    - Committees
    - Amendments
- Do not include:
    - Information that will change frequently
    - Processes and procedures that are ignored in practice
    - Ambiguous member provisions
    - Requirements to follow Robert's Rules of Order
    - Complicated due process for removing Directors or Members

Policy: The "What" and "Why"

- Regulate, direct, and control the actions and conduct of the association
- The board and its committees (staffed with member volunteers) develop policy
- Policies can be written by the board, volunteers, committee, consultants
- The governing Board is the only body authorized to adopt policy
- Review Policies every 2 – 3 years and build in mandatory reviews
- Ensure policies are succinct – one page per policy!
- Types of Policy to consider:
    - Board / Committee Positions
    - Board Meetings
    - Board recruitment / Orientation
    - Budgeting and financial reporting
    - Bylaw Review
    - Code of Conduct
    - Conflict of Interest
    - Fundraising
    - Linkage with other organizations
    - Professional Development
    - Public awareness / Media

- Recording Board Meetings
- Roles and Responsibilities
- Safety
- Steps to make policy

Procedures: The "How"

- How to and who will implement the policy
- Details how to take policy into action
- Outlines how day-to-day operations are conducted

Example:
Bylaw: Board members are eligible to claim reasonable expenses for organization-related travel

Policy: Definition of reasonable reimbursements for expenses

Procedure: Expenses are submitted with appropriate receipts and approval signatures

Nonprofit Bylaws – What to Include and What to Leave Out

Posted on May 17, 2010 by Ellis Carter

What to Include

It is important to take a thoughtful approach when drafting or revising nonprofit bylaws. Boards and board committees sometimes spend months or even years trying to draft the perfect set of bylaws . Too often, they look to bylaws of other nonprofit organizations or samples gleaned from the Internet with no regard to whether the bylaws match the structure and style of the organization or comply with state and federal law. Unfortunately, this approach usually leads to confusion, delay, and conflict on the board. The better practice is to work with a knowledgeable attorney from the beginning, starting with a compliant template, and tailoring it to the needs of your organization.

Attorneys often have differing opinions and styles when it comes to drafting nonprofit bylaws. Some attorneys like to throw in rules addressing nearly every statutory requirement in an attempt to provide a complete manual for operating the organization. Others, like myself, prefer to draft bylaws that are simple to navigate by including only the most important statutory requirements. Every state has a slightly different corporate law, so while the details will vary from state to state, the essential elements tend to be the same. Bylaws should include, at a minimum, the following:

A. Governance Structure. It is important to understand whether the organization is board driven or member driven. If the corporation is board driven, there are typically no members or the members have very limited rights. If the organization is member driven, the members are typically voting members who have the power to elect and remove the board of directors. Voting members have statutory rights under state law; therefore, it is important to clarify the right of members to avoid inadvertently creating a voting membership class and vesting ultimate control in the members when that is not your intent.

- Control provisions. Generally, no one owns a nonprofit corporation; however, there is always control. Once it is determined whether ultimate control will be vested in the board or one or more members, there are some additional considerations that impact who

will exercise influence over the organization. In many states, a nonprofit corporation can have a board or members that are appointed by third parties or whose positions are ex-officio because they are tied to an office or position that they hold. Reserved powers and super-majority votes can also be used to balance power among competing interest groups in a nonprofit corporation. For example, reserved powers require the approval of one or more members, delegates or stakeholders to take certain actions such as removing a director, appointing a replacement, amending governing documents, etc. Super-majority votes require directors holding more than a majority of the votes (e.g., 66%) to agree before certain actions can be taken.

- Director's terms. It is important to clarify the directors' terms of office. Typically, directors terms are successive or staggered. Successive terms are terms that all end at the same time. Staggered terms mean that directors are divided into groups whose terms are up at different times. The benefit of staggered terms is that they can promote continuity on the board by ensuring there is always a group of experienced directors on the board while the new directors are getting up to speed. The bylaws may also specify ex-officio directors. Ex-officio directors are not subject to terms. Instead, the board seat is tied to a particular office. For example, the President may be an ex-officio member of the board. If so, whoever holds the office of President will automatically be a member of the board. If the President steps down and a new President is appointed, the new President would automatically become a member of the board because the board seat is tied to the office rather than the individual. Ex-officio members can be voting or non-voting. The bylaws should also address how directors are removed and replaced.
- Officers. It is important to clarify who the officers of the organization are, how they are elected or appointed, their terms, their duties and how they are removed and replaced. State laws often require a President, Secretary, and Treasurer. Most state statutes permit other officers to be designated in the bylaws as well. It is also important to state whether all officers must also be directors or whether staff members can serve as officers.
- Voting procedures. This section should include key information such as the number of directors who must participate to hold a valid a meeting (i.e., a quorum), the number of votes required to be an act of the corporation, and should restate many of the statutory requirements such as notice requirements for ease of reference. Note that a corporation with voting members will need to spell out the voting rules applicable to members as well as directors.
- Committees. Rather than outline the rules for ad hoc committees, it is generally preferable to streamline the bylaws and reduce the need to pass amendments by simply stating how committees may be created and abolished. It is also important to state in the bylaws what authority may be delegated to committees and what actions must be taken by the full board. Committees can then be created and abolished by board resolution rather than a cumbersome bylaw amendment. Many organizations like to provide a provision authorizing advisory committees that can be used to involve additional members of the community in a less formal way or to groom future leaders of the organization.
- Conflicts of Interest. Modern bylaws often include provisions stating how the corporation will manage transactions where there is a conflict of interest between the corporation and an insider. Improperly managed conflicts of interest are one of the quickest routes to IRS penalties and breaches of fiduciary duty. Accordingly, it makes sense to provide a

procedure for handling conflicts in the bylaws for easy reference. Alternatively, the bylaws can require the corporation to adopt a separate conflict of interest policy.

