



**Southeastern Council on  
Family Relations  
Board Member Handbook**

**Amended June 2019**

**An affiliate of  
the National Council on Family Relations**

**PRIMARY MEMBERSHIP STATES**

**Alabama  
Arkansas  
Florida  
Georgia  
Louisiana  
Mississippi  
North Carolina  
South Carolina  
Tennessee**

**ADJOINING MEMBER STATES**

**Kansas  
Missouri  
Kentucky  
West Virginia  
Virginia**

**James M. Duncan, Ph.D., CFLE, DAV  
Editor-in-Chief**

## TABLE OF CONTENTS

SECFR Affiliate Information .....	3
SECFR 2019 Amended By-laws .....	4
Article I: Purpose, History, Name, & Description .....	4
Article II: Affiliation with the National Council on Family Relations .....	4
Article III: Individual Membership & Local/Regional Councils.....	4
Article IV: Officers .....	5
Article V: Duties of Officers .....	6
Article VI: Board of Directors .....	9
Article VII: Standing Committees .....	10
Article VIII: Sections & Meetings.....	10
Article IX: Election & Voting .....	10
Article X: Official Publications .....	11
Article XI: Social Action .....	11
Article XII: Amendments .....	11
SECFR Duties and Responsibility of Officers .....	12
President .....	12
President Elect .....	13
Immediate Past-President .....	13
Treasurer .....	14
Secretary .....	14
Program Presiding Officer .....	15
Program Presiding Officer Elect .....	16
Membership Presiding Officer.....	16
Membership Presiding Officer Elect .....	16
Media & Publications Presiding Officer .....	17
Media & Publications Presiding Officer Elect .....	17
Undergraduate Student Advisor .....	18
Graduate Student Advisor .....	18
Public Policy Liaison .....	19
Member-at-Large .....	19
Adjoining-Member-at-Large .....	20
Proposal Presiding Officer.....	20
Proposal Presiding Officer Elect .....	21
SECFR Standing Committees .....	22
Conference Planning Committee .....	22
Finance Committee .....	24
Media Committee .....	24
Membership Committee .....	25
Nominating Committee .....	25
Strategic Planning Committee .....	26
Conference Proposal Committee .....	27
SECFR Board Service Commitment Pledge .....	28
SECFR Code of Ethics & Diversity Policy .....	29
SECFR Policy on Conflicts of Interest .....	31
SECFR Policy for Conducting Business Electronically .....	34
SECFR Record Retention & Destruction Policy .....	36
SECFR Policies Agreement Form .....	38
APPENDIX: Miscellaneous SECFR Documents .....	40

## SECFR AFFILIATE INFORMATION

### **National Council on Family Relations Affiliate**

The Affiliate Councils' purpose is to provide groups in which elected representatives of local, state and regional councils on family relations can exchange ideas and experiences and seek concrete methods to strengthen marriage and family relationships on a more local level through their affiliation with the National Council on Family Relations.

The Affiliate Councils Board (ACB) serves as the governing body for the Affiliate Councils. All information pertaining to affiliates can be found at [www.ncfr.org](http://www.ncfr.org) under “Member Groups” – Local Affiliate Council. All SECFR Board Members should be aware of the information requiring Southeastern Council on Family Relations’ annual submission to the Affiliate Councils Board. Those documents include:

- **Affiliate Tax Exempt Renewal Form**

Annual reporting form for state/regional affiliates.

- **Affiliate Activities Reporting Form (Annual)**

Annual reporting form for state/regional affiliates.

- **Affiliate Quarterly Rebate Request Form**

For state/regional affiliates. Complete this form quarterly with updated activity and officer information in order to receive your rebate from NCFR.

*(For more detailed forms and information please visit the [www.ncfr.org](http://www.ncfr.org).)*

## SECFR 2019 AMENDED BY-LAWS

### ARTICLE I: Purpose, History, Name, and Description

SECFR 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.

In 1939, there was a Southern regional affiliate and conference that included Louisiana, Mississippi, Alabama, Oklahoma, Arkansas, and Texas. The Southeastern region second conference was in 1944 and then again in 1954-55. In 1974 there was a Southeastern council of AL, FL, GA, NC, SC, VA, WV, LA, MS, KY.

In 1996-97 it was recommended to create five regional affiliates, one being Southeastern: AL, FL, GA, KY, LA, MS, NC, SC, TN, VA, and WV. By 2004, though, Southeastern was not listed among active councils until 2010-11 in its present-day version as the Southeastern Council on Family Relations (**SECFR**) **includes nine primary states: AL, AR, FL, GA, LA, MS, NC, SC, TN and five adjoining member states: KS, MO, KY, WV, VA.** SECFR was officially recognized by the IRS on June 24, 2011. SECFR is a state affiliate of the National Council on Family Relations (NCFR).

Correspondence relating to SECFR 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).

SECFR correspondence can be sent to [secfr.org@outlook.com](mailto:secfr.org@outlook.com) and names and email addresses of officers and board members are published on the website <https://southeastern.ncfr.org/>. Additionally, correspondence relating to NCFR should be mailed to the National Council on Family Relations, 661 LaSalle Street, Suite 200, Saint Paul, MN 55114, (888) 781-9331, [info@ncfr.org](mailto:info@ncfr.org).

### ARTICLE II: Affiliation with the National Council on Family Relations

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

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

### ARTICLE III: Individual Membership & Local/Regional Councils

**Section 1.** SECFR membership includes individuals and organizations from nine primary states that are considered to be located within the southeastern region of the United States: AL, AR, FL, GA, LA, MS, NC, SC, TN.

**Section 2.** SECFR membership includes individuals and organizations from seven adjoining member states that are either physically touching one of the primary southeastern membership states or is less than 100 miles from one of the primary southeastern membership states. These adjoining member states include: KS, MO, KY, WV, VA.

**Section 3.** Any person dedicated to the purposes of SECFR shall be eligible for membership as established by SECFR Board of Directors (SECFR membership is not limited to only residents of AL, AR, FL, GA, LA, MS, NC, SC, TN). *Residents within the nine primary state region of SECFR that are NCFR members are automatically SECFR members.*

**Section 4.** Local/regional councils of Family Relations that share the purposes of SECFR may become affiliated with SECFR upon presenting SECFR board approved by-laws and upon membership established by the SECFR board. State/University affiliates in other states or student councils in other states are not required to be located within the primary states of AL, AR, FL, GA, LA, MS, NC, SC, TN.

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

**Section 6.** There shall be four categories of membership: Active (SECFR and NCFR member), Affiliate (SECFR member only), Supportive (donors), Active Student (SECFR and NCFR member) and Affiliate Student (SECFR member only).

**Section 7.** Membership may be held in multiple sections of SECFR if sections are established.

**Section 8.** Administration fees for SECFR membership categories shall be established by the SECFR Board of Directors and shall be in compliance with the Affiliate Councils Board.

**Section 9.** Only members of SECFR who are also members of NCFR shall represent SECFR in its affiliation with NCFR.

**Section 10.** Membership dues in NCFR automatically provide dues for SECFR membership but do not include affiliate administration fees that may be established by the SECFR Board of Directors.

## **ARTICLE IV: Officers**

**Section 1.** The officers of SECFR shall be (1) President, (2) President Elect, (3) Immediate Past President, (4) Program Presiding Officer, (5) Program Presiding Officer Elect, (6) Membership Presiding Officer, (7) Membership Presiding Officer Elect, (8) Media & Publications Presiding Officer, (9) Proposal Presiding Officer, (10) Proposal Presiding Officer Elect, (11) Media & Publications Presiding Officer Elect, (12) Secretary, (13) Treasurer, (14) Public Policy Liaison, (15) Undergraduate Student Representative, (16) Graduate Student Representative, (17) Member-at-Large, and (18) Adjoining-Member-at-Large. All officers may be elected to serve two consecutive terms of office for any one position (excluding the office of President and President Elect) and have the option to extend their term of office for said position. All officers may rotate positions on the board (for example, an officer may serve as the Treasurer and subsequently be elected to serve as the Program Presiding Officer). All officers have the choice of re-serving in a previously held position (for example, an officer may have served two consecutive terms as a Member-at-Large Representing Arkansas then served two consecutive terms as the Membership Presiding Officer and then subsequently request to serve another term as a Member-at-Large Representing Arkansas). All officers are allowed to serve multiple concurrent sessions of office on the board (for example, an officer may serve as the Immediate Past President as well as Secretary at the same time).

**Section 2.** Any member of SECFR (including those not part of the nine primary states of AL, AR, FL, GA, LA, MS, NC, SC, TN) may serve on standing committees or temporary committees as well as any officer

position as appropriate (for example, if an SECFR member wishes to serve as a Member-at-Large, they must reside within one of the member at large states, if an SECFR member wants to serve as an Adjoining-Member-at-Large, they must reside in an adjoining state).

**Section 3.** The elected officers shall take office at the conclusion of the annual meeting (following the President's 3-year term and following Presiding Officers of each respective office term/consecutive terms), with the President Elect becoming President, Program Presiding Officer Elect becoming Program Presiding Officer, Membership Presiding Officer Elect becoming Membership Presiding Officer, Media & Publications Presiding Officer Elect becoming Media & Publications Presiding Officer, and the Proposal Presiding Officer Elect becoming Proposal Presiding Officer.

**Section 4.** In the case of a vacancy within the office of President, Program Presiding Officer, Membership Presiding Officer, Proposal Presiding Officer; or the Media & Publications Presiding Officer; the President Elect, Program Vice President Elect, Proposal Vice President Elect, Membership Presiding Officer Elect, and the Media & Publications Presiding Officer Elect (respectfully) shall assume duties for the remainder of the term.

**Section 5.** Any officer who fails to perform his/her duties may be relieved of office by a two-thirds vote of the SECFR Board of Directors.

**Section 6.** Officers serving as the President and Program Presiding Officer during the time of the annual SECFR conference shall have their conference registration dues waived for the conference.

#### **ARTICLE V: Duties of Officers** (see Policies and Procedures for specific duty requirements)

**Section 1. *PRESIDENT.*** The President of SECFR shall perform all duties assigned by SECFR and its board of directors. The President shall preside at all business meetings. They shall call meetings of the board of directors and serve as its chair. The President shall serve as SECFR 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.

**Section 2. *PRESIDENT ELECT.*** In the year prior to his/her presidency, the President Elect supports and assists the President in the performance of his/her duties and trains for the upcoming position. In the event of the President's absence, incapacitation, resignation, or death, the duties shall be placed with the President Elect.

**Section 3. *IMMEDIATE PAST PRESIDENT.*** For two years following his/her presidency, the Immediate Past President provides information and documentation 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 three years.

**Section 4. *PROGRAM PRESIDING OFFICER.*** The Program Presiding Officer (and his/her committee) shall be responsible for the production and evaluation of the annual conference. The Program Vice President shall chair the Conference Planning Committee.

**Section 5. *PROGRAM VICE PRESIDING OFFICER.*** The Program Presiding Officer Elect shall assist the Program Presiding Officer with annual conference responsibilities and trains for the upcoming position. They shall serve on the Conference Planning Committee. In the event of the Program Presiding Officer's absence, incapacitation, resignation, or death, the duties shall be placed with the Program Presiding Officer

elect.

**Section 6. MEDIA & PUBLICATIONS PRESIDING OFFICER.** The Media & Publications Presiding Officer shall be responsible for the SECFR website and chair the Media committee. At such time as the board of SECFR decides, then the Publications Presiding Officer shall be responsible for a the regional newsletter and shall coordinate all other printed and mailed materials other than correspondence (for example, the annual conference program).

**Section 7. MEDIA & PUBLICATIONS PRESIDING OFFICER ELECT.** The Publications Presiding Officer elect shall assist the Publications Presiding Officer with the SECFR website, Media committee and will assist with coordination of all other printed and mailed materials other than correspondence and trains for the upcoming position. In the event of the Media & Publications Presiding Officer's absence, incapacitation, resignation, or death, the duties shall be placed with the Media & Publications Presiding Officer elect.

**Section 8. MEMBERSHIP PRESIDING OFFICER.** The Membership Presiding Officer (and his/her committee) shall be responsible for recruitment of members for SECFR and NCFR. The Membership Presiding Officer shall chair the Membership Committee. The Membership Presiding Officer shall create correspondence to recruiting new members and shall aid the SECFR board in filling specific officer positions.

**Section 9. MEMBERSHIP PRESIDING OFFICER ELECT.** The Membership Presiding Officer Elect shall assist the Membership Presiding Officer with recruitment of members for SECFR and trains for the upcoming position. The Membership Presiding Officer Elect shall serve on the Membership Committee and shall aid the recruitment of members for specific SECFR officer positions. In the event of the Membership Presiding Officer's absence, incapacitation, resignation, or death, the duties shall be placed with the Membership Presiding Officer elect.

**Section 10. PROPOSAL PRESIDING OFFICER.** The Proposal Presiding Officer (and his/her committee) shall be responsible for the recruitment of members for conducting blind reviews on submitted proposals to the SECFR annual conference. The Proposal Presiding Officer shall chair the Conference Proposal Committee. The Proposal Presiding Officer shall be the administrator of the website that manages submitted proposals to the annual conference. They are responsible for sending proposal acceptance/rejection letters to potential conference participants. They are responsible for organizing, creating, and finalizing the annual conference schedule/program.

**Section 11. PROPOSAL PRESIDING OFFICER ELECT.** The Proposal Presiding Officer Elect shall assist the Proposal Presiding Officer with the annual conference proposal review process and trains for the upcoming position. They will assist with recruitment of members for conducting blind reviews on submitted proposals to the SECFR annual conference and shall serve on the Conference Proposal Committee. In the event of the Proposal Presiding Officer absence, incapacitation, resignation, or death, the duties shall be placed with the Proposal Presiding Officer elect.

**Section 12. SECRETARY.** The Secretary shall keep the minutes of all SECFR 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 SECFR correspondence in conjunction with the President.

**Section 13. TREASURER.** The Treasurer shall record all financial transactions and shall disburse funds as authorized by the SECFR Board of Directors. The Treasurer will assure SECFR's 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 at the beginning of the fiscal year.

**Section 14. *PUBLIC POLICY LIAISON.*** The Public Policy Liaison shall monitor, interpret, and identifies policies/legislation to the SECFR membership regarding local, state, and national policies or legislation that influence families and children. The Public Policy Liaison shall make recommendations to the SECFR board about possible themes and topics that have the potential to shape family policy that should be a focus future annual SECFR conferences.

**Section 15. *UNDERGRADUATE STUDENT ADVISOR.*** The Undergraduate Student Advisor shall be the primary contact for student affiliates throughout the year and assist and promote undergraduate student affiliate programs and SECFR participation. The Undergraduate Student Advisor shall communicate with the Graduate Student Advisor and the NCFR's Student Affiliate Representative. The Undergraduate Student Advisor shall keep a record of undergraduate student affiliate programs throughout the SECFR region and provide communication between student affiliate programs. They shall coordinate undergraduate student affiliate activities as related to the SECFR annual conference. If requested, the undergraduate Student Advisor shall provide the Membership Presiding Officer with contact information of student affiliates/organizations and aid with SECFR recruitment. The Undergraduate Student Advisors shall update student affiliates on NCFR student affiliate opportunities, as well as other responsibilities outlined in Article XVI (Duties of Officers). The Undergraduate Student Advisor shall be involved with Conference Committee Planning but is not required to be present at all Board meetings. It is recommended that the Undergraduate Student Advisor be an undergraduate student themselves, but this is not a requirement and this position is not limited to only students.

**Section 16. *GRADUATE STUDENT ADVISOR.*** The Graduate Student Advisor shall be the primary contact for graduate student affiliates throughout the year and assist and promote Graduate student affiliate programs and SECFR participation. The Graduate Student Advisor shall communicate with the Undergraduate Student Advisor and the NCFR's Student Affiliate Representative. The Graduate Student Advisor shall keep a record of graduate student affiliate programs throughout the SECFR region and provide communication between student affiliate programs. They shall coordinate graduate student affiliate activities as related to the SECFR annual conference. If requested, the Graduate Student Advisor shall provide the Membership Presiding Officer with contact information of student affiliates/organizations and aid with SECFR recruitment. The Undergraduate Student Advisors shall update student affiliates on NCFR student affiliate opportunities, as well as other responsibilities outlined in Article XVI (Duties of Officers). The Graduate Student Advisor shall be involved with Conference Committee Planning, but is not required to be present at all Board meetings. It is recommended that the Graduate Student Advisor be a Graduate student themselves, but this is not a requirement and this position is not limited to only students.

**Section 17. *MEMBER-AT-LARGE.*** A member-at-large shall be appointed and represent their participating colleges, universities and their respective communities within the nine primary southeastern states. Member-at-Large consists of representatives from AL, AR, FL, GA, LA, MS, NC, SC, TN. The board may appoint more than one Member-at-Large for a state (for example, there could be two Members-at-Large Representing North Carolina or three Members-at-Large Representing Alabama. They are voting members and in accordance with the by-laws they are required to attend board meetings, serve on a committee of the board, function as an advisor and liaison between universities and/or community agencies, and participate as proposal reviewers for the annual conference.

