

**FAMILY AND CONSUMER SCIENCES EDUCATORS
SECTION OF WASHINGTON ASSOCIATION FOR CAREER AND
TECHNICAL EDUCATION (FACSE)
POLICIES AND PROCEDURES**

The Washington Association for Family and Consumer Sciences Educators believes in providing leadership and services. The Executive Board will develop our organizational goals annually. These goals will address the following areas:

- σMembership and Membership Services
- σLegislation
- σConstitution, Bylaws, Policies and Procedures
- σStanding and Working Committees
- σProfessional Development for all section members and teacher recruitment in Family and Consumer Sciences

I - OFFICERS

Officers, as identified in the Bylaws, are President, President-elect, Past President, Secretary and Treasurer.

A. Eligibility of Officer Candidates

- 1) General requirements: To be eligible to be a candidate of FACSE Executive Committee Office, each candidate must:
 - a) Be a current member of WA-ACTE and the FACSE section.
 - b) File a completed application form and resume' with the Nominations Committee, the date to be designated by this committee.
- 2) In order to be eligible to be a candidate for PRESIDENT-ELECT the general requirements must be met. In addition, a candidate must have previously served on the Executive Committee and/or as an Executive Board Committee Chairperson.
- 3) In order to be eligible to be a candidate for SECRETARY or TREASURER general requirements must be met. In addition, a candidate must have previously served in at least one of the following positions: The Executive Board, Area Chairperson, as an FCCLA Adviser to a State Officer or FCCLA Adviser to Adviser.
- 4) In the event that no candidates apply for a position that is open, the FACSE Executive Committee will exercise the following Emergency Guidelines:
 - a) At the Annual Business Meeting the Nominations Committee will declare the office vacant.
 - b) The Executive Committee along with the Nominations Committee will actively recruit for an eligible candidate(s).
 - c) Eligible candidates will complete application, resume and any other criteria established by the Nominations Committee.
 - d) The Nominations Committee will send completed applications to Executive Committee.

- e) The Executive Committee will convene in a special meeting to review candidates' papers and to select a candidate to fill the office.
- f) Following the selection, the Nomination Committee will notify all candidates of the Executive Committee election results.
- g) In case of no candidates for office, the Executive Committee will convene and appoint an officer.

B. Requirements of Officers

- 1) Be a current member of FACSE, WA-ACTE and ACTE.
- 2) Membership in related educational organizations is strongly encouraged.
- 3) Treasurer must be bondable.

C. Duties and Function of Officers

PRESIDENT:

- 1) Serve a one-year term.
- 2) Develop an agenda and distribute to board members two (2) weeks prior to the board meetings.
- 3) Provide written information regarding items that require Executive Board action to Board members.
- 4) Call and preside over all Executive Committee and Executive Board meetings and Annual Business Meeting.
- 5) Present all relevant correspondence at the Executive Committee and Executive Board meetings.
- 6) Submit the Strategic Plan to the WA-ACTE Executive Board at the Annual WA-ACTE Fall In-service.
- 7) Support and carry out functions as outlined in the Strategic Plan.
- 8) Submit the Strategic Plan status report to the WA-ACTE Executive Board in August at the WA-ACTE Executive Board Meeting.
- 9) Function in accordance with the Bylaws and Policies and Procedures of the FACSE.
- 10) Serve as a FACSE representative to the WA-ACTE Executive Board. If unable to attend, the Past President, or an FACSE section member, appointed by the President, shall attend.
- 11) Submit section officers' names and addresses to the WA-ACTE office by September 1 of each year.
- 12) Prepare a written report on section activities to the WA-ACTE office, per their request, prior to the WA-ACTE Executive Board meetings.
- 13) Establish with the Executive Board AD HOC committees and chair person(s) for the AD HOC as may be necessary to carry out the Strategic Plan. All appointments will be for a specific period of time, not to exceed one year.

