

REVISED 8/19

# ACTE

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Family and Consumer Sciences

# POLICY HANDBOOK

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# Introduction

**T**he Family and Consumer Sciences division is part of the organizational structure of the Association for Career Technical Education (ACTE). Being a Division comes with a certain amount of responsibility; that is, a responsibility to be accountable to its thousands of members. There is also the responsibility to allow for involvement of the membership in order that all may grow professionally.

The organizational structure contained in this handbook shows both the structure of the division within the ACTE and the structure of the division and its affiliated organizations. Each of these will be explained in detail.

The governance of the division is carried out through the Policy and Planning Committee. The structure of the Policy and Planning Committee represents the membership with representation of each ACTE region, ACTE standing committees, and the affiliate organizations. As stated in this handbook, the Policy and Planning Committee membership has the final authority on all matters concerning the division.

This handbook is particularly useful to the official members of the Policy and Planning committee and division committees in carrying out their duties. The information contained in this handbook will be reviewed at the annual meeting.

# Organization of the Division

**W**ithin the organizational structure of the Family and Consumer Sciences division, there shall be a President, Policy Committee, and Standing Committees. Ad Hoc committees may be appointed as needed.

The governing body of the Family and Consumer Sciences division is the Policy and Planning Committee. This representative body is made up of the President of the division and 2 representatives from each of the FCS sections: National Association Teachers of Family & Consumer Sciences (NATFCS), National Association State Administrators Family & Consumer Sciences (NASAFACS), and National Association Teacher Educators Family & Consumer Sciences (NATEFACS).

The official Policy and Planning Committee members shall meet once each year at the annual ACTE convention, CareerTech VISION. The Policy and Planning Committee meeting, held one day prior to the start of the convention, plans the division's program of work for the next fiscal year. A President's report on the program of work will be given at the annual Business meeting,

# President of the Division

**T**he President of the division shall be a division member in good standing, .having been elected by the members of the division. Working to implement the purpose of the ACTE Strategic plan with the division, and to bring the concerns of the division to the Board of Directors

- The President shall serve the ACTE Board of Directors as Vice-President of the Family and Consumer Sciences division.
- Serve as the Chairperson of the Policy Committee.
- Orient new Policy committee members as to their duties and responsibilities.
- Coordinate division activities at the National ACTE annual meeting.
- Serve on the FCCLA Policy Board.
- Attend Section Policy and Planning meetings.

Term of Office shall be for three (3) years. One year as President-Elect is optional; this is a non-funded shadowing term.

In the event a vacancy occurs in the office of President, the Policy Committee shall select a person to fill the remainder of the term, submitting this person to the ACTE Board of Directors for final approval.

# OPERATING POLICIES

## **GENERAL PURPOSES**

The general purposes of the Family and Consumer Sciences Division of the Association for Career and Technical Education (ACTE) are:

- To develop high professional standards among the membership;
- To provide for better understanding and appreciation of the program of Family and Consumer Sciences education among all educators;
- To identify the function of Family and Consumer Sciences in preparing people for the world of work;
- To act as a clearinghouse for the dissemination of information in promising educational practices and new ideas; to initiate practical research; and to implement plans which will aid in promoting and upgrading the program in various states and territories;
- To foster the development of professional attitudes among teachers and to provide for the professional growth of all functional and interest groups within the division;
- To inform members of the Family and Consumer Sciences division about trends, plans, policies, and current activities of the ACTE and occurrences in the field which have implications for the promotion, development, and welfare of Career and Technical education;
- To promote professional relationships with other agencies, organizations, and institutions concerned with labor and management and Family and Consumer Sciences;

## **MEMBERSHIP**

Members of the ACTE who are interested in or professionally engaged in Family and Consumer Sciences shall be considered eligible for membership in the Family and Consumer Sciences Division

## **PROCESS OF NOMINATION AND ELECTION**

When the division becomes eligible to elect a new president, the current president will send out notices to the Policy Committee, post to the ACTE web site, and notify each state Division president. .

A Nominating Committee shall be established by the President. The Nominating Committee Chair shall be the Past Division President. The Nominating Committee shall contain at least

three members who are president of each of the three sections: NATFCS, NASAFACS, and NATEFACS and who are members of the Division Policy and Planning Committee or appointed members by the president of the three sections. In no case shall a person who is a candidate for office serve as a member of the Nominating Committee. The committee will review all nominations to verify that they meet the stated qualifications. Those candidates who are deemed to have met the qualifications will be interviewed by the nominating committee prior to VISION. The committee shall recommend two nominees at the business meeting of the Division who have been selected by the Nominating Committee as the slate of officers for the Division. The interview process will take place during the time frame designated by ACTE.

