I. Name – see Bylaws Article I

II. Purposes and Mission – see AAFCS Bylaws, Article II

III. Membership Categories, Dues, and Privileges – see AAFCS Bylaws, Article III

IV. Maryland Family and Consumer Sciences Association – see Bylaws, Article IV

V. Executive Board
   A. Functions
      1. Select officers of the Executive Board
      2. Term of office begins and ends after the Spring (Annual)
      3. Approve appointments made by the President
      4. Review and take action on budget guidelines recommended by the Finance Committee
      5. Review proposed bylaws amendments
      6. Report to MAFCS members annually
   B. Directors and Officers
      1. President
         a. Serve as presiding officer of the Executive Board
         b. Appoint the Nominating Committee
         c. Serve on the Finance Committee
         d. Appoint standing committees
         e. Appoint ad hoc committees for specific purposes
      2. Treasurer
         a. Voting member of the Executive Board
         b. Serve as presiding officer of the Finance Committee
         c. Be bonded
         d. Disburse budgeted funds upon receipt of appropriate vouchers and receipts
         e. Share financial reports with the Executive Board
         f. Have accounts audited in odd years by a committee of three
      3. Secretary
         a. Voting member of the Executive Board
         b. Record meeting minutes
         c. May be a rotating position
      4. Directors At Large
         a. Voting members of the Executive Board
         b. Other assignments and duties of the Executive Board

VI. AAFCS Leadership Council – see AAFCS Bylaws, Article VI

VII. AAFCS Communities – see AAFCS Bylaws, Article VII

VIII Committees
   A. Standing Committees
      1. Finance Committee
         a. Composed of the Treasurer, President and one at-large member appointed by the President
         b. Monitor financial reports
         c. Develop a proposed annual budget and submit to the Executive Board for action
2. Awards and Recognition Committee  
   a. Members are appointed by the President  
   b. Guidelines are posted online on the MAFCS website  
   c. Review guidelines annually and recommend changes as needed  
   d. Promote awards and recognitions  
   e. Oversee process and identify recipient(s)  
   f. Members of the Executive Board and Awards and Recognition Committee are ineligible to receive awards during their term of office

3. Publications Committee  
   a. Publish at least one Marylander Newsletter or President’s Alert yearly  
   b. Solicit articles from the Executive Board and members

4. Nominations Committee  
   a. Identify candidates for Executive Board  
   b. In order to assure continuity on the five-member Executive Board, one or two Directors will be elected annually to fill terms as they are completed  
   c. Should a Director not be able to complete a three-year term, the Nominating Committee will identify a candidate(s) for the uncompleted term and the Executive Board rotation will be adjusted accordingly  
   d. Send ballot electronically or by mail to all members at least thirty days prior to the meeting.  
   e. Ballots may be returned electronically or by mail two weeks prior to the meeting; the majority of the Assembly of members who respond determines the election.

B. Ad Hoc Committees  
   1. Appointed by the President  
   2. Given a specific charge by the Executive Board  
   3. Dissolved upon the completion of the assignment

IX  AAFCS Units – see AAFCS Bylaws, Article IX

X  Meetings – see Bylaws, Article X

XI  Publications – see Bylaws, Article XI

XII  Fiscal Year is May 1 through April 30

XIII Amendments  
   A. Bylaws – see Bylaws, Article XIII  
   B. Policies can be amended by a majority vote of the Executive Board

XIV Tax Exempt Status – see AAFCS Bylaws Article XIV

XV Defense and Indemnification – see AAFCS Bylaws Article XV

XVI Parliamentary Authority – see Bylaws, Article XVI