

# HANDBOOK



Kansas Association For  
Family & Community Education

STATE – AREA – COUNTY – FCE

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The mission of Family and Community Education is  
Strengthening individuals, families and communities through:  
CONTINUING EDUCATION  
DEVELOPING LEADERSHIP  
COMMUNITY ACTION

--Adopted by the KAFCE Board of Directors, March 9, 2004

## CREED

I believe in the principles of the Kansas Association for Family and  
Community Education which strives to promote a better way of life  
For all families and communities in making the world a better place  
in which to live.

Through our leadership, may we have pride in our role as  
volunteer educators, be conscious of the needs of others, and  
be strengthened by our unity.

--Adopted by the KAFCE Board of Directors, March 4, 1994

### **NOTE:**

**KAFCE HANDBOOKS** are identified, marked, and distributed to organizational officers, appointed positions, K-State Research and Extension advisors and designated others.

Unless personally purchased, the handbooks are the property of KAFCE. Therefore, they belong to the position and NOT the person. At the end of the term, they shall be given to the position's successor.

Handbook Revised – January, 2017, through December, 2019

All Kansas Association for Family and Community Education educational programs and materials are available to all individuals without discrimination on the basis of race, color, national origin, sex, age, or disability.

## Kansas Association For Family and Community Education

*The mission of Family and Community Education is strengthening individuals, families and communities through:*

*Continuing Education  
Developing Leadership  
Community Action*

### **National Association for Family and Community Education,**

The National Association for Family and Community Education is composed of FCE members in affiliated states.

### **Kansas Association for Family and Community Education**

The Kansas Association for Family and Community Education is composed of County FCEs and Independent members. KAFCE is the link to the National Association for Family and Community Education (NAFCE).

The KAFCE elects officers and appoints committees to handle the affairs of the organization.

### **Area Family and Community Education**

Area Directors serve as liaison between County FCE Council and KAFCE. Each Area also has an Area Educational Program Committee to serve as liaison between the County FCE Educational Program Committee and State Educational Program Committee.

Each Area FCE is composed of FCE County Council Presidents in the Area, Area Director, Area Educational Program Committee and State Board of Director members in the area.

#### **Purpose**

- To serve as the link between the KAFCE Board and County FCE Councils.
- To strengthen County FCE Councils.
- To provide opportunities to communicate concerns to KAFCE Board of Directors.
- To provide opportunities to develop leaders.

### **County Family and Community Education Council**

Each county FCE Council is composed of representatives from County FCEs.

#### **Purpose**

- To coordinate the educational programs, projects and activities of the FCEs within a County.
- To serve as the link between the Area FCE Council and County FCEs.

### **FCE – Family and Community Education**

FCEs are organized groups of members who join together to participate in educational programs developed by the KAFCE Educational Program Committee which are provided with the assistance of the K-State Research and Extension Family and Consumer Sciences Specialists to enrich families through Educational Programs, Leadership Development and Community Action.

#### **Purpose**

- To enhance the personal development of individual FCE members.
- To deliver educational programs to membership and other individuals.
- To support the mission of FCE.

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Kansas Association for Family and Community Education**  
**AND**  
**Family and Consumer Sciences,**  
**K-State Research and Extension**  
**Kansas State University**

This document has been developed to help communicate and reinforce the relationship between the Kansas Association for Family and Community Education (KAFCE) and Family and Consumer Sciences with Kansas State University Agricultural Experiment Station and Cooperative Extension Service, and the appropriate roles of each in the delivery of KSU educational information.

These guidelines are expected to honor the framework for continuing a mutually beneficial interaction between the two organizations in the s  
state, areas, and counties.

KAFCE is an independent nonprofit organization. It is comprised of individuals who are interested in continuing their learning and in extending learning opportunities to others through educational programs.

K-State Research and Extension is an outreach function of the land grant university, Kansas State University. K-State Research and Extension is jointly funded by federal, state and county governments and grants. It is committed to the development and delivery of research-based educational programs.

This mutually beneficial relationship encourages independence and self-sufficiency of both organizations. This document has been developed in order to meet the ever changing needs of both organizations.

**Kansas Association for Family and Community Education Mission**

Strengthening individuals, families, and communities through continuing education, developing leadership and community action

**K-State Research and Extension Mission**

*Knowledge for life*

Dedicated to a safe, sustainable, competitive food and fiber system, and to strong healthy communities, families and youth, through integrated research, analysis, and education.

**K-State Research and Extension Family and Consumer Sciences Mission**

Link education with life experience to help people improve their lives, their families and their communities.

**Statement of Affirmative Action**

All reasonable efforts will be made to ensure that membership and activities are accessible to under-served audiences. All available mass media should be used to inform potential participants about programs and activities. In addition, KAFCE should be sensitive to the needs of potential members who are disabled and select meeting locations which can accommodate their needs.

## Clarification of Roles and Responsibilities

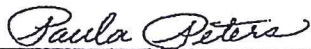
### KAFCE Agrees to:

- a. Honor the mission of K-State Research and Extension Family and Consumer Sciences;
- b. Provide educational program committees who will teach the K-State educational information to other groups and individuals;
- c. Obtain approval from State Advisor before utilizing services of K-State Research and Extension state professional and support staff;
- d. Pay all costs associated with printing, duplicating and distributing of KAFCE organizational materials;
- e. Distribute KAFCE organizational materials (e.g. educational program guides, handbooks, and board minutes) to Board Members, Area Directors, and County Council Chairpersons;
- f. Provide copies of KAFCE organizational materials to County, Area and State Advisor and Specialists;
- g. Promote and sponsor new Family and Community Education groups.

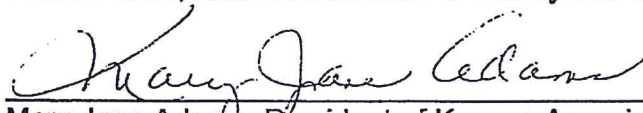
### K-State Research and Extension Family and Consumer Sciences agrees to:

- a. Honor KAFCE as an independent organization which partners with K-State Research and Extension and many other organizations;
- b. Communicate and reinforce state and federal Extension and university policies and legislation which impact upon and affect the relationship between KAFCE and K-State Research and Extension
- c. Coordinate the development of educational materials with KAFCE and Family and Consumer Sciences Specialists;
- d. Provide training to KAFCE educational program committee of K-State Research and Extension educational materials information;
- e. Communicate with Extension faculty regarding educational needs of KAFCE
- f. Advise County Family and Community Education Council, Area Family and Community Education Council, State Board and Committees;
- g. Provide support to Kansas FCE members in obtaining leadership skills;
- h. Provide and deliver copies of Family and Consumer Sciences Annual Series Lessons which have been selected for use by KAFCE.

Signed on January 20, 2012 by:



Paula Peters, Assistant Director of Family and Consumer Sciences



Mary Jane Adams, President of Kansas Association for Family and Community Education

## **Kansas Association For Family and Community Education Affiliation with Other Organizations**

### **National Association for Family and Community Education**

This group is made up of the members from affiliated state organizations of Family and Community Education.

[www.nafce.org](http://www.nafce.org)

### **K-State Research and Extension**

Family and Consumer Sciences Specialists serve as consultants to the KAFCE Educational Program Committee; the KSU State Advisor to FCE is a liaison between KAFCE and Extension Family and Consumer Sciences Programs. County Extension Family and Consumer Sciences Agents serve as advisors to the County FCE Councils.

[www.ksu.edu](http://www.ksu.edu)

### **Associated Country Women of the World**

This is a nonpolitical, nonsectarian, international organization of over nine million members through its 450 societies in over 70 countries. It works to improve standards of living for all women and their families through its worldwide projects. KAFCE is a constituent member of ACWW.

[www.acww.org.uk](http://www.acww.org.uk)

### **Country Women's Council**

This coordinating council is composed of ACWW member societies in the United States. It meets annually to promote the work of ACWW. By working together, members of CWC have helped make its members aware of the vital necessity of working together for world peace and for the betterment of living conditions for women and families.

[www.cwcusa.org](http://www.cwcusa.org)

### **Josephson Institute of Ethics and Character Counts! Coalition**

CHARACTER COUNTS! is a nationwide initiative to provide a framework to teach values and evaluate good character.

[www.charactercounts.org](http://www.charactercounts.org)





KANSAS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION  
BYLAWS

Amendments Adopted October, 2017 & October, 2018

**ARTICLE I – NAME**

The name of the organization shall be Kansas Association for Family and Community Education, hereinafter referred to as KAFCE. KAFCE is an affiliate of the National Association for Family and Community Education, hereinafter referred to as NAFCE.

**\*ARTICLE II - OBJECT**

The object and purpose of this association, organized as a non-profit organization, shall be and is exclusively to strengthen, develop, coordinate, and extend education to improve the quality of life for individuals, families, and communities; and to determine and coordinate statewide policies; all within the meaning of Section 501 (c) (3) and Section 509 (a) (2) of the Internal Revenue Code.

**ARTICLE III – MEMBERS**

SECTION 1 – Classification

- A. An individual member pays KAFCE and NAFCE dues/fees and Local/County dues/fees where applicable.
- \*B. A senior member is 80 or more years of age before January 1 of the membership year and pays KAFCE and NAFCE dues/fees and Local/County dues/fees where applicable.
- \*C. Family shall be defined as one or two adults and any children 18 and under who live in the same household. They shall pay NAFCE dues as decided by NAFCE, and KAFCE dues in an amount equal to two individual memberships. If the children are over 18, in school, and living in the same household, they will continue as children until living under their own roof.

SECTION 2 – Qualification

KAFCE does not discriminate by race, color, national origin, sex, age or disability.

**ARTICLE IV – DUES, FEES AND FINANCES**

SECTION 1 – Dues and Fees

- A. KAFCE shall be financed by annual dues and contributions from KAFCE members.
- B. Annual dues shall be determined by the Board of Directors and approved by a majority of those qualified members voting at an Annual Business Meeting and shall include the sum necessary to pay the member's National dues.
- C. Members shall pay National and Kansas dues and any required fees through the County Council Treasurer. In counties where there is no County Council, dues and fees are paid directly to the State Treasurer.
- D. Dues shall be due and payable to the KAFCE Treasurer on or before November 1. Dues received after November 30 will be assessed a \$1.50 late fee.
- E. Membership will be terminated if dues are not received by February 1.
- F. Fees and methods of payment for educational development may be established by the Board of Directors.
- G. Fees for other services shall be determined by the Board of Directors.

\*Amended 2017

- H. A new member is one who has never held membership in FCE. Dues for new members will be accepted anytime during the year, and shall be forwarded to the KAFCE Treasurer upon receipt. No late fee required.

## SECTION 2 – Budget

- A. A proposed budget shall be submitted by the Budget Committee to the Board of Directors at the session preceding the Annual Business Meeting for consideration and recommendations.
- B. The recommended budget shall be submitted to the members at the Annual Business Meeting for their vote of approval.
- C. Upon approval by the members voting at the Annual Business Meeting, the budget shall be distributed to the County FCE Council Presidents by the Area Directors.
- D. The KAFCE budget may be supported by fundraisers and grants.
- \*E. The Board of Directors may amend the current budget after considering recommendations of the Budget Committee.

