

# BYLAWS

## Colorado Association of Family and Consumer Sciences

### Article I: Name

The name of this non-profit organization shall be the Colorado Association of Family and Consumer Sciences, hereafter referred to as the Association or CAFCS. It shall be an affiliate of the American Association of Family and Consumer Sciences.

### Article II: Purposes

The purposes of CAFCS are the same as those of the American Association of Family and Consumer Sciences as follows in Section 1 below.

Section 1. The purposes of the Association shall be to further education and science in home economics<sup>1</sup>. Without in any way limiting the foregoing, but in expansion thereof, the Association shall:

1. improve and strengthen education in home economics;
2. establish and improve standards of service and scientific research in the public interest in home economics;
3. sponsor and otherwise support seminars, debates, symposia, conferences, and similar professional discussion in home economics;
4. state and disseminate policy for professional guidance at the national and international levels concerning the public interest in home economics;
5. identify and study social, economic and psychological changes having implications for home economics programs, and bring these changes to the attention of the home economics profession and the public;
6. encourage and promote a sufficiently full and fair exposition of the pertinent facts involving legislation affecting home economics and the improvement of home and family life as to permit an individual or the public to form an independent opinion or conclusion; and
7. promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in home economics.

Section 2. This Association shall devote itself more specifically to the above stated purposes as they relate to Family and Consumer Sciences in Colorado.

(<sup>1</sup>Home Economics is used throughout this article to protect the IRS status of the Association)

### Article III: Affiliation

Section 1. CAFCS 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 AAFCS.

Section 2. Members shall pay dues simultaneously to CAFCS and AAFCS.

Section 3. CAFCS shall be represented in the AAFCS Senate by a minimum of two senators. If CAFCS membership is 500-999, an additional senator shall be selected; with membership of 1,000 or more, there shall be two additional senators for a maximum of four.

Section 4. The CAFCS President shall serve as one of the designated AAFCS senators. The second senator shall be the president-elect. If either the president or the president-elect is unable to serve as senator, or if more than two senators are required to represent CAFCS membership, replacement(s) or additional senators will be selected from officers and/or other members. CAFCS Board will approve the Senator selection.

Section 5. The AAFCS Director of Affiliates shall be the liaison between CAFCS and the AAFCS Board of Directors.

Section 6: Sub-affiliates of CAFCS may be organized upon approval of the CAFCS Board to coordinate, strengthen and promote the Association. Each sub-affiliate will function under the Bylaws of CAFCS but may establish

additional rules of order and policies and procedures as long as they are not in conflict with CAFCS Bylaws. The sub-affiliate may have officers and committees as deemed necessary. A representative from the sub-affiliate will attend CAFCS Board meetings and report on activities of the sub-affiliate.

## **Article IV: Officers and Election**

### Section 1.

a. The officers of CAFCS shall consist of a president, president-elect, first vice president, second vice-president, vice-president for public policy, secretary and treasurer.

b. Officers will be elected by the membership from active, associate, emeritus or new professional members.

c. The Nominating Committee shall present two candidates, if possible, for each office to be filled.

Section 2. The official year for CAFCS officer terms shall be June 1 through May 31.

### Section 3.

a. Election of officers of CAFCS shall be conducted by mail and/or email ballot. Ballots will be distributed no later than March 15 and returned by membership no later than April 15.

b. Officers shall be elected by a majority of votes cast.

Section 4. A President-Elect shall be elected each year to serve as President-Elect for one year, as President for one year and as immediate Past President for one year. The term of office for President shall be June 1-May 31 immediately following the one year term as President-Elect. CAFCS members who have been a member for at least one year in Colorado and who are current or former members of the AAFCS National Board or any Affiliate Board shall be eligible to be President-Elect.

### Section 5. Vice Presidents

a. The Vice Presidents for the Association shall be 1st Vice President, 2nd Vice President, and Vice President for Public Policy.

b. The 2nd Vice President shall be elected each year to serve a two-year term, and will become the 1st Vice President during the second year of the term.

c. The Vice President for Public Policy shall be elected in odd-numbered years to serve for two years.

Section 6. A secretary shall be elected in even-numbered years to serve for two years.

Section 7. A treasurer shall be elected in odd-numbered years to serve for two years. In the event that the Association's fiscal year is different than the Treasurer's term of office, the outgoing treasurer shall remain in office through the end of the current fiscal year to complete the term of office. The overlap time with two treasurers will be a training period for the new treasurer to learn the bookkeeping system and duties of the office.

