

National Extension Association of Family and Consumer Sciences/Alabama Affiliate Constitution and Bylaws

Approved 2022

Article I-Name and Objectives

Section 1. The name of this organization is the National Extension Association of Family and Consumer Sciences/Alabama Affiliate, known as NEAFCS/AL Affiliate.

Section 2. NEAFCS/AL Affiliate objectives are to:

1. Provide a professional organization for Alabama Extension Family and Consumer Sciences professionals
2. Promote professional growth and development by:
 - Recognizing leadership and achievement
 - Providing opportunities for networking and fellowship
 - Exchanging effective educational methods and ideas
3. Prioritize programs that meet current social needs and state and national concerns affecting Alabama families and communities
4. Communicate present and potential contributions of Extension Family and Consumer Sciences Professionals
5. Seek support for programs that benefit families/individuals and enhance the profession
6. Provide experiences that strengthen state membership
7. Disseminate research-based information
8. Strengthen communications with the Directors/Administrators of the Alabama Cooperative Extension System
9. Further cooperation with the National Extension Association of Family and Consumer Sciences (NEAFCS.)

Article II

Membership

NEAFCS/AL Affiliate is committed to the active involvement of all its members regardless of race, ethnicity, color, sex, age, religion, national origin, disability, veteran status, or sexual preference. All members will be encouraged to participate in programs and activities and take leadership roles in NEAFCS/AL Affiliate.

Section 1. Active Member: An Extension employee working in any capacity with Family and Consumer Sciences programming, who has a minimum of a bachelor's degree, upon payment of dues, may become an active member of NEAFCS/AL Affiliate.

Section 2. Member in Transition:

1. Members in Transition are individuals who have been employed in any capacity with family and consumer sciences programming, who have a minimum of a bachelor's degree, and who have been members of NEAFCS, but have currently been furloughed, placed on temporary work assignment, are working in a part-time role, or are on a leave of absence. They may maintain membership in the State Affiliate and the National Extension Association of Family and Consumer Sciences. A member could stay in this membership category for a maximum of five years and then pay dues to become a Life Member.
2. Members in Transition shall be granted the following rights and privileges:
 - a. They may receive awards, fellowships, and grants as a team member with Active Members, Associate Members and Life Members but not as an individual.
 - b. They may serve on committees or chair committees, serve as voting delegates, or hold elected office unless on an extended leave of three months or longer.
 - c. They shall receive the NEAFCS Annual Session registration information. They shall pay registration fees at the same rate as Active Members.
 - d. They shall be granted access to NEAFCS.org, which includes publications and other resources, upon payment of dues.
 - e. They may submit proposals to present at NEAFCS Annual Session through the Program Review Process.
 - f. They may submit articles for publication in the *Journal of NEAFCS*.
 - g. They may attend and submit proposals to present NEAFCS webinars.

Section 3. Life Member:

1. Any former Extension employee who has been a member of the Association for at least 10 years will be granted life membership upon payment of a one-time fee to the Association. The Life Member will pay one-half of the fee with the Affiliate paying the remaining half.
2. Life members shall be granted the following rights and privileges:
 - a. They may receive awards, fellowships, and grants.
 - b. They may serve on committees, serve as committee chairs, or hold elected office.
 - c. They may serve as voting delegates when a state/territory affiliate lacks sufficient delegates to the NEAFCS Annual Business Meeting.

- d. They shall receive Annual Session registration information. They shall pay registration fees at the same rate as Active Members unless a special rate for Life Members is established
- e. They shall be granted access to NEAFCS.org, which includes publications and other resources, upon payment of dues.
- f. They may submit proposals to present at NEAFCS Annual Sessions through the Program Review Process.
- g. They may submit articles for publication in the Journal of NEAFCS.
- h. They may attend and submit proposals to present NEAFCS webinars.

Section 4. Student Member

1. Student Members are undergraduate or graduate students who are enrolled in a university, college, or other educational setting, studying family consumer sciences or related field with an interest in Extension Education as a future career, and not currently employed by Extension. Student members may seek membership in NEAFCS by paying the designated dues amount to the state treasurer in the state of the school they are attending and one-half national dues to National treasurer. Membership may be obtained by submitting an enrollment verification form from their school registrar student status statement verifying their student status.
2. Student Members shall be granted the following rights and privileges:
 - a. They may receive awards, fellowships, and grants as a team member with Active Members, Associate Members, and Life Members but not as an individual.
 - b. They may serve on committees.
 - c. They shall not be eligible for elected office, serve as committee chairs, or serve as voting delegates.
 - d. They shall receive the NEAFCS Annual Session registration information. They shall pay registration fees at a reduced rate for the Annual Session. The NEAFCS Board in consultation with the Annual Session Planning Committee will determine the reduced rate.
 - e. They shall be granted access to NEAFCS.org which includes publications and other resources, upon payment of dues.
 - f. They may submit proposals to present at NEAFCS Annual Session through the Program Review Process.
 - g. They may submit articles for publication in the Journal of NEAFCS.
 - h. They may attend and submit proposals to present NEAFCS webinars.

