

North Carolina Extension Association of Family & Consumer Sciences

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



NCEAFCS BY-LAWS

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ARTICLE I - NAME AND OBJECTIVES

Section 1. The name of this organization shall be the North Carolina Extension Association of Family and Consumer Sciences (NCEAFCS), hereinafter referred to as the Association.

Section 2. NCEAFCS is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3. In providing for a state professional association, the following objectives are:

A. Promote professional growth and development by:

1. Providing for and recognizing leadership and achievement.
2. Exchanging effective educational methodologies.
3. Awarding financial support for professional study and development.
4. Providing the formulation of policies to meet the goals of the organization.
5. Encourage members to conduct and present research, and use research-based information in programming.

Section 4. To further promote these objectives, there shall be District Associations of Family and Consumer Sciences in each of the districts. The District Associations shall have a minimum of

two professional meetings per year. Additional meetings may be held at the discretion of members and officers. Districts should have By-Laws that are in line with State By-Laws.

Section 5. This Association shall be organized into districts, the same as the North Carolina Cooperative Extension Service, and shall change according to any changes in the North Carolina Cooperative Extension Service Districts within two years.

ARTICLE II - MEMBERSHIP

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

Section 1. Active Member

Any North Carolina Cooperative Extension employee holding a professional appointment who has a minimum of a bachelor's degree and who works in any capacity with Family and Consumer Sciences programming in counties, area, and/or state is eligible for membership and may become an active member of the Association upon payment of State and National annual dues.

Section 2. National Life Members

A. Any former Extension employee who has been a member of the National Association for at least 10 years will be granted life membership upon payment of a one-time fee to the National Association.

B. If a member retires during the membership year, after having paid active membership fees, their National life member status will not begin until the following year with payment of National Life Membership dues and the submission of the National Life Membership Application Form.

C. National Life members shall be granted the following rights and privileges. They may receive awards, fellowships and grants. They may serve on committees. They may serve as national voting delegates as selected by the National Executive Board. They shall not be eligible for office.

D. Payment of National membership dues does not include state and district membership.

Section 3. State Life Members

A. Any former Extension employee who has been a member of the State Association for at least 5 years, upon retirement or disability, will be granted State life membership upon payment of a one-time fee as described in Policies and Procedures.

B. If a member retires during the membership year, after having paid active membership fees, their State life member status will not begin until the following year with payment of State Life Membership dues and the submission of the State Life Membership Application Form.

C. A State life member will receive all state and district communications and may serve on committees, except as State Chair. State Life members may vote, but not hold office, (other than serving as the State Life Member Representative on the State Executive Board). They are eligible to receive awards and fellowships.

D. Payment of State membership dues does not include national and district membership.

ARTICLE III - DUES

Section 1. Dues for annual membership in the Association shall be established by a quorum of the members voting at the Annual Session of the Association. Proposed changes in membership dues shall be made known to the membership 30 days prior to the Annual Session at which time a vote is to be taken. Membership dues for the State Association shall consist of State and National dues; there are no "State only" dues for Active members.

Section 2. State dues for members shall also include \$1.00 for the annual Horn of Plenty and \$1.00 for the annual North Carolina Extension & Community Association (NCECA) scholarship.

Section 3. National dues shall be set by the National Association and will become effective following the National Meeting.

Section 4. District treasurers shall remit dues to the NCEAFCS state treasurer at the established deadline.

Section 5. State treasurer shall remit dues to the NEAFCS national treasurer by the deadline determined by the national treasurer.

Section 6. Any increase in dues voted upon at the Annual Session shall become effective following the Annual Session.

Section 7. State Life Membership dues for retired agents, who have been a member of the association for at least 5 years, are explained in the Finances Section of NCEAFCS' Policies and Procedures.

Section 8. National Life Membership dues for retired agents, who have been a member of the association for at least 5 years, can be found under the Member Resource section of the NEAFCS's web site.

