

# Kansas Association For Family And Community Education

*The mission of Family and Community Education is  
strengthening individuals, families and communities through:  
Continuing Education  
Developing Leadership  
Community Action*

## **National Association for Family and Community Education,**

The National Association for Family and Community Education is composed of FCE members in affiliated states.

## **Kansas Association for Family and Community Education**

The Kansas Association for Family and Community Education is composed of County FCEs and Individual members. Kansas FCE is the link to the National Association for Family and Community Education.

The Kansas FCE elects officers and appoints committees to handle the affairs of the organization.

## **Area Family and Community Education**

Area Directors serve as liaison between County FCE Council and Kansas FCE. Each area also has an Area Educational Program Committee to serve as liaison between the County FCE Educational Program Committee and state Educational Program Committee.

Each Area FCE is composed of FCE County Council Presidents in the Area, Area Director, Area Educational Committee and State Board of Director members in the area.

### **Purpose**

- To serve as the link between the Kansas FCE Board and County FCE Councils.
- To strengthen County FCE Councils.
- To provide opportunities to communicate concerns to KAFCE Board of Directors.
- Provide opportunities to develop leaders.

## **County Family and Community Education Council**

Each county FCE Council is composed of representatives from county FCEs.

### **Purpose**

- To coordinate the educational programs, projects and activities of the FCEs within a county.
- To serve as the link between the Area FCE Council and County FCEs.

## **FCE – Family and Community Education**

FCEs are organized groups of members who join together to participate in educational programs developed by the Kansas FCE Educational Program Committee which are provided with the assistance of the K-State Research and Extension Family and Consumer Sciences specialists to enrich families through educational programs, leadership development and community action.

### **Purpose**

- To enhance the personal development of individual FCE members.
- To deliver educational programs to membership and other individuals.
- To support the mission of FCE.

## **Kansas Association For Family and Community Education**

### **Affiliations with Other Organizations**

National Association for Family and Community Education - This group is made up of the members from affiliated state organizations of Family and Community Education.

[www.nafce.org](http://www.nafce.org)

K-State Research and Extension - Family and Consumer Sciences Specialists serve as consultants to the Kansas FCE Educational Program Committee; the KSU State Advisor to FCE is a liaison between Kansas FCE and Extension Family and Consumer Sciences Programs. County Extension Family and Consumer Sciences Agents serve as advisors to the County FCE Council.

[www.oznet.ksu.edu](http://www.oznet.ksu.edu)

Associated Country Women of the World - This is a nonpolitical, nonsectarian, international organization of over nine million members through its 365 societies in over 70 countries. It works to improve standards of living for all women and their families through its worldwide projects. Kansas FCE is a constituent member of ACWW.

[www.acww.org.uk/](http://www.acww.org.uk/)

Country Women's Council - This coordinating council is composed of ACWW member societies in the United States. It meets annually to promote the work of ACWW. By working together, members of CWC have helped make its members aware of the vital necessity of working together for world peace, for the betterment of living conditions for women and families.

[www.cwcusa.org](http://www.cwcusa.org)

Living Initiatives For End-of-Life Care (LIFE PROJECT) - The partners work together to help Kansans with advanced chronic and terminal illnesses live with dignity, comfort and peace at the end of life.

[www.LIFEProject.org](http://www.LIFEProject.org)

Kansas Action for Children

[www.kac.org](http://www.kac.org)

Josephson Institute of Ethics and Character Counts! Coalition - CHARACTER COUNTS! is a nationwide initiative to provide a framework to teach values and evaluate good character.

[www.charactercounts.org](http://www.charactercounts.org)

BPW/KS

[www.grapevine.net/~jacobavis/](http://www.grapevine.net/~jacobavis/)

KS Women

[www.kswomen.com](http://www.kswomen.com)

Kansas Historical Society

[www.kshs.org](http://www.kshs.org)

KANSAS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION  
**BYLAWS**

**ARTICLE I – NAME**

The name of the organization shall be Kansas Association for Family and Community Education, hereinafter referred to as KAFCE. KAFCE is an affiliate of the National Association for Family and Community Education, hereinafter referred to as NAFCE.

**ARTICLE II – OBJECT**

The object and purpose of this association, organized as a non-profit organization, shall be and is exclusively to strengthen, develop, coordinate, and extend education to improve the quality of life for individuals and families; and to determine and coordinate statewide policies; all within the meaning of Section 501 (c) (3) and Section 509 (a) (2) of the Internal Revenue Code.

**ARTICLE III - MEMBERS**

**SECTION 1 – Classification**

- A. An individual member pays KAFCE and NAFCE dues/fees and local/county dues/fees where applicable.
- B. A senior member is 80 or more years of age and pays KAFCE and NAFCE dues/fees and local/county dues/fees where applicable.
- C. A family member is a family that pays KAFCE and NAFCE dues and fees for each family member living under the same roof and desires to be classified as a family membership.

**SECTION 2 – Qualification**

KAFCE does not discriminate by race, color, national origin, sex, age or disability.

**ARTICLE IV – DUES, FEES AND FINANCES**

**SECTION 1 – Dues and Fees**

- A. KAFCE shall be financed by annual dues and contributions from KAFCE members.
- B. Annual dues shall be determined by the board of directors and approved by a majority of those qualified members voting at an annual business meeting and shall include the sum necessary to pay the member's national dues.
- C. Members shall pay National and Kansas dues and any required fees through the county council treasurer. In counties where there is no county council, dues and fees are paid directly to the state treasurer.
- D. Dues shall be due and payable to the KAFCE treasurer on or before November 1. Dues received after November 30 will be assessed a \$1.50 reinstatement fee.
- E. Membership will be terminated if dues are not received by February 1.
- F. Fees and methods of payment for educational development may be established by the board of directors.
- A. Fees for other services shall be determined by the board of directors.
- G. A new member is one who has never held membership in FCE. Dues for new members will be accepted anytime during the year, and shall be forwarded to the KAFCE treasurer upon receipt.

**SECTION 2 – Budget**

- A. A proposed budget shall be submitted by the budget committee to the Board of Directors at the session preceding the annual business meeting for consideration and recommendations.
- B. The recommended budget shall be submitted to the members at the annual business meeting for their vote of approval.
- C. Upon approval by the members voting at the annual business meeting, the budget shall be distributed to the county FCE council presidents by the area directors.
- D. The KAFCE budget may be supported by fundraisers and grants.
- E. From time to time the board of directors may amend the current budget after considering recommendations of the budget committee.

**SECTION 3 – Audit**

The financial record shall be reviewed annually by a committee appointed by the President. This committee will report to the Board. The financial records shall be audited by a certified public accountant at the end of each treasurer's term and submitted to the board of directors for approval.

## ARTICLE V – OFFICERS

### SECTION 1 – Elected Officers

Elected officers shall be a president, a president-elect when applicable, a vice president, a secretary, and a treasurer who shall be elected by eligible voters at the KAFCE annual meeting. Area directors shall be elected by eligible voters in that area.

### SECTION 2 – Qualifications

- A. To be eligible for the office of president, president-elect or vice president, a member shall have served on the KAFCE Board of Directors.
- B. To be eligible for the office of secretary, treasurer and area director, a member shall have served on a county council or shall have served on the KAFCE Board of Directors.

### SECTION 3 – Term of Office

- A. Officers shall assume their duties on January 1 following their election. No elected officer shall serve more than one term in the same office.
- B. The president-elect shall serve a one-year term followed by a three-year term as president.
- C. The president shall serve a three-year term or until a successor is elected and serve a one-year term as past president.
- D. The vice president, secretary and treasurer shall serve a three-year term or until a successor is elected.
- E. Officers shall be elected in accordance with the schedule determined by the board of directors.

### SECTION 4 – Vacancy in Office

A vacancy in the office of president-elect shall not be filled. A president shall be elected at the next annual business meeting. A vacancy in any other elective office except president shall be filled by vote of the executive committee.

### SECTION 5 - Duties of Officers

Duties of officers shall be those prescribed by the bylaws, the board of directors, and the adopted parliamentary authority. The president shall fulfill such other duties as may be assigned by the board of directors. The president-elect, vice president, secretary, treasurer and area directors shall fulfill other duties as may be assigned by the president or the board of directors.

- A. The president shall:
  1. Be the chief executive officer and official spokesman of KAFCE.
  2. Preside at all KAFCE annual meetings, and board of directors and executive committee meetings.
  3. Serve as ex officio member of all committees except the nominating committee.
  4. Serve as chairman of the marketing committee.
  5. Sign contracts on behalf of KAFCE as directed by the board of directors.
  6. Be authorized to sign checks.
  7. Serve as voting delegate to NAFCE business meetings.
  8. Serve a one year term as past president.
- B. The president-elect shall:
  1. Serve with vote on the executive committee and board of directors.
  2. Attend meetings that the president deems necessary to represent KAFCE.
- C. The vice president shall:
  1. Fill the un-expired term if a vacancy occurs in the office of president.
  2. Preside at meetings in the absence of the president.
  3. Serve as chairman of the educational committee.
- D. The secretary shall:
  1. Record minutes of all business meetings of KAFCE and the board of directors. Furnish a copy of those minutes to each member of the board and to such other persons as may be designated by the president or board of directors.
  2. Record minutes of the executive committee meetings and furnish a copy of those minutes to each member of that committee.
    1. Keep a record of all KAFCE Handbook changes and provide a list annually to the board of directors and

to such other persons as may be designated by the president or board of directors.