Section 5. Membership Year: January 1 to December 31 is membership year.

Section 6. Awards, Officer and Committee Membership Eligibility: To qualify for state or national awards, officer and committee membership, dues must be paid to NEAFCS by the national association deadline. The team leader for a team award application must be a NEAFCS/AL Affiliate Member. Team members who are not members of NEAFCS/AL Affiliate will receive only a certificate.

Article III

Officers and Duties

Section 1. NEAFCS/AL Affiliate elected officers will be President, President-Elect, Vice-President for Public Affairs, Vice-President for Member Resources, Vice-President for Awards and Recognition, Vice-President for Professional Development (appointed by President,) Secretary, Treasurer, and Immediate Past President.

Section 2. Term of office: A President-Elect will be elected annually to serve one year as President-Elect, one year as President, and one year as Immediate Past President. The President-Elect must have NEAFCS/AL Affiliate board experience.

Section 3. The Vice-President for Public Affairs, Vice-President for Member Resources, Vice-President for Awards and Recognition, Secretary and Treasurer are elected as state meetings for two-year terms.

Section 4. The Vice-President for Awards and Recognition, Vice-President for Member Resources and Treasurer will be elected in odd years.

Section 5. The Vice-President for Public Affairs and Secretary will be elected in even years.

Section 6. The Vice-President for Professional Development will be appointed by the President annual for one term.

Section 7. The Parliamentarian and the chairs of the Minority Network/Diversity and Life Member Committees are appointed by the president.

Section 8. When *state* meeting adjourns, elected officers will assume duties.

Section 9. President:

1. Gives administrative guidance and direction to the structure and programming of NEAFCS/AL Affiliate.
2. Works with NEAFCS/AL Affiliate Board of Directors in coordinating efforts to carry out NEAFCS/AL Affiliate objectives and programs.

3. Calls and presides at executive board and board business meetings.
4. Appoints committees, excluding nominating, as provided in this constitution including audit and special committees as necessary.
5. Serves as an ex-officio member of all committees except nominating.
6. Approves payment of bills. Issues NEAFCS/AL Affiliate invitations, strengthens public relations and maintains cooperative relations with other organizations.
7. Appoints NEAFCS/AL Affiliate Parliamentarian, Vice-President for Professional Development, Minority Network/ Diversity Chairperson, Social Media and Marketing Chairperson, Association Advisor and Life Member Chairperson.
8. Exercises all powers and duties pertaining to the Office of President.
9. Knows the current NEAFCS Affiliate Officers Toolkit. Becomes familiar with and abides by the affiliate constitution.
10. Keeps and updates President's File with NEAFCS/AL Affiliate minutes, state reports and other documentation electronically. Discards unnecessary correspondence and non-essential materials.
11. Notifies and reminds membership of Awards and Fellowship Application deadlines.
12. Attends the Public Issues Leadership Development Conference (PILD) sponsored by the Joint Council of Extension Professional (JCEP) or appoints a representative from the Board to attend if budget permits. If no one on the Board is interested in attending, then the invitation should be offered to the current membership with approval of the Executive Board.

Section 10: President-Elect:

1. President-Elect must have been an active member of the association two years before being elected to this office. Also, the President-Elect must have served as an officer in the association prior to becoming President-Elect.
2. Arranges state meeting dates and location/venue for following year with Board and provides Director, 1890 Administrator with NEAFCS/AL Affiliate State meeting details. Places information for the state meeting on ACES Calendar.
3. Serves on budget committee.
4. Sends NEAFCS/AL Affiliate President copies of all communication.
5. Promotes NEAFCS Annual Session and presents invitation for attendance at state meeting.

6. As budget permits, attends JCEP's Extension Leadership Conference and prepares written report to executive board, Extension leadership and membership.
7. Attends executive board meetings(s) at state meeting and as called by the President. Submits written report(s) for executive board meeting(s).
8. At end of term, files electronically current correspondence, reports, and affiliate minutes according to established headings. Discards unnecessary correspondence and all non-essential materials.
9. President-Elect will be in charge of planning and hosting State's Night Out at NEAFCS Annual Session.
10. President-Elect will be responsible for the fundraiser at the State meeting.