- 14) Serve as an ex-officio member of all committees except the Nominations Committee, to insure the continuity of assigned functions.
- 15) Provide a copy of the minutes from the WA-ACTE Executive Board to be kept on file with FACSE Secretary.
- 16) Participate in, or appoint, a representative to participate in ACTE National meeting.
- 17) Meet obligations as NATFACS state contact person. Attend NATFACS leadership training session at ACTE National Meeting.
- 18) Assume responsibility for approval of expenditures of Association funds within the annual budget approved by the Executive Board. To carry out this responsibility, the President must be a co-signer on each expense voucher.
- 19) When requested, provide article(s) for WA-ACTE Visions publication. Provide an article for each FACSE Newsletter publication that also includes a report of WA-ACTE activities.
- 20) Attend other professional meetings in which the interests of the Association are concerned or designate a FACSE section member to represent FACSE.
- 21) Provide appropriate reports to the Executive Committee.
- 22) Notify the Line Administrator (Superintendent, Principal, Vocational Director) of each Executive Board member explaining participation and information about the Board role and requirements, as appropriate. The letter should include the duties and responsibilities of the Executive officer/board member, importance of the position related to the organization and school district, estimated time commitment, meetings officers are expected to attend during the term and compensation or requirements from the district, i.e., substitute costs.
- 23) Provide information to the President-Elect regarding duties, responsibilities and procedures of the office of President.
- 24) Provide officer training to the Executive Committee during or immediately following the WA-ACTE Summer conference or prior to Fall Conference.
- 25) Provide input in development of the Annual Budget.
- 26) Plan and develop Summer Conference jointly with WA-ACTE and the FACSE Program Development Committee.
- 27) Preside over FACSE Fall Conference.
- 28) Attend the WA-ACTE Legislative Policy Seminar.
- 29) Participate as a voting FACSE representative to WA-ACTE Delegate Assembly and appoint other FACSE officers and/or committee members to fill voting delegate quotas.
- 30) Plan and preside over Executive Board in-service(s).
- 31) Perform other duties common to such an officer and assume any other duties assigned to the office by the Executive Board.
- 32) Request clock hour forms thirty (30) days prior to FACSE Fall Conference.
- 33) Apply for clock hours for Executive Board yearlong professional development.

PRESIDENT-ELECT:

- 1) Serve a one-year (1) term.
- 2) Attend Executive Committee and Executive Board meetings.
- 3) Assume the duties of the President in case of absence or disability of the President.
- 4) Assume the office of President in case of vacancy in that office.
- 5) May serve as a guest and/or observer representing FACSE at the WA-ACTE Executive Board meetings.
- 6) Represent the Association at meetings and in committees as requested by the President and/or the Executive Board.
- 7) Develop with the Executive Board at the Executive Board in-service, a Strategic Plan aligned with the WA-ACTE Strategic Plan, for the ensuing year.
- 8) Present the Strategic Plan to the Executive Board at the August Executive Board Meeting held during WA-ACTE Summer Conference.
- 9) Serve as a chairperson and work with the Program Development Committee in planning and development of the fall conference.
- 10) Provide input in the development of the Annual Budget.
- 11) Provide information to the incoming President Elect regarding duties, responsibilities, and procedures for the office.
- 12) Attend the WA-ACTE Legislative Policy Seminar.
- 13) Write articles for the FACSE newsletter.
- 14) Appoint standing committee chairperson for their year of presidency with input from Nominations Committee chairs.
- 15) Secure a site for the Executive Board In-service.
- 16) Provide training for incoming Committee Chairs prior to, or during, the Annual WA-ACTE Summer Conference.
- 17) Perform any other duties assigned to the office by the President and/or the Executive Board.
- 18) Attend WA-ACTE Executive Board Fall In-service with President.
- 19) Contact WA-ACTE in March to obtain Student Leadership funds to be presented the incoming FCCLA State President to help with National Conference costs.

PAST PRESIDENT:

- 1) Serve a one-year term.
- 2) Attend Executive Committee and Executive Board meetings.
- 3) Assist and guide the President and President-Elect in carrying out his/her duties.
- 4) Assume other responsibilities as delegated by the President and/or Executive Board.
- 5) Attend WA-ACTE Executive Board meeting in the absence of the President.
- 6) Review Policies and Procedures of the WA-ACTE section.
- 7) Provide input in the development of the FACSE Annual Budget.
- 8) Serve as chairperson of the Accounting Committee.
- 9) Present the Accounting Committee Report to the Executive Board prior to the Annual Business Meeting held during the WA-ACTE Summer Conference. If unable to attend the Past President may assign a designee from the Accounting Committee.
- 10) Serve as liaison for the FACSE Website.
- 11) Secure a future Fall Conference site for the third year in the conference cycle.
- 12) Serve as a member of the Program Development Committee.
- 13) Past President will serve, or will appoint another Executive Board member as parliamentarian.

