

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

Association Bylaws

Updated April 13, 2021

Bylaws of the Idaho Family and Consumer Sciences Educator Association, Inc.

Adopted July 28, 2020

Article I: Name and Sponsor

Section 1: Name

The name of this non-profit organization shall be Idaho Family and Consumer Sciences Educator Association, Inc, herein after referred to as the “IFCS”, an affiliate of the National Association Teachers of Family and Consumer Sciences (NATFCS). The letters “IFCS” will be officially used to designate this association and its affiliated members.

Section 2: Sponsor

The sponsor shall be Career and Technical Educators of Idaho (CTEI), an association of Idaho Career & Technical Education (ICTE). The Association shall operate under the Idaho Division of Family and Consumer Sciences (FCS).

Article II: Mission and Purposes

Section 1: Mission Statement

The mission of IFCS shall align with the mission of NATFCS and CTEI. Hence, IFCS shall strive to promote and provide opportunities for continual personal and professional development so that educators can prepare individuals for life and work, strengthen families, and support communities.

Section 2: Purposes

The purposes of IFCS shall be:

- A. to align with interconnected organizations and associations such as Association for Career and Technical Education (ACTE), CTEI, and NATFCS, and other organizations, as appropriate, that are concerned with family life and career preparation.
- B. to cultivate cooperative opportunities for FCS teachers to further the progress of Idaho FCS programs through the exchange of ideas, expectations, and resources.
- C. to encourage and promote enhanced understanding of the value of FCS programs to communities, employers, families, schools, and students.
- D. to facilitate the teaching of workplace readiness skills through FCS cluster programs and industry aligned pathways.

- E. to interact with policymakers to aid in the improvement and support of CTE education and FCS programs as an avenue to improve the quality of life for students and their families.
- F. to offer a platform for group expression and action dealing with key issues related to FCS.
- G. to promote pre-service and in-service professional development opportunities for FCS educators.
- H. to support professionalism through leadership development, program improvement, policy advocacy related to FCS and CTE, and networking.

Article III: Membership

IFCS members shall affiliate with CTEI as a condition of membership. 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).

To be eligible for membership, an individual must be an affiliated member of CTEI and meet the qualification requirement in one of the following IFCS categories:

- A. **Active** members shall be those engaged in teaching FCS in an Idaho accredited school or those teacher educators in an Idaho post-secondary institution who supervise / prepare FCS teachers to enter the field. Active members may also include former teachers still engaged in FCS activities that now hold administrative positions related to FCS or CTE. These members shall be considered voting members and may hold office in IFCS.
- B. **Retired** members shall be those who are a retired FCS educator and have taught in an Idaho FCS program. These members shall have voting privileges and may hold office in IFCS.
- C. **Associate** members shall be individuals, organizations, and/or industry partners interested in furthering the purposes of Family and Consumer Sciences education. These individuals are non-voting members and may not hold office in IFCS.
- D. **Student** members shall be individuals who are enrolled in an FCS teacher education program in an accredited Idaho post-secondary institution. These members are non-credentialed and have not attained licensure. These individuals are non-voting members and may not hold office in IFCS.

Article IV: Governance

Section 1: *Officers (Board Representatives)*

The Board Representatives act as the legal governing body of IFCS. The duties of the Board shall include, but are not limited to: reviewing and determining policies and procedures to promote the purposes of IFCS and create a strong and unified organization for Idaho Family and Consumer Sciences education professionals. The officers of the Board shall be President, Past

President, President-Elect, Secretary, Treasurer, one Representative from each District, a CTEI Board Representative, the Idaho FCS Program Quality Manager (PQM), and the Idaho FCCLA Career Technical Student Organization (CTSO) Manager.

Section 2: *Executive Board*

The Executive Board shall consist of the President, President-Elect, Past President, Secretary, Treasurer, and CTEI Representative. The Executive Board may call meetings and conduct business with a majority of the board members present.