- Amendments. The bylaws should clarify how they can be amended. They may be amended by the board, by the membership, or with the approval of a third party or some combination of these. Some boards choose to require a super-majority vote (e.g., 66%) to pass bylaw amendments to ensure a high degree of consensus before changes can be made.

The bylaws may never become the center of controversy. However, when tension does develop among stakeholders with competing interests, the bylaws will be front and center. By clearly articulating the rules for decision making in the bylaws, the board will be free to focus on the substance of their decisions rather than their decision-making process. Next, learn what to leave out.

Ellis Carter is a nonprofit lawyer with Caritas Law Group, PC. To contact Ellis, call 602-456-0071 or email us at info@caritaslawgroup.com.

Nonprofit Bylaws: What to Include and What to Leave Out

Posted on June 7, 2010 by Ellis Carter

Part II – What to Leave Out

Too often, nonprofits include provisions in their bylaws that are old-fashioned, unnecessary, redundant, or that complicate rather than streamline governance. Examples include the following:

B. Information that Will Change Frequently. The Bylaws should reflect the fundamental rules governing the nonprofit that are not likely to change frequently. Staff job descriptions, detailed committee charters, rules for conducting the annual meeting, guidelines for fundraisers, etc. are better suited for board resolutions or the nonprofit's policies and procedures manual. In this manner, the board can avoid constantly amending the bylaws when a simple resolution will suffice.

- Processes and Procedures that are Ignored in Practice. Many ambitious boards impose numerous procedures with strict deadlines in the Bylaws. Examples include specific deadlines for meetings, notices, reports, committee action, etc. If the Board is not going to carefully adhere to these procedures and deadlines, it is far better to omit them. If the processes and procedures called for in the Bylaws are not followed, those who disagree with Board action will always find a way to challenge the board's decisions based on a technicality.
- Detailed provisions Outlining the Nonprofit's Purposes and Activities. I see a lot of bylaws with extensive purpose clauses that become obsolete over time. When this happens, the bylaws have to be amended to reflect the organization's current activities. Rather than risk a conflict between the articles of incorporation, the bylaws and the organization's actual activities, stick to a broad charitable purpose clause that will permit the organization's activities to evolve over time.
- Ambiguous Member Provisions. Voting members of a nonprofit corporation are analogous to shareholders. While they do not have ownership rights, they usually have rights to select board members and approve key decisions. Many state nonprofit corporation statutes will grant "members" certain rights unless the Bylaws expressly limit

their powers. Some state statutes even grant rights to voting members that cannot be overridden by the Articles and Bylaws. Once voting members have been created, their consent is usually required to reduce their rights so references to "members" should be made with extreme care.

- Requirements to follow Roberts Rules of Order. It is common for non-profits to incorporate Roberts Rules by reference into their governing documents. Roberts rules can serve as a useful guideline for large boards; however, many people do not realize that Roberts Rules of Order requires much, much more than just a motion and a second. It is a comprehensive body of work and unless you fully understand and apply Roberts Rules in its entirety, the Board opens the door to those who would challenge their actions on a technicality. When a dispute develops, the failure for a Board that has incorporated Roberts Rules into their Bylaws to fully follow Roberts Rules leaves their actions open to challenge. The better practice is to reference Roberts Rules as a guideline rather than a requirement or better still, leave it out all together.
- Complicated Due Process Provisions for Removing Directors, Officers or Members. If a majority of the Board of Directors have determined that an individual needs to be removed, due process provisions only draw out the process and create legal hurdles the individual can use against the nonprofit. This may make sense for an organization where expulsion could lead to economic consequences such as a professional society. Otherwise, it is in the nonprofit's best interest to have the ability to remove the problematic individual without cause.
- Statements Requiring the Nonprofit to Comply with the Law. This one always makes me laugh. So, without the provision, the Board would feel empowered to break the law? Its redundant and increases the amount of unnecessary verbiage. Leave it out.

Once the key terms related to a nonprofit corporation's governance structure, control provisions, director's terms, officers, and voting procedures and clearly articulated and the redundant, overly complex, and frequently changing items are removed, the Board should be left with a workable document to guide its deliberations. If you missed it, read part I about what to include here.

Ellis Carter is a nonprofit lawyer with Caritas Law Group, PC. To contact Ellis, call 602-456-0071 or email us at info@caritaslawgroup.com.