

IOWA FAMILY AND CONSUMER SCIENCES

EDUCATORS Adopted October 11, 1997

Revised September 2012

Revised _____ 2023

Accepted by General Membership August 2003

ARTICLE I. NAME

The name of the nonprofit organization shall be the Iowa Family and Consumer Sciences Educators (IFCSE), herein referred to as the "Association."

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ARTICLE II. IOWA FAMILY AND CONSUMER SCIENCES EDUCATORS AFFILIATIONS

IFCSE shall be an affiliate of Iowa ACTE and unified with the national Association for Career and Technical Education. Bylaws of ACTE shall take precedence over the Iowa ACTE bylaws should a conflict arise between the two.

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ARTICLE III. PURPOSES

A. To support and promote career and technical education and assist in the implementation of the goals of the Iowa Association for Career and Technical Education (IACTE) and Association for Career and Technical Educators (ACTE).

B. To contribute, collect and disseminate information promoting and strengthening family and consumer sciences education as a component of career and technical education.

C. To provide a forum for group discussion and group action dealing with issues and professional concerns of state and national importance to family and consumer sciences education. D. To serve in an advisory capacity on important issues in the interest of family and consumer sciences education to the IACTE/ACTE organizations, as well as other institutions, agencies, and policy makers.

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E. To provide opportunities for professional growth through the exchange of resources and experiences that will develop and improve family and consumer sciences education programs.

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ARTICLE V. MEMBERSHIP A. Eligibility

F. To maintain strong communication and networking between family and consumer sciences educators, Association members, career technical educators, IACTE/ACTE divisions, and the Department of Education.

1. Any individual interested in or professionally engaged in Family and Consumer Sciences shall be considered eligible for membership in the Family and Consumer Sciences Division.

G. To promote and support research and the development of technology in areas related to family and consumer sciences.

B. Classification of Members

H. To support the career and technical student organization, Family, Career and Community Leaders of America (FCCLA), as an integral part of family and consumer sciences education at the state and national levels.

1. IGCSE shall consist of four (4) classes of membership:

a. Professional Membership

i. Individuals actively employed in or concerned with career and technical education. ii. Professional members in unified state associations are required to hold state and ACTE membership simultaneously.

b. Retired Membership

i. Individuals who are retired from active employment in career and technical education and have been an ACTE member for at least one (1) year.

ii. Retired members cannot be employed either full or part time.

iii. Retired members must notify ACTE should they regain employment and

ARTICLE IV. PROGRAM OF WORK

A. The program year shall commence the day after the annual conference ends.

B. The Program of Work shall be developed by the President and approved by the Board.

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renew at the Professional Membership rate.

c. Life Membership

i. Individuals who, as of January 1, 2006, are life members of the association will be recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligations to pay dues.

d. Student Membership

i. Individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full time in the education system as a teacher, counselor or administrator.

1. C. Dues

1. Dues include IFCSE (division), IACTE (state), and ACTE (national) affiliation which are determined by their respective Boards.

2. IFCSE is unified with IACTE and ACTE

3.

4.

5. Membership Year

a. Membership shall begin with receipt of dues at the ACTE office and extend for one year (twelve months).

D. Voting and Holding Office

1. Association members may be candidates for elected office, hold positions on the Board of Directors, and vote on any business of the Association. Candidates shall be currently teaching or formerly have taught Family and Consumer Sciences at the middle school, high school or postsecondary level to be eligible to hold office. Candidates must have attended a minimum of one State Conference of IFCSE to be eligible to hold office

2. Nominations for new officers shall be received through a nominating committee. A simple majority vote by the Board of Directors will elect new officers.

ARTICLE IV. OFFICERS

A. Executive Committee

The Executive Committee shall be composed of the Past President, President, President-Elect, Secretary and Treasurer.

