

# Maryland Association of Family & Consumer Sciences (MAFCS) Policies

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- 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

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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