- E. The treasurer shall:
  - 1. Supervise all funds of KAFCE
  - 2. Be authorized to sign checks
  - 3. Serve as chairman of the budget committee
  - 4. Make a financial report to the board of directors at each meeting and at other times when requested by the president or board of directors.
  - 5. Submit a written report of the most recent quarterly financial statement to the annual business meeting.
  - 6. Be bonded for a sum approved by the executive committee for the faithful performance of duty.
- F. Each area director shall:
  - 1. Serve as moderator of the area council.
  - 2. Coordinate area and district meetings within the area, including District Recognition Days.

### **ARTICLE VI – NOMINATIONS AND ELECTIONS**

#### SECTION 1 – Nominations

- A. Prior to January 1, each area shall elect one member, and an alternate, to serve on the nominating committee. The president shall appoint a former board member as chairman of the committee. Members of the committee may succeed themselves once.
  - 1. The nominating committee shall consider the qualifications of all candidates proposed by the membership or by members of the nominating committee. Names shall be submitted to the committee as outlined in the KAFCE Handbook.
  - 2. The nominating committee shall select at least one nominee for each office with written consent of the nominee to place her/his name on the ballot. The nominee must be present at the annual business meeting. The chairman shall submit the committee report to the spring meeting of the board of directors. The committee report shall be published in the KAFCE NEWS not less than sixty-days prior to the annual business meeting.
- B. Additional nominations may be made from the floor at the annual business meeting. No name shall be placed in nomination without written consent of the nominee. The presiding officer must be notified prior to the opening of the meeting. The person making the nomination shall read the qualifications of the candidate, who must be present. Written qualifications shall be presented to the presiding officer.

#### SECTION 2 – Election

Election shall be by ballot except where there is only one nominee for an office, in which case the election may be by voice vote.

### **ARTICLE VII – MEETINGS**

#### SECTION 1 – Annual Business Meeting

An annual business meeting shall be held in conjunction with the annual conference for the purpose of electing officers, receiving reports, and transacting such other business as may properly come before it. The board of directors shall determine the time, place and registration fee for the annual meeting.

#### SECTION 2- Official Call

The official call of the annual business meeting, giving the time and place of the meeting, shall be published in the KAFCE NEWS at least sixty days prior to the meeting.

#### SECTION 3 – Voting Body

The voting body of the annual business meeting shall be composed of members in good standing who have paid the required registration fee and are registered as in attendance at the meeting.

#### SECTION 4- Quorum

The quorum at the business meeting shall be thirty members.

### **ARTICLE VIII BOARD OF DIRECTORS**

#### SECTION 1 – Composition

- A. The members of the board of directors shall be the president, the president-elect when applicable, the past president when applicable, the vice president, the secretary, the treasurer, and the area directors.
- B. Others notified of the meeting shall be the K-State Research and Extension state advisor or a representative

and one liaison from the Kansas Association of Family and Consumer Sciences.

C. Any member of the National Association for Family and Community Education Board residing in Kansas may be invited to attend KAFCE Board meetings by the president.

#### SECTION 2 – Duties

The board of directors shall:

- A. Have full power and authority over the affairs of KAFCE between annual business meetings.
- B. Perform such other duties as defined in these bylaws and as directed by the membership in its annual business meeting.
- C. Assemble forms and policies adopted by the board of directors and members at the annual business meeting and other guidelines into a KAFCE Handbook that will be available to members in printed form or electronically.

#### SECTION 3 – Meetings

- A. Regular: The board of directors shall meet at least twice a year at a time and place determined by the president, with at least fifteen days notice to all members of the board of directors.
- B. Special: Special sessions of the board may be called by the president or by a majority of the board of directors with at least fifteen days notice to all members of the board of directors.

#### SECTION 4 – Voting

A vote by mail, email, telephone or fax may be taken when necessary. At least five (5) votes must be cast for any action to be taken on an electronic vote. The results of the vote shall be reported as soon as possible by the same method by which the vote was taken. Action taken by electronic communications shall be verified and recorded in the minutes at the next session of the board.

#### SECTION 5 – Quorum

Five members of the Board of Directors shall constitute a quorum.

### **ARTICLE IX – EXECUTIVE COMMITTEE**

#### SECTION 1 - Composition

The executive committee shall be the president, the president-elect when applicable, the past president when applicable, the vice president, the secretary and the treasurer.

#### SECTION 2 – Duties

- A. Have general supervision of the affairs of KAFCE between meetings of the board of directors.
- B. Perform such other duties as defined in these bylaws and the KAFCE Handbook.

#### SECTION 3 – Meetings

- A. The executive committee shall meet at least twice a year and at the call of the president or at the request of a majority of the executive committee. At least five days prior notice shall be given each member of the committee, except for a meeting the president may call during a session of the board of directors or an annual business meeting.
- B. Meetings may be conducted by telephone conference with twenty-four hours notice.

#### SECTION 4 – Voting

A vote by mail, email, telephone or fax may be taken when necessary. At least three (3) votes must be cast for any action to be taken on an electronic vote. The results of the vote shall be reported as soon as possible by the same method by which the vote was taken. Action taken by electronic communications shall be verified and recorded in the minutes at the next session of the committee.

#### SECTION 5 – Quorum

Three members of the executive committee shall constitute a quorum.

### **ARTICLE X -- COMMITTEES**

#### SECTION 1 – Standing Committees

- A. The standing committees of KAFCE shall be budget, education, marketing and conference.
- B. The members of each committee shall be appointed by the president, except as provided by these bylaws.
- C. Commencement of appointment will be determined by the KAFCE Board of Directors.
- D. The members shall assume their duties following their appointment and serve a term of three years or until their successors are appointed.
- E. The president shall be an ex-officio member of all committees except the nominating committee.

F. No member shall serve as the chairman of more than one standing committee at a time.

G. Each standing committee shall develop a plan of work and procedures to be approved by the president.

#### SECTION 2 – Special Committees

Special committees may be created as necessary, by the annual meeting, the board of directors or the executive committee.

#### SECTION 3 – Duties

Standing and special committees shall fulfill the duties contained in these bylaws and in the KAFCE Handbook and such other duties as may be assigned by the president, board of directors or executive committee.

#### SECTION 4 – Other Appointed Positions

- A. Appointed positions of KAFCE shall be registrar/historian, parliamentarian, editor, membership list /records, William Allen White Book Selection, and tour coordinator.
- B. Each appointment shall be by the president, except as provided by these bylaws.
- C. Commencement of appointment shall be determined by the board of directors.
- D. An appointee shall assume his/her duties following appointment and shall serve a term of three years or until his/her successors are appointed.
- E. Each appointee shall develop a plan of work and procedures to be approved by the president.

### **ARTICLE XI -- PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Roberts Rule of Order Newly Revised* shall govern KAFCE in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order KAFCE may adopt.

### **ARTICLE XII -- ACTIVITIES**

No part of the net earnings of KAFCE shall enure to the benefit of or be distributed to its members, trustees, officers or other private persons, except that KAFCE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of KAFCE shall be the carrying on of propaganda or otherwise attempting to influence legislation and a KAFCE shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, KAFCE shall not carry on any other activities, not permitted to be carried on by a council exempt from federal income tax under Section 501 (c) (3) and Section 509 (a) (2) of the Internal Revenue Code.

### **ARTICLE XIII – DISSOLUTION**

In case of the dissolution of KAFCE, the Board of Directors shall assign all assets of KAFCE to the National FCE Association to establish scholarship/grants for students, graduate students or FCE members enrolled in a field related to family resource studies, or the assets may be used for educational programming for Kansas FCE members/families.

### **ARTICLE XIV – AMENDMENT**

These bylaws may be amended by two-thirds of the qualified members present and voting at the KAFCE annual business meeting. Notice of a proposed change shall be given at a previous annual business meeting or shall have been sent to all county FCE council presidents and published in the KAFCE NEWS not less than sixty days prior to the date of the KAFCE annual business meeting.

Revised October 17, 2006

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Kansas Association for Family and Community Education**  
**And**  
**Family and Consumer Sciences,**  
**K-State Research and Extension**  
**Kansas State University**

This document has been developed to help communicate and reinforce the relationship between the Kansas Association for Family and Community Education (KAFCE) and Family and Consumer Sciences with Kansas State University Agricultural Experiment Station and Cooperative Extension Service, and the appropriate roles of each in the delivery of KSU educational information.

These guidelines are expected to honor the framework for continuing a mutually beneficial interaction between the two organizations in the state, areas, and counties.

The Kansas Association for Family and Community Education is an independent nonprofit organization. It is comprised of individuals who are interested in continuing their learning and in extending learning opportunities to others through educational programs.

K-State Research and Extension is an outreach function of the land grant university, Kansas State University. K-State Research and Extension is jointly funded by federal, state and county governments and grants. It is committed to the development and delivery of research based educational programs.

