

**FAMILY AND CONSUMER SCIENCES EDUCATORS SECTION
OF WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
(FACSE)
BYLAWS**

ARTICLE I - NAME

Section 1. The name of the association shall be FAMILY AND CONSUMER SCIENCES EDUCATORS, a section of Washington Association for Career and Technical Education.

Section 2. In the Bylaws and for reference purposes, the Family and Consumer Sciences Educators will be referred to as FACSE, the Washington Association for Career and Technical Education as WA-ACTE, and the Association for Career and Technical Education as ACTE.

ARTICLE II - MISSION

The mission of the Family and Consumer Sciences Educators section of WA-ACTE is to provide leadership and services to the members through advocacy, education, networking, and recognition. Members are valued as professionals facing the challenges of empowering individuals and families in a diverse global society.

ARTICLE III - PURPOSE

Section 1. To promote and advance the FACSE programs at the local, state, and national levels.

Section 2. To cooperate with related educational organizations and agencies at local, state, and national levels.

Section 3. To represent FACSE in organizational activities of WA-ACTE and ACTE.

Section 4. To provide a statewide forum to communicate concerns and take action on issues of local, state and national importance to FACSE.

Section 5. To promote connections and collaborations among FACSE members.

Section 6. To plan and implement the Strategic Plan for the FACSE section of WA-ACTE.

Section 7. To actively engage in state and federal public policy legislation regarding career and technical and family and consumer sciences education.

Section 8. To provide recognition and professional development opportunities for the membership of FACSE.

Section 9. To promote the participation of students, teachers, and state leaders in Family, Career, and Community Leaders of America (FCCLA) programs and activities.

Section 10. To enhance and support Career and Technical Education in the communities and schools.

ARTICLE IV - DUES AND MEMBERSHIP

Section 1. Types of Membership

Active, Association, and Business Partner FACSE section membership dues will be \$25 per year. Student and Retired FACSE section membership dues will be \$15 per year.

- A. ACTIVE membership shall be open to all WA-ACTE members actively interested in Family and Consumer Sciences Education.
- B. ASSOCIATION membership shall be open to any person, organization or firm not qualified for Active membership, but interested in the promotion of Family and Consumer Sciences education.
- C. STUDENT membership shall be open to any person who is an undergraduate/graduate student preparing for a career in Family and Consumer Sciences Education.
- D. RETIRED membership shall be open to any person who has retired from Family and Consumer Sciences Education.
- E. BUSINESS PARTNER membership shall be open to any small business, business, or corporation interested in the promotion of Family and Consumer Sciences Education.

Section 2. The dues of this section shall be determined by the Executive Board, subject to a two-thirds (2/3) vote of the active section members present at the Annual Business Meeting, held during WA-ACTE Summer Conference.

Section 3. The membership year shall be in agreement with WA-ACTE Bylaws. The fiscal year shall be July 1 through June 30.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee of FACSE shall be comprised of President, President-Elect, Secretary, Treasurer, Treasurer-Elect and Executive Director.

Section 2. Election of Officers

- A. All officers shall take office immediately following the Annual Business Meeting held during the WA-ACTE Summer Conference at which the officers are elected. President-Elect and President are one-year terms served consecutively. Secretary is a two-year term. The Treasurer serves an extended two-year term that will include the time necessary to complete the billing for the FACSE Fall Conference and transition to the new treasurer. The Treasurer-Elect serves a one-year term served consecutively with the Treasurer position that will include the time necessary to support and complete the training for a smooth transition.
- B. The Nominations Committee shall submit candidates for the offices of President-Elect, Secretary, Treasurer and Treasurer-Elect. Nominations for Secretary and Treasurer will

be submitted on alternating years. Further nominations may be made from the floor at the Annual Business Meeting, held during WA-ACTE Summer Conference. If a full slate of nominations has not been received by the designated deadline, the Executive Committee shall implement emergency guidelines as stated in the Policies and Procedures, “Officers – Eligibility of Officer Candidates”.

- C. President-Elect candidate must have previously served on the Executive Committee and/or as an Executive Board Committee Co-Chairperson.
- D. Secretary, Treasurer and Treasurer-Elect candidates must have previously served in at least one of the following positions: the Executive Board, an Area Chairperson, or an FCCLA Adviser to a State Officer or FCCLA Adviser to Adviser.
- E. Election of officers shall be by acclamation at the Annual Business Meeting held during WA-ACTE Summer Conference.
- F. All officer candidates must be current members of WA-ACTE, and the FACSE section.
- G. All elected officers are required to join or shall be current members of ACTE.
- H. The Treasurer and Treasurer-Elect must be bondable.

