

# **GEORGIA ASSOCIATION OF TEACHERS OF FAMILY AND CONSUMER SCIENCES**

## **BYLAWS**

### **ARTICLE I- NAME**

The name of this organization shall be the Georgia Association of Teachers of Family and Consumer Sciences (GATFACS). It shall be an affiliate of the Georgia Association of Career and Technical Education (GACTE).

### **ARTICLE II- PURPOSES**

Section 1 - To encourage and promote interest in Family and Consumer Sciences Education.

Section 2 - To maintain active membership in the Georgia Association of Career and Technical Education (GACTE).

Section 3 - To encourage professional growth among Family and Consumer Sciences educators.

Section 4 - To maintain good relations with all educational services.

Section 5 - To sponsor projects or programs of mutual interest to all.

Section 6 - To promote legislation that impacts families and children.

### **ARTICLE III-MEMBERSHIP**

#### **Section 1 - ELIGIBILITY**

Any person engaged in or interested in the promotion of Family and Consumer Sciences Programs may become a member of the association upon payment of dues to GATFACS.

#### **Section 2 - Dues & Membership Year**

- A. Membership division dues are set forth by GACTE.
- B. The membership year will be on cycle membership with renewal being one year from the date of ACTE headquarters receipt of dues from the individual member.

### Section 3 - Classification of Members

Membership shall be available in the following classifications:

- A. Professional Member - For individuals actively employed in or engaged in career and technical education, maintained by full payment of GATFACS, GACTE, and ACTE dues.
- B. Associate Member - For individuals not engaged in career and technical education, representing corporations or business/industry and the military, maintained by payment of special dues.
- C. Retired Member - For individuals who are retired from active employment in career and technical education and have been a GATFACS member for at least one (1) year.
- D. Life Member - For individuals who, as of January 1, 2006, are life members of the association and will be recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligations to pay dues.
- E. Institutional Member - For schools, school districts, firms and organizations, maintained by payment of special dues to be set by the Board of Directors.
- F. Student Member - For individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education field as teachers, counselors, or administrators.
- G. Affiliate Organization Membership - For any organization that has a professional interest in activities that foster the improvement and expansion of career and technical education. The Organization's purpose and actions shall not be in conflict with GATFACS, GACTE or ACTE and dues will be set by the Board of Directors.

### Section 4 - Voting and Holding Office

- A. Individuals from the following membership classifications shall be considered eligible for voting and serving as officers: Professional Member. Members choosing dual divisions may hold office representing only their primary division.
- B. Individuals in good standing from the following membership classifications shall be considered eligible to vote and to serve as committee members: Professional Members, Retired Members, Institutional Members, and Affiliate Organization Members.
- C. The Board of Directors shall determine policies and procedures for the determination of voting eligibility.

## **ARTICLE IV- GOVERNING BODIES**

### Section 1 -Assembly of Members

- A. The assembly of members shall transact such business of the GATFACS Association as may be proposed to it by the Board of Directors and such other business as provided for in these bylaws.
- B. Meetings of the assembly of members shall be held during the annual state meetings of the GATFACS Association and at a time and place designated by the Board of Directors. The meetings shall be open to all members. All members in good standing shall have the privilege of the floor at all sessions of the assembly.

### Section 2 - Executive Committee

- A. The Executive Committee shall consist of the resident, immediate past president, president elect, vice-president representative to the GACTE Board, secretary, and treasurer. The state Program Specialist of Family and Consumer Sciences Program, and the Executive Director of FCCLA shall serve as an ex officio non-voting member.
- B. The Executive Committee shall meet annually and at other times at the call of the president when requested by a majority of the Executive Committee.

### Section 3 - Board of Directors

- A. The Board of Directors shall consist of the president, immediate past president, president- elect, vice-president representative to GACTE Board, one vice president representing each FCCLA region, secretary, treasurer and the chairperson of all standing committees. The state Program Specialist of Family and Consumer Sciences Program, and the Executive Director of FCCLA shall serve as an ex officio non-voting member.
- B. The Board of Directors shall meet annually and at other times at the call of the president or when requested by a majority of the Board of Directors.

## **ARTICLE V-OFFICERS**

### Section 1 - Officers

The officers of the GATFACS Association shall consist of a president, a president-elect, an

immediate past-president, vice president representative to the GACTE Board, a secretary, a treasurer, and one vice president representing each FCCLA region.