Section 8. The president may appoint members to fill unexpired terms in case of vacancies in elective offices with the exception of the president-elect, who shall be elected by the CAFCS Board. Election results shall be tabulated by the Nominating Committee and reported to the president, president-elect, the secretary, and the executive director.

### Section 9. CAFCS Appointed Officers

a. The president may appoint a parliamentarian with approval of the Executive Committee. The parliamentarian shall be responsible for parliamentary procedure at all meetings. The president may request the parliamentarian attend CAFCS Board and Executive Committee meetings ex-officio without voting status.

b. A historian may be appointed by the president and approved by the Executive Committee to compile a record of important activities of the Association and its members.

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 by the President 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.

## **Article V: Officer Duties**

Section 1. Duties for each elected officer shall be outlined in the Association Policies and Procedures.

Section 2. The President shall be the Executive Officer of the Association and shall provide leadership to organizational policies and programs and preside at all meetings of the Association, CAFCS Board, and CAFCS Executive Committee.

Section 3. In the case of a vacancy in the president's office, the president-elect, first vice-president, or past president (in that order) shall fill the unexpired term. The president-elect shall assume the position for the unexpired term and in addition shall serve the full-term presidency to which she/he was elected.

## **Article VI: Association Structure and Function**

Section 1. The Colorado Association of Family and Consumer Sciences shall have a Board and an Executive Committee which act as the administrative bodies of CAFCS; an Assembly of Members; and standing and appointed committees to promote the well-being and growth of the Association.

Section 2. The Assembly of Members shall consist of members in attendance at the Annual Business Meeting of the Association. The Assembly of Members shall meet at least annually to transact the business of the Association and to act as a policy-making body of the Association. A majority of the membership of the assembly shall constitute a quorum. The membership shall take other necessary action during the year by mail and/or email ballot.

Section 3. The functions of the Assembly of Members shall be outlined in the Association Policies and Procedures.

Section 4. The CAFCS Board shall consist of:

- a. the elected officers of the Association including the President, President-Elect, immediate Past President, First Vice President, Second Vice President, Vice President for Public Policy, Secretary, and Treasurer;
- b. chairs of standing committees and special or ad hoc committees;
- c. chairs of Student Unit Chapters or their designated representative;
- d. representatives of Action Groups; and
- e. CAFCS Executive Director as ex-officio non-voting.

One-third of the voting members of the CAFCS Board shall constitute a quorum.

Section 5. Functions of CAFCS Board are outlined in the Association Policies and Procedures.

Section 6. The Executive Committee of the CAFCS Board shall consist of the president, president-elect, immediate past president, three vice presidents, secretary, and treasurer. The Executive Director shall attend as an ex-officio non-voting. Five of the voting members of the Executive Committee shall constitute a quorum.

Section 7. Functions of the Executive Committee shall be outlined in Association Policies and Procedures.

Section 8. An Executive Director shall be appointed and employed by the CAFCS Executive Committee. A contract for compensation will be recommended by the Executive Committee and approved by the CAFCS Board. This position will be retained or abolished by vote of the CAFCS Board upon recommendation of the Executive Committee.

Section 9. Functions of the Executive Director shall be outlined in Association Policies and Procedures.

## **Article VII: Membership**

Section 1. Membership shall consist of two categories, individual and organizational.

Section 2. Individual membership shall be active, new professional, associate, emeritus, or student. Requirements for individual membership categories for CAFCS shall be consistent with AAFCS individual membership categories.

Section 3. Membership Dues

- a. Annual dues for all categories of individual membership shall be approved by the AAFCS Senate.
- b. CAFCS will receive one-fourth of said dues for members affiliated with Colorado.
- c. Life members of AAFCS for whom Colorado receives no compensation from AAFCS will be billed by CAFCS annually for an amount equal to one-fourth of the current dues rate for active members.

Section 4. Privileges of individual members shall include:

- a. receiving one subscription to the official Association publications;
- b. the right to vote as a member of the Assembly of Members and through mail and/or email;
- c. serving as an Association officer with the exception of Student members where the Student Chair or designated representative will serve on CAFCS Board;
- d. serving on Association committees.

Section 5. Organizational members. An organizational member shall be an organized group or business whose members are not eligible for individual membership in CAFCS/AAFCS. Such a group should have purposes in common with the CAFCS and the organizational membership would result in mutual benefit for the two organizations. Dues and privileges for organizational members shall be established by the CAFCS Board.

