

Policies

South Carolina Extension Association of Family and Consumer Sciences



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Annual Meeting

A statewide conference shall be held annually to promote the goals of the Association. The dates and locations shall be determined by the Executive Board.

Registration Fees

The conference registration fee shall be determined by the Vice President for Professional Development and the Annual Meeting Program Planning Committee with approval from the Executive Board.

Registration fee refund requests will be handled by the Vice President for Professional Development and the Annual Meeting Program Planning Committee with approval from the Executive Board. Requests must be made at least two weeks prior to the Annual Meeting, and a \$5 processing fee shall be deducted from all refunds.

Special Guests

The Vice President for Professional Development and /or President shall extend special invitations to: the Director of Extension and his or her administrative staff; all Extension Association presidents; the SCAFCS president; the FCS Department Heads of Winthrop University, South Carolina State University and Bob Jones University. The Vice President for Professional Development and/or President may extend invitations to others that they deem necessary in promoting Extension Family and Consumer Sciences.

Extension administrative and personnel staff, association presidents/representatives, special guests and their spouses who are full-time participants shall be assessed the same registration fee as an active member. Those guests attending meal-only functions will be assessed for the cost of the meal. Non-members shall be assessed an additional fee as determined by the Annual Session Program Planning committee with approval from the Executive Board.

Donor-Legislative Reception

A Donor-Legislative Reception is an optional event. The Executive Board shall determine the feasibility of this event. If held, the President shall extend invitations with recommendations from the Executive Board. Suggested guests shall include: donors; state legislators from the host county and adjoining counties; United States Senators; United States congressmen; South Carolina government officials; appropriate University personnel; Extension association presidents; the SCFCL president; the SCAFCS president; the FCS deans and department heads of South Carolina colleges; state consumer advocates; and other appropriate persons deemed necessary by the President. The President has the right to add or delete names. In years that a donor reception is not held, the above-named persons will be invited to the Annual meeting.

Nominating Committee

The Nominating Committee shall contact the member to obtain verbal consent prior to nomination for office.

Door Prizes

The Annual Meeting Program Planning Committee shall determine the feasibility of door prizes.

NEAFCS Annual Session Voting Delegates

SCEAFCS shall be represented at each NEAFCS Annual Session. The President and President-Elect shall serve as voting delegates. Officers planning to attend the Annual Session shall be considered alternate delegates in the same manner of succession as provided by Article V of the By-Laws: Vice Presidents for Public Affairs, Member Resources and Awards and Recognition. If none of these officers is able to attend, delegates and/or alternate delegates from the active or lifetime membership shall be appointed by the President.

Expenses

Executive Board members shall be reimbursed for expenses outlined in their financial budget worksheet. Expenses other than normal operations shall be approved by the President or Executive Board. Expense forms shall be submitted to the Treasurer within 30 days of the incurred expense. Reimbursement checks shall be cashed within two weeks of the receipt.

Travel

President - If funds are available, SCEAFCS shall pay limited expenses of the President, including mileage, lodging and meals in accordance with Clemson Extension travel guidelines with receipts, at any functions or meetings at which the President represents the Association. The President shall plan attendance based on budget recommendations.

President - If funds are available, SCEAFCS shall reimburse the President up to \$500 for expenses to attend the NEAFCS Annual Session, if the Extension Service is unable to fully fund expenses for voting delegates.

President-Elect - If funds are available, SCEAFCS shall defray costs for the President-Elect's expenses to the Joint Council of Extension Professionals, if the Extension Service is unable to fully fund expenses.

Vice President for Public Affairs - If funds are available, SCEAFCS shall defray costs for the V.P. for Public Affairs to attend the NEAFCS PILD conference in Washington, DC if the Extension Service is unable to fully fund expenses.

Additional Travel Expenses

SCEAFCS shall provide the state Paraprofessional Award winner with a ticket to its annual Awards Luncheon/Banquet and a check for \$25. There shall be no allotment for lodging. The award shall be a framed certificate.