This mutually beneficial relationship encourages independence and self-sufficiency of both organizations. This document has been developed in order to meet the ever changing needs of both organizations.

**Kansas Association for Family and Community Education Mission**

Strengthening individuals, families, and communities through continuing education, developing leadership and community action

**K-State Research and Extension Mission**

*Knowledge for life*

Dedicated to a safe, sustainable, competitive food and fiber system, and to strong healthy communities, families and youth, through integrated research, analysis, and education.

**K-State Research and Extension Family and Consumer Sciences Mission**

Link education with life experience to help people improve their lives, their families and their communities.

**Statement of Affirmative Action**

All reasonable efforts will be made to ensure that membership and activities are accessible to under served audience's. All available mass media should be used to inform potential participants about programs and activities. In addition, KAFCE should be sensitive to the needs of potential members who are disabled and select meeting locations which can accommodate their needs.



## **Clarification of Roles and Responsibilities**

### **Kansas FCE Agrees to:**

- a. Honor the mission of K-State Research and Extension Family and Consumer Sciences;
- b. Provide educational program committee who will teach the K-State educational information to other groups and individuals;
- c. Obtain approval from State Advisor before utilizing services of K-State Research and Extension state professional and support staff;
- d. Pay all costs associated with printing, duplication, and distribution of Kansas FCE organizational materials;
- e. Distribute Kansas FCE organizational materials (e.g. educational program guides, handbooks, and board minutes) to Board Members, Area Directors, and County Council Chairmen;
- f. Provide copies of Kansas FCE organizational materials to County, Area and State Advisor and Specialists;
- g. Promote and sponsor new Family and Community Education groups.

### **K-State Research and Extension Family and Consumer Sciences agrees to:**

- a. Honor Kansas FCE as an independent organization which partners with K-State Research and Extension and many other organizations;
- b. Communicate and reinforce state and federal Extension and university policies and legislation which impact upon and affect the relationship between Kansas FCE and K-State Research and Extension;
- c. Coordinate the development of educational materials with Kansas FCE and Family and Consumer Sciences Specialists;
- d. Provide training to Kansas FCE educational program committee of K-State Research and Extension educational materials information;
- e. Communicate with Extension faculty regarding educational needs of Kansas FCE;
- f. Advise County Family and Community Education Council, Area Family and Community Education Council, State Board and Committees;
- g. Provide support to Kansas FCE members in obtaining leadership skills;
- h. Provide and deliver copies of Family and Consumer Sciences Annual Series Lessons which have been selected for use by Kansas FCE.

Signed on September 16, 2006 by:

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Paula Peters, Assistant Director of Family & Consumer Sciences

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Peggy Martens, President of the Kansas Association for Family and Community Education

# STATE ELECTED OFFICES

## STATE PRESIDENT

The president shall receive per diem for attending board meetings and executive committee meetings and shall be reimbursed for mileage to these meetings according to board policy. The president shall submit documented expenses approved for the office of president to the treasurer for reimbursement.

### **Bylaws Article V, Section 3C and 5A, B, C, and D**

In addition to the duties in the bylaws, the president is responsible for:

1. Inform the following people of appointments:
  - a. President-elect and past president when applicable
  - b. Vice President
  - c. Outgoing state committee member
  - d. Appropriate area director
  - e. K-State Research and Extension Advisor
2. Appoint annual conference coordinator two years in advance
3. Facilitate transition of president-elect
4. Set dates and locations for all board of directors meetings, executive committee meetings, and training meetings
5. Send official notice of all board meetings and executive committee meetings at least 15 days prior to meeting
6. Keep executive committee informed of organizational developments and committee activities
7. Inform membership through **KAFCE NEWS** publication and/or letter to County FCE Councils
8. Send a card of sympathy in the name of Kansas FCE if a death should occur in the immediate family of a member of the board of directors
9. Instruct secretary to prepare and print ballots for the election
10. Review and document all expense vouchers
11. Be an authorized signature on all state accounts in addition to the treasurer
12. Provide all board of directors with Kansas FCE stationery, recognition certificates, and other documents needed
13. Provide current roster to the board of directors, **KAFCE NEWS**, K-State Research and Extension Advisor and National FCE
14. Assign responsibility and procedures including deadlines for:
  - a. Revision of the handbook
  - b. Auditing of treasurer's book
  - c. Preparing a budget
  - d. Recognition at state conference of the Heart of FCE, Outstanding FCE Family, and other awards; also past presidents, county council presidents, recognition of outgoing state officers and the installation of new officers
15. Provide newly elected officers and appointed chairmen with:
  - a. Handbook
  - b. Invitations to fall board of director's meeting/annual conference at allowed expense
  - c. Information on funds available for the position

16. Provide K-State Research and Extension Advisor
  - a. Handbook
  - b. Invitation to fall board of directors' meeting/annual conference
17. Send welcome notes to incoming members and thank you notes to outgoing board members
18. Send conference invitations to past presidents and guests sixty days prior to Annual Conference
19. Attend CWC meeting at the direction of the executive committee
20. Fulfill other duties as may be assigned by the board of directors
21. Submit all documents and supplies to incoming president at end of president's term

### STATE PRESIDENT-ELECT

The president-elect shall receive per diem for attending board meetings and executive committee meetings and shall be reimbursed mileage to these meetings according to board policy. Document expenses approved for the office of president-elect and send voucher and receipts to the state president for approval.

**Bylaws Article V, Section 3B and 5E**

In addition to duties in the bylaws, the president-elect is responsible for:

1. Attend CWC meeting with the president during the year at the direction of executive committee
2. Fulfill other duties as may be assigned by the president or the board of directors

### STATE IMMEDIATE PAST PRESIDENT

The immediate past state president shall receive per diem for attending board meetings and executive committee meetings and shall be reimbursed for mileage to these meetings according to board policy. Document expenses approved for the office of past president and send voucher and receipts to the state president for approval.

**Bylaws, Article V, Section 3C and 5D**

In addition to duties in the bylaws the past president is responsible for:

1. Fulfill other duties as may be assigned by the president or the board of directors

### STATE VICE PRESIDENT

The vice president shall receive per diem for attending board meetings and executive committee meetings and shall be reimbursed mileage to the meetings according to board policy. Document expenses approved for the office of vice president and send voucher and receipts to the state president for approval.

**Bylaws Article V, Section 3D and 5F**

In addition to duties in the bylaws the vice president is responsible for:

1. Serve as chairman of the Educational Program Committee (EPC)
2. Complete and send all National FCE report forms by date on form and send a copy of reports to president, historian, and K-State Research and Extension Advisor
3. Submit news articles to the KAFCE NEWS as assigned and a report of any National FCE awards should be sent to the KAFCE NEWS

4. Arrange for EPC Awards at annual conference
5. Fulfill such other duties as may be assigned by the president or the board of directors
6. Submit to the incoming vice president all documents and supplies pertinent to that office at end of term

## STATE SECRETARY

The secretary shall receive per diem for attending board meetings and executive committee meetings and shall be reimbursed mileage to meetings according to board policy. Document expenses approved for the office of secretary and send voucher and receipts to the state president for approval.

### **Bylaws Article V, Section 3D and 5G**

In addition to the duties in the bylaws the secretary is responsible for:

1. Information to be recorded in the minutes include:
  - a. Name of the organization
  - b. Date, place and time of the meeting
  - c. Name of president and secretary or substitutes
  - d. The disposition of minutes of the previous meeting
  - e. Record the roll, number in attendance and their names
  - f. All motions and their disposition
  - g. Record ballot count for all elections and motions that counted votes are taken
  - h. Persons appointed to committees and their assignments
  - i. Important facts about announcements
  - j. Time of adjournment

The secretary shall have the motions submitted in writing before the vote is taken. The motion to be voted on shall be read before being voted on. Record motions in parliamentary language and record the name of the person making the motion, the person seconding the motion and whether the motion passed or failed.

2. Maintain a list of standing and special committees with duties of each committee
3. Conduct correspondence as the president directs
4. Consult with the president about unfinished business
5. Keep minutes from the past three years ready for immediate reference in case a question about past action is raised or if a motion which has been tabled or postponed should be called for
6. Bring to each meeting a current copy of the Bylaws for reference if needed
7. Be responsible for keeping current record of additions or corrections made to the Handbook as decided by the board and provide a printed list to the board of directors annually
8. Submit unapproved minutes to the president and two designated board members for approval within 14 days of the meeting with an effort to return the approved or corrected minutes to the secretary within 7 days and these approved minutes should be distributed to board members within 30 days of the meeting.

9. Prepare and print ballots for elections at annual conference at the president's request
10. Submit news articles to the KAFCE NEWS as assigned
11. Fulfill other duties as may be assigned by the president or the board of directors
12. Submit the past three years records to the incoming secretary and the records of the previous secretary to the historian at end of term

## STATE TREASURER

The treasurer shall receive per diem for attending board meetings and executive committee meetings and shall be reimbursed mileage to meetings according to board policy. Document expenses approved for the office of treasurer and send voucher and receipts to the state president for approval.

