

Plan of Work
By-Laws 2022
November 2021 – October 2022

Objectives:

1. To improve and update the By-Laws, policies and procedures as needed in accordance with the changes desired by the state association members using the national By-Laws as a guideline.
2. To encourage all members to become familiar with and to use the By-Laws in order to strengthen the North Carolina Extension Association of Family and Consumer Sciences.

Plan of Action:

WHO	WHAT	When
State By-Laws Committee Chair (State President-Elect)	<ol style="list-style-type: none"> 1. Prepare Plan of Work (POW) for By-Laws committee. 2. Send to Webmaster for posting to website. 	<p style="text-align: center;">November 1, 2021</p>
	<ol style="list-style-type: none"> 1. Review By-Laws with By-Laws committee (<i>district President-Elects</i>) and recommend changes as needed. 2. Discuss the recommended changes at Winter Board meeting. 	<p style="text-align: center;">January 2022</p> <p style="text-align: center;">At least 2 weeks before winter board meeting.</p> <p style="text-align: center;">During winter board meeting.</p>
	<ol style="list-style-type: none"> 1. Prepare proposed By-Law changes. 2. Send changes to webmaster for posting. (<i>Proposed changes must be posted on NCEAFCS website at least 30 days in advance of the Annual Meeting</i>). 3. Mail hard copies of proposed changes to state life members who do not have Internet access. 	<p style="text-align: center;">July 2022</p> <p style="text-align: center;">At least 30 days prior to Annual Meeting.</p>
	<ol style="list-style-type: none"> 1. Prepare Annual Report for By-Laws committee. 2. Send to Webmaster for posting. 	<p style="text-align: center;">August 2022</p> <p style="text-align: center;">Before Annual Meeting.</p>

	<ol style="list-style-type: none"> 1. Inform district chairs of any and all By-Law changes voted on at Annual Meeting. 2. Send revised By-Laws (<i>as voted on at Annual Meeting</i>) to webmaster for posting to website. 3. Mail hard copies of revised By-Laws to state life members who do not have Internet access. 	<p style="text-align: center;">September 2022</p> <p>Following Annual Meeting or no later than October 1.</p>
District By-Laws Committee (District President-Elects)	Serve on the By-Laws committee to recommend changes to By-Laws and Policies & Procedures as needed.	<p style="text-align: center;">January 2022</p> <p>Submit recommended changes to committee chair.</p>
	Encourage district membership to review proposed By-Law changes before Annual Meeting.	<p style="text-align: center;">July 2022</p> <p>Within 30 days of Annual Meeting.</p>
	Inform district membership of any and all By-Law changes that were voted on at Annual Meeting.	<p style="text-align: center;">October 2022</p> <p>During fall district meeting.</p>

By-Laws Committee

State President-Elect – Sydney Knowles

North Central Pres-Elect – Ivelisse Colon Diaz

Northeast Pres-Elect – CatieJo Black

West District Pres-Elect – Emily Troutman

South Central Pres-Elect – Andrea Sherrill

Southeast Pres-Elect – Michelle Estrada

Plan submitted by: Sydney Knowles, State President-Elect/By-Laws Committee Chair