



NATIONAL EXTENSION
ASSOCIATION OF FAMILY AND
CONSUMER SCIENCES

WASHINGTON AFFILIATE

HANDBOOK

December 2020

The Washington Extension Association of Family and Consumer Sciences Handbook has been designed as a reference for Association members.



NEAFCS CREED

As an extension educator my prime concern is people. I believe that it is my privilege to give to the best of my ability.

It is my responsibility to develop myself to be a better teacher and an understanding friend.

I accept the opportunity to help individuals, families and communities to develop to their full potential.

And may I always be willing to accept the challenges of the times.

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- WEAFCS OFFICERS

PRESIDENT Kayla Wells (2021-2022)
PRESIDENT-ELECT Vacant (2022)
VICE PRESIDENT Chris Koehler (2020 - 2021)
SECRETARY Doreen Hauser-Lindstrom (2020 - 2021)
TREASURER..... Margaret Viebrock (2021 - 2022)
IMMEDIATE PAST PRESIDENTDiane Smith (2021)

COMMITTEE ASSIGNMENTS - 2019-2020

PUBLIC AFFAIRS CHAIR: AnaMaria Diaz Martinez

Public Policy Issues:	Vacant
Network and Coalition Building:	Vacant
WEAFCS Representative:	Vacant
Auditing:	Vacant

PROFESSIONAL DEVELOPMENT CHAIR: Chris Koehler

Professional Improvement:	Chris Koehler
Research and Studies:	Vacant
Kathy Lundgren Scholarship:	Chris Koehler
Arrangements (Vice President):	Vacant

MEMBER RESOURCES CHAIR: Margaret A. Viebrock

Membership:	Margaret A. Viebrock
Retirement:	Margaret A. Viebrock
Historian:	Margaret A. Viebrock
Newsletter Editor:	Vacant
Nominating:	Vacant
Bylaws:	Margaret Viebrock
Finance:	Margaret Viebrock

AWARDS AND RECOGNITION CHAIRMAN: Diane Smith

DSA, Florence Hall, Continued Excellence:	Diane Smith
New Professional & Paraprofessional:	Diane Smith
Public Relations Awards:	Diane Smith

WEAFCS COMMITTEE RESTRUCTURE

To follow the NEAFCS structure, four State Committee Chair positions have been established. Our current national and state committees are listed as sub-committees under an appropriate Committee Chair. Each of these sub-committees needs a chair and members. A member who agrees to be a State Committee Chair is also welcome to assume the responsibilities of any sub-committee chair or a committee member.

PUBLIC AFFAIRS CHAIR

Liaison with NEAFCS Vice President for Public Affairs; receive and answer correspondence; disseminate information to appropriate state committee person and/or members.

Sub-Committees

Public Policy Issues: Inform members of public policy and legislative action that affects the quality of life for families. Coordinate or provide training on the legislative process or issues as appropriate. Encourage members to apply for the Public Policy Education Award and attend the JCEP Public Policy Workshop in Washington DC.

Networking and Coalition Building: Provide a communication link for immediate information delivery and/or action in each district. Investigate coalition building within our state that will promote our mission.

AAFCS Representative: Promote WEAFCs members' programs and awards in the Washington Association of Family and Consumer Sciences Newsletter. Represent WEAFCs on the WAFCS Board.

Auditing: Annually audit treasurer's records and make procedure recommendations, as appropriate.

PROFESSIONAL DEVELOPMENT CHAIR

Liaison with NEAFCS Vice President for Professional Development; receive and answer correspondence; disseminate information to appropriate state committee person and/or members.

Sub-Committees

Professional Improvement: Encourage members to apply for professional improvement awards at state and national levels. Inform members of professional improvement opportunities. Submit PDU application for Extension faculty sponsored activities. Encourage eligible members to apply for fellowships, program awards, special awards and the Kathy Lundgren scholarship.

Research and Studies: Encourage members to conduct local studies and submit for publication and awards. Disseminate research/study information pertinent to members.

Kathy Lundgren Scholarship: Coordinate Kathy Lundgren Scholarship applications.

Arrangements: Assist Vice President with arrangements for the Annual Meeting. Assist with other association functions as needed.

MEMBER RESOURCES CHAIRMAN

Liaison with NEAFCS Vice President for Member Resources; receive and answer correspondence; disseminate information to appropriate state committee person and/or members.

Sub-Committees

Membership: Encourage Extension Family & Consumer Sciences faculty in related fields to become members of WEAFCs and NEAFCS. Promote life membership for retiring members or former members no longer eligible for active membership.

Retirement: Recognize retiring members. Keep members informed of retirement issues. Encourage retirees to apply for life membership.

Historian: Revise and update WEAFCs handbook as needed. Provide handbook to new members. Maintain permanent record of WEAFCs.

Newsletter Editor: Coordinate information, print and mail newsletter as the communication link for members throughout the state, including life members.

Nominating: Recruit nominees for offices according to bylaws and conduct elections.

Finance: Guide budget development process. Chair all income producing projects.

Bylaws and Parliamentary Procedures: Recommend bylaw revisions to membership. Chair serves as parliamentarian at business meetings.