## \*SECTION 3 – Financial Procedures Performed

The financial record shall be reviewed annually by a committee appointed by the President. This committee will report to the Board of Directors. The financial records shall be reviewed by a qualified accountant at the end of the Treasurer's term with an in-house audit at the end of each of the first two years. A Certified Public Accountant can be consulted.

## ARTICLE V - OFFICERS

### SECTION 1 – Elected Officers

\*\*Elected officers shall be a President, a President-elect when applicable, a Vice President, a Secretary, and a Treasurer who shall be elected by eligible voters at the KAFCE Annual Business Meeting. Area Directors shall be elected by eligible voters in their respective Areas.

### SECTION 2 – Qualifications

- A. To be eligible for the office of President, President-elect or Vice President, a member shall have served on the KAFCE Board of Directors.
- B. To be eligible for the office of Secretary, Treasurer and Area Director, a member shall have served on a County Council or shall have served on the KAFCE Board of Directors.

### SECTION 3 – Term of Office

- \*\*A. An elected officer may serve two terms in the same office.
- B. The President-elect shall serve a one-year term followed by a three-year term as President.
- C. The President shall serve a three-year term or until a successor is elected.
- D. The Vice President, Secretary and Treasurer shall serve a three-year term or until a successor is elected.
- E. Officers shall be elected in accordance with the schedule determined by the Board of Directors.
- \*\* F. An Area Director shall serve a term of three years or until a successor is elected.

\*Amended 2017

\*Amended 2018

\*SECTION 4 – Vacancy in Office

A vacancy in the office of President-elect shall not be filled. A President shall be elected at the next Annual Business Meeting. A vacancy in any other elective office except President shall be filled by vote of the Executive Committee. An office vacancy filled by vote of the Executive Committee shall be elected at the next Annual Business Meeting.

SECTION 5 Duties of Officers

Duties of officers shall be those prescribed by the Bylaws, the Board of Directors, and the adopted parliamentary authority. The President shall fulfill such other duties as may be assigned by the Board of Directors. The President-elect, Vice President, Secretary, Treasurer and Area Directors shall fulfill other such duties as may be assigned by the President or the Board of Directors.

A. The President shall:

1. Be the Chief Executive Officer and official spokesman of KAFCE.
2. Preside at all KAFCE Annual Meetings and Board of Directors' meetings.
3. Serve as ex-officio member of all Committees except the Nominating Committee.
4. Serve as chairman of the Marketing Committee.
5. Sign contracts on behalf of KAFCE as directed by the Board of Directors.
6. Be authorized to sign checks.
7. Serve as voting delegate to NAFCE Business Meetings.
8. Attend CWC meetings during her term at the direction of the Board of Directors, depending on the financial situation of the organization.
9. Attend ACWW Triennial at the direction of the Board of Directors, depending on the financial situation of the organization.

B. The President-elect shall:

1. Serve with vote on the Executive Committee and Board of Directors.
2. Attend meetings that the President deems necessary to represent KAFCE.

C. The Vice President shall:

1. Fill the un-expired term if a vacancy occurs in the office of President.
2. Preside at meetings in the absence of the President.
3. Serve as chairman of the Education Committee.

D. The Secretary shall:

1. Record minutes of all business meetings of KAFCE and the Board of Directors, furnish a copy of those minutes to each member of the Board and to such other persons as may be designated by the President or Board of Directors.
- \*\* 2. Keep a record of all KAFCE Handbook changes and, when changes occur, provide a written copy to the President who will electronically distribute the changes to the appropriate current KAFCE Handbook recipients, who will replace the corrected page(s) in the Handbook.

E. The Treasurer shall:

1. Supervise all funds of KAFCE.
2. Be authorized to sign checks.
3. Serve as chairman of the Budget Committee.

\*Amended 2017

\*\*Amended 2018

4. Make a financial report to the Board of Directors at each Board Meeting and at other times when requested by the President or the Board of Directors.
  5. Submit a written report of the most recent quarterly financial statement to the Annual Business Meeting.
  - \*\* 6. Be bonded for the faithful performance of duty.
- F. Each Area Director shall:
1. Serve as moderator of the Area Council.
  - \*\* 2. Coordinate Area meetings in their respective Areas.

## ARTICLE VI – NOMINATIONS AND ELECTIONS

### SECTION 1 – Nominations

\*\*A. Each Area shall elect one member, and one alternate to serve on the State Nominating Committee every year at the spring Area Council meetings for one term beginning June 1. The President shall appoint a former Board member as chairman of the Committee. Members of the committee may succeed themselves once.

1. The Nominating Committee shall consider the qualifications of all candidates proposed by the membership or by members of the Nominating Committee. Names shall be submitted to the Committee as outlined in the KAFCE Handbook.
- \*\*2. The Nominating Committee shall select at least one nominee for each office with written consent of the nominee to place her/his name on the ballot. The chairman shall submit the Committee report to the spring meeting of the Board of Directors. The Committee report shall be published in the “KAFCE NEWS” at least sixty days prior to the Annual Business Meeting.

B. Additional nominations may be made from the floor at the Annual Business Meeting. No name shall be placed in nomination without written consent of the nominee. The presiding officer must be notified prior to the opening of the meeting. The person making the nomination shall read the qualifications of the candidate. Written qualifications shall be presented to the presiding officer.

### SECTION 2 – Elections

Elections shall be by ballot except where there is only one nominee for an office, in which case the election may be by voice vote.

## ARTICLE VII – MEETINGS

### SECTION 1 – Annual Business Meeting

An Annual Business Meeting shall be held in conjunction with the Annual Conference for the purpose of electing officers, receiving reports, and transacting such other business as may properly come before it. The Board of Directors shall determine the time, place and registration fee for the Annual Meeting.

### SECTION 2 – Official Call

The official call of the Annual Business Meeting, giving the time and place of the meeting, shall be published in the “KAFCE NEWS” at least sixty-days prior to the meeting.

\*\*Amended 2018

### SECTION 3- Voting Body

The voting body of the Annual Business Meeting shall be composed of members in good standing who have paid the required registration fee and are registered as in attendance at the Meeting.

### SECTION 4 – Quorum

The quorum of the Annual Business Meeting shall be thirty members.

## **ARTICLE VIII – BOARD OF DIRECTORS**

### SECTION 1 – Composition

- A. The members of the Board of Directors shall be the President, the President-elect, the Vice President, the Secretary, the Treasurer and the Area Directors.
- B. Others notified of the meeting shall be the K-State Research and Extension State Advisor or a representative, and one liaison from the Kansas Association of Family and Consumer Sciences.
- C. Any member of the National Association for Family and Community Education Board residing in Kansas may be invited to attend KAFCE Board Meetings by the President.

### SECTION 2 – Duties

The Board of Directors shall:

- A. Have full power and authority over the affairs of KAFCE between Annual Business Meetings.
- B. Perform such other duties as defined in these Bylaws and as directed by the membership in its Annual Business Meeting.
- C. Assemble forms and policies adopted by the Board of Directors and members at the Annual Business Meeting and other guidelines into a KAFCE Handbook that will be available to members in printed form or electronically.

### SECTION 3 – Meetings

- A. Regular: The Board of Directors shall meet at least twice a year at a time and place determined by the President, with at least a fifteen day notice to all members of the Board of Directors.
- B. Special: Special sessions of the Board may be called by the President or by a majority of the Board of Directors with at least a fifteen day notice to all members of the Board of Directors.

### SECTION 4 – Voting

A vote by mail, email, telephone or fax may be taken when necessary. At least five (5) votes must be cast for any action to be taken on an electronic vote. The results of the vote shall be reported as soon as possible by the same method by which the vote was taken. Action taken by electronic communication shall be verified and recorded in the minutes at the next session of the Board.

### SECTION 5 - Quorum

Five members of the Board of Directors shall constitute a quorum.

## ARTICLE IX EXECUTIVE COMMITTEE

### SECTION 1 – Composition

The Executive Committee shall be the President, the President-elect when applicable, the Vice President, the Secretary and the Treasurer.

### SECTION 2 – Duties

- A. Have general supervision of the affairs of KAFCE between meetings of the Board of Directors.
- B. Perform such other duties as defined in these Bylaws and the KAFCE Handbook.

### SECTION 3 – Meetings

- A. The Executive Committee shall meet at the call of the President or at the request of a majority of the Executive Committee. At least five days prior notice shall be given each member of the Executive Committee, except for a meeting the President may call during a session of the Board of Directors or an Annual Business Meeting.
- B. Meetings may be conducted by telephone conference with twenty-four hours notice.

### SECTION 4 – Voting

A vote by mail, email, telephone or fax may be taken when necessary. At least three (3) votes must be cast for any action to be taken on an electronic vote. The results of the vote shall be reported as soon as possible by the same method by which the vote was taken. Action taken by electronic communications shall be verified and recorded in the minutes at the next session of the Executive Committee.

### SECTION 5 – Quorum

Three members of the Executive Committee shall constitute a quorum.

## ARTICLE X – COMMITTEES

### \*\*SECTION 1 – Standing Committees

- A. The Standing Committees of KAFCE shall be Budget, Education, Marketing and Conference.
- B. The members of each Committee shall be appointed by the President, except as provided by these Bylaws.
- C. Commencement of appointment will be determined by the KAFCE Board of Directors.
- D. The members shall assume their duties following their appointment and serve until their successors are appointed.
- E. No member shall serve as the chairman of more than one Standing Committee at a time.
- F. Each Standing Committee shall develop a plan of work and procedures to be approved by the President.

### SECTION 2 – Special Committees

Special Committees may be created as necessary, by the Annual Meeting, the Board of Directors or the Executive Committee.

\*\*Amended 2018

### SECTION 3 – Duties

Standing and Special Committees shall fulfill the duties contained in these Bylaws and in the KAFCE Handbook and such other duties as may be assigned by the President, Board of Directors or Executive Committee.

### SECTION 4 – Other Appointed Positions

- \*\*A. The KAFCE Appointed Positions shall be made by January 1 of the President's term. These positions include Registrar/Historian, Parliamentarian, Editor, Membership List/Records, William Allen White Book Selection, and Webmaster.
- B. Each appointment shall be by the President, except as provided by these Bylaws.
- C. Commencement of appointment shall be determined by the Board of Directors.
- \*\*D. Appointees shall assume their duties following appointment and shall serve until their successors are appointed.
- E. Appointees shall develop a plan of work and procedures to be approved by the President.

### ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern KAFCE in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order KAFCE may adopt.

### ARTICLE XII – ACTIVITIES

No part of the net earnings of KAFCE shall enure to the benefit of or be distributed to its members, trustees, officers or other private persons, except that KAFCE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of KAFCE shall be the carrying on of propaganda or otherwise attempting to influence legislation, and KAFCE shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, KAFCE shall not carry on any other activities not permitted to be carried on by a council exempt from federal income tax under Section 501 (c) (3) and Section 509 (a) (2) of the Internal Revenue Code.

