Finances

1. The Treasurer's books will be closed and transferred by November 1. The treasury records will be audited after the annual FEAFCS meeting held in the early Fall and before October 15.

2. The Finance Committee and Treasurer will present the proposed next year’s FEAFCS budget to the Executive Board during the Spring/Summer Executive Board meeting. The Executive Board will adopt the next year’s final budget during the Fall Board meeting with general membership approval voted on during the Fall Annual FEAFCS meeting. The new fiscal year begins January 1. The Fall Board meeting is usually held at the beginning of the EPAF conference.

3. Partial expenses for the voting delegates to the NEAFCS meeting are determined by the annual approved budget. Each delegate is responsible for submitting an expense voucher for any reimbursement from the FEAFCS Treasurer.

4. FEAFCS will pay limited expenses for either the President or President-Elect to attend the Joint Council of Extension Professionals Regional Workshop. Any member may attend the NEAFCS meeting or Southern Region meeting at his or her own expense (refer to item 5).

5. Reimbursement for Travel Expenses

   A. All travel expenses, and receipts must be submitted to the FEAFCS Treasurer within one month of travel. All meal reimbursements will be calculated using the University of Florida per-diem rate for meals. All outstanding travel expenses must be submitted to the FEAFCS Treasurer no later than one month prior to the annual FEAFCS Fall meeting in order to receive reimbursement. Receipts are to be attached to the FEAFCS Expense Form. The designated traveler(s) will be reimbursed up to the previously budgeted and Board approved amount. NOTE: The total cost of the conference travel should be itemized on the travel voucher even if the cost is greater than the budgeted allocation. Expense voucher may be used for personal tax purposes and as documentation for the Executive Board to make future budget decisions.
B. Budgeted travel amounts will be divided equally among designated travelers. Any unused allocated travel funds per designated traveler will be used to further reimburse fellow designated travelers. (Example: Three delegates are budgeted to attend NEAFCS at a budget of $1,650 = $550 per person. One delegate receives $400 from his or her county for travel reimbursement and the cost of the trip for that person totals $500. This person requests only $100 reimbursement from FEAFCS. The unused $450 will then be split among the remaining two travelers as long as that amount does not exceed his or her total travel expense based on the itemized expense voucher.)

6. Partial exhibit fee as determined by the budget shall be allotted for participation in the Florida Association of Counties summer meeting.

7. Three signatures are on the Association’s bank card: Treasurer, President and President-Elect. Only one signature is needed for writing a check or using the debit card.

8. Money can be expended only if it is in the approved budget or with the approval of the President and President-Elect.

Voting Delegates

1. Voting delegates to NEAFCS shall be the President, President-Elect and Distinguished Service Award recipient(s). In the event that any of these cannot attend, additional delegates shall be selected according to rank from the Executive Board.

2. Voting delegates to serve on the Extension Professional Associations of Florida Board of Directors shall be the President and the President-Elect.

Transition of Officers and Chairs

Files shall be presented to the successor after the FEAFCS Annual Meeting but prior to the Winter Board Meeting with the exception of the Treasurer’s files. Permanent files should include committee reports and other historical documents. For convenience and shipping cost savings, it is suggested that the files be transferred during the Fall Board Meeting held at EPAF but no later than the Winter Board Meeting.

Functions of Officers

1. President
   The President shall preside at all FEAFCS meetings. The President shall appoint all committees necessary to carry out the business of the association.

2. President-Elect
   The President-Elect shall assume the duties of the President in his or her absence. The President-Elect shall serve as the chair of the Bylaws and Handbook committee.
3. **Vice President for Public Affairs**  
The Vice President for Public Affairs shall assume the duties of the President and President-Elect in his or her absence. The Vice President shall chair and serve as the liaison between the Public Affairs Committee and the Executive Board. This position also serves as the liaison for our association on the Dean’s Advisory Committee.

4. **Vice President for Member Resources**  
The Vice President for Member Resources shall chair and serve as the liaison between the Member Resources Committee and the Executive Board.

5. **Vice President for Awards and Recognition**  
The Vice President for Awards and Recognition shall chair and serve as the liaison between the Awards and Recognition Committee and the Executive Board. The Vice President for Awards will serve as the keeper of the official records. The Vice President shall request support from the IFAS Family Youth and Community Sciences Administrative Chair for nomination of DSA, Extension Educator and Continued Excellence award nominees. The Vice President shall send an email or hard copy of the DSA, Extension Educator of the Year, and Continued Excellence award winners to the Treasurer.

6. **Vice President for Professional Development**  
The Vice President for Professional Development shall chair and serve as the liaison between the Professional Development Committee and the Executive Board.

7. **Secretary**  
The Secretary shall keep accurate records of honorary members and all meetings of the Executive Board and the Association.

8. **Treasurer**  
The Treasurer shall keep the official record of all membership. At the beginning of every fiscal year, the Treasurer shall send a copy of the current active membership list to the Member Resources Committee and the District Directors (by January 8). The Treasurer will keep an accurate record of all monies. The Treasurer shall also chair and serve as the liaison between the Finance Committee and the Executive Board.

