

# North Carolina Extension & Community Association, Incorporated

## CONSTITUTION/ BYLAWS

### ARTICLE I. Name

**Section 1.** The name of the organization shall be North Carolina Extension & Community Association, Inc. NCECA, Inc., when used hereinafter, shall be defined to mean the North Carolina Extension & Community Association, Inc.

### ARTICLE II. Purpose, Mission

#### Section 1. Purpose

- A. The purpose of this Association shall be to empower individuals and families to improve their quality of living through continuing education, leadership development and community service.
- B. NCECA, Inc. shall function as a nonprofit organization as defined under Section 501 (3)(c) of the Internal Revenue Code.

#### Section 2. Mission

The mission of NCECA, Inc. shall be:

To Strengthen Families and Communities through

X Leadership Development

X Community Action

X Educational Support through research-based education from North Carolina State University and North Carolina A&T State University

### ARTICLE III. Membership

#### Section 1. Eligibility

Membership shall be open to any person who supports and advances the objectives and bylaws of this Association, irrespective of color, creed, national origin, race, or sex.

#### Section 2. Classification

Members shall be divided into two categories.

- A. **Member** shall be an individual who participates in activities at any level of the association. Application\* for membership is submitted to and dues are paid through an affiliated local club or county council.
- B. **Associate Member** shall be an individual who is not a member of a local club but enjoys an association with ECA through receipt of educational material and newsletter, participates in selected activities without holding office and is without vote. Application\* for membership is submitted to and dues are paid through an affiliated county council. \* (Appendix A)

### ARTICLE IV. Dues and Finances

#### Section 1. Fiscal Year

The fiscal year of NCECA, Inc. shall be the same as the calendar year.

#### Section 2. Membership Dues

- A. NCECA, Inc. dues shall be payable to the Appointed Treasurer for the current year. Those wishing to join any county ECA club after July 1 shall be a member in good standing. However, dues will not be required until December 1. Dues are payable through a local or county association, are due December 1 and are delinquent December 31. (Appendix B)
- B. Districts and counties may assess additional dues.

#### Section 3. Affiliation Dues

- A. Affiliation dues of the NCECA, Inc. to other organizations (Appendix C) shall be paid annually at the authorization of the Leadership Team.

- B. The affiliation of NCECA, Inc. with any organization may be withdrawn by order of the Leadership Council.

#### **Section 4. Expense Reimbursement**

Travel and other expenses a member incurs relative to the office they hold will be reimbursed. (Appendix D)  
This applies to members of the Leadership Team, standing committees and ad hoc committees upon presidential approval of expense account form. (Appendix E)

#### **Section 5. Dissolution**

The NCECA, Inc. Leadership Council shall, in case of dissolution and termination of activities, assign all assets to another nonprofit and charitable organization. Upon failure to do so, all assets shall become the property of the North Carolina Extension Association Family and Consumer Sciences to be used for scholarships.

### **ARTICLE V. Leadership Team**

#### **Section 1. The Leadership Team shall consist of:**

##### **A. NCECA, Inc.**

1. The Leadership Team shall consist of the President, President-elect, Past President and a Vice-president from each district.
2. The Appointed Editor, the Appointed Treasurer, and the Appointed Parliamentarian shall have the privilege to attend the Leadership Team meetings without a vote.
3. At the request of the NCECA, Inc. Leadership Team, a State Association Advisor from the Department of Family and Consumer Sciences of the North Carolina Cooperative Extension Service will work with the Leadership Team and Leadership Council.

##### **B. District**

1. The Leadership Team shall include the State Vice-president and President of each county association in the district.
2. Cooperative Extension Liaison Agent in the county that the State Vice-president represents shall serve as a consultant.

#### **Section 2. The purpose of the Leadership Team shall be to:**

##### **A. NCECA, Inc.**

1. Transact any business of the association arising between annual meetings and act in all emergencies.
2. Develop policies of NCECA, Inc. subject to approval of the Leadership Council.
3. Fill board vacancies as specified in ARTICLE VII, Section 6 (B) and ARTICLE VIII, Section 6.
4. Develop, coordinate implementation and evaluate educational programming and objectives.
5. Meet quarterly. Six (6) members of the Leadership Team shall constitute a quorum.