SECRETARY:

- 1) Serve a two-year (2) term.
- 2) Attend Executive Committee and Executive Board meetings.
- 3) Record full and accurate minutes for the Association including the Executive Committee meetings, Executive Board meetings, the Annual Business meeting and others requested.
- 4) Distribute minutes of all meetings (FACSE section, Executive Board and Executive Committee) to all Executive Board Members within one month of meeting.
- 5) Conduct correspondence for the organization.
- 6) Maintain complete records of all correspondence, minutes, committee reports, budget and Treasurer's reports, including information from WA-ACTE Executive Board. Seven years of records must be accessible; all other records can be stored.
- 7) Notify the Line Administrator of the President, explaining participation and information about the Board's role and requirements, as appropriate. The letter should include duties and responsibilities of the President, the importance of the position related to the organization and their school district, estimated time commitment, meetings officers are expected to attend during the term and compensation or requirements from the district, i.e. substitute costs.
- 8) Remind Executive Board members to submit Board reports one week prior to Executive Board meetings.

- 9) Provide input in development of annual FACSE budget.
- 10) Perform other duties as assigned by the President.

TREASURER:

- 1) Serve an extended two-year (2) term that will include the time necessary to complete the billing for the FACSE Fall Conference and transition to the new Treasurer.
- 2) Submit application to become bonded within 30 calendar days of election.
- 3) Attend Executive Committee and Executive Board meetings.
- 4) Keep accurate FACSE section financial records of all transactions.
- 5) Pay bills promptly.
- 6) Invoice for FACSE section business.
- 7) Serve as co-signer on each expense voucher.
- 8) Prepare Treasurer's report for the Executive Board Meetings and the FACSE Annual Business Meeting held during the annual WA-ACTE Summer Conference.
- 9) Send NATFACS Membership dues to NATFACS Treasurer. Dues are paid after being received from WA-ACTE Executive director.
- 10) Prepare books for an Accounting Committee review during annual WA-ACTE Summer Conference.
- 11) Provides input in the development of the annual budget.
- 12) With the Executive Committee, prepare the proposed budget. Present the proposed FACSE section budget to the FACSE Executive Board at the annual Executive Board Spring in-service for adoption.
- 13) Present the adopted budget, for comment, at the Annual Business meeting.
- 14) Record, file and deposit FACSE section dues after being received from WA-ACTE Executive Director.
- 15) Register attendees for Fall Conference including invoicing and depositing monies.
- 16) Register FACSE attendees for meal functions at the WA-ACTE Summer Conference.
- 17) Bill and register members for pre-conference sessions.
- 18) Pass on complete records of all bills, receipts and budgets to the incoming Treasurer.
- 19) File Federal Income Tax report within ninety (90) days after the end of the fiscal year.

- 20) Register with the state as a nonprofit organization and get the UBI Code renewed.
- 21) Purchase insurance for FACSE events, as needed.
- 22) May serve on the WA-ACTE Accounting Committee.
- 23) Perform other duties as assigned by the President.

II – EXECUTIVE COMMITTEE

A. Membership of the Executive Committee

The Executive Committee, as identified in the Bylaws, shall be composed of the following officers: President, President-elect, Past President, Secretary and Treasurer.

B. Duties and Functions of the Executive Committee

- 1) Attend Executive Committee and Executive Board meetings.
- 2) Work with Nominations Committee to recruit officer candidates.
- 3) Implement *Emergency Guidelines* if officer candidates are not secured, as stated in Policies and Procedure's Eligibility of Officer Candidates by August 1st upon notification by Nominations Committee.
- 4) Serve as the Budget Committee.
- 5) Develop a proposed budget based on the Strategic Plan for the next fiscal year, July 1 to June 30.
- 6) Review any expenditure not included in the approved budget and take action by approving or denying the request.
- 7) Contact the WA-ACTE Executive Director to update operating procedures of the section prior to Fall Conference.

C. Procedures of Executive Committee

- 1) Training will be provided by the President to Executive Committee during or following the WA-ACTE Summer Conference.