### ARTICLE XIII – DISSOLUTION

In case of the dissolution of KAFCE, the Board of Directors shall assign all assets of KAFCE to NAFCE to establish scholarships/grants for students, graduate students or FCE members enrolled in a field related to family resource studies, or the assets may be used for educational programming for KAFCE members/families.

### ARTICLE XIV – AMENDMENT

These Bylaws may be amended by two-thirds of the qualified members present and voting at the KAFCE Annual Business Meeting. Notice of a proposed change shall be given at a previous Annual Business Meeting or shall have been sent to all County FCE Council Presidents and published in the "KAFCE NEWS" at least sixty- days prior to the date of the KAFCE Annual Business Meeting.

\*\*Amended 2018





## STATE ELECTED OFFICES

### STATE PRESIDENT

The President shall be compensated for expenses to attend Board of Director's meetings according to the current reimbursement policy as set by the Board of Directors. The President shall submit documented expenses, approved for the office, to the Treasurer for reimbursement.

#### **Bylaws Article V, Section 3C and 5A, B, C, and D**

In addition to the duties in the Bylaws, the President shall:

1. Inform the following people of appointments:
  - a. President-elect when applicable
  - b. Vice President
  - c. Appropriate Area Director
  - d. K-State Research and Extension Advisor
2. Appoint Annual Conference Coordinator two years in advance
3. Facilitate transition of President-elect
4. Set dates and locations for all Board of Directors' meetings and training meetings
5. Send official notice of all State Board Meetings at least 15 days prior to meeting
6. Keep Executive Committee informed of organizational developments and committee activities
7. Inform membership through "**KAFCE NEWS**" publication and/or letter to County FCE Councils
8. Send a card of sympathy in the name of KAFCE if a death should occur in the immediate family of a member of the Board of Directors
9. Instruct Secretary to prepare and print ballots for the election
10. Review and approve all expense vouchers
11. Be an authorized signature on all State accounts in addition to the Treasurer
12. Provide all Board of Directors with KAFCE stationery, recognition certificates and other documents needed
13. Provide current roster to the Board of Directors, "**KAFCE NEWS**" editor, K-State Research and Extension Advisor and NAFCE
14. Assign responsibility and procedures, including deadlines, for:
  - a. Revision of Handbook
  - b. Reviewing of Treasurer's records
  - c. Preparing a budget
  - d. Recognitions at State conference of:
    - Heart of FCE winner
    - Past Presidents
    - County Council Presidents
    - outgoing State officers
  - e. Installation of new officers
15. Provide newly elected officers and appointed chairmen with:
  - a. Handbook, which should be passed from predecessor
  - b. Invitations to fall Board of Director's Meeting/Annual Conference as per Current KAFCE Reimbursement Policy
  - c. Information on funds available for the position
16. Provide K-State Research and Extension Advisor
  - a. Handbook
  - b. Invitation to fall Board of Director's Meeting/Annual Conference
17. Send welcome notes to incoming Board Members and thank you notes to outgoing Board Members
18. Send conference invitations to Past Presidents and guests sixty days prior to Annual Conference

19. Attend Country Women's Council (CWC) meeting at the direction of the Board of Directors
20. Attend ACWW Triennial at the direction of the Board of Directors, and depending upon the financial situation of the organization
21. Fulfill other duties as may be assigned by the Board of Directors
22. Submit all documents and supplies to incoming President at end of President's term.

#### **STATE PRESIDENT-ELECT**

The President-elect shall be compensated for expenses to Board of Directors' meetings according to the Current KAFCE Reimbursement Policy as set by the Board of Directors. The President-elect shall submit documented expenses, approved for the office, to the President for approval who will forward them to the Treasurer for reimbursement.

#### **Bylaws Article V, Section 3B and 5B**

In addition to duties in the Bylaws, the President-elect shall:

1. Attend CWC meeting during the year prior to Triennial provided the Board of Directors vote to send a representative to ACWW and provided the budget allows
2. Fulfill other duties as may be assigned by the President or the Board of Directors

#### **STATE VICE PRESIDENT**

The Vice President shall be compensated for expenses to Board of Directors' meetings according to the Current Reimbursement Policy as set by the Board of Directors. The Vice President shall submit documented expenses, approved for the office, to the President for approval who will forward them to the Treasurer for reimbursement.

#### **Bylaw Article V, Section 3D and 5C**

In addition to duties in the Bylaws the Vice President shall:

1. Serve as chairman of the Educational Program Committee (EPC)  
For complete information see State Educational Program Committee under Standing Committee section
2. Submit news articles and report any NAFCE awards to the "KAFCE NEWS" Editor for publication
3. Make all changes in forms and have all lessons printed for upcoming year.
4. Coordinate and send all correspondence about Leadership Training to Area Directors and Area EPC
5. Send letters to Educational Program Award winners and present certificates at State Conference
6. Fulfill such other duties as may be assigned by the State President or Board of Directors
7. Provide for the incoming Vice President all documents and supplies pertinent to the office.

#### **STATE SECRETARY**

The Secretary shall be compensated for expenses to Board of Directors' meetings according to the Current Reimbursement Policy as set by the Board of Directors. The Secretary shall submit documented expenses, approved for the office, to the President for approval who will forward them to the Treasurer for reimbursement.

#### **Bylaws Article V, Section 3D and 5D**

In addition to the duties in the Bylaws the Secretary shall:

1. Record in the minutes:
  - a. Name of the organization
  - b. Date, place and time of the meeting
  - c. Name of President and Secretary or substitutes
  - d. The disposition of minutes of the previous meeting
  - e. Number in attendance and their names
  - f. All motions and their disposition
    - Motions shall be submitted in writing before the vote is taken
    - Motions to be voted on shall be read before being voted on
    - Motions shall be recorded in parliamentary language including the name of person making motion, the person seconding the motion and if motion passed or failed.
  - g. Record ballot count for all elections or indicate voice vote
  - h. Record motions when counted votes are taken
  - i. Record persons appointed to committees and their assignments
  - j. Record important facts about announcements
  - k. Record time of adjournment
2. Maintain a list of Standing and Special Committees with duties of each committee
3. Conduct correspondence as the President directs
4. Consult with the President about unfinished business
5. Keep minutes from the past three years ready for immediate reference in case a question about past action is raised or if a motion which has been tabled or postponed should be called for
6. Bring to each meeting a current copy of the KAFCE Bylaws for reference if needed
7. Be responsible for keeping current record of additions or corrections made to the Handbook as decided by the Board and provide a printed list to the Board of Directors annually
8. Submit unapproved minutes to the President and two designated Board members for approval within 14 days of the Board Meeting with an effort to return the approved or corrected minutes to the Secretary within 7 days, and these approved minutes should be distributed to Board Members within 30 days of the Board Meeting.
9. Prepare and print ballots for elections at Annual Conference at the President's request
10. Submit news articles to the "KAFCE NEWS" as assigned
11. Fulfill other duties as may be assigned by the President or the Board of Directors
12. Submit the past three year's records to the incoming Secretary and the records of the previous Secretary to the Historian at end of term

#### **STATE TREASURER**

The Treasurer shall be compensated for expenses to Board of Directors' meetings according to the Current Reimbursement Policy as set by the Board of Directors. The Treasurer shall submit documented expenses approved for the office, to the President for approval prior to reimbursement.

#### **Bylaws Article V, Section 3D and 5E**

In addition to the duties in the Bylaws the Treasurer shall:

1. Request approval of the Board of Directors for institutions for checking accounts, savings accounts and certificates of deposit
2. Arrange for Treasurer's insurance with a reliable bonding company
3. Be an authorized signature on all State, Area, and Conference accounts with the President as an additional authorized signature on all State accounts
4. Request the President's approval to advance funds to the new Treasurer
5. Receive reviewed Treasurer's books from predecessor
6. Give a financial report to the Board of Directors at each meeting and at other times when requested by the President or Board of Directors

7. Submit to the “**KAFCE NEWS**” articles as assigned and a financial report of project contributions
8. Serve as chairman of the Budget Committee
9. Submit a written report of the most recent quarterly financial statement at the Annual Business Meeting
10. Account for all moneys received and disburse all checks as authorized by the budget or the approval of the President
11. Keep moneys received segregated in proper accounts (general fund accounts and restricted fund accounts) and make disbursements from proper accounts and give details of receipts and disbursements from each account
12. Keep a file of receipted bills, marking them with check number used in payment
13. Provide expense vouchers for Board Members at each Board meeting and the most Current KAFCE Reimbursement Policy
14. Prepare printed copies of proposed budget for approval by the Board of Directors and those attending the Annual Business Meeting
15. Record State dues of each County when received plus record numbers of members and FCEs, and reconcile with membership recorder and notify delinquent Counties as well as the appropriate Area Director and the State President
16. Accept membership forms with dues and have them sent as requested to NAFCE by their due date
17. Be responsible for submitting appropriate tax forms.
18. Receive verification of enrollment of KAFCE Scholarship, and Joann Newby Adult Education Grant recipients. When verification is received, send scholarship moneys to the college for disbursement to the student receiving the scholarship or grant
19. Order name tags for officers as requested by the Board of Directors
20. Order Past President’s pin
21. Submit to incoming Treasurer a set of reviewed Treasurer’s books, documents, and supplies pertinent to the office soon after the end of the term.

#### **STATE FINANCIAL GUIDELINES**

All budgeted items are to be paid as due by the Treasurer. Following approval by the President, other vouchers to be paid shall be, but not limited to:

1. All expenses as indicated on the Current KAFCE Reimbursement Policy
2. KAFCE affiliated organizational dues
3. Contributions to the Pennies for Friendship fund sent to ACWW
4. President’s expenses:
  - a. Expenses relating to the office – from general fund
  - b. Expenses to attend ACWW, CWC will be determined at the time of the decision to send representative
  - c. NAFCE Conference expenses as per Current KAFCE Reimbursement Policy set by the Board of Directors
5. President attends CWC during term of office and the President-elect during term of office at the direction of the Board and depending on budget allowances.
6. Vice president, President-elect, Secretary and Treasurer will be reimbursed expenses (mileage, postage, telephone, printing, supplies) related to the offices
7. Area Directors financial guidelines as per Area Director section in Handbook and the Current KAFCE Reimbursement Policy set by the Board of Directors
8. The following will be compensated as per KAFCE Current Reimbursement Policy as set by the Board of Directors:
  - Incoming State Educational Program Committee member
  - Incoming appointed Board members
  - State Educational Program Committee
  - Representatives to special meetings
  - Area Educational Program Committee members

9. Moneys for KAFCE Scholarship and Joann Newby Adult Education Grant recipients shall be sent in the name of the college and recipient for disbursement to the student's account for each semester eligible. Recipients shall verify enrollment in college each semester and notify State President
10. If a death of a member occurs between October 1 and January 1 after payment of dues, State and National dues will be reimbursed
11. State Conference
  - a. For specific information about State Conference, see Table of Contents
  - b. Specific guidelines for state Board of Directors are:
    1. Provide \$800 starter money for Conference Committee January 1 of the conference year, to be returned after the end of the Conference
    2. State Treasurer shall be an authorized signature on the Conference Committee account
    3. Pay for gifts, if applicable, presented to:
      - Past Presidents
      - Heart of FCE
      - Essay and Artwork Winner
      - Others as deemed necessary.
      - Certificates for the Education Awards
    4. State Treasurer provide copies of budget and financial statements for all attending State Conference
12. Kansas FCE equipment: A permanent record of the purchase, location, and repairs for each item of equipment will be kept in the Secretary and Treasurer files
13. All requests for reimbursement of expenses incurred by Board of Directors' members and appointed committees shall be submitted as soon as event has ended, term of office is completed, or when final reports are completed.

