# BYLAWS

**BYLAWS**

**TEXAS COUNCIL ON FAMILY RELATIONS**

## ARTICLE I

 **Name**

The name of this organization is the Texas Council on Family Relations (TxCFR). Originally chartered in 1946, TxCFR was reorganized on March 6, 1978, after it had been disbanded for several years. TxCFR is a state affiliate of the National Council on Family Relations (NCFR).

Correspondence relating to TxCFR should be mailed to the following: President

(official correspondence about the organization), Membership Vice President (dues, ballots, requests for membership information), and Publications Vice President (items for the newsletter, candidate bio-data). Names and email addresses of officers and board members are published on the website http://tx.ncfr.org.

 Correspondence relating to NCFR should be mailed to the National Council on Family Relations, 1201 West River Parkway, Suite 200, Minneapolis, MN 55454; (888) 781-9331.

## ARTICLE II

**Purpose**

TxCFR is a nonprofit education and professional organization. Its purpose is to

provide opportunities for individuals interested in family life to plan and act together on concerns relevant to all forms of marriage and family relationships, establish professional standards, promote and coordinate educational efforts, encourage research, disseminate information, and influence social action.

## ARTICLE III

**Affiliation with the National Council on Family Relations**

 TxCFR is affiliated with NCFR. TxCFR is a member of the NCFR Affiliate Councils Board, which is composed of presidents of state, regional, and local councils. The President of TxCFR is the official delegate to NCFR and its Affiliate Councils Board.

 The NCFR Report, Family Relations, and Journal of Marriage and Family are the official publications of NCFR.

## ARTICLE IV

**Local or Regional Councils**

Local or regional councils of family relations that share the purposes of TxCFR may become affiliated with TxCFR upon presenting bylaws approved by the TxCFR Board of Directors and upon membership established by the TxCFR board.

## ARTICLE V

**Membership**

Section 1. Administration fees for TxCFR membership categories shall be established by the TxCFR Board of Directors and shall be in compliance with the Affiliate Councils Board. The Treasurer will be responsible for collecting annual administrative fees.

Section 2. Dues for membership in NCFR automatically provide dues for TxCFR Affiliate membership but do not include Administrative Fees (qualify one for “Active” membership) that may be established by the TxCFR Board of Directors.

Section 3. Any person dedicated tothe purposes of TxCFR shall be eligible for membership as established by TxCFR Board of Directors. Texas residents that are NCFR members are automatically TxCFR Affiliate members.

Section 4. There shall be categories of TxCFR membership**:** Active Professional (Paid TxCFR Administrative Fees Annually), Affiliate (NCFR member only), Supportive (donors), Active Student (Paid TxCFR administrative Fee Annually) and Student (NCFR member only). Only Active Professional and Active Student members can vote on TxCFR business.

Section 5. Any corporation, agency, or other organization dedicated tothe purposes of TxCFR shall be eligible for corporate membership upon payment of administration fees as established by TxCFR Board of Directors.

Section 6. Only members of TxCFR who are also members of NCFR shall represent TxCFR in its affiliation with NCFR.

Section 7. Members may hold membership in one or more sections of TxCFR if sections are established.

## ARTICLE VI

**Officers**

 Section 1. The TxCFR Board Officers shall consist of (1) President, (2) President Elect, (3) Immediate Past President, (4) Program Vice President (5) Membership Vice President, (6) Program Vice President, (7) Secretary (8) Treasurer, (9) Student/New Professional Program Advisor, (10) Program Elect, and (11) Publication Elect. All officers may be elected to serve two consecutive terms of office. All officers must be Active TxCFR members.

 Section 2. The officers will take office 30 days following the Annual General Membership Meeting. Outgoing officer’s terms will end 30 days following the Annual General Membership Meeting.

Section 3. In the case of a vacancy within the office of President, Program Vice President, or PublicationVice President,the President Elect, Program Elect, and Publication Elect respectfully shall assume duties for the remainder of the term.

Section 4. See Policy and Procedures for specific duties.

## ARTICLE VII

**Duties of Officers**

(See Policies and Procedures for Specific Duties)

 Section 1. All officers and board members must be Active Professional TxCFR members.

 Section 2. PRESIDENT. The President of TxCFR shall perform all duties assigned by TxCFR and its board of directors. The President shall preside at all business meetings. He/she shall call meetings of the board of directors and serve as its chair. The President shall serve as TxCFR representative in NCFR's Affiliate Councils Board. The President shall be able to create ad hoc committees and shall serve as an ex-officio member of all committees except the nominating committee. The President must be an NCFR member in good standing.

 Section 3. PRESIDENT ELECT. In the years prior to his/her presidency, the President Elect supports and assists the President in the performance of his/her duties. In the event of the President's absence, incapacitation, resignation, or death, the duties shall be placed with the President Elect.

 Section 4. IMMEDIATE PAST PRESIDENT. For two years following his/her presidency, the Immediate Past President provides information, documentation, and support to the current President, as it relates to the Affiliate Councils Board. The Immediate Past President shall participate on the Strategic Planning Committee and the Nominating Committee for two years.

 Section 5. PROGRAM VICE PRESIDENT. The Program Vice President (and his/her committee) shall be responsible for the production and evaluation of the annual conference. The Program Vice President shall chair the Conference Committee.

Section 6. PROGRAM ELECT. The Program Elect shall assist the Program Vice President with annual conference responsibilities. In the event of the Program Vice President's absence, incapacitation, resignation, or death, the duties shall be placed with the Program Elect.

