

Approved OAFCS Annual Business Mtg., April 22, 1994

Revised OAFCS Annual Business Mtg., April 7, 1995

Revised OAFCS Annual Business Mtg., March 29, 1996

BYLAWS OF THE OHIO ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

Article I NAME

The name of this non-profit organization shall be the Ohio Association of Family and Consumer Sciences, hereafter referred to as "the Association" or "OAFCS". The Association is incorporated within the state of Ohio.

Article II PURPOSES

The purposes of this Association are the same as those of the American Association of Family and Consumer Sciences, as follows.

SECTION 1. The purposes of the Association shall be to further education and science in family and consumer sciences. Without in any way limiting the foregoing, but in expansion thereof, the Association shall improve and strengthen education in family and consumer sciences; establish and improve standards of service and scientific research in the public interest in family and consumer sciences; sponsor and otherwise support seminars, debates, symposia, conferences, and similar professional discussion in family and consumer sciences; state and disseminate policy for professional guidance at the national and international levels concerning the public interest in family and consumer sciences; identify and study social, economic, and psychological changes having implication for family and consumer sciences programs, and bring these changes to the attention of the family and consumer sciences profession and the public; encourage and promote a sufficiently full and fair exposition of the pertinent facts involving legislation affecting family and consumer sciences and the improvement of home and family life so as to permit an individual or the public to form an independent opinion or conclusion; and promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in family and consumer sciences.

SECTION 2. This Association shall devote itself to the above stated purposes as they relate to family and consumer sciences in Ohio.

SECTION 3. The Association shall maintain cooperative relations with other professional and student organizations which have related interests and similar programs.

Article III

AFFILIATION WITH AMERICAN ASSOCIATION OF FAMILY AND CONSUMER SCIENCES; STATE DISTRICTING

SECTION 1. This Association shall be an affiliate of the American Association of Family and Consumer Sciences (henceforth referred to as AAFCS) and the requirements for membership shall include all membership requirements of the AAFCS.

SECTION 2. Each person eligible for state membership shall become a member of AAFCS and OAFCS simultaneously. Each member shall pay OAFCS and AAFCS annual dues simultaneously to the headquarters of the AAFCS, as specified in Article VII.

SECTION 3. The Association, as an affiliate association, shall be represented in the AAFCS Senate by the president or designee, and at least one additional duly authorized delegate.

SECTION 4. OAFCS shall be represented on the AAFCS Board of Directors through the AAFCS vice president-affiliates.

SECTION 5. OAFCS shall be organized in districts. The objectives and membership requirements of such districts shall be the same as for the state Association.

SECTION 6. Districts shall be organized and shall function according to guidelines approved by the OAFCS Executive Board. The OAFCS Executive Board shall be empowered to amend the district guidelines.

SECTION 7. Each district shall have a minimum of five elected offices, identified as a district president, a district president-elect, a district vice-president-membership, a district secretary and a district treasurer. Terms of office begin June 1 and district officers will serve their elected term or until their successors are elected. Each district will be represented on the OAFCS Executive Board by the district president.

SECTION 8. Districts shall receive financial support from OAFCS as established annually by the OAFCS Executive Board. Each district shall present its financial records for audit with the books of the state treasurer within one month after the close of the fiscal year. The district president shall serve as deputy treasurer for the respective district.

SECTION 9. Districts shall adopt no policies, resolutions, or participate in activities not in harmony with the purposes of OAFCS and AAFCS.

Article IV STATE OFFICERS: ELECTIONS

SECTION 1. The elected officers of the association, who shall be active supporting, or retired members, shall consist of a president; a president-elect; a vice-president-program development; a vice-president-elect-program development; a vice-president-district affairs; a secretary; and a treasurer.

SECTION 2. Election of officers of the Association, officers of the districts (see Article III) and of members of the nominating committee shall be by mail ballot. The ballot shall be mailed to all eligible voting individual members at least 75 days before the annual meeting. Members ineligible to vote are organizational, pre-professional/graduate student, and honorary. The closing date for the receipt of ballots shall be 45 days prior to the annual meeting.

SECTION 3. A member shall be elected annually to serve as president-elect for one year, as president for the following year, and as counselor the succeeding year. The president shall assume office following a term of office as president-elect. Only a member who has served on the OAFCS Executive Board shall be eligible for president-elect.