The President will inform the ACTE Nominating Committee of the nominees for inclusion on the ballot for all members of the Division.

Qualifications: All members of the Family and Consumer Sciences division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

- Their primary field is in Family and Consumer Sciences;
- A willingness to promote the Family and Consumer Sciences and ACTE Strategic Priorities;
- Authorization to make time available to effectively execute the responsibilities of the office;
- Sustained membership in ACTE;
- Evidence of leadership in ACTE, a large percentage of those involved in ***discipline area*** in the nominee's state should be members of the ACTE;
- Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional Vice President;
- It is recommended that the individual have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of the ACTE, have a good attendance record at annual meetings of the ACTE and participated in the program of his/her group.

All nominations must be submitted by the deadline established by ACTE, utilize the ACTE forms, and adhere to all rules, policies and guidelines established by ACTE.

See Appendix A for required materials and forms.

See Appendix B for information regarding past presidents.

## **BUDGET**

The budget is an expression of how the association has determined it will spend its resources. It sets the financial parameters and provides a guideline for the implementation components of each activity within the association. The programs contained within the budget should be aligned with the ACTE Strategic Plan. The ACTE Board approves the budget in July of each year.

The Family and Consumer Sciences Division President has three budgets to maintain and work from, ***Operating, Designated Fund and Temporarily Restricted.***

### **ACTE Financial Board Policies**

Regional and divisional funds shall be available for allocation by the respective Vice Presidents upon the submission of a budget and its approval by the Board of Directors. The budget will include objectives, procedures, and timetables, personnel and funds involved. Adjustments among items may be made by the Vice Presidents to the limit of 20% in any major category, upon request to the Executive Director. Adjustments of more than 20% must be approved by the Board of Directors.

Region and division Vice Presidents are not allowed to carry over unexpended budget amounts to the next fiscal year budget. Debts incurred during a fiscal year must be properly authorized and received at ACTE headquarters no later than 90 days after the expense was incurred. From June 30 each year, no reimbursements for obligations will be made after 30 days after the close of the fiscal year.

Over-expenditures of budget funds by the regions and divisions must be paid back out of their designated accounts first and then out of the next fiscal year's budget.



## **Operating Budget**

### **Purpose**

To provide financial support for the professional activities of the Family and Consumer Sciences Division of Association for Career and Technical Education

### **Expenditures**

Expenditures will be authorized by the Family and Consumer Sciences Division President in accordance with the annual budget based on the following codes and must not exceed the fund balance. According to ACTE guidelines, expenditures must be approved by at least two policy committee members.

Division: Budget codes

- 5150-XXX Speaker Fees
- 5240-XXX Travel Expense
- 5505-XXX A/V Expense
- 5580-XXX Food & Beverage
- 5800-XXX Shipping/Mailing Expenses
- 5810-XXX Printing Expense
- 5900-XXX Supplies
- 6300-XXX Awards & Grants
- 6900-XXX Miscellaneous

## **Designated Fund**

### Purpose

To provide financial support for the professional activities of the Family and Consumer Sciences Division of the Association for Career and Technical Education

### Source of Revenue

Sources of revenue include: Registration fee charged by the Division at the annual meeting of ACTE; funds remaining after expenses for special activities and events (i.e., pre-conference sessions, meals at annual meeting, etc.) for which a fee is charged.

### Expenditures

Expenditures will be authorized by the Family and Consumer Sciences Division President for the purpose of supporting the Division Members and Policies of the Division and in accordance with any donor restrictions and must not exceed the fund balance.

### Investments

Association for Career and Technical Education is authorized to make prudent investments of monies contributed to the fund, in accordance with its investment policy. Investment income shall be added to the fund on a monthly basis.

### Changes

Any changes to this policy must be approved by the Family and Consumer Sciences Division Policy Committee and the ACTE Board of Directors.

## **Temporarily Restricted Fund**

### **Purpose**

To contribute an award to a deserving Family and Consumer Sciences Education graduate student and to honor individuals who have made a significant contribution Family and Consumer Sciences and Career and Technical Education.