Section 7. MEMBERSHIP VICE PRESIDENT. The Membership Vice President (and his/her committee) shall be responsible for recruitment of members for TxCFR and NCFR. The Membership Vice President shall chair the Membership Committee and be responsible for maintaining the TxCFR membership database.

Section 8. PUBLICATIONS VICE PRESIDENT. The Publications Vice President shall be responsible for the TxCFR website and newsletter and shall coordinate all other printed and mailed materials other than correspondence. The Publications Vice President shall chair the Media Committee.

Section 9. PUBLICATIONS ELECT. The Publications Elect shall assist the Publications Vice President with the TxCFR website and newsletter and will assist with coordination of all other printed and mailed materials other than correspondence.

Section 10. SECRETARY. The Secretary shall keep the minutes of all TxCFR meetings. The Secretary shall keep a record of attendance and nonattendance at all board meetings and is responsible for keeping an electronic record of elections and for the updating of electronic records. The Secretary shall handle official TxCFR correspondence in conjunction with the President.

Section 11. TREASURER. The Treasurer shall record all financial transactions and shall disburse funds as authorized by the TxCFR Board of Directors. The Treasurer will assure TxCFR financial compliance with the Affiliate Councils Board requirements. The Treasurer shall chair the Finance Committee. The Treasurer will submit an annual budget and provide regular financial updates to the board. The TxCFR fiscal year begins January 1 and ends December 31.

 Section 12. STUDENT/NEWPROFESSIONAL PROGRAM ADVISOR. The Student/New Professional Program Advisor shall work with the Student and New Professional Representatives to provide guidance and continuity in the efforts to engage student and new professional TxCFR members. The Student/New Professional Program Advisor shall facilitate, develop, and coordinate TxCFR Student and New Professional Programs in collaboration with respective representatives. The Student/New Professional Program Advisor shall coordinate TxCFR and NCFR efforts with Student Organizations at Texas universities and colleges through provision of information and as a point of contact for those organizations. The Student/New Professional Program Advisor shall facilitate student and new professional efforts of the Membership Committee and the Conference Committee as outlined in Policies and Procedures and Duties of Officers and Board Members. The Student Advisor must be a Professional Active Member of TxCFR.

## ARTICLE VIII

**Board of Directors**

 Section 1. All Board Members must be Professional Active TxCFR members and must serve on at least one committee.

 Section 2. The Board of Directors shall be the governing body of TxCFR and shall meet in person at least twice annually. Conference calls between in-person meetings, are scheduled by the President as requested by the Board of Directors.

Section 3. The Board of Directors shall consist of the officers identified in Article VI, Section 1. The Board shall also include at least five Members at Large, one New Professional, one Undergraduate Student, and one Graduate Student Representative. Members at Large shall be elected by the membership to serve three-year rotating terms and must be Professional Active members of TxCFR. New Professionals shall be elected by the membership to serve a one-year term and must be a Professional Active member of TxCFR.

Duties of the Members at Large, the New Professional, the Undergraduate and Graduate Representatives are outlined in TxCFR Policies and Procedures.

Section 4: The Executive Committee of the Board of Directors shall be available to vote on decisions that do not affect by-law, policy or financial matters when a simple majority of the board is not available. The Executive Committee shall consist of the following officers of the board: President, Immediate Past President, President-elect, Secretary, and Treasurer. Officers shall serve according to their elected terms.

Section 5. To retain membership on the TxCFR Board of Directors, a member shall not miss more than two consecutively scheduled meetings. The Executive Committee shall have the authority to waive this provision in extenuating circumstances. When any member needs to miss a board meeting, they shall notify the secretary. The Executive Committee shall recommend removal of a board member for noncompliance with TxCFR By-laws. Upon Executive Committee approval, the President shall notify the board member, in writing, that they shall be removed from the board for noncompliance with TxCFR By-laws.

Section 6. A simple majority of the members of the TxCFR Board of Directors must be present in order to transact business.

 Section 7. A simple majority vote of Active members of the TxCFR Board of Directors is required to approve motions. An action of the board may only be approved if there is a quorum of directors still present at the time that the board of directors votes to approve such action.

Section 8. The members of the TxCFR Board of Directors are empowered to fill vacancies that arise on the board.

Section 9: All board members will receive an updated Board Member Handbook and are required to review the TxCFR Orientation materials upon being elected. All new board members shall submit to the Secretary, a signed Conflict of Interest Disclosure Statement, Ethics and Diversity Policy, and Board Service Commitment Pledge within 30 days of taking office. The Acknowledgement and Receipt of TxCFR Policies may be signed and delivered by way of electronic media.

Section 10: The size of the board shall be at least 18 members, unless otherwise voted and approved by board members.

 Section 11: Board members will evaluate strategic priorities which include annual financials and a monthly balance sheet. Priorities should include: mission alignment, changing needs or gaps in the TxCFR community, staff/volunteer capabilities, systems capacity, facilities’ needs, and potential partners.

 Section 12: Whenever a special bequest of $500 or more is received through a probate proceeding or other unexpected gift or grant, the finance committee shall convene and make recommendations to the board as to how to best utilize the bequest in a way that meets the wishes of the giver and is in the best interest of the organization. The bequest shall be deposited into the appropriate bank account, but all reasonable efforts will be made to preserve the amount deposited until the finance committee and board has decided how to invest or spend the money. When a bequest has been made and funds are not needed to meet the budget, obligations and debt, the board may decide to create another endowment-type fund for investment.

## ARTICLE IX

**Standing Committees**

(See Policies and Procedures for Specific Duties)

 Section 1. Standing committees shall be the following: (1) Conference, (2) Finance (3) Media, (4) Membership, (5) Nominating, (6) Public Policy, and (7) the Strategic Planning committee. These committees shall report to the Board of Directors at the Annual General Membership meeting and at all scheduled Board meetings.