Section 3. Duties of Officers

- A. The PRESIDENT shall perform all the duties assigned to that office as stated in the Policies and Procedures. The President, or in the President’s absence, the President-Elect shall preside at the meetings of the WA-ACTE, FACSE section, Executive Committee, and Executive Board. The President shall be an ex-officio member of all committees, except the Nominations Committee.
- B. The PRESIDENT-ELECT shall, in the absence of the President, perform the duties of the President. In case of a permanent vacancy in the office of President, the President-Elect shall automatically become the President for the remainder of the term. The President-Elect shall perform other duties assigned by the President, and as stated in the Policies and Procedures.
- C. The SECRETARY shall keep a full and accurate record of the proceedings of all meetings of the FACSE association, conduct correspondence, and perform other duties as may be assigned by the President, and as stated in the Policies and Procedures.
- D. The TREASURER shall receive membership dues from WA-ACTE. The officer shall receive and disburse all funds of the organization according to the budget or as directed by a majority vote of the Executive Committee, keep accurate records of the financial status of the organization, and compile an annual report. The Treasurer shall perform other duties as assigned by the President, and as stated in the Policies and Procedures.

- E. The TREASURER-ELECT shall assist the Treasurer in keeping accurate records of the financial status of the organization and compiling an annual report. The Treasurer-Elect shall perform other duties as assigned by the President, and as stated in the Policies and Procedures.

Section 4. Resignation of Officers

- A. In the event of the resignation of an officer other than the President, the officer resigning shall submit to the President a written notice of the resignation and the date on which it is to become effective.
- B. The Executive Committee shall confer, send a written acceptance to the officer resigning and select a person to fulfill the duties of the vacated office for the remainder of the term of office.
- C. In the event of the resignation of the President, the officer shall submit written notice to the Executive Committee and the President-Elect shall become President.

Section 5. Non-fulfillment of Duties and Vacancies of Officers

- A. Non-fulfillment of Duties: If an officer does not fulfill the duties of the office as defined by Bylaws and Policies and Procedures, the Executive Committee will take action. Ultimately, this could result in removal from office and a replacement named by the Executive Committee to fill the unexpired term.
- B. Vacancy of Office: In the event of a vacancy in the office of the President, the President-Elect shall complete the unexpired term. In the event of vacancies in the offices of both President and President-Elect, the Executive Committee shall confer to fill the vacancy of the President. In the event of a vacancy in the office of the Secretary or Treasurer, the President shall appoint a person to fill the unexpired term.

ARTICLE VI – EXECUTIVE BOARD

Section 1. The Executive Board shall be comprised of, but not limited to, the elected officers, the standing committee chairperson(s), and ex-officio member(s). The President-Elect, Secretary, Treasurer, Treasurer-Elect and each standing committee will have one vote.

Section 2. The President-Elect shall appoint standing committee co-chairpersons, with input from the Nominations Committee co-chairs, for the purpose of Legislation, Nominations, Public Relations, Awards, Membership, Newsletter, Networking, Webmaster and Program Development.

Section 3. The OSPI representative or the person with supervisory responsibilities for K-12 Family and Consumer Sciences Education programs in Washington State will serve as a consultant to the Executive Board and ex-officio member.

Section 4. The Executive Director will assist the Executive Committee and Board with Association business and attend all WA ACTE FACSE Executive Board, Committee and General Business Meetings as an ex-officio member.

Section 5. The Executive Board may appoint Ad Hoc committee(s), as deemed necessary, for a specific project or period of time.

Section 6. Expenses incurred by the officers, standing committee chairs, and ex-officio member(s) designated for special assignments and on official FACSE business, shall be approved by the Executive Committee and paid per Policy and Procedures. The Executive Committee, prior to incurring the expense, must approve any expense not included in the approved budget.

Section 7. The Executive Committee will serve as the Budget Committee. The Budget Committee will develop a budget with input from the Executive Board. The budget will be approved by the Executive Board at the Spring In-Service meeting.

Section 8. The Accounting Committee shall consist of five (5) members: the Executive Director, who will serve as the chair; a representative of the Executive Board; a representative with accounting background; the Treasurer (ex-officio) and a representative from the general membership. The Executive Director will present an Accounting Committee report at the Annual Business Meeting held during the WA-ACTE Summer Conference.

