

Bylaws and Articles of Incorporation of the New Hampshire Association of Family & Consumer Sciences

The New Hampshire Association of Family & Consumer Sciences is an affiliated member of the Association of Family & Consumer Sciences hereafter, referred to as AAFCS.

Article I *Name and Address*

The name of this organization shall be the New Hampshire Association of Family & Consumer Sciences, hereafter referred to as NHAFCs. Business of this corporation is to be carried out in the state of New Hampshire.

Article II *Vision and Mission*

Vision: Family & Consumer Sciences Education empowers individuals and families across the life span to manage the challenges of living and working in a diverse global society. Our unique focus is on the family, work, community and their interrelationships.

The mission of Family & Consumer Sciences Education is to prepare students for family, work, and community life by providing opportunities to develop the knowledge, skills, attitudes and behaviors needed for:

- **Strengthening the well-being of individuals and families across the life span**
- **Becoming responsible citizens and leaders in family, community and work settings.**
- **Promoting optimal nutrition, health and wellness**
- **Managing resources to meet the needs of individuals and families.**
- **Balancing personal, home, family, community and work lives.**
- **Using critical and creative thinking skills to address problems as individuals in diverse family, community and work environments.**
- **Successful life management, employment and career development. Career exploration.**
- **Functioning effectively as providers and consumers of goods and services.**
- **Anticipating consequences of and accepting responsibilities for one's actions.**
- **Clothing management and fabrication**
- **Appreciating human growth and development**

Subject Matter Divisions:

- **Adult Roles & Responsibilities**
- **Child and or Human Growth & Development**
- **Food, Nutrition & Wellness**
- **Education and Technology**
- **Family Economics and Resource Management**
- **Textiles & Apparel**
- **Housing & Interior Design**
- **Foundations of Work & Family (Middle School)**
- **Education & Technology**

Article III
Membership

Membership shall consist of individual members who qualify for membership under the AAFCS Policies and Procedures Manual (PPM).

Article IV
Dues, Fiscal Year, Financial Review

Section 1 Dues:

Individual affiliate members shall pay dues simultaneously to the American Association of Family and Consumer Sciences and to the affiliate association known as NHAFCs. Members will pay dues in the amount designated by AAFCS.

Section 2 Fiscal Year:

The fiscal year of the NHAFCs shall be from July 1 through June 30.

Section 3 Financial Review:

The financial statement of all income and expenditures of the NHAFCs, prepared by the treasurer, shall be reviewed at the end of each fiscal year by a third party.

Article V
Tax Exempt Status

Section 1:

- A. This Association is a non-stock and non-profit corporation. No part of the net earnings of the Association shall inure to the benefit of, or be distribute to its directors, officers, or other private persons, except that the Association shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the objective set forth in Article VI.
- B. No substantial part of the Association's activities shall be invested in carrying on propaganda or otherwise attempting to influence legislation. The association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.
- C. Notwithstanding any of the provisions in the Articles of Incorporation, the Association shall not carry on any other activities not permitted by (a) corporation exempt from federal income tax under Section 501 (C) (3) of the Internal Revenue Code of 1986 (or corresponding provisions of any Future U.S., Internal Revenue law or (b.) a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. Internal Revenue law.)

Section 2:

If in any one year the Association is found to be a private foundation, then, and in that event, its income for each taxable year shall be distributed at such time and in such a manner as to not subject the foundation to tax under Section 4942 of the Internal Revenue Code. The foundation shall not engage in any act of self dealing (as defined in Section 4941 (d) of the Internal Revenue Code, shall not retain any excess business holdings (as defined in Section 4943 © of the Internal Revenue Code). Shall not make any investments in such a manner as to subject the foundation to tax under Section 4945 (d) of the Internal Revenue Code or corresponding provisions of any future U.S. Internal Revenue law.)

Section 3 Conflict of Interest Policy

Any duality of interest or possible conflict of interest on the part of any Governing Board member shall be disclosed to the governing authority and through the governing authority to the board and appropriate committees and made a matter of record either through an annual procedure or when the interest becomes a matter of Governing Board action.

A situation involving conflict of interest in which a business arrangement to which a Governing Board member may directly or indirectly be a party shall be subject to the following:

- Full disclosure to the board duly reported in minutes of the meeting
- Nonparticipation by any Governing Board member in the decisions affecting any relationship
- Opportunity for free discussions for proposed or existing arrangements in board and committee meetings with the consideration of alternative options and reports on service contracted

It is the policy of the NHAFCs that all transactions between the Association and the Governing Board members meet the guidelines of RSA 7:7:19II and RSA 292:6-a.

The following shall not be considered as pecuniary benefit transactions:

- Reimbursement for expenses incurred as a Governing Board member
- Reasonable compensation for service as a board member

Article VI *Dissolution*

In the event of dissolution or termination of the Association, the Governing Board shall, after paying all of the liabilities of the Association, dispose of all the assets of the Association in such manner or to such organization or organizations organized exclusively for charitable, educational, or scientific purposes and at the time qualify as an exempt organization or organization under Section 501(c) (3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future U.S. Internal Revenue law) as the Governing board shall determine. Any of such assets not so disposed of shall be disposed of by the court or proper jurisdiction exclusively for such purposes or to such organizations organized and operated exclusively for such purposes, which the court shall determine.

Article VII *Governing Body*

Section 1 Membership:

The Governing Board of the NHAFCs shall consist of NHAFCs members who are elected officers, standing committee chairs, Department of Education representative(s). Family and Consumer Sciences student organization(s) state advisor(s) and liaison representatives.