Section 11. Vice-President for Public Affairs:

1. Performs all duties of the President in the event of absence, disability, Resignation of the President, or at request of President and President-Elect.
2. Develops and implements a proactive plan to address issues related to external communications, coalition building, and public policy education.
3. Serves as chairman of NEAFCS/AL Affiliate program of work, nominating, constitution and by-laws, and handbook committees.
4. Coordinates NEAFCS exhibit at the Alabama Association of County Commissioners' Annual meeting if budget allows
5. Coordinates Impact Statement process for National NEAFCS use and meets deadlines
6. Educates NEAFCS Affiliate membership on individual roles and responsibilities in public issues.
7. Keeps NEAFCS/AL Affiliate membership informed of current legislation affecting quality of family life
8. Encourages NEAFCS/AL Affiliate membership to implement quality educational programs and accept responsibilities of keeping relevant individuals/groups informed of contributions.
9. Performs specific duties and meeting NEAFCS deadlines.
10. Attends executive board meeting(s) at state meeting and as called by the President. Submits written report(s) for the executive board meeting(s).
11. Attend Vice-President for Public Affairs meeting at Annual Session. If unable to attend recruit a member to attend.

12. Promotes good NEAFCS/AL Affiliate public relations with other professional and business groups, e.g. university and state college faculties, state Extension staff, other Family and Consumer Sciences Professional, and Extension professional associations.
13. Assembles annual report using officer and committee reports.
14. At end of term, files electronically current correspondence, reports, and NEAFCS/AL Affiliate minutes according to established headings. Discards unnecessary Past Vice-President for Public Affairs correspondence and all non-essential materials.

Section 12. Vice-President for Member Resources:

1. Responsible for recruitment and retention from all eligible employees.
2. Develops and implements a proactive plan, which addresses issues related to networking opportunities for members with diverse and similar interests.
3. Encourage members to participate by holding (or aspiring to hold) office and/or serve on committees of NEAFCS/AL Affiliate and NEAFCS.
4. Recognizes new members and those receiving advanced degrees at the annual state meeting
5. Encourages students and graduates of Family and Consumer Sciences and related fields to investigate careers in Extension and to become members of NEAFCS
6. Encourages NEAFCS/AL Affiliate membership to implement quality educational programs and to accept responsibilities for keeping relevant individuals/groups informed of contributions
7. Attends executive board meeting(s) at state meeting and as called by the President
8. Attends Vice-President for Member Resources meeting at Annual Session. If unable to attend, recruit member to attend
9. Submits written report(s) for executive board meeting(s).
10. At end of term, files electronically current correspondence, reports, and NEAFCS/AL Affiliate minutes according to established heading. Discards unnecessary correspondence and all non-essential materials.
11. Increase NEAFCS/AL Affiliate membership awareness of research importance, what makes a good research problem, and the process.
12. Contact administration for NEAFCS/AL Affiliate members with current research projects.

Section 13: Vice-President for Awards and Recognition:

1. Cooperates with Minority Network/Diversity Issues Chairman (Mary Wells Memorial Diversity Award) and Life Member Liaison (AL Affiliate Friend Award) for awards presentations.
2. Develops and implements proactive plans which address issues related to awards.
3. Attends Board meeting at state meeting and as called by the President. Submits written report(s) for executive board meeting(s).
4. Attends Vice-President for Awards and Recognition meeting at Annual Session. If unable to attend recruit member to attend.
5. Publicizes NEAFCS/AL Affiliate work and activities through news and social media, articles to the Southern Region Director, and emails to NEAFCS/AL Affiliate members.
6. Invites representatives of local media and/or state staff communications to attend NEAFCS/AL Affiliate State Meeting to conduct publicity for award winners.
7. Remind and encourage members about awards deadlines
8. Develop proactive plans, which provide opportunities for members to develop professionally. Encourage NEAFCS/AL Affiliate members to apply for programming awards. Select judges for awards outlined on the NEAFCS Awards "At a Glance" site with the exception of NEAFCS/AL Affiliate Friend Award and Alabama Extension Hall of Fame Award
9. Serves as chairman of awards committees. Coordinates and plans all the awards functions for the annual state meeting.
10. Sends via email mail annual report to Vice-President for Public Affairs one month prior to state meeting.
11. At end of term, files electronically current correspondence, reports, and NEAFCS/AL Affiliate minutes according to established headings. Discards unnecessary Past Vice-President for Awards and Recognition correspondence and all non-essential materials.