General Travel

SCEAFCS shall not reimburse members for travel to board meetings or committee meetings.

National Award Winners

If funds are available, SCEAFCS will defray costs for a national winner (the first-place award recipient or top award winner in a given category, including paraprofessional award) to attend NEAFCS annual session. There shall be a maximum allotment of \$100 per member.

The SCEAFCS Vice President for Awards and Recognition and the Vice President for Professional Development shall work closely with home counties of Distinguished Service, Continues Excellence and Paraprofessional award recipients to maximize mass media coverage and recognition as well as to develop a financial base for the recipient to attend NEAFCS. If funds are available, the Annual Meeting Committee will provide corsages for the Distinguished Service, Continues Excellence and Paraprofessional award recipients at the annual meetings of SCEAFCS and NEAFCS.

If funds are available, SCEAFCS shall awards DSA and Continues Excellence award recipients \$100 each. Award recipients will be encouraged to attend award ceremony at the national ceremony.

Cornerstone Award

A Cornerstone Award plaque may be presented at the SCEAFCS annual meeting. To qualify for the award, a person or organization must be:

1. One whose accomplishments have had a statewide impact;
2. One who has supported Cooperative Extension efforts in service the needs of families and individual throughout the state;
3. One who has contributes significantly toward the improvement of family life in South Carolina;
4. One who has exhibited as significant input that has resulted in developing or improving our state's physical, economic, social, or aesthetic resources.

The award may or may not be awarded every year, depending on the qualifications of nominees submitted. Suggested nominees shall be submitted by association members to the President by March 1 with a written recommendation. The name(s) chosen for nomination will be submitted to the Executive Board for final selection.

Paraprofessional Award

The Vice President for Awards and Recognition will submit the Paraprofessional Award application to NEAFCS for competition.

Member Support

Association members shall notify the President and Advisor in the event of illness or death of a member. Cards and memorials shall be signed South Carolina Extension Association of Family and Consumer Sciences and sent by the Secretary.

Farewells, congratulations on marriages, births, illnesses and other personal information will be announced by the President or Advisor through electronic mail. The President also shall assist the Membership Chairman with recognition for new members/first-timers.

Death of a Member - A card shall be sent to the family and a \$20 memorial shall be forwarded to the Buff-Swicegood travel Study Award fund or other designated FCS-related fund. The Treasurer shall be responsible for action.

Death of a Current Director of Extension or Extension FCS Specialist - A card shall be sent to the family and a \$20 memorial shall be forwarded to the Buff-Swicegood Travel Study Award fund or other designated FCS related fund. The Treasurer shall initiate action.

Death of a Retired Member - A sympathy card shall be sent to the family when a retired member dies. The secretary shall initiate action.

Retirement - Each member and FCS Specialist shall be remembered when they retire with an appropriate gift or a donation to the Buff-Swicegood Travel Study Award fund. The Vice President for Awards and Recognition selects the gift.

Illness of a Member - A card shall be sent by the Secretary to the member and the Secretary shall inform all counties and appropriate staff members via electronic mail.

Financial Accounts

The balances of the Operational Account and the Annual Meeting/Awards Account shall be maintained independently and carried forward from year to year, unless there is another determination by the Executive Board.

Fees

Members will be assessed a charge equal to bank charges for all returned checks.

Fundraising Policy

A committee shall be appointed to address fundraising. The fundraising efforts will determine the travel funding for officers (such as to the JCEP Conferences and Public Policy workshops, national meeting, etc.) and contributions to other groups. The Executive Board shall determine the amount of funding based on the previous year's fundraising efforts.

Revision of Policies

Policies may be:

1. Adopted at any meeting of the Executive Board by a majority vote of those present and voting.
2. Amended or rescinded by a two-thirds vote of the Executive Board without previous notice, or a majority vote after previous notice.
3. Suspended temporarily by majority vote.

Policies shall be:

1. Kept current by the association President-Elect, who also notifies the appropriate persons.
2. Reviewed in uneven-numbered years and updated as necessary.

Revised: May 2008