**Section 18. *ADJOINING-MEMBER-AT-LARGE.*** An adjoining-member-at-large shall be appointed and represent their participating membership states within the five adjoining state regions. The current adjoining member states include: KS, MO, KY, WV, VA. These adjoining member states are either physically touching one of the primary southeastern membership states or is less than 100 miles from one of the primary

southeastern membership states. An adjoining-member-at-large must be a resident within one of the five adjoining member states. They are voting members and in accordance with the by-laws they are required to attend board meetings, serve on a committee of the board, function as an advisor and liaison between universities and/or community agencies, and participate as proposal reviewers for the annual conference.

## **ARTICLE VI: Board of Directors**

**Section 1.** The Board of Directors shall be the executive governing body of SECFR and shall meet in-person at least twice annually (Video conferencing with at least 5 Board Members present shall be considered and in-person meeting). Conference calls between in-person meetings are scheduled by the President as requested by the Board of Directors.

**Section 2.** The Board of Directors shall consist of the following: President, President Elect, Immediate Past President, Program Presiding Officer, Program Presiding Officer Elect, Membership Presiding Officer, Membership Presiding Officer Elect, Media & Publications Presiding Officer, Media & Publications Presiding Officer Elect, Proposal Presiding Officer, Proposal Presiding Officer Elect, Secretary, Treasurer, Undergraduate Student Advisor, Graduate Student Advisor, Public Policy Liaison, up to 9 Members-at-Large (one from each primary southeastern states), and one adjoining-member-at-large, as needed to ensure all states are represented.

**Section 3.** To retain membership on the SECFR Board of Directors, a member shall not miss more than two consecutively scheduled meetings. The Board of Directors 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 of SECFR 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 SECFR By-laws.

**Section 4.** A simple majority of at least 5 of the members of the SECFR Board of Directors shall be present in order to transact all business.

**Section 5.** The members of the SECFR Board of Directors are empowered to fill vacancies that arise on the board (given that there are not multiple individuals that want to fill the same vacancy).

**Section 6.** All board members will receive an updated Board Member Handbook. All new board members shall electronically submit the SECFR Policies Agreement Form (located at the end of this handbook) to the Secretary. The SECFR Policies Agreement Form covers: Board Service Commitment Pledge, Code of Ethics & Diversity Policy, Policy on Conflicts of Interest, Record Retention & Destruction Policy, and the Policy for Conducting Business Electronically. The Board Handbook, Orientation and Policy Statements may be signed and delivered by way of electronic media.

**Section 7.** The size of the board shall be no less than 5 and no more than 25 members, unless otherwise voted and approved by board members.

**Section 8.** Board members will evaluate strategic priorities which include annual financials. Priorities should include: mission alignment, changing needs or gaps in the SECFR community, staff/volunteer capabilities, systems capacity, facilities' needs, and potential partners.

**Section 9.** 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 VII: Standing Committees** (see Policies and Procedures for specific duties)

**Section 1.** Standing committees shall be the following: (1) Conference Planning, (2) Finance, (3) Media, (4) Membership, (5) Nominating, (6) Strategic Planning, and (7) Conference Proposal. These committees shall report to the Board of Directors at the annual meeting and at other times as requested by the board. All committee chairs are to make their best efforts attend in-person SECFR Board of Director's meetings and the annual SECFR conference.

**Section 2.** Committees are chaired as follows: The Conference Planning Committee shall be co-chaired by the Program Vice President. The Finance Committee shall be chaired by the Treasurer. The Media Committee shall be chaired by the Media & Publications Presiding Officer. The Membership Committee shall be chaired by the Membership Presiding Officer. The Nominating Committee shall be chaired by the Immediate Past President. The Strategic Planning Committee shall be chaired by the President. The Conference Proposal Committee shall be chaired by the Program Presiding Officer Elect. All other committees shall be chaired by a member of the SECFR Board of Directors.

**Section 3.** All standing committees shall consist of at least three SECFR members. Committee Chairs are responsible for inviting member participation on the committee they chair. Additionally, temporary committee may be formed on the basis of need as voted on by the SECFR board of directors.

**Section 4.** The Strategic Planning Committee and the Conference Planning Committee shall consist of all board members. All board members shall meet within three months following the election of a new SECFR President.

## **ARTICLE VIII: Sections & Meetings**

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

**Section 2.** SECFR Board of Directors shall maintain compliance with the Affiliate Councils Board and hold two in-person meetings per calendar year (Video conference calls with at least 5 board members present can count as an in-person meeting) and scheduled conference calls. The SECFR annual conference meeting and the second in-person meeting shall be at a time and place chosen by the SECFR Board of Directors.

**Section 3.** Meetings of the SECFR Board of Directors and creation of sections shall be called by the President at such times as necessary, or by petition to the President by a majority of the SECFR board.

## **ARTICLE IX: Election and Voting**

**Section 1.** Each SECFR member is entitled to one vote (even if more than one position is held by said SECFR member).

**Section 2.** SECFR 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 SECFR Board requires an electronic vote, the board officer designated (other than the President) as the teller conducts the electronic voting process as defined in the Policy for *Conducting Business Electronically*.

#### **ARTICLE X: Official publications**

**Section 1.** The official publications of SECFR shall be determined by the board of directors and can include but are not limited to the Annual Conference Program, the posting of conference presentation abstracts to the internet, and e-mail flyers associated with upcoming conferences and member recruitment.

#### **ARTICLE XI: Social Action**

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

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

#### **ARTICLE XII: Amendments**

**Section 1.** Amendments to the bylaws may be proposed by the Board of Directors or by petition of at least 5 members of SECFR. 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 if accepted by a majority vote of the SECFR Board.

## SECFR DUTIES AND RESPONSIBILITY OF OFFICERS

### PRESIDENT

**Section 1. GENERAL RESPONSIBILITIES.** The President will serve as the chief spokesperson of SECFR for three years and will carry out the following responsibilities:

- Prepares agenda for and presides at all SECFR business meetings.
- Calls meetings of the board of directors and serves as its chair.
- Performs all duties assigned by SECFR and the board.
- Appoints all standing committee chairs in accordance with by-laws.
- Appoints ad hoc committee chairs as needed.
- Serves as ex-officio member of all committees except the nominating committee.
- Notifies all candidates and the SECFR board of election results.
- Reports results of election to NCFR.
- Ensures updating and distribution of the Handbook for Officers and Board of Directors.
- Appoints an audit committee to audit the treasurer's books and records.

**Section 2. PRESIDENTIAL RESPONSIBILITIES AT ANNUAL CONFERENCE.** The president will carry out the following responsibilities for the annual conference:

- Prepares agenda for and presides at the post-conference board meeting.
- Establishes time and place for next board of directors meeting.
- Invites potential new officers and board members to attend the post-conference board meeting.
- Cooperates with the Program Vice President in making arrangements for the Opening Session at the annual conference. President makes necessary announcements at Opening Session.
- Presides at the Opening Session of the conference:
  - Welcome to attendees.
  - Conference logistics (let attendees know where they can get information/assistance, etc.).
  - Introduce Membership Chair who will invite all ways to become involved in SECFR.
  - Introduce presenter/s of Student Awards.
  - Introduce Program Presiding Officer (who introduces keynote speaker and directs participants to breakout sessions following keynote).
- Presides at post-conference board meeting held at annual conference.
- Presides at the Award Ceremony at the end of the conference:
  - Thanks all for their participation in the conference.
  - Thanks to all those who have been involved with SECFR.
    - Introduction of current Board Members (thank for service).
    - Recognition of Past Presidents of SECFR.
    - Recognition of SECFR Members who have active role in NCFR.
  - Introduce Program Presiding Officer (who thanks keynote speaker for their time and introduces person coordinating Student Awards.
  - Thank Conference Chair/s for current year conference and introduce Program Presiding Officer for following year and give them an opportunity to publicize and invite assembly to next year's conference.
  - Brief parting words as outgoing President when applicable.
  - Introduce New President when applicable. New President will then introduce slate of new board members and their positions.

- If not introducing new president, current president presents slate of new board members (naming each and their position).
- Thank all board members and encourage participation from all NCFR/SECFR members.
- Close conference (New President to offer closing when applicable).

**Section 3. NCFR PARTICIPATION.** The SECFR President will participate in NCFR in the following ways:

- If possible, attends the NCFR annual conference, including the Affiliate Councils Board meetings and workshops, and arranges the SECFR caucus at the NCFR Conference.
  - If the SECFR President is unable to attend the NCFR annual conference then the SECFR Board may vote to elect an SECFR representative who will be present at the NCFR annual conference to aid in carrying out participation duties.
- By January 30, the SECFR President responds to NCFR's annual request for the following materials from affiliated councils:
  - A letter for inclusion of SECFR as a subordinate in the NCFR Internal Revenue Service Group ruling for the next year.
  - A copy of the last treasurer's report.
  - An annual report.
  - A list of SECFR state-only members.
  - An update of officers and board members elected during the year, and a copy of the by-laws if there has been any revisions in the past year.

## **PRESIDENT ELECT**

**Section 1. GENERAL RESPONSIBILITIES.** The President Elect will serve for two years and will carry out the following duties:

- Supports and assists the President in the performance of his/her duties for one year.
- Assumes duties of the President in the event of the President's absence, incapacitation, resignation, or death.
- Assists the incoming Program Presiding Officer 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.
- Maintains active membership in NCFR.
- Attends the NCFR annual conference and represents SECFR in the Affiliate Council meetings and workshops if the President is unable to attend the annual conference.
- Presents acceptance speech. Presents gift to outgoing President.

## **IMMEDIATE PAST-PRESIDENT**

**Section 1. GENERAL RESPONSIBILITIES.** The Immediate Past-President will assist the current SECFR President for two years and will have the following responsibilities:

- Serves as the Chair of the standing Nominating Committee.
- Verifies results of the annual election.
- Conference Award Ceremony, mention voting in new officers and by-law revisions (if applicable).

- Assists the outgoing Program Vice President in writing thank-you letters to conference program participants.
- 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.
- The Immediate Past 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.

## TREASURER

**Section 1. GENERAL RESPONSIBILITIES.** The Treasurer will maintain and regularly update all SECFR institution accounts and will serve for three years with the following responsibilities:

- Serves as the Chair of the Finance Committee for three years.
- The SECFR Finance Committee shall propose an annual budget for approval by the SECFR Board of Directors. The fiscal year is determined by NCFR and shall be January 1- December 31.
- Ensures signature cards for financial accounts are distributed to the President and Secretary (or other officers as designated by SECFR's financial institution), and Affiliate Council Board recommendation immediately following election – as required by Affiliate Council.
- Submits committee budget requests to the board.
- Cooperates with the Membership Presiding Officer in submitting a budget to the Finance Committee for recruitment expenses.
- Works with members of the Finance Committee and Conference Committee to submit a conference budget to the board.
- Records all financial transactions and disburses funds as authorized by the board.
- Presents a financial statement at every meeting of the board of directors.
- Submits a final written report of all conference expenditures to the board immediately following the conference.
- Works closely with the Program Presiding Officer to develop a tentative annual conference budget for the following year.
- Cooperates with the Program Presiding Officer and the Program Presiding Officer Elect with planning the annual conference budget and preparing the annual conference budget report.
- Cooperates with the Media & Publications Presiding Officer to submits an annual budget to the Finance Committee for the website and any printed materials.
- Presents and distributes a formal year-end financial report at the annual conference membership meeting.
- Assists the audit committee in reviewing the year's books.
- Submits fiscal year financials to the President to be forwarded to NCFR Affiliate Council before January 30<sup>th</sup>.
- Submits electronic financial reports to the Secretary for record retention and to be included in all board meeting minutes.
- Will have the choice of volunteering to be elected for a second consecutive term.

## SECRETARY

**Section 1. GENERAL RESPONSIBILITIES.** The secretary will record minutes of all SECFR meetings for three years.

- 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.
- Prepares and submits a synopsis of board meeting and annual conference membership meeting minutes for publication on the website if the board so elects.
- Assists the board with correspondence and checks SECFR email regularly, distributing correspondence accordingly.
- 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.
- 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.
- The Secretary shall handle official SECFR correspondence in conjunction with the President.
- Will have the choice of volunteering to be elected for a second consecutive term.

## **PROGRAM PRESIDING OFFICER**

**Section 1. GENERAL RESPONSIBILITIES.** The Program Presiding Officer Chairs the standing Conference Planning Committee and may serve a term of up to three years and carries out the following responsibilities:

- Recommends to the President a SECFR member to serve as a co-chair that resides near the location of the upcoming annual conference so that there can be help making local arrangements whenever possible and can work closely with and assume duties assigned by the Program Vice President.
- Responsible for selection of keynote speakers.
- Responsible for final evaluation of the annual conference.
- At the first board meeting following the SECFR annual conference, submits a proposed budget to the Finance Committee for the next conference.
- Cooperates with the Proposal Presiding Officer and the Media & Publications Presiding Officer 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.
- Works closely with the Treasurer to develop a tentative annual conference budget for the following year.
- Responsible for working with the board to evaluate annual conference applications of proposals submitted for Student Award consideration.
- Cooperates with the Media & Publication Presiding Officer in printing out student awards, thank you for your service certificates, and keynote appreciation certificates.
- Cooperates with the Program Presiding Officer Elect and the Treasurer with planning the annual conference budget and preparing the annual conference budget report.
- Cooperates with the Program Presiding Officer Elect and the Treasurer in preparing a tentative annual conference budget for the following year's conference and submits it at the summer meeting of the board of directors.
- Cooperates with the Undergraduate Student Advisor and the Graduate Student Advisor with regard to activities on conference activities such as the student affiliate meeting held at the conference, and communicating with SECFR members responsible for student awards and student workers.

## **PROGRAM PRESIDING OFFICER ELECT**

**Section 1. GENERAL RESPONSIBILITIES.** The Program Presiding Officer Elect will serve on the Conference Planning Committee and is responsible for carrying out the following responsibilities for a period of one to three years:

- Will serve on the Conference Planning Committee.
- Assists the Conference Planning Committee chair/co-chair with pre-conference programming (when held).
- When possible, assists the Conference Planning Committee with local arrangements for conducting the annual conference.
- Cooperates with the Program Presiding Officer and the Treasurer with planning the annual conference budget and preparing the annual conference budget report.
- Cooperates with the Program Presiding Officer and the Treasurer in preparing a tentative annual conference budget for the following year's conference and submits it at the summer meeting of the board of directors.

## **MEMBERSHIP PRESIDING OFFICER**

**Section 1. GENERAL RESPONSIBILITIES.** The Membership Presiding Officer serve for three years and will chair the standing Membership Committee while also carrying out the following responsibilities:

- Develops a membership recruitment plan.
- Prepares an appropriate membership brochure if a new one is needed in cooperation with the Publications Presiding Officer.
- Cooperates with the Treasurer in submitting a budget to the Finance Committee for recruitment expenses.
- Develops and maintains a computerized system for tracking SECFR and NCFR members.
- Add emails from conference registrations to listserv.
- Works with the Media & Publications Presiding Officer 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.
- Maintains an electronic file of all SECFR publications.
- Develops a membership directory and submits it to the Media & Publications Presiding Officer for distribution to SECFR officers.
- By December 1, prepares a list of SECFR state-only members and gives it to the President for submission to NCFR.
- Will have the choice of volunteering to be elected for a second consecutive term.

## **MEMBERSHIP PRESIDING OFFICER ELECT**

**Section 1. GENERAL RESPONSIBILITIES.** The Membership Presiding Officer Elect shall assist the Membership Presiding Officer with recruitment of members for SECFR and is responsible for carrying out the following responsibilities for a period of one to three years:

- Will serve on the standing Membership Committee.
- Will aid the Membership Vice President in tracking SECFR and NCFR members.
- Aids in soliciting new membership to SECFR through e-mail, in-person networking, and other communications as directed by the Membership Presiding Officer.

- Aids the board in recruiting individuals for specific officer positions.

## **MEDIA & PUBLICATIONS PRESIDING OFFICER**

**Section 1. GENERAL RESPONSIBILITIES.** The Media & Publications Presiding Officer will serve for three years, chair the standing Media Committee, and carry out the following responsibilities:

- Acts as liaison between the board and individuals or committees who are responsible for publishing any material under SECFR's sanction (e.g. recorder, brochures, conference programs, flyers, and website).
- If applicable, appoints and works closely with the volunteer web master.
- When necessary, works with individuals proposing other publications.
- Cooperates with the Program Presiding Officer and the Proposal Presiding Officer 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.
- Cooperates with the Program Presiding Officer in printing out student awards, thank you for your service certificates, and keynote appreciation certificates.
- Maintains consistency with SECFR policy and board actions among all publications.
- Assumes responsibility for publication and distribution of materials (i.e. brochures, conference programs, flyers, website information, and the SECFR member Handbook).
- Cooperates with the Treasurer to submit an annual budget to the Finance Committee for the website and any printed materials.
- Helps recruit and supervise those who may volunteer or a paid staff member assisting in publications.
- Monitors printed materials and recommends needed changes.
- Assures an electronic copy of the conference program is presented to the Secretary for record retention.
- Works with the Membership Presiding Officer 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.
- Maintains an electronic file of all SECFR publications.
- If applicable, the web master works closely with the Media & Publications Presiding Officer 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 Presiding Officer 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.
- Will have the choice of volunteering to be elected for a second consecutive term.