## Section 2 - Duties of Officers

- A. The president shall perform all of the duties assigned to that office by the Board of Directors and the Executive Committee. The president, or in his/her absence, the President-Elect, shall preside at all meetings of the GATFACS Association, Board of Directors, and Executive Committee.
- B. The president-elect shall serve for a period of one year prior to assuming the duties of the president. The president-elect shall perform such duties as directed by the Board of Directors and/or the Executive Committee.
- C. The past president shall serve in an advisory capacity to the president and coordinate and oversee the activities of all GATFACS Association committees.
- D. The secretary shall record and publish the proceedings of Board of Directors, Executive Committee and General GATFACS Association meetings and perform such duties as directed by the Board of Directors and/or Executive Committee.
- E. The treasurer shall maintain, report, and account for all GATFACS Association finances and perform such duties as directed by the Board of Directors and/or the Executive Committee.
- F. The vice presidents representing each FCCLA region shall attend all Board of Directors meetings and perform such duties as directed by the Board of Directors and/or Executive Committee.
- G. The vice-president representative to GACTE shall serve as GATFACS representative to the Board of the Georgia Association of Career and Technical Education (GACTE).

## Section 3 - Qualifications of Officers

- A. The president shall:
  - 1. Be a professional GATFACS/GACTE/ACTE member in good standing for at least five (5) consecutive years.
  - 2. Have served as a member of the Board of Directors of the GATFACS Association for the year immediately preceding the term of office of the president. (This requirement must be fulfilled as president-elect.)
  - 3. Be able to give a sufficient amount of time to carry out the duties of the office.
  - 4. Understand parliamentary procedure.
- B. The president-elect shall:
  - 1. Be a professional GATFACS/GACTE/ACTE member in good standing for at least four (4) consecutive years.
  - 2. Have served on the board in a voting position within the past five (5) years.

3. Be a recognized leader in the GATFACS Association.
  4. Promote Family and Consumer Sciences Programs and be willing to lend support to all regions of GATFACS.
  5. Support and promote the Strategic Plan of the GATFACS Association.
  6. Be able to give a sufficient amount of time to carry out the duties of the office.
- C. The secretary shall:
1. Be a professional GATFACS/GACTE/ACTE member in good standing for at least three (3) consecutive years.
  2. Be a recognized leader in the GATFACS Association.
  3. Promote Family and Consumer Sciences Programs and be willing to lend support to all regions of GATFACS.
  4. Support and promote the Strategic Plan of the GATFACS Association.
  5. Be able to give a sufficient amount of time to carry out the duties of the office.
- D. The treasurer shall:
1. Be a professional GATFACS/GACTE/ACTE member in good standing for at least three (3) consecutive years.
  2. Be a recognized leader in the GATFACS Association.
  3. Promote Family and Consumer Sciences Programs and be willing to lend support to all regions of GATFACS.
  4. Support and promote the Strategic Plan of the GATFACS Association.
  5. Be able to give a sufficient amount of time to carry out the duties of the office.
- E. The vice president representing each region of FCCLA shall:
1. Be a professional GATFACS/GACTE/ACTE member in good standing for at least three (3) consecutive years.
  2. Be a recognized leader in the GATFACS Association.
  3. Promote Family and Consumer Sciences Programs and be willing to lend support to all regions of GATFACS.
  4. Support and promote the Strategic Plan of the GATFACS Association.
  5. Be able to give a sufficient amount of time to carry out the duties of the office.
- F. The GACTE vice president representative shall:
1. Be a professional GATFACS/GACTE/ACTE member in good standing for at least three (3) consecutive years.
  2. Be a recognized leader in the GATFACS Association.
  3. Have a strong understanding of the connection between GATFACS and GACTE.
  4. Promote Family and Consumer Sciences Programs and be willing to lend support to all regions of GATFACS.
  5. Support and promote the Strategic Plan of the GATFACS Association.
  6. Be able to give a sufficient amount of time to carry out the duties of the office.

- G. Waiver of Length of Membership - The requirement for number of years of active membership for each office may be waived only at the discretion of the Board of Directors.

#### Section 4 - Term of Office

- A. The term of office for president, president-elect, and immediate past president shall be one year.
- B. The term of office for secretary shall be three years.
- C. The term of office for treasurer shall be three years.
- D. The term of office for vice presidents shall be three years. No more than one-third of the vice presidents shall rotate off the Board at one time.
- E. The term of office for the GACTE vice president shall be three years.

#### Section 5 - Resignation and Removal

If, because of disability, resignation, lack of nomination, or other cause any office becomes vacant, the Board of Directors shall be empowered to fill the said office until the prescribed procedures shall be followed to elect a member for the unexpired term. The Board of Directors, by a three-fourths vote of all its members, may remove an officer from office for cause.

## **ARTICLE VI - ELECTION OF OFFICERS**

#### Section 1 - Eligibility

- A. The officers of GATFACS shall be elected from the professional members of the Association who have participated in GATFACS/GACTE/ACTE. They should be nominated on the basis of demonstrated leadership in Family and Consumer Sciences Programs.
- B. Anyone nominated for president elect must have served on the board in some capacity prior to being elected.
- C. No officer having been elected to and having served a full term may succeed himself/herself.

