



President-Elect Plan of Work

November 2024 – October 2025

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.
3. To encourage NCEAFCS districts to develop their own By-Laws, Policies and Procedures in writing to guide incoming officers regarding their duties.

Plan of Action

State President-Elect Timeline (State By-Laws Committee Chair)

Dues Dates	Action Items
November 1, 2024	<ul style="list-style-type: none"> • Prepare Plan of Work for the By-Laws committee. • Send to the Webmaster for posting to the website and copy the State President.
November 1, 2024	Meet with Districts' President-Elect to introduce them to the office and duties.
November 2024 – January 2025	Communicate with the State Treasurer for payment or reimbursement procedure to attend ELC and PILD.
November 2024 – January 2025	<ul style="list-style-type: none"> • Review By-Laws and Policies & Procedures with By-Laws committee (<i>District President-Elects</i>) and recommend changes as needed. • Share recommended changes with the Board before the Winter meeting. • Discuss the recommended changes at the Winter Board meeting.
January 2025 – May 2025	Prepare document with proposed By-Law and/or Policies & Procedures changes when applicable.
February 18-19, 2025	Attend JCEP's (Joint Council of Extension Professionals) Extension Leadership Conference (ELC)
April 7-8, 2025	Attend JCEP's (Joint Council of Extension Professionals) Public Issues Leadership Development Conference (PILD)
45 days or more before NCEAFCS State Meeting	<ul style="list-style-type: none"> • Send changes to the webmaster for posting. (<i>Proposed changes must be posted on NCEAFCS website at least 30 days in advance of the Annual Meeting</i>). • Mail hard copies of proposed changes to state life members who do not have Internet access.
June-July 2025 (Before NCEAFCS Annual Meeting)	<ul style="list-style-type: none"> • Prepare Annual Report for By-Laws committee. • Send to Webmaster for posting.

September 2025	Inform district chairs of any and all By-Laws and/or Policies & Procedures changes voted on at Annual Meeting.
September – October 2025	Attend NEAFCS Session to serve as a Voting Delegate for our North Carolina affiliate.
After NCEAFCS Annual Meeting and before October 31, 2025	<ul style="list-style-type: none"> • Send revised By-Laws and/or Policies & Procedures (<i>as voted on at Annual Meeting</i>) to webmaster for posting to website. • Mail hard copies of revised By-Laws and/or Policies & Procedures to state life members who do not have Internet access. • Meet with incoming state officer /committee chairs to be trained on their responsibilities. • Transfer all access to information from previous years and any electronic files or shared drives to the incoming officer.

District President-Elects Timeline (By-Laws Committee)

Due Dates	Action Items
November 1, 2024	<ul style="list-style-type: none"> • Participate in training for the office of President-Elect. • Become familiar with the State By-Laws, and Policies & Procedures
January 2024 (Submit recommended changes to chair)	Actively serve on the By-Laws committee to recommend changes to By-Laws and Policies & Procedures as needed.
April – July 2025	<ul style="list-style-type: none"> • Review Appendix 1 of Policies & Procedures, <i>Voting Delegates At National Meeting – Rotation System</i>, regarding attendance to national session. • Prepare to attend the national NEAFCS Annual Session as a District Alternate Voting Delegate in case it's needed.
July 2025	Encourage district members to review proposed By-Laws and/or Policies & Procedures changes before the NCEAFCS Annual Meeting for voting.
October 2025 (During fall district meeting)	Inform district members of any and all By-Laws and/or Policies & Procedures changes that were voted on at Annual Meeting.
October – November 2025	<ul style="list-style-type: none"> • Meet with incoming officer to be trained on their district responsibilities. • Transfer all access to information from previous years and any electronic files or shared drives to the incoming district officer.

State President-Elect and By-Laws Committee Chair: Ivelisse Colón, Orange County, icolond@ncsu.edu

District President-Elects and By-Laws Committee members:

North Central: Virginia López, Forsyth County, vcalejol@ncsu.edu
 Northeast: Sarah Sowders, Perquimans County, sahesing@ncsu.edu
 Southeast: Taylor Crumpler, Wilson County, tcdavenp@ncsu.edu
 South Central: Ashley Szilvay, Stanly County, albeard@ncsu.edu
 West: Kim Terrell, Macon County, kvterrel@ncsu.edu

Submitted by: Ivelisse Colón, President-Elect and State By-Laws Committee Chair, November 1, 2024