##### **B. District**

1. Plan and execute Cultural Arts Competition, if participating.
2. Plan and execute educational workshops and seminars for training.
3. Host annual NCECA State Conference on a rotation basis.

### **ARTICLE VI. Leadership Council**

#### **Section 1. The Leadership Council shall consist of:**

1. NCECA, Inc. Leadership Team
2. President or designee of each county association
3. Any member serving the Associated Country Women of the World (ACWW / CWC) or National Volunteer Outreach Network (NVON) in an official capacity
4. Past State Presidents

#### **Section 2. The purpose of the Leadership Council shall be to:**

- A. Have final approval of plans for achieving the mission and purpose of the NCECA, Inc.
- B. Meet annually at state conference.

## **ARTICLE VII. Officers, Elections, and Duties**

### **Section 1.**

- A. The officers of the Leadership Team shall be president, president-elect, past president and a vice-president from each district.
- B. At the request of the NCECA, Inc. Leadership Team, a State Advisor from the Department of Family and Consumer Sciences of the North Carolina Cooperative Extension Service will work with the NCECA, Inc. Leadership Team and Leadership Council.
- C. Cooperative Extension Service Liaison Agent
  - 1. in the county that the State Vice-president represents shall serve as a consultant.
  - 2. in the county shall advise the County Association.

### **Section 2. Qualifications**

Qualifications for each person being nominated for office must be in the hands of the presiding officer for reference.

- A. Before being nominated, each candidate for office must be a member in good standing and shall have agreed through written application (Appendix F) to serve, if elected.
- B. Each candidate shall have an understanding of the partnership between the Cooperative Extension Service and the NCECA, Inc.
- C. Each candidate for office shall have a working knowledge of parliamentary law.
- D. Each candidate for office shall thoroughly understand the Constitution and Bylaws of NCECA, Inc.
- E. Each candidate for NCECA, Inc. Leadership Team must have served as president of the county association.
- F. The candidate for President shall progress from the office of President-elect.
- G. The candidate for President-elect shall have served as NCECA, Inc. Vice-president on the Leadership Team.

### **Section 3. Nominations**

- A. The nominating committee shall:
  - 1. Nominate according to the rotation schedule, if possible. (Appendix G) Nominate only those candidates who have met the qualifications specified in ARTICLE VII, Section 2.
  - 2. Accept no more than one (1) application for the office of Vice-president from a given district and no more than one (1) application for any one officer from a given region. Applications shall be held by committee chair until after the election is held.
  - 3. Prepare a slate of officers to be published thirty (30) days prior to the annual business meeting at which the election will be held.
  - 4. Following the report of the nominating committee, any voting delegate may make additional nominations from the floor, providing the candidate meets the qualifications for eligibility in ARTICLE VI, Section 2. The nominating committee shall determine eligibility. Qualifications and written consent to serve shall be presented to the chair of the nominating committee prior to the meeting at which the election will occur.

### **Section 4. Elections**

Election shall occur at the annual business meeting of the association. A majority vote of the voting delegates present shall constitute an election. In the event only one candidate is presented for an office, a viva voce may be taken. When more than one candidate is nominated for an office, election must be by written ballot.

### **Section 5. Installation**

The Past President shall install elected officers during the NCECA Conference at the discretion of the host district.

### **Section 6. Terms of Office**

- A. State officers shall serve for a term of two (2) year. Newly elected officers shall take office on

- January 1 following the meeting at which they were elected.
- B. Vacancies shall be filled through appointment in accordance with the rotation schedule when possible and majority approval of the Leadership Team after acceptance of a written resignation from the officer. Officers elected in this manner shall assume office immediately following the appointment and shall serve the unexpired term.

**Section 7.** The duties of all officers are specified in the NCECA, Inc. Policy and Procedures.

## **ARTICLE VIII. Appointed Officers**

### **Section 1.**

The appointed officers of NCECA, Inc. shall be an Appointed Treasurer, Appointed Editor and an Appointed Parliamentarian. The Leadership Team shall appoint these.

### **Section 2. Expenses**

- A. The fee for bonding the Appointed Treasurer, other related expenses, and any audit expense shall be paid by NCECA, Inc.
- B. Expenses for appointed officers shall be paid in full for required meetings.

