



North Carolina Extension Association of Family & Consumer Sciences

The Professional Association for North Carolina Cooperative Extension Family & Consumer Sciences Educators

NCEAFCS POLICIES AND PROCEDURES

Revised January 9, 2012

Revised August 28, 2012

ANNUAL SESSION:

1. Meeting and Committee
 - a. The Annual Session shall be held in the District of the President-Elect.
 - b. The Annual Session Steering Committee consists of the State President-Elect as chairman, State President, Host District President and Treasurer, and the Administrative Liaison. All arrangement committees are from the Host District.

2. Registration and Finances
 - a. The Host District accepts all registrations, determines registration fee, and pays all expenses. The State Treasurer will issue to the Host District the sum of \$1,500.00 to assist in the expenses associated with the State Meeting. The Host District will be responsible for any additional funds needed. Any profit or loss of the annual session accrues to the Host District.
 - b. Agents having started work after January 1 of the current year can attend the annual meeting without having paid dues for that year. They will pay an active membership registration fee.
 - c. The President-Elect issues all invitations to the Annual Session. The following categories of individuals, who by invitation or position may attend the Annual Session, shall receive special considerations with respect to registration and meals as noted:

Category	Registration Fee	Hosted Meals	Special Events
Active Association	Pays	Eligible	Pays
Life Member	Pays	Eligible	Pays
Non-member	Pays	Eligible only if employed by host	Pays
Past State Presidents	Pays	Eligible	Pays
Special Guests & Invitees			
Speakers	Waived	Eligible	President's discretion
NCEAFCS President	Pays	Eligible	Pays
NCCES Federation President (or Representative)	Waived	Eligible	Pays
NCAFCS President	Waived	Eligible	Pays
Cooperative Extension Administration (State and USDA)	Pays	Eligible	Pays

Exhibitors (Host Company)	Waived	Eligible	Pays
Guests or Awardees (attending only the Awards Program)	Pays meal cost only	n/a	n/a

- Hosted Meals are sponsored meals in addition to registration fee
 - ** Special Events are activities that are not included in registration fee, i.e. special tours with costs involved
- d. The registration deadline and late registration fee are to be determined by the Host District. A late registration will be charged for those received or postmarked following the stated date.
 - e. Awardees and guests of awardees who only attend the Awards Program pay only the cost of the meal. Counties are encouraged to pay for the award winner's expenses.

QUALIFICATIONS FOR STATE OFFICE:

1. Nominees for State Office will stand for election on the basis of their qualifications.
 - a. Any candidate for a State Office must be an Active member in good standing of this Association and have served as President of a District, except Treasurer who should have served as a District Treasurer.
 - b. No campaigning will be allowed prior to or during the Annual Session. Each candidate for State Office will be introduced at the Annual Business Session prior to the election of officers
 - c. Any Candidate for a state office must be an active member in good standing of this association. All candidates for state office must have served in the same capacity at the district level(or a comparable position in another state) or if they have served as District President, they are eligible to serve in any capacity at the state level. State VP for Public Affairs shall have also served as District President. (August 5, 2010)

ASSOCIATION REPRESENTATION AT OTHER EVENTS:

1. Any member of the Association will be granted time, in accordance with Extension administrative policy, to attend one national professional meeting per year.
2. National Meeting: Among those given partial expenses by the North Carolina Cooperative Extension Service shall be the official delegates from the seven (NCCES) Districts, the President, and the President-Elect. The incoming Treasurer will attend with the same partial expenses, paid by the Association. See Appendix 1.
3. The President and President-Elect shall attend the Southern Regional Workshop (JCEP). The President will receive out-of-state per diem, tourist airfare, travel to the airport for the National Association. The President-Elect expenses, as listed for the President, are covered by the State Association within budget guidelines.
4. The President is official representative of the Association unless she/he appoints a member to serve as representative in her/his absence at the following and any other occasions requiring a representative. The President has the option of appointing any Executive Board member closest geographically to the event to represent the Association.
 - a. **Public Issues Leadership Development Forum** - The president shall attend with funding from the President's budget. The Vice President of Public Affairs shall attend with funding from the Vice President of Public Affairs budget.
 - b. **NC Association of Family and Consumer Sciences Annual Meeting** - NCEAFCS to support NCAFCF dues for President and to support registration, meals and lodging and travel for two nights for the President to attend the Annual State Meeting.
 - c. **NC Federation Annual Meeting and Executive Board** - The President and President-Elect shall attend with funding from the President's budget and the President-Elect's budget respectively.
 - d. **NC Cooperative Extension Service Foundation Executive Board** - The President shall represent the association with funding from the President's budget.
 - e. **NC Family and Consumers Sciences Foundation** - The President is an ex-official member and shall represent the association with funding from the President's budget.
 - f. **NC Extension and Community Association Foundation** - The President is an ex-official member and shall represent the association with funding from the President's budget.
 - g. **N.C. 4-H Development Fund** - The President is an ex-official member and shall represent the association with funding from the President's budget.

