

Federation Spring Board Meeting

Wednesday- June 6, 2012

2:00-3:30 pm

Welcome: Eleanor Summers- President

Participants/Call to Order/Introductions:

- Eleanor Summers- NCEAFCS- Federation President (Moderator)
- John Dormer- Moderator
- Mitzi Downing- NCACES –Federation President Elect
- Jo Simpson- NCAEPAAT- President
- Nancy Keith- NCACAA-President
- Yvonne Mullen- NCEAFCS-President
- Donna Holland- NCCESA – Federation Secretary
- Becky Miller- NCAEPAAT- Federation Past President
- Stephanie Minton- NCAEPAAT- President Elect
- Christine Smith – NCEAFCS- President Elect
- April Bowman- NCAE4-HA- President Elect
- Will Strader- Federation Webmaster
- Cyndi Lauderdale- NCACAA- President Elect
- Joe Zublena- Associate Dean /Directoror

Determine Quorum- NCCESA president not present: Elizabeth Wilson

Approval of Agenda: Eleanor Summers-Motion by Donna Holland-Second by Mitzi Downing- Carried by hand raise- Agenda Approved

Approval of September 7, 2011 Board Minutes: Motion to approve by Mitzi-Second by April- Carried by check mark Minutes Approved

Treasurer's Report: Submitted By Linda Gore presented by Eleanor Summers- see slide 5-6

Association Reports:

- NCCESA- no report
- NCEAFCS –Yvonne Mullen (attachment A)
- NCAE4-HA- April Bowman (attachment B)
- NCAEPAAT- Jo Simpson (attachment C)
- NCACES- Mitzi Downing –no written report
- NCACAA- Nancy Keith (Attachment D)
- ESP/XI- Crystal Smith (Attachment E)

Unfinished Business:

- 2011 Annual Federation Forum review by Eleanor (December 9, 2012 Federation minutes)
- Review of Board Duties and Responsibilities (see attachment F1-F2)
- Eleanor as president of the Federation was asked to represent the Horn of Plenty as well as president elect Mitzi Downing (slide 11)
- Officer Rotation schedule 2011-2016 (see slide 9)
- Eleanor suggested that in review of the offices of the Federation that there is a need for a parliamentarian. She recommended that ESP/XI be considered for the office. (see slide 11)
- 2011 Extension Federation Goals Review by Becky Miller, Past President (see slide 10) - Becky also encouraged members of the associations to apply for awards and encourage co-workers to apply for membership. She also reiterated the purpose of objectives of Extension Federation and Associations are here for you the individual.

New Business:

- NCFCEA Website Transition- Will Strader, Google is easier to use. HTML has been taken out so it is easier to do website additions. John Dorner did most of the transition as well. Allows more than one person to make changes on the website. Please advise if you see any mistakes let him know and he will correct.
- 2012 Horn of Plenty (see slide 11) There will be an emphasis on Extension marketing. Sheri Swab is the coordinator for the marketing. Wake County Commissioner Susan Banks and Patricia Rosler Deputy director of NC Association of County Commissioners. - Each association is asked to send a donation of \$1.00 per member, not a mandate. The next few meeting will be by conference call.
- Constitution and Bylaws review and recommendations by Eleanor: (see attachment E1-E3) The Federation was formed in March 1974. Since ESP was voted to be an association in the Federation there must be a change under membership in the bylaws. The past president shall be Chair of the Constitution and Bylaws Committee, with Presidents from each member association serving as members. Eleanor suggested that all presidents should review the constitution and bylaws on line verses face to face. A revision of should be made before the fall meetings. Questions, when would be the best time to meet? Even though the offices will be changing during association annual meetings for the purpose of the Federation you will remain president through December. Any amendments must be approved by 2/3 vote delegates at the forum. Epsilon Sigma Phi, recommendation can be made today and put into the new officer's rotation. Last year under Becky's presidency there was found to be a need for a parliamentarian. A recommendation was made that ESP provide this service to the federation. No response verbal or through chat window. Eleanor made a motion to add parliamentarian and that ESP serve the first year. There was not representative from ESP in this meeting today. No vote on this motion today- no quorum.
April questioned who could amend the bylaws by adding the office? - It was noted there was not a quorum since no representative from NCCESA or ESP where available to vote.
Ask for recommendation or other idea or selection? Will Strader asked Eleanor can we put out this recommendation to the membership at a later date and have an on-line vote?