### **Bylaws Article V, Section 3D and 5B, H, and I**

In addition to the duties in the bylaws the treasurer is responsible for:

1. After election, request approval of executive committee for institutions for checking, savings accounts and certificates of deposit
2. Arrange for treasurer's insurance with a reliable bonding company
3. The treasurer will be an authorized signature on all state, area, conference and tour accounts with the president as an additional authorized signature on all state accounts
4. The president will approve an advance of funds to the new treasurer
5. Receive audited treasurer's books from predecessor
6. Give a financial report to the board of directors at each meeting and at other times when requested by the president or board of directors
7. Submit news articles to the KAFCE NEWS as assigned and a financial report of project contributions should be sent to the KAFCE NEWS for the March issue
8. Serve as chairman of the budget committee
9. Submit a written report of the most recent quarterly financial statement at the annual business meeting
10. Account for all moneys received and disburse all checks as authorized by the budget or the approval of the president
11. Keep moneys received segregated in proper accounts (general fund accounts and restricted fund accounts) and make disbursements from proper accounts and give details of receipts and disbursements from each account
12. Keep a file of receipted bills, marking them with check number used in payment and the budget line item (for records, audits, and financial review)
13. Provide vouchers for expenses for board members at each board meeting
14. Prepare printed copies of proposed budget for approval by the board and the annual business meeting
14. Record state dues of each county when received plus record numbers of members and FCEs and reconcile with membership recorder and notify delinquent counties as well as the appropriate area director and the president
15. Accept membership forms and have them sent as requested to National FCE with dues by their due date
16. Be responsible for submitting appropriate tax forms

17. Receive verification of enrollment of KAFCE Scholarship, Adult Education Grant and Joan Newby Grant recipients and once verification is received, send scholarship moneys to the college for disbursement to the student receiving the scholarship or grant
18. Order name tags for officers and area educational program committee as requested by the board
19. Order past president's pin and for other officers as requested by the board
20. Submit to incoming treasurer a set of audited treasurer's books, documents and supplies pertinent to that office at end of term

## STATE FINANCIAL GUIDELINES

All budgeted items are to be paid as due by the treasurer. Following approval by the president, other vouchers shall be paid:

1. Board expenses to attend the full meetings called by the president will include mileage and per diem according to board policy
2. Kansas FCE affiliated organizational dues with a three (3) year membership to ACWW paid for in the name of the president-elect at the beginning of her term
3. Contributions to the Pennies for Friendship fund: 20% is retained by Kansas FCE and 80% is sent to ACWW Headquarters
4. An amount to be determined by the executive committee and the annual budget shall be transferred to the Triennial Delegate Fund from the Pennies for Friendship fund for receipted expenses of the president or her alternate to attend the ACWW Triennial conference
5. President's expenses:
  - a. Expenses relating to the office from General Fund
  - b. ACWW expense from Triennial Delegate Fund
  - c. CWC expense from Pennies for Friendship fund
  - d. National FCE Conference expenses, reimburse for actual expense, which includes transportation, conference fees, food, lodging, etc. as determined by the executive committee and the annual budget
6. President attends CWC during term of office at direction of the board and the president-elect attends CWC during term of office at the direction of the board
7. Vice president, president-elect, past president, secretary and treasurer will be reimbursed expenses (mileage, postage, telephone, printing, supplies) related to the offices
8. Area directors, at the beginning of each year, will receive an amount determined by the executive committee and the annual budget for area council, area workshop meetings, Area/District Recognition Days and area EPC (area registration fees should cover the cost of holding the event) and actual expenses (mileage, postage, telephone, printing, supplies) not covered by the registration fee will be reimbursed according to board policy
9. The incoming educational program committee member and incoming appointed board members will be reimbursed per diem and mileage to attend the board of directors meeting held during state conference according to board policy if invited by president

10. State Educational Program Committee shall be reimbursed for receipted expenses annually as determined by the executive committee and annual budget to promote the educational program throughout the state
11. Area Educational Program Committee members will be reimbursed for state training sessions to be determined by the executive committee and annual budget
12. Representatives to special meetings shall be reimbursed with prior approval of the president: one-day meeting – mileage; two-day meeting – per diem and mileage according to board policy
13. Moneys for KAFCE scholarship and grant recipients shall be sent in the name of the college and recipient for disbursement to the student for each semester eligible and scholarship and grant recipient shall verify enrollment in college for each semester eligible and notify treasurer
14. Treasurer shall pay the editor an amount determined by the executive committee and annual budget per issue for the **KAFCE NEWS** in lieu of itemized expenses
15. If a death of a member occurs between October 1 and January 1 after payment of dues, state and national dues will be reimbursed
16. State Conference
  - a. For specific information about State Conference, see page 20
  - b. Specific guidelines for state board of directors are:
    1. Provide \$800 for conference committee January 1 of conference year
    2. State treasurer shall be an authorized signature on the Conference Committee account
    3. Pay one county council officer per diem to attend officer training at annual conference
    4. Pay the \$3,000 speaker money if approved by the board
    5. Pay for gifts presented to Past Presidents, Heart of FCE, Outstanding FCE Family, Essay and Artwork Winner and any others being recognized as approved by the board, including certificates for the Education Awards
    6. Be in charge of having FYI booklet, budget and financial statements printed for State Conference
17. Kansas FCE equipment: A permanent record of the purchase, location, and repairs for each item of equipment will be kept in the secretary and treasurer files
18. All requests for reimbursement for expenses incurred by board members and appointed committees shall be submitted as soon as term of office is completed or when final reports are completed

## KAFCE AREA DIRECTORS

The area director shall receive per diem for attending board meetings and shall be reimbursed mileage to meetings according to board policy. Send voucher, accompanied by documented receipts, to the state president for approval.

### **Bylaws Article V, Section 1 and 5J**

In addition to the duties in the bylaws, the area directors are responsible for:

1. Arrange for area council bank account with the State treasurer an authorized signature on all bank accounts for area councils and submit a financial statement and projected budget annually to the president and treasurer no later than January 1 (See financial guidelines #9)
2. Serve as the liaison between board and counties of the area
3. Submit written reports to the **KAFCE NEWS** for each issue as assigned
4. Receive requests for member and FCE recognition by January 1 to be awarded at District Recognition Days and request certificates from registrar keeping a record of these members and FCEs in area files and sending a list to the registrar for permanent state record
5. Receive a list of State Award Winners from the State Educational Program Committee Chairman
6. Coordinate District Recognition Day meetings to present Standard of Excellence Awards, member and FCE recognition, charters to new FCEs, and other awards as needed, noting that Area EPC and host county president may be involved in presenting awards at the discretion of the area directors
7. Serve as moderator for Area Council Meetings and arrange for Area Workshop by planning, scheduling, and sending notice of meeting and tentative agenda to Area Council members, appointing a secretary to record minutes and sending minutes to Area Council members and executive committee
8. Conduct area meetings for the purpose of electing a member and alternate to nominating committee at spring area council meeting and send names to state president when elected
9. Appoint one member to the area educational program committee (EPC) and the area marketing committee each year by May 1
10. Immediately upon appointment of area committee members, the area director should inform the following of the appointment:
  - a. President
  - b. The vice president
  - c. Outgoing area committee member
11. Attend leadership training
12. Write thank you notes to area committee members as appropriate
13. Submit record, documents, and supplies of the office to incoming area director at the end of term of office



## STATE NOMINATING COMMITTEE

The Chairman of the nominating committee shall receive per diem for attending the annual business meeting at state conference and shall be reimbursed mileage to the meeting according to board policy.

### Article VI

1. The Chairman of the Nominating Committee duties shall include:
  - a. Document expenses approved for the committee and send voucher and receipts to the state president for approval
  - b. Furnish the president a list of nominees and action of the committee prior to the spring board meeting
  - c. Send a resume of each of the nominees to the Editor of the **KAFCE NEWS** by May 1 for publication in the summer issue
  - d. Instruct the candidates on resume, qualification speech, and time limit
  - e. Introduce candidates for office at the annual business meeting
2. Nominating Committee duties shall include:
  - a. Document expenses (postage, telephone, printing, supplies) approved for the nominating committee and send voucher and receipts to the chairman, who in turn will send vouchers for the committee to the state president for approval
  - b. The committee shall select at least one nominee for each office, with written consent of the nominees to place their name on the ballot and a completed nomination form
  - c. The nominating committee may choose to work by telephone conference call, fax, e-mail, or by mail, but the chairman must report to the president prior to the spring board of directors meeting
  - d. Members and/or alternate of the nominating committee are to act as tellers at the annual business meeting if they are in attendance
  - e. If nominee is not a current board member, the president may invite them to the board of directors meeting preceding state conference and they will be reimbursed per diem according to board policy and a voucher for per diem expenses should be sent to the state president for approval

## **STANDING COMMITTEES**

### **BUDGET COMMITTEE**

The budget committee shall be the executive committee. The treasurer shall serve as chairman.