SECTION 4. The Association has three vice-presidents. The vice-president-district affairs shall be elected in even-numbered years and serve a two year term. The vice-president-elect-program development shall be elected annually for a one year term. The vice-president-program development shall assume office following a term of office as vice-president-elect. Only a member who has served on the OAFCS Executive Board or as an elected officer of a district shall be eligible to serve as a vice-president.

SECTION 5. A secretary shall be elected in even-numbered years for a term of two years.

SECTION 6. A treasurer shall be elected in odd-numbered years for a term of two years.

SECTION 7. Terms of office begin June 1 and officers will serve their elected term or until their successors are elected. The president-elect assumes the presidency, the vice-president-elect-program development becomes vice-president-program development, and the president becomes the counselor.

SECTION 8. The nominating committee shall consist of an elected representative from each district, and the vice-president-district affairs, who shall serve as chair. The district representatives will be elected by respective districts on a rotational system to serve a period of two years. District representatives must be active, supporting, associate or retired members.

SECTION 9. Elections shall be by majority of votes cast.

SECTION 10. The Executive Committee is empowered to remove from office any elected officer who ceases to perform the duties of the office. A meeting of the Executive Committee for officer removal may be called upon the written request of three members of the Executive Committee. Appropriate action would be taken by the Executive Committee to notify the removed officer and retrieve association property.

SECTION 11. When an elected office becomes vacant, the Executive Committee is empowered to act upon the vacancy. If a president resigns, the president-elect assumes the position for the unexpired term and is eligible for a full term presidency the following term; the president-elect position shall remain vacant. The unexpired term(s) of other elected offices may be filled by the Executive Committee through appointment.

Article V
FUNCTIONS OF STATE OFFICERS

SECTION 1. The functions of the elected officers of the Association are as defined below.

- (a) The president shall chair the Executive Board and Executive Committee and preside at all meetings of the Association. With the approval of the Executive Board, the president shall appoint chairs of the divisions, professional sections, action groups, and standing and special committees, unless otherwise specifically provided for, and members to fill unexpired terms in case of vacancies in appointed offices. The president shall approve payment of bills authorized by the Executive Board; send the official call to the Executive Board at least 30 days in advance of Board meetings; instruct the president-elect in the duties of the presidential office; appoint an auditor who is a C.P.A. to audit the books of the state treasurer, the district treasurers and the annual meeting finance committee at the end of the fiscal year; serve as OAFCS deputy treasurer; be authorized to appoint a parliamentarian, officially represent OAFCS in the AAFCS Senate and in the affiliates presidents unit.
- (b) The president-elect shall be a member of the Executive Board and the Executive Committee. The president-elect shall serve as a member of the finance committee; preside in the absence of the president and shall become the president upon the removal or resignation of the president; attend the meeting of the affiliates presidents unit; and serve as a delegate to the AAFCS Senate and in that capacity may serve as alternate for the president.
- (c) The vice-president-program development shall be a member of the Executive Board and the Executive Committee. The vice-president-program development, shall serve as program chair of the OAFCS annual meeting.
- (d) The vice-president-elect-program development shall be a member of the Executive Board, the Executive Committee, and the OAFCS annual meeting committee.
- (e) The vice-president-district affairs shall be a member of the Executive Board, the Executive Committee, and shall serve as chair of the nominating committee. The vice-president-district affairs shall provide leadership to and serve as liaison officer for the districts with the OAFCS Executive Board and Executive Committee and shall advise the districts of the rotational pattern for electing district representative to the nominating committee and district officers.

- (f) The secretary shall be a member of the Executive Board and the Executive Committee. The secretary shall preserve for the records all office action and policy decisions; submit a concise recording of the proceedings for all meetings for distribution to the Executive Board within three weeks of each meeting; keep an accurate history of the Association; and submit a yearly historical report.
- (g) The treasurer shall be a member of the Executive Board, the Executive Committee and shall serve on the finance committee. The treasurer shall be responsible for reviewing financial records of the Association, present the proposed annual budget to the Executive Board and the Assembly of Members; render a financial report to the Assembly of Members at the annual meeting; and shall serve as deputy treasurer for the annual meeting finance committee. At such times as the treasurer may be unable to act, the deputy treasurer (president) shall act for the treasurer. The treasurer serves as advisor to district treasurers.
- (h) The counselor shall be the immediate past president and shall serve as an advisor to the president and shall be a member, without vote, of the Executive Board and the Executive Committee.

Article VI
GOVERNING BODIES: FUNCTIONS

SECTION 1.