Administrative Updates/Welcome by Eleanor: Dr. Joe Zublena

- Appreciates stepping up to leadership role for Federation. He mentioned to Mitzi and Eleanor 2 weeks ago when they met that the Federation has a lot of potential however has not truly met it at this point. The meeting today is to see how this can be met. The Federation is the primary focal point for employee's voice. We represent all associations and employees within Cooperative Extension. He challenges the Federation to look at how well we can strengthen and improve that. Also, we are the foundation partner with administration to make Cooperative Extension employee's pride and value to do that we have to help employees see the federation as a benefit to them and that careers could be more rewarding. Think about communication electronic-standard communication link is the Extension Council. Each district and county has a representative also campus. It may not be the most effective mechanism for administration and the federation can come up with ways of how to improve communication within the organization. **General Update:** Closed within the budget, in the black no problems. State level flat positions are being filled in the counties. The Federal level concern may have cuts- 2-3% cut does impact to some degree. Looking to invest in program leaders and programs, computer technology by using smart phones and smart equipment for employee to access info and get info out. The federation can function as a conduit to help improve within organizations. Any questions for Dr. Zublena?-None

Comments by Eleanor:

- Hopes the board will have ideas to help meet the challenges. There were no questions however Dr. Zublena will be available during the meeting.

Continuation of New Business:

- Eleanor and Becky would like to connect with the presidents to view the make revisions to the by-laws and adding Epsilon Sigma Phi XI to the office rotation. When is a good time for the presidents to meet to review this issue? Please let Eleanor know. Recommendation can be made about them taking this office and giving them time to elect someone to the office. Motion was made by Eleanor to add parliamentarian to federation office. Is there a suggestion for any other office to be added? No comments from participants. Federation bylaws can be amended by the board of directors.
- Mission and Vision (slide 13)

- **Emerging Issues Related to Federation-** (see slide 12)- Dr. Zublena recommended the federation to be a common voice and we are not serving as a premier voice to get information to the associations. Eleanor stated we don't have to wait until November to get issues in. We need to have discussions and conversations now. Presidents should discuss at their annual meetings.
- Eleanor asked what are the strengths and weakness of Federation: April responded it's hard when you are a leader of an association because you get burned out with also doing your job. Concept is great but hard to find enough time to get everything done. Yvonne stated the strength is there is representation from each association in one place. Becky's concern was that we each read and understand things differently. We need to clear out the gray areas in the bylaws and policies. There is a disadvantage with the rotation of officers, in which there was not time and communication between outgoing and incoming officers. Mitzi asked for an example of a gray area in the chat window. Becky responded that the ESP vote was one. Eleanor stated members of some associations are also members of the ESP and there is a concern about them voting twice. Is there a way to make serving easier? Becky stated burn the midnight oil. Everyone has their own programs to do and the federation work came after 5:00 pm. Dr. Zublena commented: He feels torn and don't want the federation to be a burden it should be a conduit collection point. Perhaps redesign or maybe a cleaner or easier way to do the business of the federation. Make it fit and make recommendations to administration. This organization is very viable, challenge to figure out how to do it. April stated: she enjoys coming to the Federation Forum and does not think that effective discussion in non-evasive setting. Christine stated in chat: Can we have representatives to meet and review the bylaws and come back with recommendations? Eleanor stated needed feedback from the board. April stated in chat: let everyone email the president questions and let administration respond with answers but she personally enjoys the face to face. Eleanor spoke about the value of Education Presentation which takes 30 minutes and what kind of speaker do you want to have. Dr. Zublena stated: Professional Development is not required but doing work of the association is fine when we meet.
- Eleanor gave comments about upcoming 2012 Fall Forum and there being barely enough money to host this year with about 80 people and the meal. A place was also suggested and that the director of the location must also agree. Suggestions for a speaker: Cyndi in chat stated Kevin Eikenberry, Eleanor stated to send Mitzi the choices of a speaker.
- Mitzi commented on the Leadership and Service Recognition Award which is posted online and she will send out the information. This reward has been overlooked in the past and you can nominate yourself as well as others and all nominations are due by October 30th.