#### **Bylaws Article IV, Section 2, Article V Section 5 H3**

Duties of the budget committee shall include:

1. Present a proposed budget for board approval prior to the annual business meeting
2. Research any projects that are promoted from National FCE, CWC and ACWW

### **STATE EDUCATIONAL PROGRAM COMMITTEE (EPC)**

The state EPC shall receive per diem for attending committee meetings and shall be reimbursed mileage to meetings according to board policy. Document expenses approved for the committee and send voucher and receipts to the vice president. The vice president will send vouchers for the committee to the state president for approval.

#### **Bylaws Article X, Section 1**

Duties of the Educational Program Committee shall include:

1. The vice president shall be the chairman of the committee
2. Plan and conduct educational programs to meet the goals and purpose of the organization with the state EPC allowed an amount to be determined by the executive committee and the annual budget for preparing the educational program
3. Plan and conduct special interest sessions at state conference that support the educational program focus
4. Plan and present a method to train Area EPC in conducting area educational program workshops
5. Accept appointment by the state president by January 1 (it is recommended that the State EPC members shall have served as an Area EPC member or as a county council officer)
6. Attend the National FCE Conference the first year of their term and be reimbursed as determined by the executive committee and annual budget and participate in workshops related to educational programs or any other meeting as requested by the president or vice president
7. Prepare the form for the Educational Program Guide and Accomplishment Report in cooperation with the vice president (one member will be listed on the form to receive reports from the areas)
8. Receive suggestions for the educational programs and send copies to the state president before printing
9. Correspond with the Area EPC members regarding the following:
  - a. Area Committee duties
  - b. Responsibilities in conducting area workshops
  - c. Time lines for responsibilities and due dates
  - d. Resources available
10. Submit articles to the **KAFCE NEWS** as assigned

11. Recognize accomplishments:
  - a. Receive FCE Accomplishment Reports and Summary/Award Winners form from the area EPC by February 1
  - b. Prepare award certificates for accomplishments of members and FCE's to be presented at state conference
  - c. Send a list of State Award Winners to each area director by March 1
12. Work with the vice president in preparing National Reports

## MARKETING/MEMBERSHIP COMMITTEE

The state marketing/membership committee shall receive per diem for attending committee meetings and shall be reimbursed mileage to meetings according to board policy. Document expenses approved for the committee and send voucher and receipts to the state president for approval.

### **Bylaws Article X, Section 1**

Duties of the Marketing/Membership Committee shall include:

1. The president shall be the chairman of the committee
2. Develop a marketing plan using brochures, tapes, other promotional materials, and the website with the marketing/membership committee being allowed an amount as determined by the executive committee and annual budget for promotion throughout the state
3. Report to the executive committee and board of directors as requested by the state president
4. Submit articles for the KAFCE NEWS for each edition as assigned
5. Fulfill other duties as may be assigned by the president or the board of directors

## STATE CONFERENCE COMMITTEE

### **Bylaws Article X Section 1**

#### **Three Member Conference Committee**

1. Membership: past conference chair, present conference chair, and future conference chair. State president is ex-officio
2. Committee members will receive mileage for committee meeting according to board policy. Document expenses approved for the committee and send voucher and receipts to the state president for approval

Duties shall include:

1. Review conference evaluation, final report of conference and financial reports
2. Recommend any major changes to the board of directors

#### **Annual Conference Committee**

1. Chair will be appointed by State President 2 years prior to the conference in the appropriate area
2. Chair will form a committee to plan and prepare the state conference

The committee will deal with:

- a. Items to be approved by the board of directors
  1. Dates and place for state conference

2. Registration fee
  3. Conference schedule
  4. Use of speaker fund monies
- b. Financial issues
1. January 1 of conference year receive \$800 for committee expenses
  2. Set up checking account with committee chair, one member and Kansas FCE treasurer as authorized signatures
  3. Pay all bills and keep detailed records of expenditures  
Bills to be paid shall include, but not limited to:
    - a. Hotel/motel
    - b. First timer scholarship – chosen by board of directors
    - c. Banquet meal for past presidents and one guest
    - d. Printing:
      1. KAFCE NEWS conference insert
      2. Program book
      3. Special interest session handouts
      4. Meal programs if applicable
      5. Other printing as necessary
  4. Speaker fund money: \$3,000 is available upon request from the state board to secure a quality keynote speaker and an amount designated by the Board of Directors will be added to speaker fund each year for replenishment
  5. Account will be finalized by December 31 of the conference year and proceeds forwarded to the Kansas FCE Treasurer
- c. Major responsibilities for the conference
1. Secure sight for conference and with board approval sign contract
  2. Plan all aspects of the conference with notebooks from previous conferences available as reference
  3. Prepare registration form and submit to the summer issue of the KAFCE NEWS
  4. Prepare and print conference program book
  5. Work with conference registrar to report credentials/registration numbers to the annual business meeting
  6. Send confirmation to all registering for the conference
- d. General items of information
1. Conference registration minus expenses will be refunded up to conference registration deadline with registration fee transferable to another member but not refundable after the conference registration deadline (exception for major medical emergency or immediate family death will be determined by executive committee with this information printed on the registration form)
  2. Sales tables only by Kansas FCE
  3. Presenters of special interest sessions at conference will not be charged a registration fee if they do not participate in the conference beyond their specific presentation but a registration fee will be required if invited presenters participate in any portion of the conference, attend other sessions or a meal with speaker, or if promoting products

## **OTHER APPOINTED POSITIONS**

### **STATE REGISTRAR/HISTORIAN**

The registrar shall receive per diem to attend board of directors meetings and shall be reimbursed mileage according to board policy if invited by the president.

#### **Bylaws Article X, Section 4**

**Registrar** duties shall include:

1. Document expenses approved for the position and send voucher and receipts to the state president for approval
2. Keep an accurate record of the FCEs within the state, including:
  - Recognition and gold seal awards to FCEs
  - Recognition of membership to individuals
3. Furnish certificates and seals as needed for awards to FCEs and to members
4. Prepare the form for the Standard of Excellence
5. Be responsible for the embosser and emboss requested seals with proper insignia
6. Submit annual report to the board of directors on number of seals issued, number and years of member and FCE recognition and keep an annual record on a calendar year basis for the permanent file in KSU Archives
7. Order seals, charters, certificates and embossers as approved
8. Fulfill such other duties as may be assigned by the President or Board of Directors

**Historian** duties shall include:

1. Document expenses approved for the position and send voucher and receipts to the state president for approval
2. Historian shall compile a permanent record of the organization's actions and accomplishments to serve as history and as a measure of progress
3. Collect records of major activities, awards and accomplishments of Kansas FCE with Kansas FCE board of directors and others supplying information
4. Collect records for archives of pertinent newspaper clippings, documents and pictures supplied by board of directors and others
5. Submit a yearly report to the board of directors on activities of Kansas FCE
6. Periodically prepare an updated history for the handbook
7. Maintain historical records of the organization
8. Submit appropriate memorabilia to the archives at Kansas State University Farrell Library, i.e. Standard of Excellence awards, other awards, minutes of Board and Executive Committee, Handbook, Educational Program Guides, Membership List and Issues of **KAFCE NEWS** at the end of term

### **PARLIAMENTARIAN**

The parliamentarian shall receive per diem to attend the annual business meeting and the board of directors meeting prior to state conference and mileage according to board policy if invited by the president.

#### **Bylaws Article X Section 4**

Parliamentarian duties shall include:

1. Document expenses approved for the position and send voucher and receipts to the state president for approval

2. Shall be proficient in the Robert's Rule of Order
3. Serve as consultant to the president during meetings
4. Receive minutes of all business meeting to review prior to annual business meeting and talk privately to the president about possible actions

## STATE EDITOR

The editor shall receive per diem to attend board of directors meetings and shall be reimbursed mileage according to board policy if invited by the president.

### **Bylaws Article X, Section 4**

Editor duties shall include:

1. Receive an amount as determined by the executive committee and annual budget per issue of the KAFCE NEWS publication in lieu of itemized expenses
2. The Editor shall be responsible for soliciting and receiving news articles, editing and publishing the KAFCE NEWS, preparing four issues of KAFCE NEWS for publication annually -- the Editor collects and edits the material for each issue -- deadlines for receiving material are: Spring – February 1, Summer – May 1 (\*summer issue shall be published at least 60 days prior to the Kansas FCE Annual Business Meeting), Fall – August 1, Winter – November 1
3. Work with printing company to ensure delivery of the KAFCE NEWS at the appropriate time
4. Follow the KAFCE NEWS schedule for receiving reports by mailing reminder two weeks ahead of deadline to individual responsible for reporting
5. Before sending copy to printer, contact the state president about content, quality and accuracy

## MEMBERSHIP LIST/RECORDS

The membership/list records position shall receive per diem for attending board of directors meetings and shall be reimbursed mileage according to board policy if invited by the president.

