

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