2012 Goals: will be posted

Get feedback from association members when having your annual meeting

2012 Federation Forum will be held on Friday December 14, 2012 confirmed

Dates for presidents to get together to discuss bylaws

Fall Board meeting will be in September 2012- either blackboard collaborate or face to face

Eleanor made a motion to Adjourn: Mitzi 2nd- all in favor use check mark- Meeting closed.

Respectfully submitted by Donna Holland

Donna Holland

From: Eleanor Summers
Sent: Wednesday, June 20, 2012 2:58 PM
To: Donna Holland
Subject: Fwd: NCACES Brief Report

----- Forwarded message -----

From: **Mitzi Downing** <mitzi_downing@ncsu.edu>
Date: Wed, Jun 6, 2012 at 2:26 PM
Subject: NCACES Brief Report
To: donna_holland@ncsu.edu, Eleanor Summers <eleanor_summers@ncsu.edu>

Hi Donna,

I only have a short piece for our Specialist report (see below).

The Specialist Association has approximately 40 members. We just wrapped up our 2011-2012 year with our May meeting focusing on new officer elections and a program on "Pay for Service" - with Q&A from Dr. Melton. Our new incoming President Elect will be Dr. Carolyn Bird.

Submitted by: Mitzi Downing, President Elect ACACES

--
Dr. Mitzi Downing
Extension Assistant Professor & Specialist
Department of 4-H Youth Development
NC State University
Tele: [919-515-8487](tel:919-515-8487)
Fax: [919-515-7812](tel:919-515-7812)
Email: mitzi_downing@ncsu.edu

--
Eleanor Summers
Extension Agent, Family & Consumer Sciences
Burke County
NC Cooperative Extension
NC State University
(828) 439-4460
<http://burke.ces.ncsu.edu>



A

National Extension Association of Family & Consumer Sciences

North Carolina Extension Association of Family and Consumer Science
2012 Federation Report
June 4, 2012

NCEAFCS currently has 102 active members. Two members attended the Joint Council for Extension Professional (JECPE) Conference in San Antonio, TX, February 7 – 9, 2012. NCEAFCS had three members to represent North Carolina Cooperative Extension and NCEAFCS at the Public Issues Leadership Development Conference (PILD) in Alexandria, VA, April 15 – 18, 2012. NCEAFCS Agents learned how to communicate to our Legislators how Extension programs impact the Economy, Education and Nutritional concerns in our state.

The NCEAFCS Southeast District Members are in the process of planning the Annual Professional Development Conference: Holiday Inn Resort, Wrightsville Beach, August 27 -29, 2012. The NEAFCS National Meeting will be held in Columbus Ohio September 24 –28, 2012.

The NEAFCS Annual Session will be held in Albuquerque, NM, September 26-30, 2011.