III – EXECUTIVE BOARD

A. Membership of the Executive Board

The Executive Board, as identified in the Bylaws, shall be composed of the officers of the Association (Executive Committee), standing committee chairpersons, and ex-officio (non-voting members).

B. Requirements of Executive Board Members

- 1) Shall be a current member of WA-ACTE, and the FACSE section.
- 2) Membership in ACTE is required of all elected officers and strongly encouraged for standing committee chairpersons and ex-officio.
- 3) Strongly encourage membership in related educational organizations.

C. Duties and Functions of the Executive Board

- 1) Assume responsibility for duties of office immediately following the Annual Business meeting held during the WA-ACTE Summer Conference.
- 2) Speak for the Association reflecting its mission, as stated in Bylaws.
- 3) Prepare the Strategic Plan of the FACSE section, in conjunction with the President-elect, to align with the WA-ACTE Strategic Plan.
- 4) Support and carry out functions, as outlined in the Strategic Plan.
- 5) Prepare a status report of the current FACSE Strategic Plan at the Spring Executive Board in-service.
- 6) Determine the policies and procedures of the Association.
- 7) Provide agenda suggestions to the President for the Executive Board meetings.
- 8) Assist officers in meeting their responsibilities and carrying out their duties.
- 9) Provide input and approve the FACSE proposed annual budget at the Executive Board in-service.
- 10) Elect one member of the Executive Board to serve as a representative on the Accounting Committee.
- 11) Submit articles to the FACSE newsletter.
- 12) Attend the following meetings: WA-ACTE Summer Conference, Fall Conference, Executive Board In-service, and all Executive Board meetings.
- 13) Serve as an Advisory Board for the Health and Human Services Pathway Supervisor or the person with supervisory responsibilities for FACSE programs in Washington.

D. Procedures of Executive Board

- 1) All officers, standing committee chairs and ex-officio members (the Health and Human Services Pathway Supervisor or the person with supervisory responsibilities for FACSE programs in Washington, one member from the FCCLA State Leadership team, and the university representative from each of the teacher educator programs in Washington) shall attend every Executive Board meeting called by the President. If an officer or representative is absent for two consecutive meetings, that officer or representative shall be subject to removal from the Executive Board.
- 2) There shall be at least three (3) meetings of the Executive Board during each fiscal year.

- 3) Executive Board meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.
- 4) A Board quorum shall consist of a simple majority of the voting members of the Executive Board.
- 5) Officers, standing committee chairs and ex-officio members will submit their reports in written form one week prior to Executive Board meetings to all members of the Executive Board.
- 6) The functions and duties of Executive Board members shall be presented at FACSE Fall Conference Executive Board Meeting.

IV – STANDING COMMITTEES

a. Duties and Functions of Standing Committee Co-Chairpersons

- 1) Co-Chair term shall be two (2) years, with one co-chair rotating off the committee every year.
- 2) Work with a representative committee that serves for one year.
- 3) Call and preside over all meetings of the committee.
- 4) Submit year-end status report for committees' planned activities to the President two (2) weeks prior to the Executive Board Meeting held during WA-ACTE Summer Conference.
- 5) Develop planned activities for committee's goal(s) and focus points for upcoming year during the Committee Breakfast held at WA-ACTE Summer Conference and submit a copy to the President.
- 6) Present year-end status report for committee's planned activities to association members at the Annual Business Meeting held during WA-ACTE Summer Conference.
- 7) One vote per committee, with the exception of the ex-officio committee.
- 8) Training for incoming committee chairs is provided prior to or during the WA-ACTE Summer Conference by the President-elect.
- 9) Acts as the voting panel for the Awards Committee

b. Awards Committee

- 1.) Committee is responsible for recognizing the six awards given each year (see #16 a-f)
- 2.) Committee will recognize FACSE retiring teachers and teachers with twenty- five (25) years of experience (see #16.j)
- 3.) Submit three (3) articles to FACSE newsletter committee regarding awards
 - a. Fall- Congratulating the winners with a small bio
 - b. Winter- Explain the awards
 - c. Spring- Final attempt to promote the six awards
- 4.) Fall Conference
 - a. Prepare gifts and certificates for presenters (coordinate with the WAFCS)
 - b. Prepare display boards of new award recipients
 - c. Place nomination packets at registration area, to make available