 Section 2. Committees are chaired as follows: The (1) Conference Committee shall be chaired by the Program Vice President. The (2) Finance Committee shall be chaired by the Treasurer. The (3) Media Committee shall be chaired by the Publications Vice President. The (4) Membership Committee shall be chaired by the Membership Vice President. The (5) Nominating Committee shall be chaired by the Immediate Past President. The (6) Public Policy shall be chaired by a member of the TxCFR Board of Directors. (7) Strategic Planning Committee shall be chaired by the President.

 Section 3. All standing committees shall consist of at least three TxCFR members. Committee Chairs are responsible for inviting member participation on the committee they chair.

 Section 4: The Strategic Planning Committee shall consist of board members and shall include the following officers: Immediate Past President, President, President-Elect, Treasurer, Secretary, Program Vice-President, Program Elect, Membership Vice-President, Publications Vice-President, Publications Elect, Student and New Professional Program Advisor, and either one or both of the Undergraduate Student Representative or the Graduate Student/New Professional Representative. The Strategic Planning Committee shall meet within three months following the election of a new TxCFR President.

## ARTICLE X

**Sections**

 Section 1. Sections of TxCFR may be established, with the approval of the board, to meet the needs of the membership.

 Section 2. Focus groups may be established with the approval of the board in order to meet the needs of membership.

## ARTICLE XI

**Meetings**

 Section 1. TxCFR Board of Directors in compliance with the Affiliate Councils Board, shall meet in person at least twice annually. Conference calls between in-person meetings are schedule by the President as requested by the Board of Directors. The TxCFR annual conference and business meeting and the second in-person meeting shall be at a time and place chosen by the TxCFR Board of Directors.

Section 2. The President shall call meetings of the TxCFR Executive Committee and Board of Directors, at such times as necessary, or by petition to the President by a majority of the TxCFR Board.

## ARTICLE XII

**Elections and Voting**

 Section 1. Each Active TxCFR member is entitled to one vote at the Annual General Meeting.

Section 2. TxCFR officers, board members, and nominating committee members shall be elected by the membership under policies and procedures established by the board.

 Section 3. When the TxCFR Board requires an electronic vote, the Membership Vice President conducts the electronic voting process as defined in the Policy for Conducting Business Electronically.

 Section 4. A simple majority vote of TxCFR Active Professional and Active Student board members is required to approve TxCFR business. An action of the board may only be approved if there is a quorum of directors still present at the time that the board of directs votes to approve such action.

## ARTICLE XIII

**Publications**

Section 1. The official publications of TxCFR shall be determined by the board of directors.

## ARTICLE XIV

**Social Action**

Section 1. The President is chief spokesperson for the organization and shall present the views of the TxCFR Board of Directors and/or the organization in response to social issues and legislative action relevant to family life.

Section 2. Official statements of TxCFR positions shall be subject to approval by a majority of the board.

## ARTICLE XV

**Awards**

(See Policies and Procedures)

 Section 1. TxCFR bestows annual awards. They are the Moore-Bowman Award, the Meritorious Service Award, the Lane Powell Mentoring Award, the Family Champion Award, and the Undergraduate and Graduate Student Awards. The Board may choose to forego giving awards if there is not an appropriate candidate.

 Section 2. Active TxCFR Professional and Student Members may submit nominations to the Board of Directors Awards Chair for the Moore-Bowman, the Meritorious Service and the Lane Powell Mentoring Awards. The Board votes to approve the recipients.

 Section 3. The Conference Committee submits the names of the students selected to receive the Undergraduate and Graduate Student Awards based on scores.

 Section 4. Nominations are made to the Public Policy Committee for the Family Champion Award. The Committee selects the winner and submits their name to the Board for approval.

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## ARTICLE XVI

**Grant Policies**

(See Policies and Procedures for More Details)

 Section 1. The TxCFR Board of Directors must approve all grant applications.

 Section 2. The TxCFR Board of Directors must approve appropriate policies and procedures to insure that grant guidelines are followed.

 Section 3. The Executive Committee will be responsible for grant oversight or for appointing TxCFR board member(s) for this responsibility.

##  ARTICLE XVII

 **Amendments**

Section 1. Amendments to the bylaws may be proposed by the Board of Directors or by petition of at least 10 Active Members of TxCFR. Proposed amendments shall be presented to the membership at least 30 days prior to voting on same.

Section 2. Amendments to the bylaws shall become effective when accepted by a majority vote of the Active TxCFR Members voting.

# POLICIES AND PROCEDURES

**POLICIES AND PROCEDURES**

**TEXAS COUNCIL ON FAMILY RELATIONS**

The following are the policies and procedures based upon either TxCFR Bylaws based upon best practices as identified by the Board of Directors.

# DUTIES OF TxCFR OFFICERS

## President

###  Primary Responsibilities

1. Serves as the chief spokesperson of TxCFR for two years.
2. Prepares agenda for and presides at all TxCFR business meetings.
3. Calls meetings of the board of directors and serves as its chair.
4. Performs all duties assigned by TxCFR and the board.
5. Appoints all standing committee chairs in accordance with bylaws.
6. Appoints ad hoc committee chairs as needed.
7. Serves as ex-officio member of all committees except the nominating committee.
8. Notifies all candidates and the TxCFR board of election results.
9. Reports results of election to NCFR.
10. Ensures updating and distribution of the Handbook for Officers and Board of Directors.
11. Appoints an audit committee to audit the treasurer’s books and records.
12. Maintains active membership in NCFR.