9. **Immediate Past President**  
The Immediate Past President shall give counsel to the Executive Board.

### Function of Directors

1. **Representation**  
District Directors will represent their administrative districts and serve as liaison between the members and the Executive Board. As of July 1, 2002, there are six association districts: Northwest, Northeast, Central, South Central, South, and Campus District. The State Program Leader attends the Executive Board meetings to provide an administrative report and serve as the liaison between the Department of Family, Youth and Community Sciences and the Executive Board.

2. **Election**  
Members shall vote only for the District Director in their respective district.
Membership

Each member shall complete a form at the time annual dues are paid to update information for the association files on membership and activities.

Resignation

A greeting card will be sent to members in the event notification of county or state position resignation is received.

_Responsibility:_ FEAFCS District Director, with notification to the President.

Retirement

1. A greeting card will be sent to a member retiring from the Extension Service who has been a member for less than 25 years.

_Responsibility:_ FEAFCS District Director, with notification to the President.

2. A gift not to exceed $50.00, depending on the FEAFCS budget, will be given to a member retiring from the Extension Service who has been a member for 25 or more years.

_Responsibility:_ Co-worker in counties with more than one FEAFCS member or FEAFCS District Director will purchase the gift. The gift purchase is left to the discretion of the county faculty or FEAFCS District Director. The gift receipt and voucher for reimbursement is submitted to the Treasurer, with notification to the President.

Death

1. In the case of death of an FEAFCS member, a memorial donation of $25.00 will be given. When specific memorials are not designated, the faculty members in the deceased member’s district may select a project, such as 4-H, Family and Consumer Sciences Programs, or Home and Community Education, or another project of the deceased member’s interest.

_Responsibility:_ Co-worker in counties with more than one FEAFCS member or FEAFCS District Director will send a memorial donation, with notification to the President. The receipt and voucher for reimbursement are submitted to the Treasurer.

2. In the case of death of an administrator or faculty member, who is not a FEAFCS member, a card to acknowledge the death will be sent to a spouse, parent(s) or child living in the same household.

_Responsibility:_ FEAFCS District Director, with notification to the President.
Awards and Recognition

1. Agents receiving National recognition shall receive a corsage purchased by the association and presented at the NEAFCS meeting. In the event of a team award, only the team leader will receive a corsage.  
   Responsibility: President. Receipt and voucher for reimbursement are sent to the Treasurer.

2. Dues must be paid by November 30 in order to be eligible for awards. If dues are paid by the county, it is the member’s responsibility to ensure the dues are paid by November 30.

3. The DSA, Continued Excellence, Extension Educator of the Year, New Professional, FCS Specialist of the Year, and FCS Friend of Extension award recipients will receive plaques at the state meeting. Other award recipients will receive some other form of recognition.

4. For each Award category (excluding Distinguished Service Award, Continued Excellence Award, New Professional Award, and Extension Educator of the Year Award), entry may be by Individual or Team effort. A member may submit one entry as an Individual and one entry as a Team leader per Award category. If a Team entry, all members should be listed. The first name will be considered the Team leader.

5. Professional Development Awards are $250. They are financially supported by, but not limited to, revenue generated from EPAF auction funds.

   A. Allocation of Awarded Funds to Recipients  
      Recipients may request funds by one of two methods:

      1. Submit letter of request stating the purpose of the award expense along with a receipt to the Treasurer with a copy sent to the Vice President of Professional Development;

      2. Submit letter of request along with appropriate voucher or registration form to the FEAFCS Treasurer to make a direct payment on your behalf with a copy sent to the Vice President of Professional Development.

   B. Non-Use of Award Funds by Recipient  
      If an FEAFCS Professional Development Award winner declines this award or cannot use the award due to circumstances during the fiscal year, a letter must be sent, at the earliest time possible, to the Vice President of Professional Development, with a copy sent to the FEAFCS Treasurer, stating the reason why the award cannot be expended and utilized.

FEAFCS members who are in good standing or the current year (including FEAFCS membership dues paid by the deadline) are eligible to submit program abstracts for presentation at EPAF. Abstracts will be reviewed and scored by peers in accordance with the EPAF Abstract Committee review process. FEAFCS will host an abstract session during the conference where many of these abstracts will be presented. The number of abstracts which a member may submit, the selection criteria, and the presentation format and schedule will be determined by the EPAF Abstract Committee, of which the FEAFCS Vice President for Professional Development is a member. Member abstracts may be selected for presentation in any of the five concurrent abstract sessions at EPAF.

   Responsibility: Vice President for Professional Development.
**Election**

There must be at least two FEAFCs members to serve as tellers in tallying of the FEAFCs ballots.

*Responsibility: Nominating Chair*

Nominees will request confirmation from their CED and DED in order for them to serve on the board in an officer or director position.

*Responsibility: Nominating Chair*