- (a) The Executive Board of the Association shall consist of the elected officers; chairs of divisions, professional sections, and action groups; the chairs of standing committees; chair and co-advisors of the pre-professional/graduate student section; newsletter editor; and presidents of districts; all with voting privileges. Others, who are elected or appointed to AAFCS positions, may attend board meetings with non-voting privileges.
- (b) The Executive Committee shall consist of elected officers of the Association, and the counselor (without vote).
- (c) The Assembly of Members shall consist of those members in attendance at the annual business meeting of the Association. A quorum shall be 35 members who are eligible to vote.

SECTION 2. The functions of the Executive Board of the Association are defined below:

- (a) The Executive Board shall manage the business of the Association and shall refer to the Assembly of Members such matters as it deems desirable and as are required in the Bylaws.
- (b) It shall receive committee reports and the budget as submitted by the finance

committee and submit its recommendations to the Assembly of Members.

- (c) It shall determine dates and places for the meeting(s) of the Association and shall have the power to cancel annual meeting(s) in the event of an emergency.
- (d) It shall provide for cooperation with other groups through appropriate means. This shall include appointment of representatives on joint committees. It shall receive reports from members serving on these committees and shall determine action.
- (e) It shall hold a minimum of three (3) meetings, dates to be determined by the Executive Committee. Additional meeting may be called by the president or at the request of any three (3) members of the Board with a minimum of 5 days notice.
- (f) Ten of the voting members of the Executive Board shall constitute a quorum.

SECTION 3. The functions of the Executive Committee are as defined below:

- (a) The Executive Committee shall act for the Executive Board between meetings of the Board and on call of the president.
- (b) Four of the voting members of the Executive Committee shall constitute a quorum.

SECTION 4. The Assembly of Members shall convene annually to: receive a report of the election; receive and act upon reports of the officers, the Executive Committee, and the Executive Board; adopt an annual budget; adopt resolutions, transact other business as may properly come before the Assembly of Members; give guidance to state delegates to the AAFCS Senate and receive a report of and consider the decisions made by the AAFCS Senate.

Article VII MEMBERSHIP, DUES, FEES, AND PRIVILEGES

SECTION 1. Membership categories shall be consistent with those of AAFCS, namely, individual and organizational. Members of the state Association are also members of AAFCS Honorary members of the state Association are the only exception.

SECTION 2. Individual members shall be active, supporting, associate, retired, pre-professional/graduate student, or honorary. Active, supporting associate, and retired members are eligible to vote. Pre-professional/graduate student and honorary members are ineligible to vote.

- (a) An active member shall be a person:

- (1) with a bachelor's or advanced degree from an accredited college or university in the United States¹ or Canada² with a major in one or more of the knowledge-based areas of the profession, or
 - (2) with a bachelor's or advanced degree with a major in a specialized subject matter area related to one or more of the knowledge-based areas of the profession from an accredited college or university in the United States or Canada and with a minimum of two years of experience in that area.
- (b) A supporting member shall be a person who is eligible for active membership as defined in Section 2(a) of this Article and is interested in furthering the purposes of the Association through an additional contribution according to the dues structure.
- (c) An associate member shall be a person:
- (1) with a bachelor's degree from a college or university who is not eligible as defined in Section 2(a)(1) or Section 2(a)(2) of this Article but who is interested in furthering the purposes of the Association as stated in Article II. After two (2) years of continuous membership an associate member may petition to become an active member; or

¹listed in Accredited Institutions of Postsecondary Education published for The Council on Postsecondary Accreditation, Washington, D.C.

²listed in Universities and Colleges of Canada.

- (2) with a two-year associate degree from a college or university with a major in one or more of the knowledge-based areas of the profession or in a specialized subject matter area of the profession from an accredited college or university in the United States; or
 - (3) who is eligible for active membership as defined in Section 2(a) and is not employed more than 20 hours a week, or is serving in the first year of professional employment.
- (d) A retired member shall be a person who has been an active member for at least 10 years, is 60 or more years of age, is retired by organizational standards, and is no longer gainfully employed.
- (e) A pre-professional/graduate student member shall be a person:
- (1) who is enrolled in a two-year or four-year program of the profession in an accredited college or university in the United States or Canada; with a major in one or more of the knowledge-based areas of the profession or one of the

specialized subject-matter areas; or

- (2) who is enrolled full time by institutional standards and is progressing toward a graduate degree in a program administered by a unit established on the knowledge-base of the profession, and is not gainfully employed for more than 20 hours a week. The individual who chooses membership as a graduate student rather than active membership status may do so for no more than three years for each advanced degree attempted, and is limited to no more than six years of such membership.
- (f) An honorary member shall be a person other than a family and consumer sciences professional whom the Association desires to honor for exceptional services within the interest of the Association. Honorary membership may be granted by the Executive Board. Honorary members shall not vote or hold office.