### **KAFCE AREA DIRECTORS**

The Area Director shall be compensated for expenses to attend Board of Directors' meetings according to the Current Reimbursement Policy as set by the Board of Directors.

#### **Bylaws Article V, Section 1, 3F, 5F**

In addition to the duties in the Bylaws, the Area Directors shall:

1. Arrange for Area Council bank account with the State Treasurer an authorized signature on all bank accounts for Area Councils
2. Serve as the liaison between the Board of Directors and Counties of the area.
3. Submit written articles to the "**KAFCE NEWS**" as assigned.
4. Receive from County Council Presidents the following per instructions on the current forms:
  - County Council Officers' form
  - Application form for Heart of FCE award
  - Application form for Member Recognition
  - Application form for FCE Recognition
5. Send Member and FCE Recognition names to KAFCE Registrar per instructions on the current forms
6. Receive a list of State award winners from State Educational Program Committee chairperson.
7. Coordinate District Recognition Days with host County in order to present awards for:
  - Standard of Excellence
  - Member Recognition
  - FCE Recognition
  - Charters
  - Other items as necessary

8. Organize Fall and Spring Area Council Meetings:  
Items of business to be included, but not limited to
  - Fall Meeting: Heart of FCE Award chosen  
Educational Program lessons revealed and reviewed  
KAFCE State Conference planning, if applicable
  - Spring Meeting: Elect member and alternate to State Nominating Committee  
Elect in-coming Area Director during final year of current  
Area Director  
KAFCE State Conference planning, if applicable
9. Appoint one member to the Area Educational Program Committee (EPC) by May 1 year. If applicable to the Area, one member of the Area Marketing Committee may be appointed. Inform the State President and State Vice President of selections
10. Attend leadership training as planned by KAFCE Vice President
11. Attend Board of Directors' meetings as called by the KAFCE President
12. Attend KAFCE State Conference
13. Write thank you notes to Area Committee members as appropriate
14. Submit records, documents, and supplies of the office to the incoming Area Director at the end of term of office

#### **STATE NOMINATING COMMITTEE**

The chairman of the Nominating Committee shall be compensated for expenses to attend the Annual Business Meeting at State Conference according to the Current Reimbursement Policy.

#### **Bylaws Article VI**

1. The KAFCE Nominating Committee Chairman's duties shall include:
  - a. Work with the Area Nominating Committee members to secure nominations for the office(s) being elected.
  - b. Furnish the President a list of nominees and action of the Committee prior to the spring KAFCE Board meeting
  - c. Send a resume of each of the nominees to the Editor of the "KAFCE NEWS" by deadline for the summer issue articles.
  - d. Provide nomination forms for all candidates ([www.kafce.org](http://www.kafce.org) for forms) as well as information on resume, qualification speech, and time limit.
  - e. Introduce candidates for office at the Annual Business Meeting
  - f. Document expenses approved for the Committee and send voucher and receipts to the State President for approval
2. Nominating Committee duties shall include:
  - a. Select at least one nominee for each office, with written consent of the nominee to place her/his name on the ballot. Receive a completed nomination form.
  - b. The nominating committee may choose to work by telephone conference call, fax, e-mail, or by mail, but the Chairman must report to the President prior to the spring Board of Directors' meeting
  - c. Members and/or alternates of the Nominating Committee are to act as tellers at the Annual Business Meeting, if they are in attendance
  - d. If nominee is not a current Board member, the President may invite them to the Board of Directors' meeting preceding State Conference, and they shall be compensated according to the Current KAFCE Reimbursement Policy
  - e. Document expenses (postage, telephone, printing, supplies) approved for the Nominating Committee and send voucher and receipts to the Chairman, who in turn will send vouchers for the Committee to the State President for approval

## STANDING COMMITTEES

### BUDGET COMMITTEE

The Budget Committee shall be the Executive Committee. The Treasurer shall serve as chairman.

#### **Bylaws Article IV, Section 2, Article V Section 5 E3**

Duties of the Budget Committee shall include:

1. Present a proposed budget for Board approval prior to the Annual Business Meeting
2. Research any projects that are promoted from NAFCE, CWC and ACWW

### STATE EDUCATIONAL PROGRAM COMMITTEE (EPC)

The state EPC shall receive per diem for attending EPC Committee meetings and shall be reimbursed mileage to meetings according to current KAFCE Reimbursement Policy – maximum of 2 meetings per year. Document expenses approved for the EPC Committee and send voucher and receipts to the Vice President. The Vice President will send vouchers for the Committee to the State President for approval.

#### **Bylaws Article X, Section 1**

Duties of the Educational Program Committee shall include, but not limited to:

1. The Vice President shall be the chairman of the Committee
2. Plan and conduct educational programs to meet the goals and purpose of the organization with the State EPC allowed an amount to be determined by the Board of Directors and the annual budget for preparing the educational program.
3. Plan and conduct special interest sessions at State Conference that support the educational program focus
4. Plan and present a method to train Area EPC in conducting Area Educational Program Workshops
5. Accept appointment by the State President by January 1 (it is recommended that the State EPC members shall have served as an Area EPC member or as a County Council officer)
6. Prepare the form for the Educational Program Guide and Accomplishment Report in cooperation with the Vice President (one member will be listed on the form to receive reports from each Area)
7. Receive suggestions for the educational programs and send copies to the State President for review before printing
8. Correspond with the Area EPC members regarding the following:
  - a. Area Committee duties
  - b. Responsibilities in conducting Area workshops
  - c. Time lines for responsibilities and due dates
  - d. Resources available
9. Submit articles to the “**KAFCE NEWS**” as assigned
10. Recognize accomplishments:
  - a. Receive FCE Accomplishment Reports and Summary/Award Winners Form from the Area EPC by February 1
  - b. Prepare award certificates for accomplishments of Members and FCEs to be presented at State Conference
  - c. Send a list of State award winners to each Area Director by March 1
11. Work with the Vice President in preparing NAFCE reports

### MARKETING/MEMBERSHIP COMMITTEE

The State President-elect will appoint a Membership/Marketing Committee at the end of her one year if the Board of Directors deems it necessary for the organization.

Compensation will be determined by the Board if a committee is appointed.

## STATE CONFERENCE COMMITTEES

### Bylaws Article X Section 1

#### Three-member Conference Committee

The Committee will be comprised of the Chair of the most recent Conference, the Conference Chair for the following year, and the two-year-out Conference Chair. State President is an ex-officio member of the Committee.

1. State Conference Committee meetings will be virtual, zoom, conference call, by mail or immediately after the most recent Conference at the Conference site.
2. The Committee will review Conference evaluation, final report of Conference and financial reports
3. Any major changes will be sent to the Board of Directors prior to the next Spring Board Meeting.

#### Annual Conference Committee

1. Chair will be appointed by State President two years prior to the Conference in the appropriate Area
2. Chair will form a Committee to plan and prepare the State Conference

The committee will deal with:

- a. Items to be approved by the Board of Directors
  1. Dates and place for State Conference.
  2. Registration fee
  3. Conference schedule
- b. Financial issues
  1. January 1 of Conference year receive \$800 for Committee start- up expenses to be returned to the State Treasurer after the completion of the Conference.
2. Set up checking account with Committee chair, one Committee member, and KAFCE Treasurer as authorized signatures
3. Pay all bills and keep detailed records of expenditures  
Bills to be paid shall include, but not limited to:
  - a. Hotel/motel
  - b. First-timer scholarship(s) – to be determined by Board of Directors
  - c. Banquet meal for Past Presidents, banquet speakers, and Essay & Artwork State Winner and family, other meals as necessary
  - d. Printing:
    1. “KAFCE NEWS” Conference insert
    2. Program book
    3. Special interest session handouts
    4. Meal programs if applicable
    5. Other printing as necessary
4. Account will be finalized by December 31 of the Conference year and profit forwarded to the KAFCE Treasurer



c. Major responsibilities for the Conference

1. Secure site for Conference and with Board of Directors' approval, sign contract
2. Plan all aspects of the Conference with notes or notebooks from previous Conferences available as reference
3. Prepare registration form and submit to the Editor of the "**KAFCE NEWS**" by deadline for summer issue articles
4. Send confirmation to all registering for the Conference
5. Prepare and print Conference program book
6. Work with Conference Registrar to report credentials/registration numbers to the Annual Business Meeting

d. General items of information

1. Conference registration minus expenses will be refunded up to Conference registration deadline with registration fee transferable to another member but not refundable after the Conference registration deadline (exception for major medical emergency or immediate family death with decision to be determined by KAFCE Executive Committee). The circumstances are to be printed on the registration form.
2. Sales tables by KAFCE Marketing as well as presenters/speakers who are promoting a product connected with their presentation may sell in a designated area.
3. Presenters of special interest sessions at KAFCE Annual Conference will not be charged a registration fee if they do not participate in the Conference beyond their specific presentation. A registration fee will be required if invited presenters participate in any portion of the conference, attend other sessions or a meal with speaker.

## OTHER APPOINTED POSITIONS

### STATE REGISTRAR/HISTORIAN

The Registrar shall be compensated for expenses to attend KAFCE Board of Directors' meetings and shall be reimbursed mileage according to current KAFCE Reimbursement policy, if invited by the president.

#### **Bylaws Article X, Section 4**

**Registrar** duties shall include:

1. Keep an accurate record of the FCEs within the State, including:
  - Recognition and Standard of Excellence awards to FCEs
  - Recognition of Membership to individuals
2. Furnish certificates and seals as needed for awards to FCEs and to members
3. Document expenses approved for the position and send voucher and receipts to the State President for approval
4. Be responsible for the embosser and emboss requested seals with proper insignia
5. Submit annual report to the Board of Directors on number of seals issued, number and years of Member and FCE recognition and keep an annual record on a calendar-year basis for the permanent file in KSU Archives
6. Order seals, charters, certificates and embossers as approved
7. Fulfill such other duties as may be assigned by the President or Board of Directors

**Historian** duties shall include:

1. Historian shall compile a permanent record of the organization's actions and accomplishments to serve as history and as a measure of progress
2. Collect records of major activities, awards and accomplishments of KAFCE with KAFCE Board of Directors and others supplying information
3. Collect records for archives of pertinent newspaper clippings, documents and pictures supplied by Board of Directors and others
4. Submit a yearly report to the Board of Directors on activities of KAFCE
5. Periodically prepare an updated History for the Handbook
6. Maintain historical records of the organization
7. Submit appropriate memorabilia to the archives at Kansas State University Farrell Library, i.e. Standard of Excellence awards, other awards, minutes of Board of Directors' Committee meetings, Handbook, Educational Program Guides, membership list and issues of "KAFCE NEWS" at the end of term.
8. Document expenses approved for the position and send voucher and receipts to the State KAFCE President for approval

### PARLIAMENTARIAN

The Parliamentarian shall be compensated for expenses to attend the Annual Business Meeting and the Board of Directors' meeting prior to State Conference and mileage according to current KAFCE Reimbursement Policy, if invited by the President.