### **Source of Revenue**

Source of revenue comes from individual contributions from anyone interested in Family and Consumer Sciences Education and/or the graduate fellowship program.

### **Expenditures**

All awards and other expenditures will be authorized by the fellowship awards committee through the chairperson.

### **Investments**

Association for Career and Technical Education is authorized to make prudent investments of monies contributed to the fund, in accordance with its investment policy. Investment income shall be added to the fund on a monthly basis. Only interest on funds contributed may be used in granting awards or other expenditures. In determining the principal amount, the fund balance as of June 30, 1999 will be used. Contributions made after that date will be added to the principal amount.

### **Changes**

Any changes to this policy must be approved by the Family and Consumer Sciences Division Policy Committee, The Fellowship Awards Committee and the ACTE Board of Directors.

See Appendix D for Fellowship Guidelines and Application

## Budget Timeline

April 15-Budget templates created and distributed to ACTE Senior Staff and Region and Division VP's

April 30-Preliminary budgets due from ACTE Senior Staff for submission to Executive Director

May 15-Meeting and discussion between Executive Director and Sr. Staff for necessary budget revisions

May 15-Preliminary budgets due from Region and Division VP's

May 30-2nd draft budgets with supporting rationale due

June Executive Committee – Review and preliminary approval of Budget

June 30-Final draft budget submitted to ACTE Board

July Board Meeting - Review and approval of Budget by ACTE Board

\*dates subject to change due to the calendar year.

## **V. BYLAWS**

Unless otherwise stated in this handbook the Family and Consumer Sciences Division will work using the ACTE Bylaws.

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- ✚ The purpose of the organization
- ✚ Qualifications of membership
- ✚ The election and the duties of its directors
- ✚ The role of the members (if any)
- ✚ Meetings of members and directors, including notice, quorum and voting
- ✚ The role of executive and other committees
- ✚ The role and relationship of the state associations and affiliated organizations
- ✚ The organization's fiscal year
- ✚ How the Bylaws are amended
- ✚ Indemnification and dissolution procedures

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Operational details belong in the Board Policy and Procedures Manual.

*NOTE: Only the members of the Association can change the Articles of Incorporation and the Bylaws, through the Assembly of Delegates.*

Please review the latest version of the ACTE Bylaws.

## **POLICY AND PLANNING COMMITTEE**

The membership of the Policy and Planning Committee shall be determined by the operating policies of the Family and Consumer Sciences division with all appointments subject to approval by the ACTE Board of Directors.

### Official members:

The President of the Division

The immediate past President of the Division

Graduate Fellowship Chair

Division Awards Chair

Presidents of three FCS Sections (NATFCS, NASAFACS, NATEFACS)

President-Elects of three FCS Sections (NATFCS, NASAFACS, NATEFACS)

### Ex officio members:

The executive director of the ACTE

One designated representative from each of the affiliated organizations of the Division (AAFCS, 2-FCS Coalition, FCSEA president, FCSEA Executive Director FCCLA)

### Officers of the Policy and Planning Committee:

Chairperson - the President of the Division shall serve as chairperson of the Policy and Planning Committee throughout tenure in that office. The chairperson shall preside and direct the affairs of the committee.

Vice Chairperson - the immediate past President will serve as vice chairperson of the President's term. The vice chairperson shall preside at meetings in the absence of the President.

**Current Policy Committee contact information can be found at:  
<https://www.acteonline.org/facs/>**

## **DIVISIONAL COMMITTEES AND RESPONSIBILITIES**

Committees may be established in accordance with the needs to carry out the purposes of the division.

Committees are divided into two categories; Divisional and ACTE Standing.

### **Appointment and Terms**

Appointments to ACTE committees shall be made By the President upon recommendation of, and/or subject to approval by, the divisional Policy and Planning Committee. All ACTE committee appointments are subject to approval by the ACTE Board of Directors. All appointments are based upon the rotational policy of the ACTE Board of Directors. The term of membership on any committee shall be for the term designated by each committee.

All appointees for the division must be members of ACTE and the Family and Consumer Sciences Division. Before any appointments are made, there must be written assurance from those being considered that they will be able to attend the ACTE convention and called meetings while serving on committees.

If the Family and Consumer Sciences Division committee member is selected by the standing committee to become Chairperson of that committee the President of the Division may appoint a new person to fill the seat.