ARTICLE IV - STATE OFFICERS

Section 1. State Officers

- A.** The elected officers of the Association shall be:
President, President-Elect, Vice President for Public Affairs, Vice President for Professional Development & Recognition, Vice President for Member Resources and Historian, Secretary, Treasurer, Counselor and Nominating Chair (Immediate Past President). *[Effective 2020]*
- B.** Administrative Liaison:
The FCS State Program Leader shall serve as Administrative Liaison to the Association.
- C.** State Life Member Representative:
Shall be nominated from the district of the in-coming President-Elect as noted on the State Officer Rotation (Appendix 2)
- D.** Web Master:
Shall be appointed by the NCEAFCS President and approved by the State Executive Board.
- E.** NC JCEP Board Member:
Shall be elected by the NCEAFCS membership and serve according to the North Carolina Joint Council of Extension Professionals (NC JCEP) State Officer Rotation.

Section 2. Qualifications

Specific qualifications for each office shall be listed in Policies and Procedures.

Section 3. Term of Office

- A.** All positions except President, President-Elect, VP for Public Affairs and Counselor will serve a two-year term beginning in 2014.
- B.** All State officers, except the Treasurer, shall assume their duties at the close of the National Annual Session. The Treasurer shall assume his/her duties of that office the following January 1.
- C.** President-Elect shall serve as President the following year; the President shall serve as the Counselor and Nominating Chair.
- D.** VP for Public Affairs moves up to President Elect.

Section 4. Vacancy of Office

A. A vacancy in the office of President shall be filled by the President-Elect.

B. In the event of a vacancy in the office of the President-Elect, the Executive Board shall appoint the Vice President for Public Affairs as acting President-Elect for the unexpired term. In the event that the offices of both the President and President-Elect become vacant, the Vice President for Public Affairs will assume the office of President.

C. In the event of a vacancy in the office of Counselor, the vacancy shall be filled by the most recent Past President.

Section 5. Duties of Officers

A. The President shall:

1. Give administrative guidance and direction to the structure and programming of the Association.
2. Work with Association Officers and District Presidents in coordinating their efforts in carrying out the organization's objectives and programs.
3. Call and preside at Executive Board and Association business meetings.
4. Serve as an ex-officio member of all committees except nominating.
5. Approve the payment of all bills.
6. Strengthen public relations and maintain cooperative relations with other organizations.
7. Exercise all powers and duties pertaining to the office of President.
8. Approve applications for National Life membership.
9. Meet with the Executive Committee of the North Carolina Joint Councils of Extension Professionals (NC JCEP) and the NC Cooperative Extension Service Foundation.

B. The President-Elect shall:

1. Serve as Chair of the By-Laws Committee.
2. Perform all the duties of the office of the President in the event of absence, disability, or at the request of the President.
3. Serve as general chairman of the annual session and coordinator of all annual session committees. This meeting should be held in the district of the President-Elect.
4. Meet with the Executive Committee of the North Carolina Joint Councils of Extension Professionals (NC JCEP).

5. Notify state officers and committee chairs of their responsibility to train incoming officers and chairs, utilizing officer training videos as available, between the state meeting and September 30th. This must be completed prior to November 1 per policies and procedures.

NOTE - FLOW STRUCTURE: State vice-presidents (Public Affairs, Member Resources, Awards and Recognition, Professional Development) will lead and disseminate information to district vice presidents at the training during the annual meeting. Each of the state officers must complete a plan of work and keep district officers informed of the plan.

6. Encourage district officers to communicate updates at least two times per year prior to district meetings.
7. It is the President-Elect's duty to assist the VP of Public Affairs with submitting NEAFCS Impact Statements.

C. The Vice President for Public Affairs shall:

1. Perform all the duties of the office of the President-Elect in the event of absence, disability, or at the request of the President and the President-Elect.
2. Chair and serve as a liaison between Public Affairs Committee and Executive Board.
3. Coordinate the committee to develop and implement an action plan, which addresses issues related to external communications, coalition building, public policy, educational funding opportunities, as defined by the Executive Board.
4. Coordinate and be responsible for public relations, public policy, and retirement and insurance.
5. Collect and compile reports from all Vice Presidents for publication.
6. Attend the Public Issues Leadership Development Forum with funding from the Public Affairs Budget.
7. State Vice President of Public Affairs is encouraged to serve on the Public Affairs National committee. NEAFCS committee applications are due December 31 to the National office for a one-year appointment to a National Committee. Must reapply each year. Committee members are not required to attend National Meeting, but have the opportunity to be linked to their committee via modes of communication.
8. Along with the District Vice President for Public Affairs, serve on the Association's Web Site Development Committee and make recommendations for new pages and improvements needed to increase the effectiveness and utilization of the site by all members.