Section 3: *Nominations and Elections*

- A. A nominating committee, preferably chaired by the Past President, shall consist of three to five IFCS members. Officer recommendations may be made to the nominating committee by members of IFCS through the District Representative. Each district may submit one nomination for each open office.
- B. The Nominating Committee will verify eligibility of each candidate and that all nominees consent to the nomination and inclusion on the ballot. The Nominating Committee shall then prepare the ballot.
 - a. Nominees must be current, paid members of IFCS and meet the eligibility requirements of an active or retired member.
 - b. It is recommended that nominees for Executive Board positions have been a member for at least the year immediately preceding the nomination. In the event that there are no nominees with previous affiliation, the Nominating Committee may accept the nomination of new members.
 - c. It is recommended that candidates for the office of President-Elect shall have served previously as a member of the Executive Board. In instances where a former board member is unwilling or unable to serve as the President-Elect, the Nominating Committee may accept nominations of any current member.
- C. If only one name is submitted for an office, the Executive Board may appoint the nominee if s/he meet eligibility requirements and accept the nomination.
- D. Should the President-Elect be unable or unwilling to succeed to the office of President, the current President may hold the office for a consecutive year or the Past President can assume the office. If one of these officers is unwilling or unable to assume the role of President, the Board shall appoint a member of the Board to this position with majority approval. If no member of the Board is willing to accept the appointment to President, the Board may call for nominations and a special election may be held.
- E. Officers may be eligible for reelection. It is recommended that no officer serve in the same office for more than two consecutive terms.
- F. The election of officers shall be conducted by electronic ballot at the annual CTE professional development summer conference, herein after referred to as "CTE conference".
- G. The membership shall be notified of the date, time, and location of the election at the beginning of the CTE conference.

- H. Election to office shall be by a simple majority of the votes.
- I. The final counting of the ballots shall be by at least two members of the Executive Board who are not running for office in the current election.
- J. The newly elected individuals will take office immediately following the conclusion of the CTE conference or September 1 if the annual conference is not held.
- K. Emergency Clause: In the event that the CTE conference is cancelled or rescheduled, all members will be notified of the nomination process with at least one week to submit nominations. After nominations have been received and verified, an emergency election may be held through electronic ballot.

Section 4: Terms of Office

Officers shall take office on September 1 or within 30 days following officer elections. Terms of office shall be as follows:

- A. The **President** shall serve a one-year term and then succeed to the position of Past President making the full-term on the board a three-year commitment (see President-Elect).
- B. The **President-Elect** shall serve a one-year term and then succeed to the position of President making the full-term on the board a three-year commitment. In case of a permanent vacancy in the office of President, the President-Elect shall automatically and immediately assume the role of President for the remainder of the term.
- C. The immediate outgoing President, or **Past President**, shall remain an officer of the Board for one year to serve as a consultant to the President. The Past President may retain the position for a consecutive year in the event that the outgoing President is unable or unwilling to fulfill the position.
- D. The **Secretary** shall be elected (in even numbered years) to the office by the membership for a recommended period of two years. The Secretary may serve a longer term, as determined by the Executive Board, if another member does not accept a nomination or appointment.
- E. The office of **Treasurer** shall be elected (in odd numbered years) to the office by the membership for a recommended period of two years. The Treasurer may serve a longer term, as determined by the Executive Board, if another member does not accept a nomination or appointment. In the event that this position is vacant, the Secretary shall assume the duties of this office.
- F. A **District Representative** shall be appointed or elected by the members of each respective district during the CTE conference and shall serve for a term of two years. The District Representative may serve a longer term if another member does not accept a nomination or appointment. (Add a Policies and Procedures item).
- G. The **CTEI Board Representative** shall be elected by the membership and shall serve for a three-year term.
- H. The **Family and Consumer Sciences Program Quality Manager** is considered an ex officio member in reference to the office this individual holds. The PQM is an employee of the Division of Idaho Career and Technical Education. If the PQM ceases to be employed in this position, his/her membership on the Board terminates automatically and immediately.

- I. The **Career Technical Student Organization Manager** is considered an ex officio member in reference to the office this individual holds. The CTSO Manager is an employee of the Division of Idaho Career and Technical Education. If the CTSO manager ceases to be employed in this position, his/her membership on the Board terminates automatically and immediately.