Section 14. Vice-President for Professional Development

1. Coordinates state meeting.
2. Provides copies of annual meeting evaluation report to Past-President, President, and Secretary.
3. Works closely with President and state meeting sub-committees to plan and coordinate all work associated with state meeting.
4. Encourages NEAFCS/AL Affiliate members to publish articles/papers in professional publications and submit poster and concurrent session and webinar proposals.
5. Attends executive board meeting(s) at state meeting and as called by the President. Submits written report(s) for executive board meeting(s)
6. At end of term, files electronically current correspondence, reports, and NEAFCS/AL Affiliate minutes according to established headings. Discards unnecessary past Vice-President for Professional Development correspondence and all non-essential materials.

Section 15. Secretary:

1. Keep complete, accurate records of all executive board, board and NEAFCS/AL Affiliate meetings and provide (email) copies to members.
2. Works with the Life Member Liaison to keep accurate list of life members.
3. Receives and properly files communication and attends to correspondence as directed by the President.
4. As policy revisions occur, email members a dated copy.
5. Attends executive board meeting(s) at state meeting and as called by the President. Submits written report(s) for the executive board meeting(s).
6. At end of term, files electronically current correspondence, reports, and NEAFCS/AL Affiliate minutes according to established headings. Discards unnecessary Secretary correspondence and all non-essential materials.

Section 16. Treasurer:

1. After assuming duties, sends bonding fee, at expense of NEAFCS/AL Affiliate to bonding company
2. Keeps accurate records of all monies received and disbursed. Update forms as necessary including forms for reimbursement.
3. Ensure members understand reimbursement policy and procedures when ACES funds are being administered.
4. Notifies eligible professionals and students by email that annual dues are payable. Collect NEAFCS/AL Affiliate and NEAFCS Annual dues from membership.
5. Submits NEAFCS/AL Affiliate dues to national Association office by deadline.
6. Keeps official membership records
7. Signs all checks for bills authorized by President.
8. Prepares annual financial report for audit by committee consisting of two members of NEAFCS AL and one external reviewer. Annual financial reports must be calculated according to our IRS Fiscal year which is April 1 – March 31.
9. Must file electronically Form 990N (e postcard) with IRS between January 1 and March 1 to avoid penalties.
10. Delivers to successor all funds and records at expiration of term within 90 days following the end of the state meeting.
11. Attends executive board meeting(s) at state meeting and as called by the President. Submits written report(s) for the executive board meeting(s).
12. Attends Treasurers (Training) Meeting at Annual Session. If unable to attend recruits a member to attend.
13. Prepares proposed budget for next year with President and President-Elect and submits to board for approval. The budget will include allowable expenses for the year including NEAFCS State Meeting and board members to authorized meetings.
14. At end of term, files electronically current correspondence, reports, and NEAFCS/AL Affiliate minutes according to established headings. Discards unnecessary past Treasurer' correspondence and all non-essential materials.

Section 17. Immediate Past-President:

1. Gives counsel to President, executive board and board.
2. Has a vote on NEAFCS/AL Affiliate Board.
3. Keeps scrapbook current with publicity pictures, and programs that will be of interest and value in the future.
4. Keeps archives current at Auburn University Library.
5. Selects and presents out-going President NEAFCS/AL Affiliate gift of appreciation.
6. Provides leadership for Hall of Fame Award and follows guidelines in awards applications.
7. Completes the committee work and sends report to Vice-President for Public Affairs one month prior to state meeting.
8. At end of term, files electronically current correspondence, and reports.
9. Conducts a memorial service at the state NEAFCS/AL Affiliate Meeting for active and life members who died since the last state meeting.

Section 18. Parliamentarian:

1. Advises NEAFCS/AL Affiliate President. Advises only when requested except to save a situation or prevent later difficulty.
2. Serve as advisory member without a vote on board.
3. Conducts the installation of officers at State NEAFCS/AL Meeting.

Article IV

Executive Board

Section 1. The executive board consists of the President, President-Elect, and Vice-President for Public Affairs, Vice-President for Member Resources, Vice-President for Awards and Recognition, Vice-President for Professional Development, Secretary, Treasurer, and the Immediate Past-President. The Parliamentarian serves on the board with no vote.

Section 2. NEAFCS/AL Affiliate Board serves in an advisory capacity and formulates policies for adoption.