Section 6. Honorary membership shall be granted by the CAFCS Board to a person other than a Family and Consumer Science professional whom the Association desires to honor for exceptional services within the interest of Family and Consumer Sciences. An honorary member shall not have the privilege of voting and may not hold office.

## **Article VIII: Committees**

Section 1. The Standing Committees of CAFCS shall be:

- Annual Conference
- Awards
- Bylaws
- Development
- Membership
- Newsletter
- Nominating

Section 2. The CAFCS President shall appoint members of Standing Committees and designate the committee chair.

Section 3. Ad Hoc or Special Committees shall be appointed by CAFCS President when necessary to conduct activities of the Association

Section 4. The structure and function of all Standing Committees shall be outlined in Association Policies and Procedures

## **Article IX: Action Groups**

Section 1. Members of CAFCS may choose to form Action Groups to address concerns, trends, and issues affecting family, individual and community well-being.

Section 2. Guidelines for formation of CAFCS Action Groups will follow procedures established for AAFCS Communities.

Section 3. A representative of each Action Group will attend CAFCS Board meetings.

## **Article X: CAFCS Foundation**

The CAFCS Foundation is a nonprofit, charitable, tax-exempt organization operated exclusively for scientific, educational, and charitable purposes on behalf of family and consumer sciences. The CAFCS Foundation shall have its own bylaws.

## **Article XI: Meetings**

Section 1. There shall be an annual meeting of the Association at such time and place as the CAFCS Board shall determine. No annual meetings shall be held at a time that will shorten or lengthen the term of any elected officer by more than six (6) months. In the event of an emergency, the annual meeting can be canceled by the Executive Committee.

Section 2. There shall be an Assembly of Members for the purpose of conducting business at the time of the annual meeting of the Association. The time and place shall be approved by the CAFCS Board.

## **Article XII: Newsletter**

CAFCS shall provide members with the official publication, Colorado Association of Family and Consumer Sciences Newsletter, by mail and/or email. The number of issues and dates of newsletter distribution will be established annually by CAFCS Board

## **Article XIII: Fiscal Year**

The Association Fiscal year shall be determined by the Executive Committee and noted in the Association Policies and Procedures.

## **Article XIV: Amendments**

Section 1. The Executive Committee shall notify membership of proposed Bylaw Amendments at least one month prior to the call for a vote. Voting may be at any CAFCS business meeting, by written ballot, or by email ballot. The Bylaw Amendments shall be adopted when two-thirds or more of members voting approve the changes.

Section 2. CAFCS Bylaws shall automatically be changed to reflect changes in AAFCS Bylaws concerning membership, dues, fees, and privileges. The CAFCS Bylaws shall be amended as needed to conform to other changes made in AAFCS Bylaws.

## **Article XV: Tax-Exempt Status**

Section 1. This Association is a non-profit organization. No part of the net earnings of the Association shall inure to the benefit of any member, trustee, officer of the Association, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Association affecting one or more of its purposes), and no member, trustee, officer of the Association, or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Association.

No substantial part of the Association's activities shall be invested in carrying on propaganda or otherwise 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 other activities not permitted to

be carried on: (a) by an organization 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 an organization, 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 4943 (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**

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 action, suit, or proceeding (other than an action, suit, or proceeding by or in the right of the Association) by reason of the fact that she/he is or was an 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 her/him in connection with the defense of such legal action, suit, or proceeding, except in relation to matters as to which she/he shall be adjudged in such legal action, suit, or proceeding to be liable for negligence or misconduct in the performance of her/his duty to the Association.

The termination of any legal action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of 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 she/he reasonably believed to be in the Association's best interests. To the extent that the court or body in or before which 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 CAFCS Board. 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 CAFCS Board.

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

### **Article XVII: Dissolution**

In the event of dissolution or termination of the Association, the CAFCS Board shall, after paying all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the objectives 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 *Robert's Rules of Order, Newly Revised*.

---Revised by the assembly of members. March, 1995.

---Revised in accordance with Art. XIV, Sec. 3, March, 1996.

---Revised by the assembly of members March, 1997.

---Revised by the assembly of members March, 1998.

---Revised by the assembly of members February, 1999.

---Revised by the assembly of members March, 2000.

---Revised by return ballot of members, December, 2000.

-- Revised by assembly of members, January 27, 2008.