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~~Deleted: The dues of IFCSE the Association shall will be determined by a simple majority vote of the Board of Director~~

~~Deleted: Dues shall include a subscription to the association newsletter~~

~~Deleted: The membership year shall be for a twelve month term beginning with the date of the Annual Meeting~~

~~Deleted: Executive Committee is composed of the President, Vice President/President-Elect, Immediate Past President, Secretary, and Treasurer.~~

~~Board of Directors consists of the Executive Committee and the Key Leaders. The State Department of Education staff, the Family and Consumer Sciences Consultant, and post secondary teacher-educators shall be ex-officio members of the Board of Directors.~~

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The Executive Committee of the Board of Directors shall, when the Board is not in session, coordinate the activities of the Board, and shall carry forth the duties of the organization in accordance with the policies and directives established by the Board. The Executive Committee shall be responsible for the development and updating of the Policy Manual to be approved by the Board of Directors.

i. PRESIDENT—The President shall perform all the duties assigned to that office b. 1-year term prior to moving into the Past President position

2. PRESIDENT ELECT

a. In the absence of the President, the President Elect shall perform the duties of the president.

b. Shall attend all meetings of the organization, Board of Directors, and Executive

Committee, in preparation for the Presidency the following year.

c. 1-year term prior to moving into the President position

d.

3. IMMEDIATE PAST PRESIDENT

a. Shall perform such duties as directed by the Board of Directors and the Executive Committee

4. SECRETARY

a. Perform the duties of recording and keeping accurate records as directed by the Executive Committee and the Board of Directors,

b. 2-year term, opposite of the Treasurer

c.

5. TREASURER

a. Predicted the financial duties as directed by the Executive Committee and the Board of Directors b. 2-year term, opposite of the Secretary

c.

i.

6. VACANCIES

a. In the event the President is unable to perform his/her duties, the Vice President-Elect will automatically become President for the remainder of the term.

b. All other vacancies shall be appointed by the Executive Committee

B. BOARD OF DIRECTORS

7.

8. Membership

a. The Board of Directors of the IFCSE, shall be the President, the President Elect,

Secretary, Treasurer, Past President, the Iowa Department of Education Family and

Consumer Sciences Consultant, a FCS postsecondary teacher-educator, the Iowa Family, Career and Community Leaders of America Board representative, and the Iowa

Association of Family and Consumer Sciences Board representative. The IDOE FCS Consultant shall be ex-officio member of the Board of Directors.

9. .

10. Membership

a. The Board of Directors of the IFCSE, shall be the President, the President Elect, Past President, Secretary, Treasurer, The State Department of Education staff, the Family and Consumer Sciences Consultant, and post-secondary teacher-educators shall be ex-officio members of the Board of Directors.

b. Members of the Board of Directors shall serve multiple years (President-Elect, President and Past President- one year term each, total of three years. Treasurer and Secretary both serve two year

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Schedule date and time

Arrange facilities

Set agenda

Notify directors with this information

Annual Conference

Uses Conference Policies and Procedures to coordinate annual conference

Other Duties

Write articles for the Association Newsletter, the Networker

Establish a communication network for the Board of Directors

Prepare and/or update brochure of membership Respond to correspondences, as needed

Notify membership regarding legislation issues and alerts ... [1] **Deleted:** VICE PRESIDENT/

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Deleted: <#>Serve as consultant to the President Serve as chairman of the Nominating Committee ... [3]

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[4] **Deleted:** <#>Keep an accurate membership list ... [5]

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refers ... [7] **Commented [13]:** Membership is on here twice under the board of directors. Do we

need both?

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terms. In the event that a new replacement to the Board cannot be found, the Board member may repeat terms.

11. Duties

a. The Board of Directors shall be the governing body of the Association and shall have the authority and responsibility for the supervision, control and direction of the Association.

b. The Board of Directors shall have the authority to set dues.

c.

d. Any officer, member of the Board of Directors, elected or appointed officer of the Association who does not fulfill his/her duties may be replaced by a two-thirds vote of the Board of Directors.

C. KEY LEADERS

1. Membership

a. Key Leaders should represent the Area Education Agencies (AEA) across the state. b. Two FCS educators from each AEA can be a Key Leader.

2. Duties

a. All Key Leaders should maintain communication with FCS 5-12 educators in their designated AEA.

b. Encourage membership in the Association for Career and Technical Education (ACTE) which Iowa ACTE and IFCSE are unified with.

ARTICLE V. COMMITTEES

A. STANDING COMMITTEES

The IFCSE Board of Directors shall establish procedures for the creation and operation of standing committees and task force committees as it deems appropriate. Duties are listed in the IFCSE Policy Manual and shall not be limited to only those listed; the President may assign additional duties.