The NCEAFCS 2012 Officers are:

President	Yvonne Mullen
President Elect	Christine Smith
Secretary	Margo Mosley
Treasurer	Renay Knapp
VP Public Affairs	Molly Alexi
VP Member Resources	Nekeidra Morrison
VP Professional Development	Bess Whitt
Awards	Cathy Hohenstein
Historian	Christy Strickland
Counselor/Advisor	Jeannie Leonard

B

Donna Holland

From: April Bowman
Sent: Wednesday, June 06, 2012 3:07 PM
To: hdonna@ncat.edu
Subject: 4-H Update

The NCAE4-HA did have officers attend both JCEP and PILD. Upon the request of Dr. Stewart, the 4-H Agents Association and the FCS Agents Association are discussing the feasibility of hosting a joint annual meeting in Fall of 2013. The annual meeting "Take a Break at the Cape" will be held August 28-30 in Wilmington. We will be voting in August to move to the five Extension districts. The National 4-H Agents Association meeting will be held October 21-25 in Orlando, Florida (sounds great right?, but it is an expensive meeting).

--

April W. Bowman
Extension Agent, 4-H Youth Development
North Carolina Cooperative Extension, Forsyth County Center
1450 Fairchild Road, Winston-Salem, NC 27105
336.703.2855 Phone 336.767.3557 Fax
april_bowman@ncsu.edu
<http://forsyth.cc/ces/4-H>

All electronic mail messages in connection with State business which are sent to or received by this account are subject to the NC Public Records Law and may be disclosed to third parties.

C

**Federation Report
June 2012**

The NCAEPAAT is currently making plans for their upcoming annual conference to be held at the Ramada Plaza on Nags Head Beach Sept. 20-21. This year's theme will be "Flying to New Heights". Our district plans to transition into 5 districts at conference. Each district will have a special dinner or program to welcome and recognize their new members sometime this year.

It was voted and approved to give one scholarship per district to help a member attend the annual conference. This scholarship would pay for conference registration.

Our association should be getting a new advisor due to Dr Thearon McKinney retiring in September. At the moment no one has been appointed to replace Dr. McKinney.

Two executive board meetings were held at Brickhaven on Oct 17, 2011 and April 2, 2012. At the present we have 80 paid members, 6 lifetime members and 3 honorary members.

D

Donna Holland

From: Nancy Keith
Sent: Thursday, June 07, 2012 6:46 AM
To: hdonna@ncat.edu
Subject: NCACAA Report

Good morning Donna,

North Carolina association of County Agricultural Agents (NCACAA)

The membership of NCACAA is currently 215 paid members. We had two representatives to the JECF Conference and one representative to PILD Conference. We are currently preparing for our Annual Meeting which will be held at Sea Trail Plantation, Sunset Beach, June 12th-14th. The National Association of County Agricultural Agents Professional Improvement Conference will be held in Charleston, South Carolina July 15-19.

Thanks,

Nancy Keith
NCACAA President

--

Nancy W. Keith
County Extension Director
North Carolina Cooperative Extension
Iredell County Center
Phone: 704.878.3165
<http://iredell.ces.ncsu.edu>

ESP/XI E

Donna Holland

From: Crystal Smith
Sent: Wednesday, June 06, 2012 4:11 PM
To: Eleanor Summers
Cc: April Bowman; Becky Miller; Cathy Brown; Christine Smith; Cynthia Lauderdale; Donna Holland; Elizabeth Wilson; Jo Simpson; Linda Gore; Mitzi Downing; Nancy Keith; Samantha Rich; Spring Williams-Byrd; Stephanie Minton; Teresa Story; William Strader; Yvonne Mullen; Dr. Joe Zublena; Tracy Brown; John Dorner
Subject: Re: Federation Board Meeting-Bb Collaborate URL

YIKES!!!! Please forgive me in missing today's Board meeting!!! My meeting went longer than anticipated and Spring is out of state.

ESP has a total of 110 paid members and 205 retirees. We are planning our state ESP meeting for the month of November. More details in regards to the State Conference is forthcoming.

On Tue, Jun 5, 2012 at 1:37 PM, Eleanor Summers <eleanor_summers@ncsu.edu> wrote:
Extension Federation Officers and Board Members & Guests,

The URL for the Wednesday, June 6th, 2pm Federation Board Meeting is: <http://go.ncsu.edu/ncfcea>

We are using Blackboard Collaborate, very similar to Elluminate.