D. The Vice President for Member Resources and Historian shall:

1. Chair and serve as the liaison between the Member Resources Committee and the Executive Board.

2. Coordinate the committee to develop and implement an action plan which addresses issues related to networking opportunities for members with diverse and similar interests. Encourage active participation and leadership.
3. Coordinate and be responsible for hospitality and benevolence, diversity and youth, and membership.
4. State Vice President of Member Resources is encouraged to serve on the Member Resources National committee. NEAFCS committee applications are due December 31 to National office for a one-year appointment to a National Committee. Must reapply each year. Committee members are not required to attend National Meeting, but have the opportunity to be linked to their committee via modes of communication.
5. The Vice President of Member Resources serves as Historian, compiling records of membership, awards received, recognitions, degrees, and title promotions. Historical information, such as the death of former and retired are to be maintained.

E. The Vice President for Professional Development & Recognition shall:

1. Chair and serve as liaison between their Committee and the Executive Board.
2. Coordinate the committee to develop and implement an action plan which provides opportunities for members to develop professionally including awards and recognition.
3. Coordinate, and be responsible for professional improvement, research and studies.
4. State Vice President of Professional Development, Awards and Recognition is encouraged to serve on a National committee. NEAFCS committee applications are due December 31 to National office for a one-year appointment to a National Committee. Must reapply each year. Committee members are not required to attend National Meeting, but have the opportunity to be linked to their committee via modes of communication.

F. The Secretary shall:

1. Keep a complete, accurate record of all meetings of the Executive Board and the Association.
2. Send correspondence as directed by the President.

G. The Treasurer shall:

1. Receive and keep accurate records of all monies received and disbursed as approved by the President. Reimbursement procedures shall be as stated in "Policies and Procedures". Financial records shall be kept for the amount of time recommended in the "Guidelines for Developing a Retention Schedule for Professional Associations" created by the International Council on Archives.
2. Keep official records of all active and State Life memberships.

3. Serve as Chairman of the Budget Committee.
4. Prepare an annual financial report for audit.
5. Pay dues to National Treasurer in accordance with National By-Laws.

H. The Counselor shall:

1. Attend all Executive Board Meetings and the annual session in an advisory capacity to offer recommendations and suggestions.
2. Act as Parliamentarian.
3. Produce a slate of officers for the upcoming year based on recommendations from the district. All nominated officers are to be contacted prior to the annual meeting.

I. The State Life Member Representative shall:

1. Attend all Executive Board Meetings and the Annual Session.
2. Have voting power.

J. The Administrative Liaison shall:

1. Attend all Executive Board meetings and the annual session and serve in an advisory capacity, with no voting power.

K. The Web Master shall:

1. Attend all Executive Board and Board of Directors meeting and will have no voting rights.

L. The NC JCEP Board Member shall:

1. Attend all Executive Board and Board of Directors meetings and will have no voting rights.

ARTICLE V - DISTRICT OFFICERS

Section 1. The District Officers will be the same position titles as the State Officers.

A. The District Officers will serve as liaison officers between the State and District Associations.

B. The District Officers may serve more than one term consecutively if no qualified candidate can be found or at the discretion of the district if at least two-thirds of the district membership vote in favor of a qualified candidate.

C. All district officers, with the exception of the treasurer, shall assume their duties on November 1. The Treasurer shall assume duties of that office on January 1 and serve for two years.

D. Term of office for district officers will align with the state officers.

Section 2. The duties of District Officers shall be:

A. President

1. Presides at all District meetings.
2. Appoints the District Nominating Committee.
3. Serves as Ex-Officio member on all district committees, except nominating.
4. Serves as a member of the State Executive Board.

B. President-Elect

1. Appoints all district committee chairmen and additional members to serve on these as recommended by the state.
2. Progress to President after one term of office as President-Elect.

C. All Vice Presidents

1. Performs duties as directed by the duties of the State officers.
2. Send reports to corresponding State Vice President as specified in Policies and Procedures.