## **MEDIA & PUBLICATIONS PRESIDING OFFICER ELECT**

**Section 1. GENERAL RESPONSIBILITIES.** The Media & Publications Presiding Officer elect will assist the Media & Publications Presiding Officer for a period of one to three years in carrying out the following responsibilities:

- Will serve on the standing Media Committee.
- Assists the Media & Publications Presiding Officer in acting as liaison between the board and individuals or committees who are responsible for publishing any material under SECFR's sanction (e.g. recorder, brochures, conference programs, flyers, and website) in Publications Presiding Officer's absence.

- Works closely with the Media & Publications Presiding Officer to maintain the SECFR website.
- Aids the Media & Publications Presiding Officer in working with individuals proposing other publications.
- Maintains consistency with SECFR policy and board actions among all publications.
- Helps recruit and supervise those who may volunteer in assisting in publications.
- If applicable, at the discretion of the Media & Publication Presiding Officer, they may help recruit paid staff member assisting in publications.
- Assist Media & Publications Presiding Officer in maintaining current mailing list and listserv.

## **UNDERGRADUATE STUDENT ADVISOR**

**Section 1. GENERAL RESPONSIBILITIES.** The Undergraduate Student Advisor will serve for three years as the primary contact of undergraduate affiliates and carry out the following responsibilities:

- Assists and promotes undergraduate student affiliate programs and SECFR participation.
- Keeps a record of undergraduate student affiliate programs throughout the SECFR region (contact information, number of student participants).
- Cooperates with the Membership Presiding Officer regarding recruitment of new undergraduate students and/or undergraduate organizations.
- Provides communication between undergraduate student affiliate programs (internet groups, Facebook, or other).
- Shall be involved with Conference Committee Planning.
- Coordinates undergraduate student affiliate activities as related to the SECFR Conference (includes attending the student affiliate meeting held at the conference, and communicating with SECFR members responsible for student awards and student workers).
  - If not available to attend the annual conference, they will work with the SECFR Board to assign an undergraduate student liaison to aid with conference activities.
- Reports undergraduate student affiliate activities/needs/feedback to the SECFR Board
- Updates undergraduate student affiliates on NCFR student affiliate opportunities, activities, etc.
- Will have the choice of volunteering to be elected for a second consecutive term.

## **GRADUATE STUDENT ADVISOR**

**Section 1. GENERAL RESPONSIBILITIES.** The Graduate Student Advisor will serve for three years as the primary contact of the graduate affiliates and carry out the following responsibilities:

- Assists and promotes graduate student affiliate programs and SECFR participation.
- Keeps a record of graduate student affiliate programs throughout the SECFR region (contact information, number of student participants).
- Cooperates with the Membership Presiding Officer regarding recruitment of new graduate students and/or graduate organizations.
- Provides communication between graduate student affiliate programs (internet groups, Facebook, or other).
- Shall be involved with Conference Committee Planning.
- Coordinates graduate student affiliate activities as related to the SECFR Conference (includes attending the student affiliate meeting held at the conference, and communicating with SECFR members responsible for student awards and student workers).
  - If not available to attend the annual conference, they will work with the SECFR Board to assign a graduate student liaison to aid with conference activities.

- Reports graduate student affiliate activities/needs/feedback to the SECFR Board
- Updates graduates student affiliates on NCFR student affiliate opportunities, activities, etc.
- Will have the choice of volunteering to be elected for a second consecutive term.

## **PUBLIC POLICY LIAISON**

**Section 1. GENERAL RESPONSIBILITIES.** The Public Policy Liaison monitors, interprets, and identifies policies/legislation to the SECFR membership regarding local, state, and national policies or legislation that influence families and children and will serve for three years carrying out the following responsibilities:

- Networks with other family policy agencies.
- Keeps current on laws that affect families.
- Makes recommendations to the SECFR board when information should be distributed by the listserv (public awareness).
- Makes recommendations to the SECFR board when opportunities arise to shape family policy.
- Reports to the board as requested by the President.
- Shall make recommendations to the SECFR board about possible themes and topics that have the potential to shape family policy that should be a focus future annual SECFR conferences.
- Will have the choice of volunteering to be elected for a second consecutive term.

## **MEMBER-AT-LARGE**

**Section 1. GENERAL RESPONSIBILITIES.** A member-at-large shall represent their participating colleges, universities and their respective communities for a period of three years and carry out the following responsibilities:

- Act as a voting member of the SECFR Board.
- Required to attend board meetings.
- Required to serve on a standing committee.
- Function as an advisor and liaison between universities and/or community agencies.
- Participate as proposal reviewer for the annual conference.
- Will have the choice of volunteering to be elected for a second consecutive term.

**Section 2. STATE MEMBERSHIP.** Member-at-Large consists of state representatives from nine primary states in the Southeastern Region of the United States and the board may appoint more than one Member-at-Large for any given state, with the following states being represented:

- Member-at-Large Representing *Alabama (AL)*.
- Member-at-Large Representing *Arkansas (AR)*.
- Member-at-Large Representing *Florida (FL)*.
- Member-at-Large Representing *Georgia (GA)*.
- Member-at-Large Representing *Louisiana (LA)*.
- Member-at-Large Representing *Mississippi (MS)*.
- Member-at-Large Representing *North Carolina (NC)*.
- Member-at-Large Representing *South Carolina (SC)*.
- Member-at-Large Representing *Tennessee (TN)*.

## ADJOINING-MEMBER-AT-LARGE

**Section 1. GENERAL RESPONSIBILITIES.** An adjoining-member-at-large shall represent their participating colleges, universities and their respective communities from seven adjoining member states to the Southeastern Region of the United States that are either physically touching one of the primary southeastern membership states or is less than 100 miles from one of the primary southeastern membership states. The position is for a period of three years and carry out the following responsibilities:

- Act as a voting member of the SECFR Board.
- Required to attend board meetings.
- Required to serve on a standing committee.
- Function as an advisor and liaison between universities and/or community agencies.
- Participate as proposal reviewer for the annual conference.
- Will have the choice of volunteering to be elected for a second consecutive term.

**Section 2. ADJOINING STATE MEMBERSHIP.** The Adjoining-Member-at-Large consists of a representative from one of the five adjoining member states to the Southeastern Region of the United States and the board may appoint more than one Adjoining-Member-at-Large, with the following states being represented:

- Kansas (KS)
- Missouri (MO)
- Kentucky (KY)
- West Virginia (WV)
- Virginia (VA)

## PROPOSAL PRESIDING OFFICER

**Section 1. GENERAL RESPONSIBILITIES.** The Proposal Presiding Officer shall serve as the chair of the Conference Proposal Committee and serve for three years carrying out the following responsibilities:

- Produces the annual conference program.
- Cooperates with the Program Presiding Officer and the Media & Publications Presiding Officer 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/schedule brochure.
- Identifies members as reviewers for submitted proposals to the annual conference.
- Cooperates with the Program Presiding Officer in disseminating submitted proposals to the board to be reviewed Student Award consideration.
- Be the administrator of the website that manages submitted proposals to the annual conference.
  - Ensures that the e-mail that goes to all proposals that are accepted “based on minor revisions” are informed that those revisions are to be fixed by the time of the conference presentation (in other words, individuals do not have to resubmit their proposals if it was a conditional acceptance).
  - Ensures that acceptance e-mails that goes out to individuals, specifies whether or not the proposal was accepted as a “poster presentation” or “paper presentation.”
  - Ensures that submitted proposals are categorized as either “student” or “professional.”

- Ensures that the proposal website gives individuals the option to submit their proposals as either: “Research vs. Practitioner focus,” “Research Quantitative,” “Research Qualitative,” “Theory,” and “Experiential/Practitioner.”
- Ensures that the website includes four options for students to choose from with regard to submitting a proposal for student awards consideration. Those options shall be “student writing award,” “student paper (oral) presentation award,” “student poster awards,” and “none.”
- Ensures that students who have submitted full manuscripts for the student writing competition also submit the “traditional” 500-word proposal (following the instructions in the *call for proposals flyer*) to ensure that all blind reviewers are tasked equally in the review process.
  - This procedure allows for all submitted proposals to be reviewed first so that if a student proposal is accepted for presentation at the annual conference then the full student manuscript can be disseminated to the Conference Planning Committee for award consideration.
- Responsible for sending out formal proposal acceptance/rejection letters attached through e-mail to potential conference participants.
  - Ensures that acceptance letters specify if a proposal was accepted as either “poster” or “paper”.
- In the event of a reviewer “draw” on a submitted proposal the Proposal Vice President Will have final determination over whether or not said proposal is accepted/rejected for presentation at the annual conference.
- If a student seeks clarification on authorship requirements when applying for a student award, the Proposal Vice President ensures that the student understands that they must be listed as the first author for any proposal submitted for award consideration.
  - Students are allowed to have co-authors on a proposal they wish to have reviewed for award consideration. Co-authors may be fellow students, student advisors, or other professionals, as long as they (the student) is the first author on the project.
- Responsible for organizing, creating, and finalizing the annual conference schedule/program.
  - Ensures that Poster presentations are scheduled in the conference for after lunch hours.
  - Ensures that student oral presentations and professional oral presentations are not combined into the same breakout sessions on the conference program/schedule.
- Will have the choice of volunteering to be elected for a second consecutive term.

## PROPOSAL PRESIDING OFFICER ELECT

**Section 1. GENERAL RESPONSIBILITIES.** The Proposal Presiding Officer Elect shall assist the Proposal Presiding Officer with the annual conference proposal review process and for a period of one to three years will carry out the following responsibilities:

- Will serve on the standing Conference Proposal Committee and assist with recruitment of members for conducting blind reviews on submitted proposals to the SECFR annual conference.
- Shall assist the Proposal Vice President in maintaining the annual conference proposal website.

## SECFR STANDING COMMITTEES

There are seven standing committees: Conference Planning, Finance, Media, Membership, Nominating, Conference Proposal, and Strategic Planning. Chairs of all standing committees who are not board members serve as non-voting members of the SECFR board of directors.

Each committee will consist of at least three members. Committee chairs are appointed by the president and may not serve for more than two *consecutive* three-year terms. Committee chairs that serve two consecutive

terms followed by serving a different position may request to be elected to rotate back to a previously held Committee chair position.

## CONFERENCE PLANNING COMMITTEE

**Section 1. RESPONSIBILITIES & DUTIES.** The Conference Planning Committee is chaired by the Program Vice President, consists of all SECFR Board members, and carries out the following responsibilities and duties:

- Plans and promotes the SECFR Annual Conference.
- Plans future location selection for the SECFR Annual Conference.
  - Ensures there is a rotation across the Primary Southeast region for conferences that help to allow members with more travel restrictions the ability to attend the annual conference.
  - Ensures that once every five years that the board evaluates adjoining member participation and votes on a possible future conference location for the annual conference to be held within an adjoining member state if participation and interest is warranted.
- Ensures to reference the NCFR *Conference Planning Guide* for affiliate councils when carrying out responsibilities and duties of the Conference Planning Committee.
- Acquires keynote speakers.
- Aids in the selection of an individual that resides near the location of the upcoming annual conference that can serve as the Conference Planning Committee Co-Chair that can aid in conference logistics and make local arrangements whenever possible.
- Solicits assistance with various jobs/tasks related to the conference.
- Solicits local universities and local chambers of commerce that are in the same area of the annual conference to provide information about the area and possible.
  - Solicits said entities to see about possible free tourist guides and other promotional material.
- Solicits Sponsorship for the annual conference.
- Works with the Media & Publication Vice President to set up registration procedures.
- Makes arrangements for keynote speakers.
- Cooperates with the Treasurer in handling keynote speaker expenses including any fees associated with speaker, hotel rooms, airport pickup, and other basic needs during conference.
- Provides marketing materials and marketing plans for Annual Conference to the Media & Publications Vice President in a timely manner.
  - Ensures that students who submit conference proposals are aware that they may only apply for one type of award either the “student writing award,” the “student paper (oral) presentation award,” or the “student poster awards,” and that student must indicate their desire for consideration in advance during the submission of their proposal to the conference proposal website.
  - Ensures that students are aware that if they submit a proposal for award consideration that they are concurrently submitting the proposal to SECFR for possible presentation at the annual conference, and if their proposal is accepted they will be expected to attend to SECFR annual conference.
  - Ensures that marketing material regarding the student award process is updated and easily accessible on the SECFR website.
- Coordinates with the Proposal Vice President to disseminate submitted proposals for review that have indicated student award consideration.
- Provides the President with a list of items that need special attention at the opening session.
- Coordinates with the President on the logistics of the Closing Session/Award ceremony.

- Cooperates with the Finance committee in determining to what extent food may be provided at the annual conference.
  - If applicable, one cold service luncheon will be provided during the closing session of the annual conference.
  - Cold service luncheon items include items such as sandwiches, ships, cookies, crackers, and soft drinks, and similar items.
- Cooperates with the Public Policy liaison to identify relevant issues in the child and family field that may serve as themes and important topics for the annual conference.
- Works with both the Undergraduate Student Advisor and the Graduate Student Advisor to assure student participation.
- Asks for permission to post abstract and/or full presentation to the SECFR website.
  - If participants agree, the committee ensures the waivers are signed and cooperates with the Secretary to store waivers for historical purposes.
- Provides a time-line for accomplishing jobs/tasks related to the conference.
- 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 SECFR Annual Conference.
- Cooperates with the Proposal Committee in identifying individuals who have selected interest in being considered for student oral presentation awards at the annual conference.
- Designates individuals to serve as Award Reviewers during the conference and works with the Proposal Vice President to ensure that the process remains impartial.
- Works with the Media & Publication Vice President to ensure that post conference evaluations forms are printed and supplied at the annual conference.
- Works with the Media & Publication Vice President to ensure that "save the date" flyers are printed and available for the annual conference.
- Consolidates conference evaluation feedback forms at the end of the conference to discuss with the board.
- Works with the Media & Publication Vice President that the call for proposals flyer remains up to date.
  - Ensure the call for proposals flyer includes information about student awards.
    - Student writing awards competitions involves submission of an entire manuscript (no 500-word limit) and is judged through a Likert Scale (1-5) on ten categories: "APA," "research uniqueness," "contribution to the field," "writing clarity," "literature review," "research methods," "clarity of findings," "conclusion," "implications."
    - Student Paper/Post awards will be scored on a Likert Scale (1-5) on seven categories: "Clarity of presentation," "connection to existing research," "connection to theory," "ability to answer questions," "display of professionalism," "Implications for discipline," & "rigorous methodology."
  - Ensure the *call for proposals flyer* provides clear and detailed information and instructions for the proposal submission process, that include the following:
    - Proposals are submitted online
    - If a proposal is submitted for paper presentation consideration the Board has the right to accept it as either a paper presentation or a poster presentation depending on the quality of the proposal.
    - If a proposal is submitted for poster presentation consideration the Board has the right to accept it as either a paper presentation or a poster presentation depending on the quality of the proposal.
    - The *main proposal* has a 500-word limit.
    - Submission includes a 150-word abstract (separate from *main proposal*).
    - The Submission includes at least three keywords.

- The proposal must have three learning objectives (separate from *main proposal*).
  - The proposal must have an APA reference list (does not count towards the 500-word limit of the main proposal).
  - Students submitting full manuscripts for the student writing competition are still required to submit a shortened 500-word proposal.
  - Proposals will include meaningful reviewer feedback for areas of improvement to work on for the final product being presented at the annual conference.
  - The main proposal will be scored on a Likert scale (1-5) according to six categories: “appropriate methodology,” “connection to existing research,” “new knowledge/innovative practices,” “logically organized,” and “sufficiently completed enough to be ready for a conference.”
- Reports to the board as requested by the President.

## FINANCE COMMITTEE

**Section 1. RESPONSIBILITIES & DUTIES.** The Finance Committee is chaired by the Treasurer, consists of at least three members, and carries out the following responsibilities and duties:

- Determines sponsorship rates for the annual conference.
- Determines if a monetary stipend can be given in conjunction with the yearly student awards.
- Determines if the SECFR board’s finances can allow for food at the annual conference.
- Determines the annual conference “Early Bird” registration rate.
- Determines the annual conference “Regular” registration rate.
  - Currently the regular rate is \$10 dollars higher than the early bird rate.
- Assists Treasurer in preparing a budget for each fiscal year.
- Works with the Media Committee with regards to budget for SECFR media coverage.
- Maintains financial compliance with Affiliate Council Board.
- Cooperates with the Conference Planning Committee in relaying available funds for various activities.
- Cooperates with the Membership Committee in determining available budget funding for membership marketing and promotions.
- Reports to SECFR board as requested by President.