## **DIVISIONAL COMMITTEES AND RESPONSIBILITIES**

### **AWARDS COMMITTEE**

#### ***MISSION***

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the Family and Consumer Sciences field, to programs that exemplify the highest standards.

#### ***COMPOSITION, SELECTION & TERM***

The Committee is composed of one representative from each ACTE Region and a Chairperson. The Chairperson is selected by the Division President.

The term of the office is the Association's operating year. Members serve for a two-year period and can serve up to two terms.

Members of the Awards Committee are not eligible, during their service to this Committee, to receive an award.

#### ***OBJECTIVES***

Develop and administer an awards program for the Outstanding Contributions Award, Citation Award and other awards approved by the Policy committee.

**See Appendix C for Awards Requirements.**

**The awards application can be found at: <https://www.acteonline.org/facs/>**

### **GRADUATE FELLOWSHIP COMMITTEE**

#### ***MISSION***

To award fellowships to qualified Family and Consumer Sciences education graduate students who are citizens of the United States to promote further education and professional development within family and consumer sciences education.

#### ***COMPOSITION, SELECTION & TERM***

The Committee is composed of Graduate Fellowship Chair as appointed by the President. The committee to review applicants for the Graduate Fellowships and Roll of Honor is appointed by the Chair. Guidelines are listed in **Appendix D for the Graduate Fellowship** and **Appendix E for the Roll of Honor**. Fellowships and Roll of Honor recipients are



awarded at the Annual ACTE Convention, Family & Consumer Sciences Division Awards program.

The Graduate Fellowship application can be found at: <https://www.actonline.org/facs/>

## **NOMINATING COMMITTEE**

### ***MISSION***

To nominate the best qualified Member of the Family and Consumer Sciences Division for elective position of leadership of the Division.

### ***COMPOSITION, SELECTION & TERM***

The Committee is composed of membership representatives as appointed by the President.

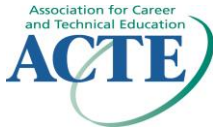
This is an Ad Hoc committee operating every 3 years.

The Chair is the current past president of the Division.

### ***OBJECTIVES***

To search for and screen potential candidates for the office of President-Elect for the Family and Consumer Sciences Division.

**See Appendix A for forms and requirements**



## FCS Division Awards Chair Policy Committee Member Position Description

**Title:** Awards Chair, FCS Division Policy Committee Member

**Duration:** One two-year term; eligible for up to two terms total

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call. The FCS Division Policy Committee meets in person at ACTE's CareerTech VISION

**Impact of Work:** Committee members are primarily responsible for soliciting Award candidates for the FCS Division. For more information on the policy committee duties and objectives, view the Policy Committee duties document (below).

**Commitment:** Serving on this policy committee requires a time commitment (roughly 15-20 hours) throughout the year).

### **Roles and Responsibilities:**

*As a Policy Committee Member:*

- Read and respond to policy committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Attend the FCS Division Policy Committee meeting at VISION and present a written report of activities.
- Attend the FCS Division Business meeting at VISION and present a short report.
- Attend the FCS Division Awards Function and present awards
- Secure certificates/plaques for Award Winners.

**Qualifications:** All policy committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** It is recommended that policy committee members participate in the Policy Committee Orientation provided by ACTE staff. Additional information may be provided by the outgoing Committee Chair.

**Supervisor and Contact Information:** All policy committee members report to the VP/Chair. They will receive information throughout the year from the VP/Chair.



## FCS Division Graduate Fellowship Chair Policy Committee Member Position Description

**Title:** Graduate Fellowship Chair, FCS Division Policy Committee Member

**Duration:** One two-year term; eligible for up to two terms total

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call. The FCS Division Policy Committee meets in person at ACTE's CareerTech VISION

**Impact of Work:** Committee members are primarily responsible for soliciting Graduate Fellowship and Role of Honor candidates for the FCS Division. For more information on the policy committee duties and objectives, view the Policy Committee duties document (below).

**Commitment:** Serving on this policy committee requires a fairly substantial time commitment (roughly 20-30 hours throughout the year).

### **Roles and Responsibilities:**

*As a Policy Committee Member:*

- Read and respond to policy committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Attend the FCS Division Policy Committee meeting at VISION and present a written report of activities.
- Attend the FCS Division Business meeting at VISION and present a short report.
- Attend the FCS Division Awards Function and present Graduate Fellowships and Roll of Honor recipients.