### **Bylaws Article X Section 4**

Duties include:

1. Document expenses (postage, telephone, printing, labels, computer disks, paper, ink cartridges, etc) approved for the position and send voucher and receipts to the state president for approval
2. Receive membership information from the treasurer
3. Reconcile with the treasurer the number and type of memberships to be sent to National FCE and amount of money for dues
4. Furnish National FCE with current membership list on computer program
5. Maintain a computerized membership file of Kansas FCE members with updates, deletions, and additions of names kept current also maintaining a list of additional persons to receive the KAFCE NEWS, e.g. National FCE board members and regional presidents, Kansas FCE historian
6. Send written report of the number of members and FCEs represented by dues payment at each business meeting, report comparative gain or loss in FCEs and membership based on annual accounting January 1 to December 31, provide a copy of the number of FCEs and members by county to board of directors

7. Keep a list of past Kansas FCE presidents
8. Membership lists and labels will be available to counties or FCEs upon request and approval by the president
9. Furnish labels to the printer for distribution of the **KAFCE NEWS** to every member
10. Furnish labels for other mailings as directed by the president

### **WILLIAM ALLEN WHITE CHILDREN'S BOOK AWARD**

The FCE member on the selection committee will be reimbursed per diem and mileage to attend the final selection meeting of the master list according to board policy after approval by the president. Receive per diem and mileage to attend the annual business meeting at state conference according to board policy if invited by the president.

#### **Bylaws Article X Section 4**

1. Document expenses (postage, telephone, printing, bookmarks) approved for the position and send voucher and receipts to the state president for approval
2. Submit written report to the annual business meeting

Information:

William Allen White Children's Book Awards is directed by Emporia State University. Books are voted on by 3rd-5th graders and 6th-8th graders in Kansas schools from a Master List created by the selection committee. Children have one school season to read and vote on their favorite. Awards are given in October of the following year.

The selection committee is composed of 18 representatives from educational and professional organizations concerned with children throughout the state. Members of the selection committee may serve two 2-year terms. The committee members for these age groups read books during the summer and the final selection for the Master List is in October at Emporia State University with all the members having input.

### **TOUR COORDINATOR**

In lieu of receipted expenses the tour coordinator will receive the cost of the bus trip as compensation.

#### **Bylaws Article X Section 4**

Tour Coordinator duties shall include:

1. Arrange for a tour account. The KAFCE treasurer shall be an authorized signature on the account. Keep a balance on hand of \$1500 to use for deposits etc. with any profit sent to the state treasurer
2. Submit a financial statement and projected budget to the president and state treasurer at the fall board meeting
3. Plan and coordinate a bus tour to the National Conference
4. Budget an amount to cover expenses
5. Serve as hostess on the trip
6. Pay for all services contracted for the tour
7. Provide information for the tour at the state conference
8. Submit articles for the **KAFCE NEWS**
9. Submit written reports to the board and at other times when requested by the president

# **Kansas FCE AREA COUNCIL**

## **MEMBERSHIP**

1. Voting
  - a. Two (2) county FCE council officers
  - b. Area Director, chairman
2. Nonvoting
  - a. Area educational program committee
  - b. Area marketing committee
  - c. State board members in area

## **MEETINGS**

Area council shall:

1. Meet for council, Area/District Recognition Days, and workshop
2. Conduct necessary business:
  - a. Every three years, elect a new area director at spring council meeting
  - b. Each year, elect a member and an alternate to the nominating committee at spring council meeting (Kansas FCE Bylaws Article VI, Section 1A)
3. Provide training to inform county council presidents and educational program committee members at the workshop

## **AREA EDUCATIONAL PROGRAM COMMITTEE (EPC)**

Area EPC shall receive reimbursement for expenses (e.g. postage, telephone, copies, mileage for judging and other expenses related to the committee) from the area director budget.

The duties of the area educational program committee (EPC) shall be:

1. Document expenses approved for the committee and send voucher and receipts to the area director no later than December 1
2. Accept appointment by the area director by May 1 and serve a three-year term starting June 1 of the year appointed
3. Support the educational programs planned by the state committee
4. Attend meetings conducted by the state EPC for training to plan and conduct area workshops
5. Plan and present sessions on the Kansas FCE educational programs at the Area Workshop
  - a. Conduct training on how to prepare accomplishment reports and summaries
  - b. Contact the county EPC chairman concerning their responsibilities, giving timelines and resources available
  - c. Registration and meal provided from area director budget
6. Receive suggestions for the educational program and forward them to the state EPC for consideration
7. Give leadership and assistance for county workshops at county's expense if requested
8. The second year of the three-year appointment, a member of the area EPC shall be responsible for correspondence and activities pertaining to the EPC:



- a. Call a meeting of the committee in January, to judge and compile individual, FCE and county council FCE Accomplishment Reports received with mileage being paid from area director budget
- b. Recommend to the area director names of qualified persons for possible appointment as an EPC member
- c. Send the following to State Educational Committee by February 1:
  1. All individual, FCE and county council FCE Accomplishment Reports received
  2. A summary of all reports using the FCE Accomplishment Report in the Kansas FCE Educational Program Guide for the area report
  3. Reports of selected reports for recognition using the Kansas FCE Award Winners form (Form received from the vice president at the EPC training session)
- d. Receive award certificates for area awards from the vice president and assist the area director in presenting the area award certificates at the District Recognition Day

## COUNTY FCE COUNCIL

The purpose of the county FCE council shall be:

1. Support the FCE mission, goals and organizational policies of the county, area, state, and national by:
  - a. State Standard of Excellence for use by all FCEs
  - b. Activities and projects that focus on the mission of the organization
  - c. Program emphasis and lessons promoted by the state educational program committee (EPC)
  - d. Recognize leadership and accomplishments of FCEs
2. Develop county bylaws that support the Kansas FCE bylaws
3. Collect the following information from the county FCEs:
  - a. New member information
  - b. Updates for membership lists
  - c. Officer list
  - d. Dues (county, state, and national)
  - e. Project contributions
  - f. Membership Recognition forms
  - g. FCE Recognition forms
  - h. Educational Program Accomplishment reports
  - i. Standard of Excellence reports
4. Prepare an annual budget and include funds for:
  - a. County council president to attend area and state meetings
  - b. County educational program chairman to attend area training
  - c. Conducting a county workshop for FCE officers and educational program committees (EPC)
5. Invite area and state officers and board members within the county to attend county FCE Council meeting as an ex-officio member
6. Publicize programs and projects of FCEs, including the involvement of members and leaders
7. Encourage FCEs to make contributions to projects of the Kansas FCE, National FCE and affiliate organizations
8. Actively recruit new members and assist in organizing new FCEs
9. Provide information and training for FCE officers:
  - a. Instruction of duties, records, and support materials
  - b. Distribute Kansas Handbook to designated officers
  - c. Standard of Excellence
  - d. Encourage reading and use of articles in the **KAFCE NEWS**
10. Maintain permanent file of organizational materials:
  - a. Secretary's minutes
  - b. Financial Statements
  - c. Membership lists
  - d. Membership and FCE recognition
  - e. Other historical material
11. When a county has only one FCE, they will be considered the council

# COUNTY FCE COUNCIL TIMELINE

## JANUARY

- ❑ Review duties/deadlines for entire year; use Kansas FCE County Deadline Chart throughout the year
- ❑ Be knowledgeable about all forms, the Kansas FCE Handbook and Addendums, Kansas FCE and County Council Bylaws
- ❑ Keep Kansas FCE Handbook updated
- ❑ Submit state nomination form for area/state positions to appropriate person by February 1
- ❑ Submit articles about county or local projects and events to **KAFCE NEWS** by February 1, May 1, August 1, and October 1

Website address: [www.kafce.org](http://www.kafce.org) Articles are accepted anytime (pictures may be included)

## FEBRUARY

- ❑ Plan county spring recognition event
- ❑ Plan District Recognition Day with Area Director in year that county is host

## APRIL

- ❑ Attend Area Council Meeting
- ❑ Submit article to **KAFCE NEWS** by May 1
- ❑ Grant and scholarship applications are due to the State President by May 1

## MAY

- ❑ Attend District Recognition Days

## JULY

- ❑ National FCE Conference
- ❑ Submit article to **KAFCE NEWS** by August 1

## AUGUST

- ❑ Receive August mailing of forms from state president
- ❑ Receive list of newly elected FCE officers for coming year
- ❑ Elect County Council Officers

## SEPTEMBER

- ❑ Appoint Educational Program and Events committees
- ❑ Send County Council Officers Form to Area Director by October 15
- ❑ Collect National, Kansas and local dues and membership forms from FCEs by October 1
- ❑ Submit Heart of FCE nominations to Area Director by October 15
- ❑ Submit Outstanding FCE Family nominations to Area Director by October 15

## OCTOBER

- ❑ Celebrate FCE Week (second full week)
- ❑ Attend Annual Business Meeting and County Council Officer at Kansas FCE Conference
- ❑ Submit Kansas FCE Dues and Project Contribution Report form, membership forms and dues to Kansas FCE Treasurer by November 1, delinquent November 30 (Project contributions are accepted anytime)
- ❑ Submit member and group recognition forms to Area Director by November 1
- ❑ Submit article to **KAFCE NEWS** by November 1

## NOVEMBER

- ❑ Attend area workshop/council meeting
- ❑ Conduct educational program workshop and officer training for county
- ❑ Plan FCE community action activities and programs for next year