AWARDS AND RECOGNITION CHAIR

Liaison with NEAFCS Vice President for Public Affairs; receive and answer correspondence; disseminate information to appropriate state committee person and/or members.

Sub-Committees

Distinguished Service, Florence Hall and Paraprofessional: Encourage eligible members to submit applications for professional recognition for Extension Educator of the Year, DSA, Florence Hall, Continued Excellence, New Professional and Paraprofessional Award.

Communications: Encourage and recognize excellence in communications and media work by members at state and national levels. Promote WEAFCs within the field of Family and Consumer Sciences.

NEAFCS OFFICERS & COMMITTEE MEMBERS

Diane Smith - NEAFCS Awards Committee Member

AnaMaria Diaz Martinez - NEAFCS Finance Committee member (Western Region Representative)

Please see <http://www.neafcs.org> for current officers and committee chairs

**WASHINGTON EXTENSION ASSOCIATION
OF FAMILY AND CONSUMER SCIENCES**

**Bylaws
Revised July 1999**

ARTICLE I - Name

The name of this organization shall be Washington Extension Association of Family and Consumer Sciences (WEAFCS).

ARTICLE II - Goals

1. To promote a spirit of friendliness, cooperation and understanding among members.
2. To establish a close working relationship among members of the WEAFCS and all other professional extension associations.
3. To provide opportunity for the exchange of ideas and methods.
4. To recognize and support the objectives of the National Extension Association of Family and Consumer Sciences (NEAFCS).
 - A. Promote professional growth and development by:
 1. Providing for and recognizing leadership and achievement.
 2. Awarding financial support for professional study.
 3. Exchanging effective educational methodologies.
 - B. Conduct programs that meet current social needs and concerns affecting families and communities.
 - C. Communicate present and potential contributions of Extension Educators.
 - D. Network and/or build coalitions with organizations that support programs that benefit individuals/families and enhance the profession.
5. To promote professional improvement.

ARTICLE III - Membership

Section 1. Active Membership. An extension employee working in any capacity with family and consumer sciences or home economics programming, who has a minimum of a bachelor's degree, upon payment of dues may become an active member of WEAFCS and NEAFCS.

Section 2. Life Member. Any former extension employee who has been a member of the WEAFCFS for at least ten years will be granted honorary membership upon payment of a one-time fee to NEAFCS. Life members may receive NEAFCS awards, fellowships and grants, serve on NEAFCS or WEAFCFS committees or hold a WEAFCFS office. Life members wanting to hold a WEAFCFS office must pay the annual WEAFCFS state membership dues.

Section 3. State Only Member: State members have the rights and privileges of state membership by paying the annual WEAFCFS state membership dues. There are no NEAFCS privileges.

ARTICLE IV - Dues

Section 1. Dues shall include NEAFCS dues as determined, plus WEAFCFS dues as voted on by the membership.

Section 2. The fiscal year shall be January 1 through December 31. Dues are payable to the state treasurer by December 15 prior to the new membership year. New members of extension faculty may become members at any time during the year.

Section 3. WEAFCFS dues may be changed by majority vote at the annual meeting.

ARTICLE V - Officers

Section 1. The officers of WEAFCFS shall be President, President-Elect, Vice President, Secretary and Treasurer.

Section 2. The tenure of office shall be two (2) years except for the President-Elect, which shall be for (1) year, at which time shall assume the duties of President. All officers shall assume the duties in December following elections.

Section 3. All vacancies shall be filled by appointment by the President with the approval of the Executive Committee for the unexpired term. If the office of President is vacated, the Executive Board will appoint a replacement.

Section 4. All officers shall have records up to date and condensed at the expiration of their term of office. Records of the past two (2) years shall be given to incoming officers; all other records shall be given to the historian.

Section 5. The President shall appoint representatives to the Washington Joint Council of Extension Professionals. Consideration will be given to east and west side representation.

ARTICLE VI - Elections

Section 1. Elections shall be by written ballot and shall be held during the month of November. The Vice President, Secretary and President-Elect shall be elected in odd years. The Treasurer shall be elected in even years. The President Elect shall assume the office of President in December, one full year after being elected, (i.e. the even year).

Section 2. Criteria for nominating President-Elect shall include:

1. Attendance at one (1) annual NEAFCS meeting.
2. Attendance at three (3) annual WEAFCs meetings.
3. Active membership in WEAFCs for at least five (5) years and active membership in NEAFCS.
4. Served as chairman of at least one (1) state committee.

Section 3. Criteria for nominating Vice President, Secretary and Treasurer shall include:

1. Attendance at two (2) annual WEAFCs meetings.
2. Membership in WEAFCs for at least two (2) years.
3. Serving on at least (1) state committee.

ARTICLE VII - Duties of Officers

Section 1. President

1. To perform such duties which pertain to the office.
2. To appoint with the approval of the Executive Committee all committees necessary to carry on the business of WEAFCs. Standing Committees shall serve for (2) years.
3. To recommend, with the Executive Committee, WEAFCs members for NEAFCS Committees and offices.
4. To represent WEAFCs at the NEAFCS annual meeting in odd years with financial assistance from WEAFCs.
5. To serve or appoint a representative to the Joint Council of Extension Professionals.
6. To represent WEAFCs with other organizations or to delegate a member to represent WEAFCs.
7. To confer with the Executive Committee on payment of unbudgeted major items.

