1890 Council of Administrators in Family and Consumer Sciences (CAFCS)

Membership Handbook

2009
CONSTITUTION
1890 COUNCIL OF ADMINISTRATORS in
FAMILY AND CONSUMER SCIENCES

ARTICLE I – NAME
The name of this Organization shall be known as the “1890 Council of Administrators in
Family and Consumer Sciences " (1890 CAFCS)... as is stated above and established in
accordance with the consensus of family and Consumer Sciences Administrators at the
1890 Historically Black Land-Grant Institutions and Tuskegee University.

Alabama A&M University
Alcorn State University
Delaware State University
*Florida A&M University
Fort Valley State College
*Kentucky State University
Langston University
*Lincoln University
North Carolina A&T State University
Prairie View A&M University
South Carolina State University
Southern University and A&M College
Tennessee State University
Tuskegee University
University of Arkansas at Pine Bluff
University of Maryland Eastern Shore
Virginia State University
West Virginia State University

ARTICLE II – PURPOSE

Section 1:
The purpose of this organization shall be to provide a medium for the discussion of
issues/concerns, and formulation and implementation of plans, policies, and programs
that facilitate teaching, research and extension in Family and Consumer Sciences at the
institutions represented in its membership.

*Research and Extension components only
Section 2:
To facilitate the development of a communication network for Family and Consumer Sciences programs at 1890 institutions, the 1890 CAFCS shall:

A. Determine critical issues in Family and Consumer Sciences relevant to 1890 institutions and develop strategies for addressing these issues;

B. Develop program priorities for collaborative research in Family and Consumer Sciences;

C. Develop collaborative modes for the exchange of faculty and students at 1890 institutions;

D. Create awareness among college/university administrators, and other publics to broaden their understanding of program thrusts in Family and Consumer Sciences;

E. Establish appropriate teaching, research and service linkages with 1862 Family and Consumer Sciences units;

F. Collect and disseminate data regarding research and other program activities Family and Consumer Sciences at 1890 institutions;

G. Serve as the body to appoint 1890 Family and Consumer Sciences representatives to various committees, commissions, task forces, etc.;

H. Act as a catalyst to strengthen Family and Consumer Sciences participation in public policy arenas;

I. Voice the research issues and concerns of Family and Consumer Sciences programs to the Association of Research Directors and other appropriate bodies/organizations.

ARTICLE III – MEMBERSHIP

Section 1:

There shall be three classes of membership:

a. Regular

b. Associate

c. Ex Officio
Section 2:
Regular membership in 1890 CAFCS shall consist of 1890 Family and Consumer Sciences Administrators (Extension, Research, Resident Instruction) or designees who have the responsibility of assisting the Family and Consumer Sciences Administrators at their institutions.

Section 3:
Associate membership in the 1890 CAFCS shall consist of 1890 administrators who are interested in furthering the purpose of the Council as stated in Article I -Purpose.

Section 4:
Ex Officio membership in the 1890 CAFCS shall include a representative of Cooperative State Research Service, USDA; Cooperative Extension Service, USDA; and other organizations and agencies as designated by their administrator as liaison officer or representative to the Council.

Section 5:
Regular membership in the 1890 CAFCS shall continue as long as there is a Family and Consumer Sciences Unit and the Institution maintains its land-grant status. Active membership is determined by payment of annual dues to the Council.

Section 6:
Associate and Ex Officio members shall have the same rights as regular members, except the right to vote or serve as an elected officer of the 1890 CAFCS.

ARTICLE IV – OFFICERS
The officers of the 1890 CAFCS shall be chairman, chairmen-elect, past chairman, secretary-treasurer, two members at large, and other officers as may be required for
prompt and orderly transaction of the Council's business.

**ARTICLE V – EXECUTIVE COMMITTEE**

**Section 1:** Chairman - Chief Executive Officer

The chairman shall be the chief executive officer of the 1890 CAFCS, subject to the provisions of the by-laws and to the direction and control of the body, shall have general management of the Council, and shall prescribe the duties of all officers not otherwise provided for in subsequent sections of this article. The chairman shall ensure that all rules and regulations of the 1890 CAFCS are executed.

**Section 2:** Duties of Chairman-Elect

The chairman-elect shall have the responsibility for developing the program of work for the 1890 CAFCS. The chairman-elect presides in the absence of the chairman and performs other duties as assigned by the chairman.

**Section 3:** Duties of the Past Chairman

The past chairman shall serve on the executive committee and perform duties as assigned by the chairman.

**Section 4:** Duties of the Secretary- Treasurer

The secretary-treasurer shall be responsible for the minutes of the 1890 CAFCS meetings and for financial transactions and records.

**Section 5:** Duties of Executive Committee

The executive committee shall act for the body on matters pertaining to the affairs of the 1890 CAFCS when the Council is not in regular session.

**ARTICLE VI – ELECTION OF OFFICES**

**Section 1:**
The elected officers of the 1890 CAFCS shall be a chairman-elect, secretary-treasurer and two members-at-Large.

Section 2:
The elected officers shall constitute the Executive Committee of the 1890 CAFCS.

Section 3:
The chairman-elect and one member-at-large shall be elected on even years, and the secretary-treasurer and one member-at-large elected on odd years. The election shall be conducted by mail ballot (before the spring meeting) and the officers shall assume office in November.

ARTICLE VII – TERM OF OFFICE

Section 1:
The term of office for elected officers shall be two years for the Chairman, Chairman-Elect and one member-at-large. The term of office shall be three years for Secretary- Treasurer and one member-at-large. Current officers shall be eligible for re-election.

Section 2:
Only regular members shall be eligible for officers of the 1890 CAFCS.

ARTICLE VIII – VOTING

Each member Institution shall have one vote; decisions of the Council shall be handled by a majority vote.

ARTICLE IX – DUES

Section 1:
Dues shall be assessed to each member institution, annually.
Section 2:
Dues shall be used to defray the operating costs and Program of Work of the 1890 CAFCS.

ARTICLE X – MEETINGS

Section 1:
Regular meetings of the 1890 CAFCS will be held twice annually. Time and place of regular meetings will be determined by the Chairman and/or Council.

ARTICLE XI – COMMITTEES

Section 1:
The chairman of the 1890 CAFCS shall appoint three standing committees annually: The Nominating Committee, the Resolution Committee and the Program of Work Committee. Other committees may be appointed as necessary.

Section 2:
The Nominating Committee shall nominate a slate of officers for consideration by the Council. The Resolution Committee shall present resolutions which articulate the Council's position on issues. The Program of Work Committee shall assist the chairman-elect in preparing an annual program of work.

ARTICLE XII – PARLIAMENTARY PROCEDURE

Section 1:
The newly revised Robert Rules of Order shall be used in conducting all council business.

ARTICLE XIII – AMENDMENT TO THE BY-LAWS

Section 1:
These By-laws may be amended at any regular meeting of the Council provided the
proposed amendment has been mailed to all members one month in advance of the meeting. An amendment may be approved by two-thirds majority of the voting members.
1890 Council of Administrators in Family and Consumer Sciences (CAFCS)

Current Officers

**Chairman**
Dr. Doze Y. Butler, Assoc. Dean  
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**Secretary-Treasurer**
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**Chair Elect**
Dr. Ethel G. Jones, Chair  
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**South Carolina State University**  
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**Past Chairman**
Dr. Cynthia Smith, Chair  
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