## DECEMBER

- ❑ FCEs wishing to receive their gold or blue seal must have their completed Standard of Excellence for the current year to the State Registrar by January 1 and they may be sent in one mailing by the county
- ❑ Install county council officers for coming year. Recognize past year's leadership
- ❑ County vice president receives FCE Educational Program Accomplishment Report and Tabulated Data form from each FCE in county
- ❑ County EPC prepares County report by tabulating all FCE reports and a county report and all FCE reports should be sent to Area EPC Chair by January 1
- ❑ The county may also fill out a special report for a countywide project or activity and this countywide project/activity report is a special form (blue paper) that is required

# FUNCTIONS OF THE LOCAL FCE

**The mission of Family and Community Education is strengthening individuals, families and communities through:**

**Continuing Education  
Developing Leadership  
Community Action**

Duties include:

1. Meet at least 6 times during the year
2. Elect a president, vice president, secretary, treasurer and representatives to the county FCE council
3. Appoint educational program chairman or committee and participate in county educational workshop
4. Provide information to county FCE council promptly:
  - a. Names and addresses of newly elected officers
  - b. Names and addresses of educational program committee
  - c. Membership lists
  - d. Dues and contributions
  - e. Programs for year
  - f. Membership recognition
  - g. Kansas FCE Standard of Excellence Report
  - h. Accomplishment Report for educational program
  - i. Any other information required by the county FCE council
5. Plan a yearly educational program
6. Highlight correspondence from county FCE council and the **KAFCE NEWS**
7. Submit suggestions for lessons to the county EPC
8. Actively recruit new members
9. Promote Kansas FCE programs and activities through publicity in the local news media, guest days and other appropriate activities
10. Promote and/or sponsor the organization of new FCEs
11. Recognize leadership abilities of members and support their nomination for office (county, area, state and national)
12. Maintain a permanent file:
  - a. Bylaws which support the bylaws of Kansas FCE
  - b. Secretary's minutes
  - c. Financial statements
  - d. Membership lists
  - e. Charter with seals
  - f. Program books
  - g. Historical materials
13. Be willing to attend leader training and then teach others using that material

# FCE OFFICERS TIMELINE

## JANUARY

- Submit names of new members on current year's form anytime during the year
- Request for a new charter can be made at anytime
- Send names of deceased members to KAFCE NEWS Editor prior to February 1 from previous year
- Send name of accidental death, along with death certificate to President anytime
- Submit state nomination form for area/state positions to appropriate person by February 1
- Submit articles about local projects and events to KAFCE NEWS by February 1, May 1, August 1, and October 1
- Website address: [www.kafce.org](http://www.kafce.org). Articles are accepted anytime (pictures may be included)

## FEBRUARY

- Accept responsibilities for planning county spring recognition

## APRIL

- Attend County Recognition Day
- Submit article to KAFCE NEWS by May 1
- Attend District Recognition Day

## MAY

- Attend District Recognition Day

## JULY

- National FCE Conference
- Submit article to KAFCE NEWS by August 1

## AUGUST

- Elect officers for coming year
- Send in 'early bird' registration for state conference

## SEPTEMBER

- Submit Kansas FCE Dues and Project Contribution form and membership information to county FCE council treasurer by October 1
- Submit name of Heart of FCE nominee to county council by October 1
- Submit name of Outstanding FCE Family to county council by October 1
- Submit member recognition and FCE group recognition forms to county council for eligible members and FCE by October 1

## OCTOBER

- Attend Kansas FCE Conference and Annual Business Meeting
- Celebrate FCE Week,
- Submit article to KAFCE NEWS by November 1

## NOVEMBER

- Attend area workshop/council meeting
- Plan program books, lessons, and activities for coming year
- Submit Standard of Excellence to county FCE council vice president by December 1, or directly to state registrar
- Submit Accomplishment report to county chair by December 1
- Attend county officer training

## DECEMBER

- Install officers for coming year and thank outgoing officers for accomplishments

## **OTHER FCE INFORMATION**

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### **ORGANIZING AN FCE**

At the organizational meeting it is desirable that the county FCE council president and the county FCE council membership chairman meet with the group to answer questions and explain the following:

1. The relationship of county extension programs, county FCE council, and Kansas Association for Family and Community Education
2. How their representative to the county FCE council will take part in planning countywide events and promoting Kansas FCE project work
3. What an FCE can expect of the county and state organizations and what the county and state expect of an FCE
4. Discuss the various programs Kansas FCE and National FCE offers

### **FCE CHARTERS**

Any active FCE, which meets the following criteria, may apply for a charter:

1. Adopted bylaws, which include the nondiscrimination clause
2. All members have paid state and national dues to Kansas FCE and dues are paid through the county FCE council treasurer to the Kansas FCE treasurer
3. Not previously been presented a charter
4. Should be made through the county FCE council the county FCE council president should make the request for the charter to the Kansas FCE registrar and furnish a copy of the completed Request for New Charter form, which can be obtained from the registrar and the charter is to be sent to the area director who will present the charter at the next Area/District Recognition Day

### **REPLACEMENT OF CHARTER AND SEALS**

An affiliated FCE wishing to replace its charter may do so by contacting the Kansas FCE registrar

### **REACTIVATE AN FCE**

Information needed by Kansas FCE Registrar to reactivate an FCE using former name and charter:

1. Original name and county of disbanded FCE and date disbanded
2. Verification that the bylaws have been adopted by the FCE and a copy filed with the County FCE Council
3. Verification that Kansas FCE dues are paid
4. Date the FCE was reorganized
5. Present members in FCE
6. President's name and address

A new charter and replacement seals will be issued at the present cost if old charter and seals are not available. The original date, if available, and the date the replacement charter is issued should be stated on the new charter.

A reactivated FCE will continue with special gold seal awards as of the time disbanded if information is available.

### **MERGED FCEs**

When two or more FCEs merge, change the name of the FCE and combine the money, a new charter should be issued and the group considered a new FCE from that point.

Gold seals should start with the new charter but each occasion may need to be evaluated and agreement reached between the Registrar and the FCE involved.

When two or more FCEs merge, they may choose to keep one of the original FCE names and continue under their bylaws, charter and gold seal recognition.

### **DISSOLUTION OF AN FCE**

1. Every member should be officially notified 60 days prior to vote and every member allowed to vote
2. Voting to dissolve shall require at least two-thirds vote of all members of the group and those desiring to remain a member may join another FCE or become an individual member
3. In case of dissolution of any FCE, all property or money shall be assigned to Kansas FCE to promote its programs within the state
4. Official notification to Kansas FCE should be sent to the president, treasurer, area director, registrar and county FCE council president



## HISTORY OF KANSAS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

The first Home Demonstration Unit was created in 1914 when women from Leavenworth County requested help in food preservation from a national club leader. A mother – daughter canning club was formed in Glenwood, now one of the oldest Extension units in the country. From 1915 to 1943, the clubs were sponsored by the Farm Bureau and were called Farm Bureau Units. Toward the end of the 1920's, 47 counties reported 85 Farm Bureau Units with a total membership of 1,726.

The units were originally organized to help Kansas rural women achieve the standards of their city counterparts. They came together to have “lessons” taught by their County Home Demonstration Agent. Miss Ellen Batchelor (1917) was the first Home Demonstration Agent employed in Kansas, Wyandotte County. Later she was also Acting State Home Demonstration Leader in 1921, 1923 and 1936. Some of the first lessons were in food preparation and the making of clothing and hats because the cost of ready-made clothing was too high.

Following is a “bird’s eye view” of our KAFCE History:

- 1914 First home demonstration unit was created in Leavenworth County (Glenwood Club) when women requested help in food preservation from a national club leader.
- 1921 The first Extension Homemaker Units were organized and were called Community Clubs and later they were known as Farm Bureau Units.
- 1938 The Kansas Home Demonstration Advisory Council was organized with Georgiana Smurthwaite, State Home Demonstration Leader presiding. Mrs. Ethel (Paul) Edgar of Topeka was the first state president.
- 1939 Kansas Home Demonstration Advisory Council became a member of National Home Demonstration Advisory Council and as such a member of the Associated Country Women of the World.
- 1944 Farm Bureau Units have their name changed to Home Demonstration Units to emphasize relationship between work of County Home Demonstration Agents and Extension Home Economics at Kansas State College.
- 1945 Membership: 24,237
- 1951 Home Demonstration Scholarships became available for the first time and designated for a second semester sophomore or junior in the amount of \$200 per year to encourage professional interest in Home Demonstration Agent or Extension work.
- 1952 Membership: 44,364 in 2,254 units.
- 1953 During the annual meeting in February it was voted to secure funds to build a cooperative Scholarship House, costing about \$150,000. It was suggested that each member give \$1.00 for three years to raise this amount. Miss Georgiana Smurthwaite, for whom the house is named, retired from active state leadership but remained in an advisory role until 1957.