You will be able to connect any time after 1:30 p.m. Please make every effort to arrive early and get set up. Type in your email address where indicated. Type your full name for "Display Name".

If you are using a Mac, when you connect, it may say you don't have Java installed (you do). Keep reading the next paragraph says "if you do, click on this link to continue." Click on "this link" and the session will start.

Bb Collaborate Tips:

Turn off other applications running on your computer - these can slow your connection to Blackboard Collaborate

Use the Audio Setup Wizard to test your microphone and speaker levels.

Use the "Step Away" tool if you need to leave the session.

Raise your hand if you have a question or comment.

Use the Chat window to ask questions.

If you have any problems connecting before 2:00, please call John Dorner at [828-290-9876](tel:828-290-9876)

John will be helping out as a moderator and offering technical assistance.

--
Eleanor Summers
Extension Agent, Family & Consumer Sciences
Burke County
NC Cooperative Extension
NC State University
[\(828\) 439-4460](tel:828-439-4460)
<http://burke.ces.ncsu.edu>

Duties and Responsibilities of Federation Board of Directors

Revised March 25, 2011
Adopted March 2, 2006

F-1

President

Familiarize yourself with the Purpose, Mission, Vision and Bylaws of North Carolina Federation of Cooperative Extension Associations (NCFCEA).

- Attend the spring and fall Board of Directors meeting.
- Attend Federation Forum.
- Attend other called meetings of the Federation.
- Preside at all meetings.
- Immediately following installation arrange a meeting with Extension Administration to discuss any issues or concerns relating to Federation. This meeting should take place prior to the spring Board of Directors meeting and reported on at the meeting.
- Set the agendas for each of the Board of Directors meeting and annual Forum.
- Represent Federation with groups at designated functions.
- Present common concerns and issues to Administration.
- Inform members of upcoming Federation events and deadlines.
- Maintains and presents the Federation gavel to the President-Elect at the annual business meeting.
- Recognize the Board of Directors at the annual meeting with a Certificate of Appreciation.
- Represent Federation at your Association Meetings.

President-Elect

Familiarize yourself with the Purpose, Mission, Vision and Bylaws of North Carolina Federation of Cooperative Extension Associations (NCFCEA).

- Attend the spring and fall Board of Directors meeting.
- Attend Federation Forum.
- Attend other meetings of the Federation that are called.
- Presides in the absence of the President.
- Work with the President to coordinate the annual meeting (Forum).
- Send out registration information for the Forum to Associations President.
- Send out 'Leadership and Service Recognition Award' nomination information to Associations Vice-Presidents/Presidents-Elect
- Receive Federation Forum registration and coordinate with the host site the attendance in order to assure meal county.
- Serve as Chair of the Recognition and Awards Committee.
- Work with the Treasurer to develop an operating budget.
- Represent Federation at your Association Meetings.

Secretary

Familiarize yourself with the Purpose, Mission, Vision and Bylaws of North Carolina Federation of Cooperative Extension Associations (NCFCEA).

- Attend the spring and fall Board of Directors Meeting.
- Attend the Federation Forum.
- Attend other meetings of the Federation that are called.
- Take the minutes of official meetings of the Federation.
- Within 2 weeks following the meeting sends a draft of the minutes to the President and one other Board member for review. Encourage the return of the minutes within 2 weeks.
- Once minutes are approved, forward on to the Web Master for posting.
- Maintain the minutes and reports submitted during the meetings in a notebook to be passed on to the next year's secretary.
- Maintain any responses to issues/concerns/questions presented by Federation to Extension administration.
- Pass on to the next year's secretary the historical notebook and digital recorder in a timely manner following the installation of new officers.
- Provide each association vice-president an 'initiation package' of Federation information; i.e. purpose, mission statement, meeting dates, etc.
- Represent Federation at your Association Meetings.

