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The Association for Career and Technical Education

# **Family and Consumer Sciences Division Policy Manual**

November 2023

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## INTRODUCTION

The Family and Consumer Sciences Division (the “Division”) is an internal unit 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 manual shows both the structure of the division within ACTE and the structure of the division and its Division Associate organizations. Each of these will be explained in detail.

The facilitating body of the division is carried out through the Policy Committee. The structure of the Policy Committee represents the membership with representation of each ACTE region, ACTE standing committee and may include Division Associates. As stated in this policy manual, the Policy Committee membership has the final authority on all matters concerning the division.

This policy manual is particularly useful to the official members of the Policy Committee and division committees in carrying out their duties. The information contained in this policy manual will be reviewed at the Division’s annual meeting.

## GENERAL PURPOSES

The general purposes of the 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 science education among all educators;
- To identify the function of family and consumer science education 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 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.

## BYLAWS

Unless otherwise stated in this policy manual the 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 Division Associate 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 on the ACTE website.

## ORGANIZATION OF THE DIVISION

Within the organizational structure of the Division, there shall be a President, Secretary, Policy Committee and ACTE Standing Committees. Ad Hoc committees may be appointed as needed.

The facilitation body of the Division is the Policy Committee.

- The President of the Division
- The immediate past President of the Division
- Graduate Fellowship Chair
- Division Awards Chair
- President of LEAD FCS
- President of NATFCS

Ex officio members (voting or nonvoting):

- One designated representative from each of the affiliated organizations of the Division:
  - AAFCS
  - FCSEA
  - FCCLA
  - National Coalition for FCS

The official Policy Committee members will hold an annual policy and business meeting during CareerTech VISION or within 30 days before. The Division may conduct their policy and business meetings virtually. During the policy meeting, the Policy Committee plans the division's program of work for the next fiscal year. A Division President's report on the program of work will be given at the annual business meeting. Other meetings may occur during the course of the year as requested by the president or majority of the Policy Committee. The President is to preside at all of the Division's policy committee meetings and the annual business meeting.

Quorum will be defined as the majority of members present for policy committees or business meetings.

## MEMBERSHIP

Members of the Association for Career and Technical Education who are interested in or professionally engaged in Family and Consumer Sciences shall be considered eligible for membership in the Division.

Being a Division Associate in the Division shall be open to an external organization or group who have an interest in Family and Consumer Science Education.

<i>Group Type</i>	<b>Resource Associate</b>	<b>Nonunified Associate (NAOM)</b>	<b>Unified Associate</b>
<i>Summary of group</i>	<i>For CTSOs or other groups that are related to a division but do not have "members" who could join; related groups; stakeholders. For groups who provide valuable information and other resources to a division. Perhaps have a product or access to information that would benefit the division.</i>	<i>For groups that are closely aligned with a division that have potential members that could belong to the division. Members of the organization have the option of joining ACTE. Mirrors nonunified state association concept.</i>	<i>For groups that are closely aligned with a division that have potential members that could belong to the division. Members of the organization are also automatically members of ACTE. Mirrors unified state association concept.</i>

Current Division Associates include:

- American Association of Family and Consumer Sciences (AAFCS)
- Family Career and Community Leaders of America (FCCLA)
- Family and Consumer Sciences Education Association (FCSEA)
- Leading, Engaging, Advocating, Developing Family and Consumer Sciences Education (LEAD FCS)
- National Association of Teachers of Family and Consumer Sciences (NATFCS)

Division related organizations may become a Division Associate; providing they meet the criteria as prescribed in the Division Policy Manual and are approved by a majority of the members present at the annual business meeting of the Division. A representative of the organization may serve as a member of the Policy Committee. And may serve as a voting member of the Policy Committee and act as a liaison between the Division and their organization.

A group requesting (or requested by the Division President) Division Associate status shall make available their bylaws and operating procedures, 90 days prior to the next regularly scheduled Division Policy Committee meeting. Action will be taken on the application at the next meeting of the Policy Committee.

