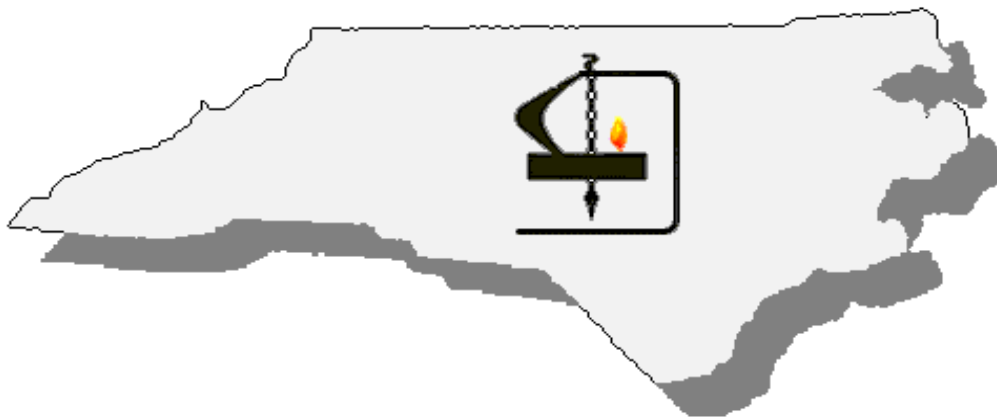


**NORTH CAROLINA
ASSOCIATION
OF
FAMILY
AND
CONSUMER SCIENCES**



HANDBOOK

Preface

The Purpose of this handbook is to provide information and guidelines for NCAFCS officers and members to help them accomplish the goals of the Association.

NCAFCS policies have evolved through application of principles and the implementation of the Association's Bylaws. They are recorded here to be used as guidelines for continuity and consistency in conducting the business and programs of the Association. These policies and procedures may be revised from time to time or added to when appropriate or necessary.

A copy of the handbook is available to the members of the NCAFCS Executive Committee and chairpersons of regions, Community of Interests, and committees. The handbook is to be included in the files that are passed on to the successor of the elected or appointed role. Members are encouraged to make copies of any parts of the handbook needed to facilitate the work of committees, regions, etc.

Every officer is encouraged to READ the Handbook, REVIEW the policies, and then REQUEST further help if it is needed. The President, Executive Administrator, or Counselor can provide further assistance if it is needed. Your knowledge of the policies and procedures of NCAFCS will contribute to a smooth and efficient organization.

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NAME

The name of this organization shall be the North Carolina Association of Family and Consumer Sciences, hereafter referred to as NCAFCS.

PURPOSES

The purpose of the Association shall be to further education and science in home economics. Without any way limiting the foregoing, but in expansion thereof, the Association shall improve and strengthen education in Family and Consumer Sciences; establish and improve standards of service and scientific research in the public interest in Family and Consumer Sciences; sponsor and otherwise support seminars, debates, symposia, conferences, and similar professional discussion in Family and Consumer Sciences; state and disseminate policy for professional guidance at the state and national levels concerning the public interest in Family and Consumer Sciences; identify and study social, economic, and psychological changes having implications for Family and Consumer Sciences program, and bring these changes to the attention of the Family and Consumer Sciences profession and the public; encourage and promote a sufficiently full and fair exposition of the pertinent facts involving legislation affecting Family and Consumer Sciences and the improvement of home and family life so as to permit an individual or the public to form an independent opinion or conclusion; and promote liaison and other cooperative professional activity with groups having related concerns in behalf of the public interest in Family and Consumer Sciences.

MEMBERSHIP

Individuals qualify for membership by paying dues to AAFCS as specified in the AAFCS By-laws. All members of AAFCS are automatically members of NCAFCS and its regional organizations and/or Community of Interests. Membership applications for both professional and student members are provided by AAFCS headquarters upon request, see address below.

Membership AAFCS	Phone:	800.424.8080 or
400 N Columbus Street		703.706-4600
Suite 202	Fax:	703.706.4663
Alexandria, VA 22314	Email:	staff@aafcs.org

Applications for membership can also be obtained from the NCAFCS Executive Administrator and/or the NCAFCS Vice President of Membership. Contact information is available at

Membership year in AAFCS operates on a cycle; that is services to members begin the month following receipt of dues payment and continue for 12 months.

INCORPORATION

The North Carolina Home Economics Association was incorporated on August 8, 1975 and is registered in the office of the Secretary of State as a non-profit organization under the laws of the State of North Carolina. The 1975 Assembly of members of NCHEA ratified this action. The title of the organization was changed at the 1994 Annual Meeting, following action by the Assembly of Members to The North Carolina Association of Family and Consumer Sciences.

ENDORSEMENT RESTRICTION

Neither the AAFCS nor the NCAFCS officially approves products or services, nor does it allow its name to be used in a way that implies such approval.

REPRODUCTION OF THE OFFICIAL SEAL

Reproductions of the official seal of the Association or of the Association or of the official Betty Lamp emblem may be used only by the Association itself and by its affiliated associations and their affiliates on official material such as programs, letterheads and publications. Neither the Association's affiliates nor commercial concerns may use reproductions of the seal or emblem on commercial materials.

HISTORY OF THE BETTY LAMP

In search of a logo in 1926, the American Home Economics Association sponsored a national design contest among leading art schools. The winning design, chosen from sixty submitted, was the Betty Lamp. Mildred Chamberlain of Chicago won the contest, stating, "The lamp in colonial days had provided light for all household industries". The following information explains its origins.

Ancient lamps were simple dishes made of clay. (With the passing of centuries, they were made of iron, copper and bronze. These lamps burned grease, fish oil, whale oil, or scraps of fat, depending on what might be on hand. The wicks of early lamps were usually pieces of twisted cloth. When the lamps were lighted, they smoked, smelled, and dripped oil or grease on objects beneath them. Early lamps had wicks that usually drew up oil quicker than it burned, and the surplus spilled over the sides of the lamp.

The Betty, from the German word, "besser," meaning better, was designed to improve the performance of the lamps by creating a wick holder in the base of the lamp. The design allowed the drippings from the wick to run back into the bowl of the lamp and eventually be consumed. A cover was added to the lamp which further improved it by confining heat, decreasing smoke, and making the oil burn more efficiently.

The Betty Lamp produced comparatively good light for its time. The light varied with the size and material of the wick, and with the oil or grease used in the lamp. Fish oil gave poorest light and was smoky; grease and fats were somewhat better. Whale oil, usually available in coastal towns, produced more satisfactory light, about equal to that of two ordinary candles.

Various forms of the Betty Lamp existed. The most popular were made of metal, had rounded or oval sides, and a shallow bottom with the spout at one end where the tip of an oil soaked wick could protrude. A bent rod was attached to the lamp which could be hooked to a rafter, a peg on the mantel, or the back of a chair. A pick, for rescuing the wick in case it dropped into the oil reservoir, was frequently attached to the lamp with a chain.

The Betty Lamp was widely used by the early American colonists, and many of the earliest lamps were imported from Europe. Upon discovery of a deposit of bog iron in 1690 within the town of Saugus, Massachusetts, American manufacturing of iron utensils such as kettles and tools was initiated. More than likely, the first Betty Lamps were made at this forge.

The Ipswich Betty, named for the settlement in Massachusetts where it was made, followed the form of the iron Betty. The Ipswich Betty, made of tin around 1800, is a hand-held lamp rather than a hanging lamp. This modification was the result of attaching the Betty Lamp to a candlestand, a form of lamp that continued to be used in this country until about 1850, when it was replaced by the kerosene tubular wick lamp., still used as an ornament.

From the late Middle Ages to the 1850s in America, the Betty Lamp was the most commonly used house lamp, illuminating homes across the country. Representing the light in the home and the light of the mind, the Betty Lamp is an appropriate logo for AAFCS and home economists.

OPERATIONS

NCAFCS is governed by the Membership as a policy making body, and the Board of Directors as the legal representative of the Association having control and management of its affairs and friends and acting as its administrative body. The Executive Committee acts for the Board of Directors between its meetings. The president is elected by ballot of members to serve one year as president-elect and one year as president. All elected officers and committee members serve the Association on a voluntary basis.

FISCAL AFFAIRS

Financial Status

AAFCS, as the national parent organization for all State Affiliate Associations, is legally and financially accountable for all the activities of NCAFCS. In turn, NCAFCS is legally and financially accountable for all the activities of the regions of NCAFCS.

Tax Exempt Status - 501 (c) (3)

In 1986 AAFCS (AREA) was approved by the Internal Revenue Service for a group exemption known as 501 (c) (3). This exemption supersedes the 501 (c) (3) status previously granted to NCAFCS (NCHEA) by the IRS. NCAFCS will still enjoy the following financial advantages:

- Revenues are not taxed, except the cumulative total of those judged unrelated to the tax - exempt purposes, considered in proportion to gross operating budget.
- Charitable contributions to NCAFCS are deductible by the donor, for federal income tax purposes.
- Social Security taxes (FICA) are not required, unless the exemption is waived; Federal Unemployment Taxes (FUTA) are waived.

But 501 (c) (3) organizations have certain restrictions:

- No part of the net earnings of NCAFCS can inure to the benefit of any individual.
- No "substantial" (5% or less of Association's expenditures is generally accepted as "insubstantial") part of the society's activities may consist of the carrying on of propaganda or of attempting to influence legislation (lobbying).
- The organization cannot participate in or intervene in any political campaign on behalf of any candidates for public office.

NCAFCS currently qualifies for public charity status and will continue to qualify if: more than 1/3 if the support is from dues, grants, contributions; and less than 1/3 of its support is from gross investment income; and more than 1/3 of its support is from contributions.

Finance

The Association operates on funds derived from membership dues; sales of publications when the occasion arises, registration and sale of exhibit space at annual meetings, and contributions.

Annual Meeting Sales Sale items for altruistic purposes are permitted at annual meeting. Exhibitors may take orders for or sell merchandise. Sales for personal profit are prohibited.

Funds of the Association

The Association manages its fiscal affairs under stated policies and authorizations of the Board of Directors' specific action and procedures. These board decisions provide the authorizations required by the auditor and may be based on recommendations from the auditor. They also provide authorization for action by the governing bodies, officers, and staff. The Executive Administrator pays out money only upon receipt of vouchers approved by the president or the Board of Directors in accordance with the Bylaws.