**Qualifications:** All policy committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** It is recommended that policy committee members participate in the Policy Committee Orientation provided by ACTE staff. Additional information may be provided by the outgoing Committee Chair.

**Supervisor and Contact Information:** All policy committee members report to the VP/Chair. They will receive information throughout the year from the VP/Chair.



## FCS Division Section President and President Elect Policy Committee Member Position Description NATFCS, NASAFACS, NATEFACS

**Title:** Section President and President Elect, FCS Division Policy Committee Member

**Duration:** One year as President and One year as President-Elect

**Work Location:** Committee members conduct their work remotely by communicating via email and conference call. The FCS Division Policy Committee meets in person at ACTE's CareerTech VISION

**Impact of Work:** Committee members are primarily responsible representing their section of the FCS Division. For more information on the policy committee duties and objectives, view the Policy Committee duties document (below).

**Commitment:** Serving on this policy committee requires a fairly substantial time commitment (roughly 20-30 hours throughout the year).

### **Roles and Responsibilities:**

*As a Policy Committee Member:*

- Read and respond to policy committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Attend the FCS Division Policy Committee meeting at VISION and present a written report of activities.
- Attend the FCS Division Business meeting at VISION.
- Attend the FCS Division Awards Function.

**Qualifications:** All policy committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee.

**Training/Orientation:** It is recommended that policy committee members participate in the Policy Committee Orientation provided by ACTE staff. Additional information may be provided by the outgoing Section President.

**Supervisor and Contact Information:** All policy committee members report to the VP/Chair. They will receive information throughout the year from the VP/Chair.

## **ACTE STANDING COMMITTEES & RESPONSIBILITIES**

The Family and Consumer Sciences division will have one representative on each of the following:

 BY LAWS

 NOMINATING

All members who serve on ACTE standing committees are recommended by the divisions or regions and appointed by the Board of Directors. A committee member must be a current affiliated, standard, direct or life member of ACTE.

Committee terms shall be for two years and a member may serve up to two consecutive terms. A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division and Region Policy Committee members are eligible candidates for membership on standing or ad hoc committees.

More information can be found at the following links:

***Nominating Committee FCS Division Representative      Katy Blatnick-Gagne***

<https://www.acteonline.org/about/get-involved/standing-committees-and-task-forces/nominating-committee/#reps>

***By Laws Committee FCS Division Representative      Robert Van Dyke***

<https://www.acteonline.org/about/get-involved/standing-committees-and-task-forces/resolutions-committee/>

# ACTE BYLAWS COMMITTEE

## **1. MISSION**

To ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of Members, and to ensure appropriate conformity of organizational and operational documents of the Association.

## **2. AUTHORITY**

2.1 This is a committee of the Board of Directors appointed under procedures adopted pursuant to Article 8.2 of the Bylaws.

## **3. COMPOSITION, SELECTION & TERM**

3.1 The Committee shall consist of one representative from each ACTE Division and Region.

3.2 The term of office is the Association's operating year. Members serve for a two-year period and may serve up to two terms.

3.3 The Committee elects their chair and vice chair with approval of the Board of Directors. The chair and vice chair will serve for one year.

## **4. OBJECTIVES**

4.1 The committee is to review all proposals submitted to amend the ACTE Bylaws and recommend to the Board of Directors at its July meeting a position of support, opposition or further amendment. The committee is responsible for preparing a statement of pros and cons for each Bylaws amendment to be included in the October *Techniques* and posted on the Web site. The committee is responsible for bringing forth to the Assembly of Delegates Bylaws amendments to be acted upon.

4.2 The committee is asked to review the current Bylaws to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the Assembly of Delegates. Propose amendments that the Committee deems appropriate.

4.3 Because of the sensitive nature of the work of the committee and the possibility of legal ramifications to the Association, the committee is charged to have legal counsel review every recommendation it wishes to make to the Board of Directors prior to its presentation to the Board.

# **ACTE NOMINATING COMMITTEE**

## **1. MISSION**

To nominate the best qualified member for each elective position of leadership of the Association.

## **2. AUTHORITY**

2.1 This committee is appointed under procedures adopted pursuant with Article 8.4 of the Bylaws.

## **3. COMPOSITION, SELECTION & TERM**

3.1 This committee is composed of one representative from each Division and Region and one chairperson.

3.2 The term of office is two years, and members may serve up to two terms. Each term shall commence on July 1.

3.3 The committee chair is appointed by the president and approved by the Board of Directors and is the outgoing past president.