In order to maintain status as a Division Associate Member, external organizations must maintain their National Affiliate Organization Membership, unified membership with ACTE or are a Career and Technical Student Organization.

Each Division Associate organization shall operate under its own bylaws, electing officers and pursuing its own objectives which shall not conflict with the Division of ACTE objectives and/or policies. Amendments or revisions to an associated organization's bylaws should be made available for informational purposes to the Policy Committee of the Division.

Division Associate organizations desiring to disassociate should submit a written statement to the president of the Division. Action will be taken at the next meeting of the Policy Committee. Division Associate organizations bylaws that conflict with the Division bylaws and operation procedures or no longer associate themselves with the Division and may be disassociated at the next meeting of the Policy Committee.

Only members shall have voting privileges as defined in the ACTE Bylaws, Article III.



## **PRESIDENT OF THE DIVISION**

The 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 ACTE board of directors.

Term of Office shall be for three (3) years. One year as president-elect is optional; this is a partially funded shadowing term. The Policy Committee reserves the right to provide travel assistance for this position to whatever extent the budget allows.

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.

## **ROLE OF DIVISION PRESIDENT**

### **Overall Responsibility**

The Division President is elected to represent the interests of the members within its Division as Association direction and policy are formulated.

### **Specific Responsibilities**

1. Submitting Reports
  - a. An annual report outlining the Division's accomplishments (not the individual VP's activities) during the fiscal year is to be shared at the Division's annual business meeting. Special attention should be given in the report to activities that have helped achieve goals and strategies of the ACTE Strategic Plan. The report should also identify critical issues and concerns regarding the Division and proposed resolutions for these issues.
  - b. Board reports on the Division's activities are to be submitted prior to the board of directors meetings for inclusion in the Board books. The date for submission will be provided by the executive assistant and is usually three weeks prior to the Board meeting.
  - c. Critical issues and concerns that require Board attention are to be included in each interim report that is submitted prior to each Board and executive committee meeting. In addition, any concerns or issues that should be addressed between Board meetings should be submitted to the Division VP representative on the executive committee at least two weeks prior to the executive committee meetings.
2. Development and Monitoring of the Division Budget

- a. A proposed budget showing the programs and activities for the year is to be submitted by May 1. The budget projections should include the ACTE allocation (following Board policy). In addition, all restricted and designated funds are to be projected, including proposed spending from these funds. A form will be provided for submitting the budgets.
  - b. Monthly financial statements are to be reviewed, and any overage from the approved operating budget is to be reported to the finance chair and chief financial officer.
  - c. All expenses related to the Division activities are to be reviewed and approved by the Division President. No reimbursements will be made without the Division President's written authorization.
- 3. Committee Assignments
  - a. An up-to-date roster of members serving on the Division policy committee is to be provided annually no later than July 1. During the year, if changes are made in the committee's membership, or if corrections are required in individual listings, these changes should be submitted to Headquarters in a timely fashion.
  - b. Appointment of all Division representatives to serve on ACTE standing committees is to be made no later than July 1 each year. During the year, if changes are to be made or if corrections are required in individual listings, these changes should be submitted to Headquarters in a timely fashion.
  - c. A listing of all Division Associates is to be submitted each year to the ACTE executive assistant. All activities in conjunction with these Division Associates are to follow written Board policies.
  - d. The Division President shall serve as liaison to an ACTE standing committee.
- 4. National Leadership Fellowship Program
  - a. If the budget allows plan for a New Professional and Experienced Fellow for the ACTE National Leadership Fellowship Program, each fellow is \$1500.
  - b. Spread fellowship benefits to members at state/region/division conferences, and through email/call/text.
  - c. One month prior to applications closing (September), organize a selection committee of 3-5 people to review applicants, if any.
  - d. Submit selection to Senior Manager of Leadership Development.
- 5. Communications
  - a. Keep the leadership of their Division fully informed of all Board actions, policies and Association activities.
  - b. Input and feedback from Division members should be communicated regularly to the ACTE President and Executive Director.