All money received by the Association is deposited in an account (general fund) in a financial institution. The signature for withdrawal on this account must be that of the Executive Administrator of the Association. The Association provides bonding insurance for the Executive Administrator.

Requests of Funds

Requests for funds to execute the work of the committees and Communities of Interest shall be submitted to the chairman of the Finance Committee of the Association to be considered for the proposed budget for the ensuing year.

Report and Reimbursement of Expenses Incurred in Work with NCAFCS

The form (located in appendix) is to be used by officers, committees, Communities of Interests and/or coordinators for items of expense incurred in work for NCAFCS.

The report should be submitted promptly to the president for reimbursement and may be handled in one of several ways:

- Chair may submit all expense items incurred by self and members of Communities of Interest or committee, in which case reimbursement for total expenses will be forwarded to the chair.
- Chair may submit expenses incurred by self and members of Communities of Interest or committee and give the name and address of the person incurring the specific expense items. In this case, separate checks will be sent to those persons.
- Officers, members of Communities of Interest and committees may submit individual reimbursement forms. In such cases, the forms should be submitted to the chair for approval before being forwarded to the headquarters. Reimbursement will be made to the person submitting the request.

All financial statements and requests for funds approved as budgeted expenditures should be made out in triplicate, except requests from the Student Communities of Interest, which should be made in quadruplet, and sent to the President. Forms are available from the President, Vice President of Finance, or the Executive Administrator. The President signs, retains one copy and sends the remaining copies to the Executive Administrator for payment.

Communities of Interest or Committee Expenditures

Statements of expenses should have the approval of the Communities of Interest or committee chair before the expense statements are submitted to the Executive Administrator for payment.

Executive Committee Expenses

The Association, if approved by the Executive Committee may pay expenses of Executive Committee members.

Members of Communities of Interest and committees may submit individual reimbursement forms. In such cases, the forms should be submitted to the chair for approval before being forwarded to the headquarters. Reimbursement will be made to the person submitting the request.

All financial statements and requests for funds approved as budgeted expenditures should be made out in triplicate, except requests from Regions and the Student Communities of Interest, which should be made in quadruplet, and sent to the President. Forms are available from the President, Vice President of Finance, or the Executive Administrator. The President signs, retains one copy and sends the remaining copies to the Executive Administrator for payment.

Communities of Interest or Committee Expenditures

Statements of expenses should have the approval of the Community of Interest or committee chair before the expense statements are submitted to the Executive Administrator for payment.

Executive Committee Expenses

On some selected occasions the Association may pay expenses for members of the Executive Committee. These would need approval from the Executive Committee. No member should be barred from participating in Association business because of the inability to do so because of personal financial difficulty.

STUDENT/GRADUATE STUDENT SECTION FINANCIAL ACCOUNTABILITY Fiscal

Year: May 1 to April 30. Deposition of funds:

- All moneys of the Student Section shall be under the care, custody and control of the NCAFCS Board of Directors.
- Student Section is provided both an allocation for each school chapter and an expense account each calendar year based on the actual membership records of the previous year.
- Requests and disbursements of funds are made through the NCAFCS Executive Administrator.
- No moneys are kept on deposit within the Student Section Chapter.

Steps in securing moneys:

- Requests for Student Section funds should be made by itemizing expenses on five copies of the NCAFCS Financial Expense Form. Attach receipt(s) for the expenditure. Use Code 690 a-I expenses.
- The individual seeking reimbursement or making a request retains one copy.
- Four copies are forwarded to the Student Section Advisor for approval. The Advisor retains one copy and forwards 3 to the NCAFCS Executive Administrator.
- Three approved copies are sent to the NCAFCS Executive Administrator for payment. One copy is sent to the NCAFCS President and one to the NCAFCS Vice President for Finance.

NCAFCS CHART OF FINANCIAL CODES

Code	Account	Description
100	Cash on Hand-Checking	
110	Cash on Hand-Saving	
112	Certificate of Deposit	
211	FICA Withholding	
212	Income Tax Withholding	
400	Equity Surplus	
500	Membership	
510	Annual Meeting	
511	Income-Exhibits	
520	Income-Workshops, Seminar	
530	Conference Income – Sales	
550	Income – Investments	
560-A	Income- Miscellaneous, Gifts, Contributions	
560-B	Income – Refunds	
610-A	Salary-Executive Administrator Salary	
612	Travel – Executive	
613	Administrator Insurance	
615	Income Tax Withholding	
620	Workshops, Seminars and Conferences	
630	Publications	
640	Cost of Sales	
650	Officers’ Expenses – Car travel @ IRS rate	
660	Board of Directors Meeting Expense	
670-A	Special Committees	
690-A-1	STUDENT UNIT Section – Expenses	
690-A-2	STUDENT UNIT Section – Allocations- Based on month	
690-B	Membership Professional Sections	
700	Annual Meeting Expenses	
780	Non-Operational Expenses	
790-A	Liaison Memberships	
790-B-1	Non-Operational Expenses	
790-B-2	Liaison Memberships	

- 790-C-2 General Expense - Postage
- 790-D Officers General Expense - Postage
- 790-E Office General Expense - Telephone
- 790-F Officers General Expense-Telephone
- 790-G-1 Office General Expense-Banking and Mailing
- 790-G-2 General Expense-Office Utilities
- 790-H General Expense-Printing and Stationery
- 790-I General Expense- Photocopy-Officers
- 790-J General Expense-Photocopy-Office
- 790-K General Expense-Office Supplies
- 790-L General Expense- Safety Deposit Box
- 790-M-1 General Expense-Auditing Books
- 790-M-2 General Expense-Benevolent Fund
- 790-M-3 General Expense-Maintenance and Repairs (Equipment)
- General Expense-Miscellaneous-Bank Service Charge
- General Expense- Miscellaneous-Special
- General Expense-Miscellaneous- Transfer

AAFCS Annual Meeting Delegate Expenses

Delegates to the AAFCS Annual Meeting are allotted a specific sum for travel to be determined by the meeting distance. These funds are made available in advance of the meeting by request

of the President to the Executive Administrator. The AAFCS Annual Meeting expenses of the President and President-elect are paid by the Association as stipulated by the budget.

The reimbursed rate is similar to the reimbursement for travel, lodging, and meals that the State Department of Public Instruction provides teachers.

Memorials

Recognizing the death of Presidents, Past Presidents, or immediate family (spouse, parent, child, or siblings) may be acted on by the Executive Committee.

NCAFCS POLICY FOR DELEGATES ATTENDING THE ANNUAL AAFCS MEETING

The AAFCS Delegate selection shall give priority to President, President-elect, and Student Section Chair followed by remaining elected Executive Committee members. The number of delegates is determined by AAFCS.

Delegate's Responsibilities are to:

1. Attend all business sessions and the NC Caucus at Annual Meeting in order to receive delegate funds. Exceptions to the above are to be made at the discretion of the President.
2. Attend the forums related to bylaws, resolutions, budget, or other organizational programs.
3. Report activities of the convention to the membership in oral or written form as requested by the President.
4. Be responsible for registration, transportation, and lodging reservations.

NCAFCS Responsibilities to Delegates attending AAFCS are to:

1. Provide the appropriate funds and credentials to delegates attending AAFCS Annual meeting.
2. Check that AAFCS has mailed to delegates before Annual Meeting a delegate's packet including essential information in preparation for the business session.

BOARD OF DIRECTORS

EXECUTIVE COMMITTEE STAFF

PRESIDENT

Refer to Bylaws: Article V, Section 1a

The duties of the president are to:

1. Provide leadership and general supervision to the Association's program and operations.
2. Preside over all meetings of the Board of Directors and Executive Committee.
3. Preside over the annual Membership.
4. Appoint:
 - Parliamentarian
 - Historian
 - Website coordinator if duties are not performed by the Executive
 - Administrator
 - Chairs and members of special committees.
 - Un-expired terms in case of vacancies in both elective and appointive offices with the exception of president-elect, and will appoint a deputy vice-president finance during the absence or disability of the vice-president finance.
5. Assist all Association officers in carrying out their duties.
6. Serve as an ex-officio member of all NCAFCS committees.
7. Interpret the association's program of work and promote it as a plan of action for Communities of Interests, committees, and individuals.
8. Promote professional interest and loyalty of members by involving them in planning, implementing, and evaluating programs.
9. Authorize disbursements of moneys as approved by the association's budget or Board of Directors.
10. Make appointments to Board of Directors to fill un-expired terms in case of vacancies. Approve materials to be disbursed in the name of the association.
11. Prepare an agenda for presenting business of the association to the:
 - Board of Directors
 - Executive Committee
 - Membership
12. Serve as liaison officer with the AAFCS.
13. Represent NCAFCS in the:
 - AAFCS Membership
 - Affiliates Presidents Unit of AAFCS.
14. Appoint delegates to the AAFCS Membership as allocated by membership.
15. Write articles for each edition of the NCAFCS newsletter.
16. Send copies of all NCAFCS correspondence, including emails, to the President-elect, to assist in mentoring the President-elect.
17. Serve as NCAFCS' s official representative to other organizations or appoint a member to represent NCAFCS.
18. Appoint committee to approve minutes of NCAFCS Annual Business Meeting.
19. Coordinate email approval of minutes within 2 weeks of any meetings conducted and sends to executive administrator for posting within 1 month of meeting date.

CALENDAR OF KEY ACTIVITIES FOR PRESIDENT

April (or immediately upon election)

- Follow through on special actions of Membership
- Prepare for late April /Early May Executive Committee Meeting
- Determine location and arrangements
- Prepare agendas
- Email notices two week prior
- Send Executive Administrator names of delegates to AAFCS to aid in registration and reimbursement process

May

- Preside over meeting of the Executive Committee (if not held in late April)
- Complete transfer of files
- By May 15, send completed form listing incoming and outgoing officers to AAFCS Member Services and Membership delegates for AAFCS national convention.