#### Section 2 - Process of Nominations

- A. The process of selecting the nominees for president-elect, secretary, treasurer or GACTE vice president shall be determined by the membership. Nominations will be open from January 1 through April 30 of each calendar year.
- B. The procedures for selecting the nominees for vice presidents of each region shall be determined by the respective regions according to the qualifications outlined in these bylaws. Nominations for each region should be completed at the summer in-service conference.

### Section 3 - Procedures of Election

- A. The GATFACS Nominating Committee shall present to the membership candidates for the offices of president-elect, secretary, treasurer or GACTE vice president in pre-conference publication disseminated to all members electronically. Biographical sketches shall also be published on the GATFACS website and provided to the membership at the annual summer conference.
- B. Voting for the offices of president-elect, secretary and/or treasurer shall be held during the annual summer business conference of GATFACS, allowing sufficient time before the end of the meeting to count ballots. A committee made up of the immediate past president, vice president to GACTE and chair of the nominating committee shall count all ballots. This committee shall certify to the Executive Committee the names of the persons duly elected. In case of a tie vote, the GATFACS Executive Committee shall cast the deciding vote. A plurality vote shall constitute an election.
- C. Region vice presidents shall be elected by members in their respective region.

### Section 4 - Vacancies in Office

- A. If a vacancy occurs in the office of president, the president-elect shall assume the duties of the president for the remainder of the term of office.
- B. If a vacancy occurs in any other office on the Executive Committee other than by expiration of a term, the Board of Directors is empowered to fill said office for the unexpired term. All vacancies shall be filled within thirty (30) days.
- C. If a vacancy occurs in the office of region vice presidents, that vacancy shall be filled by the region and approved by the Board of Directors. All vacancies shall be filled within thirty (30) days of declared vacancy by the region. If the vacancy has not been filled by the designated time, the Board of Directors shall fill the vacancy by appointment of a member of the said region to fill the remaining time.

## **ARTICLE VII - BOARD OF DIRECTORS**

### Section 1 - Composition

- A. The Board of Directors shall be composed of the president, president-elect, immediate past president, secretary, treasurer, the GACTE vice president, and the vice presidents representing the regions. The program specialist for Family and Consumer Sciences Programs will serve as an ex-officio non-voting member of the Board.
- B. The Board of Directors may call for non-voting liaison representatives from GATFACS standing committee members, past presidents, business, industry, other organizations and governmental agencies as it deems appropriate.

### Section 2 - Duties

The Board of Directors shall have the management and control of the affairs and funds of the GATFACS Association and among its duties shall:

- A. Have direction and charge of meetings, conferences, and conventions.
- B. Approve all publications.
- C. Develop objectives and strategies for the implementation of the Association's Strategic Plan.
- D. Evaluate the accomplishments of the Association.
- E. Coordinate the various committee activities with the Strategic Plan.
- F. Approve the annual budget.
- G. Approve the minutes of the annual meeting.
- H. Receive and act upon committee reports.
- I. Provide for the safekeeping and proper investment of all funds of the Association.
- J. Declare a vacancy in any office whenever a resignation occurs.
- K. Reimburse members of the Board for necessary expenses incurred while attending officially called meetings of the Board of Directors.
- L. Designate the time and place of the annual winter in-service of the Association.
- M. Encourage Board members to attend all meetings of the Board and committee meetings as appointed. Absences will be recorded. A procedure of enforcement should be established and voted on annually by Board members.
- N. Abide by the Association for Career and Technical Education (ACTE) Code of Ethics.

### Section 3- Advisory Committee

- A. There shall be an Advisory Committee composed of representatives from the Family and Consumer Sciences Programs established by the Program Specialist, the Technical College System of Georgia, the University System of Georgia and business and industry related to Family and Consumer Sciences Programs to be determined by the Board of Directors. These members will serve in a nonvoting capacity.
- B. The Board of Directors shall extend an invitation to the Advisory Committee to attend Board meetings held in conjunction with GATFACS annual winter in-service and GACTE summer conference.

### Section 4- Council of Past Presidents

- A. All past presidents who are members in good standing shall constitute the Council of Past Presidents.
- B. The immediate past president shall serve as chairperson of the Council of Past Presidents.
- C. The Council of Past Presidents shall serve in an advisory, nonvoting capacity to the Executive Committee and to the Board of Directors and shall undertake such tasks as may be assigned to it by the Board of Directors or the President.



## **ARTICLE VIII - EXECUTIVE COMMITTEE**

### Section 1 - Composition

The Executive Committee shall be composed of the president, president-elect, immediate past president, secretary and treasurer. The Program Specialist for Family and Consumer Sciences Programs will serve as an ex-officio non-voting member.

### Section 2 - Duties

The duties of the Executive Committee shall include:

- A. Coordinate the activities of the Board of Directors.
- B. Establish strategies to implement the Strategic Plan.