Section 9. Standing Committee co-chairpersons, ex-officio, and Ad Hoc members shall be current FACSE section and WA-ACTE members.

Section 10. In the event of resignation of a committee co-chairperson, the procedure outlined in the Bylaws, Article V, Section 4, "Resignation of Officers" shall be used.

Section 11. In the event of non-fulfillment of duties by a committee co-chairperson, the procedure outlined in Article V, Section 5, "In the Event of Non-Fulfillment of duties" shall be used.

ARTICLE VII – BUDGET

Section 1. The Executive Committee will prepare a proposed budget for the next fiscal year to present at the Spring In-Service for the Executive Board.

Section 2. The Treasurer will propose the budget to the Executive Board at the annual Spring In-Service for approval.

Section 3. The Treasurer will inform the membership about the approved budget and accept comments, at the Annual Business Meeting.

Section 4. Any expenditure beyond the adopted budget must have prior approval by the Executive Committee.

Section 5. The Accounting Committee shall review the financial records and submit a report to the Executive Board prior to the Annual Business Meeting held during the WA-ACTE Summer Conference.

Section 6. The Executive Director or designee will present an Accounting Committee report from the Accounting Committee, at the Annual Business Meeting during the WA-ACTE Summer Conference.

ARTICLE VIII – MEETINGS

Section 1. The FACSE section shall meet annually at the WA-ACTE Summer Conference. A business meeting may also be called at the Fall Conference if needed.

Section 2. The Executive Board shall meet no less than twice annually.

Section 3. The Executive Committee shall meet as deemed necessary.

ARTICLE IX- REPRESENTATIVE TO THE WA-ACTE EXECUTIVE BOARD

Section 1. The representative to the WA-ACTE Executive Board shall be the FACSE President. When the FACSE President is unable to attend, the President-Elect shall attend in the officer's place or the President shall appoint a FACSE section member.

Section 2. Duties

- A. Attend WA-ACTE Executive Board Meetings.
- B. Represent FACSE as well as Career and Technical Education in all business of the Executive Board.
- C. Prepare and submit an annual FACSE Executive Board Strategic Plan to the WA-ACTE Executive Board.
- D. Submit an annual report of FACSE Executive Board programs and activities to WA-ACTE Executive Board.
- E. Keep the FACSE members informed of WA-ACTE activities.
- F. Present procedures of Delegate Assembly to FACSE delegates.
- G. Submit recommendations for action to the Delegate Assembly.

ARTICLE X – DELEGATE ASSEMBLY

Section 1. Representation to the Delegate Assembly is determined by the number of active WA- ACTE members in the FACSE section: two (2) delegates for the first twenty-five (25) members, one (1) additional delegate for having membership of 100, and one (1) delegate for each additional fifty (50) members.

Section 2. Selection of Delegates

- A. The election of FACSE officers and the appointment of Standing Committee chairpersons shall constitute the election of representatives to the WA- ACTE Delegate Assembly.
- B. The FACSE President, President-Elect, Secretary, Treasurer, and Treasurer-Elect shall be the first five (5) representatives to the WA- ACTE Delegate Assembly.
- C. Additional representatives and alternates to the Delegate Assembly shall be on a rotation basis as established in the Policies and Procedures.
- D. Delegates shall be current members of FACSE section and WA- ACTE.
- E. A FACSE representative will forward all names and addresses of delegates and/or alternates, to WA- ACTE, prior to the Delegate Assembly.

ARTICLE XI - AFFILIATION

The FACSE section shall be an affiliate of the Washington Association for Career and Technical Education and shall adhere to present and future WA- ACTE Policies and Procedures.

ARTICLE XII - AMENDMENTS

Section 1. The By-laws may be amended by a two-thirds (2/3) vote of current FACSE section members present at a business meeting held during WA- ACTE Summer Conference or the Fall Conference, provided that the text of the proposed amendment(s) shall have been provided in writing or sent electronically and made available on line to all of the membership at least thirty days prior to the business meeting.

Section 2. Permission is granted to the Executive Board to make changes in these Bylaws to conform to any administrative change within the groups mentioned in the Bylaws, other than the FACSE section.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the Family and Consumer Sciences Educators in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order the Association may adopt.

ARTICLE XIV - IMPLEMENTATION

The FACSE Policies and Procedures will be used to implement the FACSE Bylaws.

ARTICLE XV - DISSOLUTION

If the Association ceases operating as a functioning Association, as determined by the officers and/or staff remaining at the time of dissolution, all assets shall be donated to one or more existing non-profit educational organizations.