June

- Attend AAFCS Annual Meeting, Affiliate President's Unit meetings, and Membership
- Contact NCAFCS Nominations Chair to inform of positions to be on ballot (for notice in Emails, Fall newsletter and on website)

July

- Prepare for and preside over Executive Board meeting (which includes all committee chairs, appointed officers, and elected officers)
- Determine location and arrangements
- Prepare agenda and Email it along with notices to participants two weeks prior
- Prepare Annual Program of Work to be submitted to AAFCS (August 1 deadline)
- Prepare and submit report from AAFCS Membership for the Fall newsletter

August

- Mail a letter to employers of all officers and committee chairs informing them of the leadership role of NCAFCS members
- Contact President-elect regarding AAFCS Fall Leadership training attendance.

September - November

- October Executive Committee Meeting is held at Annual Meeting site.
- Prepare agenda for October Executive Committee meeting. E-mail 2 weeks prior to meeting date.
- Request emailed reports from committee chairs of any activity within their committee
- Work with the Annual Meeting Program Committee
- Attend NCAFCS fall meeting of Student Section
- Promote Program of Work and attend regional meetings if scheduled

December

- Invite (at their expense) state presidents from Virginia, Tennessee, Georgia, South Carolina, and other states as desired, to attend the annual meeting of NCAFCS
- Check on status of nominees for NCAFCS elections (proposed slate is to be published in January newsletter)

January

- Plan and preside over Executive Board meeting
- Determine location and arrangements (frequently held at Annual Meeting site)
- Prepare agendas and Email notices two weeks prior to meeting date
- Meet with Annual Meeting Committee, if requested by first vice president

February

- Prepare agendas for all Annual Meeting business sessions
- Executive Committee
- Board of Directors
- Membership (annual business meeting)
- Prepare President's report for the Membership meeting
- Prepare a Presidents "state of the Association" address

March

- Preside over the NCAFCS Annual Meeting
- Pass on the President's gavel and the NCAFCS Betty Lamp
- Send any thank you notes/acknowledgments to annual meeting participants
- Prepare files to transfer to incoming president

April (transitioning from President to Counselor role)

- Develop recommendations for successor
- Organize presidential files for delivery to successor
- Submit annual report to AAFCS

PRESIDENT-ELECT

Refer to Bylaws: Article V, Section 1 b

The duties of the President-elect are to:

1. Attend all Board of Directors and Executive Committee meetings.
2. Serve as chair of the program of work committee.
3. Appoint standing committee chairs and assist chairmen with selection of committee members.
4. Work with Community of Interests to see that their responsibilities and programs are being carried out.
5. Serve on the annual meeting program planning committee.
6. Encourage Community of Interests to make nominations for outstanding FCS Professionals Awards and Teacher of the Year Award.
7. Submit news to newsletter and encourage Community of Interests to do likewise - give deadline dates.
8. Send copies of correspondence to the president.
9. Preside over Association's business meetings in the absence of the president.

CALENDAR OF KEY ACTIVITIES FOR PRESIDENT-ELECT

April

- Organize files to be transferred if relinquishing a prior position on the Executive Board

May

- Attend Executive Committee meeting
- Pass on files

June

- Attend AAFCS Annual Meeting, Affiliate President's Unit meetings, and Assembly of Delegates (AAFCS Membership)
- Begin contacting standing committee chairs for the following year (when serving as president) using interest forms completed at previous NCAFCS Annual Meeting.

July

- Correspond with Regional Chairs
- Review duties and deadlines
- Request copy of Program of Work (August 1 deadline)
- Encourage planning of professional activities and programs that relate to NCAFCS Program of Work
- Request regional meeting dates to place on the Executive Committee members calendars
- Remind regions of Board of Director meetings (dates if known) and encourage attendance
- Submit news article regarding AAFCS national conference.

- Correspond with 1 Community of Interest Chairs
- Report on status of Community of Interests
- Report on AAFCS Annual Meeting
- Develop report from AAFCS Annual Meeting for fall newsletter/web page at direction of the President

August

- Mentor 1st Vice President in planning the Annual Meeting.
- Register for AAFCS Fall Leadership Meeting for President-Elect of Affiliates

September - December

- Attend AAFCS Fall Leadership Meeting for President-Elect of Affiliates
- Attend Fall Executive Committee meeting
- Report on Community of Interests
- Report on status of committee chair selections
- Work with Program of Work committee to complete next year's proposed Program of Work - relate POW to AAFCS selected program and long range goals of AAFCS and NCAFCS
- Continue correspondence with Community of Interest Chairs
-
- Submit articles to the NCAFCS newsletter on committee work.
- Participate in AAFCS - sponsored Leadership Conference in October
- Prepare report for Board of Directors and/or newsletter
- Assist with scheduling time for committees to meet during Annual Meeting
- Encourage committees to provide an exhibit at Annual Meeting featuring new materials, resources, etc.

January

- Invite to NCAFCS Annual Meeting retirees and members to be recognized for longevity (50 year); coordinate with first vice president to recognize them at one function
- Check with First Vice President regarding planned function for Past Presidents during the Annual Meeting;
- Send invitations to the annual meeting to past presidents and make plans to recognize those in attendance
- Finalize committee chair selection
- Attend Board of Directors and Executive Committee Meetings and make reports on action since last meeting
- Send articles to NCAFCS newsletter

February

- Begin formulating plans for year as President
- Compile a calendar of events for next year
- Correspond with Program of Work Chair about finalizing a Program of Work_for the coming year.

- Plan "In Memorial" for those NCAFCS members who have died since last Annual Meeting
- Appoint parliamentarian, historian, and any special committee chairs for term as President

March

- Attend NCAFCS Annual Meeting
- Accept the President's gavel and NCAFCS Betty Lamp
- Prepare and present incoming President's Remarks
- Recognize at appropriate session:
 - Past Presidents retirees
 - Members honored for longevity
 - Deceased members
- Write thank you notes as needed
- Preside over sessions if asked; assist president as needed
- Meet, if necessary, with any committee, or Community of Interest chairs
- Develop recommendations for successor

April

- Send tentative meeting dates to NCAFCS newsletter and webmaster
- Transition from President-Elect to President duties.

FIRST VICE PRESIDENT PROGRAM

Refer to Bylaws: Article V, Section 1c

The duties of the First Vice President Program are to:

1. Attend all meetings of the Board of Directors and Executive Committee
2. Serve as Chair of the Annual Meeting Program Committee and plan committee meetings to select speakers and program sessions. Work with Local Arrangements
3. Committee and Second Vice President to plan, organize, and make arrangements for the Annual Meeting.
4. Prepare NCAFCS Annual Meeting flyer for distribution at July CTE Summer Conference for FACS Teachers.
5. Plan the Annual Meeting; determine the budget for the Annual Meeting with approval of the Executive Committee; secure speakers.
6. Inform the Board of Directors and Executive Committee of developing plans for the Annual Meeting.
7. Reserve, tentatively, all space at the facility needed for the annual meeting no later than October 1.
8. Confirm definite space allocations as needed within the deadlines stated in the facility contract. Sign facility contract.
9. Prepare and post on website advanced registration materials by December 1st.
10. Set registration return date no later than 3 weeks prior to Annual Meeting date. Send extra copies to colleges and universities to promote Student section attendance.
11. Prepare articles on Annual Meeting, theme, speakers, program highlights, etc. for each publication of the newsletter and website.
12. Make sure rooms are reserved for guest speakers.
13. Make sure guest rooms are reserved for Executive Committee if budget allows.
14. Send Counselor lists of people to be seated at head tables. The Counselor will place them in appropriate locations according to protocol.
15. Send meeting facility a list of equipment needs for meeting rooms, including room set ups, number of head tables, microphones, props, etc.
16. Attend AAFCS Annual Meeting (at own expense) if possible to get ideas on speakers and program events.

CALENDAR OF KEY ACTIVITIES FOR FIRST VICE PRESIDENT PROGRAM

April- May

- Attend Executive Committee Meeting
- Schedule a meeting of the Annual Meeting Program Committee
- Finalize ideas for Annual Meeting theme.
- Review evaluation sheets from previous annual meeting and suggestions made by preceding First Vice President
- From Executive Administrator, request Annual Meeting startup funds and coordinate opening of checking account

June-July

- Attend AAFCS Annual Meeting, if possible
- Develop a tentative program schedule
- Begin contacting speakers
- Write articles for each newsletter edition and website
- Prepare flyer for distribution at CTE Summer Workshop for FACS Teachers

August - October

- Coordinate with President the site visit at the Fall Executive Committee meeting
- Report on progress of Annual Meeting plans at Fall Executive Committee meeting
- Meet with Local Arrangements Chair and Second Vice President
- Contact Communities of Interest about programs for sessions during the Annual Meeting
- Contact research committee chair regarding program needs and ideas
- Establish a deadline date for sending information regarding Communities of Interest needs in the program

November -December

- Have all general session speakers confirmed
- Get vitas and pictures of speakers along with presentation title for final publicity
- Continue to contact speakers as needed for break out sessions
- Meet with Local Arrangements and Second Vice President as needed
- Plan publicity to promote attendance of members at annual meeting
- Write articles about speakers, program, etc. for newsletter and web page
- Prepare registration forms and information about annual meeting for final posting December 1st.

January

- Finalize all program plans
- Host Executive Committee meeting site visitation for Annual Meeting
- Report on Annual Meeting progress
- Develop Annual Meeting printed program to present to Executive Committee
- Send Chair of ESAE Section tentative program information to request renewal credit from the NC State Department of Public Instruction
- Contact AAFCS regarding PDU approval for annual meeting.

- Consult with President about Membership Meeting and special requests related to program format or participants

February

- Email final call for registrations to members
- Contact officers (including STUDENT UNIT to preside and/or introduce speakers
- Contact persons to give Thoughts for the Day and Invocations as needed
- Ask president-elect to present the In Memorial for deceased members
- Remind President-Elect of responsibility to introduce retirees, members recognized for longevity, and Past Presidents
- Make final room arrangements for concurrent sessions
-
- Meet with Local Arrangements and Second Vice President to finalize program plans
- Send speakers' vitas to persons who will make the introductions
- Prepare a list of speakers' and exhibitors' addresses for the purpose of thank you letters
- Prepare evaluation sheets to be placed in registration packets
- Send speakers an advance copy of program

March

- Attend the NCAFCS Annual Meeting
- Write or delegate to others the writing of courtesy letters
- Secure financial and registration reports from Local Arrangements or Second Vice President Program
- Prepare a written report for the Board of Directors and Executive Committee
- Develop recommendations for successor
- Make sure all Annual Meeting bills are forwarded to Executive Administrator

April

- Review evaluation forms following the annual meeting and prepare a summary for the Second Vice President Program
- Organize files to forward on to successor
- Write follow up article for the newsletter and web page

SECOND VICE PRESIDENT PROGRAM

Refer to Bylaws: Article V, Section 1c

The duties of the Second Vice President Program are to:

1. Attend all meetings of the Executive Committee and Board of Directors.
2. Serve as co-chair of the Annual Meeting Program Committee.
3. Assist First Vice President Program with as needed with current Annual Meeting plans.
4. Begin planning Annual Meeting site and program theme for following year.
5. Submit news articles to the newsletter regarding tentative arrangements for annual meeting for following year, and additional articles of interest.
6. Work with Annual Meeting committee chair to assist with carrying out current Annual Meeting plans. (While assisting First Vice President Program, take notes for organizing the following year's Annual Meeting.)

