

SCATEACS

**SOUTH CAROLINA ASSOCIATION
OF
TEACHERS OF
FAMILY AND CONSUMER SCIENCES
HANDBOOK**

**BY-LAWS
REVISED 2004**

Article I

Name

The name of the organization shall be the South Carolina Association of Teachers of Family and Consumer Sciences (SCATFACS).

Article II

Purpose

The purposes of the association are:

1. To provide an organization and system of networking for group expression and group action on concerns of state and national importance to Family and Consumer Sciences.
2. To provide opportunity for the exchange of ideas and materials and the sharing of experiences.
3. To support and promote the purposes of the SCATFACS, SCACTE, ACTE and the National Association of Teachers of Family and Consumer Sciences.

Article III

Membership

Section 1. Membership shall be available

1. Any individual interested in FACS shall be eligible for membership
2. To be a member of SCATFACS you must join SCACTE
3. Multi-divisional memberships are available

Section 2. Membership shall be renewed annually

Article IV

DUES

Section 1. Membership dues in the SCATFACS shall be set by the Board and approved by members at a membership meeting.

Section 2. Dues shall be paid annually (anniversary date).

1. Dues for unified membership shall be paid at the time dues are collected for the SCATFACS, ACTE, and the National Association of Teachers of Family and Consumer Sciences.

Article V

Officers

The officers of the association shall be: president, president-elect, secretary, treasurer, and reporter.

Article VI

Election of Officers

Section 1. Eligibility. SCATAFACS members who are employed in FACS are eligible to hold office. The member shall have actively participated in at least one annual conference.

Section 2. Process of Nomination. Officers shall be nominated by committee or by the body of members at the annual meeting.

Section 3. Method of Election. The officers will be elected by Parliamentary procedures at the annual meeting. In case of a tie, the Board of Directors shall cast the deciding vote for President-Elect, Secretary, Treasurer, or Reporter.

Section 4. Term of Office. The president-elect shall be elected annually for a one-year term and shall automatically become president. The president shall serve a one-year term. The secretary and treasurer shall be elected biannually on even years. The reporter shall be elected biannually on odd years.

Newly elected officers will take office immediately at the Summer Conference. Their term shall run from the time of election at the conference till the election of officers at the next conference. The treasurer shall serve until the first board meeting following the annual conference.

Section 5. Vacancies. In the event of a vacancy in the office of the President, the President-Elect shall complete the unexpired term. In the event of the vacancies of the President and/or the President-Elect, the immediate past president shall consult with other officers to fill the vacancy of President. In the event of a vacancy in the office of the Secretary, the Treasurer, or the Reporter, the President shall appoint a person to fill the unexpired term.

Article VII

Duties of Officers

Section 1. President. The President shall preside at all meetings of the South Carolina Association of Teachers of Family and Consumer Sciences and at the Executive Committee meetings. The President shall assume such duties as necessary to promote the work of the association. The President serves as a member of the SCACTE.

Section 2. President-Elect. The President-Elect, in the absence of the President, shall assume the duties of the president. The President-Elect shall serve as chairperson of the program committee for the annual conference, and also chairman of the program of work committee. The President-Elect shall be the representative to the ACTE Convention. In case of a permanent vacancy in the office of President, the President-Elect shall automatically become President for the remainder of the term.

Section 3. Secretary. The Secretary shall keep an accurate record of the proceedings of general meetings of the association and all meetings of the executive committee. The Secretary shall assume the responsibility of correspondence and fulfill such duties as designated by the President. The Secretary shall secure from the treasurer and keep a cumulative record of current membership.

Section 4. Treasurer. The Treasurer shall prepare the budget with the assistance of the President, to be approved by the Board. The Treasurer shall receive and keep all funds of the association and make disbursements on the order of the President. The Treasurer shall make a report of total receipts and disbursements at the annual meeting. The Treasurer shall keep an accurate record of current membership.

Section 5. Reporter. The Reporter shall keep the membership informed of State and National concerns related to Family and Consumer Sciences Education. The Reporter shall be responsible for publicizing the activities of the association. The Reporter is chairperson of the public relations committee.

Section 6. Immediate Past President. The Immediate Past President shall serve as consultant to the President and shall serve as chairperson of the Nominating, Awards and Recognition Committee.

Article VIII

Executive Committee

Section 1. Membership. The Executive Committee shall consist of the elected officers and the immediate past president.

Section 2. Duties. The duties of the Executive Committee shall be to make decisions that will come before the Board, to make an agenda including items that the Board needs to know about and/or take action on.

Article IX

Board of Directors

Section 1. Membership. The Board of Directors shall consist of elected officers, the immediate past president, committee chairpersons, and SC Department of Education Associate for FACS.

Section 2. Duties. The duties of the Board of Directors shall be to determine policies, procedures, and business necessary to facilitate the progress of the organization.

Article X

Committees

The president shall appoint the following standing committees.

Section 1. Program of Work Committee. The Program of Work Committee is responsible for outlining areas of action and developing a program of work for the association. The chairperson of this committee is the President-elect.