#### **Bylaws Article X Section 4**

Parliamentarian duties shall include:

1. Shall be proficient in the current edition, Robert's Rules of Order Newly Revised
2. Serve as consultant to the President during meetings
3. Receive minutes of all KAFCE Business Meetings to review prior to Annual KAFCE Business Meeting and talk privately to the President about possible actions.
4. Document expenses approved for the position and send voucher and receipts to the KAFCE President for approval

## STATE EDITOR

The Editor shall be compensated to attend State Conference Annual Meeting and may be invited, at her own expense, to the Board of Directors' meeting prior to KAFCE State Conference.

### **Bylaws Article X, Section 4**

Editor duties shall include:

1. Be responsible for soliciting and receiving news articles, editing and publishing the "**KAFCE NEWS**", preparing three issues of "**KAFCE NEWS**" for publication annually. The Editor collects and edits the material for each issue with deadlines for receiving material per current "**KAFCE News**" Timeline. Summer issue shall be published at least sixty days prior to the KAFCE Annual Conference Business Meeting.
2. Work with printing company to ensure delivery of the "**KAFCE NEWS**" at the appropriate time
3. Be in contact with Membership List/Records to get information for timely mailing of the "**KAFCE NEWS**"
4. Follow the "**KAFCE NEWS**" schedule for receiving reports-by-emailing reminder two weeks ahead of deadline to individuals responsible for reporting
5. Before sending copy to printer, contact the State President about content, quality and accuracy

## MEMBERSHIP LIST/RECORDS

Membership List/Records position shall be compensated to attend the KAFCE Annual Meeting at State Conference.

### **Bylaws Article X Section 4**

Duties include:

1. Receive KAFCE Membership information from the State Treasurer
2. Reconcile with the Treasurer the number and type of Memberships to be sent to NAFCE and amount of money for dues
3. Furnish NAFCE with current Membership List on computer program
4. Maintain a computerized membership file of KAFCE Members with updates, deletions, and additions of names kept current. Also, maintain a list of additional persons to receive the "**KAFCE NEWS**"-- NAFCE Board members, all State Presidents, KAFCE Historian, and designated County Extension Agents.
5. Send written report of the number of Members and FCEs represented by dues payment at each Board of Directors' Meeting, report comparative gain or loss in FCEs and membership based on annual accounting January 1 to December 31, provide a copy of the number of FCEs and Members by County to the Board of Directors
6. Keep a list of past KAFCE Presidents
7. Furnish database to the printer for distribution of the "**KAFCE NEWS**" to every Member
8. Furnish labels for other mailings as directed by the President
9. Document expenses (postage, telephone, printing, labels, computer disks, paper, ink cartridges, etc) approved for the position and send voucher and receipts to the State President for approval
10. Provide President and Treasurer with printed Membership List
11. Provide Area Directors with enough copies of KAFCE Membership Lists for their respective Areas—one for the Area Director and one for each County Council President in their Area.

## WILLIAM ALLEN WHITE CHILDREN'S BOOK AWARD

The FCE member on the William Allen White Selection Committee shall be compensated for expenses and mileage to attend the final selection meeting of the Master List according to Current KAFCE Reimbursement Policy after approval by the President and shall be compensated for attending the Annual Business Meeting at State Conference according to Current Reimbursement Policy if invited by the President.

### **Bylaws Article X Section 4**

1. Document expenses (postage, telephone, printing, bookmarks) approved for the position and send voucher and receipts to the KAFCE President for approval.
2. Submit written report to the KAFCE Annual Business Meeting

### Information:

William Allen White Children's Book Awards is directed by Emporia State University. Books are voted on by 3<sup>rd</sup> - 5<sup>th</sup> graders and 6<sup>th</sup> - 8<sup>th</sup> graders in Kansas schools from a Master List created by the Selection Committee. Children have one school season to read and vote for their favorite. Awards are given in October of the following year.

The Selection Committee is composed of 18 representatives from educational and professional organizations concerned with children throughout the State. Members of the Selection Committee may serve two three year terms. The committee members for these age groups read books during the summer and the final selection for the Master List is in October at Emporia State University with all the members having input.

### **.WEBMASTER**

The Webmaster position involves the following, but not limited to:

- Update information and maintain the website [www.kafce.org](http://www.kafce.org).
- Knowledge of html (hypertext markup language) is needed.
- Maintain site using frontpage software.
- Correspond with Board of Directors in keeping accurate and up to date information on the website.
- Respond to e-mails that come directly to the website and forward them as necessary.
- Fulfill such other duties as may be assigned by the Board of Directors.

## OTHER

### KAFCE AREA COUNCIL MEMBERSHIP

1. Voting
  - a. Two FCE Council officers per County
  - b. One Independent member per County without a County Council
  - c. Area Director, chairman
2. Nonvoting
  - a. Area Educational Program Committee
  - b. State Board members in Area

### MEETINGS

Area Council shall:

1. Meet for Council, Area/District Recognition Days, and workshops
2. Conduct necessary business:
  - a. Select an incoming Area Director at Spring Council meeting during final year of current Area Director
  - b. Each year, elect a member and an alternate member to the State Nominating Committee at Spring Council meeting - **Bylaws - Article VI, Section 1A**
3. Provide training to inform County Council Presidents and Educational Program Committee members at the Fall Workshop

### AREA EDUCATIONAL PROGRAM COMMITTEE (EPC)

Area EPC shall receive reimbursement for expenses (e.g. postage, telephone, copies, mileage for judging and other expenses related to the Committee) from the Area Director's budget.

The duties of the Area Educational Program Committee (EPC) shall be, but not limited to:

1. Accept appointment by the Area Director by May 1 and serve a three-year term starting June 1 of the year appointed
2. Attend meetings conducted by the State EPC for training to plan and conduct Area Workshops
3. Support the educational programs planned by the State EPC Committee
4. Work with Area Director to plan Fall Area Workshop and conduct training on:
  - a. KAFCE educational program materials as prepared by State EPC
  - b. How to prepare Accomplishment Reports, summaries/Award Winners Forms, and Community Service forms
  - c. County EPC chairman responsibilities, resources available, and timelines
5. Receive suggestions for future educational programs and forward them to the State EPC for consideration
6. Give leadership and assistance for County workshops at County's expense, if requested
7. During the third year of the three-year appointment, that member of the Area EPC shall be responsible for correspondence and activities pertaining to the Area EPC. She shall:
  - a. Call a meeting of the committee in January, to judge and compile Individual, FCE and County Council FCE Accomplishment Reports received. Mileage to be paid from the Area Director's budget
  - b. Recommend to the Area Director names of qualified persons for possible appointment as an EPC member

- c. Send the following to State Educational Program Committee by February 1:
    1. All Individual, FCE and County Council FCE Accomplishment Reports received
    2. The Tabulated Data Summary on the Summary/Award Winners Form, received from the Vice President at the EPC training session.
    3. Brief descriptions of reports selected for recognition in Education, Leadership, and Action categories on the Summary/Award Winners Form.
  - d. Receive award certificates for Area awards from the Vice President and assist the Area Director in presenting the Area award certificates at the District Recognition Day
8. Document expenses approved for the Area EPC Committee and send voucher and receipts to the Area Director no later than December 1

## COUNTY FCE COUNCIL

The purpose of the County FCE Council shall be:

1. Support of FCE mission, goals and organizational policies of the County, Area, State and National by:
  - a. State Standard of Excellence for use by all FCEs
  - b. Activities and projects that focus on the mission of the organization
  - c. Program emphasis and lessons promoted by the State Educational Program Committee (EPC)
  - d. Recognize leadership and accomplishments of FCEs
2. Develop County Bylaws that support the KAFCE Bylaws
3. Collect the following information from the County FCEs:
  - a. New member information
  - b. Updates for membership lists
  - c. Officer list
  - d. Dues (County, State and National)
  - e. Project contributions
  - f. Membership Recognition forms
  - g. FCE Recognition forms
  - h. Educational Program Accomplishment reports
4. Prepare an annual budget and include funds for:
  - a. County Council President to attend Area and State meetings
  - b. County Educational Program Chairman to attend Area training
  - c. Conducting a County Workshop for FCE officers and Educational Program Committees (EPC)
5. Invite Area and State officers and KAFCE Board members within the County to attend County FCE Council meetings as an ex-officio member
6. Publicize programs and projects of FCEs, including the involvement of members and leaders
7. Encourage FCEs to make contributions to projects of the KAFCE, NAFCE and affiliate organizations.
8. Actively recruit new members and assist in organizing new FCEs
9. Provide information and training for FCE officers:
  - a. Instruction of duties, records, and support materials
  - b. Distribute KAFCE Handbook to designated officers
  - c. Standard of Excellence
  - d. Encourage reading and use of articles in the **"KAFCE NEWS"**
10. Maintain permanent file of organizational materials:
  - a. Secretary's minutes
  - b. Financial Statements
  - c. Membership lists
  - d. Membership and FCE Recognition
  - e. Other historical material
11. When a County has only one FCE, it will be considered the County Council.

## COUNTY FCE COUNCIL TIMELINE

### JANUARY

- Review duties/deadlines for entire year; use KAFCE County Timeline Chart throughout the year
- Be knowledgeable about all forms, the KAFCE Handbook and Addendums, KAFCE and County Council Bylaws
- Keep KAFCE Handbook updated
- Submit State nomination form for Area/State position openings to appropriate person by February 1 (Nomination Forms found at [www.kafce.org](http://www.kafce.org)).
- Submit articles about County or Local projects and events for “KAFCE NEWS” to Editor or KAFCE President by the due dates specified on the current “KAFCE NEWS” timeline.
- Submit articles for website ([www.kafce.org](http://www.kafce.org)) to Webmaster. Pictures may be included.

### FEBRUARY

- Plan County Spring Recognition event
- Plan District Recognition Day with Area Director in year that County is host

### APRIL

- Attend Area Council meeting
- Submit Article for “KAFCE NEWS” to Editor or State President by date specified on current “KAFCE NEWS” timeline.
- Grant and Scholarship applications are due to State President by specified dates on the application forms (Application forms on [www.kafce.org](http://www.kafce.org)).

### MAY

- Attend District Recognition Days

### JULY

- Attend NAFCE Conference
- Submit article for “KAFCE NEWS” to Editor or State President by date specified on current “KAFCE NEWS” timeline.