**Section 3.** The duties of all officers are specified in the NCECA, Inc. Policy and Procedures.

### **Section 6. Vacancies**

- A. A vacancy occurring in the office of the Appointed Treasurer will be advertised and applications accepted. The Leadership Team shall conduct the screening and selection process.
- B. Vacancies in the office of Appointed Editor or Appointed Parliamentarian shall be filled by presidential appointment with approval of the Leadership Team.

## **ARTICLE IX. Standing Committees**

### **Section 1. Nominating Committee**

- A. The NCECA, Inc. Nominating Committee
  - 1. The NCECA, Inc. Nominating Committee shall consist of:
    - a. Chair who is the immediate past president
    - b. The immediate past chair
    - c. The President shall appoint one additional member. No two members shall be from the same district.
- B. District Nominating Committee
  - 1. The District Nominating Committee shall consist of:
    - a. The immediate past State Vice-president from the district shall serve as chair.
    - b. The Vice-president shall appoint at least two additional members, representative of the total membership. No two members shall be from the same county council.
    - c. The District Liaison Agent shall serve as consultant for the district committee.
  - 2. The purpose of the District Nominating Committee is to qualify and oversee selection of applicant to serve as NCECA, Inc. Vice-president representing the district and President-elect when the district is responsible for this position. Select in accordance to the rotation schedule (Appendix G).

### **Section 2. Scholarship Committee**

- A. The NCECA, Inc. Scholarship Committee shall consist of:
  - 1. The Past President shall serve as chair.
  - 2. The Vice-president from each district
  - 3. The NCECA, Inc. State Advisor shall serve as consultant
- B. The District Scholarship Committee shall consist of:
  - 1. The immediate past State Vice-president from the district shall serve as chair.

2. The Vice-president shall appoint at least two additional members, representative of the total membership. No two members shall be from the same county council.
  3. The District Liaison Agent shall serve as consultant for the district committee.
- C. Applications (Appendix K)
1. The District Scholarship Committee shall screen applications (Appendix K) from the exchange district.
  2. The County Scholarship Committee shall screen applications (Appendix K) and select one (1) youth and one (1) adult application and forward two (2) copies to the exchange district scholarship committee. If no adult applications are received, two youth applications may be substituted, and if no youth applications are received, then two adult applications may be substituted.
- D. The duties of the Scholarship Committees are specified in the NCECA, Inc. Policy and Procedures.

#### **ARTICLE X. Delegates Representing NCECA, Inc.**

The President or a designee shall be the official representative of NCECA, Inc. with expenses paid from the general fund of NCECA, Inc.

#### **ARTICLE XI. Meetings**

##### **Section 1. Regular Meetings**

- A. NCECA Inc.
- a. The Leadership Council shall meet annually at state conference for the purpose of electing officers, adopting a budget, conducting business, and presenting educational programs.
  - b. The voting delegates at the annual meeting shall be the Leadership Council. A simple majority of the certified voting delegates registered shall constitute a quorum.
  - c. Non-voting members and visitors, upon payment of the registration fee, may attend the annual state conference
- B. District
- a. The District Leadership Team shall meet annually for the purpose of Cultural Arts Competition (if participating) and training.
  - b. Additional meetings shall be held as needed and determined by the District Leadership Team.

##### **Section 2. Special Meetings**

- A. Special meetings of the Leadership Council may be held at any time when called by the Leadership Team or a majority of the its members with ninety (90) days notice.
- B. Special meetings of Leadership Teams may be held at any time when called by the President or a majority of its members with thirty (30) days notice.

#### **ARTICLE XII. Parliamentary Authority**

The rules contained in the latest edition of *The New Roberts Rules of Order* shall govern this association in all cases to which they are applicable and in which they are not inconsistent with the NCECA, Inc. Bylaws.

#### **ARTICLE XIII. Litigation Board**

The Litigation Board of NCECA, Inc. shall be the voting delegates of the Leadership Team. This board shall be convened as needed, at the request of the president.

#### **ARTICLE XIV Amendment of Bylaws**

These bylaws may be amended at any meeting of NCECA, Inc. by a vote of two-thirds of the votes cast, provided notice of proposed amendments have been sent to all voting delegates thirty (30) days prior to the meeting.