Section 5: *Duties of Office*

Specific duties and responsibilities of each Board member are detailed in the Policies and Procedures Manual. If an officer ceases to function as designated, a Special Meeting of the Board will be called to take action, which may result in removal from office with a two-thirds of the votes cast. The Executive Board may appoint a replacement or nominations may be made and a special election held. The general responsibilities are as follows:

- A. The **President** shall be the chief executive officer of IFCS. As the chair of the Executive Board, s/he shall call and preside over all meetings of IFCS and call for committees, as deemed necessary to the function of the organization. The President, Past President, or President-Elect shall be a member of all committees.
- B. The **President-Elect** shall, in the absence of the President, perform the duties of President. In case of a permanent vacancy in the Office of President, the President-Elect shall automatically and immediately become President for the remainder of the term.
- C. The **Past President**, shall serve as a consultant to the President and President-Elect.
- D. The **Secretary** shall keep accurate records of all meeting proceedings, compile minutes, and conduct correspondence as directed by the President. Under the direction of the President, the Secretary may be responsible for meeting agendas.
- E. The **Treasurer** shall be the custodian of all monies and assets of the IFCS. S/He is responsible to maintain financial records, collect and process payments, and update and keep an accurate membership database.
- F. **District Representatives** shall serve as a liaison to the members of his/her district to disseminate and collect information from district membership, promote affiliation, serve on committees, and assist in the recruitment of IFCS members to serve in leadership positions. District Representatives shall make award nomination(s) annually from the district s/he represents.
- G. The **CTEI Board Representative** shall represent IFCS at all CTEI Board meetings (in-person and electronic) and act as a liaison between the IFCS Executive Board and the CTEI Board. In the absence of a CTEI Board Representative, the President or President-Elect may assume these responsibilities.
- H. The **FCS Program Quality Manager (PQM)** shall serve as an advisor to the Executive Board on issues related to FCS, CTEI, and FCCLA.
- I. The **FCCLA CTSO Manager** shall serve as an advisor to the Executive Board on issues related to FCCLA.

Section 6: *Vacancies or Cease to Function*

- A. When an officer cannot fulfill the assigned duties or in the event of a vacancy, the office may be left unfilled or a replacement may be appointed by the Executive Board to finish the term or until the next election.
- B. A special election may be called if the vacancy occurs in an Executive Board position and a Board member is not available to assume office as outlined in Section 3 and 4 of Article III.
- C. Whenever possible, new representatives shall be elected or appointed. In the event that a replacement is not willing or able to fill a vacant position, the current officer may serve additional terms. If the current officer is unable or unwilling to continue the term of office, the Executive Board may convene a special meeting to recruit and appoint officers to fill vacant positions.
- D. If an officer ceases to function as designated in the Bylaws, the Executive Board may take action, which may include removal from office. The office may be left unfilled or a replacement may be appointed by the Executive Board to fill the remaining term.

Article V: Meetings and Committees

Section 1: *Meetings of the Board*

- A. It is recommended that there shall be quarterly board meetings, either in-person or electronically, with one of the meetings being held in-person at the CTE conference.
- B. The President, President-Elect, and/or Past President may call meetings of the Board, committee meetings, and meetings of the Executive Board.
- C. The President may call special meetings to conduct business and/or fill vacancies.
- D. Special meetings may be called at the written request of two members of the Board.
- E. Written notice of meetings, except special meetings, shall be sent to each Board member at least seven (7) days in advance, with a statement of time, date, location or method of delivery, and meeting purpose or agenda.
- F. Meetings may be conducted electronically if the technology used allows all Board members full access to and full participation in all meeting transactions throughout the specified time of the meeting.
- G. Business may be conducted if a quorum is present.
- H. Board members shall be responsible for providing current contact information to the IFCS Secretary so s/he can be notified of meetings.
- I. The Executive Board may meet as often as necessary to facilitate the purposes of IFCS.

Section 2: *Committees of the Board*

Committees of the Board may be appointed and function as needed. The President, Past President, or President-Elect shall be a member of all committees. Committees may include, but are not limited to: Awards, Board Training, Bylaws and Policies, Conferences, Finance,

Fundraising, Grants, Leadership Development, Long-Range Planning, Membership, Nominations, Recognition, and/or Scholarships.

Section 3: Meeting for Succession of Office

Elected and outgoing officers shall have a joint meeting, within 30 days following the election, to discuss duties and responsibilities. All officers shall be expected to attend, in-person or electronically, including those officers who are still serving their term. Outgoing officers shall provide training for incoming officers and serve as a consultant for a one-year period.

Section 4: Quorum

A majority of the voting members of the Board shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the Board and meetings of the Executive Board.

Section 5: Voting Rights and Privileges

Each board member shall have one vote on IFCS business. Balloting may be presented to the board in person, by mail, or electronically, thus providing a provision for absentee voting on issues such as bylaws, amendments, and election of officers. Ex officio members shall be non-voting members of the board who serve in an advisory capacity. Proxy voting shall not be allowed.