### AUGUST

- Receive August Mailing of all forms from State President via email
- Receive list of newly elected FCE officers for coming year
- Elect County Council officers

### SEPTEMBER

- Appoint Educational Program and Events committees
- Send County Council Officers Form to Area Director by date specified on the form.
- Collect National, Kansas and Local Dues and Membership forms from FCEs by date specified on the form.
- Submit Heart of FCE nominations to Area Director by date specified on the form

### OCTOBER

- Celebrate FCE Week (second full week)
- Attend KAFCE State Conference and Annual Business Meeting
- Submit KAFCE Dues and Project Contribution Report Form, Membership Form and dues to KAFCE Treasurer by November 1, delinquent November 30. Additional project contributions are accepted anytime
- Submit Member and Group Recognition forms to Area Director by date specified on form.
- Submit article for “KAFCE NEWS” to Editor or State President by date specified on current “KAFCE NEWS” timeline

### NOVEMBER

- Attend Area Workshop/Council meeting
- Conduct Educational Program Workshop and officer training for County
- Plan FCE Community Action activities and programs for new year



## DECEMBER

- FCEs wishing to receive their gold or blue seal must have their completed Standard of Excellence for the current year to the State Registrar by date specified on form.
- Install County Council officers for coming year. Recognize past year's leadership
- County Vice President receives FCE Educational Program Accomplishment Report and Tabulated Data Form from each FCE in County
- County EPC prepares County Report by tabulating and combining all FCE reports. County Report is then sent to Area EPC Chair by date specified on form.
- The County may also fill out a special report for a County Wide Project or Activity. This County Wide Project/Activity Report is a separate form

## FUNCTIONS OF THE LOCAL FCE

The mission of Family and Community Education is strengthening individuals, families and communities through:

Continuing Education  
Developing Leadership  
Community Action

Duties include:

1. Meet at least 6 times during the year
2. Elect a President, Vice President, Secretary, Treasurer and Representative to the County FCE Council
3. Appoint Educational Program Chairman Committee and participate in County Educational Workshop
4. Provide information to County FCE Council promptly:
  - a. Names and addresses of newly elected officers
  - b. Names and addresses of Educational Program Committee
  - c. Membership lists
  - d. Dues and contributions
  - e. Programs for year
  - f. Membership recognition
  - g. Accomplishment Report for educational program
  - h. Any other information required by the County FCE Council
5. KAFCE Standard of Excellence Report
6. Plan a yearly educational program
7. Highlight correspondence from County FCE Council and the "KAFCE NEWS"
8. Submit suggestions for lessons to the County EPC
9. Actively recruit new members
10. Promote KAFCE programs and activities through publicity in the local news media, guest days, and other appropriate activities
11. Promote and/or sponsor the organization of new FCEs
12. Recognize leadership abilities of members and support their nomination for office (County, Area, State and National)
13. Maintain a permanent file:
  - a. Bylaws which support the bylaws of KAFCE
  - b. Secretary's minutes
  - c. Financial statements
  - d. Membership lists
  - e. Charter with seals
  - f. Program books
  - g. Historical materials
14. Be willing to attend Leader Training and then teach others using that material.

## FCE OFFICERS TIMELINE

### JANUARY

- Submit names of new members on current year's Membership Form anytime during the year and send to officer specified on the form.
- Request for a new charter can be made at anytime
- Send names of deceased members to "KAFCE NEWS" Editor prior to February 1
- Send name of accidental death, along with death certificate to State President anytime in order to collect KAFCE accidental death insurance
- Submit State nomination form for Area/State positions to appropriate person by February 1 (State Nominating Committee Chairman)
- Submit articles about local projects and events for "KAFCE NEWS" to Editor or State President anytime during the year.
- Submit articles for website ([www.kafce.org](http://www.kafce.org)) to Webmaster as appropriate. Pictures may be included

### FEBRUARY

- Accept responsibilities for planning County Spring Recognition

### APRIL

- Attend County Recognition Day
- Attend District Recognition Day

### MAY

- Attend District Recognition Day

### JULY

- Attend NAFCE Conference

### AUGUST

- Elect officers for coming year
- Send in "early bird" registration for State Conference

### SEPTEMBER

- Submit KAFCE Dues and Project Contribution Form and Membership information to County FCE Council Treasurer by date specified on form.
- Submit name of Heart of FCE nominee to County Council by date specified on form.
- Submit Member Recognition and FCE Group Recognition forms to County Council for eligible members and FCEs by date specified on form.

### OCTOBER

- Attend KAFCE State Conference and Annual Business Meeting
- Celebrate FCE week (second full week in October).

### NOVEMBER

- Attend Area Workshop/Council meeting
- Plan program books, lessons, and activities for coming year
- Submit Standard of Excellence to County FCE Council Vice President or directly to State Registrar by date specified on form.
- Submit Accomplishment Report to County Chair by specified date on form.
- Attend County officer training

### DECEMBER

- Install officers for coming year and thank outgoing officers for accomplishments.

## **OTHER FCE INFORMATION**

### **ORGANIZING AN FCE**

At the organizational meeting it is desirable that the County FCE Council President and the County FCE Council Membership Chairman meet with the group to answer questions and explain the following:

1. The relationship of County Extension programs, County FCE Council, and Kansas Association for Family and Community Education (KAFCE)
2. How their Representative to the County FCE Council will take part in planning countywide events and promoting KAFCE project work
3. What an FCE can expect of the County, Area, and State organization and what the County, Area and State expect of an FCE
4. Discuss the various programs KAFCE and NAFCE offers

### **FCE CHARTERS**

Any active FCE may apply for a Charter provided the following criteria has been met:

1. Adopted bylaws, which include the nondiscrimination clause
2. All members have paid State and National dues to KAFCE and dues are paid through the County FCE Council Treasurer to the KAFCE Treasurer
3. Not previously been presented a Charter

When criteria are met, the FCE may request a Charter by the following:

1. Request County Council President obtain Request for New Charter Form from KAFCE Registrar
2. Have chartering FCE complete the form and submit it to County Council President
3. County Council President submit completed form to KAFCE Registrar
4. KAFCE Registrar will send Charter to Area Director for presentation to FCE at the next Area/District Recognition Day

### **REPLACEMENT OF CHARTER AND SEALS**

An affiliated FCE wishing to replace its Charter may do so by contacting the KAFCE Registrar

### **REACTIVATE AN FCE**

Information needed by KAFCE Registrar to reactivate an FCE using former name and Charter:

1. Original name, County and date of disbanded FCE
2. Verification that the FCE Bylaws have been adopted by the FCE and a copy filed with the County FCE Council
3. Verification that KAFCE dues are paid
4. Date the FCE was reorganized
5. Present members in FCE
6. President's name and address

A new Charter and replacement seals will be issued at the present cost if old Charter and seals are not available. The original date, if available, and the date the replacement Charter is issued should be stated on the new Charter.

A reactivated FCE will continue with special gold seal awards as of the time disbanded if information is available.

## MERGED FCEs

When two or more FCEs merge, change the name of the FCE and combine the money. A new Charter should be issued and the group be considered a new FCE from that point.

Gold seals should start with the new Charter, but each occasion may need to be evaluated and agreement reached between the Registrar and the FCE involved.

When two or more FCEs merge, they may choose to keep one of the original FCE names and continue under their Bylaws, Charter and gold seal recognition.

## DISSOLUTION OF AN FCE

Every member should be officially notified 60 days prior to the vote and every member allowed to vote.

Voting to dissolve shall require at least two-thirds vote of all members of the group and those desiring to remain a member may join another FCE or become an independent member.

In case of dissolution of any FCE, all property or money shall be assigned to KAFCE to promote its programs within the State

Official notification to KAFCE should be sent to the President, Treasurer, Area Director, Registrar and County FCE Council President.

## PROCEDURE FOR DEATH OF AN FCE MEMBER

The President of the Local FCE should notify the current FCE State President and current FCE State Treasurer about the death of a member. The notification should read something like this:

"I am writing to inform you of the death of Sally Smith on  
March 12, 2016. She was a member of Topsy Turvey FCE,  
Seneca County."

In other words, state the name of deceased member, date of death, name of FCE, and County. Notification may be by letter or email.

The State President will notify both the State Membership Chairman for adjustment of the data base and the "KAFCE NEWS" Editor, who publishes a Memorial List each year in the Spring issue of the paper. The State Membership Chairman will inform both National Headquarters and the National Treasurer for the NAFCE data base adjustment.

## IMPORTANT RESOURCES FOR ALL FCE MEMBERS

### 1. FCE Handbook

The Handbook contains the KAFCE Bylaws which are general operating procedures and duties and tenures of elected officers, standing committees, appointed positions, without specific dates, times, or deadlines. Information is included for every FCE level: Local, County, & State. The Table of Contents outlines the who, what, when, where, why, and how of almost anything a member might need to know. The Handbook also contains a brief History of KAFCE from 1914 through the present, a list of past presidents, and Kansans who have served on the National Board. The FCE Mission Statement, Creed and Purpose of all levels of FCE are included. Every KAFCE Board Member, County Council President, Area Director, County Extension Agent, State standing committee Chairman, appointed KAFCE positions, and others has a handbook.

### 2. August Mailing--FORMS

The August mailing is emailed in August and contains all forms for the coming year that any FCEs, officers, and individual members (Local, County, State, National) might need. Items in the August mailing are Award Forms as well as Educational Program Forms, tabulation forms to be submitted for the present year's work with specific dates or deadlines printed on each form and to whom the form must be sent., complete with address, email, phone. The mailing also has next year's Membership Forms This August mailing may be downloaded on [www.kafce.org](http://www.kafce.org), the present website, or received in hard copy form from County Council Presidents, or County Extension Agents. A KAFCE Roster is also included which contains the home address, email and phone number of all elected KAFCE Officers, standing committees, appointed positions, State Extension Agents.

### **3. "KAFCE NEWS"**

The FCE newspaper is mailed to every KAFCE member. There are three issues each year: Spring, Summer, and Winter. The Roster is also printed in the "KAFCE NEWS". Names, dates, information on coming events, deadlines, meetings are all included in these issues. Messages from the KAFCE President reporting on Board Meetings and decisions made there are in each issue.

### **4. Fall Program Packet-- PROGRAMS**

In October or early November, each Area has a Fall Council Meeting where the Area Director delivers the Programs for the next year to each County Council President and any local FCE Presidents that are in attendance. The offered Programs from K-State and those written by the KAFCE State Educational Program Committee are in a folder which each Area Director delivers to each County Council President, who then delivers the folders to each FCE.

### **5. KAFCE Website ([www.kafce.org](http://www.kafce.org))**

The KAFCE website has most of the already mentioned resources for anyone to download. Lost it all? Go to the website.

## HISTORY OF KANSAS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

The first Home Demonstration Unit was created in 1914 when women from Leavenworth County requested help in food preservation from a national club leader. A mother/daughter canning club was formed in Glenwood. From 1915 to 1943, the clubs were sponsored by the Farm Bureau and were called Farm Bureau Units. Toward the end of the 1920's, 47 counties reported 85 Farm Bureau Units with a total membership of 1,726.

The units were originally organized to help Kansas rural women achieve the standards of their city counterparts. They came together to have "lessons" taught by their County Home Demonstration Agent. Miss Ellen Batchelor (1917) was the first Home Demonstration Agent employed in Kansas, Wyandotte County. Later she was also Acting State Home Demonstration Leader in 1921, 1923, and 1936. Some of the first lessons were in food preparation and the making of clothing and hats because the cost of ready-made clothing was too high.