Section 3. NEAFCS/AL Affiliate Executive Board sets deadlines, transacts NEAFCS/AL Affiliate business needing immediate attention, authorizes expenditure of funds, and keeps membership informed.

Article V

Nominations and Elections

Section 1. Candidates for offices will be nominated by a committee with the chairman being Vice-President for Public Affairs.

Section 2. The nominating committee will present a slate of candidates for office at the state business meeting with nominations being accepted from the floor.

Section 3. Election of officers will be by acclamation.

Section 4. At the state meeting determine interest of members in applying to run for the national nominating committee at Annual Session.

Section 5. Prior to Annual Session poll members to determine preference for candidates running for national offices so delegates will know how the membership wishes them to vote.

Article VI

Committees

Section 1. Standing Committees:

The President appoints the following standing committee chairpersons: Minority Network/Diversity Issues, Life Member, and Social Media/Marketing.

Section 2. Minority Network/Diversity Issues:

1. Coordinates committee plan following member appointments.
2. Facilitates interaction for members with similar and diverse interests and programs, e.g. urban, minority, intergenerational, ethnic.
3. Attends Board meeting at state meeting and other times during the year. Submits written report (s) for executive board meeting(s).
4. Selects judges for the Mary W Wells Diversity Award and submits award application to the Vice-President for Awards and Recognition by the deadline.
5. Completes the committee work and sends report to Vice-President for Public Affairs one month prior to state meeting.
6. At end of term, files electronically current correspondence, reports, and NEAFCS/AL Affiliate minutes according to established headings. Discards unnecessary past Minority Network/Diversity Issues chairman's correspondence and all unnecessary materials.

Section 3. Life Member Liaison:

1. Maintains a current list of retirees and life members. Works with the secretary to be sure the list is updated on NEAFCS membership. Ensures state meeting information is emailed or stamp mailed to life members.
2. Coordinates committee plans following member appointment.
3. Attends Board meeting at state meeting and at other times during the year. Submits written report(s) for executive board meeting(s).
4. Selects judges for NEAFCS/AL Affiliate Friend Award and submits award application to the Vice-President for Awards and Recognition by the awards deadline. Maintains a file of past recognition for the Alabama Affiliate Friend Award.
5. Completes the committee work and sends report to Vice-President for Public Affairs one month prior to state meeting.
6. At end of term, files electronically current correspondence, reports, NEAFCS/AL Affiliate minutes according to established headings. Discards unnecessary past Life Member chair's correspondence and all non-essential materials.

Section 4. Social Media/Marketing

1. Maintains Affiliate Facebook page and other media platforms

Section 5. Special Committees:

The President appoints all special committees necessary to accomplish NEAFCS/AL Affiliate objectives with executive board approval unless decided by the membership attending state meeting. These appointments must be consistent with this constitution and By-Laws and existing policies.

Article VII

Meetings

Section 1. The executive board approves time and place of all NEAFCS/AL Affiliate meetings. The board meets in conjunction with state meeting and at least one other time.

Section 2. There will be a business meeting during the state meeting.

Section 3. Each active member present at state business meeting has one vote.

Section 4. A majority of active members present and voting for any NEAFCS/AL Affiliate regular, special or Board meeting is a quorum.

Section 5. An executive board quorum will be five members.

Articles VIII

Parliamentary Authority

Section 1. Robert's Rules of Order, Newly Revised will govern NEAFCS/AL Affiliate in all applicable situations and when consistent with this Constitution and By-Laws or special order of the NEAFCS/AL Affiliate.

Article IX

Amendments

Section 1. This Constitution and By-Laws may be amended, revised, or repealed by a two-thirds vote of membership present and voting at any state meeting.

Section 2. Amendment proposals will be provided to the NEAFCS/AL Affiliate Membership not later than 30 days prior to state business meeting.

Article X

Dissolution of NEAFCS/AL Affiliate

Section 1. On dissolution of NEAFCS/AL Affiliate, the entire remaining net assets, after payment of all Association liabilities and obligations will be transferred or dispersed as determined by the outgoing board.