## MEDIA COMMITTEE

**Section 1. RESPONSIBILITIES & DUTIES.** The Media Committee is chaired by the Media & Publications Vice President, consists of at least three members, and carries out the following responsibilities and duties:

- May include sub-committees (e.g., website maintenance, newsletter production, conference marketing, public awareness, etc.) as determined by chair.
- Works with the Conference Planning Committee to print out conference evaluation feedback forms for the annual conference.
- Works with the Conference Planning Committee to ensure that “save the date” flyers can be printed and handed out at the annual conference.
- Cooperates with the Conference Planning Committee to ensure up to date information is provided for the publication of the “call for proposals” flyer.
- Works with the Finance Committee to ensure appropriate “early bird” and “regular” registration rates are publicized for the annual conference.

- Cooperates with the Conference Planning Committee to ensure Student Awards and Service Awards have the correct information and can be printed for the annual conference.
- Cooperates with the Membership Committee to ensure that there are marketing materials about SECFR available for dissemination at the annual NCFR conference.
- Informs the general public of SECFR's programs and purposes.
- Updates and maintains SECFR website.
- Makes recommendations to the board for website maintenance.
- Submits a budget to the Finance Committee for media coverage.
- Reports to the SECFR board as requested by President.

## MEMBERSHIP COMMITTEE

**Section 1. RESPONSIBILITIES & DUTIES.** The Membership Committee is chaired by the Membership Vice President, consists of at least three members, and carries out the following responsibilities and duties:

- Maintains up-to-date membership information and listserv.
- Maintains compliance with Affiliate Council Board.
- Distributes information on listserv as requested by Conference and Media committees.
- Submits a budget to the Finance Committee regarding membership marketing needs.
- Ensures all members are notified of SECFR publicity, by mail if not on email listserv.
- Submits current membership roster to President by January 30<sup>th</sup> of each year.
- Makes recommendations to the board for membership requirements (e.g., fees, maintenance of membership roster, etc.).
- Works with the SECFR Board to select officers that will be in attendance at the annual NCFR conference in order to promote SECFR and recruit new members.
- Responsible for contacting an NCFR representative to confirm table placement for SECFR publicity at the annual NCFR conference.
- Aids in the recruitment and sign-up of individuals to participate as members of standing committees and ad hoc committees created by the President.
- Cooperates with the Undergraduate Student Advisor and the Graduate Student Advisor to promote SECFR and recruit members to SECFR.
- Actively engages attendees at the annual conference to solicit participation of new members within SECFR.
- Reports to the board as requested by the President.

## NOMINATING COMMITTEE

**Section 1. RESPONSIBILITIES & DUTIES.** The Nominating Committee is Chaired by the Immediate Past President, consists of at least three board members, and carries out the following responsibilities and duties:

- Prepares the slate of officers and members of the Board of Directors to submit at the Annual Board Meeting. A description of the nomination process and specific responsibilities of the nominating committee follows:
  - Sustaining members of the committee meet with new committee members and the Immediate Past President at the annual conference for an initial meeting to elect a new chair, discuss the nomination process, and plan future meetings.
  - The Nominating Committee produces a slate of candidates.
    - The committee makes an effort to identify a minimum of three nominees for each position that is up for election that year.

- The committee verifies that candidates for all positions are current members of SECFR and candidates. The committee considers professional and geographical diversity in making its selections.
- If applicable, after at least two candidates for each open position have consented to run, the chair submits a slate of candidates to the Media & Publications Vice President who submits the slate to the website for posting. This announcement includes a request for additional nominations from membership, which must be received by an identified deadline date.
  - The chair obtains biographical sketches from each candidate (using a standard format), prepares a final candidate slate in ballot form, and submits both to the Media & Publications Vice-President to be included on the website.
  - Voting members sign and return ballots to the Immediate Past President no later than an identified deadline date.
  - The Immediate Past President counts ballots, and winners are determined by plurality of votes for their respective positions. The immediate Past President verifies the results.
  - The Immediate Past President immediately notifies the Nominating Committee Chair and the President of the election results.
  - The President then immediately notifies all candidates and the SECFR board of the election results. Elected officers and board members are sent a copy of their duties for the next year and are invited to attend the pre-annual conference board meeting where they are given a copy of the SECFR Handbook for Officers and Board of Directors.
- Presents slate for voting in new board members at the annual membership meeting held during SECFR Annual Conference.
- Invites conference participants to consider a board position for the following year elections.
- Provides committee contact information for those who may be interested.
- Reports to SECFR board as requested by President.

## STRATEGIC PLANNING COMMITTEE

**Section 1. RESPONSIBILITIES & DUTIES.** The Strategic Planning Committee is chaired by the President, consists of all SECFR Board members, and carries out the following responsibilities and duties:

- Meets immediately following the election of a new President.
- Reviews SECFR by-laws and recommends updates when needed.
  - The President may create an ad hoc committee to update by-laws.
- Plans conference sites and themes at least two years in advance.
  - Ensures to cooperate with the Program Vice President and the Public Policy Liaison in determining sites and themes.
- Monitors compliance with Affiliate Council Board policies.
- Responsible for identifying possible funding opportunities that can benefit SECFR.
  - For example, at the discretion of NCFR, to-date, there has been an Affiliate Grant available for application on a yearly basis (<https://www.ncfr.org/awards/affiliate-councils-awards/affiliate-grant>).
- Monitors nonprofit compliance with state and national entities.
- Provides written recommendations for voting on various issues when necessary.
- Reports to the board as requested by the President.

## CONFERENCE PROPOSAL COMMITTEE

**Section 1. RESPONSIBILITIES & DUTIES.** The Conference Proposal Committee is chaired by the

Proposal Vice President, consists of at least three members, and carries out the following responsibilities and duties:

- Identifies individuals who have selected interest in being considered for student awards at the annual conference and provide that information to the Conference Planning Committee.
- Cooperates with the Conference Planning Committee in assigning Award Reviewers during the conference to ensure that the process remains impartial.
- Ensures that student presentations at the annual conference are separate from professional (non-student) presentations.
- Assists the Proposal Vice President in creating the Conference Program/Schedule.
- Identifies individuals as potential conference proposal reviewers.
  - Once reviewers are confirmed their contact information will be entered into the conference proposal website so that they can access submitted proposals for blind review.
- Responsible for checking submissions to ensure submitted proposals are blinded.
  - If a submitted proposal is not blinded, the Conference Proposal Committee is responsible for making the submitted proposal blind.
    - Proposals can be blinded by either contacting the individuals the made the submission and requesting them to resubmit their proposal and ensuring the names and contact information is not included on the main 500-word proposal.
    - Depending on the proposal website in use, proposals can also be edited directly by the Proposal Vice President through administrative functions on the website.
- Aids the Proposal Vice President in ensuring the individuals who have submitted full manuscripts for student writing award consideration have also submitted a shortened version of their actual proposal.
  - In others words all individuals should abide by the instructions for submitting a proposal to the SECFR annual conference (i.e., having a 500-word proposal) and those who wish to be part of the student writing competition will also attach their full manuscript in conjunction with the proposal.
    - This ensures that the proposal can be blindly reviewed first to determine if the proposal is appropriate for the annual conference (if it is accepted to the annual conference then the full manuscript can be reviewed for award consideration.
- Aids with administration duties of the conference proposal website, as need and/or directed by the Proposal Vice President.
- Reports to SECFR board as requested by President.

## SECFR BOARD SERVICE COMMITMENT PLEDGE

### My Role

I acknowledge that my primary roles as a board member are to contribute to defining the mission of the organization and to provide oversight to the fulfillment of that mission; to ensure the financial stability of the organization; and to carry out the functions of Board member and/or Officer as stated in the by-laws.

### My Commitment

I will exercise the duties of care, loyalty and care in fulfilling the responsibilities of this office.

### I Pledge

- To attend all meetings of the board and committees on which I serve, barring any unforeseen emergency.
- To come to meetings prepared to discuss the issues at hand.
- To help maintain an atmosphere of collegiality in board meetings.
- To ask the tough questions.
- To represent this organization in a positive manner out in the community.
- To respect the boundaries between the work of the board and the work of staff.
- To avoid conflicts of interest between my position on the board and my personal life.
- To support all actions of the board even when I am a minority position on such actions.
- To serve on at least one committee or task force.
- To participate in the annual strategic planning retreat if sitting on the strategic planning committee.
- To participate in the board training.
- To continually work to enhance my skills as a board member and my knowledge of the mission area.
- To contribute to administrative fees determined by the organization.
- To assist with the fundraising activities of the organization.

If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a board member/officer.

## SECFR CODE OF ETHICS AND DIVERSITY POLICY

Southeastern Council on Family Relations' (the "Organization") success and reputation depends on the integrity of its governing Board of officers, employees, and agents. To maintain that success and reputation, it is the responsibility of each board officer and member, employee, and agent to act in a lawful and ethical manner and comply fully with appropriate standards of conduct in all of their duties and responsibilities for the Organization.

Accordingly, all of the Organization's officers, board members, employees and agents must maintain appropriate standards of business and ethical conduct, including the following:

### **Rule 1: Compliance with Legal Requirements**

We must act in accordance with all laws and regulations, which apply, to us.

### **Rule 2: Adherence to Ethical Standards**

We must maintain the highest ethical standards of conduct in all the Organization's activities.

### **Rule 3: Respect for Beneficiaries**

All beneficiaries of the Organization's mission are entitled to equal access to services and are to be treated with care and respect. In addition, we must respect their privacy.

### **Rule 4: Maintenance of Accurate Records and Documents**

Organization records and reports must be accurately maintained. Under no circumstances may any records be falsified, wrongfully destroyed, or misused.

### **Rule 5: Avoidance of Conflict of Interest**

Under no circumstances may any gift or other favor be given as an inducement or to be used for preferential treatment in organizational activities including, but not limited to, business and programmatic decisions.

Neither you nor members of your family may make use of any proprietary or confidential information learned in the course of employment or board service for personal benefit.

### **Rule 6: Following Proper Business Practices**

Dishonest, fraudulent or unethical activities are prohibited.

### **Rule 7: Community Benefit**

The Organization must be operated for the benefit of the community and none of its assets or income may be used in a manner that would jeopardize the Organization's tax-exempt status. This includes refraining from any political campaign activities.

## **Rule 8: Inspiration to the Community**

We must conduct our affairs so that we inspire, and are looked upon favorably by, the broader community.

### **Diversity Commitment**

The Southeastern Council on Family Relations, in both its values and practices, is committed to inclusion and diversity. This means that there shall be no barriers to participation in any activity of our organization on the basis of professional or economic position, gender, race, creed, age, sexual orientation, national origin, or disability.

We recognize that diverse perspectives are important and necessary for responsible and representative decision making. We believe inclusiveness enhances the organization's ability to respond more effectively to changing conditions and needs.

We affirm our commitment to reflecting the diversity of Southeastern Council on Family Relations.

### **Ethics, Whistle Blowing, Removal of Officers or Board Members**

All officers, board members, employees and agents are required to come forward with any information regarding an actual or possible violation of this Code or the Organization's policies and to cooperate fully in the investigation of any alleged violation.

Reports should be made to the President or to the Board directly if with respect to the President.

No type of disciplinary action will be taken against a person who in good faith reports actual or possible violations of the Code.

### **Discipline for Violations**

The Organization will take disciplinary action, including dismissal when appropriate, against any person who violates any legal requirements or the Organization's policies, including anyone who fails to report violations or retaliates against any individual for reporting in good faith a possible violation.

### **Removal of Officers or Board Members**

An officer or board member of SECFR may be removed from office under any procedure provided by the certificate of formation or bylaws of the organization. If the officer or board member was elected to office, removal requires an affirmative vote equal to the vote necessary to elect. Removal of a board member or officer requires a simple majority vote by the board.

## SECFR POLICY ON CONFLICTS OF INTEREST

The Conflicts of Interest Policy (the “Policy”) of Southeastern Council on Family Relations (the “Organization”) requires that each officer board member and employee annually: (i) affirm to the Organization in writing certain specified matters as set forth below; and (ii) disclose to the Organization any financial interest (as defined in the Policy) that might directly or indirectly constitute a conflict of interest, as further described in the Policy.

### I. General Standards

All officers, board members and employees of Southeastern Council on Family Relations (the “Organization”) have a duty of loyalty to the Organization, which includes:

- exercising utmost good faith in all matters relating to their duties and responsibilities to the Organization; and
- acting in a manner reasonably believed to be in the best interest of the Organization when discharging their duties.

### II. Confidential Information

Each officer, board member and employee must protect the confidential information of the Organization (including financial information, beneficiary information and donor lists) and may not use any confidential information of the Organization for personal gain.

### III. Appropriation of Corporate Opportunity

An officer, board member or employee may not participate in a transaction they know or has reason to believe would fall within the present plans of the Organization or any of its beneficiaries without making prior written disclosure to the president of the Organization.

### IV. Disclosure of Potential Conflict of Interest

#### 1. Definition of Potential Conflict of Interest

An officer, board member or employee has a potential conflict of interest if they or a Related Person (as defined below) is known to have a direct or indirect financial interest or other interest in or relationship (including board membership) with a beneficiary of the Organization (as defined below), or any business, university or entity which has a business, financial or competitive relationship with the Organization or a beneficiary of the Organization. Ownership of less than 5% of the outstanding shares of a publicly traded company will not be deemed a potential conflict of interest.

A “Related Person” is a person's spouse, parent, descendants, parents' descendants and spouse's parent's descendants.

A “beneficiary” is a person who directly benefits from the Organization’s activities.

## 2. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested officer, board member or employee must disclose the existence and nature of his or her financial interest and all material facts to the president of the Organization. The president must make disclosures regarding him or herself to the Board of Directors. In addition, the hiring of any person as an employee or consultant who is a Related Person to board member, officer or manager of the Organization will be disclosed to the Board of Directors.

## 3. Procedure

If the president of the Organization determines that there is a conflict of interest, the following shall apply:

- (a) The individual in question may take no part in the Organization decisions to which the conflict relates.
- (b) In addition, with reference to employees, the president may prohibit the activity giving rise to the conflict.
- (c) In addition, with reference to board member, if the conflict involves a matter under consideration by the Board of Directors or a committee thereof, the board member:
  - (i) shall disclose such interest to the other members of the Board or committee; and
  - (ii) shall not vote on such transaction or attempt to influence the decision directly or indirectly.

Such disclosure and the fact that the board member did not vote or participate in the deliberations shall be recorded in the relevant minutes.

## VII. Gifts

Officers, board members and employees of the Organization (and their Related Parties) may not solicit or accept gifts, gratuities, payments or other consideration of any kind, loans (other than from financial institutions) or other favors from, or on account of, any person or organization arising (i) because such person is or was a beneficiary of the Organization; or (ii) because such person or organization does, or is seeking to do, business or establish another relationship with the Organization.

## VIII. Personal Use of Vendors or Beneficiaries

Officers, board members or employees in a position to influence purchasing decisions must promptly disclose to the president if within the last three years they (or their Related Parties) had, or are considering entering into, a personal transaction with a vendor or supplier known to be, or under consideration as, a vendor or supplier to the Organization. This requirement is in addition to the disclosure of a potential conflict of interest requirement of section IV above and the prohibition of certain gifts pursuant to section VII above.

## IX. Questionnaire and Statement

1. It is the responsibility of all officers, board members and employees of the Organization to familiarize themselves with this Policy and to comply and to ensure compliance of Related Parties with it.

2. In addition to the appropriate disclosures required by this Policy, the following persons must complete, sign and return to the president a questionnaire and statement concerning this Policy: (a) officers of the Organization; (b) board members of the Organization; (c) all employees of the Organization. All officers, board members, and employees are required to return the questionnaire and statement on an annual basis.

3. The questionnaire and statement will require the recipient to disclose all financial interests relating to a potential conflict and to affirm that the recipient:

(a) has received a copy of the conflicts of interest policy,

(b) has read and understands the policy,

(c) has agreed to comply with the policy, and

(d) understands that the Organization is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

#### **X. Report to the Board of Trustees**

The president shall report to the board of the Organization at least once annually concerning any disclosures of potential conflicts of interest made to them, and any other conflicts of interest, which have occurred.

## SECFR POLICY FOR CONDUCTING BUSINESS ELECTRONICALLY

Appropriate electronic communication use includes, but is not limited to, those that are within the legal limits of the law, specific violations are listed below that violate rules of network etiquette, hamper integrity or security:

- a.) Commercial Use - Use of the Organization network, database or contacts for commercial purposes, personal income-generating or “for profit” activities, product advertisement or political lobbying is prohibited. Sending unsolicited junk mail is prohibited.
- b.) Vandalism/Mischief – Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.
- c.) File/Data Violations – Deleting, modifying, editing contracts or forwarding confidential electronic files without source permission and/or data belonging to Organization, the Board of Directors, membership or the work of the association.
- d.) Unauthorized Disclosure – Unauthorized disclosure, use and dissemination of personal fundraising information to membership not associated with Organization is prohibited.