### Presidential Responsibilities at Annual Conference

1. Prepares agenda for and presides at the pre-conference board meeting and annual membership meeting.
2. Establishes time and place for next board of directors meeting.
3. Invites potential new officers and board members to attend the preconference board meeting.
4. Cooperates with the Program Vice President in making arrangements for the President’s reception at the annual conference. President makes necessary announcements at President’s Reception.
5. Presides at the Opening Session/Luncheon of the conference:
	1. Welcome to attendees.
	2. Conference/Luncheon logistics (let attendees know where they can get information/assistance, etc.).
	3. Invite all to the President’s Reception (if held).
	4. Introduce Membership Chair who will invite all NCFR/TxCFR members to attend the Membership Meeting preceding the Awards Luncheon – mention voting in new officers and bylaw revisions (if applicable) – announce it is also a good time to learn more about ways to become involved in TxCFR.
	5. Introduce presenter/s of Student Awards and assist in presenting the awards.
	6. Introduce Program VP (who introduces keynote speaker and directs participants to breakout sessions following keynote).
6. Presides at separate Membership Business Meeting held at annual conference.
7. Presides at the Award Luncheon of the conference:
	1. Welcome to luncheon, thank all for their participation in the conference.
	2. Thanks to all those who attended the Membership Business meeting.
		1. Introduction of current Board Members (thank for service)
		2. Recognition of Past Presidents of TxCFR
		3. Recognition of TxCFR Members who have active role in NCFR
	3. Introduce Program VP (who introduces keynote speaker and introduction of person coordinating Moore Bowman and Meritorious Service Award presentations following keynote address – Current President’s participation in photo ops welcomed).
	4. Thank Conference Chair/s for current year conference and introduce Program VP for following year and give them an opportunity to publicize and invite assembly to next year’s conference.
	5. Brief parting words as outgoing President when applicable.
	6. Introduce New President when applicable. New President will then introduce slate of new board members and their positions.
		1. If not introducing new president, current president presents slate of new board members (naming each and their position)
		2. Thank all board members and encourage participation from all NCFR/TxCFR members
	7. Close conference (New President to offer closing when applicable).

### NCFR Participation

* 1. Attends the NCFR annual conference, including the Affiliate Councils Board meetings and workshops, and arranges the Texas caucus at the NCFR Conference.
	2. Upon board approval prior to the NCFR annual conference, the President, may be allotted partial support for travel expenses to attend the national meeting.
	3. By January 30, responds to NCFR’s annual request for the following materials from affiliated councils:
		1. A letter for inclusion of TxCFR as a subordinate in the NCFR Internal Revenue Service Group ruling for the next year
		2. A copy of the last treasurer’s report
		3. An annual report
		4. A list of TxCFR state-only members
		5. An update of officers and board members elected during the year, and a copy of the bylaws if there has been any revisions in the past year.

## President Elect

1. Supports and assists the President in the performance of his/her duties for two years.
2. Assumes duties of the President in the event of the President’s absence, incapacitation, resignation, or death.
3. Assists the incoming Program Vice President in selecting an annual conference program chair to be approved by the board. Prepares a list of all committees to serve during his/her presidential year, secures consent of the committee members and presents the list to the board for approval.
4. Maintains active membership in NCFR.
5. Attends the NCFR annual conference and represents TxCFR in the Affiliate Council meetings and workshops if the President is unable to attend the annual conference.
6. Presents acceptance speech. Presents gift to outgoing President.
7. Send updated by-laws to the Texas Secretary of State when revised.
8. Submits the TxCFR Affiliate Report to NCFR.

## Immediate Past President

1. Supports and assists the TxCFR President for two years.
2. Serves on the Strategic Planning Committee.
3. Serves as the Chair of the standing Nominating Committee.
4. Verifies results of the annual election.
5. Assists the outgoing Program Vice President in writing thank-you letters to conference program participants.

## Treasurer

1. Maintains and regularly updates all TxCFR financial institution accounts.
2. Serves as the Chair of the Finance Committee for two years.
3. The TxCFR Finance Committee shall propose an annual budget for approval by the TxCFR Board of Directors. The fiscal year is determined by NCFR and shall be January 1- December 31.
4. Ensures signature cards for financial accounts are distributed to the President and Secretary (or other officers as designated by TxCFR financial institution), and Affiliate Council Board recommendation immediately following election – as required by Affiliate Council.
5. Submits committee budget requests to the board.
6. Works with Finance Committee and Conference Committee to submit a conference budget to the board.
7. Records all financial transactions and disburses funds as authorized by the board.
8. Presents a financial report at every meeting of the board of directors.
9. Presents and distributes a formal year-end financial report at the annual conference membership meeting.
10. Assists the audit committee in reviewing the year’s books.
11. Submits fiscal year financials to the President to be forwarded to NCFR Affiliate Council before January 30th.
12. Submits electronic financial reports to the Secretary for record retention and to be included in all board meeting minutes.
13. Monitors and notifies board members of Administrative Fee compliance to maintain active membership as a TxCFR Board Member.