Article VI: Fiscal

Section 1: Dues

The dues of IFCS shall be determined annually by the Executive Board and shall be subject to a majority vote of the membership present at the annual meeting.

Section 2: Fiscal Year

The fiscal year shall be July 1 through June 30.

Section 3: Account Categories

The treasurer will maintain financial records related to funds in each of the following categories within the account: General Fund, Grants and Leadership Development, and Scholarships.

- A. The General Fund may be used for awards, communication, conferences, fees, projects, publications, recruitment, recognition, supplies, or any resource or activity that promotes or supports the purposes of IFCS.
- B. The Grants and Leadership Development Fund may be used for awards, board member training and/or professional development, conference registration, enrichment activities,

projects, or recognition. Candidates will submit an application according to the Policies and Procedures.

- C. The Scholarship fund may be used for scholarships awarded to qualified students seeking an undergraduate or graduate degree at an accredited Idaho institution in the field of FCS. Candidates will submit an application according to the Policies and Procedures.

Section 4: *Expenditure of Funds*

- A. The Executive Board, with majority approval, may allocate monies from the General Fund for expenditures, so long as the total expenditures are \$500 or less annually or do not exceed the fund balance. If annual expenditures are expected to exceed \$500, the expenditures must be presented to the Board for approval with a majority vote.
- B. The Executive Board or Grant Committee may award grants or leadership development funds for qualified applications, not to exceed \$500 annually, so long as the amount awarded does not exceed IFCS available funds.
- C. The President or President-Elect may be reimbursed for the registration fee for annual conference attendance on a National level that provides enrichment related to serving as a leader in IFCS using leadership development funds, not to exceed the early-bird registration rate. This registration fee may include a ticket to the awards session. An application will not be required. The Executive Board shall approve the expenditure prior to registering for the conference.
- D. Qualified candidates receiving scholarship awards shall have money dispersed jointly to the recipient and the school upon receipt of enrollment confirmation.
- E. Supplanting Clause: Funds shall not be used to supplant activities offered to all employed teachers or supported by added-cost funding.

Section 5: *Compensation*

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

Article VII: Dissolution or Liquidation of Assets

Upon final dissolution or liquidation of the state organization and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the Board in accordance with the purposes of the national and state organization or be transferred to a government instrumentality or qualified exempt organization within the meaning of section 501(c) (3) of the Internal Revenue Code of 1954.

Article VIII: Policies and Procedures Manual

A Policies and Procedures manual shall be maintained and updated as needed. The Board shall approve policies in the manual. Procedures may be developed or revised through committee or by the Executive Board.

Article IX: 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. These bylaws may be amended by a majority vote of the membership.

Article X: 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.

Historical Changes:

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
7/28/2020	Association Name Change from Idaho Association Teachers of Family and Consumer Sciences (IATFACS) to Idaho Family and Consumer Sciences Educator Association (IFCS) - 37 members = 31 Yes; 0 No; 0 Skipped; 5 Non-Voting	Name change 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
8/11/2020	Article V Sections renumbered after removal of MOU section	Editorial Edit	Toni Elorrieta - President
10/11/2020	Inc added to the end of the Association Name as required by the Secretary of State to meet the requirements for Articles of Incorporation	Editorial Edit	Toni Elorrieta – President
4/13/2021	Fixed Section 5 Duties of Officers to be G, H, I – See below	Editorial Edit	Toni Elorrieta - President

~~**Section 2:** *REACH – Annual CTE Professional Development Conference*~~

~~It is recommended that the Executive Board and the Program Quality Manager meet before January 1 to prepare a Memorandum of Understanding (MOU) to outline the responsibilities of IFCS at the CTE conference. An MOU can be amended on the initiative of either party if both are in agreement. (Amendment to Strike: Proposed 7/29/2020 – Amended 8/11/2020)~~

Section 5: Duties of Officers – Needs to have a G – H – I – FCS Program Quality Manager should be H and CTSO Manager should be I

- G. The **CTEI Board Representative** shall represent IFCS at all CTEI Board meetings (in-person and electronic) and act as a liaison between the IFCS Executive Board and the CTEI Board. In the absence of a CTEI Board Representative, the President or President-Elect may assume these responsibilities. The **FCS Program Quality Manager (PQM)** shall serve as an advisor to the Executive Board on issues related to FCS, CTEI, and FCCLA.
- H. The **FCCLA CTSO Manager** shall serve as an advisor to the Executive Board on issues related to FCCLA.