### **Video and Teleconferencing:**

Such a meeting must be conducted by a technology that allows all persons participating to hear each other at the same time (and, if a video conference, to see each other as well). The opportunity for simultaneous communication is central to the deliberative character of the meeting. The following rules of order specify how recognition is established and the floor is obtained during SECFR video conferenced and teleconferenced board meetings.

- 1) The president, or president-elect (in the absence of the president) of SECFR shall serve as the presiding officer of electronic board meetings.
- 2) The presiding officer shall send an agenda to all board members three days prior to the commencement of the meeting.
- 3) All board members must reply to the call for an electronic meeting to confirm attendance in order to determine a quorum if the meeting requires a decision that needs board approval.
- 4) All board members must announce their presence in the videoconference or teleconference to the secretary for the record, prior to opening the meeting.
- 5) Establish whether or not a simple majority is present for quorum. Discussion of board business can commence, however voting on any board business cannot proceed if there is not a simple majority, as outlined in the bylaws. Any motion that is offered, when a simple majority is not present, can be postponed and referred to an email vote as outlined in the bylaws.
- 6) When a simple majority is present, prior to a call for a vote, the presider shall call for a motion, and a second to that motion. The motion is then open for discussion. If there is an amendment to the motion, that amendment must be clearly stated and seconded before a call for a vote.

- 7) In an electronic meeting the presider must call for any abstentions from the vote before asking if anyone is opposed to the motion. In the event of abstentions or objections, a simple majority must be re-established. If no abstentions or objections, the presider calls for approval. The vote becomes part of the record.
- 8) Presiding officer shall adhere to the agenda proposed three days prior to the meeting notice, or make notations in the record of the presentation of a non-agenda discussion.
- 9) All board business shall be recorded and posted to all board members via email. Once the minutes have been approved by the board they shall be posted on the SECFR website.

Simple courtesies (no interrupting, always identifying oneself) will assure the meeting runs smoothly. Teleconferencing and video conferencing is recognized in law as a legal substitute for in-person meetings, when it is authorized in bylaws, and as long as follow-up documentation is provided.

### **Email Voting Process**

When the SECFR Board requires an email vote, the parliamentarian conducts the process, or other board officer designated in the bylaws (the teller).

The president shall notify the teller (presumably by email) that the vote is in process on the motion to (fill in the blank) and all votes must be to the teller by \_\_\_ hour of \_\_\_ day. The teller receives and tabulates the votes and makes a tellers report to the president. The vote is then complete. (The teller must have an up-to-date list of board members and their email addresses in order to verify and tabulate the votes.)

- 1) The president can call for an email vote when a motion has been made in a board meeting, if attendance at that board meeting does not meet requirements for a simple majority of positive votes.
- 2) All board members shall be notified of the call for an email vote at least 48 hours prior to the deadline to vote.
- 3) The email to call for a vote must contain the following information: The motion to be voted on, Location of the voting tabulation (website) and any other information necessary to cast a vote, A clearly stated date to end the voting.
- 4) Once a vote is cast it cannot be revoked. No board member shall vote more than once.
- 5) In the event the voter is an unsophisticated computer user, the voter could phone their vote to the teller, or the teller could email the voter and the voter could simply reply to the teller's email.
- 6) The teller shall produce a list of members who voted, abstained or voted against the motion; submit tally to the secretary for inclusion in the record.
- 7) The board will vote on the electronic program used to tally votes.

## SECFR RECORD RETENTION AND DESTRUCTION POLICY

Principles and Practices have been developed as a way to promote good management practices, ethical conduct, and public accountability. Southeastern Council on Family Relations will engage in a process of compliance assurance by doing training, getting advice and doing compliance audits.

1. **Purpose** - The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Southeastern Council on Family Relations (the “Organization”) or are of no value and are discarded at the proper time. This Policy is also for the purpose of aiding board members and employees of Organization in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2. **Policy** - This Policy represents Organization’s policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

3. **Administration** - Included in this policy is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Organization and the retention and disposal of electronic documents. The Board designated administrator (the “Administrator”) is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Organization; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

4. **Suspension of Record Disposal In Event of Litigation or Claims** - In the event Organization is served with any subpoena or request for documents or any board member or employee becomes aware of a governmental investigation or audit concerning Organization or the commencement of any litigation against or concerning Organization, such board member or employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all board members and staff of any suspension in the further disposal of documents.

5. **Applicability** - This Policy applies to all physical records generated in the course of Organization’s operation, including both original documents and reproductions. It also applies to the electronic documents described above.

6. **Document Maintenance & Destruction** - Southeastern Council on Family Relations mandatory document retention and periodic destruction policy is in the table within this document. The President of Organization is responsible for transferring records and electronic documents to his/her replacement at the annual meeting or at the time the new president accepts the position.

7. **Sarbanes-Oxley Act & Archiving.** The Officers shall maintain the following records and electronic documents in standard business format (.doc, .docx, .rtf, .xls, .pdf, .ppt, .pptx) for review as required by the Sarbanes-Oxley Act. Historic documents will be moved to Archives. Officers will review their materials for historic significance before purging transferred documents.

The following table provides the minimum requirements.

<b>Type of Document</b>	<b>Document Location</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules		7 years
Audit reports		Permanently
Bank Reconciliations		2 years
Bank statements		3 years
Checks (for important payments and purchases)		Permanently
Contracts, mortgages, notes and leases (expired)		7 years
Contracts (still in effect)		Permanently
Correspondence (general)		2 years
Correspondence (legal and important matters)		Permanently
Correspondence (with customers and vendors)		2 years
Credit card statements		7 years
Deeds, mortgages, and bills of sale		Permanently
Depreciation Schedules		Permanently
Duplicate deposit slips		2 years
Employment applications		3 years
Expense Analyses/expense distribution schedules		7 years
Year End Financial Statements		Permanently
Insurance Policies (expired)		3 years
Insurance records, current accident reports, claims, policies, etc.		Permanently
Internal audit reports		3 years
Inventories of products, materials, and supplies		7 years
Invoices (to customers, from vendors)		7 years
Minute books, bylaws and charter		Permanently
Patents and related Papers		Permanently
Payroll records and summaries		7 years
Personnel files (terminated employees)		7 years
Record of Contributions		7 years
Tax returns and worksheets		Permanently
Trademark registrations and copyrights		Permanently
Withholding tax statements		7 years

©2004 National Council of Nonprofit Associations  
 May be duplicated, with attribution, by charitable organizations.

## SECFR POLICY AGREEMENT FORM

---

*Please initial each statement that applies to you:*

### **Board Service Commitment Pledge**

\_\_\_\_ I recognize the important responsibility I am undertaking in serving as a member of the Board of Directors of this organization, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a board member.

### **Code of Ethics and Diversity Policy**

\_\_\_\_ I have read and complied with the Organization's bylaws and have had all questions answered concerning the by-laws and policies.

### **Record Retention & Destruction Policy**

\_\_\_\_ I understand that Officers shall maintain the following records and electronic documents in standard business format (.doc, .docx, .rtf, .xls, .pdf, .ppt, .pptx) for review as required by the Sarbanes-Oxley Act. Historic documents will be moved to Archives. Officers will review their materials for historic significance before purging transferred documents.

### **Policy on Conducting Business Electronically**

\_\_\_\_ I have read that appropriate electronic communication use includes, but is not limited to, those that are within the legal limits of the law and specific violations rules of network etiquette, hamper integrity or security.

\_\_\_\_ I have read requirements involved with Video and Teleconferencing & the E-mail Voting Process.

### **Conflicts of Interest Policy and Disclosure Statement**

\_\_\_\_ I have received a copy of the Conflicts of Interest Policy; have read and understand it.

\_\_\_\_ I hereby agree to comply with the Conflicts of Interest Policy.

\_\_\_\_ I understand that the Organization is a charitable, tax-exempt organization and that in order to maintain its tax-exempt organizational status, the Organization must engage primarily in activities that accomplish one or more of its charitable, tax-exempt purposes.

\_\_\_\_ I have no actual knowledge and am not aware of financial interest that I am required to disclose under the Conflicts of Interest Policy.

\_\_\_\_ I have a financial interest that I am required to disclose under the Conflicts of Interest Policy. I hereby disclose all facts and circumstances concerning financial interest and conflict of interest that are known to me. *(Please list below complete details, facts and circumstances concerning such Financial or Other Material Interest).*

---

---

**SECFR POLICY AGREEMENT FORM Continued**

---

**ACKNOWLEDGEMENT AND RECEIPT OF  
SOUTHEASTERN COUNCIL ON FAMILY RELATIONS POLICIES**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position on the Board: \_\_\_\_\_

Date: \_\_\_\_\_

To all officers, board members and employees:

The Organization's Conflicts of Interest Disclosure Statement and Acknowledgement of Receipt of SECFR's policies needs to be signed annually and will be retained electronically by the secretary or board president, in order to comply with Federal and State Nonprofit Requirements.

**APPENDIX  
MISCELLANEOUS SECFR DOCUMENTS**

---

**SECFR Conference Proposal Reviewer Checklist**

**When completing the review please use the following guidelines**

**Proposals can be based on qualitative, quantitative, mixed methods, or can focus on literature review, theoretical analysis or pedagogical approach from which the scholarship was conducted.**

---

Does this proposal have at least 3 learning objectives:      Y / N

Does this proposal have at least 3 keywords:                      Y / N

Does this proposal have a reference list:                              Y / N

Is the abstract 500 words or less:                                      Y / N

---

On a scale from 1 (weak) - 5 (excellent)  
Please rate this proposal in the following categories

Regardless of focus (i.e., research, practice) Methodology is appropriate & rigorous:

1      2      3      4      5

Regardless of focus, there is a strong connection to existing research:

1      2      3      4      5

Regardless of focus, there is a strong connection to theory:

1      2      3      4      5

Has potential to stimulate new knowledge/innovative practices:

1      2      3      4      5

Clearly written and logically organized:

1      2      3      4      5

Sufficiently completed that a polished presentation can be prepared for the conference in time:

1      2      3      4      5

Total (out of 30): \_\_\_\_\_

---

Recommend for poster presentation:                      Y / N

Recommend for paper presentation:                      Y / N

Feedback from reviewer: Please write constructive comments (review form will be available to authors)

## SECFR Paper/Poster Reviewer Checklist

**When completing the review please use the following guidelines**

On a scale from 1 (weak) - 5 (excellent)

Please rate this presentation in the following categories:

Regardless of focus, there is a strong connection to existing research:

1      2      3      4      5

Regardless of focus, there is a strong connection to theory:

1      2      3      4      5

Rigorous and appropriate methodology:

1      2      3      4      5

Implications for the discipline

1      2      3      4      5

The presentation was presented clearly and logically organized:

1      2      3      4      5

The presenter demonstrated competence when answering questions:

1      2      3      4      5

The presenter displayed professionalism throughout the presentation (examples: maintained eye contact with audience, little to no use of the word “um”, etc.):

1      2      3      4      5

Total (out of 35): \_\_\_\_\_

---

Feedback from reviewer: Please write constructive comments

## SECFR Student Writing Award Scoring Matrix

STUDENT NAME: \_\_\_\_\_

Appropriate and accurate APA format	1	2	3	4	5
Uniqueness of research questions (topic must be relevant to families)	1	2	3	4	5
Degree to which finding(s) contribute to the field	1	2	3	4	5
Clarity of writing	1	2	3	4	5
Good application of family theory	1	2	3	4	5
Comprehensive literature review that builds on previous work and indicates a scholarly foundation	1	2	3	4	5
Research methods are clearly described, sound, and appropriate for topic (sample, procedure, analysis, etc.)	1	2	3	4	5
Results/findings are clearly described	1	2	3	4	5
Conclusions are consistent with results and clearly discussed	1	2	3	4	5
Implications for practitioners and/or researchers are clearly presented and findings contribute to the field	1	2	3	4	5

# 2019 SECFR Conference Sponsorship Flyer



<https://southeastern.ncfr.org/>

#SECFR2020 @ Birmingham, Alabama April 2-4

Theme: A Vision for Families

<https://www.facebook.com/SECFR.org/>

## Call for Sponsorship 2020 Annual Conference Southeastern Council on Family Relations

SECFR is pleased to distribute this Call for sponsorship for our 2020 Annual Conference to be held in **Birmingham, Alabama** from **April 2-4, 2020**. The theme of this upcoming conference is "A Vision for Families: Exploring and Solidifying Professional Identity in Family Sciences." Our conference will feature high quality presentations that will: be informative and relevant to family well-being, promote learner engagement, and demonstrate how research applies to the professional field of Family Sciences.

### CONFERENCE SPONSORSHIP

Cost: \$1,000

You will be provided with:

- o Verbal mention at opening and closing of the event.
- o Exhibit table & 2 chairs next to registration during length of the conference.
- o Program advertisement of 1 full page.
- o Business/institution logo displayed on conference schedule poster.

### EXHIBIT TABLE

Cost: \$500

You will be provided with:

- o A table & 2 chairs next to registration during length of the conference.

### PROGRAM ADVERTIZEMENT

Cost: \$50 (1/4 page), \$100 (1/2 page), or \$200 (1 full page)

Acceptable picture formats include:

- o Photoshop EPS with a minimum resolution of 300 ~~ppi~~
- o TIFF with a minimum resolution of 300 ~~ppi~~
- o JPEG with a minimum resolution of 300 ~~ppi~~
- o Press-optimized PDF

Please register for sponsorship through the following link:

<http://events.constantcontact.com/register/event?llr=e2gbo4hab&oeidk=a07egd8wzg00a08b8b>

\*Deadline for exhibit registration is Feb 15, 2020

\*Contact Dr. James M. Duncan for questions, concerns, comments: [jmduncan@uark.edu](mailto:jmduncan@uark.edu)

\*Following registration sponsorship logistics will be coordinated through Dr. Duncan

For example, email exchange with Dr. Duncan to receive picture advertisements to put in the program.



# SECFR Conference Sponsorship Opportunities Prior to 2018

**Contact Person: SECFR Treasurer**

## PAGE ADVERTISEMENTS IN PROGRAM

¼ page **\$125** (black & white) Inside Cover

Full Page **\$1000** (color) 2 available

Back Cover: Full Page **\$1500** (color) 1 available

## PRESENTATION OR EVENT SPONSORSHIP

### Why sponsor a presentation or event at the 2018 SECFR Conference?

Your institution is prominently placed in front of all the attendees...in person, in print, and online.

Your support demonstrates a commitment to understanding and working with families.

Faculty, family service professionals, policy makers, and students learn more about your institution.

Acknowledgement	Platinum (1 avail. @ \$5,000)	Gold (2 available @ \$3500)	Silver (6 available @ \$2000)	Bronze (8 avail @ \$1000)	Session Sponsor (\$250/first session + \$100/ additional sess.)
Linked logo on conference websites	X	X	X	X	
Table in pre-function area	X	X	X	X	
Logo placed on slides between sessions	X	X	X	X	(in sponsored sessions)
Logo placed on all conference slides	X	X			
Logo on Slide before all videos	X				
5 minute presentation to attendees	X				
Logo on signage	X				
Complimentary registrations	10	5	4	3	1
Logo on nametags	X				
Tent Card @ catered lunch	X	X			
Acknowledgement in program: ¼ page for \$125 (black/white)			½ page	¼ page	¼ page
Inside Cover (\$1000 full page, color; 2 available)		X			
Back Cover (\$1500 full page, color; 1 available)	X				
<b>Other items (price TBD):</b>					
Conference bags with logo					
Lanyards with logo					
Inclusion of promo material (provided by sponsor) in conf. bag	X	X	X	X	X
Listing of name, website, phone number, & one line in “service provider” pg. of program	X	X	X	X	X

## SECFR Example Membership Welcome & Recruitment Prompt



Welcome to Southeastern Council on Family Relations (SECFR). We are your regional affiliate of the National Council on Family Relations (NCFR). Our mission is to (1) provide a NETWORK for collaboration among family professionals, (2) provide a platform to MENTOR future family professionals (i.e. students), (3) create a voice to PROMOTE programs and policies beneficial for families, and (4) provide a FORUM for dissemination of family research, in our nine-member states; Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee.

If you are a current member of NCFR, your member number for SECFR is the same. Please follow and join our activities through:

Our website: <https://southeastern.ncfr.org/>

Our Facebook page: <https://www.facebook.com/Southeastern-Council-on-Family-Relations-262010347156739/>

**Please note!** that the Annual SECFR conference will held in XXXX, XXXX in APRIL of 201X (theme – XXXX), with more information to follow in the coming weeks.

If you'd like to take a more active role in SECFR, we can always use your:

### **Expertise**

To assist with technical support contact our media: NAME & EMAIL

To assist with undergraduate student activities & mentorship contact: NAME & EMAIL

To assist with graduate student/new professional activities/mentorship contact: NAME & EMAIL

### **Time**

To volunteer to help recruit diverse members contact: NAME & EMAIL

To help with the annual conference service project contact:

### **Participation**

To participate on the board of directors for SECFR or recommend someone as an officer for SECFR please contact any of the officers. We are currently looking to fill positions for:

Program VP elect, Proposal VP Elect, and  
Members-at-large for Alabama, Louisiana, Mississippi Member

### **Ideas**

To offer any suggestions or ideas contact any of the officers.