## Secretary

1. Records the minutes of annual, called and special meetings of TxCFR for two years.
2. Sends (via email) minutes to all officers, board members and committee chairs within 10 days after the meetings. Board member reports will be attached to the minutes for archive purposes.
3. Prepares and submits a synopsis of board meeting and annual conference membership meeting minutes for publication on the website if the board so elects.
4. Assists the board with correspondence and checks TxCFR email regularly, distributing correspondence accordingly.
5. Prepares a complete electronic file of minutes to pass on to both the incoming Secretary and President within 10 days of the conclusion of the annual conference.
6. The Secretary shall keep a record of attendance and nonattendance at all board meetings and is responsible for keeping an electronic record of election results and for the updating of electronic records.
7. Sends out poll to determine dates for all board meetings.
8. The Secretary shall handle official TxCFR correspondence in conjunction with the President.
9. The Secretary is responsible for maintaining the CEUs that are offered at the annual conference and for other educational activities. The Secretary will complete and submit the licensing form for Licensed Professional Counselors, Licensed Marriage and Family Therapists, Licensed Social Workers, and Licensed Chemical Dependence Counselors in February of every year.
10. The Secretary will check our texascfr@gmail.com email weekly and direct emails to appropriate board members.

## Program Vice President

1. Chairs the standing Conference Committee.
2. Serves for two years.
3. Recommends to the President a TxCFR member to serve as annual conference program chair. (This chair, which is also in charge of local arrangements whenever possible, works closely with and assumes duties assigned by the Program Vice President.)
4. At the first board meeting following the TxCFR annual conference, submits a proposed budget to the Finance Committee for the next conference.
5. Produces the annual conference program, including schedule of events, selection of speakers, and final evaluation of the conference.
6. Ensures that Student Awards, Moore Bowman and Meritorious Service Awards are included in the conference program.
7. Cooperates with the Publications Vice President in issuing a call for papers, securing photographs and biographical information on speakers for publicity, developing a tentative conference program to be published on the Website, and preparing and publishing a conference program brochure.
8. Submits a final written report of all conference expenditures to the board immediately following the conference.
9. Works closely with the program President Elect to develop a tentative annual conference budget for the following year.

## Program Elect

1. Serves as annual conference co-chair for one year.
2. Assists the conference chair with pre-conference programming (when held).
3. Assists the annual conference program chair and local arrangements chair in planning and conducting the annual conference.
4. Assists with planning the annual conference budget and preparing the annual conference budget report.
5. Prepares a tentative annual conference budget for the following year’s conference and submits it at the summer meeting of the board of directors.

## Membership Vice President

1. Chairs the standing Membership Committee for two years.
2. Develops a membership recruitment plan.
3. Prepares an appropriate membership brochure if a new one is needed in cooperation with the Publications Vice President.
4. Submits a budget to the Finance Committee for recruitment expenses.
5. Develops and maintains a computerized system for tracking TxCFR and NCFR members.
6. Add emails from conference registrations to listserv.
7. Develops a membership directory and submits it to the Publications Vice President for distribution to TxCFR officers.
8. By December 1, prepares a list of TxCFR state-only members and gives it to the President for submission to NCFR.
9. Receives and counts all ballots for open board positions. Submits them to the Immediate Past President for verification and immediately notifies President of the results.
10. The Membership Vice President acts as the teller (receiving and tallying votes when an electronic vote is called for by the President) and shall produce a list of members who voted, abstained or voted against the motion and submit that tally to the secretary for inclusion in the record.
11. Sends reminders of administrative fee compliance to general membership.

## Publications Vice President

1. Chairs the standing Media Committee for two years.
2. Acts as liaison between the board and individuals or committees who are responsible for publishing any material under TxCFR sanction (e.g. recorder, brochures, conference programs, flyers, and website).
3. Produces a newsletter to be published twice a year on the website.
4. Works closely with the web master and with individuals proposing other publications.
5. Maintains consistency with TxCFR policy and board actions among all publications.
6. Assumes responsibility for publication and distribution of materials (i.e. brochures, conference programs, flyers, website information).
7. Submits an annual budget to the Finance Committee for the website and any printed materials.
8. Helps recruit and supervise those who may volunteer or a paid staff member assisting in publications.
9. Monitors printed materials and recommends needed changes.
10. Assures an electronic copy of the conference program is presented to the Secretary for record retention.
11. Works with the Membership Chair to ensure that the membership list and listserv is current and that a copy of any publication is sent to the NCFR executive director and to other members of the NCFR board as well as to all Presidents of NCFR state, regional and local council affiliates.
12. Maintains an electronic file of all TxCFR publications.
13. The web master works closely with the Publications Vice President within the guidelines set by the board, solicits materials; observes deadlines; edits, rewrites, and designs layout; obtains the best printing price for printed materials, and after consulting with the Publications Vice President arranges for distribution and maintains files (artwork, articles, etc.) and expense accounts (telephone, postage, printing). Since the website serves an archival purpose for the organization, the web master ensures that all events (e.g. board actions, elections, appointments, awards) are carefully reported.

## Publications Elect

1. Co-chairs the standing Media Committee for two years.
2. Acts as liaison between the board and individuals or committees who are responsible for publishing any material under TxCFR sanction (e.g. recorder, brochures, conference programs, flyers, and website) in Publications Vice President’s absence.
3. Works closely with the Publications Vice President to maintain website and with individuals proposing other publications.
4. Maintains consistency with TxCFR policy and board actions among all publications.
5. Assumes responsibility for publication and distribution of materials (i.e. brochures, conference programs, flyers, website information) in Publications Vice President’s absence.
6. Helps recruit and supervise those who may volunteer or a paid staff member assisting in publications.
7. Assist Publications Vice President in maintaining current mailing list and listserv.
8. Commits to two years as Publications Vice President when service date is initialized.