1. Scholarship and Awards Committee

Chairperson - IFCSE Past President

1. Membership - IFCSE Members

2. Nominating Committee

Chairperson - Past President

2. Membership - Past President, President-Elect, and one other IFCSE Member

3. Policy and Advocacy Development Committee

Chairperson - President

Membership - IFCSE Members

4. Budget Committee

Deleted: The Board of Directors shall have the management and control of the affairs and funds of the organization. They shall act within the boundaries of a policy manual, which shall be developed and revised by the Association Board of Directors. It shall be the duty of the Board of Directors to make the Policy Manual available to all members before the policies are put into action.

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Officers shall assume duties at the annual conference and serve one term (one year), until the following annual conference

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Deleted: The Nominating Committee shall include the Immediate Past President, the President-Elect, and one other person. This committee will make recommendations at the spring meeting. The Immediate Past President shall serve as chair of this committee

Deleted: Legislative

Deleted: The Legislative Committee shall promote action concerning Family and Consumer Sciences Education Programs in accordance with policies of the Iowa Family and Consumer Sciences Division and the Iowa Association for Career and Technical Educators. The President will serve as chair of this committee.

Deleted: <#>Annual Goal Committee

The Annual Goals Committee shall develop areas of action for the Association and encourage implementation. The President-Elect shall serve as chair of this committee. Chairperson - President-Elect - Membership -

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Deleted: The Budget Committee shall be members of the Executive Committee. They shall prepare a proposed budget for the upcoming year to the Board of Directors and then the general membership for approval. The Treasurer shall serve as chair of this committee. The Budget Committee shall consist of the treasurer and at least one other member of the Board of Directors.

[Chairperson - Treasurer](#)

[Membership - Executive Committee Members](#)

5. Communications Committee

[Chairperson - Secretary](#)

[Membership - IFCSE Members](#)

6. Audit Committee

[Chairperson - President](#)

[Membership - Board of Directors Members](#)

7. Conference Committee

[Co-Chair Persons - President and President-Elect](#)

3. [Membership - IFCSE Members / Key Leaders](#)

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ARTICLE VI. MEETINGS

A. ANNUAL MEETINGS

The Association shall meet annually during the Iowa Family and Consumer Sciences Educators Conference.

The Board of Directors shall meet a minimum of two times during the year, fall and spring. Other meetings may be called by the President.

B. QUORUM

The quorum shall be a simple majority of the designated body which is present.

ARTICLE VII. PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern in all cases to which they are applicable and consistent with these bylaws.

ARTICLE VIII. AMENDMENTS

These bylaws may be amended by a two-thirds vote of registered members present and voting at the Annual meeting provided that amendments are offered in writing to the President and the Executive Board at a meeting of the Board of Directors prior to the date of the Annual Meeting, and provided further amendments are made available to the membership through the newsletter prior to the date of the Annual meeting.

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(electronically date stamped) • Requires a two-thirds vote at the Annual Conference or via electronic ballot.

• The President or designee shall notify all members of the proposed amendments the IFCSE webpage or e-mail at least 15 days prior to any action.

AMENDMENTS ADOPTED JULY 31, 2007 ANNUAL BUSINESS MEETING

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Special committees may be appointed by the President of the Executive Committee as necessary

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If a committee chair ceases to function as designated in the bylaws, the Executive Board will take action. Ultimate action may result in removal as chair. A replacement may be named by the Executive Committee to fill the unexpired term....

Amendments to the Bylaws must follow these guidelines:

• Submitted to Executive Committee in writing 20 days prior to any action

Iowa Family and Consumer Sciences Educators Policy Manual

Revised 2023

Policy Manual

Iowa Family and Consumer Sciences Educators

I. GENERAL

A. Operation of Policy

1. This policy manual may be revised or amended by a 2/3 vote of the Board of Directors present at any regular board meeting.
2. This policy manual, plus any recommended revision, shall be placed in the hands of the incoming Board of Directors at the Annual Conference.
3. This policy manual should be adopted at the first meeting of the new Board of Directors and amended as necessary by the Board.

B. Annual Meeting

1. Membership shall meet at the annual meeting/conference at a time to be specified by the Board of Directors.
2. An awards presentation shall be held at the annual meeting/conference.
3. Following the elections, new officers shall be installed at the annual meeting.