Treasurer

Familiarize yourself with the Purpose, Mission, Vision and Bylaws of North Carolina Federation of Cooperative Extension Associations (NCFCEA).

- Attend the spring and fall Board of Directors Meeting.
- Attend the Federation Forum.
- Attend other meetings of the Federation that are called.
- Work with President Elect to develop and present for adoption in December the proposed budget for the following year.
- Present at each Board of Directors and Forum meeting a financial report. Note: Financial reports are not posted to the web.
- Maintain the financial records of the Federation in a notebook to be passed on to the next year's treasurer.
- Prepare a letter for the bank to turn over the account to the newly elected treasurer. Letter should be signed by the President.
- Have account transfer paper work completed prior to the end of the calendar year.
- Pass on the treasurer's historical notebook immediately following the installation of new officers.
- Send invoices to each Association by January 31 for dues payable by March 31.
- Receive funds and disburse them as requested and approved by the President.
- Prior to the end of the calendar year arrange to have the accounts audited by the Past President and President.
- Represent Federation at your Association Meetings.

Web Master

Familiarize yourself with the Purpose, Mission, Vision and Bylaws of North Carolina Federation of Cooperative Extension Associations (NCFCEA).

- Attend the spring and fall Board of Directors Meeting.
- Attend the Federation Forum.
- Attend other meeting of the Federation that are called.
- Post approved minutes to the web site within four weeks of the meeting.
- Immediately following the installation of officers post the new officers to the web site.
- Update and maintain the Federation web site in an easy and concise format.
- Post additional information such as to the web site as requested and by the President.
- Arrange with Cooperative Extension's Information Technology department to allow access to the web pages for the following year's Web Master.
- Represent Federation at your Association Meetings.

Past President

Familiarize yourself with the Purpose, Mission, Vision and Bylaws North Carolina Federation of Cooperative Extension Associations (NCFCEA).

- Attend the spring and fall Board of Directors meeting.
- Attend Federation Forum.
- Attend other meetings of the Federation that are called.
- Serve as Advisor to Federation in all matters.
- Prepares for adoption at the Board of Directors meeting any Bylaw changes.
- Submit Bylaws changes to the Web Master immediate following their adoption.
- Install new officers at the annual meeting.
- Chair the Audit Committee and meet with the treasurer and President prior to the end of the calendar year to audit the financial records of the Federation.
- Represent Federation at your Association Meetings.

Association Presidents and Vice-Presidents (President-Elects)

Familiarize yourself with the Purpose, Mission, Vision and Bylaws of North Carolina Federation of Cooperative Extension Associations (NCFCEA).

- Attend the spring and fall Board of Directors meeting.
- Attend Federation Forum.
- Attend other meetings of Federation that are called.
- Solicit concerns of your Association membership and present them at the Federation Board of Directors meetings.
- Relay information obtained and decisions made at Federation meetings to members of your association.
- Recognize Federation Board of Directors at your Association meetings.
- Appoint then register up to ten additional members from your Association to attend the Federation Forum.
- Assure Federation dues are paid by March 31.
- Identify and appoint representative to serve in a specified office on the Federation Board as identified by the rotation schedule, Appendix B of the bylaws.

Constitution & Bylaws

ARTICLE I: NAME

Section 1: The organization known as the North Carolina Federation of Cooperative Extension Associations (NCFCEA) was formed March 1974.

ARTICLE II: PURPOSE AND OBJECTIVES

Section 1: The primary purpose of Federation is to establish and maintain a professional structure through which members may be joined in a unified professional effort.