1. Prepare a brochure on the program of work for the coming year to be distributed at the annual SCATFACS membership meeting.
2. Encourage implementation of the SCAFFACS program of work.
3. Present a report of accomplishments at the annual meeting.
4. The chairperson of the Program of Work Committee shall serve on the SCACTE legislative committee.
5. The Chairperson for this committee will be responsible for submitting an article to the newsletter.

Section 2. Nominating/Recognition/Awards Committee. The Nominating/Recognition/Awards Committee shall be responsible for selection of the following:

1. Select and submit nominations for SCATFACS and SCACTE officers.
 - a. Select one nominee for each SCATFACS office to be filled.
 - b. Submit to SCACTE any person interested in running for SCACTE office.
 - c. Contact and provide each nominee with a statement of responsibilities for office being sought.
2. Select and submit nominations for SCATFACS awards.
 - a. Secure nomination forms for each award and distribute to eligible members by a designated date.

- b. Receive nominations by a designated date.
 - c. Review nominations and, where applicable, select member to receive award.
 - d. Select recipients for Special Awards and Recognition to be announced at the annual membership meeting.
 - e. Secure plaques for recipients and submit bill to SCATFACS treasurer.
 - f. Present plaques to recipients at annual membership meeting.
 - g. Where applicable, assist recipient in submitting nomination forms for SCACTE and NATFACS awards.
- 3. The chairperson of the Nominating/Recognition/Awards committee shall be the immediate past president.
 - 4. The Chairperson for this committee will be responsible for submitting an article to the newsletter.

Section 3. History Committee. The History Committee is responsible for keeping a continuing scrapbook of SCATFACS activities.

- 1. Contact officers, committee chairmen, and members for information for the scrapbook.
- 2. Include items such as: programs, pictures, newspaper articles, membership growth, projects, program of work activities, committee accomplishments, list of retirees, information of Distinguished Service Award, Exhibitor Award, Outstanding Service Award, Special Award of Merit, New Professional Award, Retiree Award, outstanding correspondence, and other items that tell the story of SCATFACS.
- 3. Display scrapbook at annual SCATFACS meeting.
- 4. Give the scrapbook to incoming chairperson of the History Committee at the conclusion of the annual meeting.
- 5. The Chairperson for this committee shall submit an article with information concerning their committee to the reporter for the newsletter.

Section 4. Legislative Committee. The Legislative Committee is responsible for promoting legislation for Family and Consumer Sciences Education.

- 1. Keep informed and advise members as to state and national legislation affecting Family and Consumer Sciences and Career and Technology Education.
- 2. Promote legislation in keeping with the policies of the association and the FACS section of the State Department of Education.
- 3. Present a legislative report at the annual SCATFACS meeting.
- 4. Submit a minimum of one article yearly to the Family and Consumer Sciences Newsletter.
- 5. Assume responsibility for the legislative telephone and fax network.
- 6. The chairperson of this committee serves on the SCACTE legislative committee.

Section 5. Membership Committee. The Membership Committee is responsible for promoting membership in SCATFACS and other related Career and Technology educational organizations.

1. Prepare and disseminate information to Family and Consumer Sciences teachers in South Carolina on the services of ACTE, SCACTE, NATFACS, and SCATFACS.
2. Conduct membership campaigns at state and district meetings of FACS teachers.
3. Coordinate efforts with membership committees of ACTE and NATFACS in promoting membership in career education organizations.
4. Submit plan for promoting membership.
5. Encourage college student membership.
6. Present a report of membership at annual SCATFACS meeting.
7. The chairman of the Membership Committee shall serve on the SCACTE Membership Committee.
8. The Chairperson for this committee will be responsible for submitting an article to the newsletter.

Section 6. Benevolence Committee. The Benevolence Committee is responsible for remembering members in instance of illness or death.

1. In case of prolonged illness of a member, send a gift or flowers.
2. In the case of the death of a member:
 - a. Send a memorial gift to an organization, such as Cancer Fund, Heart Fund, FCCLA Loan Fund, or SCATFACS Scholarship fund.
 - b. Prepare and present a memorial at the annual SCATFACS meeting with a copy sent to an appropriate family member.
3. In case of death of family member of SCATFACS member, send a note of condolence.
4. The Chairperson for this committee shall submit an article with information concerning their committee to the reporter for the newsletter.
5. Submit bill for flowers, gifts, and memorials to SCATFACS treasurer.
6. The Chairperson for this committee will be responsible for submitting an article to the newsletter.

Section 7. Public Relations Committee. The Public Relations Committee is responsible for keeping the members and the public informed of concerns and activities of Family and Consumer Sciences Education.

1. The committee shall keep the membership informed of state and national concerns related to Family and Consumer Sciences Education.
2. The committee shall be responsible for publicizing the activities of the association.

3. The committee shall be responsible for submitting to the newspapers and the Family and Consumer Sciences Newsletter publicity concerning recipients of special awards.
4. The Chairperson for this committee shall submit an article with information concerning their committee to the reporter for the newsletter.
5. The reporter shall serve as chairperson of the Public Relations committee and shall serve on the SCACTE Public Relations committee.