Section 2. President Elect

1. To become well acquainted with the duties of president.
2. To appoint committees prior to taking office of president.
3. To represent WEAFCs at the NEAFCS annual meeting in even

years with financial assistance from WEAFCFS.

4. To represent WEAFCFS at the NEAFCS Regional State President's workshop.

Section 3. Vice President

1. To perform duties of the president in case of absence or inability to serve.
2. To work as closely as possible with the president and assist in carrying out the activities of WEAFCFS.
3. To be general chair of the annual meeting of WEAFCFS and coordinate the agenda with the Executive Committee. Work with Arrangements Chair.

Section 4. Secretary

1. To keep a record of all meetings of WEAFCFS and Executive Committee.
2. To be responsible for all necessary correspondence.
3. To maintain a permanent file of WEAFCFS secretarial records.

Section 5. Treasurer

1. To keep the financial records of WEAFCFS and submit them to the audit committee by December 31 of each membership year.
2. To pay obligations incurred by WEAFCFS and approved by the executive committee and president.
3. To collect WEAFCFS and NEAFCS dues and forward NEAFCS dues on due dates.
4. To serve as a member of the financial committee.
5. To maintain the permanent file of WEAFCFS financial records.

ARTICLE VIII - Executive Committee

Section 1.

Members of the Executive Committee shall be President, President-Elect, Vice President, Secretary and Treasurer, plus one east or west representative if all officers are from one side of the state. The newsletter editor shall also serve as a member of the Executive Committee.

Section 2. Duties of the Executive Committee:

1. To approve payment of unbudgeted items.
2. To transact any important business of WEAFCFS which cannot be held over for a general meeting.
3. To approve all WEAFCFS committee appointments and WEAFCFS recommendations for NEAFCS committees and offices.

4. To appoint members to fill the unexpired terms of WEAFCFS offices.
5. To set a date and place for the annual meeting.
6. Maintain a commitment to diversity, seek out and involve as many members as possible for leadership positions regardless of race, color, sex, age, religion, national origin, disability or sexual orientation.
7. Review policies, rules and traditions that may block or discourage active involvement of all Association members.

ARTICLE IX - Meetings

Section 1. The Executive Committee will set the time and place of the Annual Meeting and other general meetings if deemed necessary.

Section 2. Extension employees working in any capacity with family and consumer sciences or home economics programming who have a minimum of a bachelor's degree attend WEAFCFS meetings. Only paid members of WEAFCFS may vote at WEAFCFS business meetings.

Section 3. A quorum is a majority of those members present and voting at the meeting provided the meeting has been announced 30 days in advance.

ARTICLE X - NEAFCS Annual Meeting Delegate

Section 1. The number of voting delegates to the NEAFCS Annual Meeting is determined by NEAFCS according to the number of paid WEAFCFS members. All states are allowed a minimum of two voting delegates.

Section 2. In the odd years the President shall represent WEAFCFS at NEAFCS Annual Meeting. In case the President cannot attend, the Executive Committee shall appoint an alternate delegate.

Section 3. In the even years the President-Elect shall represent WEAFCFS at NEAFCS Annual Meeting. In case the President-Elect cannot attend, the Executive Committee shall appoint an alternate delegate.

Section 4. The second voting delegate shall be the DSA Award winner.

Section 5. Financial assistance from WEAFCFS will be provided the official delegates.

Section 6. When it is necessary for the Executive Committee to appoint an alternate delegate, interested members must submit in writing to the Executive Board their interest in representing the Association at NEAFCS.

ARTICLE XI - Dissolution

If for any reason whatever WEAFCs be dissolved, the funds are to be given to the Washington State University Family and Consumer Sciences student scholarship fund.

ARTICLE XII - Amendments

Section 1. These Bylaws may be amended by majority vote of members attending the annual meeting.

Section 2. Proposed changes must be submitted to the membership one (1) month prior to the annual meeting.

ARTICLE XIII - Parliamentary Authority

Section 1. Robert's Rules of Order shall be the authority in all matters not covered by these Bylaws.

Section 2. The parliamentarian will be the chairman of the Bylaws Committee.

ARTICLE XIV - Committees

Section 1. Standing Committees of WEAFCs shall be those in accordance with NEAFCS:

Public Affairs

Public Policy Issues

WAFCS Representative

Auditing

Networking and Coalition Building

Minority Network/Equal Employment Opportunity

Professional Development

Professional Improvement

Arrangements

Research and Studies

Member Resources

Membership

Newsletter Editor

Nominating

Bylaws and Parliamentary Procedures

Retirement

Historian

Finance

Salary Issues

Awards and Recognition

Distinguished Service/Florence Hall/Paraprofessional
Communication awards.

Section 2. The President may appoint with the approval of the Executive Committee, any other committees necessary to carry on the business of WEAFCs.

Bylaws Revised: 7/99 M. Viebrock