Section 2: The objectives of Federation are as follows:

- To promote professional improvement of all professional Extension workers.
- To support and encourage the development of a united approach to a total Extension program.
- To encourage and promote high professional standards and maintain a high esprit de corps among all members.
- To promote understanding and cooperation among all Extension workers and to provide a channel for exchange of ideas.
- To strive for increased opportunity for individual members to pursue a career in their chosen area of extension work.
- To establish and maintain a close relationship and line of communication with Extension administration.
- To provide educational programs for the benefit of the members.
- To provide opportunities for recognition of leadership and service.
- To work for the benefit and service of members and ultimately for all the clientele of North Carolina

ARTICLE III: MEMBERSHIP

Section 1: Membership in Federation shall consist of North Carolina Association of County Agricultural Agents (NCACAA), North Carolina Extension Association of Family and Consumer Sciences (NCEAFCS), North Carolina Association of Extension 4-H Agents (NCAE4-HA), North Carolina Association of Cooperative Extension Specialists (NCACES), North Carolina Cooperative Extension Secretaries Association (NCCESA) and North Carolina Association of Extension Program Assistants, Associates and Technicians (NCAEPAAT).

Section 2: Federation membership is open to any professional Extension association at NCSU or NCA&TSU upon written request for membership. The board will review the request, and if approved by a formal vote of the board, be brought for consideration before respective associations within federation, and will be brought before the Federation membership at the annual meeting for a vote.

ARTICLE IV: ORGANIZATIONAL STRUCTURE

Section 1: The Federation Executive Committee shall consist of the offices of President, President-Elect, Secretary, Treasurer, Past President and Webmaster.

Section 2: Past President: The Past President shall serve as Advisor to Federation in all matters, chairs the Constitution Committee, installs new officers at the annual meeting and serves as chair of the Auditing Committee.

Section 3: The President shall coordinate the business of Federation and preside at all meetings.

The President will invite guests as deemed appropriate. The President will compose and present a Certificate of Appreciation to the Board of Directors at the annual meeting of member association delegates.

The President shall also serve as the representative for Federation in its relationship with groups and at designated functions on behalf of Federation. The President is responsible for presenting common concerns and issues to Administration. The President is to apprise members of upcoming Federation events and deadlines. The President maintains, updates and presents the Federation gavel to the President-Elect at the annual business meeting.

Section 4: The President-Elect shall preside in the absence of the President. Primary responsibilities include coordination of the annual meeting of member association delegates, serving as Chair of the Recognition and Awards Committee and serving as a member on the Budget Committee to develop an operating budget.

Section 5: Secretary: The Secretary shall keep the minutes of the Federation, keep an archive of minutes, constitution and by-laws and correspondence for historical purposes and provide these materials to the web master in a timely manner. Secretary maintains any responses to issues/concerns/questions posed by the Federation to Extension administration.

Section 6: Treasurer: The Treasurer shall be responsible for sending an invoice for dues to associations, receiving the funds of the

Federation and shall disburse them as requested and signed by the President. The accounts of the Treasurer shall be audited at the close of the calendar year by a committee composed of the Past President and President. The Treasurer will serve as chair of the Budget Committee.

Section 7: The Webmaster shall be responsible for keeping information current and updated on the Federation web page. This shall include, but not be limited to minutes of meetings, member associations state and national information, Federation meeting information, Federation officer listing and member associations officer listings.

Section 8: The Board of Directors shall consist of the Executive Committee and the President and President-Elect from each member association.

Section 9: The Board of Directors shall have the power to act on behalf of the membership when Federation is not in session as long as doing so does not compromise the integrity of the constitution and bylaws.

ARTICLE V: ELECTIONS

Section 1: Offices of the Executive Committee: Past-President, President, President-Elect, Secretary, Treasurer, Webmaster shall rotate according the schedule outlined in Appendix B (at the end of the constitution and bylaws). Member associations will rotate up the list one level annually. The association holding the Past-President position will rotate to the bottom of the list. This shall be the established rotation for future year. This list will be synchronously updated upon acceptance of member associations. One representative from each member association must be included on the Executive Committee. In order to accommodate new association membership, officer or member-at-large positions will be created at the discretion of the Board of Directors.