RECOGNITION AND AWARDS:

1. Applications for awards presented only by this State Association must adhere to eligibility, criteria, procedures and instructions as outlined by the appropriate State Association Awards Committees.
2. All applications eligible for National awards must adhere to eligibility, criteria, procedures and instructions as described on the NEAFCS.org website. To apply for an award, login in to NEAFCS.org Members only section and select the online awards application link.
3. Public announcement of national award winners may be made after the official award presentations are made at the National Annual Session.
4. To receive an award from the Association, the recipients must be active and/or life members of the national association as of February 1 of the year they are to receive the awards. Only exception is for non-members on team award application. The team leader for a team award application must be a NEAFCS member. Team members who are not members of NEAFCS are not eligible for monetary awards and will receive only a certificate if the application is named a national winner.
5. Trophies and Tributes in Goldsboro have been selected to supply award plaques each year. In the event that pricing becomes an issue or the relationship with the company declines, the State Vice President for Awards and Recognition must secure 3 bids, notify the State President, and get approval to award the contract to a different company. (*Approved August 2004*)
6. The outgoing President will be presented with a personal gift (\$50 value) and a plaque recognizing the year's service. The President elect will purchase and present the gift at an appropriate public event. The Awards chair will purchase the plaque and present it as part of the Awards program

EXECUTIVE BOARD:

1. The President prepares the agenda, sets the date, location and presides at all meetings of the Executive Board.
2. Only members of the Executive Board can make motions and vote. Administrative Liaison and those people invited to attend may participate in the discussion.
3. The Executive Board shall adopt the budget for the forthcoming year at the end of the Annual Training Session. The budget will become effective at the same time the new President takes office.

MEETINGS:

1. A mid-year Executive Board meeting shall be held in late winter or early spring.
2. The Executive Board shall meet immediately prior to the opening of the Annual Session.
3. Executive Board will approve reports and recommendations at the Annual Session Board meeting.
4. Annual reports and recommendations will be presented at the Annual business Session, following approval as stated in #3.
5. The Annual Training Session for incoming Association officers and chairs will immediately follow the Annual Session.

COMMITTEES:

Chairmen:

1. Will adhere to the following schedule when submitting plans and reports. All state officers and standing committee chairs should contact the district officers and committee chairs and request an update on their plan of work.
 - a. **Mid-Year Executive Board Meeting** District Presidents, State VPs and Standing Committee chairs are to give an update on their plan of work. No written report is needed.
 - b. **July 1** All state officers and standing committee chairs should contact the district officers and committee chairs and request a year end report on their plan of work. This report should be e-mailed to state officers and committee chairs.
 - c. **August 1** District Presidents, State Vice Presidents and State Standing committee chairs submit an email copy of their annual report to State Vice President for Public Affairs. State Vice President for Public Affairs forwards to web master for posting to the web prior to the state meeting.
 - d. **Annual Meeting** District Presidents, State Vice Presidents and State Standing committee chairs should bring to the Annual Meeting 5 copies of their annual report to distribute at the Executive board meeting. All reports are submitted prior to the state meeting to the webmaster for positing to the web and can be viewed electronically.

- e. **September 30** Plan of Work for the coming year are to be submitted to the web master by the State Vice President for Public Affairs for posting to the Association's web site.
- 2. The State Association Nominating Committee shall complete their duties one month prior to the Annual Session. See Appendix 2.
- 3. District Nominating Committees should conduct elections of officers at their Spring District Meetings.
- 4. Incoming Program and Standing Committee Chairmen shall present their program of work for approval of the Executive Board at the close of Annual Training Session Board Meeting.

Committee Membership:

- 1. The composition of all committees, with the exception of the Resource Development and Annual Session Committee, shall be based on one per District. It is recommended that the State Chairman of the committee have served on the committee previously. See Appendix 2.
- 2. Each Annual Session Committee's composition shall be determined by need and as described in the section of this document titled "ANNUAL SESSION".
- 3. All Executive Board Members will be provided a copy of committee appointments for the current year by the President.
- 4. Attendance at the Annual Session at which a committee member is officially appointed is recommended for the Annual Session Committee appointees and required for State Program and Standing Committee appointees.
- 5. The web page committee will be composed of the Web Master and the State and District Vice-Presidents for Public Affairs. The purpose of this committee is to review the Association's web site and make suggestions for improvements.