D. Secretary and Treasurer will perform duties as State officers in the same capacity.

ARTICLE VI - EXECUTIVE BOARD AND BOARD OF DIRECTORS

Section 1. The Executive Board consists of the State-Elected officers, (President, President-Elect, Vice President Public Affairs, Vice – President Professional Development & Recognition, Vice President for Membership and Historian, Secretary and Treasurer), the District Presidents, Counselor, State Life Member Representative, Administrative Liaison and Web Master.

A. Executive Board meetings shall be held prior to and following the annual session and at mid-year.

B. The duties of the Executive Board are to formulate policy, transact business of the Association and establish deadlines in correlation to National.

C. The Executive Board may conduct business by mail or electronically when necessary. A report of any such action taken shall be verified and made a part of the minutes at the next meeting of the Executive Board.

D. All vacancies shall be appointed by the President, with the approval of the Executive Board based upon recommendations from the District of the vacancy until an election is held at the Annual Business Session.

E. The Executive Board shall select an audit committee to audit Association books of the treasurer annually and be authorized to adopt said report, which shall be submitted to the Executive Board. The audit committee shall consist of 2-3 active association members in the district of the State Treasurer who are not members of the Executive Board.

Section 2. The Board of Directors shall be the Executive Board plus the State Standing Committees of Bylaws, Budget, Historian, Nominating, and Annual Session.

ARTICLE VII - ELECTIONS

Section 1. A nominating committee shall be composed of a representative from each District Association. The Chairman of the committee shall be the immediate State past president.

Section 2. Nominations are made on a rotating basis with each district represented.

Section 3. Nominations may be made from the floor provided nominees meet the qualifications as specified in Policies and Procedures.

Section 4. Election of state officers shall be held during annual business session. District officers are elected at the District's spring meeting. If there is only one nominee for an office, election may be by voice. If there are two or more nominees for one office, then the vote shall be by ballot.

Section 5. All nominees for National Office must file with the Chairman of the State Nominating Committee their qualifications, and written approval of the State Administration, which is to be sent to National Nominating Chair by listed deadline.

ARTICLE VIII - COMMITTEES

Section 1. Committee Chairmen shall be approved by the President. The State Nominating Committee should make recommendations for State Committee Chairmen

based on the rotation system. The State Committee Chairmen should have served as a District Chairman of that said committee.

Section 2. Annual Session Committees shall be appointed as needed by the President-Elect.

Section 3. Standing Committees shall be: By-Laws, Budget, Historian, Nominating, and Annual Session. District Standing Committees shall be: By-Laws, Budget, Historian, and Nominating.

ARTICLE IX – MEETINGS

Section 1. There shall be one Annual Business Meeting of the Association, which shall be held during the Annual Session to further the objectives of the Association, elect officers, receive reports and other business. The host District of Annual Session determines the meeting place and time with final approval by the Executive Board. Rotation of the Annual Meeting is as follows:

2022	2023	2024	2025	2026	2027
SE	SC	W	NC	NE	SE

Section 2. The President, with the approval of the Executive Board, may call a special session of the Executive Board, if necessary and/or conduct business by mail or electronically.

Section 3. If the scheduled Annual Session cannot be held, the President, with the approval of the Executive Board, may call a special session of the Executive Board to transact business.

Section 4. The official call to the Annual Business Session shall be communicated to all active and life members from the President and the hosting District. Other retirees may be notified by their District.

Section 5. District Associations shall have a minimum of two professional meetings per year.

Section 6. A quorum shall be two-thirds of the membership present. This applies to District and State Association meetings.

ARTICLE X - PARLIAMENTARY AUTHORITY

Section 1. Roberts Rules of Order, Current Edition, shall govern the proceedings of the Association.

Section 2. The Parliamentarian shall assist in conducting business meetings of the Association following the Roberts Rules of Order, Current Edition.

ARTICLE XI - AMENDMENTS

Section 1. The By-Laws may be amended by a two-thirds vote of the active membership present and voting at the Annual Session.

Section 2. A notice of any proposed amendments in the By-Laws shall be sent to each member, posted to the Association's web page and/or emailed to members via the FCS listserv and mailed to retirees who do not have Internet access thirty days in advance of the Annual Session.

ARTICLE XII - DISSOLUTION OF ASSOCIATION

Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.