3.4 The Division and Region vice presidents appoint their committee representatives.

3.5 There are no special eligibility requirements to serve on this committee.

3.6 No member of the committee shall be a candidate for election.

## **4. OBJECTIVES**

4.1 The Committee is responsible for the implementation of the nomination and election process for the governance year. The Committee is to abide by the bylaws and approved Policy and Procedures Manual in fulfilling its objectives.

4.2 The Committee is to present at least two candidates for President-elect and ensure all Region and Division Vice President Candidates meet the required criteria. The entire slate is to be presented to the Assembly of Delegates.

4.3 The Committee is charged with identifying and reaching out to potential leaders for ACTE. As part of this process the Committee is to identify how to educate these individuals on the role and responsibilities of leadership in ACTE.

4.4 The Committee is charged with reviewing the nomination process and identifying ways to enhance the process for the association as well as the Divisions and Regions.

## **SECTIONS AND AFFILIATES**

<b>Family and Consumer Sciences Education Division Sections</b>		
NATFCS National Association of Teachers of Family and Consumer Sciences	NATEFACS National Association of Teacher Educators for Family and Consumer Sciences	NASAFACS National Association of State Administrators of Family and Consumer Sciences

Contact information can be found at: <https://www.acteonline.org/facs/>

### **AFFILIATES: (ex-officio members of the Policy and Planning Committee)**

A representative of the American Association of Family and Consumer Sciences (AAFCS), Family, Career, and Community Leaders of America (FCCLA), and Family & Consumer Sciences Education Association (FCSEA) will serve as an ex-officio member of the Policy and Planning Committee.

#### **AAFCS – American Association of Family and Consumer Sciences**

400 N. Columbus Street  
Suite 202  
Alexandria, VA 22314  
Phone: 703.706.4600  
Toll-free: 800.424.8080  
Fax: 703-706-4663

#### **FCCLA – Family Career and Community Leaders of America**

1910 Association Drive  
Reston, VA 20191  
Phone: 703-476-4900  
Fax: 701-860-2713

#### **FCSEA – Family and Consumer Sciences Education Association**

Department of Family and Consumer Sciences  
Central Washington University  
400 East 8th University Way  
Ellensburg, WA 98926-7565  
Phone: 509-963-2766  
Fax: 509-963-2787



## **COALITION**

The National Coalition for Family and Consumer Sciences Education was established in 1977 in response to the need for professionals to speak with one voice on issues related to Family and Consumer Sciences Education. Initially membership of the group included two voting representatives from each of the three professional organizations in Family and Consumer Sciences. They are the American Association of Family and Consumer Sciences (AAFCS), the Association for Career and Technical Education (ACTE), and the Family and Consumer Sciences Education Association (FCSEA). One non-voting representative from the national student organization, Family Career and Community Leaders of America was added in 2001. In 2006 the three professional organizations approved a request from the Board of Directors of Family Career and Community Leaders of America to have two adult representatives with voting privileges as members of the group.

The overall goal: to increase communication and project a unified thrust and focus on issues, provides the foundation for the work of the Coalition. The Coalition has the responsibility to:

Maintain continuous dialogue among professional organizations concerned with Family and Consumer Sciences Education.

- Identify issues having impact on Family and consumer Sciences Education.
- Review positions on current issues relation to Family and Consumer Sciences Education and facilitate consensus among the organizations.
- Develop statements regarding Family and Consumer Sciences Education which will serve as a basis for professional action.
- Communicate issues and positions concerning Family and Consumer Sciences to various target groups.

The Coalition serves as a clearinghouse for policy or position statements developed by any one of the organizations. Consensus on a position reached by the Coalition will be communicated to the governing boards of the three organizations.

### **Membership**

Selection of members to the Coalition is the discrete responsibility of each respective organization. Membership terms are staggered with the two representatives from each organization appointed in a different year, for a three year term. One or more advisors may serve as non-voting members when approved by majority vote of the Coalition.

### **Funding**

The Division will fund the Coalition members representing the ACTE Family and Consumer Sciences Division \$750 each annually to offset travel costs.

## **AMENDMENTS**

These policies become operative upon the approval by majority vote of those present and voting at an official business meeting of the division at the ACTE convention and by the board of directors of the ACTE.