CALENDAR OF KEY ACTIVITIES FOR SECOND VICE PRESIDENT

April

- With First Vice President, review evaluation forms from previous Annual Meeting and prepare recommendations for Executive Committee
- Research sites and brainstorm theme ideas for following year's Annual Meeting

May

- Attend Executive Committee meeting and receive files from previous Second Vice President Program
- Visit potential Annual Meeting sites to see facilities

June - July

- Attend AAFCS Annual meeting, at own expense, if possible
- Meet with Annual Meeting Program Committee and First Vice President Program
- Attend NC-CTE Summer Conference to assist with NCAFCS membership table and any other planned NCAFCS related activities
- If attended AAFCS national convention, submit articles and/or pictures for the newsletter regarding experiences

August - October

- Continue working on plans for current Annual Meeting with First VP Program
- Attend meeting of the Executive Committee and report prospective Annual Meeting sites and program themes
- Submit announcement for the newsletter if potential site/theme/date has been selected by the Executive Committee

November - December

- Correspond with First VP and Local Arrangements Committee regarding Annual Meeting

January

- Attend Executive Committee and Board of Directors meetings
- Forward final information about workshop to committee chairs (if applicable)
- Finalize Annual Meeting registration with First VP Program
-

March

- Attend Annual Meeting
- Attend and participate in Executive Committee, Board of Directors, and Membership meetings
- Maintain responsibility for Committee Chair Workshop and its evaluation
- Coordinate on site and early registration for Annual Meeting
- Coordinate stuffing of participant packets at Annual Meeting
- Write courtesy letters to Annual Meeting participants as necessary
- Organize files to be forwarded to successor

April

- Review evaluation forms following the annual meeting and prepare a summary for the incoming Second Vice President Program
- Organize files to forward on to successor

SECRETARY

Refer to Bylaws: Article V, Section 1d

The duties of the Secretary are to:

1. Attend all meetings of NCAFCs Board of Directors, Executive Committee, and Membership
2. Record minutes at all official meetings of the Board of Directors, Executive Committee, and Membership. These minutes must include:
 - Name of the particular group and the name of the Association
 - The date, time, and place
 - Indications of those present
 - Approval of the previous minutes as distributed or as amended
 - All motions regardless of outcome of vote
 - The time of any recess other than short breaks for refreshments
 - The hour of adjournment
3. Present copies of the minutes to the President for review as soon after the meeting as possible. Highlight in blue those actions, which require action by other bodies or officers prior to the next meeting.
4. File approved copies of the minutes in Secretaries permanent file after being signed by both the Secretary and the President and distributed to the appropriate group.

CALENDAR OF KEY ACTIVITIES FOR SECRETARY

April- May

- Prepare copies of March minutes for April/May Executive Committee meeting
- Attend and record minutes of the Executive Committee meeting
- Submit Executive Committee minutes to President for approval
- Organize files and, if term of office expires, pass files to successor

June

- Attend AAFCS Annual Meeting, at own expense, if possible

July - August

- Prepare an appropriate number of motion cards
- Prepare minutes to be distributed to Board of Directors and Executive Committee
- Attend and record minutes of the August Executive Committee meeting
- Submit a copy of the minutes to the President for approval
- Submit an article to the newsletter, summarizing highlights of the meeting

September-January

- Prepare copies of minutes for the Board of Directors and/or Executive Committee meetings
- Attend Board of Directors and Executive Committee meetings
- Distribute minutes via email prior to each meeting

- Take minutes
- Submit by email a copy to all Executive Committee members for approval no later than 2 weeks after each meeting. (President responsibility to have minutes posted on NCAFCS website within 1 month of meetings.)

February

- Prepare any reports needed for the Annual Meeting

March

- Attend NCAFCS Annual Meeting
- Attend and record minutes of the Executive Committee, Board of Directors, and Membership business meetings
- File committee, and Communities of Interest reports
- Write courtesy letters as requested by President or Annual Meeting Program Committee to Annual Meeting participants
- Submit copies of minutes to President for approval

April

- Organize and pass files to successor if term of office expires

VICE PRESIDENT FINANCE AND DEVELOPMENT

Refer to Bylaws: Article V, Section 1e

The duties of the Vice President of Finance are to:

1. Assist the Executive Administrator in keeping the President informed of the status of the Treasury.
2. Make a written financial report to the Board of Directors, the Executive Committee, and the Membership.
3. Advise all state officers, committee chairs, and others of the amount allocated for their work as described in the annual budget.
4. Serve as chair of the Finance Committee. (Review Finance Committee description of duties on p. 45 of Handbook.)
5. Present the proposed budget to the Executive Committee for their scrutiny. Present the proposed budget to the Board of Directors for their recommendation. Present the recommended budget to the Membership for adoption at the NCAFCS Annual Meeting.
6. Supervise the accounting work done by the Executive Administrator; scrutinize monthly financial reports; file the appropriate tax forms in order to maintain a tax-exempt status. Evaluate report of annual audit.
7. Review the various scholarship and leadership funds annually, communicating with overseers of funds to determine if there are sufficient funds available for use during that fiscal year.
8. Review Association investments and ascertain profitability.
9. Coordinate fundraising activities initiated by AAFCS and NCAFCS.

Calendar of Key Activities for Vice President of Finance

April- May

- Attend and participate in Executive Committee meeting
- See that a copy of the Association's Financial report is forwarded to the newsletter for publication in the first issue of the membership year
- Organize files and if term of office expires, pass files to the successor
- Inform NCAFCS delegates to AAFCS Annual Meeting of the reimbursable expense and the procedures to follow

June

- Attend AAFCS Annual Meeting, at own expense, if possible
- Discuss Annual Meeting fundraising options with VP Program

July - December

-
- Attend and participate in meetings of both the Executive Committee and the Board of Directors; be prepared to answer questions about those funds available in the current budget
- Meet with the Finance Committee and begin to develop the proposed budget for the

coming year

January

- Attend the Executive Committee meeting and bring a report on the financial condition of the association

February

- Finalize the proposed budget and have copies prepared to distribute at the Executive Committee, Board of Directors, and Membership meetings during the NCAFCS Annual Meeting in March

March

- Attend the NCAFCS Annual Meeting
- Attend the meetings of the Executive Committee, Board of Directors, and Membership
- Present financial statement and budget proposal
- Make a motion that the proposed budget be adopted and forwarded on to the Membership when it is presented to the Board of Directors.
- Make any changes and present the recommended budget to the Membership
- Move for adoption by the Membership
- Assist with leadership workshops, if they are planned by the Board of Directors or Counselor
- Assist the President and Vice Presidents upon their request during the Annual Meeting

April

- Organize and pass files to successor if term of office expires

VICE PRESIDENT MEMBERSHIP

Refer to Bylaws: Article V, Section 1f

The duties of the Vice President Membership are to:

1. Attend meetings of the Board of Directors, Executive Committee, and Membership.
2. Act as liaison between AAFCS and NCAFCS members, maintaining an accurate accounting of membership data.
3. Prepare and distribute a current membership directory at Annual Meeting and at Executive Committee Meetings.
4. Report membership statistics at each board meeting
5. Coordinate national and state recruiting and retention activities.
 - Membership table at NC-CTE summer conference
 - Communicate with members prior to renewal date to encourage continued membership
 - Submit news articles regarding membership information to newsletter editor
6. Chair Membership Promotion and Retention Committee.
7. Summarize information from AAFCS and “the Mint” for reporting to the executive committee regarding dues increases, membership categories affecting bylaws, promotion activities, etc. Any significant changes should be submitted to the membership via news articles.
8. Send membership application forms to key persons in organizations employing family and consumer science professionals, to educational institutions, and others to solicit memberships.
9. Have membership application forms available at Annual Meeting registration table
10. Work with Board of Directors in developing and implementing a plan of action for increasing membership.
11. Work with the advisors of college sections in urging seniors to maintain their membership after graduation from college.

Calendar of Key Activities for Vice President Membership

April - May

- Attend and participate in Executive Committee meeting
- See that a copy of the membership statistics is submitted to the webmaster.
- Organize files and if term of office expires, pass files to the successor by the first Executive Board Meeting

June

- Attend AAFCS Annual Meeting, at own expense, if possible
- Arrange staffing and displays with Membership and Development committee members for NC-CTE Summer Conference in July.
- Solicit door prizes, treats, and first time membership gifts for recruitment table
- Order membership application forms, bookmarks, and other promotional materials from national office (or pick up at national meeting) for distribution throughout the coming year.

July

- Finalize preparations for and oversee membership table at NC-CTE summer conference
- Attend and participate in meetings of both the Executive Committee and the Board of Directors
- Submit membership report at summer Executive Board Meeting
- Attend any NCAAFCS related functions at NC-CTE summer conference
- Submit new applications and renewal forms with checks to AAFCS from the NC-CTE summer conference recruitment effort

August - December

- Submit report of July activities to newsletter/webmaster
- Coordinate with extension for a membership booth at their state professional annual meeting
- Attend and participate in of fall Executive Committee meetings
- Submit membership report and updated membership list at fall Executive Committee meeting
- Coordinate AAFCS midyear membership promotional activities

January

- Attend the Executive Committee meeting and submit membership report.