Section 2: All slots of the Executive Committee positions, except Past-President and President, shall be filled by the respective member association following the rotation schedule in Appendix B (at the end of constitution and bylaws). Elected officers may serve only one consecutive term per office. To be eligible to serve as a Federation officer, the candidate must be an active member in the association they represent.

Section 3: The President-Elect shall succeed to the Presidency unless opposition is voiced through the Board of Directors.

Section 4: The President shall move to the position of Past-President and serve as Advisor to Federation.

Section 5: Member associations shall be responsible for filling any vacancies that occur on the Executive Committee and/or Board of Directors in the rotation slot they currently hold.

Section 6: No officer may hold two positions concurrently in NCFCEA.

Section 7: Term of office: The Executive Committee will be installed at the annual meeting or other appropriate occasion and serve a one-year term from January 1 - December 31. The Board of Directors shall follow this same service schedule.

ARTICLE VI: MEETINGS

Section 1: The Federation shall hold meetings as deemed necessary by the President. In order to conduct official business, at least one person from each member association must be present.

Section 2: Proceedings, rules, parliamentary proceedings shall, except as herein provided, be conducted according to Roberts Rules of Order, latest edition.

ARTICLE VII: DUES

Section 1: The dues for NCFCEA shall be collected and forwarded from each member association to the NCFCEA treasurer in a timely manner approved by the Executive Committee. The dues of member associations shall be payable to NCFCEA by March 31.

Section 2: The amount of the annual dues shall be recommended by the Executive Committee and approved by the member associations.

ARTICLE VIII: COMMITTEES

Section 1: The standing committees of Federation shall be: Constitution and Bylaws; Budget; and Recognition and Awards.

Section 2: The Past President shall be Chair of the Constitution and Bylaws Committee, with Presidents from each member association serving as members.

Section 3: The Treasurer shall be the Chair of the Budget Committee, with the President and President-Elect serving as members. The Budget Committee shall prepare a proposed budget and present it for consideration at the first Board of Directors meeting.

Section 4: The Past-President and President comprise the Auditing committee. They shall audit the NCFCEA accounts at the close of the calendar year and present a report at the first Board of Directors meeting.

Section 4: The President-Elect shall be the Chair of the Recognition and Awards Committee, with President-Elects from each member association serving as members.

Section 5: Other committees shall be organized as the President and/or Board of Directors deems necessary. Committees shall consist of one representative from each member association. Representatives are to be chosen by their respective association.

Section 6: To facilitate smooth committee transition, incoming and outgoing Committee Chairs will convene briefly during a session of Federation to be determined by the President.

ARTICLE IX: ADOPTION AND AMENDMENTS

Section 1: Ratification of this constitution and by-laws must be accomplished by a vote of two-thirds of the members present at the meetings of the individual associations, provided the membership of each association is notified in writing of the ratification vote at least thirty days in advance. Said notice shall include a copy of the proposed constitution and by-laws.

Section 2: This constitution and by-laws may be amended by a two-thirds vote of the delegates present at any annual (currently the forum) or special meeting of the federation, provided the total membership is notified of the proposed changes at least thirty days prior to the meeting.

Section 3: Amendments to this constitution and bylaws shall take effect immediately unless superseded in this document.

By-Laws Revised Rotation Updated

December, 2011 December, 2003
March, 2011 December, 2001
December, 2004
December, 2003
August, 2002
December, 2000

Appendix B – Rotation Schedule						
Office	2012	2013	2014	2015	2016	2017
Past President	NCAEPAAT	NCEAFCS	NCACES	NCCESA	NCAE4-HA	NCACAA
President	NCEAFCS	NCACES	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT
President-Elect	NCACES	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS
Secretary	NCCESA	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS	NCACES
Treasurer	NCAE4-HA	NCACAA	NCAEPAAT	NCEAFCS	NCACES	NCCESA
Webmaster	NCACAA	NCAEPAAT	NCEAFCS	NCACES	NCCESA	NCAE4-HA