## SECFR Example Save the Date Flyer



ANNOUNCING the 2016 Conference of the  
Southeastern Council on Family Relations\*

### **“Let’s Have Fun: The Importance of Togetherness, Recreation, and Leisure in Everyday Family Life”**

March 10-12, Orlando, FL, Hilton Garden Inn Orlando at SeaWorld

*A professional and CEU opportunity for professionals, students, practitioners and counselors from the 9-state region*

#### **Why should you encourage your colleagues and students to come?**

- It’s nearby and more cost-effective than going to a national conference
- Provides opportunity for researchers and grad students to share their work
- Provides opportunity to engage in conversation with other experts in the diverse settings in which we work with students
- Will promote your graduate programs to highly motivated undergrads (more than 100 usually attend).

**Exhibit tables will be available.**

#### **KEYNOTE SPEAKERS:**

**Dr. Jay Mancini** – Haltiwanger Distinguished Professor and head of the Department of Human Development and Family Science at The University of Georgia.

#### **Please forward the attached information to your colleagues ASAP:**

- This “Save the Date” Announcement flyer – suitable for copying and posting
- Exhibit Registration form

\*If you have other questions, feel free to contact: NAME & EMAIL

\*SECFR is an Affiliated Council of the National Council on Family Relations: [www.ncfr.org](http://www.ncfr.org)

SECFR Example Exhibit Table Registration Form prior to 2019



**Sponsorship Registration for Universities**

**Date:** \_\_\_\_\_  
**Name/title of representative attending event:** \_\_\_\_\_  
**Name of Department:** \_\_\_\_\_  
**Name of Program:** \_\_\_\_\_  
**Name of University:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_  
**Department Phone #:** \_\_\_\_\_  
**Representative Phone #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**CONFERENCE sponsorship FEE: \$1,000**

**You will be provided with the following:**

**Verbal mention at opening and closing of the event.**

**Exhibit table & 2 chairs next to registration during length of the conference.**

**Program advertisement of 1 full page.**

**EXHIBIT Table FEE: \$500**

**You will be provided a table & 2 chairs next to registration during length of the conference.**

**PROGRAM Advertisement FEE: \$50 (1/4 page), \$100 (1/2 page), or \$200 (1 full page)**

**Please see the organization website for past flier examples: <https://southeastern.ncfr.org/about-secfr/>**

▪ **Acceptable picture formats include:**

- **Photoshop EPS with a minimum resolution of 300 ppi**
- **TIFF with a minimum resolution of 300 ppi**
- **JPEG with a minimum resolution of 300 ppi**
- **Press-optimized PDF**

**\*Deadline for exhibit registration is Feb 15, 2018**

**\*Contact Dr. James Duncan to submit your form: e-mail [jmduncan@uark.edu](mailto:jmduncan@uark.edu)**



## SECFR E-mail Conference Participation Example

Hi, my name is James Duncan and I am a board member with the Southeastern Council on Family Relations (SECFR). We are your regional affiliate of the National Council on Family Relations (NCFR). Our mission is to (1) provide a NETWORK for collaboration among family professionals, (2) provide a platform to MENTOR future family professionals (i.e. students), (3) create a voice to PROMOTE programs and policies beneficial for families, and (4) provide a FORUM for dissemination of family research, in our nine member states; Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee and adjoining states that either physically touching one of the primary southeastern membership states or is less than 100 miles from one of the primary southeastern membership states.

If you are a current member of NCFR, your member number for SECFR is the same. Please follow and join our activities through:

Our website: <https://southeastern.ncfr.org/>

Please note that the Annual SECFR conference will held in **Bentonville, Arkansas in April of 2019**. Attached to this e-mail is a detailed flier about the upcoming conference and I hope that you will be kind enough to pass this flier along to fellow colleagues, students, and other professions interested in sharing knowledge to promote family well-being.

Additionally, attached is a sponsorship form for those interested in advertising and spreading the word about their departments.

If you'd like to take a more active role in SECFR, please see our website that includes our organization handbook with a list of various positions and responsibilities we are always looking to have help with.

Thank you for your time, and I look forward to seeing you at our annual conference.

# 2019 Annual Conference April 11-13, 2019

The Southeastern Council on Family Relations (SECFR) is pleased to distribute this Call for Proposals for our 2019 Annual Conference to be held in North West Arkansas. The working theme of this year's conference is "The Evolution of Relationships: Changing Social Roles."

We are seeking high-quality proposals to present at our conference. All conference sessions should be informative and relevant, promote learner engagement, and demonstrate application to the work of participants. In addition, we especially desire proposals that:

- Have diverse presenters (with varying levels of experience in the field; of different nationalities; or from different institutions and geographic regions).
- Are based on or supported by research.
- Contain original, innovative ideas.
- Stimulate and provoke discussion.
- Have strong connections to practice and/or policy.

To maintain the highest quality for all presentation sessions and comply with requirements for Continuing Education Units, clear learning objectives must be stated on each proposal. If you have questions regarding content, please email the Proposal Vice President, NAME & EMAIL.

## ***PROPOSAL FORMATS***

- **Presentations:** A presentation involves a focused description of scholarship, practice, or policy information in its own dedicated room. Such information can derive from the author(s)' publishable manuscript, published paper/article based on research or current practice (see FAQ's below), completed doctoral dissertation, completed master's thesis, or completed student paper containing fully-developed ideas and concepts of an empirical, conceptual, or practical nature. Presentations last approximately 15 minutes, plus about 5 minutes for questions/discussion. Presentations usually occur in "breakout sessions" where there are 3-4 presenters within a session.
- **Posters:** A poster involves the display of detailed information by emphasizing graphics that summarize initiated or completed empirical research, completed student projects, and/or practice, methodologies, or programs that have been or will soon be implemented by practitioners. All materials should be no larger than a single 4' high by 8' and will be presented at a session alongside other posters. All posters should refer to scholarly literature. Authors are expected to be at the poster the entire session (either 45 or 60 minutes) to answer questions and distribute handouts.
- **Panel/Roundtable sessions:** A group of presenters may wish to present and discuss a topic with significant time allotted for interaction among the presenters and with the attendees.

- In addition, the SECFR board reserves the right to suggest alternative formats that may optimize participant experience, available space, and/or available time (for example, if a proposal is submitted as a Poster, the SECFR Board reserves right to accept the proposal as a Paper presentation).
- The review and acceptance of proposals will take place within a submission deadline window.  
Deadlines:
  1. The deadline for submission of proposals will be October 15<sup>th</sup> with notification by January 15<sup>th</sup>, 2019. All submissions received by this date will receive full consideration and may be accepted, rejected, or recommended for resubmission (with revisions).

## ***STUDENT AWARDS***

- Student Awards Competition: Undergraduate Students and Graduate Students have the opportunity to apply for consideration of special recognition within **one** of the following categories:
  1. Student Writing Award Competition: Outstanding student research papers will be accepted for review for the new Student Writing Awards offered by SECFR. Awards will be presented to the authors of the top undergraduate and graduate papers submitted. For additional information, please visit [www.southeastern.ncfr.org](http://www.southeastern.ncfr.org) for the full list of rules. Submission should be emailed to [studentpaper@secfr.org](mailto:studentpaper@secfr.org) and must be received by October 15<sup>th</sup>.
    - a. Please note that students who apply for the Writing Award Competition are still expected to complete a standard proposal submission following the instructions listed below in this document.
    - b. Additionally, students who enter into the Student Writing Award Competition concurrently agree to have their proposal considered for presentation at the annual SECFR conference
  2. Undergraduate Paper Presentation Competition: All undergrad students are invited to apply for the Undergraduate Paper Presentation Award where they can have their Oral Paper presentation reviewed at the annual SECFR conference. An award will be presented to the top undergraduate paper presentation.
    - a. Please note that you must indicate whether or not you want to be considered for this award during the submission of your proposal to the SECFR annual conference.
  3. Graduate Paper Presentation Competition: All graduate students are invited to apply for the Graduate Paper Presentation Award where they can have their Oral Paper presentation reviewed at the annual SECFR conference. An award will be presented to the top graduate paper presentation.
    - a. Please note that you must indicate whether or not you want to be considered for this award during the submission of your proposal to the SECFR annual conference.
  4. Undergraduate Poster Presentation Competition: All undergrad students are invited to apply for the Undergraduate Poster Presentation Award where they can have their Oral Poster presentation reviewed at the annual SECFR conference. An award will be presented to the top undergraduate poster presentation.
    - a. Please note that you must indicate whether or not you want to be considered for this award during the submission of your proposal to the SECFR annual conference.
  5. Graduate Poster Presentation Competition: All graduate students are invited to apply for the Graduate Poster Presentation Award where they can have their Oral Poster presentation reviewed at the annual SECFR conference. An award will be presented to the top graduate poster presentation.
    - a. Please note that you must indicate whether or not you want to be considered for this award during the submission of your proposal to the SECFR annual conference.

## ***SUBMISSION PROCESS***

A complete submission includes following the link (<https://dc.etsu.edu/secfr-conf>) to submit your proposal(s) electronically.

- Complete relevant information for all authors electronically.
  - Name.
  - Affiliation.
  - Co-authors information (if applicable).
  - Appropriate contact information.
  - Student Status.
    1. If you are a student, you must indicate if you would like to be considered for a student award according to one off the categories listed above in the *student awards section*.
- Select your preferred presentation format (i.e., session, poster, or panel).
- Enter a title.
- Submit an abstract of up to 150 words.
- Submit at least three keywords.
- Submit a single file for uploading with **no identifying** information.
  - This “blind” document shall include the following:
    1. A 500-word (maximum) summary of the presentation.
    2. An APA reference list.
    3. A list of at least 3 learning objectives associated with your proposal, using the stem “After viewing this presentation, attendees will...”
    4. Up to 2 supplemental figures and/or tables (optional).
- *If applicable*: A second file with no identifying information consisting a full manuscript (this only pertains to the Student Writing Award Competition).

## ***FREQUENTLY ASKED QUESTIONS (FAQ's)***

- I am a student and am not currently involved in any empirical research projects. May I submit a recently completed course paper or project to present at the conference? Absolutely! As a regional conference, we strongly encourage student participation in our conference, both as attenders and presenters. Papers completed for a course may be submitted for presentations and completed projects of other sorts may be submitted as posters. Students are also free to propose a panel discussion session, perhaps on a topic with particular relevance to students. Students are also encouraged to submit a paper for the new writing awards (see above).
- I am a practitioner and don't typically do empirical research. May I submit something related to my work that I feel would benefit the conference attendees? The first stated goal of the SECFR is “to provide a NETWORK for collaboration among family professionals” of all kinds, both university- and community-based. We desire for this conference to be a unique amalgamation of academics, practitioners, and students, all joined together with one cause in mind – to help families in the Southeast. Therefore, we welcome submissions from practitioners of a non-empirical nature, whether conceptual, practical, and/or programmatic as either a presentation or poster.
- I am a student and interested in applying for one of the student awards. May I submit something that includes co-authors or must I submit a proposal as a single author? As long as you are **first author** on

the proposal than you may submit a proposal that includes co-authors. Co-authors may be fellow students, advisors, or other professionals.

- What if I need A/V equipment? SECFR will provide computers and video projectors in every meeting room. All you need to bring is your presentation in Microsoft PowerPoint (or Adobe PDF) format on a flash drive. We also strongly encourage you to bring handouts for your session.
- May I submit a published paper for presentation? If you have recently completed a paper that has not been presented at a conference, please propose it.
- How many proposals can I submit? There is no limit on the number of proposals an individual may submit.
- When should I register for the conference? Authors of accepted proposals are expected to register for and committed to attend the conference. Completed registration forms, along with all necessary fees, should be completed online (or postmarked) by the registration deadline.

*To ensure full consideration, proposals must be received by the stated deadlines.  
All proposals must be submitted using the above link to the conference system.*

## SECFR Example Conference Student Award Flyer

**ANNOUNCING:** Exciting Awards for Student Members of SECFR!

- Undergraduate Outstanding Poster Award
- Graduate Outstanding Poster Award
- Undergraduate Outstanding Paper Presentation Award
- Graduate Outstanding Paper Presentation Award
- Undergraduate Student Writing Award
- Graduate Student Writing Award

---

### OUTSTANDING POSTER and PAPER PRESENTATION AWARDS

Student posters and presentations at the annual conference will be evaluated based on the following criteria:

- Clarity in presentation of information
- Strong rationale for the research/project
- Rigorous and appropriate methodology
- Implications for the discipline
- Strong connection to existing research
- Strong connection to theory
- Presented clearly and logically organized
- Demonstrated competence when answering questions:
- Displayed professionalism

If you are interested in having your poster or presentation be considered for the awards discussed above, **please indicate so during the proposal submission.**

SECFR Board Members will visit each student's poster presentation and attend each Student's paper presentation for those who want to be considered for an award.

Board Members will critique posters and presentations using the provided criteria. Students with the highest accumulated points will receive the awards during the final session of the conference. Decisions of the Board are final and cannot be appealed.

---

### STUDENT WRITING AWARD

Student Paper Submission Deadline is October 15, 2018.

The winner of this year's SECFR Student Writing Award:

- will present their research during the 2019 SECFR Conference
- will receive recognition at the SECFR Conference (attendance required)

Student Paper Information & Guidelines.

- Papers should address the conference theme
- Papers already published or presented at a national or regional conference are not eligible.
- Papers currently under review for publication will be accepted.

- If submitting a student paper for the Writing Award Competition, a standard proposal must be submitted as well for the in accordance with the instructions outlined in the *Call for Proposals*
- Theory and Practice are encouraged
- However, all papers are welcome on family-related topics (that meet the following guidelines):
  - Papers are to be submitted through the Digital Commons system discussed in the Call for Proposals document.
    - There will be a box to check if you are submitting a paper for consideration of the student writing award.
  - Each submitted paper must include an abstract with a length of 120 words or less.
  - Each submitted paper must be in APA format: Double-spaced, 12-point Times New Roman font, 1-inch margins throughout.
  - Each submitted paper must be no longer than 30 typed pages, including references, tables, and figures, and must include an abstract of no more than 120 words.
  - Students submitting papers must be the sole or first author of the original work.
  - Any authors' names and/or any easily-identifiable author information should be removed or redacted from the student paper submission.
  - Dissertation or thesis projects are acceptable if manuscripts have been condensed to 30 pages or less.
- All papers submitted will be evaluated on the following criteria:
  - Appropriate and accurate American Psychological Association (APA) format
  - Uniqueness of research questions (topic must be relevant to families)
  - Degree to which finding(s) contribute to the field
  - Clarity of writing
  - Good application of theory
  - Comprehensive literature review that builds on previous work and indicates a scholarly foundation
  - Research methods are clearly described, sound, and appropriate for topic (sample, procedure, analysis, etc.)
  - Results/findings are clearly described
  - Conclusions are consistent with results and clearly discussed
  - Implications for practitioners and/or researchers are clearly presented and findings contribute to the field

#### TERMS OF SUBMISSION

- The Deadline for receiving papers is 11:59 pm ET October 15<sup>th</sup>, 2018.
- The student paper should have NO AUTHOR NAMES or EASILY-IDENTIFIABLE AUTHOR INFORMATION
  - to ensure an impartial anonymous review process.
- Student Writing Award Winners must register for and attend the SECFR 2019
- Annual Conference in Baton Rouge, Louisiana.
- Decision of the Selection Committee are final and cannot be appealed.

## SECFR Example Acceptance letter

*“Families of Tomorrow: The Intersection of Theory & Practice”  
SECFR 2018 Annual Conference, March 8-10, 2018  
Baton Rouge, Louisiana*



Congratulations! Please accept this initial notification that your proposal has been accepted for presentation at the Southeastern Council on Family Relations Annual Conference **as a paper presentation**. The conference will be held March 8-10 at the Radisson Baton Rouge, Baton Rouge, Louisiana.

During the next few days Sessions will be scheduled from Friday morning through Saturday afternoon. We cannot guarantee any specific date or time for your participation, nor can we accommodate teaching schedules. Special scheduling requests related to religious observance or unusual family circumstances should be made directly to [jmduncan@uark.edu](mailto:jmduncan@uark.edu) by February 1<sup>st</sup>. Additionally, we will send you an official acceptance letter outlining the specific date and time of your presentation.

