

Policy Statement for UEAFCs

The Policy Statement may be updated by the Executive Board as deemed necessary.

I. Order of Business

A. Annual Meeting (Fall)

- Election of officers
- Committee Reports
- Report of NEAFCS Annual Session
- Bylaw changes if necessary
- Presentation of Awards:
 - Distinguished Service Award
 - Continued Excellence Award
 - Western Region Awards
 - State Awards
- Recognition of outgoing president and retiring members
- Installation of officers
- Initiation of new members

B. Mid-Year Meeting

- Committee Reports
- Promote attendance at NEAFCS Annual Session

II. Duties of Officers

A. President shall:

- Call and conduct meetings using procedures of Robert Rules of Order.
- Cast deciding vote in case of tie.
- Act as chair of executive meets in planning and conducting association business.
- Attend national meetings as deemed possible.
- Submit state affiliate and committee reports.

B. President Elect shall: Serve one year and then as President the following year.

- Act as chair in absence of President.
- Attend national meetings as deemed possible.
- Serve as chair of nominating committee*

C. Treasurer/Secretary shall:

- Keep accurate accounts of all monies received and disbursed.
- Prepare Annual Financial Report for UEAFCs. (*Spring*)
- Collect and submit yearly dues from state members for UEAFCs and NEAFCS. (*December*)

D. Past President shall:

- Serve as requested.
- Prepare minutes/
Serve as member of FCS insurance trng.*
- install new officers*
- Serve as moderator*

Travel

Utah Extension Association of Family and Consumer Sciences
Employer Identification Number

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