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## Student/New Professional Program Advisor

1. Facilitates development and implementation of TxCFR Student and New Professional Program activities through collaboration with and mentorship of the respective Representatives.
2. Promotes TxCFR to Student Organizations at Texas Colleges and Universities, encouraging TxCFR participation, and serving as a point of contact.
3. Provides Student Organizations with information about N CFR opportunities and facilitates communication between individual Student Organizations via TxCFR social media.
4. Maintains student and new professional membership records in collaboration with the Membership Committee.
5. Coordinates the student organization, student, and new professional related aspects of the TxCFR Annual Conference in collaboration with the Conference Committee.
6. Collaborates with the Student and New Professional Representatives to plan and implement a meeting of the students and new professionals at the TxCFR Annual Conference.
7. Maintains a record of Student Organization activities and Student/New Professional Program activities and reports the same to the TxCFR Board.

**Members at Large**

1. Serve as a member of the TxCFR Board of Directors and attends meetings of the Board.
2. Serve on TxCFR Committees.
3. Perform tasks as requested by the President

## **Undergraduate Student Representative**

* 1. Serves as a member of the TXCFR Board of Directors, attends meetings of the Board, and works collaboratively with the Student/New Professional Program Advisor, the Graduate Student Representative, and the New Professional Representative to facilitate the activities of the TxCFR Student New Professional Programs.
	2. Acts as the point of contact with undergraduate participants in Student New Professional Programs, including those in university Student Organizations and those not members of a student organization, providing updates on opportunities available with TxCFR and NCFR.
	3. Serves as the liaison between the TxCFR Board and the undergraduate student member participation in Student New Professional Programs, reporting the activities, needs, and feedback of undergraduate students.
	4. Assists in maintaining records of the activities of TxCFR undergraduate student members.
	5. Collaborates to plan the Student New Professional Programs meeting at the TxCFR Annual Conference, working with the other Representatives and the Student/New Professional Programs Advisor.

**Graduate Student Representative**

* 1. Serves as a member of the TXCFR Board of Directors, attends meetings of the Board, and works collaboratively with the Student/New Professional Program Advisor, the Undergraduate Student Representative, and the New Professional Representative to facilitate the activities of the TxCFR Student New Professional Programs
	2. Acts as the point of contact with graduate participants in Student New Professional Programs, providing updates on opportunities available with TxCFR and NCFR
	3. Serves as the liaison between the TxCFR Board and the graduate student member participation in Student New Professional Programs, reporting the activities, needs, and feedback of graduate students
	4. Assists in maintaining records of the activities of TxCFR graduate student members
	5. Collaborates to plan the Student New Professional Programs meeting at the TxCFR Annual Conference, working with the other Representatives and the Student/New Professional Programs Advisor

**New Professionals Representative**

1. Serves as a member of the TXCFR Board of Directors, attends meetings of the Board, and works collaboratively with the Student/New Professional Program Advisor and the Undergraduate and Graduate Student Representatives to facilitate the activities of the TxCFR Student New Professional Program
2. Acts as the point of contact with new professional participants in Student New Professional Programs, providing updates on opportunities available with TxCFR and NCFR.
3. Serves as the liaison between the TxCFR Board and new professional member participation in Student New Professional Programs, reporting the activities, needs, and feedback of new professionals
4. Assists in maintaining records of the activities of TxCFR new professional members
5. Collaborates to plan the Student New Professional Programs meeting at the TxCFR Annual Conference, working with the other Representatives and the Student/New Professional Programs Advisor
6. Works with the Student/New Professional Programs Advisor to identify new professional member needs for support and resources and develop programs and activities targeted to growth of the New Professional component of TxCFR

# COMMITTEES

## Standing Committees

 There are seven standing committees: Conference, Finance, Media, Membership, Nominating, Public Policy, and Strategic Planning. Chairs of all standing committees who are not board members serve as nonvoting members of the board of directors.

 The finance, public policy, and public relations committees each consist of at least three members.

### Conference Committee

1. Chaired by the Program Vice President.
2. Consists of the President, President Elect, Membership Vice President, Publications Vice President, Program Vice President Elect, and other TxCFR members.
3. Plans and promotes the TxCFR Annual Conference.
4. Acquires keynote speakers, solicits assistance with various jobs/tasks related to the conference, assembles the program, selects program presenters, and sets up registration procedures.
5. Makes arrangements for keynote speakers (including any fees associated with speaker, hotel rooms, airport pickup, introductions, and other basic needs during conference).
6. Provides marketing materials and marketing plans for Annual Conference to the publications Vice President in a timely manner.
7. Ensures that the Moore Bowman and Meritorious Service and Student Awards are included as part of the conference.
8. Provides the President with a list of items that need special attention at the opening luncheon and the awards luncheon.
9. Works with Student Advisor to assure student participation.
10. Provides a waiver for those speakers that will allow their presentation on the TxCFR website following the conference.
11. Provides a time-line for accomplishing jobs/tasks related to the conference.
12. Provides next year’s program chair with forms and documents utilized for job/task assignments, marketing, program design, and any other information that will assist in planning the TxCFR Annual Conference.
13. Reports to the board as requested by the President.

### Finance Committee

1. Chaired by Treasurer.
2. Consists of at least three board members, including one other officer.
3. Assists Treasurer in preparing a budget for each fiscal year.
4. Maintains financial compliance with Affiliate Council.
5. Reports to TxCFR board as requested by President.

### Media Committee

1. Chaired by Publications Vice President.
2. Consists of at least three TxCFR members and may include sub-committees (e.g., website maintenance, newsletter production, conference marketing, public awareness, etc.) as determined by chair.
3. Informs the general public of TxCFR programs and purposes.
4. Chair participates on Conference Committee.
5. Updates and maintains TxCFR website.
6. Makes recommendations to the board for website maintenance.
7. Submits a budget to the Finance Committee for media coverage.
8. Reports to the TxCFR board as requested by President.