February

- Prepare membership directory for distribution at March Annual Meeting
- Prepare membership report for annual meeting and email copy of file to President by February 28th.
- Coordinate with student section regarding scholarships for new teachers and other membership opportunities/reduced first year membership rates to encourage senior student members to continue membership at professional status after graduation
- HUGS program
- National Teacher section scholarships for new teachers

March

- Attend the NCAAFCS Annual Meeting
- Attend the meetings of the Executive Committee, Board of Directors, and Membership
- Present membership report
- Distribute membership applications at the registration table at the March Annual Meeting
- Have available details regarding HUGS and other membership scholarships for students transitioning to professional status.
- Assist the President and Vice Presidents upon their request during the Annual Meeting

April

Organize and pass files to successor if term of office expires **COUNSELOR**
Refer to Bylaws: Article V, Section 1g

The duties of the Counselor are to:

1. Attend meetings of the Board of Directors, Executive Committee, and Membership.
2. Handle all matters of protocol at all meetings.
3. Assist officers in understanding and fulfilling roles and responsibilities
4. Serve as advisor and confidant to the President.
5. When directed by the President plan and conduct a leadership seminar/workshop for officers.
6. Assist in any capacity as directed by the President
7. Revise or update the NCAFCS Handbook as needed.
8. Work with newsletter editor to solicit articles and information that should be included in each issue.
9. Conduct installation of officers at March Annual Meeting. (See Appendix B for Installation ceremony.)

EXECUTIVE ADMINISTRATOR

Refer to Bylaws: Article V, Section 2, a, b, c

Function: The Executive Administrator shall be the administrative liaison with the President, Executive Committee, Board of Directors, and members.

Responsibilities:

- Ex-officio member of Executive Committee and Board of Directors -- to be invited to attend by the President.
- Serve as ex-officio member of the Finance Committee to be invited to attend by the Vice President of Finance. The Executive Administrator works under the direction of the Vice President of Finance.
- Attend other meetings as requested by the President.
- Serve as editor of the NCAFCS newsletter and arrange for posting on website.
- Serve as Webmaster unless otherwise designated by the Executive Committee.
- Be custodian of the seal.
- Provide secretarial services to the officers as necessary for efficient management of the Association.
- Serve as liaison of information between AAFCS and NCAFCS
- Compile complete contact information of all officers and committee chairs to be distributed to all officers at Spring Executive Board Members.
- Communicate and maintain up-to-date contact information of Board of Directors (Executive Committee and all committee chairs) to be posted on the website.

The duties of the Executive Administrator are to:

1. Be responsible for all moneys and securities belonging to the Association as directed by the Board of Directors
2. Pay bills upon receipt of statements, prepared in triplicate (one copy for each of the following: President, Vice President of Finance, Executive Administrator); these triplicate copies of statements should be directed to the President for approval of payment
3. Pay organizational memberships at the beginning of the fiscal year as approved by the Executive Committee
4. Pay the bonding company on the appropriate date; the bookkeeper of the Association must be bonded
5. Pay liability insurance premiums at the appropriate date; secure the necessary coverage for annual meetings and business records
6. Forward all contributions for the Katherine B. Lyons Fund to NC State Foundation.
7. Forward to AAFCS all contributions from the state Association to National and International funds approved in the budget or by the Executive Committee and/or Board of Directors
8. Prepare financial statements for each meeting of Executive Committee and Board of Directors meetings; prepare an annual financial statement to be presented to the members at the annual meeting; file a copy of each statement with the Secretary; be

- prepared to furnish any information regarding finances to the President, the Vice President of Finance, the Executive Committee and the Board of Directors upon request
9. Prepare monthly financial statements for distribution to the President and Vice President of Finance and any other officers as directed by the Executive Committee; a copy of the statements paid should be included with the report sent to the Vice President of Finance
 10. Take checkbook, statement forms, motion cards and any other items needed to all meetings of the Executive Committee and the Board of Directors
 11. Arrange for and have books audited and approved by the Executive Committee and the Board of Directors at the end of the fiscal year; this audit report should be presented to the Board of Directors; a copy of audit should be on file with the President and Vice President of Finance
 12. Arrange for and have appropriate state and federal tax forms completed and submitted by federal deadlines
 13. Pay quarterly taxes to the Internal Revenue Service
 14. Answer all correspondence about funds and file a copy of all correspondence
 15. Purchase necessary materials and supplies used in the Association financial transactions such as: stationery, statements, office supplies, etc.; distribute these supplies at Executive Committee and Board of Directors meetings
 16. Keep important documents in the Association safety deposit box
 17. Oversee affiliate wide communications via email, website, and regular mail
 18. Publish audited financial statement in Annual Report each year; original should go to the President for filing
 19. Maintain records of NCAFCS
 - Minutes - signed by the Secretary and President
 - Motion file - file of motions passed
 - Articles of incorporation
 - Copy of Bylaws and Handbook
 - Letter of Exemption from IRS
 - Employee payroll records - IRS Employer ID #
 - Items identified of historical significance should be placed in archives at UNC-G in cooperation with the Historian
 - Copies of all reports that go to the state or federal government
 - Bookkeeping ledger
 - Annual audit reports
 - A catalogued file of all policy statements
 - Hardcopy and email membership directory

NCAFCS POLICY REGARDING EXECUTIVE ADMINISTRATOR

Selection Process

Upon vacancy of the position of NCAFCS Executive Administrator, it shall become the responsibility of the Executive Committee to make the vacancy known, to search for qualified applicants and to choose a person to fill the position as outlined in the job description.

Responsibility of the Executive Committee and the Board of Directors to the Executive Administrator

The Board of Directors shall approve a budget for expendable supplies, outside services, official phone services, etc. Additional expenses must have prior approval from the Executive Committee.

The Executive Committee will annually evaluate the position and advise the Executive Administrator regarding the status of the position including any salary or reimbursement modifications.

JOB DESCRIPTION

Job Title: NCAFCS Executive Administrator

Job Definition: Shall be the financial liaison between President, the Board of Directors, the Executive Committee and the general membership by providing the fiscal services necessary to execute the duties described below.

General Duties: Responsible for all moneys and securities belonging to the Association as directed by the Board of Directors and Executive Committee; pay all bills upon receipt of statements; perform secretarial and email communication services as required to carry out the business of the Association; edit and publish association newsletter at least quarterly. Website is to be updated monthly.

Requirements: Secretarial, computer, and bookkeeping skills necessary to assume the responsibilities required to carry out the business of the Association.

Working Conditions: Part time, 12 months: office to be in Executive Administrator's home. The number of hours of work will be determined by the Executive Administrator as required to fulfill duties. The job year will be June 1 - May 31.

Earnings: The amount of monthly remuneration approved in the Annual NCAFCS budget is to be paid on the last day of each month. FICA and unemployment insurance may be deducted and paid at the rates in effect at the time of payment

Expenses: Reimbursement of expenses will be the same as Executive Committee members when attending Board of Directors, Executive Committee, or NCAFCS Annual Meeting, association financial status permitting. Reimbursement of travel expense will be at the current IRS mileage rate per mile

Supervision: Shall work with and under the direction of the Executive Committee as advised by the NCAFCS Board of Directors.

COMMITTEES

Refer to Bylaws: Article IX

Committee Appointments *

All committee members shall be current NCAFCS members. Suggestions for all appointments are sought systematically at least once a year. Committee members including chairs are appointed by the President Elect after consultation with the President and Vice Presidents. The President is an ex-officio member of all committees except the Nominating Committee. A directory of officers, committee chairs, and members is prepared for distribution to the membership in attendance at the Annual Meeting in March of each year by the President Elect. Additionally, officer and committee chair email addresses shall be posted on the website.

*Exception: Nominating Committees are elected in accordance with Article IV, Section 3 of the Bylaws.

Standing Committees:

Standing committees usually consist of three to six active members plus a student member. The President Elect contacts the persons and request that they serve.

Special Committees:

The number of special committees will vary from time to time depending upon the work of the Association.

Ad Hoc Committees:

Ad hoc committees are appointed by the incoming President, with the approval of the Executive Committee, and functions until the assignment is completed.

Committee Membership Policies

NCAFCS committees are appointed and function in accordance with the stipulation of Article IX of the NCAFCS Bylaws.

Membership Terms

All committee members are appointed for a period of two years unless a different period of appointment is specifically recommended for a committee and that recommendation is approved by the Board of Directors.

Staggered Terms

Approximately one-half of the members of all committees are new appointments each year. Each committee member serves a two-year term. Two to three new members are appointed each year.

The responsibilities of all Committee Chairs are to:

- Serve as a member of the Board of Directors. Attend all Board meetings.
- Study the State Program of Work to determine how the committee activities will assist in implementing the program. Provide leadership in the work of the Association.
- Prepare a report of the activities of the committee for presentation at the March board meeting; file an electronic copy with the President. Have hard copies ready for distribution at Board of Directors meetings.

- Transmit to successors all materials and information pertinent to the work of the committee. Discard all irrelevant material.
- Become familiar with the fiscal policies and procedures affecting committee expenditures.
- Report to the President itemized expenses in triplicate. Forms are available from the President or the Executive Administrator.
- Follow established Association policies and procedures for workshops and other activities initiated by the committee.
- Committee reports of general interest to the membership shall be given at the Annual Membership Meeting. Prior to Annual Meeting (generally in February) a written report should be prepared and sent to the President to be incorporated in the annual report to the membership. Additional reports shall be submitted as directed.
- Submit at least one article to the NCAFCS newsletter during the program year.

ANNUAL MEETING COMMITTEE
Refer to Bylaws: Article IX, Section 2 (1)

There is an annual meeting of the Association at such time and place as the Board of Directors shall determine. The Association attempts to have annual meetings in different sections of North Carolina over a period of several years. Sub committees may be set up as needed and determined by the First Vice President Program. Suggested sub committees are: registration, hospitality, exhibits, publicity, and entertainment.