## 6. Meetings

- a. Attendance at all scheduled Board meetings is mandatory. It is expected that all materials related to the meeting are to be reviewed prior to the meeting. Reimbursement will be based on written Board policy.
- b. Attendance at the CareerTech VISION and National Policy Seminar is mandatory. Reimbursement will be based on written Board policy.
- c. Attendance at a Division Associate, Region or state conferences is only reimbursed if the Division policy committee approves, invitations from the sponsoring organization is issued and money is allocated in the approved budget.
- d. Work closely with the ACTE Programs and Communications Department staff to identify and develop VISION programming.
- e. Participate in the division vice presidents' conference calls to share information and ideas.

## 7. Leadership

- a. To preside at all Division policy committee meetings and the annual Division business meeting.
- b. Responsible for providing information, resources and guidance to Division members to enable effective decision-making. Examples of information include financial reports, membership statistics and updates on ACTE activities.
- c. Responsible for fostering and mentoring future leaders.

## 8. Communication with Members

- a. ACTE will develop a consistent division e-blast template for the Division President to use in their e-blasts.
- b. In compliance with the e-blast policy, Division Presidents will be encouraged to send out quarterly newsletters to their division. ACTE staff will assist by providing items that should be featured in all division correspondence to ensure consistent messaging.
- c. ACTE will develop a common survey to be used by the Division President to determine the effectiveness of various ACTE efforts as well as find out current issues within the divisions.
- d. The webpage for the Division is to be monitored periodically to ensure the content is current and accurate. All changes should be submitted to ACTE staff.
- e. Divisions are encouraged to include information, articles, best practices, data, etc. to meet division members' needs and enhance the value of the division.
- f. The Division President will proactively promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention as requested.

## **ROLE OF DIVISION PRESIDENT-ELECT**

Divisions may choose to elect a president-elect for a one-year term who would then automatically ascend to Division President. Division President-Elect will serve on the Division policy committee, but do not serve on the ACTE board of directors.

Division president-elect is highly recommended to attend ACTE CareerTech VISION and national policy seminar. ACTE CareerTech VISION and national policy seminar travel expenses will be covered for Vice President-Elects by the ACTE Board operating budget.

Additional duties may be added to the role of the Division president-elect as needed by the Division President and Policy Committee.

## PROCESS OF NOMINATION

### FOR DIVISION PRESIDENT AND DIVISION PRESIDENT-ELECT

The year prior to when the division becomes eligible to elect a new president, the current president will send out notices to the Policy Committee, division members, post to the ACTE website, and notify each state leader to submit nominations for considerations.

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 3 Division members including at least one of the Presidents from NATFCS or Lead FCS. 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. Additional nominations may be made from the floor during the business meeting of the Division providing each nominee has been interviewed and deemed compliant with applicable qualifications. All nominees receiving a majority vote from members present at the Division business meeting will be selected as candidates. The ACTE headquarters staff will be informed of the nominations immediately.

If there are not two candidates for the office of Division President, the office shall be declared vacant by the board of directors.

If the office falls vacant prior to the scheduled election, ACTE board of directors shall fill said office with a member from the current Policy Committee and/or a past president of the Division. The board will request a recommendation from the committee members concerning an appropriate candidate. In the event the office of president of the Division is not filled according to those prescribed procedures, the board of directors shall appoint someone to fill the vacancy.

In the event there is only one president-elect candidate for the Division, the candidate shall be included on the election ballot for a “yes” or “no” vote.

Qualifications: All members of the 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 *discipline area* 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 Family and Consumer Sciences 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 President.
- It is recommended that the individual should 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 CareerTech VISION and participated in the program of his/her group.

All nominations must be submitted to ACTE's Nominating Committee staff liaison by August 15.

## **SECRETARY OF THE DIVISION**

The Secretary will be appointed by the Division Policy Committee. The Secretary shall maintain accurate minutes of Policy Committee and Division meetings. The minutes will be distributed to Policy Committee members within 30 days after meetings. The individual shall also prepare correspondence for the Division as assigned by the Division President and Policy Committee.