### A "Bird's Eye View" of KAFCE History

- 1914 First home demonstration unit was created in Leavenworth County (Glenwood Club) when women requested help in food preservation from a National club leader. Following soon was the Social Improvement Unit of Marshall County in 1915 and Basehor Unit of Leavenworth County in 1917.
- 1921 The first Extension Homemaker Units were organized and were called Community Clubs and later known as Farm Bureau Units.
- 1938 The Kansas Home Demonstration Advisory Council was organized with Georgiana Smurthwaite, State Home Demonstration Leader presiding. Mrs. Ethel (Paul) Edgar of Topeka was the first State President.
- 1939 Kansas Home Demonstration Advisory Council became a member of National Home Demonstration Advisory Council and as such a member of the Associated Country Women of the World (ACWW). The Standard of Excellence had been developed.
- 1944 Farm Bureau Units had their name changed to Home Demonstration Units to emphasize relationship between work of County Home Demonstration Agents and Extension Home Economics at Kansas State College.
- 1945 Membership: 24,237
- 1951 Home Demonstration Scholarships became available for the first time and were designated for a second semester sophomore or junior in the amount of \$200 per year to encourage professional interest in Home Demonstration Agent or Extension work.
- 1952 Membership: 44,364 in 2,254 units
- 1953 During the annual meeting in February it was voted to secure funds to build a Cooperative Scholarship House, costing about \$150,000. It was suggested that each member give \$1.00 for three years to raise this amount. Miss Georgiana Smurthwaite, for whom the house is named, retired from active State leadership, but remained in an advisory role until 1957.

- 1958 The National Home Demonstration Council meeting was held in Wichita at the Arcadia Theater Wichita Forum, October 12 – 15. The theme was "Open Doors". Four thousand, five hundred women were present from 46 states, Hawaii, Alaska and Puerto Rico. Mrs. Lawrence House, Goodland, Kansas, was the Kansas President. Mrs. Verne Alden, Wellsville, Kansas, was National President.
- 1961 Smurthwaite Scholarship House at Kansas State University was completed with 62 women residents paying \$450 per year compared to \$700 in other residence halls.
- 1965 The name was changed from Kansas Home Demonstration Advisory Council to Kansas Extension Homemakers Council and Home Demonstration Units became Extension Homemaker Units.
- 1966 Total funding of \$150,000 for Smurthwaite Scholarship House had been collected and a celebration was held.
- 1972 Kansas Extension Homemakers Council voted to participate with Kansas Council of Women to raise funds for building a cottage at Rock Springs Ranch.
- 1977 Adult Education Grant for Unit Women was established to further their education.
- 1978 First recipient of Adult Education Grant was Virginia Downing of Anthony, Kansas in the amount of \$1,000.
- 1983 President Erma John attended the ACWW Triennial in Vancouver, British Columbia, Canada.
- 1984 For the first time, KEHC adopted Standing Rules for its Annual Meeting.
- 1985 "Get It Together Kansas" safety belt program, which reached 60,000 Kansans, received National recognition. Elizabeth Dole, US Secretary of Transportation, praised FCE members at the 1985 Annual Workshop in Wichita for their work in safety belt Education.
- 1986 President Pauline Nunemaker attended the ACWW Triennial in Killarney, Ireland. Helga Dueck arrived in Wichita from Paraguay for an exchange visit in our State through the Partners in Paraguay begun in 1968.
- 1988 National Extension Homemakers awarded Kansas 3<sup>rd</sup> place for Feature Writing. Spent year getting ready for National Meeting. Bernis Parker was the General Chair. KEHC received a grant from the Kellogg Foundation to expand the FCL (Family Community Leadership) program, sponsored jointly by Kansas Extension Homemakers Council and KSU Cooperative Extension Service.
- 1989 Membership: 20,675 in 1,443 units in 105 counties. Kansas hosted the National Extension Homemakers Council Annual Meeting August 6 – 11 in Manhattan. Theme: Rich Heritage, Golden Opportunity, Sunny Future. 2,205 participants from 44 states and 2 provinces and territories registered for the Conference. National Extension Homemakers awarded Kansas 3<sup>rd</sup> place for Feature Writing. ACWW Triennial was held in Kansas City, Mo. President Juanita Gillaspie and four others attended the meeting. NECH adopted dues of \$1 per member. Before this change, States sent 5 cents per member to National. Kansas dues were \$2 per member, making total dues \$3.
- 1990 Membership: 19,723 in 1,391 units in 105 counties. Joann Newby Educational Grant was established in addition to the KEHC Scholarships and the KEHC Adult Education Grants.



- 1991 Kansas Extension Homemakers Council (KEHC) adopted a Comprehensive Marketing Plan. It included a logo, statewide radio spots, and brochure. KEHC had a State membership list for the first time. The KEHC Handbook was revised and the Standard of Excellence updated. An informative letter was sent to each member for the first time. Regional award for top in Literacy (Sandy Schemm) and Environmental Issues (Lucille Horyna).
- 1992 Name Change. Changed our name to Kansas Association for Family and Community Education. President made a video and sent to each county to explain change. Dues changed for NAFCE from \$ .50 to \$12.50. KAFCE dues were \$2 and \$1 for educational fee for printing lessons and forms. President, Bernis Parker, attended ACWW in Holland. Top in Regional Awards for Literacy, "What the Flag Means to Me" and Waste Management. KEHC President, Bernis Parker, received the KHEA (Kansas Home Economics Association) Friend of Home Economics Award.
- 1993 Profits Task Force gave grants of \$21,000 to twenty-eight FCEs and County groups for Community Service Action. Grant money came from hosting the 1989 NEHC National Conference.
- 1994 KAFCE Handbook was revised. Adopted the KAFCE Creed. The Board was restructured and Educational Program Committee was formed. Honorable Mention from NAFCE for "Children and Television" and top in Regional for "Environment & Literacy."
- 1995 National President from Hawaii was guest at Annual State Conference in Hays. Members actively seek pledges for April 5, "Tune Out Violence on TV." Launched a Marketing program to market FCE internally and externally. Representative, Juanita Gillaspie, attended the ACWW meeting in Christ Church, New Zealand.
- 1996 Revamped the "**KAFCE NEWS**" and sent it to every member as an information and communication tool. Thirty-eight delegates from Kansas attended NAFCE Conference 60<sup>th</sup> anniversary celebration which included the dedication of the new NAFCE Headquarters in Burlington, Kentucky. Composed two educational lessons in cooperation with NAFCE and K-State Research and Extension.
- 1997 Set up plans for total FCE responsibility for membership lists, coordinating annual KAFCE Conference, and composing and printing a partial share of the Educational Program lessons. Board of Directors authorized new policy book. Worked with Kansas State Attorney General and participated in "FCE Sting" National Project on consumer and mail fraud.
- 1998 President, Joan Best, attended the ACWW Triennial in South Africa. Kansas worked with the US Attorney General on the "FCE Sting" Project and collected thousands of scam letters. Handbook was revised.
- 1999 Yarn and embroidery floss were collected to send to India. 15,500 new skeins were sent besides many half-skeins and rolls of thread. The Habitat for Humanity, Africa Project was begun and \$4,000 collected.
- 2000 The insurance coverage was changed so that each FCE member was automatically enrolled in a \$1000 Accidental Death policy. Several payments have been made to various beneficiaries. Membership was 3,346.

- 2001 President, Judy Fullmer, attended the ACWW Triennial in Hamilton, Ontario, Canada. Received money from the FCE Foundation Assets -- \$89,407 - based on Kansas FCE membership as of Dec. 31, 1997. October 11, 2001, was the day chosen for members to write -- "A Day in the Life of my Community". This project was a partnership with the Kansas Historical Society. The "LIFE" project was begun. First at NAFCE for Action Report.
- 2002 Won 2<sup>nd</sup> place at NAFCE for Education, "Are You Driving, Miss Daisy?" defensive driving course, and 2<sup>nd</sup> place in Leadership, "A Day in the Life of my Community". Cooperated with BPW to host candidate forums for the upcoming election. A lesson/booklet on household hints gleaned from the members throughout the State was published.
- 2003 Heloise, noted columnist with household hints, was the keynote speaker for the KAFCE Annual Conference in Hays. A laptop computer and projector were purchased for use in educational training. National dues were raised 50 cents a member beginning in 2004. Received 2<sup>nd</sup> in Action with a CHARACTER COUNTS! display at the NAFCE Annual Meeting.
- 2004 President, Peggy Martens, attended the ACWW Triennial in Tasmania, Australia. The Kansas FCE website was opened. Received 3<sup>rd</sup> for Program and 1<sup>st</sup> for Display board in Leadership with "Household Hints" and 3<sup>rd</sup> in Action for "CHARACTER COUNTS!" from NAFCE. KAFCE purchased computer, and, for the first time, KAFCE business was put on the computer.
- 2005 Revised bylaws were adopted to streamline the organization. A cookbook of member contributions of 1401 recipes was published and sold. Accidental Death and Dismemberment Insurance was increased to \$2,000 per member. A laptop computer was purchased for the Treasurer's position. National awards received: Val and Norma Henton, Outstanding FCE Family; 2<sup>nd</sup> place Program Award in Education for "Preparing for a Natural Disaster"; 3<sup>rd</sup> place for Program and 1<sup>st</sup> place for display board in Leadership on ACWW.
- 2006 Handbook was revised. National awards received: 2<sup>nd</sup> place report/display in Action for "Forgetfulness or Alzheimers?" and "Tenderhearts: I am a Caregiver". 3<sup>rd</sup> place for the display board in Education for "Women Searching for Chocolate". 3<sup>rd</sup> place report/display for Community Service. Histories of FCEs book was completed. Kansas dues were raised \$2.00 and National dues raised \$3.00.
- 2007 State President, Marcy Price, attended ACWW Triennial in Turku, Finland
- 2008 National awards received: Community Service Project by the Spring Hill FCE was on "Sewing for Others". They received a street sign for their community. 2<sup>nd</sup> place report and display awards for **Character Counts!** 4<sup>th</sup> grade Essay & Artwork Contest on "Respect".
- 2009 National awards received: Community Service Project on the "Think Pink" lesson by Cum Joy Nus of Shawnee County.
- 2010 National awards received: Community Service Award for the work done by Queen City, Labette County, with the Ronald McDonald House in Joplin, MO. 3<sup>rd</sup> place Education Report was on the National lesson "Someone's Looking in the Mirror and Sees the Face of Arthritis". 2<sup>nd</sup> place for the Program Award Display Board on the project "Old Tyme Games & Activities". State President, Mary Jane Adams, attended the ACWW Triennial in Hot Springs, Arkansas.