The First Vice President Program will have \$500 from the Association to begin operation. The Executive Administrator shall send a check at the request of the First Vice President. The Annual Meeting Committee member in charge of finances will deposit the check and use as needed keeping a clear and accurate account of all Annual Meeting funds

Responsibilities of the Annual Meeting Committee are to:

- Approximately two years in advance, obtain information regarding adequacy and cost of facilities - exhibit hall, meeting rooms, hotel rooms, etc. - in the cities located in the section of the state selected in accordance with the established pattern of location.
- The chair of time and place committee makes a report of the findings to the President and this information is presented to the Board of Directors.
- The Board of Directors reviews the report and votes on the place of the annual meeting.
- Make contact with the hotel where the meeting is to be held to make arrangements for
 - Necessary meeting rooms and exhibit areas
 - Make arrangements for tables, chairs, table covers, etc
 - Submit arrangements and prices for planned meals (sponsors may be found to help defray costs)
 - Transportation and plans for tours if such is planned
- Prepare general information about the Annual Meeting site and special functions to submit to the newsletter. Include cost of lodging, etc.
- Pre-registration forms shall be distributed via the website and electronic newsletter to the membership no later than 8 weeks prior to Annual Meeting date. Pre-registration forms should be returned to the First Vice President Program or their designee 4 weeks prior to Annual Meeting date for early bird registration. Housing reservations should go directly to the hotel.
- Costs of dinners and special events participated in by exhibitors may be handled by the local arrangements committee.
- Coordinate with the Executive Administrator for rooms for the Executive Committee
- Check with the President and First Vice President about platform and head table arrangements, number of chairs needed, length of table, microphone required, and any props needed (projectors, screens, etc.)
- Secure all commitments with hotel in writing
-
- Prepare and distribute an electronic listing of restaurants convenient to the Annual

Meeting site for members.

- Plan and prepare Annual Meeting Program, printing enough copies for all attendees, late registrants, and permanent records.

Registration

- Prepare packet for pre-registrants - name badges, program, and other items such as
 - Information from local Chamber of Commerce
 - Pens/pencils
 - Meal and function tickets
- Have separate registration lines for pre-registered and those registering at the Annual Meeting. Have additional registration forms for registration table.
- Request a member of the Membership Committee to be at the registration table at all times to receive memberships.
- Secure change for registration table.
- Secure name badges, ribbons for officers, hostesses, exhibitors, guests, etc.
- Check all registrations with a current membership list.
- Receipt all on-site registrations and turn funds over to First VP Program.
- Have extra registration packets available for on site registrants.

Exhibits

- Compile a list of prospective exhibitors
- Determine fee to ask of exhibitors. Exhibit fee is to be approved by the First Vice President and the Executive Committee.
- If possible, contact or send an invitation to exhibitors before the end of June for the Annual Meeting the following year.
- Determine a time for exhibits and a location.
- Determine when and how to recognize the exhibitors (work with First Vice President).
- Assign exhibit spaces on a first come, first served basis, as contracts are received.
- Send letter of confirmation to companies as spaces are assigned.
- Prepare a message to exhibitors and a list of exhibitors for printed program.
- Send a statement if checks for exhibit space are not received by the specified date.
- Assign a volunteer to assist exhibitors in setting up and dismantling.
- Write thank you letters to participating companies immediately following Annual Meeting.

Hospitality

- Provide hostesses for each session to welcome guests and members, to check badges, and take up tickets at meal functions.
- See that all guest speakers are met at and taken to place of departure. The program chair will provide the information needed.
- Look after guests at the hotel. See that they are available as needed. Place fruit or flowers from the Association in guest's hotel room (optional).

Publicity

- Contact and provide information to local newspapers, radio and television stations announcing the NCAFCS Annual Meeting.
- Invite appropriate persons from the media to attend all sessions. Include and suggest photographs.
- Arrange for interviews between the media representatives and guest speakers or officers.
- Secure newspaper releases, pictures, etc. for historian's permanent files. If clippings are available, compile a duplicate file to be given the incoming chair.

Entertainment

- Be responsible for securing all entertainment. Such entertainment to be determined by program committee. This information will be given to your local arrangements chair.
- Check with entertainers as to physical needs, such as platforms, area needed, electrical outlets, etc.
- Determine the payment for entertainment. No definite amount of money had been designated for paying entertainers.

Program

- Secure keynote speakers and other presenters based on NCAFCS program of work and conference theme. Attempt to have programs of interest for all FCS professionals.
- Plan the program's schedule of events.
- Second Vice President Program is expected to shadow and assist the First Vice President Program as needed.
- Prepare other printed materials:
 - Reports for Membership
 - Conference evaluation forms
- Submit articles to NCAFCS newsletter.
- Request assistance from any/all Executive Committee members when needed.
- Send acknowledgments/thank you notes for Annual Meeting participation.
- Select and have available thank you gifts for speakers (specifically those who do not charge for their presentations).
- Plan time slots on Annual Meeting program for groups such as: professional Communities of Interest, student members, Past-presidents, research, and committees.
- Invite local dignitaries to opening session such as mayor or Chamber of Commerce representative.
- Keep Executive Committee apprised of progress and /or major changes.
- Follow up on all moneys owed; all bills should be paid as soon as possible; proceeds should be turned over to NCAFCS no later than April 15th.
- Prepare detailed file to pass to successor at May Executive Committee meeting. All files of annual meeting committees should be put in order, irrelevant materials discarded and are to be transferred by May 1 to the incoming First Vice President Program.

LEGISLATIVE COMMITTEE

Refer to Bylaws: Article IX, Section 2 (6)

Responsibilities of the committee are to:

- Inform the Executive Committee, Board of Directors, and membership of pending legislation that will have a significant effect upon home and family life.
- Determine and implement the most effective ways of communicating with the Board of Directors and Executive Committee to unify legislative educational interests.
- Follow up workshops sponsored by AAFCS, ACTE, or other professional organizations emphasizing the development of education for the profession and the public regarding major legislative issues of concern to family and consumer sciences.
- Cooperate with other states in sharing methods of operation and their effectiveness.
- Keep up-to-date on legislation as it is being discussed and on emerging public policies which affect families at both state and national levels, and inform leaders and members in the association.
- Encourage involvement by NCAFCS members in supporting desirable legislation and public policies by communicating with legislators and by taking other action as appropriate.
- Work with the AAFCS Public Policy liaison/coordinator and other organizations that have common concerns for legislation and public policies affecting families.
- Submit informative articles to the newsletter.

PROGRAM OF WORK COMMITTEE

Refer to Bylaws: Article I, Section 2 (9)

The President-Elect of the Association shall serve as chair.

Responsibilities of the Committee are to:

- Study AAFCS Program of Work and Priority Issues, and prepare the NCAFCS program of work to present to the Executive Committee and Board of Directors during their March meetings. Present the program of work to the Membership for approval at the Annual Meeting. Submit NCAFCS program of work to AAFCS by August. See AAFCS administration CD distributed at National Conference Affiliate President's meeting for program of work form.
- Increase understanding and the contributions of the family and consumer sciences as a profession and the relationship of the Association to professional advancement.
- Encourage and provide opportunities for continuing professional development by more member involvement at meetings and at other pertinent professional programs.
- Continue to design innovative techniques for interpretation of family and consumer sciences to those outside the field.
- Support the student member section in the transition of their members to professional status.
- Post the current program of work on the website.
- Encourage committees and individuals to submit pertinent articles related to the program of work to the Executive Administrator for publication in the newsletter.

PUBLIC RELATIONS AND COMMUNICATIONS COMMITTEE

Refer to Bylaws: Article IX, Section 2 (10)

Responsibilities of the Committee are to:

- Coordinate the efforts of the organization to expand and improve public knowledge, understanding, and appreciation of the family and consumer science professions.
- Devise ways and means of interpreting family and consumer sciences to the public, and of enlisting and guiding large numbers of family and consumer science professionals in this effort.
- Work with state committee chairs to use the avenues of mass communication for service to families, thereby clarifying to the public the function of family and consumer sciences.
- Engage the interest of key persons representing Communities of Interests to assist in collecting news of family and consumer sciences for state and national publications.
- Advise the Board of Directors on the type of Association newsletter that will serve the best interests of the members of the Association and stimulate the work of the Association.
- Establish priorities for the promotional program to include research, advertising and use of public service time.
- Utilize materials and available resources from AAFCS.
- Coordinate all public relations activities related to the program of work of the Association such as special projects and/or workshops, legislative activities, and career opportunities.
- Promote planning and utilization of public service spots on TV, radio and/or feature stories.

RESEARCH COMMITTEE

Refer to Bylaws: Article IX, Section 2 (11)

Responsibilities of the committee are to:

- Disseminate abstracts of state and national research findings through the state newsletter.
- Survey the state membership to determine the need for special help to develop research competencies and/or research problems.
- Solicit research reports from NCAFCS members and conduct a research reporting session at Annual Meeting.

RESOLUTIONS COMMITTEE

A special committee to be formed at the discretion of the President.

Responsibilities of the committee are to:

- Solicit resolutions from NCAFCS members on concerns and/or issues affecting families.
- Distribute proposed resolutions and conduct for members a Resolutions Forum during the annual meeting.
- Submit agreed upon resolutions to the membership during the business session of the Annual Meeting.
- Solicit support of resolutions adopted during Annual Meeting and present to appropriate agencies/individuals for consideration.
- Coordinate efforts with Legislative committee to strengthen the State Association's legislative involvement. The chair of the Resolutions Committee will serve as an ex-officio member of the Legislative Committee.

FINANCE COMMITTEE

Refer to Bylaws: Article IX, Section 2 (5)

Members of this committee must include the Vice President Finance and Development who is the chair, the President - Elect, immediate past Vice President Finance and Development, and Executive Administrator.

- Responsibilities of the Finance Committee are to:
- Prepare a proposed annual budget and submit it to the Executive Committee and to the Board of Directors at the Annual Meeting. Upon the recommendation of the Board of Directors the proposed budget is presented to the Membership for final approval.
- Meet one month prior to the Annual Meeting at a location convenient for the Executive Administrator.
- Keep abreast of the association's financial situation and submit revisions to the budget as needed.
- Submit a financial report to the Executive Committee and Board of Directors at the time of the Annual Meeting.

BYLAWS COMMITTEE

Refer to Bylaws: Article IX, Section 2 (3)

The responsibilities of the Committee are to:

- Study the revisions of the Bylaws made at the AAFCS Annual Meeting and notify themembers of the changes which will affect the work of the Association.
- Receive or initiate amendments to the current Bylaws.
- Review and submit proposed amendments to the Board of Directors.
- Prepare copy of approved amendments and send to the membership in accordance with the Bylaws.
- Advise the President on all matters pertaining to the content of the Bylaws.
- Follow a policy procedure for preparing amendments, for notifying the membership at least thirty days prior to the Annual Meeting, and for distributing copies of the revised adopted instrument to AAFCS headquarters.