- 5.) Send award information and or packets to all CTE Directors, Area Chairs, FCCLA Regional Advisors, State and Regional Officer, after Fall Conference.
- 6.) Follow-up with award information and or packets to all CTE Directors, area chairs, FCCLA Regional Advisors, State and Regional Officer in March.
- 7.) Obtain traveling plaques from last years Outstanding New Professional, Outstanding G.R.A.D.S. Outstanding FCCLA Advisor and Teacher of the Year, by June 1st.
- 8.) All nomination packets must be received the awards co-chairs NO later than June 1st. Contact Membership Committee to verify WA-ACTE membership, by June 10th *With a photo copy of their ACTE/FACSE membership card/application procedures*).
- 9.) Review award nomination packets in relation to criteria and verify that all nominees qualify for nomination by June 15th.
- 10.) Make copies of the submitted nomination packets and criteria sheet, so the panel (see A.6) can evaluate.
- 11.) Arrange a conferencing time, so the panel can review and evaluate nominee
- 12.) Calculate criteria scores by July 15th
- 13.) Contact families of the award recipients (in July) to invite them to the Awards Luncheon held during WA-ACTE Summer conference.
- 14.) Purchase awards and order engraving on plaques and apples by July 15th. The annual budget will dictate the amount of expenditures. * *Corsage or Boutonniere*
 - a. **Teacher of the Year-** will be presented an engraved crystal apple, traveling plaque, certificate and corsage*
 - b. **Outstanding FCCLA Advisor-** will be presented an engraved crystal apple, traveling plaque, certificate and corsage*
 - c. **Outstanding G.R.A.D.S Teacher-** will be presented an engraved crystal apple, traveling plaque, certificate and corsage*
 - d. **Outstanding New Professional-** will be presented an engraved crystal apple, traveling plaque, certificate and corsage*
 - e. **Outstanding Service to FCS-** will be presented an engraved plaque, certificate and corsage*
 - f. **Outstanding Legislator-** will be presented an engraved plaque, certificate and corsage*
 - g. **Nominees-** who did not win will receive a wooden apple and certificate
 - h. **Outgoing President-** will be presented with an engraved gavel plaque, certificate, corsage*, appropriate gift (time piece)
 - i. **Outgoing Secretary and or Treasurer-** will be presented with an engraved plaque, certificate, corsage*, appropriate gift (time piece)
 - j. WA-FACSE current members **retiring teachers** and **teachers with twenty-five (25) years** of experience will receive a certificate
- 15.) Inform the President by August 1st of award recipients. The award recipients (winners) are to remain confidential until the award is given.
- 16.) Prepare a brochure with a summary of nominee accomplishments for the awards luncheon tables, by August 1st.
- 17.) Prepare script for Awards Luncheon, by August 1st.
- 18.) Attend Committee breakfast at Summer Conference (get ready for up coming year)
- 19.) Present awards and certificates at Awards Luncheon held during the WA-ACTE summer conference.
- 20.) Following Awards Luncheon, notify local and school newspapers of award recipient's honor, by October.
- 21.) Align award application with WA-ACTE award program.
- 22.) Submit award recipient packet to WA-ACTE at WA-ACTE meeting Oct/Nov.
- 23.) Submit nominations for NATFAC and FCSEA Awards.
- 24.) Keep an organized and updated file for five (5) years.

C. Ex-Officio Committee

- 1) Ex-officio members include one representative from each Washington State Family and Consumer Sciences Education teacher preparation program, the OSPI representative with Family and Consumer Sciences Education supervision responsibility, and one member of the FCCLA Leadership Team.

- 2) Term of Service: For as long as one holds the professional role that fulfills an ex-officio role for the organization.
- 3) Serve as non-voting members of the Executive Board.
- 4) Advisor and support current officers.
- 5) Plan for program interface among members and ex-officio membership categories.
- 6) Participate as trainer and/or facilitator and/or presenter for sponsored FACSE section events.
- 7) Serve as a communication link between FACSE and the ex-officio membership categories.
- 8) Serve as consultant in planning staff development opportunities.
- 9) Advise current Treasurer to file Federal Income Tax annually.