## POLICY COMMITTEE

The membership of the Policy Committee shall be determined by the operating policies of the Division with all appointments subject to approval by the ACTE board of directors.

Purposes: The policy committee shall serve as an executive and planning group whose primary function is to facilitate the achievement of the general purpose of the Division by coordinating the activities of the Members as follows:

- Advise the president on all matters affecting the Division
- To plan and implement a strategic plan for the division and assist in the implementation of the ACTE strategic plan.
- Maintaining active national leadership in career and technical education.
- Encouraging high professional standards among its members.
- Inform Division members of policies and issues of ACTE as they relate to the development of career and technical education.
- Providing a mechanism for effective communication from members to ACTE staff.
- To develop and implement plans to resolve the issues.

Official members: All committee members shall be members of ACTE.

- The President of the Division
- The immediate past President of the Division
- Graduate Fellowship Chair
- Division Awards Chair
- President of LEAD FCS
- President of NATFCS

Ex officio members (voting or nonvoting):

- One designated representative from each of the affiliated organizations of the Division:
  - AAFCS
  - FCSEA
  - FCCLA
  - National Coalition for FCS

The official Policy Committee members shall meet once each year at ACTE's Career Tech VISION where they will plan the Division's program of work for the next fiscal year. Virtual or attendance meetings may occur during the course of the year.

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.

Term: The term of office for members of the Policy Committee shall be for three years beginning July 1. A member, if appointed/selected, may serve more than one term.

A member of the Policy Committee may be removed due to non-participation in scheduled meetings or events or for other reasons deemed in the best interest of the Division. Removal will only happen after a majority vote of the Policy Committee members.

In the event a vacancy occurs in the Policy Committee, the Division President shall recommend a person to fill the remainder of the term, submitting this person to the remaining Policy Committee members for final approval.

## ACTE STANDING COMMITTEES

The Division will have one representative on each of the following ACTE Committees:

- Bylaws
- Nominating

All members who serve on ACTE standing committees are recommended by the divisions. A committee member must be a current professional, retired or life member of ACTE.

Committee terms shall be for two years and a member may serve up to two consecutive terms. Meetings are held virtually starting in May for the Bylaws Committee and throughout the summer and fall as needed to review proposed amendments. Meetings are held virtually starting in June for the Nominating Committee and throughout the summer as needed to review nominations. All committee appointments shall begin July 1 and end June 30. A person can serve on only one ACTE standing and/or ad hoc committee at the same time. Division Policy Committee members are eligible candidates for membership on standing or ad hoc committees.

## **BYLAWS COMMITTEE CHARTER**

### **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 and one chairperson.
- 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 its chair and vice chair with the approval of the board of directors. The chair and vice chair serve for one year.
- 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. It is recommended that members of this committee have knowledge of ACTE's organizational structure.

### **4. OBJECTIVES**

- 4.1 The Committee is to review all proposals submitted to amend the ACTE Bylaws and prepare a statement of pros and cons for each Bylaws amendment to be included in the October *Techniques* Magazine and posted on the website. 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.

- 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.

## **NOMINATING COMMITTEE CHARTER**

### **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 each term shall commence 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. It is recommended that members are familiar with ACTE's organizational structure.
- 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 at ACTE's CareerTech VISION.

## DIVISIONAL AD HOC COMMITTEES

Ad Hoc Committees may be established in accordance with the needs to carry out the purposes of the Division. Division committees are under the direct authorization of the Division President. Ad hoc committees can be appointed and terminated at the discretion of the Division President. Members of the Division may serve on general ACTE committees according to the provisions of the ACTE Bylaws or policies establishing such committees. Division appointments to ACTE Standing Committees are made by the ACTE Division President as recommendations to the ACTE board of directors.

### Appointment and Terms

Appointments to Division committees shall be made by the Division President upon recommendation of and/or subject to approval by, the divisional Policy Committee.