MEMBERSHIP PROMOTION AND RETENTION COMMITTEE

Refer to Bylaws: Article IX, Section 2 (7)

The committee is chaired by Vice President Membership. The membership of this committee should include at least one member from each Community of Interest.

Responsibilities of the Committee are to:

- Work with Vice President Membership in developing and implementing a plan of action for increasing membership.
- Promote membership - AAFCS sends renewal notices to current members. This committee should encourage existing members to renew and solicit new memberships or renewals from inactive members.
- Report activities related to membership promotion and retention to the Executive Committee and the Board of Directors.
- Consult AAFCS records for current or past lists of paid members in various membership categories.
- Send membership application forms to key persons in organizations employing family and consumer science professionals, to educational institutions, and others to solicit memberships.
- Have membership application forms available during registration at annual meeting and at State level meetings of related professional groups.
- Work with the advisors of college sections in urging seniors to maintain their membership after graduation from college.

NEWSLETTER COMMITTEE

Refer to Bylaws: Article IX, Section 2 (8)

The newsletter committee will be comprised of the Executive Administrator, who serves as editor, a student section officer, and an executive committee officer.

Responsibilities of the Committee are to:

- Provide a vehicle of communication for NCAFCS.
- Establish a calendar and deadlines for submissions (to avoid dated materials).
- Publish interesting, comprehensive, diversified articles. This will mean keeping in touch with work of all officers, committees, and Communities of Interest.
- Direct content toward various areas of family and consumer sciences.
- Cover North Carolina news and AAFCS items of importance to the NC affiliate.
- Coordinate the gathering of news for newsletter and for AAFCS publications.
- Study publications of other state associations.
- Send copies of the newsletter and other publications of NCAFCS to national headquarters and to other state association presidents, newsletter editors, and executive secretaries by the most appropriate method.
- Keep an accurate record of expenses involved in issuing the newsletter and submit bills to the Executive Administrator.
- Prepare a written report for presentation at the annual Membership meeting of the Association and file a copy of the report with the president, president-elect, and Executive Administrator.
- Forward electronic and hard copy of all publications to Historian for archiving at UNCG.

AWARDS COMMITTEE

Refer to Bylaws: Article IX, Section 2 (2)

The committee is made up of the Awards Chair, Teacher of Year Chair, NC Professionals of the Year Chair, and Friend of the Family Award Chair.

Responsibilities of the committee are to:

- Determine the awards to be given.
- Prepare guidelines for determining eligibility.
- Decide on procedures for nominating candidates.
- Prepare personal data and application forms for each award. Revise forms as needed.
- Explain the awards programs to NCAFCS members and to the public through: newsletter, print media, television, and radio
- Identify potential nominees.
- Prepare and promote publicity to secure nominees.
- Act as a clearing-house for all awards.
- Plan with the First Vice President a recognition program during the Annual Meeting.
- Prepare article for newsletter highlighting awardees and their contributions.
- Maintain a file to be passed to the incoming chair at the conclusion of the NCAFCS Annual Meeting.

NOMINATING COMMITTEE

Refer to Bylaws: Article IX, Section 3

Members of this committee are elected.

Responsibilities of the Committee are to:

- Cooperatively be involved in the total nomination and election process.
- Receive from the President or President-Elect (by April of each year) the offices to be filled from the rotation outline.
- Inform the Executive Committee members of the officers to be elected and groups from which the nominations are to be secured.
- Submit, for publication in the newsletter, articles requesting nominations.
- Compile all suggestions for nominations from committee members and check to be sure they are members of AAFCS. Check to be sure they represent the appropriate section and are eligible to serve in that office.
- Prepare a slate of one nominee per office, including biographical information for each candidate. This shall be presented to the Executive Committee at its January meeting.
- Present the slate of proposed officers to the membership through the fall newsletter, prior to each annual meeting.
- Present the slate at the Annual Meeting, during the Business Meeting. Further nominations, with prior approval, may be presented from the floor.

KATHERINE B. LYONS FAMILY AND CONSUMER SCIENCES ENDOWMENT COMMITTEE

(Approved March 7, 1995 by NCAFCS and updated by the Committee January 19, 2000)

(Updated by the Committee, November, 2005 and January 19, 2006)

PURPOSE

The Katherine B. Lyons Family and Consumer Sciences Endowment Committee is a SPECIAL committee, which shall solicit, receive, and administer funds. The committee shall review grant applications and recommend applications for final approval by the executive committee. This committee shall be appointed by the state president and serve for a period of at least 3 years on a staggered rotation system with 2 on and 2 off each year. A new committee chair would have first served as vice chair of this committee. The vice chair would have served as a committee member. The chair may be re-appointed for a second term and serve no more than 2 consecutive terms.

RESPONSIBILITIES OF THE COMMITTEE

1. The committee will be guided in its work by rules governing the grants as approved by the Executive Committee of the North Carolina Association of Family and Consumer Sciences. The committee will meet at least once per year or as often as needed.
2. The duties of the COMMITTEE CHAIR:
 - a. Preside over all meetings of the committee. Necessary business may be conducted in meetings, via mail, telephone and e-mail.
 - b. Notify committee members, the state president, state treasurer and executive administrator (these officers are ex-officio members of the committee) of committee meetings, and keep them informed about the business of the committee.
 - c. Communicate regularly with the NCFCS Assistant Secretary and the Accountant. The address is: Katherine B. Lyons Family and Consumer Sciences Endowment, c/o NCFCS Foundation, CALS Advancement, NCSU, Campus Box 7645, Raleigh, NC 27695-7645.
 - d. Keep a list of contributors. Send acknowledgements to donors and persons recognized.
 - e. Upon request provide application packet including forms, rules governing grants, and a checklist of guidelines.
 - f. Keep up to date financial records. Ask NCFCS Foundation Accountant for November audit reports to obtain information about accumulated interest. Obtain current financial reports of Endowment interest from the NCAFCS Executive Administrator as needed.
 - g. Clear with the Executive Administrator and NCAFCS president the amount of money allocated for grants.
 - h. Make committee reports to the NCAFCS Executive Committee, Board of Directors and attend Board of Directors meetings.
 - i. Send a letter to applicants who submitted proposals thanking them and telling them whether the grant has or has not been approved and in what amount. Be responsible for sending a letter to the executive administrator with the names and amounts for her to write checks to be given at the annual meeting.
 - j. Make arrangements with the recipient and the annual meeting committee for an oral presentation of the results of the project, an exhibit or other report at the annual meeting.

- k. Keep files on each grant which include application, final financial statement and project report as a record for the committee
- l. Make arrangements to have forms and stationary printed as necessary.
- m. Send copies of grant applications to committee members prior to meeting so they can review them prior to the meeting. Check to see if applicants are members of the organization.
- n. Publicize the Katherine B. Lyons Family and Consumer Sciences Endowment and encourage individuals to make contributions as an honorarium, memorial, or for a birthday gift, etc and to apply for grants. Write articles for the newsletter, make exhibits, send letters to board members, and publicize names of current contributors annually.

3. The duties of the COMMITTEE MEMBERS:

- a. Be aware of the purpose of the North Carolina Association of Family and Consumer Sciences, mission statement, objectives, goals and current program of work.
- b. Help update forms, rules, and consider the necessary business of the committee and make recommendations as are necessary to improve the function of the committee.
- c. Establish and publicize deadline dates for proposals.
- d. Publicize the Katherine B. Lyons Family and Consumer Sciences Endowment and encourage individuals to make contributions and members to apply for grants.
- e. Review grant applications, prioritize, recommend the amount they are to receive and make procedural recommendations for applicant.
- f. Approve an annual committee budget, not more than 5% of the interest from the Katherine B. Lyons Family and Consumer Sciences Endowment to be used for marketing, copies, postage, stationary and other expenses.
- g. Assist as needed with communications, publicity, mailing letters, exhibits and other business of the committee.

4. PROCEDURES FOR HANDLING GRANTS

- a. Application is sent to committee chair by deadline date.
- b. Committee chair sends applications to committee members for review.
- c. Committee votes in meeting, by e-mail, mail or via telephone and makes procedural recommendations for applicant.
- d. A copy of the recommendations is sent to the NCAFCS president for final approval by the executive officers.
- e. The Executive Administrator is notified to write a check to the recipient and the committee chair notifies the recipient of the decision of the committee and presents the check at annual meeting.
- f. The committee chair makes arrangements with the recipient for a project report and a financial statement for the committee files.
- g. The committee chair coordinates the report of the results of the project.

PROFESSIONAL SECTIONS

COMMUNITIES OF INTEREST

Refer to Bylaws: Article VIII, Section 5

- 1 Community of Interests consists of members engaged in professional programs of the Association. Each Community of Interest shall elect a chair and other officers deemed necessary. The professional Communities of Interest are identified aligned with the Communities of Interest of AAFCS

Responsibilities of the Communities of Interest chairs are to:

- Serve on the Board of Directors; attend Board meetings; bring information from the Community of Interest to the attention of the Board of Directors, and disseminate information from the Board of Directors to the Community of Interest members.
- Communicate and cooperate with other Community of Interests in planning and implementing
- Programs that will promote NCAFCS and Community of Interest goals.
- Promote membership in AAFCS and NCAFCS.
- Submit articles to the NCAFCS newsletter.
- Cooperate with the Annual Meeting program committee (First Vice President) in planning a session at the Annual Meeting.
- Submit a written Annual Report of accomplishments to the President in February.
- Maintain a file of activities to pass on to incoming chair at the Annual Meeting or no later than May 1.

STUDENT SECTION

Refer to Bylaws: Article VIII, Section 5

Purpose:

The student member section is composed of college and university sections and has as its

basic objective promoting the professional development of college and university family and consumer science students who are individual members of AAFCS and NCAFCS.