FINANCES:

- 1. District Treasurer shall collect and pay dues to the State Treasurer for each active member by the State-established deadline. The State Treasurer shall pay dues to the National Treasurer by the established deadline for all active members. Dues are non-transferable and non-refundable. The membership year is from January 1 to December 31 inclusive.
 - a. National dues shall be \$100.00 for 2013.
 - b. State dues shall be \$57.00 beginning in 2010 and includes \$1.00 for the support of the Horn Of Plenty and \$1.00 for ECA Scholarship.
 - c. District dues shall be set by the district.
- 2. An opportunity for State Life membership status will be offered to retired agents, who have been a member of the association for at least 5 years. The total amount of dues paid for state life membership will remain with the state treasury. State Life membership dues will be paid on a one-time basis as follows:
 - a. Members who retire in 1994 and after, the dues will be the equivalent of the total District, State and National dues in the year of retirement.
 - b. Members who retired prior to 1994 dues will be:
 - Retired 1960-1969 - \$10.00
 - Retired 1970-1979 - \$20.00
 - Retired 1980-1989 - \$40.00
 - Retired 1990-1993 - \$60.00
 - 1994 to present - pay equivalent of your current district, state, national dues.
- 3. Benefits to a State Life Member include:
 - a. NCEAFCS Communications
 - b. Time and place designated at the NCEAFCS Annual Session for a State Life Member meeting.
 - c. Opportunity to serve as a voting member of the state Executive Board on a district rotating basis (See Appendix 2)
 - d. Opportunity to vote at business sessions at state and district levels.
- 4. Other expenses including postage, supplies and telephone, necessary to fulfill the responsibilities of the Office shall be allowed to Officers and Committee Chairmen. Expenses of committees are permissible in accordance with specific requests that have been approved by the Executive Board following the Training Session at the Annual Session. Association letterhead and envelopes shall be furnished by the President for each Officer and Committee Chairmen. Other expenses for paper, printing, postage, etc. shall be paid upon presentation of itemized bill following approved procedure if it does not exceed approved budget. Reimbursement for Association officers' expenses shall follow the format for CES per diem reimbursement.
- 5. The original of all receipts are to be sent to the State Treasurer. A request for payment approval is sent by the requester to the State President (by regular or electronic mail) who then forwards the request to the Treasurer with authorization to pay.

6. Expense requests shall be submitted within 30 days of the date of the expense or when the accumulated expenses reach \$25.00.
7. Recognition is given to the outgoing President in the form of a gift and a plaque, cost to be determined by the Budget Committee. President-Elect (incoming president) shall purchase the President's gift, and the Vice President for Awards and Recognition shall purchase the plaque. Bills should be submitted to the state treasurer.
8. The State Association Treasury will manage financial transactions of statewide purchases that strengthen the Family & Consumer Science professional image (i.e. Aprons imprinted with Extension logo). Each District Association Treasury will handle orders from individuals in their district and forward the order and funds to the state treasurer.
9. When redistricting occurs, districts should divide their total assets among the number of active members and the percent of the total assets per member should be sent to their new district before September 30 and before any dues are collected for the following year.
10. The District Treasurer takes office January 1, at the time same as the State Treasurer.

MINUTES:

1. The Secretary shall retain the original copy of each set of minutes of the Executive Board Meetings and the Annual Business Session as an official record of the Association. This file will be turned over to the incoming Secretary at the close of the current term of office.
2. Copies of the minutes of all Executive Board Meetings and the Annual Business Session shall be sent by electronic mail, if possible, to all active members of the Association. District secretaries send hard copy of minutes of state/district meetings to the district State Life members. District submits postage expenses to State President and State Treasurer for approval and reimbursement.

Publications:

NEAFCS keeps members informed about issues, professional development opportunities and the latest research through its official publications:

- *The Communique* - is NEAFCS's newsletter which is published annually to communicate the association's business and activities to its members.
- *Journal of the National Extension Association of Family & Consumer Sciences* is published annually by NEAFCS and is a peer-reviewed publication on Extension Family and Consumer Sciences research and program evaluation.

REVISION OF POLICIES:

Policies may be:

1. Adopted at any meeting of the Executive Board or at the Annual Business Session by a majority vote of the active members present and voting.
2. Amended or rescinded by a two-thirds vote of active members present and voting at the Annual Business or any Executive Board meeting without previous notice being sent to the general membership, or by a majority vote of the members present and voting when previous notice has been sent to the general membership 30 days in advance. A vote to change dues must be held at the Annual Session.
3. Suspended temporarily by a majority vote of members present and voting at the Annual Business Session or any Executive Board meeting.
4. Reviewed each year by the State By-Laws Committee.