C. IFCSE Board of Directors Vacancies

1. Should the office of President become vacated, the President-Elect shall assume the duties of President.
2. Should the office of President-Elect become vacated, the Board of Directors shall fill the office until the next general election of the membership is held.
3. Should the Treasurer resign, the Board of Directors shall appoint an interim Treasurer to serve until such time as a search committee can function to fill the position.
4. Should the Secretary resign, the Board of Directors shall appoint an interim Secretary to serve until such time as a search committee can function to fill the position.

D. Dues

1. Dues shall be set as stated in Article V. B. of the Bylaws.
2. IFCSE is a division of Iowa ACTE and is unified with the national Association for Career and Technical Education (ACTE).
3. [Dues should be paid to the Association of Career and Technical Education through their member affiliation portal.](#)
- 4.

II. BOARD OF DIRECTORS

A. Duties of Board Members

1. To direct the work of the organization as prescribed by the Bylaws.
2. To perform the duties specified for directors in this manual.

B. Regular Meetings

1. Regular Board meetings shall be held a minimum of four times each year.
 - a) The meetings may be either in-person or web-based.
 - b) The place, date, times, and type of meeting shall be set by the President and approved by the Board. Special Board meetings shall be called by the President or a majority of the Board of Directors as necessary.
2. The agenda for business and Board meetings shall include:

- a) [President's report](#)
- b) [Treasurer's report](#)
- c) [Standing committee reports](#)
- d)
- e) [Ad Hoc committee reports](#)

- a) Each Board member is expected to attend all Board meetings
 - b) Each ex-officio member is expected to attend or have [a representative attend in](#) his or her place.
4. Attendance and reports to the Board by non-members of IFCSE shall be left to the discretion of the President.
5. Specific duties of the Board of Directors shall be to:
- a) Be responsible for IFCSE duties and activities at conferences and conventions.
 - b) Approve all IFCSE communication.
 - c) Develop objectives and strategies for implementation of the IFCSE program of work.
 - d) Coordinate the various committee activities with the program of work.
 - e) Approve the annual budget.
 - f) Receive and act upon committee reports.
 - g) Provide for the safekeeping and proper investment of all funds of IFCSE.
 - h) Make periodic reports for the purpose of keeping the membership informed.
 - i) Fill vacancies that may occur on the Board of Directors.

III. COMMITTEES

A. Standing Committees

1. Duties. Keep files of relevant information and materials to pass on to subsequent committee chairpersons and members. Duties shall not be limited to only those listed; the President may assign additional duties.

2. Audit Committee

- a) Chairperson – [IFCSE President](#)
- b) Membership – [Board of Directors Members](#)
- c) [Auditor](#) (biannually)
- d) Duties - Conduct an annual audit of the financials and a quarterly review of both the bank statement and treasurers report.
- e) An audit of the IFCSE financial books should be completed biannually (even years) prior to the annual conference.
- f) Prepare a written report to be given to the House of Delegates at the Annual Conference.

3. Scholarship and Awards Committee

- a) Chairperson: [Past President](#)
- b) Membership: [Members appointed by the President to sit as the Awards Committee](#)
- c) Duties:
 - (1) Facilitate awards and scholarship activities.
 - (2) Identify awards and scholarships to be given.
 - (3) Develop and distribute the necessary nomination and application forms.

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f) Ex-officio reports

(1) Iowa Department of Education Family and Consumer Sciences [Education Consultant report](#)

(2) Post-Secondary Teacher Educator [report](#)

(3) [Iowa FCCLA Representative report](#)

(4) [Iowa AAFCS Representative report](#)

g) Unfinished Business

h) New Business

3. [Attendance at Board Meetings](#)