Policies may be amended by submitting the proposed revision in writing 60 days prior to the annual ACTE convention to the Vice President who in turn will notify within 15 days the members of the Policy and Planning Committee and the presidents of the division sections.

Any such proposed revision receiving the supporting majority vote of those attending and voting at the next business meeting of the division during the ACTE convention and approved by the board of directors of the ACTE shall be considered adopted and will become a part of the operating policies of the division.

## **GENERAL POLICY**

The name of the Division shall be set by the Policy committee with approval by the membership and according to ACTE Board Policy.

If any statements or policies included in this document are in conflict with the articles of incorporation, bylaws, or operating policy of the ACTE Board of Directors, such items are null and void.

Copies of these operating policies are available at the ACTE Headquarters and on the ACTE web page: [www.acteonline.org](http://www.acteonline.org).

**REQUIRED MATERIALS**  
**From CANDIDATES FOR FAMILY AND CONSUMER SCIENCES DIVISION**  
**PRESIDENT**

Candidates for the Family and Consumer Sciences President are required to submit **\*ACTE Vice President Candidate materials** to the Nominating Committee:

1. **Official Nomination Form** - from ACTE website with employer support signature
2. **Biographical Information Form** – found on the ACTE Website -160 word limit
3. **Responses to candidate questions** – found on the ACTE website; each response limited to two paragraphs
4. **Platform statement** -Maximum of 200 words
5. **Support letter from Colleagues** - in pdf format
6. **Photograph/Headshot** – high resolution jpg format

The materials should be assembled in the order listed above and submitted electronically **ACTE deadline to:**

**FCS Division President AND Lauren Lessels at ACTE: [llessels@acteonline.org](mailto:llessels@acteonline.org)**

Those candidates who are deemed to have met the qualifications will be interviewed.

Election process will be posted on ACTE website with electronic ballots sent to all ACTE Division members.

**\*VP Candidate materials may be found at [www.acteonline.org](http://www.acteonline.org) in the Board of Directors section.**

**PAST PRESIDENTS**

Family and Consumer Sciences Education Division  
(Formerly called Home Economics Division)

<u>Years</u>	<u>Vice President</u>	<u>State</u>
1980-1983	Dr. Joan McFadden	Utah
1983-1986	Mary Beth Stine	Illinois
1986-1989	Kay Clayton	Texas
1989-1992	Jerelyn Schultz	Arizona
1992-1995	Daisy Stewart	Virginia
1995-1998	Charlotte Schuur Mohling	South Dakota
1998-2001	Sally Combs	Georgia
2001-2004	Sue Shackelford	Alabama
2004-2007	Karen Mason	Missouri
2007-2010	Becky Cox	Utah
2010-2013	Leslie Watkins	Kentucky
2013-2016	Charlotte Gray	Missouri
2016-2019	Rachel H. Gonzalez	Utah

## **FAMILY AND CONSUMER SCIENCES DIVISION AWARDS**

### **ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION**

During the ACTE Conference, the Family and Consumer Sciences Division recognizes and honors outstanding people who have served and supported the organization in outstanding ways. Two awards have been formally approved by the Division Policy and Planning Committee. The description and criteria for these awards is found below.

#### **OUTSTANDING CONTRIBUTIONS AWARD**

1. Recipient **MUST** be a member of the Family and Consumer Sciences Division.
2. Contributions to Family and Consumer Sciences and the FCS division of ACTE will be emphasized.
3. The following information must be supplied for each nominee:
  - a. Record of contributions to Family and Consumer Sciences Education.
  - b. Record of involvement in the Family and Consumer Sciences Education Division.
  - c. Professional experience.
  - d. Record of involvement in other professional organizations.
  - e. Recommendations from three of the following:
    - i. Someone in the State Department (Career and Technical Education Division)
    - ii. A professional co-worker or fellow professional
    - iii. An officer of the state Career and Technical Association
    - iv. Present Employer

#### **CITATION AWARD**

1. Recipients will be individuals or groups outside Family and Consumer Sciences Education, such as:
  - a. U.S. Representatives or Senators
  - b. Business and industry people or groups
  - c. People or groups from the media
  - d. Other professionals
  - e. Others—unspecified
2. To be qualified, a recipient must have made significant contributions to Family and Consumer Sciences Education beyond local levels in one or more of the following areas:
  - a. Service
  - b. Monetary Support
  - c. Other unusual or unique contributions.
3. Duration of the contribution(s) over time will be considered.
4. Detailed description of the contribution(s) must be provided. Verification and/or documentation must be provided, if requested.