HOSPITALITY:

1. No commercial hospitality suite shall be open during scheduled/exhibit hours during the Annual Session.
2. All hospitality functions must be approved by the President.

HISTORY:

1. The Historian shall be appointed by the NCEAFCS President to serve a two-year term. The new term will begin following the Annual Session at the end of the current Historian's term of office.

2. The Historian will keep a set of history volumes for ready reference and prepare a mini-history annually for member distribution.
3. Materials are filed in the location designated by the current Historian.

RECORDS AND REFERENCES:

Files:

1. Officers and Committee Chairs shall update file and materials, presenting them to their successor. The records and the working files (past two years) shall be forwarded to the successor immediately following the National Annual Session. Items judged to be of historical value shall be forwarded to the Historian for entry into the historical record and proper disposition.

Financial Records:

1. The Association's financial records are closed each year as of December 31 and will be audited immediately by the auditing committee appointed by the President. All financial records will be turned over to the incoming Treasurer at the end of the current term of office.
2. The Association's financial records are closed each year as of December 31 and will be audited immediately by the auditing committee appointed by the President. All financial records will be turned over to the incoming Treasurer at the end of the current term of office.
3. The Association's financial records are closed each year as of December 31 and will be audited immediately by the auditing committee appointed by the President. All financial records will be turned over to the incoming Treasurer at the end of the current term of office.
4. The Treasurer shall retain all financial records of the Association until the detailed supporting documents have surpassed the statute of limitations.

NCEAFCS Web Site:

1. The Webmaster shall be appointed by the NCEAFCS President. The Webmaster will post news, a current copy of Bylaws, and information of the Association on the NCEAFCS Web pages. Links will be provided to other pages needed by the Association.
2. **State Life Member Contact List** - Approved September 5, 2007
The NCEAFCS Treasurer will maintain the state life member contact list. Updates will be shared with the Webmaster and the retiree Webmaster. The association has permission to utilize the state life member contact list for all association business. When outside requests for contact information is requested from the state treasurer, the NCEAFCS executive board will evaluate each request in order to protect the identity of our state life members. The preferred method will be for the state treasurer to share the requested information with the state life member, giving them the responsibility to contact the requestor. It has been noted by Tom Mease, Administrative Officer on August 23, 2007, that Associations are private groups and are not subject to the same public record rules and regulations as county/state. Listed below is "The Guidelines on Providing Lists of Extension Clientele" policy located in the old Extension Administrative Handbook.

“Extension workers are sometimes called upon to provide mailing or other lists of Extension clientele to individuals representing commercial concerns and other agencies. "In accordance with North Carolina's Public Records Act, all mailing lists which have been developed by this organization shall be given upon request "as promptly as possible" to any person, firm, or association using the following guidelines:

- i. Requests must be in writing directed to the County Extension Director or to the Department Head.
- ii. We cannot require anyone to disclose the reason why they want these lists.
- iii. We may charge only the direct cost of making copies (not labor, depreciation, etc.) except for requests that require an extensive use of technology or labor.
- iv. We don't have to "create" records, only turn over copies of existing records that respond to the request."

DELEGATE	2012	2013	2014	2015	2016	2017
President (Voting Delegate)	NE	SE	SC	W	NC	NE
District Delegate (Alternate)	NE	SE	SC	W	NC	NE
President-Elect (Voting Delegate)	SE	SC	W	NC	NE	SE
District Delegate (Alternate)	SE	SC	W	NC	NE	SE
District Delegate (Voting Delegate)	SC	W	NC	NE	SE	SC
District Delegate (Voting Delegate)	NC	NC	NE	SE	SC	W
District Delegate (Alternate)	WC	NE	SE	SC	W	NC
Treasurer (Alternate)	W	W	NC	NC	NE	NE

APPENDIX 1

VOTING DELEGATES AT NATIONAL MEETING - ROTATION SYSTEM

Revised August 2012

The above chart has been changed to reflect the descriptors below:

The District Delegate is usually the current President-Elect, unless he/she is unable to attend and the district designates another representative. In this case the State President should be notified of the replacement.

In 2010 NCCE gave support for 7 "official" delegates to attend the Annual Session of NEAFCS. NEAFCS membership level at this time permits 4 VOTING delegates.

The State President always serves as one of the Voting Delegates. The rotation system ABOVE reflects that the delegate from the state president's district serves as one of the Alternate Voting Delegates. The state President-Elect serves as a Voting Delegate and the delegate from the state President-Elect's district serves as one of the Alternate Voting Delegates.