NEAFCS/AL Affiliate Policy

Expenses to National Meetings

1. Funds may be provided by Alabama Cooperative Extension System for expenses of Distinguished Service and other National Award winners and voting delegates and AL Affiliate officers to attend the annual session of the National Extension of Family and Consumer Sciences. Recipients will receive funding as the budget permits.
2. The money will be claimed through normal Extension policy for out-of-state trips (1992)
3. Some expenses may be paid by the Association to voting delegates, not mentioned above, to the National Extension Association of Family and Consumer Sciences Annual Session as the budget permits. (1978)
4. Voting delegates shall be selected from the Executive Board in this order: President, President-Elect, Vice-President for Public Affairs, Vice-President for member Resources, Vice-President for Awards and Recognition, Vice-President for Professional Development, Secretary, Treasurer, standing committee chairmen, Parliamentarian, and Past-President. (1995)

Awards Committee

1. Distinguished Service and Continued Excellence Recipients will be presented plaques. (1992)
2. All award plaques will be purchased by the Vice-President for Awards and Recognition. (1995)
3. Committee chairs are ineligible for awards programs that fall under their committee. (1995)
4. Committee chairs should include documentation of awards applicants, the judges, and reports for the Annual Affiliate Meeting pre-board Meeting. (1995)
5. NEAFCS/AL Affiliate Awards will be added or deleted to remain in alignment with NEAFCS.
6. Notify award recipients prior to Annual Affiliate Meeting, so they can invite guests at their own expense if they so desire.

Alabama County Commissioners' Annual Meeting

1. When an exhibit or program is done at the Alabama County Commissioners' Association Annual Meeting, it shall be the responsibility of the Vice-President for Public Affairs to coordinate. Affiliate members located in close proximity to the meeting will be utilized by the Vice-President for Public Affairs to prepare and work exhibit to reduce expenses to the association.

State Meeting

1. A state meeting fund sub-account will be created in the association's budget. These monies will be utilized by the Vice-President for Professional Development to conduct the state meeting. The state Treasurer will earmark these as "State Meeting Funds." The Vice-President for Professional Development will manage the state meeting funds unless the President and Vice-President Development for Professional agree to other arrangements. The money will be replaced, thus the state meeting will be self-supported each year.

President's Expenses

The President should be reimbursed for travel to other association state meetings at the rate Alabama Cooperative Extension System pays per mile (1992) and other expenses at actual cost. (1993) The President can designate a member of the organization that is located near the meeting to represent the association at a reduction in reimbursement costs.

Invite for one meal at NEAFCS/AL Affiliate State Meeting Expense

1. The President or one representative of other Professional Associations with the Alabama Cooperative Extension System, except when this person is a member of NEAFCS.AL Affiliate.
2. A representative of major sponsoring groups (names suggested by host counties), contributing \$500.00 or more.
3. Host County Extension Coordinator or representative.
4. Host County Commission representative.
5. President, Alabama Homemakers and Community Leaders if from district.
6. President of Alabama A&M University and Auburn University.

Invite to One Meal Function at Own Expense

1. At the President's discretion invite appropriate Extension Administrators for one meal at their own expense. (1995)

Invite for the Entire Meeting at Own Expense

1. The Director of the Alabama Cooperative Extension System and Spouse.
2. The Assistant Directors for County Operations and spouses.
3. NEAFCS/AL Affiliate President's immediate family members.
4. President of Alabama Association of Family and Consumer Sciences, AL Affiliate.

**National Extension Association of Family & Consumer Sciences
Alabama Affiliate
Scholarship**

The NEAFCS – AL Affiliate Scholarship will be granted to a member for the opportunity to attend educational conferences, seminars, workshops for the purpose of professional improvement and to share information and materials with other Extension Agents after participation.

Award

One scholarship of \$500.00 will be awarded annually if funds allow.

Eligibility

1. Study must start be completed within the 12 months after the award is presented.
2. Any Extension Educator in Family and Consumer Sciences who has a minimum of three year of membership in NEAFCS-AL Affiliate may apply.
3. To qualify for the scholarship dues must be paid to the national treasurer by state deadline of the year they are to receive the award.
4. The recipient should attend the state meeting to receive the award.
5. Award winners would be willing to conduct a presentation or display exhibit at the next state meeting following the award of the scholarship.

Application

1. Complete general application form with 50-word summary.
2. Study plan
 - A. State the purpose of the education to be participated in.
 - B. Where will study take place and subject matter chosen and why
 - C. How will it impact your Extension work?
 - D. How what is learned be shared with membership

Judging Criteria

1. Plan for study
2. Purpose is clearly stated. Study plan seems practical and will be a contribution to Extension.
3. Shows evidence that the Family and Consumer Sciences training will improve meeting the needs and interest of the families with whom the applicant works

Procedure

Submit one copy of the application, general application form and word summary to the appropriate affiliate chair by the due date.