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

## DIVISIONAL COMMITTEES AND RESPONSIBILITIES

### FCS DIVISION 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.

## **FCS DIVISION 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.



## FCS DIVISION 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 three 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

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

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.

## OPERATING 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 Priorities. The ACTE Board approves the budget in July of each year.

The Division President has three accounts to maintain and work from, the *Operating Budget*, *Designated Fund* and the *Restricted Fund*. The Division will adhere to the ACTE Financial Board Policies.

### Operating Budget

Divisional funds shall be available for allocation upon the submission of a budget and its approval by the ACTE board of directors. The Division will develop a proposed budget for use in conducting only ACTE business and to assist in implementing ACTE program activities by May 1. Equipment may not be purchased. The budget will include objectives, procedures and timetables, personnel and funds involved. Adjustments among items may be made by the Presidents upon approval from the Division Policy Committee.

The formula for determining the Operating division budget, for divisions with 750 members or more, is \$2.50 multiplied by the average number of members (excluding students) at the close of each of the three preceding fiscal years, with a minimum amount of \$4,500 provided to each division for the total budget.

Division 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. As a part of the year-end closing process, all reimbursements must be received by June 30. Any reimbursement for obligations received after the close of the current fiscal year may impact the subsequent fiscal year's budget.

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.

### Designated Funds and Restricted Funds

The ACTE board of directors may approve the establishment of designated, temporarily restricted and donor restricted funds. These funds shall only be established for those programs or projects that further the development and improvement of career and technical education.

The policy committee of the Division is required to review the purpose and information regarding their designated fund(s) annually. All approved uses and information regarding the designated fund(s) must conform to applicable laws and regulations regarding 501(c) (3)

organizations and specifically designates that political contributions are prohibited. All changes to designated fund policies must be approved by ACTE board of directors.

All expenditures of designated funds must be approved by the policy committee of the division. Check request for \$250 or more must contain the approval of two policy committee members, one of which must be the president of the Division. Approvals may be electronic.

## DIVISION OPERATING BUDGET

### Purpose

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

### Expenditures

Expenditures will be authorized by the Division President in accordance with the annual budget based on the following codes and must not exceed the fund balance.

Division: Budget codes	
Audio Visual Expense	5505
Awards & Grants	6300
Catering Expenses	5580
Communications	6120
Decorating Services	5530
Dues/Subscriptions/Registrations	5230
Equipment Rental-Meetings	5510
In-house Copying	5820
Other Meeting Expense	5500
Photography	5570
Printing Expense	5810
Printing Supplies	5910
Professional Services	5100
Program Production	5575
Promotion	5600
Registration Supplies	5525
Scholarships	6310
Shipping/Mailing Expenses	5800
Speaker Fees	5150
Supplies	5900
Training Expense	5200
Travel Expense	5240
Miscellaneous	6900

## DIVISION 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.

## DIVISION 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 to 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. 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

May 1- Preliminary budgets due from Division president

May 30- Second 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.

## **DIVISION ASSOCIATES**

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

The American Association of Family and Consumer Sciences (AAFCS) elevates the profession by inspiring research, leadership, and service to empower individuals, families and communities. Individuals, families, and communities are achieving optimal quality of life assisted by competent, caring professionals whose expertise is continually updated through AAFCS.

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

Family and Consumer Sciences Education Association (FCSEA) is a non-profit organization focused on improving the quality of Family and Consumer Sciences (FCS) Education in PK-12 schools, post-secondary institutions, and community settings. FCSEA provides leadership for recruiting, preparing, and supporting current and future FCS educators through state and national initiatives, programs, and services.