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- (4) Communicate availability of awards and timeframe to active divisions. (5) Review applications and nominations. (6) Select winners. (7) Present awards at the Annual Conference.
4. Nominating Committee
- a) Chairperson: Past President
- b) Membership: Past President, President-Elect, and one other IFCSE member
- c) Duties:
- (1) Submit nominees to the IFCSE Board of Directors for the position of President-Elect, Treasurer and Secretary.
- (2) Nominations are due prior to the annual meeting.
- (3) Coordinate voting procedure
5. Policy and Advocacy Development Committee
- a) Chairperson: IFCSE President
- b) Membership: IFCSE Members
- c) Duties:
- (1) Promote action concerning Family and Consumer Sciences education programs in accordance with policies of Iowa Family and Consumer Sciences Educators and Iowa ACTE.
- (2) Build necessary connections representing the organization with entities, such as governmental, industrial, business, or professional representatives.
6. Conference Planning Committee
- a) Chairperson – Iowa ACTE 1st Vice President prior year to the conference. b) Membership – Selected by chair and approved by the Iowa ACTE Board of Directors
- c) Duties
- (1) Organize, promote, and conduct the annual Iowa Association for Career and Technical Education Conference.
- (2) Provide a quality educational experience and networking opportunities for the Iowa ACTE membership
- (3) Select a conference theme
- (4) Establish the program
- (5) Select presenters
- (6) Arrange catering
- (7) Arrange hospitality and social activities
- (8) Coordinate with facilities
- (9) Coordinate exhibits
- (10) Prepare promotional materials
- (11) Establish a budget
- (12) Coordinate registration
- (13) Membership Committee
- d) Co-Chairpersons – Iowa ACTE President and Executive Director
- e) Membership – Selected by co-chairs and approved by the Iowa ACTE Board of Directors.
- (1) Conduct two meetings per year to promote membership best practices
- (2) Identify strategies to increase membership in Iowa FCSE, Iowa ACTE and ACTE
- (3) Promote membership with business/industries and agencies/institutions
7. Communications Committee
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a) The Secretary appoints the communication committee members.

b) Duties

(1) Send out communication to the membership

(2) Publicize meetings and the annual conference

(3) Update and maintain the IFCSE website

(4) Update and maintain social media accounts on a regular basis

B. Ad Hoc Committees

1. The President may appoint ad Hoc Committees as the need arises with the approval of the Board of Directors

C. Ex-officio Committees

1. Ex-officio Committees shall be made up of the members of the organizations that support career and technical education and have approval of the Board of Directors to be represented at Board meetings.

D. Committee Procedures

1. The President shall be responsible for the conduct of all committee work carried on by the Standing and Ad Hoc committees of the Organization.

2. Chairpersons and Standing and Ad Hoc committees shall be appointed by the President and approved by the Iowa ACTE Board of Directors.

3. Each committee chairperson or duly appointed representative shall give an oral progress report of the work accomplished by the committee as requested by the Board of Directors.

4. Committee chairpersons shall keep the President informed of progress being made by the committee.

5. Committee chairpersons shall submit a final committee report for presentation at the Annual Conference. The report should be submitted to the president 30 days prior to the conference.

6. Committee chairpersons shall keep a file (digital or hardcopy) of all relevant materials, applications, forms, etc., and pass the file to their successor.

IV. DUTIES OF IOWA FAMILY AND CONSUMER SCIENCES EDUCATORS

A. President

1. Preside at all IFCSE meetings and activities.

2. Give written notice of Board meetings at least two weeks prior to such meetings.

a) Send meeting notices to the following

(1) Committee chairpersons who are scheduled to report

(2) Anyone else that should be notified as determined by the President

3. Confirm all Iowa ACTE committee appointments as needed.

4. Appoint various representatives of the IFCSE Board and from the membership at large to serve on various committees.

5. Prepare and present an annual report to the Iowa ACTE House of Delegates at the Annual Conference/Meeting.

6.

7. Attend as an official representative of IFCSE those functions and activities where representation is desired such as State, Regional and National ACTE conferences.

8.

B. Maintain contact with the Conference Planning Committee.President Elect

1. In the absence of the President, the Vice President Elect shall perform the duties of the president.

2. Assist the President in coordinating the work of all committees.

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Deleted: <#>Maintain a President's digital file of correspondence, activities, and other relevant materials.

Deleted: <#>Prepare and submit all necessary Iowa ACTE reports (other than Treasurer reports).

Deleted: Serve as a liaison with the Department of Education.

Deleted: Attend the Regional and ACTE meetings and conventions. Prepare materials for hearings or other places where the Iowa ACTE position should be presented.

Deleted: <#>Build necessary connections organization with entities such as governmental, industrial, business, or professional representatives.

Deleted: <#>m. Co-chair Membership Committee

Deleted: <#>Duties of the First Vice President

Deleted: Assist the President as requested and preside at meetings in their his/her absence.

3. In conjunction with the Treasurer, prepare the budget and submit it to the IFCSE Board for approval.

4. Actively participate in IFCSE meetings and other state, regional, and national career and technical meetings deemed necessary by the Executive Committee.