SECTION 3. Dues for individual members shall be consistent with the AAFCS dues structure. OAFCS honorary members shall pay no dues to AAFCS.

SECTION 4. The privileges of individual members shall include:

- (a) The receipts of one subscription of the *OAFCS Newsletter*,
- (b) Full voting privileges under Article IV, Section 2 for active, supporting, associate, and retired members. Pre-professional/graduate student members, Section 2(e)(1) and Section 2(e)(2) voting privileges shall be limited to officers of the pre-professional/ graduate student section,
- (c) The opportunity to serve as an elected office of the Association, as an officer of division, professional section or action group and as a member of the nominating committee, if an active, supporting or retired member, and
- (d) An individual member may serve as a member of association committees.

SECTION 5. Organizational members will be defined by AAFCS and have no voting privileges in OAFCS.

Article VIII COMMITTEES

SECTION 1. The president shall appoint active, supporting, associate, retired, and/or pre-professional/graduate student members to the following standing committees. These committees shall report to the Executive Board.

- (a) An Annual Meeting Committee will plan the annual meeting. The vice-president-elect-program development will be a member of the committee.

- (b) A Membership Committee whose duties shall be to promote membership, to interpret policies in regard to membership, to distribute applications for membership and to recruit new family and consumer sciences professionals through career programs. Membership shall include the vice-presidents-membership of districts. The chair shall be appointed by the president and shall serve as a member of the Executive Board.
- (c) An OAFCS Nominating Committee whose duties shall be to present nominees for the state offices with the vice-president-district affairs serving as chair. District nominating committees shall present nominees for district officers.
- (d) A Finance Committee whose duties shall be to prepare a proposed annual budget and submit it to the Executive Board, to submit a financial report at the annual meeting of the Association and to study investments and securities of the Association annually and make recommendations to the Board. The president will appoint a chair with the committee comprised of the president, president-elect, treasurer and one Board member.
- (e) A Scholarship Committee whose duties shall be to conduct a scholarship information program, secure and distribute scholarship monies and select scholarship recipients. The chair shall be appointed by the president and shall serve as a member of the Executive Board.
- (f) A Bylaws Committee to review OAFCS bylaws and present changes if needed. Committee and chair to be appointed by the president.
- (g) An Awards and Recognition Committee to promote and select recipients for awards and recognition programs within OAFCS; and promote nominations for AAFCS awards and recognition. Committee and chair to be appointed by the president.
- (h) Other standing and special committees shall be designated by the Executive Committee as needed for the efficient operation of the Association.

Article IX
DIVISIONS, PROFESSIONAL SECTIONS AND ACTION GROUPS

SECTION 1. Membership. The membership of the Association shall be organized into division, professional sections, and action groups. Divisions reflect the subject matter knowledge bases of the profession. Professional sections reflect the professional settings within which the profession is practiced. Action groups reflect timely issues in which AAFCS and OAFCS can assume a critical role. Members may affiliate with one division and one professional section as part of the basic dues structure.

Members wishing to join additional divisions or professional sections will pay AAFCS an additional fee for each. Members may join action groups as they are established providing guidelines for membership are met.

SECTION 2. Organization. OAFCS will establish divisions and professional sections as defined by AAFCS.

- (a) Each division and professional section shall have a chair appointed by the president and such officers as deemed necessary. The chair is responsible for communicating with district and national counterparts and keeping abreast of the field represented in the division or section. An annual report of the work of each division and professional section shall be made and sent to the president-elect to become a part of the annual report prepared for AAFCS. In addition, a copy shall be sent to the appropriate AAFCS chair.
- (b) The professional section of pre-professional/graduate student members shall have its own standing rules developed in harmony with the bylaws of OAFCS and AAFCS and approved by the OAFCS Executive Board. These rules shall provide for the election of officers of this section.

SECTION 3. Opportunity may be provided on the program of the annual meeting of the Association for division, section, or action group meetings. The Executive Board shall provide, from the funds of the Association, such appropriations toward the work of the divisions, sections, and action groups as the funds may permit. Requests for funds shall be submitted to the chair of the finance committee for consideration in the proposed budget.

SECTION 4. When approved by the AAFCS Board of Directors, new divisions, professional sections, and action groups may be added.