Section 8. Scholarship Committee. The Scholarship Committee is responsible for the selection of an outstanding college student working toward a Family and Consumer Sciences major.

1. Solicit funds for the SCATFACS scholarship.
2. Send application form and guidelines to the universities in the state that offer majors in Family and Consumer Sciences.
3. Receive nominations by a designated date.
4. The Chairperson for this committee shall submit an article with information concerning their committee to the reporter for the newsletter.
5. Award the SCATFACS scholarship at the annual SCATFACS meeting.

Section 9. By-Laws Committee. The By-Law Committee shall review the by-laws for conflicts with the by-laws of ACTE, SCACTE, and NATFACS. The changes in by-laws shall be made as found necessary to keep them current.

1. For amendments needed to remain in compliance with the above-mentioned associations, submit recommendations to the Executive Board, for review, then the Board of Directors for approval.
2. For amendments internal to SCATFACS only, follow the outlined procedures in Article XIII, Sections, 1, 2, and 3.
3. The Chairperson for this committee shall submit an article with information concerning their committee to the reporter for the newsletter.
4. The Chairperson of the By-Laws Committee shall serve on the SCACTE By-Laws Committee.

Section 10. Special Committees. The President or the Executive Board as necessary shall appoint special committees.

Article XI

Meetings

The Association shall hold one meeting annually. Other meetings shall be held at the discretion of the President.

Article XII

Parliamentary Authority

Section 1. Robert's Rules of Order, Newly Revised shall be used in governing all meetings.

Section 2. A quorum shall be a simple majority of the designated body that is present.

Section 3. The President shall appoint a parliamentarian.

Article XIII

Amendments

Section 1. Proposed amendments that are not required to remain in compliance with ACTE, SCACTE, and NATFACS shall be submitted to the membership of the Association 30 days prior to the annual meeting.

Section 2. Written notification for any by-laws changes shall be presented to the secretary by the By-Laws Committee 15 days prior to the meeting. The Secretary shall prepare copies of the revisions and give them to the membership. The President shall present the proposed amendment to the meeting.

Section 3. By-laws proposed changes shall require a simple majority vote of the body attending the meeting.

Section 4. Amendments that are required to remain in compliance with ACTE, SCACTE, and NATFACS shall be presented to the Board of Directors for approval at the earliest possible regular Board meeting. Upon approval by the Board, the membership shall be notified in the next newsletter.

Awards and Recognition Policies

1. **Wording on the plaque(s) for Outstanding South Carolina Career & Technology Education Award and/or Outstanding CATE Classroom Teacher Award shall be:**

Year

**SCATFACS Teacher of the Year
Name**

2. **Wording on the Retiree Award shall be:**

Name

**In Recognition of Service
SCATFACS
Year**

3. **The Awards and Recognition Committee shall select recipients for the following awards:**

Distinguished Service Award (Teacher of the Year)

A Career & Technology Family and Consumer Sciences Teacher, currently teaching, who is a member of SCATFACS and NATFACS for outstanding service to state and national Family and Consumer Sciences Education.

Exhibitor Award. To recognize businesses and/or their representative for unusual interest and concerns for Family and Consumer Sciences Education and who exhibit or make available Family and Consumer Sciences education materials at the annual meeting.

Outstanding Service Award. To recognize persons who are not educators, companies and/or their representatives, individuals in government, or other worthy persons, for unusual interest and concern for Family and Consumer Sciences Education.

Special Award of Merit. To recognize a member who has made a unique contribution to the association.

New Professional Award. To recognize an outstanding Family and Consumer Sciences teacher or educator who has worked in Family and Consumer Sciences Education for less than five years.

Retiree Award. To recognize retirees who have been members of SCATFACS at least ten years prior to retirement.

SCATFACS Policy Statement

- 1. The Board of Directors shall meet a minimum of four times a year.**
- 2. The Board of Directors shall determine at one of its meetings how much money shall be spent on recognition awards.**
- 3. The nominating committee shall bring names of officer nominees before the Board of Directors for approval.**
- 4. The treasurer may pay out membership dues: SCATFACS conference/luncheon expenses, budgeted expenses, and other expenses shall have the written and dated approval of the president.**
- 5. The current officers shall receive SCATFACS dues re-imbursement at the end of the fiscal year, upon completion of all duties.**
- 6. Three members not on the Board of Directors shall audit the treasurer's book annually in August. The president shall appoint the auditors annually.**
- 7. Two-thirds of the Board of Directors shall be a quorum.**
- 8. Distribution of proceeds from the Fund Raisers shall be:
Scholarship fund – 50%
Speaker fund – 25%
General fund – 25%**
- 9. The president-elect (or other designated representative) shall receive financial assistance based on the current budget from the general fund to put toward expenses for ACTE convention.**
- 10. The SCATFACS scrapbook, prepared annually by the History Committee, shall be presented to the out going President.**
- 11. The President's and Treasurer's name shall appear on all financial accounts.**