Lastly, we encourage you to submit your conference registration and make your hotel reservation as soon as possible. Details for completing this process are available at:

<http://events.constantcontact.com/register/event?llr=e2gbo4hab&oeidk=a07eetn4zl09de57238>

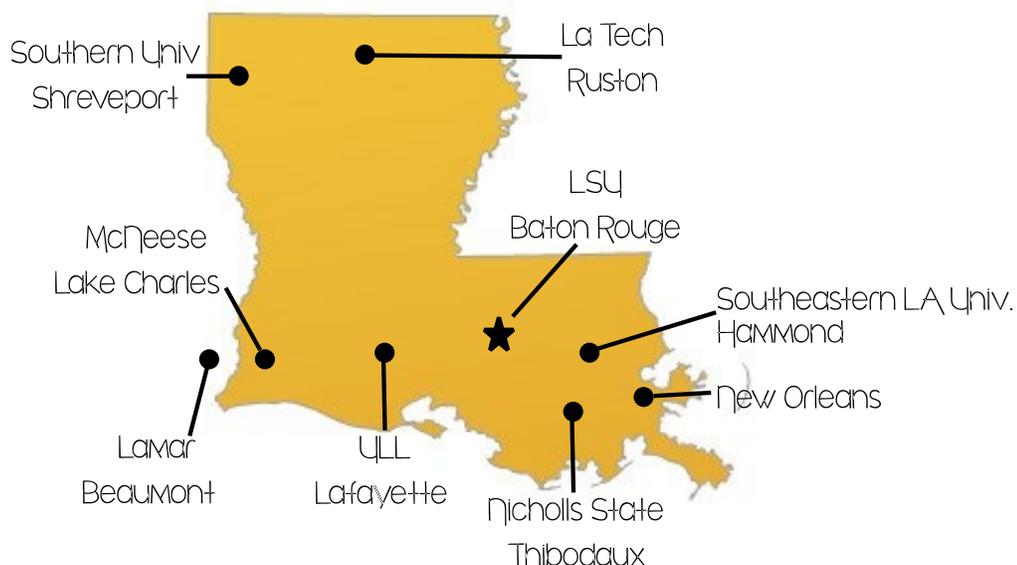
Again, thank you for your proposal submission. We look forward to having you in Baton Rouge to share your research with students, educators, administrators and practitioners in family studies. If you have any questions or need further assistance, you may contact me at [jmduncan@uark.edu](mailto:jmduncan@uark.edu).

With warm regards on behalf of the Proposal Review Team,

James M. Duncan, Ph.D., CFLE, DAV  
SECFR Proposal Chair and Vice President of Membership  
Adjunct Professor, Human Development & Family Science  
School of Human Environmental Science  
Dale Bumpers College of Agricultural, Food and Life Sciences  
University of Arkansas

Conference Location State Fact Sheet Example

# About Baton Rouge



Possible Dates: March 7-10, March 14-17, March 21-24  
Airport: Baton Rouge Metropolitan Airport (BTR)  
Nonstop Flights from: ATL, CLT, IAH, DFW  
Possible Venues: Radisson Baton Rouge—\$89  
The Cook Hotel—\$128  
Hilton Garden Inn Baton Rouge Airport—\$118

## Additional Details for Radisson Baton Rouge:

\$89 nightly room fee with 70-80 guaranteed room nights  
Tiger 2 (accommodates 75-100)  
Room can be divided into 2 room and can be set-up for multiple configurations  
Tiger 2 fee is \$950/day (discounted to \$450/day with 3 day rental)  
Buffet lunch \$22 (includes entrée, 2 sides, dessert, tea/water)  
Plated lunch \$24 (includes entrée, 2 sides, dessert, tea/water)  
Box lunch \$15-17  
Additional information being emailed

2017 NCFR State/Regional Affiliate Council Annual Report

**Due by 01/31/2018**

Affiliate council name: Southeastern Council on Family Relations

---

Please list any other names your affiliate council uses (e.g. an acronym): SECFR

---

What is the current status of your affiliate council?

Active: We elect to be included in NCFR's 501 (c) 3 group exemption

Inactive: We would like to terminate our 501 (c) 3 group exemption

Please list the names and email addresses of the following officers:

President Julia Bernard, bernardjm1@etsu.edu

---

President-elect (we do not have one, but have many VPs, see attached)

---

Treasurer Melissa LaGraff, mrector@utk.edu

---

Please **attach** your full officer roster.

(Must include name, email address, position title and dates of service.)

Contact information (if your council does not have a permanent address, please use the contact address of an officer):

Name Julia Bernard

---

Organization name Southeastern Council on Family Relations

---

Address Box 70701

---

City/Town Johnson City  
37614

State TN

Zip

---

Country USA

---

Email address bernardjm1@etsu.edu

---

Phone 423-439-7443

Please list your affiliate council's website address: <https://southeastern.ncfr.org/>

---

Financial summary

Total revenue in 2017:

---

Total expenses in 2017:

---

Please **attach** your year-end financial statements, dated December 31, 2017

2018 estimated affiliate council rebates will be paid by electronic funds transfer in February of 2018. In order to process payments we need your current bank account information. Has your bank account changed since our last payment in early 2017? (*Payment of this rebate is dependent upon receiving this annual report.*)

No

Yes. If yes, please contact Finance Director, Rebecca Luxenberg at 763.231.2886 or [rebeccaluxenberg@ncfr.org](mailto:rebeccaluxenberg@ncfr.org) to update your account information

Total number of affiliate council members: 437

---

Please **attach** a roster of your members that includes their name and email addresses.

What **activates** and projects did your affiliate council work on during 2017? Please briefly describe them and the results.

In 2017, SECFR had an annual conference in Charlotte, NC. We had about 80 participants. We presented many student

---

presentation and paper awards, totaling \$350 in awards. The board also represented the organization at a table at

---

NCFR.

---

Did you affiliate council engage in any policy activity, such as advocacy or lobbying, or in any political campaigns in 2017?

No

Yes. If yes, please explain

---

---

List any awards your affiliate council gave out in 2017, including recipients.

---

---

Please **attach** meeting minutes from your affiliate council executive committee meetings and any all-member meetings held in 2017

What are your affiliate council's goals and/or projects planned for 2018?

We are hosting an annual conference in Baton Rouge, LA on March 8-10

---

---

Do you have any comments or questions for NCFR?

---

---

As an authorized representative of this affiliate council, I affirm that:

Our affiliate council is subject to the general supervision of NCFR as outlined in our governing documents

Only after completing our financial and programmatic reporting requirements on an annual basis is my affiliate council eligible for an annual rebate payment

If our annual gross revenue exceeds \$50,000 our affiliate council is responsible for filing our own Form 990 by May 15 of the following year

Our affiliate council operated exclusively for exempt purposes as defined by the IRS for 501 (c) 3 exempt organizations.

I attest that to the best of my knowledge, the information supplied in this form is correct.

Signature

---

Name

---

Email address

---

Title

---

Date

---

# Annual Financial Report



Southeastern Council on Family Relations  
 Financial Report  
 January 1-December 31, 2017

<b>Expenses</b>		
Constant Contact Monthly Subscription (Jan.-May @ \$22.50; June-Dec. @ \$24.57)	\$284.49	
Conference Costs to Fairfield Inn - Charlotte	\$7,489.56	
Reimbursements for Conference supplies and Speaker costs	\$261.25	
Conference Awards	\$350.00	
Conference Registration Fee Reimbursements	\$324.91	
Printing Conference Flyers	\$39.17	
Bank Fees	\$0.00	
<b>Total Expenses</b>	<b>\$8,749.38</b>	
<b>Income</b>		
Conference Registration Fees (via Constant Contact WePay)		\$6,103.39
Conference Registration Fees Deposit (cash and checks)		\$470.00
NCFR Rebate (March 2017)		\$1,621.00
<b>Total Income</b>		<b>\$8,194.39</b>
<b>Net Income for 2017 (Income – Expenses)</b>		<b>(\$554.99)</b>
<b>Account Balance as of 12/31/17 (Regions Bank)</b>		<b>\$5,542.91</b>

## SECFR Conference location Map





# Administrator Instructions for Proposal Review Digital Commons Website

## Administrator Instructions for SECFR Conference

### Accessing the Administrator View

Click on **My Account** and Log in. (You may need to Sign Up for an account using the email address from your institution).

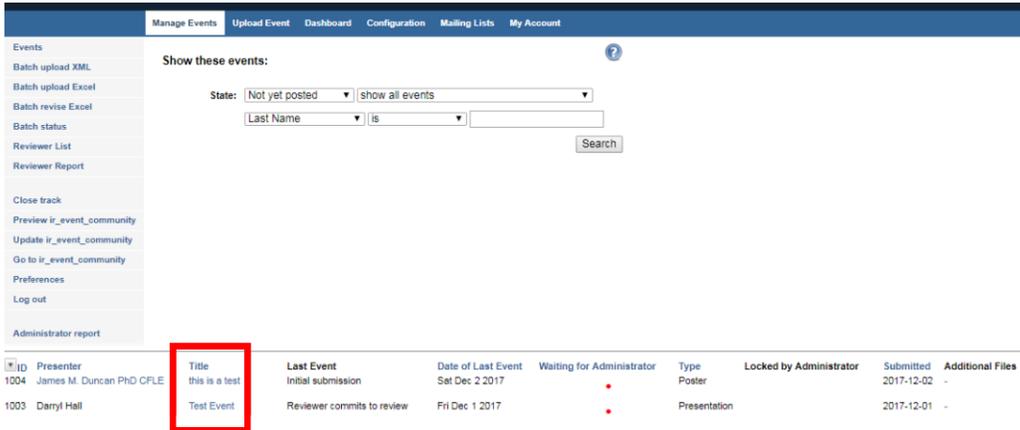


Click **Manage Events** to view the proposals.

SOUTHEASTERN COUNCIL ON FAMILY RELATIONS CONFERENCE	ADMINISTRATOR TOOLS
<b>Manage Events</b>	Access tools to manage submissions and editorial function
Upload	Upload new events
Configuration	Add/remove editor privileges and other system setting changes
Mailings	View Subscribers, add to mailing lists, announce papers

## Assigning Reviewers

Click on a title. You will need to click on each title individually to assign reviewers.



The screenshot shows the 'Manage Events' interface. The left sidebar contains various actions like 'Batch upload XML', 'Batch upload Excel', 'Batch revise Excel', 'Batch status', 'Reviewer List', 'Reviewer Report', 'Close track', 'Preview ir\_event\_community', 'Update ir\_event\_community', 'Go to ir\_event\_community', 'Preferences', 'Log out', and 'Administrator report'. The main area displays a search filter for 'Show these events:' with options for 'State' (Not yet posted) and 'Last Name' (is). Below the search is a table of events:

ID	Presenter	Title	Last Event	Date of Last Event	Waiting for Administrator	Type	Locked by Administrator	Submitted	Additional Files
1004	James M. Duncan PhD CFLE	this is a test	Initial submission	Sat Dec 2 2017	•	Poster		2017-12-02	-
1003	Darryl Hall	Test Event	Reviewer commits to review	Fri Dec 1 2017	•	Presentation		2017-12-01	-

Click on the tab **Reviewers**.



The screenshot shows the 'Reviewers' tab for the 'Test Event'. The left sidebar highlights the 'Reviewers' tab. The main area displays the event details and submission metadata:

**Title:** Test Event  
**Presenters:** Darryl Hall  
**Last Event:** Review completed (Tue Dec 5 2017)  
**Waiting for Administrator:** Yes  
**Locked by Administrator:** No  
**Manuscript:** #1003 PDF

**Download:** PDF (12/01/2017), 85 KB

Metadata Field	Value
Title	Test Event
Presenter Information	Author #1
Highest Degree Earned	BA
Current Employer	ETSU
Current Position Title	Librarian

If you intend on having more than 2 reviewers for a proposal, choose the number of reviewers in the drop-down menu and click Update. Click on the **enter new reviewer** or **from Master List of Reviewers** to add reviewers.

The screenshot shows the 'Manage Events' interface. On the left is a navigation menu with options like 'Events', 'Batch upload XML', 'Batch upload Excel', 'Batch revise Excel', 'Batch status', 'Event details', 'Preview Event', 'Reviewers', 'Review Event', 'View revisions', 'Supplemental Content', 'Register decision', 'Post', 'Withdraw Event', 'Delete Event', 'History', 'Administrator Notes', and 'Close track'. The main content area shows event details for 'Test Title' with presenter 'Ashley Lowery' and manuscript '#1001'. Under 'Suggest Reviewers', there are three options: 'enter new reviewer', 'from Master List of Reviewers [Modify List]', and 'from Author List'. Below these is a dropdown menu for 'reviewers allowed' set to '2' and an 'Update' button. A message states 'There are currently no reviewers assigned.' At the bottom, a 'REVIEWER STATUS KEY' table explains various review statuses.

Enter new reviewer if they are not available in the Master List of Reviewers. If they are a frequent reviewer, check Add to Master List of Reviewers. Click **Suggest reviewer**.

The 'New reviewer' form includes a 'Suggest reviewer' button and a checkbox for 'Add to Master List of Reviewers'. Below these are input fields for 'Subject Area / Notes', 'Email address \*', 'First/Given Name \*', 'Middle Initial', and 'Last/Family Name \*'. A note indicates that fields in red are required.

To suggest reviewers from the Master List of Reviewers, check Select on the chosen reviewer(s) and click **Suggest Reviewer(s)**. If you have reviewers for the master list, send them to [digilib@etsu.edu](mailto:digilib@etsu.edu) and we can upload them for you.

Suggest Reviewers:



- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

There are currently no reviewers assigned.

Suggest Reviewer(s) from Master List of Reviewers

Find potential reviewer(s) with  beginning the Last Name Sort: Last Name Find Show All

Last name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Showing 1 - 2 of 2

Select	Last Name	First Name	Institution	Subject Area / Notes	Assigned	Outstanding requests	Suggest Reviewer(s)	Clear Selection	Review history (last 45 days)	Recent reviews (past 12 months)	Average Time (days)	Author?
<input type="checkbox"/>	Hall	Darryl			1				X	1	1 (details)	No
<input type="checkbox"/>	Reviewer	Rachel			0					0		No

After suggesting a reviewer, click **request**.

Suggest Reviewers:



- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

Reviewers

Reviewer	Status (key)	History	Options
#1 Darryl Hall	suggested review history	history	request delete

Suggest Reviewer(s) from Master List of Reviewers

Find potential reviewer(s) with  beginning the Last Name Sort: Last Name Find Show All

Last name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The Review due date is set to 14 days after the reviewer agrees to review. You can choose a specific date or a different number of days for the review to be due. If there are no further changes to the review due date, click **Send**.

**Request Review from Darryl Hall**

Review due date:  12/19/2017  
 14 days after reviewer agrees to review.

---

From: Digital Library <digilib@etsu.edu>  
To: Darryl Hall <darrylhall007@gmail.com>  
Cc: "Digital Library"

Attachment 1:  No file chosen

Subject:

Body (Note: "DAYS\_ALLOWED" will be replaced with text of time allotted for the review as above)

Dear Darryl Hall,

I'm hoping that you will do me the favor of reviewing a recent submission to Southeastern Council on Family Relations Conference entitled "Test Title".The abstract and other information is at the end of this message. The full proposal is available through the link below.

We are committed to providing presenters with unparalleled service, so please only agree to do this review if you really can complete a quality review DAYS\_ALLOWED.

Please let us know whether you are willing to review this proposal by going to the following web address and selecting the appropriate option there:

[http://demo.etsu.bepress.com/cgi/preview.cgi?.authP=article%2Ccontext%2Creview\\_request%2Clogin&review\\_request=yes&context=secfr-conf&article=1001&.authT=kv%2BXc4ykBRqp2NRR6w8z1ou%2Bru2VKc&login=1278741](http://demo.etsu.bepress.com/cgi/preview.cgi?.authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=secfr-conf&article=1001&.authT=kv%2BXc4ykBRqp2NRR6w8z1ou%2Bru2VKc&login=1278741)

If you have any trouble accessing the proposal, please contact [support@dc.bepress.com](mailto:support@dc.bepress.com) for assistance.

When the reviews are submitted, you can view the recommendations. Click on **view** under Options to access the review rubric/notes to author and cover letter to organizers.

Suggest Reviewers: See reviews ?

- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

reviewers allowed: 6

Reviewer	Status (key)	History	Options
#1 Ashley Lowery	committed, due by Dec 15 2017 11:59 PM PST	review history	upload report for reviewer, remind, revise due date, give up
#2 Darryl Hall	reviewed review history	history	upload report for reviewer, request rereview
#3 Darryl Hall	reviewed review history	history	upload report for reviewer, request rereview
#4 Julia Bernard	committed, due by Dec 15 2017 11:59 PM PST	review history	upload report for reviewer, remind, revise due date, give up

**Submitted Reviews**  
All reviews will be shown to the presenter(s) after a decision has been made unless the "Hide" box next to the review is checked.

	Reviewer	Recommendation	Options	Hide	Save Changes
Dec 1 2017 3:39 PM PST	#3 Darryl Hall	Accept (no revisions)	view	<input type="checkbox"/>	
Today 12:06 PM PST	#2 Darryl Hall	Accept (minor revisions)	view	<input type="checkbox"/>	

The notes to the conference coordinators text will appear under "Reviewer Cover Letter." Download the PDF referee report to view the rubric and note to author.