- 1958 The National Home Demonstration Council meeting was held in Wichita at the Arcadia Theater Wichita Forum, October 12 –15. The theme was “Open Doors”. 4,500 women were present from 46 states, Hawaii, Alaska and Puerto Rico. Mrs. Lawrence House, Goodland, Kansas, was the Kansas President. Mrs. Verne Alden, Wellsville, Kansas, was national president.
- 1961 Smurthwaite Scholarship House at Kansas State University was completed with 62 women paying \$450 per year compared to \$700 in other resident halls.
- 1965 The name was changed from Kansas Home Demonstration Advisory Council to Kansas Extension Homemakers Council and Home Demonstration Units became Extension Homemaker Units.
- 1966 Total funding of \$150,000 for Smurthwaite House collected and celebration was held.
- 1972 Kansas Extension Homemakers Council voted to participate with Kansas Council of Women to raise funds for building a cottage at Rock Springs Ranch.
- 1977 Adult Education Grant for Unit women was established to further their education.
- 1978 First recipient of Adult Education Grant was Virginia Downing of Anthony, Kansas in the amount of \$1,000.
- 1985 “Get It Together Kansas” safety belt program, which reached 60,000 Kansans received national recognition. Elizabeth Dole, Secretary of Transportation, praised members at the 1985 Annual Workshop in Wichita for their work in safety belt education.
- 1988 National Extension Homemakers awarded Kansas 3<sup>rd</sup> place for Feature Writing. Spend year getting ready for National Meeting. Bernis Parker was the General Chair.
- 1989 Membership: 20,675 in 1,443 units in 105 counties. Kansas hosted the National Extension Homemakers Council annual meeting. August 6 – 11 in Manhattan. Theme: Rich Heritage, Golden Opportunity, Sunny Future. 2,205 participants from 44 states and 2 provinces and territories registered for the conference. National Extension Homemakers awarded Kansas 3<sup>rd</sup> place for Feature Writing. ACWW Triennial was held in Kansas City, Mo. President Juanita Gillaspie and four others attended the meeting.
- 1990 Membership: 19,723 in 1,391 units in 105 counties.
- 1991 Kansas Extension Homemakers Council (KEHC) adopted a Comprehensive Marketing Plan. It included a logo, statewide radio spots, and brochure. KEHC had a state membership list for the first time. The KEHC Handbook was revised and the Standard of Excellence updated. An informative letter was sent to each member for the first time. Regional award for top in Literacy (Sandy Schemm) and Environmental Issues (Lucille Horyna).
- 1992 Name Change. Changed our name to Kansas Association for Family and Community Education. President made a video and sent to each county to explain change. Dues changed for NAFCE from \$.50 to \$12.50. KAFCE dues

- were \$2 and \$1 for educational fee for printing lessons and forms. President, Bernis Parker, attended ACWW in Holland. Top in Regional Awards for Waste Management and Literacy (what the flag means to me).
- 1993 Profits Task Force gave grants of \$21,000 to twenty-eight FCEs and county groups for community service action. Grant money came from hosting the 1989 National Conference.
- 1994 KAFCE Handbook was revised. Adopted the KAFCE Creed. The Board was restructured and Educational Program Committee was formed. Honorable Mention from NAFCE for Children and Television and top in Regional for Environment and Literacy.
- 1995 National president from Hawaii was guest at Annual State Conference in Hays. Members actively seek pledges for April 5, "Tune Out Violence" on TV. Launched a marketing program to market FCE internally and externally. Representative, Juanita Gillaspie, attended the ACWW meeting in Christ Church, New Zealand.
- 1996 Revamped the KAFCE NEWS and sent it to every member as an information and communication tool. Thirty-eight delegates from Kansas attended National Conference 60<sup>th</sup> anniversary celebration and for the dedication of the new National Headquarters in Burlington, Kentucky. Composed two educational lessons in cooperation with NAFCE and K-State Research and Extension.
- 1997 Set up plans for total responsibility for membership lists, coordinating annual conferences, and composing and printing a partial share of the educational program lessons. Board of directors authorized new policy book. Worked with state attorney general and participated in "FCE Sting" national project on consumer and mail fraud.
- 1998 President, Joan Best, attended the ACWW Triennial in South Africa. Kansas worked with the Attorney General with the FCE Sting and collected thousands of scam letters. Handbook was revised.
- 1999 Yarn and embroidery floss were collected to send to India. 15,500 new skeins were sent besides the many half-skeins and rolls of thread. The Habitat For Humanity, Africa project was begun and \$4,000 collected.
- 2000 The insurance coverage was changed so that each member was automatically enrolled in a \$1000 Accidental Death policy. Several payments have been made to various beneficiaries. Membership was 3,346.
- 2001 President, Judy Fullmer, attended the ACWW Triennial in Hamilton, Ontario, Canada. Received money from the FCE Foundation Assets -- \$89,407 (based on Kansas FCE membership as of Dec. 31, 1997). October 11, 2001 was the day chosen for members to write – A Day in the Life of my Community. This project was a partnership with the Kansas Historical Society. The LIFE project was begun. 1<sup>st</sup> at National FCE for Action Report.
- 2002 Won 2<sup>nd</sup> place at the National Meeting for Education (Are You Driving, Miss Daisy?) defensive driving course and 2<sup>nd</sup> place in Leadership (A Day in the Life of my Community). Cooperated with BPW to host candidate forums for the

upcoming election. A Lesson/booklet on household hints gleaned from the members throughout the state was published.

- 2003 Heloise, noted columnist with household hints, was the keynote speaker for the Conference in Hays. A laptop computer and projector were purchased for the use in educational training. National dues were raised 50 cents a member beginning in 2004. Received 2<sup>nd</sup> in Action with a CHARACTER COUNTS! display at the National meeting.
- 2004 President, Peggy Martens, attended the ACWW Triennial in Tasmania, Australia. The Kansas FCE website was opened. Received 3<sup>rd</sup> for program and 1<sup>st</sup> for display board in Leadership with “Household Hints” and 3<sup>rd</sup> in Action for CHARACTER COUNTS! from National FCE.
- 2005 Revised bylaws were adopted to streamline the organization. A cookbook of member contributions of 1401 recipes was published and sold. Accidental Death and Dismemberment Insurance was increased to \$2,000 per member. A laptop computer was purchased for the treasurer’s position. National awards re: Val and Norma Henton Outstanding FCE Family; 2<sup>nd</sup> place Program Award in Education for “Preparing for a Natural Disaster”; 3<sup>rd</sup> place for program and 1<sup>st</sup> place for display board in Leadership on ACWW.
- 2006 Handbook was revised. National awards received: 2<sup>nd</sup> place report/display in Action (Hearth Fire #22 – Forgetfulness or Alzheimers? and Tenderhearts: I am a Caregiver). 3<sup>rd</sup> place for the display board in Education for (Women Searching for Chocolate). 3<sup>rd</sup> place report/display of a Community Service. Histories of FCEs book was completed. Kansas dues were raised \$2.00 and national dues raised \$3.00.

## **Kansas Association for Family and Community Education**

### **Past Presidents**

1938-1940 Ethel Edgar, Topeka  
1941-1943 Mrs. Roland Campbell  
1944-1946 Mrs. E. A. Westwood  
1947-1949 Evelyn Alden, Lenexa  
1950-1952 Leona Simmons, Ashland  
1953-1955 Gertrude Burtis, Manhattan  
1956-1958 Elena House, Goodland  
1959-1960 Mildred Warner,  
Valley Center  
1961-1963 Margaret Heinz, Claflin  
1964-1966 Emma Thompson  
Garden City  
1967-1969 Edna Moxley, Council Grove  
1970-1972 Grace Goff, Manhattan  
1973-1976 Rhuy Lewis, Dodge City  
1977-1979 Irene Kelly, Cedar Vale  
1980-1982 Joan Newby, Clearwater  
1983-1985 Erma John, Bushton  
1986-1988 Pauline Nunemaker, Lawrence  
1989-1991 Juanita Gillaspie, Rozel  
1992-1994 Bernis Parker, Manhattan  
1995-1997 Florence Reheis, Wichita  
1998-2000 Joan Best, Hoxie  
2001-2003 Judy Fullmer, Dighton  
2004-2006 Peggy Martens, Inman  
2007-2009 Marcy Price, Ensign

### **National FCE Board Members from Kansas**

1938 Mrs. Roland Campbell, Chairman  
Committee for Program of Study  
1944 Mrs. Roland Campbell, Chairman  
Committee for Selection of National  
Program of Work  
1945-1947 Mrs. Roland Campbell, Secretary  
1951-1953 Evelyn Alden, Central Region  
Director  
1954-1956 Evelyn Alden, Vice President  
1958-1960 Evelyn Alden, President  
1959-1961 Elena House, International Relations  
Chairman  
1968-1970 Edna Moxley, Cultural Arts Chairman  
1976-1978 Margaret Heinz, Health Educational  
Program Chairman  
1983-1985 Joann Newby, Treasurer  
1986-1988 Joann Newby, Treasurer  
1992-1994 Juanita Gillaspie, Central Region  
Program Coordinator  
1995-1998 Juanita Gillaspie, Treasurer  
1995-1996 Bernis Parker, Central Region  
Director  
2004-2006 Judy Fullmer, Central Region  
Program Coordinator

### **Kansas Council of Women**

1980-1982 Irene Kelly, President

### **Country Women's Council, USA (CWC)**

1959-1961 Elena House, International Relations Chairman

### **Associated Country Women of the World (ACWW)**

1943-1945 Mrs. O. O. Wolfe, Resolutions Chairman  
Evelyn Alden, U.S. Regional President