5. The President Elect shall preside at all meetings of the organization, Board of Directors, and Keyleader meetings, in preparation for the Presidency the following year.

6. 1-year term prior to moving into the President position

C. Past-President

1. Chair the Nominating Committee; the Awards Committee, and Advocacy and Policy Development Committees

2. Serve as an advisor to the Board of Directors

Actively participate in Executive Committee and Board meetings, and other state, national, regional, and career and technical meetings deemed necessary by the Executive Committee.

D. Secretary

1. Perform the duties of recording and keeping accurate records as directed by the Executive Committee and the Board of Directors.

2. Maintain a IFCSE membership list on a quarterly basis via the ACTE database.

3. Maintains IFCSE files digitally as needed

4. Oversees updates to the IFCSE website and social media accounts.

a) Holds the login account information for the website and other social media accounts.

5. Chairs the Communications Committee

6. 2-year term, opposite of the Treasurer

E. Treasurer

1. Submit written reports, bills, and expenses as specified for Board meetings and/or for annual meetings.

2. Maintain accurate financial records.

3. Undertake special/additional projects on a negotiated per-project basis (i.e., an annual conference).

V. KEYLEADERS

A. Terms of Service

1. Serve 2 consecutive years or more

a)

B. Responsibilities

1. Attend all scheduled meetings. These are planned to guide and support you in your activities as an effective Key Leader at the state and area level.

a) Meetings are held at least two times a year, one in the fall, one in the spring, and other meetings deemed needed by the Executive Committee

(1) Upon the decision of the Executive Committee, mileage may be paid up to the current state rate.

2.

3. Help at the IFCSE annual conference

a) Set-up

b) Registration table during conference as needed

c) Session host and introduction

d)

e) participation encouraged for scholarship fundraisers/donations

4. Participate in IFCSE Key Leader communications

C.

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2nd year and successive years--assume responsibility for your area
Prior to final year, secure a person to follow you and guide this person's orientation

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Commented [19]: Do we still do this? We aren't provided mileage to any other IFCSE elected position at this time.

Deleted: <#>One meeting is held during the annual Iowa Family and Consumer Sciences Educators conference
Serve on standing committees as needed (see Bylaws)

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Deleted: Key Leader responsibilities as AEA Key Leader ...

1. Encourage IFCSE membership and conference attendance

a) Answer any questions concerning dues and how the money is used

b) Encourage membership in the national Association of Career and Technical Education (ACTE) and attendance at state, regional and national ACTE conferences

2. Establish and maintain communication among Family and Consumer Sciences IFCSE members in your area

a) Plan and host one or two area meetings each year by doing one or more of the

these

(1) evening meetings

(2) dinner meetings

(3) daytime workshops

(4) AEA sponsored workshops/meetings

(5) AEA hosted workshops/meetings

(6) Develop and activate an area electronic network by using one or more of the following:

(a) Email

(b) list serve

(c) telephone calling tree

(d) US Postal Service

- [\(7\) Encourage the reading of the newsletter](#)
- [\(8\) Advocate for FCS with individuals/organizations who have mutual interests such as](#)
- [\(a\) Other Family and Consumer Sciences groups](#)
- [\(b\) Other Career and Technical Education groups](#)
- [\(c\) Legislators](#)
- [\(d\) Local community leaders](#)
- [\(e\) School personnel and administration](#)
- [\(9\) Submit articles or ideas from your area for the IFCSE newsletter](#)
- [D. Key Leader Recognition](#)
- [1. Certification for Membership given only to those attending at least 1 meeting.](#)

Commented [22]: Does this really happen?

VI. REIMBURSEMENT OF EXPENSES

A. Executive Officer Expenses

1. [President and President Elect:](#)

a) Travel expenses to state or national conferences (mileage, airfare, local transportation, lodging, meals) shall be reimbursed up to \$1000 per [officer](#) term.

B. Board of Director Expenses

1. Postage or other similar expenses that benefit IFCSE shall be reimbursed upon presentation of receipts to the Treasurer and authorized by the Executive Committee.

Commented [21]: Change numbering to 5 and so forth for all bullets below

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Deleted: by encouraging the following:

Commented [23]: Keep? Is this even happening?

Commented [24]: Do we need this?

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Commented [25]: Do we need this? Just for the President position? Other positions?

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