Please submit nomination **NO LATER** than **OCTOBER 1**. If you would like this information sent as an e-mail so submissions may be made electronically, please contact me at:

The AWARDS application can be found at: <https://www.acteonline.org/facs/>

## Policies\* Related to FCS Division Graduate Fellowship

### Committee Composition:

- Chair shall be appointed by FCS Division Vice President.
- Chair shall recruit colleagues to review fellowship applications.
- Applicant review committee shall be composed of 3 reviewers with 2 being teacher educators.

### Graduate Fellowship Committee Activities:

- Chair shall initiate publicity of the Fellowship Fund as appropriate in Division Newsletter, websites and mailings to division and affiliate memberships.
- Chair shall update the record of past recipients of the Roll of Honor and The Graduate Fellowship.
- Committee shall receive and review applications on a schedule they determine to announce awards at the annual "ACTE/FCS Division Awards Event."
- At least one fellowship each year will be awarded to a qualified minority applicant. The application form allows applicants to apply for the Minority Graduate Fellowship as well as the other fellowship(s). After the awardee for the Minority Graduate Fellowship is selected, all applicants, including minority applicants remaining, will be eligible for the remaining fellowship(s).
- The number and value of fellowships granted is based on the previous year's interest earned in the ACTE-Family and Consumer Sciences Graduate Fellowship account.
- The reviewers will select the awardees using a scorecard or rubric that judges each application for (1) likelihood of completing the degree, (2) likelihood of contributing to the profession, (3) involvement in professional associations, (4) professional experiences and scholarly work (doctoral applicants only), (5) Future professional FACSE goals (M.S. only), and (6) references. The average of the reviewers' scores will be used to award the fellowship.

### Funds Received:

- Contributions may be received at any time by Fellowship Chair and forwarded to Fund Manager at ACTE.
- Minimum contribution by individual or group to enter colleague's name on Roll of Honor shall be \$500.
- Roll of Honor funds must be received by ACTE annual meeting date; colleague will be honored at "FCS Division Awards Event."
- Presentation to Roll of Honor colleague shall be done by the individual or group advancing their name, following time guidelines of Awards committee chair.

### Graduate Fellowships Awards:

- At least one fellowship each year will be awarded to a qualified minority applicant.
- Applicant must be a member of FCS Division of ACTE.

- All graduate students who are citizens of the United States shall be eligible with preference given to doctoral students.
- Applications shall include an autobiographical statement, college/university transcripts, and a resume.
- Rating criteria shall differ for Masters and Doctoral applicants.
- The number of awards and the value of each shall be determined annually by the Graduate Fellowship Committee depending on the interest earned in the ACTE Family and Consumer Sciences Graduate Fellowship account and may differ for Masters and Doctoral candidates.
- The total expenditure for the fellowships shall be limited to the interest earned in past fiscal year.
- Applicants may receive an award no more than twice.

\*FCS Policy and Planning Committee, with recommendations from the chair of the Graduate Fellowship Committee will establish policy.

Graduate Fellowship Applications can be found at <https://www.acteonline.org/facs>

## **Roll of Honor**

In 1960, the Family and Consumer Sciences Education Division of the Association for Career and Technical Education (formerly AVA) began a fellowship fund to:

- Provide fellowships to graduate students who would become the future leaders in the profession;
- Honor outstanding family and consumer sciences professionals.

Family and consumer sciences education professionals are honored through contributions to the graduate education fellowship fund. The first contributions were made to honor Beulah Coon, when she retired as Specialist in Studies and Research, Home Economics Education Branch, U.S. Office of Education. Since then over 100 individuals have been honored and over \$180,000 has been contributed.

### **Roll of Honor**

Family and consumer sciences educators are encouraged to use this means to honor deserving colleagues.

Names of persons so honored will be added to the Fellowship Roll of Honor and recognized at the annual FCS Division Awards Program.

### **Making Contributions**

Checks or money orders should be made payable to the ACTE Family and Consumer Sciences Graduate Education Fellowship Fund (ACTE/FCS).

Contributions should be mailed to the fellowship fund chairperson or to the person designated to organize the honoring of a FCS leader.