**Title:** Test Event ?

**Presenters:** Darryl Hall  
**Last Event:** Review completed (Tue Dec 5 2017)  
**Waiting for Administrator:**  **Locked by Administrator:**   
**Manuscript:** #1003 PDF

---

Review by Reviewer #2: Darryl Hall <darylhall007@gmail.com>

- Recommendation : Accept (minor revisions)
- History:
  - Requested: Dec 1 2017 3:31 PM PST
  - Committed: Dec 1 2017 3:31 PM PST
  - Due date: Dec 15 2017 11:59 PM PST
  - Submitted: Today 12:06 PM PST

---

Reviewer Cover Letter (visible only to administrators): [Printable version](#) [Plain Ascii](#)

Overall, the work is great.

Referee report: [PDF](#)

## Register and Send Decisions

Choose the decision on the “Select the decision” drop-down menu and the email template will populate. If you want changes to the email templates, you can make changes to individual emails or send changes for the template to [digilib@etsu.edu](mailto:digilib@etsu.edu). Click **Register decision**.

The screenshot displays a web application interface for managing events. The top navigation bar includes 'Manage Events', 'Upload Event', 'Dashboard', 'Configuration', 'Mailing Lists', and 'My Account'. The left sidebar lists various actions such as 'Batch upload XML', 'Batch upload Excel', 'Batch revise Excel', 'Batch status', 'Event details', 'Preview Event', 'Reviewers', 'Revise Event', 'View revisions', 'Supplemental Content', 'Register decision', 'Post', 'Withdraw Event', 'Delete Event', 'History', 'Administrator Notes', 'Close track', 'Preview ir\_event\_community', 'Update ir\_event\_community', 'Go to ir\_event\_community', and 'Log out'. The main content area shows details for a 'Test Event' with presenters 'Darryl Hall' and a last event date of 'Tue Dec 5 2017'. It includes a 'Waiting for Administrator' status with a 'YES' dropdown and a 'Locked by Administrator' status with a 'No' dropdown. The 'Administrator Decision for "Test Event"' section features a 'Select the decision' dropdown menu (highlighted with a red box) and a 'Do not email the decision letter' checkbox. Below this, there are instructions about the 'ATTACHMENT\_LINK' and a 'Register decision' button (highlighted with a red box) next to a 'Reset to boilerplate' button. The form also includes a 'To' field with 'Darryl Hall', a checked 'Cc: The Administrators' checkbox, and an unchecked 'Send a copy to reviewers' checkbox. A note states 'If checked be careful not to include author names in the "Body" field'. There is an 'Attachment 1' section with a 'Choose File' button and 'No file chosen' text. A 'Subject' field is present but empty. The 'Salutation (sent to authors only):' field is also empty. The 'Body' field contains the text 'Do not click "Register decision" without selecting an action (above)'. The bottom of the page features the 'secfr' logo on the left and the text 'Amended Jul 2019' and '69' on the right.

## Compile Proposal Information

To download information on all proposals, you can choose to download a spreadsheet from the Batch revise Excel or Administrator Report on the Manage Events page.

**Batch revise Excel** provides the following information: title, author(s), highest degree earned, current employer, current position title, field in which degree earned, proposal focus, proposal formats, abstract, keywords, disciplines, student status, student writing award competition participation, location, start date, end date, multimedia URL and format (if streaming media), comments, URL on Digital Commons

**Administrator Report** provides the following information: Manuscript#, Status, Submission date, First Decision Date, Turnaround time, Date posted, Title, URL, Event type, Keywords, Subject area, Administrator, Administrator assigned date, Last event, Date of last event, Full text downloads, Presenters

Manage Events Upload Event Dashboard Configuration Mailing Lists My Account

Events

Batch upload XML

Batch upload Excel

**Batch revise Excel**

Batch status

Reviewer List

Reviewer Report

Preview ir\_event\_community

Update ir\_event\_community

Go to ir\_event\_community

Preferences

Log out

**Administrator report**

Show these events: ⓘ

State: Not yet posted show all events

Last Name is

Search

There are currently no such events.

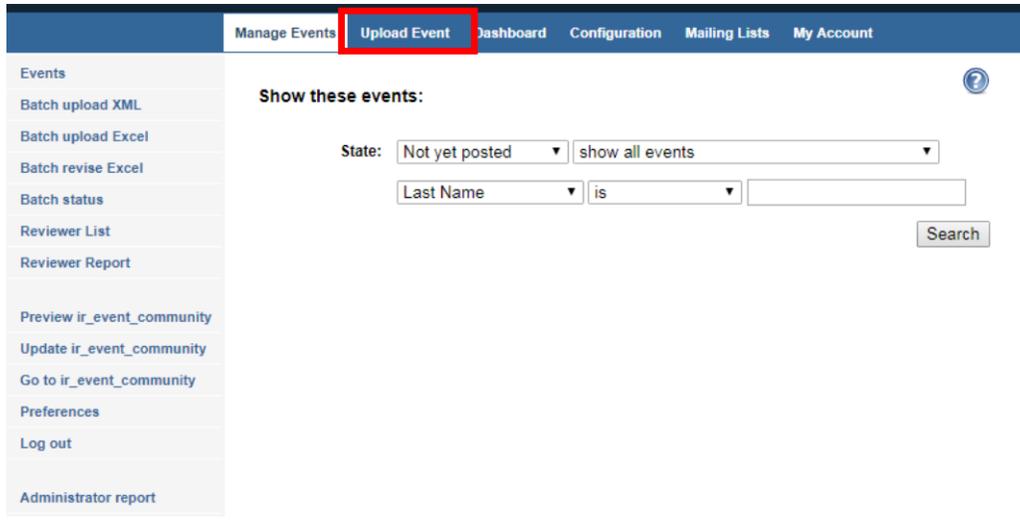
© 2017 The Berkeley Electronic Press

The proposal and student award paper are not available in the spreadsheets. To access these files, you will need to click on the titles of the proposals. You can download the proposals through the Submission Metadata page and the student award paper through the Supplemental Content page.

## Upload or Revise Submissions

Note: The upload and revise submission forms have more fields in the administrator view than the presenter view.

If you need to upload a submission for a presenter, click on **Upload Event**.



The screenshot shows the 'Upload Event' page in the administrator interface. The top navigation bar includes 'Manage Events', 'Upload Event' (highlighted with a red box), 'Dashboard', 'Configuration', 'Mailing Lists', and 'My Account'. A left sidebar lists various options under 'Events' and 'Administrators'. The main content area is titled 'Show these events:' and contains search filters: 'State: Not yet posted', 'show all events', 'Last Name', 'is', and a 'Search' button.

If you need to revise a submission for a presenter, click on the title of the proposal from the Manage Events page. Click on **Revise Event**.



The screenshot shows the 'Revise Event' page in the administrator interface. The top navigation bar includes 'Manage Events', 'Upload Event', 'Dashboard', 'Configuration', 'Mailing Lists', and 'My Account'. The left sidebar lists various options under 'Events' and 'Administrators', with 'Revise Event' highlighted with a red box. The main content area displays event details for 'Test Event', including 'Presenters: Darryl Hall', 'Last Event: Review completed (Tue Dec 5 2017)', 'Waiting for Administrator: YES', 'Locked by Administrator: NO', and 'Manuscript: #1003 PDF'. Below this is a 'Submission Metadata' table.

Metadata Field	Value
Title	Test Event
Presenter Information	Author #1
Highest Degree Earned	BA
Current Employer	ETSU
Current Position Title	Librarian

# Reviewer Instructions for conduct proposal reviews on Digital Commons Website

Request to review MS #1023 for Southeastern Council on Family Relations Conference

**JD** James Duncan <editor-secfr-conf-1023-2650992@dc.etsu.edu>  
Today, 1:54 PM  
You, Assigned Administrator (editor-secfr-conf-1023@dc.etsu.edu) ↗

Reply | ▾



1. You will get an email with a PDF for the review checklist

Download Save to OneDrive - Personal

Dear James Michael Duncan,

I'm hoping that you will do me the favor of reviewing a recent submission to Southeastern Council on Family Relations Conference entitled "Religiosity, Spirituality, and the Impact on Mental Illness". The abstract and other information is at the end of this message. The full proposal is available through the link below.

We are committed to providing presenters with unparalleled service, so please only agree to do this review if you really can complete a quality review in 10 days.

Please let us know whether you are willing to review this proposal by going to the following Web address and selecting the appropriate option there:

[https://our03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdc.etsu.edu%2Fcgi%2Fprintview.cgi%3FauthP%3Darticle%252Ccontext%252Creview\\_request%252Clogin%26review\\_request%26context%3Dsecfr-conf%26article%3D1023%26authT%3DcqYxva...89%252BFTQ%252BJ94PUBAlc1oCMH8%26login%3D2592027&data=02%7C01%7C%7Cf24c164b41bf48963bc508d5579aba86%7C84df9e7fe9f640afb435aaaaa%7C1%7C0%7C636511244763133037...&data=y2kn5tQ7YR996kwqOllkHwZv4TIC4CqQtsFnkG5f5MM%3D&reserved=0](https://our03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdc.etsu.edu%2Fcgi%2Fprintview.cgi%3FauthP%3Darticle%252Ccontext%252Creview_request%252Clogin%26review_request%26context%3Dsecfr-conf%26article%3D1023%26authT%3DcqYxva...89%252BFTQ%252BJ94PUBAlc1oCMH8%26login%3D2592027&data=02%7C01%7C%7Cf24c164b41bf48963bc508d5579aba86%7C84df9e7fe9f640afb435aaaaa%7C1%7C0%7C636511244763133037...&data=y2kn5tQ7YR996kwqOllkHwZv4TIC4CqQtsFnkG5f5MM%3D&reserved=0)

2. You will have a link in the email to click on.

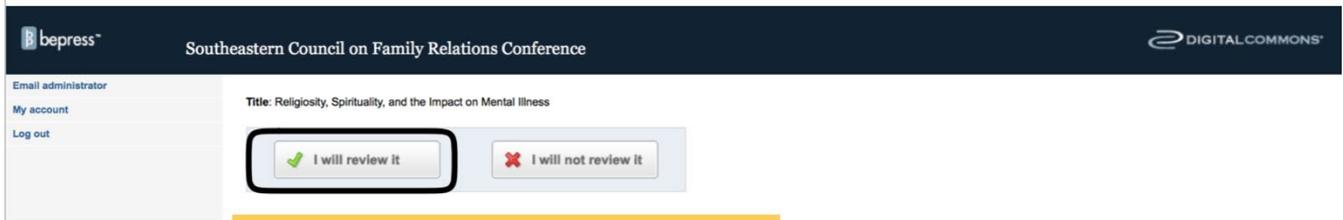
If you have any trouble accessing the proposal, please contact support@dc.bepress.com for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

This request will expire in 5 day(s). Expired requests are subject to withdrawal at the administrators' discretion.

## ABSTRACT

The aim of this study was to identify relationships between religiosity, spirituality, and mental health. Religiosity and spirituality were respectively differentiated as a form of connectedness to God or one's search for sacred, divine, and non-material aspects of life. Researchers limited this study to anxiety and depression for the scope of mental health analysis. Participants included 153 individuals who completed a survey consisting of the Beck Anxiety Model, Beck Depression Model, and Multidimensional Scale for Religiosity and Spirituality. The researchers aimed to support previous research done in this field which indicates a positive impact of higher levels of religiosity or spirituality on mental health. The results of the analysis conditionally supported the hypothesis presented: nine out of fourteen variables were significant. This implies that religiosity and spirituality play large roles in the overall mental well-being of individuals. Results of this study may hold implications for the treatment of anxiety and depression for adolescents and young adults.



3. You will be asked to click the button that says you will review.

## Abstract:

The aim of this study was to identify relationships between religiosity, spirituality, and mental health. Religiosity and spirituality were respectively differentiated as a form of connectedness to God or one's search for sacred, divine, and non-material aspects of life. Researchers limited this study to anxiety and depression for the scope of mental health analysis. Participants included 153 individuals who completed a survey consisting of the Beck Anxiety Model, Beck Depression Model, and Multidimensional Scale for Religiosity and Spirituality. The researchers aimed to support previous research done in this field which indicates a positive impact of higher levels of religiosity or spirituality on mental health. The results of the analysis conditionally supported the hypothesis presented: nine out of fourteen variables were significant. This implies that religiosity and spirituality play large roles in the overall mental well-being of individuals. Results of this study may hold implications for the treatment of anxiety and depression for adolescents and young adults.

## Revision History

The article revision history appears below. The version currently slated for publication is highlighted. Other versions are displayed for your reference.

Comment	Date	Full Text (PDF)
Initial Submission	Mon Jan 8 15:18:00 2018	-
Editor selected version		NOTE: All times are in PT (Pacific Time)

- Submit review
- I will not complete my review
- Email administrator
- My account
- Log out

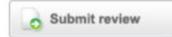
Title: Religiosity, Spirituality, and the Impact on Mental Illness

**Current File(s):**



Thank you for agreeing to review this event.

Your review is due: Fri Jan 19 2018.



**Abstract:**

The aim of this study was to identify relationships between religiosity, spirituality, and mental health. Religiosity and spirituality were respectively differentiated as a form of connectedness to God or one's search for sacred, divine, and non-material aspects of life. Researchers limited this study to anxiety and depression for the scope of mental health analysis. Participants included 153 individuals who completed a survey consisting of the Beck Anxiety Model, Beck Depression Model, and Multidimensional Scale for Religiosity and Spirituality. The researchers aimed to support previous research done in this field which indicates a positive impact of higher levels of religiosity or spirituality on mental health. The results of the analysis conditionally supported the hypothesis presented: nine out of fourteen variables were significant. This implies that religiosity and spirituality play large roles in the overall mental well-being of individuals. Results of this study may hold implications for the treatment of anxiety and depression for adolescents and young adults.

**Revision History**

The article revision history appears below. The version currently slated for publication is highlighted. Other versions are displayed for your reference.

Comment	Date	
Initial Submission	Mon Jan 8 15:18:00 2018	<a href="#">Full Text (PDF)</a> <a href="#">PDF</a>
Editor selected version		

NOTE: All times are in PT (Pacific Time)

4. You can download the proposal pdf by clicking on the link

5. You are then directed to the proposal to read.

### Literature Review

Religiosity, Spirituality, and the Impact on Mental Illness

Religiosity, Spirituality, and the Impact on Mental Illness

- Submit review
- I will not complete my review
- Email administrator
- My account
- Log out

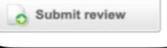
Title: Religiosity, Spirituality, and the Impact on Mental Illness

**Current File(s):**

 Download PDF

Thank you for agreeing to review this event.

Your review is due: Fri Jan 19 2018.



6. You click back to the previous webpage and then click on submit review.

**Abstract:**

The aim of this study was to identify relationships between religiosity, spirituality, and mental health. Religiosity and spirituality were respectively differentiated as a form of connectedness to God or one's search for sacred, divine, and non-material aspects of life. Researchers limited this study to anxiety and depression for the scope of mental health analysis. Participants included 153 individuals who completed a survey consisting of the Beck Anxiety Model, Beck Depression Model, and Multidimensional Scale for Religiosity and Spirituality. The researchers aimed to support previous research done in this field which indicates a positive impact of higher levels of religiosity or spirituality on mental health. The results of the analysis conditionally supported the hypothesis presented: nine out of fourteen variables were significant. This implies that religiosity and spirituality play large roles in the overall mental well-being of individuals. Results of this study may hold implications for the treatment of anxiety and depression for adolescents and young adults.

**Revision History**

The article revision history appears below. The version currently slated for publication is highlighted. Other versions are displayed for your reference.

Comment	Date	 Full Text (PDF)
Initial Submission	Mon Jan 8 15:18:00 2018	 PDF
 Editor selected version		NOTE: All times are in PT (Pacific Time)

- Home
- About
- FAQ
- My Account



# Southeastern Council on Family Relations Conference

**Search**

Enter search terms:

**in this collection** ▾

Advanced Search  
 Notify me via email or RSS

**Author Corner**

Call for Proposals  
 Submit Proposal

**Links**

Conference Homepage

**Submit your report for "Religiosity, Spirituality, and the Impact on Mental Illness"**

[Download the Review Rubric and Note to Authors.](#) Save the completed form and click Choose File to upload it. The Review Rubric and Note to Authors will be available to authors. Please write comments that will help the authors. Individuals who submit proposals will get that feedback, so kindly be positive and constructive and give helpful suggestions for improvement when writing these comments. The authors will not know who wrote the comments.

Submit your review rubric:  
 no file selected

7. You upload the pdf review checklist here.

**Recommendation to the conference coordinators:**

Please select one of the options below.

- Accept (no revisions)
- Accept (minor revisions)
- Encourage major revisions as described in my review rubric and note to authors.
- Reject

8. Click on your recommendation

**Notes to the conference coordinators**

Write in specific comments as to the rationale behind your score, concerns about the proposal, strengths, and potential contributions of the proposal, etc. These comments will only be visible to the conference coordinators.

Type or paste your cover letter below:

9. You can leave personal comments here that the author cannot see, such as if you believe a paper presentation to be poor but the proposal is still interesting and should be recommended as a poster instead.