Section 2 Function and Duties:

- A. The Governing Board of the NHAFCs shall provide leadership, manage affairs and funds, and act as its administrative body.
- B. The functions of the governing Board shall be to:
 - Administer all business and legal responsibilities of NHAFCs
 - Familiarize yourself with the AAFCS and NHAFCs's mission, programs and goals, and keep up-to-date on outside trends and developments in the FCS field.

- Facilitate and implement programs, goals, (strategic plan) and other on-going tasks determined by the Governing Board
- Control and manage the funds and fulfill all NHAFCS fiduciary responsibilities
- Meet a minimum of two times a year
- Determine the dates and locations for any meetings of the NHAFCS or meetings via teleconferencing or email.
- Review all proposed amendments of the Bylaws and recommend them to the membership
- Fill unexpected term of the President or President-elect in case of vacancy
- During Board deliberations, strive for honesty, sensitivity and tolerance of different views, a concern for the organization's development, and a friendly, responsive approach.

Section 3 Voting:

Only the 8-11 elected officers are entitled to vote on Governing Board motions. However, non-voting members of association committees may attend Governing board meetings.

Section 4 Officers:

The elected officers of the Governing Board NHAFCS shall consist of a President, a president-elect, a vice president for external/ public relations, a vice president for internal affairs, a vice president for programs, a secretary, a treasurer, a treasurer-elect, two members-at-large, and immediate past president.

Section 5: Qualifications

All elected officers must be active and current members of NHAFCS. The president-elect will have served as a member of the governing board previously to becoming president.

Section 6: Officers and Duties

A. President:

Shall be the executive officer of the NHAFCS, shall give general supervision and leadership to organizational policies and program and shall serve as Chair of the Governing board. Shall be a member of the Affiliated Presidents Unit of the AAFCS, a representative to the Assembly of Delegates of the AAFCS and act as a liaison between AAFCS and NHAFCS.

The President shall appoint members to fill unexpired terms in case of vacancies in elective officer positions with the exception of the President-elect, who shall be appointed by the Governing Board. The president shall submit an annual report to the membership and act as treasurer at such times the treasurer is unable.

(A. President-elect:)

Shall perform all duties of the President in case of absence, disability or resignation of the President and is eligible to represent NH in the Affiliate President's Unit of AAFCS.

(B. Vice President:)

Shall recommend the continuation, reorganization, formation, or change in function or status of NHAFCS committees: shall represent the President of the NHAFCS when requested: represent the NHAFCS at state meetings, workshops, conferences, or meetings of other organizations after clearance from the President.

C. Vice –President for External/ Public Relations:

Shall also serve as chair of the External Public Relations committee, appoint members, coordinate, and oversee activities of this committee. Committee activity may include, but not be limited to effective communication with other associations, public relations, newsletter(s), including electronic communication, and dissemination of legislative information.

2. Vice-President for Internal Relations:

Shall also serve as chair of the Internal Relations committee, appoint members, coordinate, and oversee activities of the following standing committees: Bylaws, membership, student member advisor(s), nominating, property management, awards, recognition and long range planning. Maintain communication with related associations such as FCCLA, Department of Education, and NH Cooperative Extension.

3. Vice-President for Programs:

Shall also serve as chair of the program committee, appoint members, coordinate and oversee activities of the program committee, annual conference meetings, program of work, workshops/ seminars and other professional development opportunities.

D. Secretary:

Shall be responsible for the minutes of all business meetings of the NHAFCs and the Governing Board, maintain and post all permanent records of the NHAFCs, deleting non-essential or sensitive information that is 5 years or older, conduct correspondence, write notices as the NHAFCs may direct and prepare ballots.

E. Treasurer:

Shall be responsible for all fiscal matters as directed by the Governing Board, shall disperse money only upon receipt of vouchers approved by the President and Vice-Presidents. The treasurer shall also prepare a budget having it approved first by the Executive Board and then by the membership at the annual business meeting and an annual financial statement of all income and expenditures

If the treasurer is unable to act, the duties shall be transferred to the President.

(F. Treasurer-elect)

Shall assist the treasurer before taking office.

G. Member at Large (2):

Shall attend all scheduled Governing Board meetings and serve as standing or special committee members as needed.

H. Immediate past President:

Shall attend all Governing board meetings to serve as an advisor and recommend Bylaw changes.

Section 7 Elections:

- A. Election of officers of the NHAFCs shall be by a written ballot at the annual meeting. Written notice shall be sent to all individual active and associate members at least thirty (30) days prior to the annual business meeting of the NHAFCs.

Section 8 Length of Term

- A. Each office is held for two years except a one year term for the President-elect and treasurer-elect.

Section 9 Parliamentary Procedure

- A. The rules contained in the current edition of *Roberts Rules of Order, Newly Revised* shall govern NHAFCS in all matters not covered by the NHAFCS Bylaws and any special rules the Association may adopt.

Section 10 Bylaw Changes

- A. By a majority vote of the present members at the annual meeting or by a majority of votes cast by mail ballot provided the amendments have been approved by two-thirds of the members of the Executive Board at a regular Board meeting. Amended Bylaws are subject to AAFCS approval.

NHAFCS was recognized as a 501 (c) 3 organization on February 12, 1986 and is operated exclusively as a scientific and educational association as defined in Section 501 (c) 3 of the Internal Revenue Code.

NEW HAMPSHIRE ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

Governing Board

**Immediate Past President
President
President- Elect
Treasurer
Secretary**

**Vice President for Internal Affairs
Vice President for External Public Relations
Vice President Programs
Treasurer-elect
Members-at-Large (2)**