### **Family, Career and Community Leaders of America**

Family, Career and Community Leaders of America (FCCLA) is a national Career and Technical Student Organization (CTSO) for students in Family and Consumer Sciences (FCS) education in public and private schools through grade 12. FCCLA offers intra-curricular resources and opportunities for students to pursue careers that support families. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

With over 237,000 student members and more than 7,000 chapter advisers across 5,100 chapters, the FCCLA family continues to expand and thrive, fostering a vibrant community of passionate individuals committed to making a difference. The work of FCCLA helps students and teachers focus on various youth concerns, including parenting, family relationships, substance abuse, peer pressure, sustainability, nutrition and fitness, teen violence, and career preparation in four specific Career Pathways. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life—planning, goal setting, problem-solving, decision making, and interpersonal communication—necessary in the home and workplace.

### **National Coalition for Family and Consumer Sciences Education**

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 nonvoting 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 advisers may serve as nonvoting members when approved by majority vote of the Coalition.

## 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 CareerTech VISION.

They may be amended by submitting the proposed revision in writing 60 days prior to CareerTech VISION to the president of the Division who in turn will notify within 15 days the members of the Policy Committee and the presidents of the Division Associate organizations. Any such proposed revision receiving the supporting majority vote of those attending and voting at the business meeting of the Division and approved by the ACTE board of directors 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. ~~OBJ~~

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

## **APPENDIX A: 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

All application materials should be submitted through the ACTE Awards/Application portal.

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.

## APPENDIX B: PAST PRESIDENTS

### Family and Consumer Sciences Education Division

<b>Years of Service</b>	<b>Vice President</b>	<b>State</b>
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 Manson	Missouri
2007-2010	Becky Cox	Utah
2010-2013	Leslie Watkins	Kentucky
2013-2016	Charlotte Gray	Missouri
2016-2019	Rachel H. Gonzalez	Utah
2019-2021	Dr. Carol Werhan	Indiana
2021-Present	Dr. Katy Blatnick-Gagne	Iowa

## APPENDIX C: FAMILY AND CONSUMER SCIENCES

### DIVISION AWARDS

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

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

#### CITATION AWARD

- Recipients will be individuals or groups outside Family and Consumer Sciences Education, such as:
  - U.S. Representatives or Senators
  - Business and industry people or groups
  - People or groups from the media
  - Other professionals
  - Others—unspecified
- 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:
  - Service
  - Monetary Support
  - Other unusual or unique contributions
  - Duration of the contribution(s) over time will be considered
  - 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.



## APPENDIX D: FCS DIVISION GRADUATE FELLOWSHIP POLICIES

### **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.
- The FCS Policy Committee, with recommendations from the chair of the Graduate Fellowship Committee, will establish these policies.

### **Graduate Fellowship Committee Activities:**

- Chair shall initiate publicity of the Fellowship Fund as appropriate in fall 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."
- If underrepresented/minority applicants apply, one fellowship each year will be earmarked for a qualified applicant.
- The number and value of fellowships, for those selected, shall be awarded at the rate of a maximum \$2,000 for Masters and \$4,000 for Doctoral, not to exceed a maximum of \$10,000 per year.
- The reviewers will select the awardees using separate masters and doctoral scorecards or rubrics that rates each application for (1) likelihood of completing the degree, (2) likelihood of contributing to the profession, (3) involvement in professional associations, (4) professional experiences (5) scholarly work (doctoral applicants only), (6) future professional FACSE goals, and (6) references. The average of the reviewers' scores will be used to award the fellowship.

### **Graduate Fellowships Awards:**

- One fellowship each year will be awarded to a qualified underrepresented/minority applicant.
- Applicant(s) must be a member of FCS Division of ACTE.
- All graduate students who are citizens of the United States shall be eligible.
- Applications shall include an autobiographical statement, college/university transcripts, and a resume.
- Rating criteria shall differ slightly for Masters and Doctoral applicants.
- The number of awards and the value of each shall be determined annually by the Graduate Fellowship Committee.
- Applicants may receive an award no more than twice.

Funds Received:

- Contributions may be received at any time by the Fellowship Chair and forwarded to the 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(s) will be honored at "FCS Division Awards Event."
- Presentation to Roll of Honor colleague(s) shall be done by the individual or group advancing their name, following time guidelines of the Awards committee chair.

## APPENDIX E: 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.

### 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.