D. Legislative Committee

- 1) Keep FACSE membership aware of both state and federal public policy legislation pertaining to Career and Technical Education and Family and Consumer Sciences Education.
- 2) Play an active role in communicating to our elected or appointed officials the views of Family and Consumer Sciences Educators.
- 3) Using current Membership Directory, set up and utilize an email system to circulate WOVE legislative updates.
- 4) Contact Area Chairs as needed regarding specific legislative issues.
- 5) Utilize and circulate WA-ACTE current list of state and national legislators.
- 6) Keep informed of pending legislation pertinent to CTE/vocational education, Family and Consumer Sciences Education, WA-ACTE and general education issues.
- 7) Write, telephone, FAX, email or visit legislators concerning important legislation.
- 8) Represent the views of the FACSE and WA-ACTE in public policy legislative agenda.
- 9) Submit subscription for WOVE Legislative Update to WA-ACTE.
- 10) Attend all WA-ACTE Legislative Board Committee meetings.
- 11) Promote and attend the yearly WA-ACTE Legislative Policy Day and Reception with Legislators.
- 12) Promote participation in the "Mentor A Legislator" program.
- 13) Register the three(3) presidents and two (2) legislative committee chairs for WOVE.
- 14) Keep organized files for a period of five (5) years.

E. Membership Committee

- 1) Prepare a Strategic Plan encouraging new memberships, maintaining current memberships and increasing FACSE memberships overall.
- 2) Attend all WA-ACTE Membership Committee meetings and cooperate with all WA-ACTE membership activities.
- 3) Acquire and maintain an up-to-date list of names and addresses of all FACSE Executive Board members and provide a copy to the President and WA-ACTE within one week of conclusion of Summer Conference.
- 4) Obtain membership lists of FACSE/WA-ACTE members from WA-ACTE office and maintain an up-to-date membership list.
- 5) Maintain a current list of FACSE section Honorary and Lifetime Members; give current information to newsletter co-chairs.
- 6) Develop and publish a membership brochure promoting the goals of FACSE/WA-ACTE/ACTE membership, fees, and other relevant information. (Updated every three years or as needed.)
- 7) Develop and publish a Membership Directory (NETWORK) to be distributed to FACSE members at Fall Conference.
- 8) Actively work with Networking Committee to plan and carry out strategies to encourage membership among FACSE university students.
- 9) Keep organized files for the last five (5) years.

F. Networking Committee

- 1) Promote connections and collaborations among FACSE members.
- 2) Foster the development of partnerships between current FACS educators and FACS educators who are new to the profession, area or state.
- 3) Connect with FACSE University programs to foster awareness of local, state and national organizations, promote professionalism, and facilitate networking opportunities.
- 4) Promote mentorship opportunities to FACSE members.
- 5) Promote career and technical education opportunities in FACSE to groups and individuals with similar interests and degrees.
- 6) Provide opportunities for teachers to demonstrate effective strategies, ideas and best practices.
- 7) Encourage collaboration between FACSE, WAFCS, and other career and technical education organizations.
- 8) Actively work with Membership Committee to plan and carry out strategies to encourage membership among FACSE university students.

- 9) Keep organized files for the last five years.

G. Newsletter Committee

- 1) Produce three newsletters per year--fall, winter, and spring. All issues may include the following:
 - Letter from President
 - FCCLA Report
 - OSPI Report
 - Committee Articles
 - Calendar of Activities
 - Recognition of Contributors
 - FACSE Executive Board Members
- a) Fall Newsletter will include the following in addition to the above:
 - Report from WA-ACTE Summer Conference
 - FACSE Awards Recipients
- b) Winter Newsletter to include the following in addition to the above:
 - Report from Fall Conference
 - Universities' Reports
 - ACTE Report
- c) Spring Newsletter to include the following in addition to the above:
 - WA-ACTE Summer Conference Information on registration and meals.
 - Fall Conference Information
- 2) Distribute fall newsletter during Fall Conference. Post winter and spring newsletters on FACSE website.
- 3) Submit a copy of current newsletter for Secretary's records and send three copies to WA-ACTE.
- 4) Keep organized files for a period of five (5) years.

H. Nominations Committee

- 1) Procure nominations for the offices of President-elect, Secretary, and Treasurer for FACSE. Selection process for standing committee co-chairpersons will be the responsibility of the President during their President-elect term, with input from nomination committee co-chairpersons.
- 2) Write newsletter articles covering election information and deadlines.
- 3) Contact and compile a list of possible candidates.
- 4) Inform possible candidates of officer application form on website.
- 5) Receive completed application packets by July 15.

