

# **TEAFCS**

## **Statement of Policy**

### **I. Membership Dues**

- A. Membership dues are set by the National Association, which includes membership in the National Extension Association of Family and Consumer Sciences.
- B. Dues are paid annually to the state Treasurer prior to December 1 of each year in order to be eligible for awards and recognition. There will be a late fee of \$15 added to dues sent in after January 1 of each year.
- C. First time members with FCS responsibility will be offered one half of paid membership to the association during their first year of employment in order encourage membership.

### **II. Expenses**

- A. No expenses will be reimbursed unless submitted on a TEAFCS Expense Voucher, available on the TEAFCS website. These vouchers must be submitted to the state president for approval. Expenses incurred must be submitted within 30 days. The state president will submit expenses to the immediate past president for approval.
- B. Association operation expense shall be submitted on vouchers separate from officer expenses and will be reimbursed in full upon approval of the president.
- C. The president-elect shall be reimbursed for expenses according to travel guidelines as stated in section II. E. for the JCEP Regional Leadership and Professional Development Workshop.
- D. The Vice President for Public Affairs and a board appointed representative with an interest in Public Affairs shall attend NEAFCS Public Issues Leadership Development Conference in Washington DC. The intention of the appointment is that one of those attending the Conference should be attending for the second time, preference being given to the Vice President for Public Affairs. Expenses for one of those attending will be paid by the University of Tennessee Extension, and the expenses for the other is to be paid by TEAFCS as stated in sections II. E and II. A. These representatives shall serve as Public Affairs educators as requested by the administration of the University of Tennessee Extension.
- E. Travel Guidelines for officers shall follow University Guidelines. Complimentary meals are not reimbursed. Room reimbursement is limited to the rate of a double room. Receipt is required for all reimbursements. Plane- common carrier is reimbursed at the lowest available fair or rate offered by UT travel agent.
- F. Treasurer will order and dispense postage upon approval of the president.

- G. When invited to bring greetings representing TEAFCS at the TAE4-HW and TAAA&S State Meetings, the President or an appointed representative, shall be reimbursed for expenses for one night according to University of Tennessee travel guidelines.
- H. The President shall be waived the registration fee for the TEAFCS State Meeting.

### **III. NEAFCS Annual Session**

- A. The president or designee shall be responsible for the purchase of flowers for award recipients and members recognized by NEAFCS at national meetings.
- B. Three (3) state officers, President, President-elect, and one (1) officer to be determined by the executive board, will receive reimbursement of \$500 from the University of Tennessee Extension to attend NEAFCS & serve as voting delegates. Voting delegates to attend NEAFCS shall be in the following order: Even numbered years- Present, President-elect, and Vice President Member Resources, Vice President Public Affairs, Secretary, President appointee as needed for voting delegate. Odd numbered years- President, President-Elect, Vice President Awards and Recognition, Vice President Professional Development, Treasurer, and Presidential appointment as needed for voting delegate. The state association will pay voting delegate, not receiving \$500 as an officer or award winner, \$150 in addition to the \$350 received from the University of Tennessee Extension.
- C. Voting delegates must fulfill all duties as directed by the president to receive reimbursement. In the event that any of the three officers designated as official voting delegates do not attend the national meeting, TEAFCS President may appoint alternative voting delegate(s) who will receive \$150 from the association if they are not receiving \$500 from the University of Tennessee Extension.

### **IV. State Annual Meeting**

- A. A gift not to exceed \$50 shall be purchased by the state treasurer for the state president upon completion of the term of office and presented at the annual meeting.
- B. All convention expenses will be paid from convention funds before profits are divided between the host region and TEAFCS.
- C. The TEAFCS portion of the state convention profits shall be divided: 25% Host Region, 75% to TEAFCS by June 30th, of the current year.
- D. The annual session auction funds raised will be used for the TEAFCS Scholarship paid to a 4-H member as per application guidelines. Funds raised should be mailed to the TEAFCS state treasurer separate from annual session proceeds no later than June 30<sup>th</sup> of the current year.

### **V. Memorials**

A \$25 donation will be made by TEAFCS to the TEAFCS endowment Fund in honor of the

deceased member(s). The Regional Director will notify the state treasurer when the death of a member occurs in their region.

## **VI. Institute of Agriculture Advisory Council Representative**

TEAFCS shall be represented on the Institute of Agriculture Advisory Council by a member of the TEAFCS Executive Board.

## **VII. Endowment & Endowment Expenditure Account Oversight**

- A. The University of Tennessee Extension Family and Consumer Sciences Dean will provide oversight to the Endowment and the Endowment Expenditure Account per endowment guidelines.
- B. Three TEAFCS members, one representative from each region (submitted to the TEAFCS President by the TEAFCS Regional Director) and appointed by the President shall serve as the TEAFCS Endowment and Endowment Expenditure Advisory Committee to provide guidance on building, maintaining and oversight of funds. Members shall serve for a three year period. All three members shall be appointed in 2014. A rotating system for appointing regional members will be used beginning with the Western Region in 2015 and from the Central Region, thence to the Eastern Region in succession.
- C. Committee members shall have historical perspective in relation to TEAFCS as an organization and TEAFCS spending practices.
- D. The TEAFCS Endowment and Endowment Expenditure Account Advisory Committee members shall elect a chair.
- E. Endowment Expenditure Account funds shall not be utilized for purposes other than professional improvement endeavors of the membership (i.e., officer training, special awards, professional development of members, etc.) per endowment guidelines.
- F. Official requests for expenses shall be made in advance and emailed to the TEAFCS Endowment and Endowment Expenditure Account Advisory Committee Chair. Upon approval of the request, an invoice for payment following current UT policies shall be submitted including a TEAFCS Expense Voucher with invoice made out to the FCS Professional Development Fund.
- G. The TEAFCS Endowment and Endowment Expenditure Account Advisory Committee Chair will forward approved requests and supporting Expense Voucher to the TEAFCS President for additional approval.
- H. The TEAFCS President shall contact the University of Tennessee Extension Family and Consumer Sciences Dean to disperse expenses and shall send appropriate documentation (Expense Voucher, invoice and request approval).

This board member shall be President, Outgoing President, and President Elect.

- ✓ 2010 - Outgoing President (Western Region)
- ✓ 2013- President Elect (Eastern Region)
- ✓ 2016- President (Central Region)
- ✓ 2019- Outgoing President (Western Region)
- ✓ 2022-President Elect (Eastern Region)

- ✓ 2025-President (Central Region)
- ✓ 2028-Outgoing President (Western Region)

Revised: July 30, 2013  
December 18, 2013