### Membership Committee

1. Chaired by Membership Vice President.
2. Consists of at least three TxCFR members.
3. Maintains up-to-date membership information and listserv.
4. Maintains compliance with Affiliate Council.
5. Distributes information on listserv as requested by Conference and Media committees.
6. Submits a budget to the Finance Committee.
7. Ensures all members are notified of TxCFR publicity, by mail if not on email listserv.
8. Submits current membership roster to President by January 30th of each year.
9. Makes recommendations to the board for membership requirements (e.g., fees, maintenance of membership roster, etc.)
10. Provides committee sign-up sheets at Annual Conferences or other programs sponsored by TxCFR.
11. Reports to the board as requested by the President.

### Nominating Committee

1. Chaired by Immediate Past President.
2. Consists of at least three board members nominated by the board and approved at the annual meeting, to serve a two-year term.
3. Prepares the slate of officers and members of the Board of Directors (excluding the Undergraduate Student Representative and the Graduate Student Representative positions) to submit at the Annual Board Meeting. A description of the nomination process and specific responsibilities of the nominating committee follows:
	1. The committee produces a slate of candidates.
		1. The committee makes an effort to identify a minimum of two nominees for each position that is up for election that year.
		2. The committee verifies that candidates for all positions are current Active members of TxCFR and candidates for president-elect are current members of NCFR. The committee considers professional and geographical diversity in making its selections.
		3. The Nominations Committee Chair presents the slate of candidates to the Board of Directors at the Board of Directors Meeting before the Annual Conference.
	2. The Nominating Committee Chair presents the slate for voting in new board members at the Annual General Membership meeting held during the TxCFR Annual Conference. If all at-large positions are not filled nominations are taken from the floor. All nominees must be Active members in good standing. Once all positions are filled the Nominating Committee Chair calls for a vote.
	3. The Membership Vice-President counts votes, and winners are determined by plurality of votes for their respective positions.
	4. The Membership Vice-President immediately notifies the Nominating Committee Chair and the President of the election results.
	5. The President then immediately notifies all candidates and the TxCFR board of the election results. Elected officers and board members are provided a copy of their duties.
4. The Membership Chair invites conference participants to consider a board position for the following year elections. Provides committee contact information for those who may be interested.

### Public Policy Committee

1. Chaired by a TxCFR board member.
2. Monitors, interprets, and identifies policies/legislation to the TxCFR membership regarding local, state, and national policies or legislation that influence families and children.
3. Networks with other family policy agencies.
4. Keeps current on laws that affect families.
5. Makes recommendations to the TxCFR board when information should be distributed by the listserv (public awareness).
6. Makes recommendations to the TxCFR board when opportunities arise to shape family policy.
7. Creates an awareness of public policy statewide and nationally.
8. Reports to the board as requested by the President.

### Strategic Planning Committee

1. Chaired by the President.
2. Consists of Immediate Past President, President Elect, Membership Vice President, Program Vice President, Publications Vice President, Treasurer, Secretary, Student Advisor, and either the Undergraduate Student or Graduate Student Representative.
3. Meets immediately following the election of a new President.
4. Reviews TxCFR by-laws and recommends updates when needed. (President may create an ad hoc committee to update by-laws.)
5. Plans conference sites and themes at least five years in advance.
6. Monitors compliance with Affiliate Council Board policies.
7. Monitors nonprofit compliance with state and national entities.
8. Provides written recommendations from the committee to the Board of Directors for a vote when necessary.
9. Reports to the board as requested by the President.

# AWARDS

### Family Champion Award

The Public Policy Committee (PPC) is responsible for the management of the Family Champion (FC) Award Program. The Family Champion Award was established in 2014. The TxCFR Family Champion Award is presented to an individual or organization that has affected policies for families. The award recipient is presented with an engraved plaque at the TCFR Annual Conference. The purpose of the program is to acknowledge Texas leaders whose work has significantly and positively shaped policies that affect the family.

Eligibility

An individual or organization involved at the state or community level in the policy-making process whose work over time has made significant contributions that affect the well-being of families. Current TCFR members are not eligible for nomination. Former recipients of the Family Champion Award are not eligible to receive the award. Candidates are not eligible for the award during a year when they are standing for election. The award will be presented when a recipient is ranked as qualified by the jury of reviewers and approved by the Board of Directors. No more than one award will be presented per year.

Award Nomination

The nomination package includes:

• The completed Family Champion Award Nomination Form made by a member of TCFR and is submitted to the PPC Chair.

• Letter of transmittal from the nominating member.

• Supporting materials (may include biographical information, references to newspaper or magazine articles, and other relevant supporting documentation). The completed application form with all supporting documentation should be emailed by the deadline for awards applications to \_\_\_\_\_\_\_\_\_\_\_ with the subject line *Family Champion Award Nomination.* ***Do not*** include a photograph of the nominee with the nomination package.

These guidelines are written to facilitate the work of future Public Policy Committees. The goal is to have a set of standard operating procedures to assure future consistency and uniformity in program management.

Months/Dates Action/Activity Responsible Person/Group

**August** - Update and post award information and application procedures to website and promote applications for the award through newsletter and other means.

PPC Chair By Awards deadline - Selection of jurors for Award Review Panel PPC Award sub-committee and PPC Chair

**Dec. 1** - Award application deadline. TCFR Board of Directors deadline

**Jan. 10** - Email orientation for Review Panel. PPC Chair

**Jan. 20** - Review Panel completes work and jurors submit Applicant Review Sheet to PPC Chair. TCFR President notifies new Award recipient of their selection. President decides whether the President or PPC representative will notify the PPC Chair.