## **ARTICLE IX - MEETINGS**

### Section 1 - Assembly of Meetings

Meetings of the Assembly of Members shall be held during GATFACS annual winter in-service and GACTE annual summer conference. The meetings shall be open.

### Section 2 - Board of Directors

The Board of Directors shall meet quarterly and at other times at the call of the president or when requested by a majority of the Board of Directors.

### Section 3 - Executive Committee

The Executive Committee shall meet at the call of the president or when requested by at least three members of the Executive Committee.

## **ARTICLE X - STANDING COMMITTEES**

The following standing committees shall exist: Awards, Budget, Bylaws, Legislative

Membership, Nominating, Public Relations and Resolutions. With the exception of the Budget Committee, the chairperson for each of the standing committees shall be a region vice president appointed by the president. Committee members shall come from the membership. If there is a lack of participants in committee members the Board will be empowered to appoint the necessary number

to complete a standing committee. Each standing committee shall present a report at the business session of GATFACS annual winter in-service and GACTE summer conference and file an electronic copy with the Association.

#### Section 1 - Awards Committee

The Awards Committee shall consist of a minimum of three members with one being the chair. This committee is responsible for all awards or competitions sponsored by ACTE, GACTE and GATFACS.

#### Section 2 - Budget Committee

The Budget Committee shall consist of a minimum of three members. The president-elect shall serve as chairperson. This committee has the responsibility for developing and preparing a proposed budget for the upcoming membership year.

#### Section 3 - Bylaws Committee

The Bylaws Committee shall consist of a minimum of three members with one being the chair. This committee shall review, edit, and make recommendations concerning the bylaws of the Association.

#### Section 4 - Membership Committee

The Membership Committee shall consist of a minimum of three members with one being the chair. This committee promotes membership in the Association and disseminates pertinent information concerning Family and Consumer Sciences Programs to the members.

#### Section 5 - Nominating Committee

The Nominating Committee shall consist of a minimum of three members with one being the chair. This committee certifies that each nominee for office in the Association meets the qualifications as set forth in Article V, Section 3.

#### Section 6 - Legislative Committee

The Legislative Committee shall consist of a minimum of three member with one being the chair. This committee is responsible for undertaking activities that position GATFACS as the voice of family and consumer sciences program cluster professionals and advocate for programs and funding that lead to a productive workforce.

#### Section 7 - Public Relations Committee

The Public Relations Committee shall consist of a minimum of three members with one being the chair. This committee is responsible for conveying to the public the purposes and function of the Association.

#### Section 8 - Resolutions Committee

The Resolutions Committee shall consist of a minimum of three members with one being the chair. This committee is responsible for drafting resolutions to be presented to the membership for approval.

### **ARTICLE XI - QUORUM**

#### Section 1 - Annual Meeting

The number of members present at the annual business meeting shall constitute a quorum.

#### Section 2 - Board of Director Meetings

The presence of a majority of the Board of Directors shall be necessary to constitute a quorum.

#### Section 3 - Executive Committee Meetings

The presence of three of the five members shall be necessary to constitute a quorum.

### **ARTICLE XII - FISCAL YEAR**

The financial year of the Association shall be from September 1 of one year through August 31 of the following year.

### **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order, Newly Revised will govern any provision not covered by these bylaws. A professional member can be appointed as Parliamentarian by the President for a one-year term and will serve as an ex-officio nonvoting member of the Board of Directors.

## **ARTICLE XIV - AMENDMENTS AND REVIEWS**

The bylaws may be amended and/or revised by a vote of two-thirds of the members voting at any annual meeting provided that notice of the proposed changes be given in due form to the membership at least thirty (30) days prior to the annual meeting at which time a vote will be taken on the changes. Bylaws which are not inconsistent with the Articles of Incorporation may be adopted.

## **ARTICLE XV - DISSOLUTION OF THE ASSOCIATION**

### Section 1

Proceedings, forced or voluntary, to dissolve the Georgia Association of Teacher of Family and Consumer Sciences shall begin immediately upon a two-thirds majority vote of the Board of Directors with all members present,

### Section 2

Dissolution proceedings can be initiated only after conclusive evidence established that no other reasonable alternative exists.

### Section 3 - Dissolution Proceedings

- A. A quorum shall consist of all members of the Board of Directors.
- B. Immediately upon ratification of the motion to dissolve, the President shall advertise the action electronically on three major sites for the next three consecutive Mondays.
- C. The advertisement of the dissolution shall state and advise members that all holdings shall be applied toward any legal indebtedness of the Association. The remaining proceeds, if any, shall be distributed to the Georgia Family, Career, and Community Leaders of America organization.
- D. The Board of Directors shall be responsible for preventing any Association funds from being used for the benefit of any member.