SECTION 5. When approved by the OAFCS Executive Board, action groups specific to Ohio may be added.

Article X AAFCS SENATORS

The Ohio delegation to the annual AAFCS Senate shall consist of the OAFCS president or designate and the president-elect or designate. If the state is eligible for additional senators, the president will appoint the senator(s) from the elected state officers or district presidents. Senators may serve two year terms beginning with the Senate Meeting held during AAFCS Annual Meeting and Exposition.

Article XI MEETINGS

SECTION 1. There shall be an annual meeting of the Association held at such time and place as the Executive Board shall determine. In the event of an emergency, the annual meeting may be canceled by the Executive Board.

SECTION 2. At least one business session of the Assembly of Members shall be held at the time of the annual meeting. The meeting shall be open to all members.

**Article XII
NEWSLETTER**

This Association shall publish as its official organ the *OAFCS Newsletter*. It shall be published at least two (2) times yearly. The editor shall be appointed by the president and serve on the Executive Board.

**Article XIII
FISCAL YEAR**

The fiscal year of the Ohio Association of Family and Consumer Sciences shall be consistent with AAFCS.

**Article XIV
AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the Assembly of Members at any annual business meeting provided that notice is given in due form at the preceding annual meeting or by mail to all members thirty (30) days prior to the annual meeting at which it is to be voted on.

**Article XV
TAX-EXEMPT STATUS**

SECTION 1. This Association is a non-profit corporation. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the Association shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the objective set forth in Article III of the Articles of Incorporation.

No substantial part of the Association's activities shall be invested in carrying on propaganda or other wise attempting to influence legislation. The Association shall

not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Notwithstanding any of the provisions of the Articles of Incorporation, the Association shall not carry on any activities not permitted to be conducted or carried on: (a) by corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. Internal Revenue law), or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. Internal Revenue law).

SECTION 2. If in any one year the Association is found to be a private foundation, then, and in that event, its income for each taxable year shall be distributed at such time and in such a manner as to not subject the foundation to tax under Section 4942 of the Internal Revenue Code. The foundation shall not engage in any act of self-dealing (as defined in Section 4941(d) of the Internal Revenue Code), shall not retain any excess business holdings (as defined in Section 4942(c) of the Internal Revenue Code), shall not make any investments in such manner as to subject the foundation to tax under Section 4944 of the Internal Revenue Code, and shall not make any taxable expenditures (as defined in Section 4945(d) of the Internal Revenue Code).

Article XVI DEFENSE AND INDEMNIFICATION

SECTION 1. To the extent permitted by law, the Association shall defend and/or indemnify any person who was or is a party defendant or is threatened with being made a party defendant to any legal actions, suit or proceeding (other than an action, suit or proceeding by or in the right of the Association) by reason of the fact that he/she is or was a Director, officer, employee, or agent of the Association, or is or was so serving at the Association's request for another profit or not-for-profit corporation, against expenses actually and necessarily incurred by him/her in connection with the defense of such legal action, suit, or proceeding, except in relation to matters as to which he/she shall be adjudged in such legal action, suit, or proceeding to be liable for negligence or misconduct in the performance of his/her duty to the Association.

The termination of any legal action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea or nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith or in a manner which he/she reasonably believed in the Association's best interest. To the extent that the court or body in or before such legal action, suit, or proceeding was finally determined has not addressed the questions of negligence or misconduct in the performance of the person's duty to the Association, a determination that indemnification is proper shall be made by a majority vote of the Board of Directors. In the event of settlement of a legal action, suit, or proceeding, indemnification shall

be made up to the amount that would reasonably have been expended in the defense, as provided for by the Board of Directors.

Indemnification shall not be deemed exclusive of any other rights to which the Director, officer, employee, or agent may be entitled under any Bylaw, agreement, vote of the Executive Board or members, or otherwise.

Article XVII DISSOLUTION

In the event of dissolution or termination of the Association, the Executive Board shall, after paying all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the objects of the Association in such manner or to such organization or organizations organized exclusively for charitable, educational, or scientific purposes and at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. Internal Revenue law) as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organizations organized and operated exclusively for such purposes, which the court shall determine.

Article XVIII PARLIAMENTARY AUTHORITY

Except as otherwise provided in its bylaws and standing rules, the Association shall be governed in its proceedings by the current edition of *Robert's Rules of Order, Newly Revised*.

*Ohio Association of Family and Consumer Sciences
1787 Neil Avenue
Columbus, Ohio 43210*