Developed by TCFR Public Policy Committee. Approved by Board of Directors (2014).

contact for the entity/group making the nomination. [Note: selection is not made public.]

By Feb. 1 deadline for submitting agenda items for BOD Meeting (prior to Annual Meeting)

PPC Chair to prepare Motion to include in the designated BOD meeting. The motion carries the PPC’s recommended action relative to the Award as well as highlights of the recommended application. PPC Chair & BOD President April Those who nominated unsuccessful candidates receive written letter thanking them for submitting nomination. PPC Chair March/April Recipient is announced via Annual Conference Program with award and recognition during Annual Conference session and on TCFR web site.

**\*Criteria for selecting jurors for the FC Award Review Panel**

**1.** Jurors must be TCFR members in good standing.

**2.** Jurors should have Texas and local perspective on the profession and public policies that may affect or be affected by the profession.

**3.** Jurors must follow the Conflict of Interest guidelines and disclose any personal or professional affiliation with any of the applicants. Replacements will be made for any jurors for whom a conflict exists.

**4.** Jurors must be able to devote approximately 30 minutes per application package for actual review and scoring.

**5.** Jurors shall commit to individual decision making and scoring discreetly, without regard to other review panelist’ inputs, and with the highest regard for confidentiality for each nominee outlined in their nomination package.

**6.** Diverse representation shall be sought on the review panel.

**\*\*Recommended FC Review Panel Composition (3 members required):**

A current member of the PPC (1)

A current member of the Student Unit (1)

A current member of the Awards committee (1)

**Award recipient speaker comment suggestions**:

Personal background leading to public policy involvement

Suggestions for policies to *strengthen and support fragile families*

*Personal priorities* for current legislative session

Recommendations for family advocates

Message for college students becoming family relations professionals

**Seek nominees that . . .**

Proposed and supports legislation for community well-being and champions reform/ improvement to weak policies.

**TCFR Family Champion Award Application Review Sheet**

**Evaluation Criteria -** Maximum points for each criterion are listed below. Maximum total

score is 100.

**Criteria - Maximum Points Possible Points Awarded by Reviewer**

1. *Specific examples*of how and when the nominee has been involved in Texas public policy that has significantly and positively affected families. 25 points

2. *Length of time*nominee has been involved in addressing public policy issues related to families.

20 points

3. *Impact of the nominee's work in affecting Texas public policy* for families. 25 points

4. *Involvement*:

a. State level 5 points

b. Local community level 5 points

5. *Letters and materials of support*. 20 points

Total Points Awarded

100 points

By submitting this application review sheet, I affirm that I have no conflict of interest or personal affinity that would result in review bias.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer Name

2014

Family Champion Award Nomination Form

Texas Council on Family Relations

Family Champion Award Nomination Form

PLEASE COMPLETE AND SUBMIT NO LATER THAN **December 1, Year**

Please save the form to your computer's hard drive before you begin. Complete the nomination form and e-mail it and all supporting documentation to the TCFR public policy committee chairwith *Family Champion Award* in subject line by **December 1, Year**. Keep a copy of all materials submitted.

**I. Nominee contact information**

Name:

Professional title (President, Executive Director, etc.):

Mailing address

Name of group, organization, or company:

Address line 1:

Address line 2:

City, State, and Zip:

Daytime telephone:

E-mail address (if known):

**II. Please provide brief answers to the following**

A. Describe the nominee's work in addressing Texas policy that has significantly and positively affected families.

 B. How long the nominee has been involved in this effort.

 C. Describe the impact of the nominee's work in affecting public policy for families.

III. **Nominator contact information**

Name of nominating individual or group:

Title of or office held by contact person:

Mailing address

Address line I:

Address line 2:

City, State, and Zip:

Daytime telephone:

E-mail address:

**IV. Supporting documentation (must be included in e-mail with nomination form)**

 A. Letter of transmittal from the nominating group.

 B. Supporting materials (may include biographical information, references to newspaper/magazine articles, and other relevant supporting documentation).

### Meritorious Service Award

The Meritorious Service Award was established in 1981 by the TCFR Board of Directors to acknowledge and encourage outstanding services and support to families and to family life in Texas. When awarded, it is presented at the annual conference to an individual, agency, corporation, foundation, or other organization whose contributions are determined to be of significance. An outstanding volunteer or other individual associated with an agency, corporation, foundation, or other organization that had made a contribution to family life in the state may also be recognized.

### Moore Bowman Award

Established in 1970, the Moore-Bowman Award Recognizes professionals who have made a significant contribution in the area of family life education, marriage and family therapy, and/or family related research in Texas. Named for its first two distinguished recipients, Dr. Bernice Milburn Moore and Dr. Henry A. Bowman, the award is presented at the annual conference in the years that a worthy recipient is selected. The Moore-Bowman Award is TCFR’s most prestigious award and recognizes professionals whose contributions to family wellbeing in Texas have been truly outstanding.

**Lane Powell Mentoring Award**

Established in 2017 in memory of Dr. Lane Powell. *(More to come from Joanne Roberts)*

### Student Awards

One undergraduate award and one graduate student award is presented at the annual conference each year. Outstanding contributions are identified by a review committee. Monetary awards, established by the TxCFR Board of Directors, recognize and encourage scholarly efforts that focus on topics related to marriage and the family.

Selection criteria for the Moore-Bowman Award, the Meritorious Service Award, and the Lane Powell Mentoring Award and guidelines for nomination are available from the awards committee chair.