- 6) If candidates are not secured by August 1, the FACSE Executive Committee will follow the Emergency Guidelines as specified:
 - a) Declare the office vacant at the Annual Business meeting held during the WA-ACTE Summer Conference.
 - b) Work with the Executive Committee to recruit eligible candidates.
 - c) Send eligible candidates application papers and election process.
 - d) Send Executive Committee application papers, resumes' and answers to questions for review on candidates.
 - e) Facilitates special Executive Committee meeting for the purpose of selection of officers.
 - f) Review candidate answers for the following elements: A sense of commitment, advocacy initiatives, believability and trust, sense of character, past experiences, and a sense of follow through.
 - g) Call for secret ballot of Executive Committee members.
 - h) Tabulate votes and announce results.
 - i) Contact candidates regarding results of election.
- 7) Prepare Ballots.
- 8) Prepare questions for candidates to address during their presentation at the Annual Business meeting held during the WA-ACTE Summer Conference.
- 9) Introduce candidates, interview candidates and conduct election of officers at Annual Business meeting held during the WA-ACTE Annual conference.
- 10) Tally ballots and announce election results at Annual Business meeting held during the WA-ACTE Summer Conference.
- 11) Retain results and ballots no less than one (1) month after election.
- 12) Keep organized files for the last five (5) years.

I. Program Development Committee

- 1) Write three newsletter articles.
- 2) Assist President and President-elect in evaluating professional development opportunities to determine the current need and feasibility of endorsing and/or sponsoring those opportunities.
- 3) Collaborate with FACSE President-elect, Area Chair, and local contacts where upcoming conferences are being held.
- 4) Assist with securing keynote speakers, breakout session's speakers and facilitators for conferences.
- 5) Prepare certificates and gifts for presenters for summer conference.

- 6) Develop speaker bios and speaker-facilitator sign up list for summer and fall conferences.
- 7) For fall and summer conferences prepare packets with session and speaker information on the front. Packets should include: presenter certificate, evaluation forms, and speaker suggestion forms.
- 8) Obtain participants' signatures for clock hour documentation during all registration times at fall conference.
- 9) Disperse clock hour forms at conclusion of activity at fall and summer conferences.
- 10) Keep organized files for five (5) years.
- 11) Develop, disperse and collect suggested vendor forms.

J. Public Relations Committee:

- 1) Develop a marketing campaign to promote FACSE in our schools and communities. Educational materials and promotional items may be made available as part of the campaign.
- 2) Solicit marketing suggestions from FACSE members to reflect current needs and trends.
- 3) Promote involvement and pride in FACSE membership.
- 4) Encourage members to maintain positive media contact and support them by providing assistance with communication formats.
- 5) Purchase name badges for new Executive Board members to distribute at Fall Conference.
- 6) Keep organized record and files for a period of five (5) years.

K. Ad Hoc Committee(s)

May be appointed by the Executive Board to serve for a specific project or period of time, not to exceed one year.

L. BUDGET COMMITTEE

- 1) Membership: All members of the Executive Committee will serve on the Budget Committee.
- 2) Prepare a proposed budget for the fiscal year based on the Strategic Plan of the FACSE Association.
- 3) Present the budget at the Annual Business meeting for membership comment.

V – ACCOUNTING

- 1) Membership: Consists of five (5) members: Past President, who serves as Chairperson, a representative of the Executive Board, a representative with an accounting background, Treasurer (ex-officio), and a representative from the general membership.
- 2) Meet annually to review the financial records of the Association. The committee will review and report the findings and/or recommendations to the Executive Board prior to the Annual Business Meeting held during the WA-ACTE Summer Conference.
- 3) The Accounting Committee report will be presented by the Past President, or designee, at the Annual Business Meeting held during the WA-ACTE Summer Conference.

VI – PROFESSIONAL DEVELOPMENT

A. WA-ACTE Summer Conference

- 1) WA-ACTE Summer Conference is held for carrying out the work of the association and to provide professional development, networking of members, and to recognize members through annual awards.
- 2) An annual Business Meeting for the FACSE membership shall be held during the WA-ACTE Summer Conference, at the place and time set by the FACSE Program Development Committee and Executive Committee.