- 2011 The State Board of Directors worked on the revision of the KAFCE Handbook and Bylaws. National awards received: 2<sup>nd</sup> place Action Program display Board; 3<sup>rd</sup> place Education Program Award Book. State Board Meetings were changed to one day to help KAFCE save money.
- 2012 The Revised 2012 KAFCE Handbook was published. At 2012 Annual Conference, President Mary Jane Adams began a project called "the gift." Each attendee was given a penny to "re-gift" in October of 2013 when dues were paid for 2014. Saving a penny a day for a year, all KAFCE members would have approximately \$3.50 to send in with dues:  
\$.50 to NAFCE    \$.50 each to 5 different other KAFCE projects OR  
\$.50 to KAFCE    \$.50 each to 2 KAFCE projects AND remainder to Local  
and/or County
- 2013 Results of "the gift" : National FCE-\$288.50; Kansas FCE- \$327.95; Newby Adult Education Grant-\$223.67; KAFCE Scholarship-\$252.93; Clovia House-\$297.01; Smurthwaite-\$174.24. Grand total: **\$1,564.30.** Many NAFCE awards: 2<sup>nd</sup>-Education Program Book and Display Board; 2<sup>nd</sup>-Action Program Award Book; 2<sup>nd</sup>-Essay & Artwork Contest-"Trustworthiness" ; 2<sup>nd</sup> Action Program Brochure.
- 2014 A celebration of 100 years (1914-2014) of FCE education and fun was commemorated at the KAFCE Annual Conference at Parsons with a presentation of "A Nostalgic Walk Through FCE: 1914-2014" compiled by Dorene Reimer, SW Area Director. The number of issues of "**KAFCE NEWS**" was decreased from four to three per year. KAFCE President, Sharon Giacometti, began a monthly email, "FCE Connection," to Area Directors who passed it on digitally to all units. Kansas won \$300 in vouchers for purchase of educational materials for the future by winning 2<sup>nd</sup> place in the Education category at NAFCE. Both KAFCE & NAFCE had been attempting to find new ways to finance the functions of FCE. Growing & establishing an endowment account began with a Yuma, Arizona, FCE Unit pledging \$5000 and challenging several States, including Kansas, to match. During KAFCE Annual Conference, at least 10 FCE Members matched a \$50 challenge from Judy Fullmer with one pledge for \$100. One Kansas County challenged the other 54 Counties to match \$50. This is a five year project to meet the \$5000 contribution from Kansas.
- 2015 Kansas & Missouri cohosted the NAFCE Annual Conference. The KAFCE Board made the table decorations for the Spirit of Kansas luncheon at the March KAFCE Board of Directors' Meeting. Each Area contributed favors for both the Spirit Luncheon and meals. Kansas Program awards won at NAFCE Conference: 1<sup>st</sup> Education Program Book; 2<sup>nd</sup> Action Program Book; 1<sup>st</sup> Education Program Brochure; 3<sup>rd</sup> Action Program Brochure. These awards provided \$775 in vouchers for purchasing future years' lessons. One of the projects to emerge at NAFCE Conference---Human Trafficking--was taken up at KAFCE Annual Conference. Last KAFCE bus trip to National Conference.
- 2016 KAFCE dues increased from \$5 to \$10 and NAFCE dues was raised from \$15 to \$20. Since the 2014 Matching Challenge, the "long term fund" received \$1465 from Kansas. In May, Wilma Lill from El Dorado, Kansas, received the Volunteer of the Year Award from the Chevron Retirees Association. Wilma designated this money to go to "The Legacy" (the long term fund) to meet the \$5000 challenge for Kansas. A continuous marketing program was immediately begun. By the end of the year, over \$2500 was taken in. Three 1<sup>st</sup> places & three 2<sup>nd</sup> places at NAFCE Conference earned \$1275 in vouchers to purchase NAFCE materials. Human Trafficking was again a project for FCE. Travel reimbursement was reduced from \$.30 to \$.25 per mile. NAFCE celebrated its 80 year birthday in Memphis, Tennessee: "Celebrate! 80 years of FCE...Mighty Like an Oak."

A KAFCE CD, invested since March, 2012, matured in September, 2016. It was divided into four CDs to permit a stair step kind of investment that would provide access to funds, if needed, without penalties, each year for five years—a six month, a fifteen month, a twenty-seven month, and a five year “Rate Riser CD.”

- 2017 A marketing committee was appointed, consisting of a FCE member from each of the five Areas. In February, the Board began the task of revising the 2012 KAFCE Handbook. At the 2017 KAFCE Annual Meeting, the proposed amendments to six parts of the Bylaws were passed by vote of the voting members. Because of its tremendous potential for financial savings, for the first time, technology was used to email the 2016 August Mailing—now dubbed the “2017 Tool Kit.” The voting delegates at KAFCE Annual Meeting voted to submit an amendment to the NAFCE Bylaws Committee to establish the Legacy Fund in the National Bylaws. NAFCE Awards for Kansas: 1<sup>st</sup> Action Program Book; 2<sup>nd</sup> Leadership Program Book; 3<sup>rd</sup> Education Program Book; 3<sup>rd</sup> Edith McClain Open “Marketing/Membership”; 3<sup>rd</sup> Edith McClain “FCE Tools” Open Brochure; 3<sup>rd</sup> Susan Gartrell Other Open Brochure. These Awards yielded \$670 in vouchers for purchase of future programming materials. In September & December, two of the KAFCE CDs were put into a Treasury Savings Plan at a higher interest rate with immediate accessibility of funds.
- 2018 Work on the revision of the 2012 KAFCE Handbook continued. The Board of Directors voted on and agreed to changes, additions, & deletions in remainder of the Handbook. At the 2018 KAFCE Annual Meeting, the proposed amendments to eleven parts of the Bylaws were passed by vote of the voting members. Each Area Director, at the Conference Board Meeting, agreed to select an item or items to raffle or auction to earn at least \$200 during the 2019 FCE year as a fund raiser for KAFCE. NAFCE discontinued Program Book and brochure awards to be replaced by each State bringing its reports of programs & projects to be shared with NAFCE attendees.
- 2019 NAFCE voted to increased their dues by \$5 per year for three years in a row (2019,2020, 2021). The service of the printer of “**KAFCE NEWS**” was discontinued. Another printer was found and a new Bulk Mailing Permit was obtained. NAFCE began sending “FCE News Flash” by email. NAFCE community Projects in which KAFCE participated, were “Zero Hunger Challenge” with half the proceeds going to ACWW and half to a hunger relief designated project. Another project was “Books for Newborns”—new books suitable for parents to read to their new babies.
- 2020 In March, the World Health Organization declared Coronavirus a COVID-19 Pandemic. All Extension programming and all face-to-face meetings were cancelled. Four of five Area Spring Meetings, KAFCE June Board of Directors’ Meeting, the July NAFCE Conference in Portland, the August Leadership Training in Salina, the October KAFCE Annual Conference In Liberal, the Area Fall Workshops, were all cancelled. As time went on, K-State Extension used a Virtual format, Zoom Conferencing and other Networking for meetings. Email, conference calls, personal phone calls, and personal mail served to deliver messages and keep in touch. FCE Units also expanded their use of technology and networking to keep meeting and operating. Materials for NAFCE, KAFCE and K-State were written, ordered, and compiled into folders. Area boxes with 2021 lesson materials were distributed and hand delivered to County Presidents and on to Units. A KAFCE fee-based Zoom license was obtained. In October, new Technology was implemented to proceed via Zoom with KAFCE Board of Directors’ Meeting and State EPC Leadership Training to begin plans for 2022. Since there were no face-to-face meetings or conferences during the year, there were no new marketing items purchased or marketing accomplished. NAFCE received Program Report Forms from eight States, including Kansas.

## KANSAS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

### PAST PRESIDENTS

1938-1940	Ethel Edgar, Topeka
1941-1943	Mrs. Roland Campbell
1944-1946	Mrs. E.A. Westwood
1947-1949	Evelyn Alden, Lenexa
1950-1952	Leona Simmons, Ashland
1953-1955	Gertrude Burtis, Manhattan
1956-1958	Elena House, Goodland
1959-1960	Mildred Warner, Valley Center
1961-1963	Margaret Heinz, Claflin
1964-1966	Emma Thompson, Garden City
1967-1969	Edna Moxley, Council Grove
1970-1972	Grace Goff, Manhattan
1973-1976	Rhuy Lewis, Dodge City
1977-1979	Irene Kelly, Cedar Vale
1980-1982	Joann Newby, Clearwater
1983-1985	Erma John, Bushton
1986-1988	Pauline Nunemaker, Lawrence
1989-1991	Juanita Gillaspie, Rozel
1992-1994	Bernis Parker, Manhattan
1995-1997	Florence Reheis, Wichita
1998-2000	Joan Best, Hoxie
2001-2003	Judy Fullmer, Dighton
2004-2006	Peggy Martens, Inman
2007-2009	Marcy Price, Ensign
2010-2012	Mary Jane Adams, Manhattan
2013-2015	Sharon Giacometti, Farlington
2016-2018	Dorene Reimer, Leoti
2019-2021	Nancy Kernick, Chanute

### NATIONAL FCE BOARD MEMBERS FROM KANSAS

1938	Mrs. Roland Campbell, Chairman Committee for Program of Study
1944	Mrs. Roland Campbell, Chairman Committee for Selection of National Program of Work
1945-1947	Mrs. Roland Campbell, Secretary
1951-1953	Evelyn Alden, Central Region Director
1954-1956	Evelyn Alden, Vice President
1958-1960	Evelyn Alden, President
1959-1961	Elena House, International Relations Chairman
1968-1970	Edna Moxley, Cultural Arts Chairman
1976-1978	Margaret Heinz, Health Educational Program Chairman
1983-1985	Joann Newby, Treasurer
1986-1988	Joann Newby, Treasurer
1992-1994	Juanita Gillaspie, Central Program Coordinator
1995-1998	Juanita Gillaspie, Treasurer
1995-1996	Bernis Parker, Central Region Director
2004-2006	Judy Fullmer, Central Region Program Coordinator
2008-2010	Judy Fullmer, Vice President for Program
2009-2011	Bonnie Russell, Secretary
2010-2012	Judy Fullmer, National President
2011-2013	Marcy Price, Treasure
2013- 2015	Peggy Martens, Central Region Program Coordinator
2015-2017	Judy Fullmer, Secretary
2016-2018	Sharon Giacometti, Program Coordinator
2018-2021	Marlene Faul, Secretary
2018-2021	Peggy Martens, Public Policy Coordinator
2020-2022	Sharon Giacometti, Vice President for Program

### KANSAS COUNCIL OF WOMEN

1980 – 1982 Irene Kelly, President

### COUNTRY WOMEN'S COUNCIL, USA (CWC)

1959 – 1961 Elena House, International Relations Chairman

### ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)

1943 – 1945 Mrs. O. O. Wolfe, Resolutions Chairman  
Evelyn Alden, U.S. Regional President

## **ONWARD, EVER ONWARD**

Copyright, Dorothy D. Bullock, March 1956  
Assigned to the National Home Demonstration Council

1. Like the music of a mighty band,  
Our voices ring across the land,  
Singing of duty nobly done,  
While we advance as one!

### Chorus:

Onward, ever onward  
With a strength born of unity,  
To our God, our home and country,  
We will pledge our loyalty.

2. Armed with faith and zeal throughout our days,  
We'll keep the hearth of home ablaze  
Striving for better ways to live,  
Living to serve and give.  
(Chorus)

3. Let us make each home a beacon light  
To guide our nation's course aright,  
Spreading with gentle heart and hand  
Peace over all the land.  
(Chorus)

4. As we dedicate our hearts anew,  
To FCE we will be true.  
Making its aim and goal our guide,  
Singing its praise and pride  
(Chorus)

Music available from NAFCE