The State Treasurer also attends to receive needed training and should be one of the delegates with support from NCCE. If not, the State Association will support her/his attendance at the same rate state administration supports other "official" delegates. This person also serves as a Voting Alternate in addition to the others. The State treasurer for the following year should be the person to attend. For example, in 2004, the treasurer who will be serving for 2005 should attend.

Just as with VOTING delegates, all voting ALTERNATES should attend all business sessions and other sessions needed to maintain a level of knowledge needed to be an informed voter if the need arises. All alternates should plan to attend any business session in order to be able to carry back information to the district and to keep informed in the event a voting delegate has to leave the floor.

Office	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
President	NE	SE	SC	W	NC	NE	SE	SC	W	NC
President-Elect/By laws	SE	SC	W	NC	NE	SE	SC	W	NC	NE

APPENDIX 2
ROTATION FOR STATE OFFICES AND POW CHAIRMEN
Revised August 27, 2012

VP Public Affairs	SC	W	NC	NE	SE	SC	W	NC	NE	SE
VP Awards & Recognition	W	NC	NE	NE	SE	SE	SC	SC	W	W
VP Professional Development	NC	WC	SE	SE	SC	SC	W	W	NC	NC
VP Member Resources	NC	WC	SE	SE	SC	SC	W	W	NC	NC
Secretary	WC	NE	SE	SE	SC	SC	W	W	NC	NC
Treasurer/Budget (2 year term)	W	W	NC	NC	NE	NE	SE	SE	SC	SC
Counselor (Immediate Past President)	WC	NE	SE	SC	W	NC	NE	SE	SC	W
Historian (2 year term)	SC	SC	W	W	NC	NC	NE	NE	SE	SE
Nominating (Chair is from the district having the state President-Elect)	SE	SC	W	NC	NE	SE	SC	W	NC	NE
State Meeting (District President)	SE	SC	W	NC	NE	SE	SC	W	NC	NE
State Life Member	SE	SC	W	NC	NE	SE	SC	W	NC	NE
Awards & Recognition Group A	SC	W	NC	NC	NE	NE	SE	SE	SC	SC
Awards & Recognition Group B	WC	NE	SE	SE	SC	SC	W	W	NC	NC

APPENDIX 3

N. C. FEDERATION ROTATION

	2011	2012	2013	2014	2015	2016	2017
Past President	NCACAA	NCAEPAAT	NCEAFCS	NCACES	NCCESA	NCAE4-HA	NCACAA
President	NCAEPAAT	NCEAFCS	NCACES	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT
President-Elect	NCEAFCS	NCACES	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS

Secretary	NCACES	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS	NCACES
Treasurer	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS	NCACES	NCCESA
Webmaster	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS	NCACES	NCCESA	NCAE4-HA

APPENDIX 4

NCEAFCS DISTRICTS

Note: NC Cooperative Extension Districts were realigned in 2011. NCEAFCS realign District Associations with NC Cooperative Extension Districts January 2014.

North Central

Alamance; Alleghany; Ashe; Caswell; Chatham; Davidson; Davie; Durham; Forsyth; Granville; Guilford; Orange; Person; Randolph; Rockingham; Stokes; Surry; Vance; Wilkes; Yadkin

North East

Beaufort; Bertie; Camden; Chowan; Currituck; Dare; Edgecombe; Franklin; Gates; Halifax; Hertford; Hyde; Martin; Nash; Northampton; Pasquotank; Perquimans; Pitt; Tyrrell; Wake; Warren; Washington

West

Avery; Buncombe; Burke; Caldwell Cherokee; Clay; Cleveland; Eastern Band, Cherokee Indians; Graham; Haywood; Henderson; Jackson; Macon; Madison; McDowell; Mitchell Polk; Rutherford; Swain; Transylvania; Watauga; Yancey

South Central

Alexander; Anson; Cabarrus; Catawba; Cumberland; Gaston; Harnett; Hoke; Iredell; Lee; Lincoln; Mecklenburg; Montgomery; Moore; Richmond; Rowan; Scotland; Stanly; Union

South East

Bladen; Brunswick; Carteret; Columbus; Craven; Duplin; Greene; Johnston; Jones; Lenoir; New Hanover; Onslow; Pamlico; Pender; Robeson; Sampson; Wayne; Wilson

NOTE: If you intend to be a member of a district OTHER than the NCCE district listed above for your county, this must be indicated in writing to the District and State Treasurers when your dues are paid for the year, and will be effective the entire year.

Additional comments and recommendations for future changes should be submitted to either your District By-Laws Chair or the current year State By-Laws Chair.