B. Fall Conference

Held to provide professional development opportunities and networking support.

C. Executive Board In-Service

- 1) Held annually each fiscal year for board training and in-service.
- 2) Develop Strategic Plan for ensuing year.
- 3) Review and prepare status report for current year's Strategic Plan.
- 4) Provide input and approve an annual budget for the upcoming fiscal year.
- 5) Conduct FACSE Association business.

D. Local Arrangements for Professional Development

- 1) Area group within the broad geographical region of the conference will assist with arrangements.
- 2) Secure table arrangements for Conference functions.
- 3) As needed, secure door prizes.

E. Delegate Assembly:

- 1) Must be a member in good standing of WA-ACTE and FACSE section
- 2) First five (5) representatives are President, Past President, President-elect, Secretary and Treasurers.
- 3) Additional representatives will be on the following rotation basis:
 - a) Delegate should be serving in their second year of chairmanship
 - b) Co-chairpersons should be alternates.
 - c) Based on the number of delegates allowed additional delegates will be selected on this order from Standing Committees:
 - Awards
 - Legislative
 - Membership
 - Networking
 - Nominations
 - Public Relations
 - Newsletter
 - Program Development

VII – MEMBERSHIP

A. Honorary Memberships

- 1) Recognized with a framed certificate
- 2) Receive the FACSE newsletter as published (Fall, Winter, and Spring)
- 3) Attend the Fall Conference at the member rate.

B. Lifetime Memberships

- 1) Recognized with a framed certificate
- 2) Receive the FACSE newsletter as published (Fall, Winter, and Spring)
- 3) Attend the Fall Conference at the member rate.

VIII - REIMBURSIBLE EXPENDITURES

A. General Executive Board Expenses

- 1) Reimbursements for travel must be within the approved guidelines.
- 2) Expenses incurred shall be approved by the Executive Committee and estimated expenses shall be reflected in the Annual Budget adopted by the Executive Committee.

- 3) Any expense not included in the adopted budget must be approved in writing, by the Executive Committee *prior* to incurring the expense.
- 4) Out-of-state travel by any member shall be specifically approved, by the Executive Committee *prior* to the travel.
- 5) Requests for reimbursement must be submitted, accompanied by original receipt(s), within 60 days of expenditure.

B. General Reimbursement Policies for Members of the Association

- 1) Reimbursements for travel must be within the approved guidelines.
- 2) All out-of-state travel by any member shall be specifically approved, in writing, by the Executive Board *prior* to the travel.
- 3) A travel reimbursement form shall be completed, signed and have appropriate receipts. It must be submitted to the Executive Committee prior to reimbursement.
- 4) Requests for reimbursement must be submitted, accompanied by original receipt(s), within 60 days of expenditure.

C. Lodging and Transportation

- 1) Lodging accommodations will be based on double occupancy. If a medical or other circumstance approved by the President exists that prevents room sharing, reimbursement will be at the single rate.
- 2) If the total number attending any given meeting results in an uneven number of any one gender, the single occupancy rate shall be fully reimbursed.
- 3) Private car mileage will be reimbursed at the current rate approved by the IRS plus special charges such as bridge tolls, parking fees and ferries for Association travel.
- 4) Public transportation will be reimbursed if car transportation is not a feasible means when on official Association business.
- 5) Car rental will be reimbursed if approved in advance by the Executive Committee and if private, public or conference-arranged transportation is not feasible.
- 6) Transportation will only be reimbursed for Association business and functions.

D. Meals

- 1) Meals that are consumed during Association business will be reimbursed, unless the meals are included in the conference registration or are catered for the Executive Board and paid for by the Association.
- 2) Rates for reimbursement will be based on actual costs up to prevailing state per diem rates.
- 3) Banquets and luncheons may exceed the maximum amounts if the person is representing the Family and Consumer Sciences Educators in an official capacity.

- 4) FACSE will not purchase any alcoholic beverages with revenue generated from membership, workshops or conference registrations.

E. Executive Board Expenses

Expenses incurred must align with carrying out the strategic plan and stay within the current budget for the fiscal year.

IX - REVISION OF THE POLICIES AND PROCEDURES

Changes in the Policies and Procedures may be made by a majority of the voting members of the Executive Board.