Responsibilities of the Student section chairman are to:

- Represent the students' interests on the NCAFCS Board of Directors and Executive Committee. The chairman also serves as a liaison between the student members and active membership in NCAFCS.
- Promote the NCAFCS Program of Work and the Student Section's plan of action.
- Provide the opportunity for developing leadership skills among members.
- Provide experience to increase mutual understanding among peoples of all cultures.
- Become familiar with the history of family and consumer sciences and AAFCS.
- Provide the opportunity to meet and know people who have attained recognition in family and consumer sciences professions.
- Develop professional interests, which lead to active membership in NCAFCS and AAFCS.
- Increase understanding and contributions of family and consumer sciences to the solution of urban and rural problems.
- Encourage and provide opportunities for continuing professional development and enlightenment.
- Increase understanding of the nature and significance of family and consumer Sciences.
- Create an awareness of the benefits and responsibility of AAFCS student membership.
- Urge graduating seniors to become active members of AAFCS.
- Hold two meetings annually - a business meeting during the NCAFCS Annual Meeting and a fall workshop hosted by a college or university section.
- An executive committee Student section meeting is held prior to the opening of school for the purpose of formulating plans for the academic year.
- The advisor and officers of the Student section are urged to submit names of students who may serve on the NCAFCS Committees to the NCAFCS President - Elect.

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STANDING RULES

for

EXECUTIVE BOARD OF DIRECTORS AND BUSINESS MEETING NCAFCS

A member wishing to speak will address the chair, and when recognized, give name.

All motions and amendments shall be written on NCAFCS motion forms and signed by both the person making the motion, and the person seconding the motion. The motion form shall be sent to the presider and filed with the secretary.

No member shall speak more than once on anyone motion until all members wishing to speak have been heard. Time of each speech is to be limited to two (2) minutes per person except as ordered by the assembly. Extending the length of debate requires a two-thirds vote of the members present.

Committee chairpersons, or their designees, giving reports ending with the recommendation(s) shall move the adoption of the recommendation. Motions from committees do not require a second.

The business meeting will continue until action is complete.

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APPENDICES

Appendix A

ROSTER OF PRESIDENTS OF NORTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

Year	Position and location in state at time of office
1919	Blanche E. Shaffer, Head of Home Economics Department, North Carolina College for Women, Greensboro
1920	Jane S. McKimmon, State Home Demonstration Agent, Raleigh 1922 1921 Eunice Chaplin, Vocational Home Economics Teacher, Durham High School
1922	Mrs. Warren Booker, Head of the Home Economics Department, Queens College, Charlotte
1923	Mrs. Archie W. Wells, Homemaker, Greensboro
1924	Maude Wallace, Assistant State Home Demonstration Agent, Raleigh
1925	Hope Coolidge, Dietitian, North Carolina College for Women, Greensboro
1926 –27	Rebecca Cushing, State Supervisor, Home Economics Education, Raleigh
1928	Martha Creighton, District Home Demonstration Agent, Piedmont District, Charlotte
1929	Mollie A. Peterson, Home Economics Department, North Carolina College for Women, Greensboro
1930	Muriel Barns Erwin, Vocational Home Economics Teacher, Rutherfordton
1931	Elizabeth Bridge, Stanly County Home Demonstration Agent, Albermarle
1932	Ellen Brewer, Head of Home Economics Department, Meredith College, Raleigh
1933	Madge Coble, Assistant State Supervisor, Home Economics Education, Raleigh
1934	Maude P. McInnes, Wake County Home Demonstration Agent, Raleigh
1935	Cora E. Gray, Head of Home Economics Department, Catawba College, Salisbury
1936	Mary E. York, Field Teacher Trainer, Woman's College of University of North Carolina, Greensboro
1937	May Huffines, Robeson County Home Demonstration Agent, Lumberton
1938	Viva M. Playfoot, Resident Teacher Trainer, Home Economics Education Woman's College of the University of North Carolina, Greensboro
1939	Margaret Fuller, Farm Security Administration, Asheville
1940	Virginia Ward, Assistant State Supervisor, Home Economics Education, Raleigh
1941	Nell Kennet, Rowan County Home Demonstration Agent, Salisbury
1942	Stella R. Cusick, State Supervisor, Farm Security Administration, Raleigh
1943	Myrtle Westmoreland, Iredell County Home Demonstration Agent, Statesville
1944	Lois Rainwater, Wilson County Home Demonstration Agent, Wilson
1945	Madge E. Glazener, Home Economics Teacher, Hugh Morson High

- School, Raleigh
- 1946 - 47 Ella Outland, Home Service Adviser, Duke Power Company, Burlington
- 1948 - 49 York Kiker Department of Agriculture, Raleigh
- 1950 - 51 Mabel Lacy Hall, Teacher Trainer, Home Economics Education, East Carolina College, Greenville
- 1951 - 52 Eugenia VanLandingham, Edgecombe County Home Demonstration Agent, Tarboro
- 1952 - 53 Lydia Ann Watkins, Vocational Home Economics Teacher, East Mecklenburg High School, Charlotte
- 1953 - 54 Betty Stough, Home Economist, Duke Power Company, Charlotte
- 1954 - 55 Eleanor Southerland, Rowan County Home Demonstration Agent, Salisbury
- 1955 - 56 Emily Burt Person, Vocational Home Economics Teacher, Washington High School, Washington
- 1956 - 57 Louise Lowe, Field Teacher Trainer, Home Economics Education, Woman's College of the University of North Carolina, Greensboro
- 1957 - 58 Lorna Langley, District Home Demonstration Agent, Northeastern District, Raleigh
- 1958 - 59 Vera B. Penner, Vocational Home Economics Teacher, Northwest High School, Winston-Salem
- 1959 - 60 Sara Mashburn, Home Economist in Business and Homemaker, Burlington
- 1960 - 61 Martha B. Thompson, Home Economics Agent, Davidson County, Lexington
- 1961 - 62 Asenath Cooke, Nutritionist, State Board of Health, Burlington
- 1962 - 63 Louise Swann, Assistant State Supervisor, Home Economics Education, North Carolina DPI, Asheville
- 1963 - 64 Hazel G. Tripp, Vocational Home Economics Teacher, Madison-Mayodan High School, Madison
- 1964 - 65 Callie C. Hardwicke, Western District Home Economics Department, Mars Hill College, Mars Hill
- 1965 - 66 Mary N. Howell, Head of Home Economics Department, Mars Hill College, Mars Hill
- 1966 - 1967 Margie F. Gilbert, Dairy Council, Durham
- 1967 - 1969 Harriette Holton, Vocational Home Economics Teacher, Shelby Senior High School, Shelby
- 1969 - 1970 Iola Pritchard, Extension Specialist, Food Conservation and Marketing, NC Agricultural Extension Service, Raleigh
- 1970 - 1971 Dr. Miriam Moore, Dean, School of Home Economics, East Carolina University, Greenville
- 1972 Elizabeth Hartsell, Home Economics Consultant, Kernersville
- 1973 Shirley Glover, Home Economics Teacher, New Hanover High School, Wilmington
- 1974 Ada Dalla Pozza, State Home Economics Extension Agent, NC Department of Public Instruction, Raleigh

- 1975 Jean Mullen, Consultant, Home Economics Education, NC Department Public Instruction, Raleigh
- 1976 Rebecca King, Assistant Director of Consumer Affairs, Public Service Co. of N. C., Raleigh
- 1977 Frances Parnell, Vocational Home Economics Teacher, Hoggard High School, Wilmington
- 1978 Nancy Stancil, Home Economics Extension Agent, Buncombe County, Asheville
- 1979 Sheron Sumner, School of Home Economics, Department of Foods and Nutrition, University of North Carolina at Greensboro
- 1980 Betsy Owens, Director, N. C. Peanut Growers Food Promotions, Rocky Mount
- 1981 Gwen Willis, Resource Teacher, Charlotte-Mecklenburg Schools, Charlotte
- 1982 Ila Grey White, Home Economics Extension Agent, Hertford
- 1983 Augusta White, Consultant, State Department of Public Instruction, Raleigh
- 1984 Bernice Caldwell, Home Economics Teacher, Garringer High School, Charlotte
- 1985 Patricia Laxton, Duke Power Company, Salisbury
- 1986 Patricia Roswell, Home Economist in Home and Community, Bahama
- 1987 Barbara Cannon, Home Economics Teacher, Olympic High School, Charlotte
- 1988 Dr. Linda McCutcheon, Assistant Director, Home Economics Extension Service, Raleigh
- 1989 Dr. Carolyn Turner, Home Economics Professor, A & T State University, Greensboro
- 1990 Betty Penny, Home Economics Teacher, Nashville
- 1991 Myrtle Stogner, NC Tech Prep Coordinator, Rockingham
- 1992-93 Betty Layman, Home Economist in Home and Community, Brevard
- 1993-94 Susie Seats, Middle School Assistant Principal, Forsyth County
- 1994-95 Dr. Deborah Crandall, Chair, Rockingham County Extension, Rockingham
- 1995-96 Dr. Bernice Johnson, Professor, NC Central University, Durham
- 1996-97 Emily M. Behm, Industry Education Coordinator, West Charlotte High School, Charlotte
- 1997-98 Donna I. Reynolds, Business Consultant,
- 1998-99 GayNell Bunton, Consultant, Department of Aging and Nutrition, Union County
- 1999-2000 Dr. Wayne Matthews, Professor, Family & Consumer Sciences & Human Development Specialist for the Cooperative Extension Service at North Carolina State University

- 2000-01 Dr. Sarah M. Shoffner, School of Human Environmental Sciences,
Department of Human Development & Family Studies, University
Of North Carolina at Greensboro
- 2001-02 Dr. Sammie G. Garner, Chairman of Family and Consumer Sciences
Department, Appalachian State University, Boone
- 2002-03 Kathleen D. Mitchell, FCS Teacher, South Caldwell High School,
Hudson
- 2003-04 Dr. Shari Moxley, Campbell University, Buies Creek
- 2004-05 Deborah Howard, Extension Agent, Cooperative Extension Service,
Bertie County
- 2005-06 Janet D. Ward, FCS Teacher, Catawba County Schools, Hickory
- 2006-07 Dr. Sabrina L. Thomas, Child Development, North Carolina Central University,
Durham
- 2006-08 Evelyn Deloatch, Extension Agent, Alamance County, Blowing Rock, NC

Appendix B

INSTALLATION OF OFFICERS

An example of a ceremony previously used.

Now that I go to join that elite group of Past Presidents I have the esteemed honor of installing the incoming officers of NCAFCS.

As I begin this very pleasant task of installing our new NCAFCS officers today, I experience a sense of mixed emotions. Assuredly, we all feel the emotion of sadness and loss of those officers whose tenure ends at the close of this year. Ruskin once said that "when we fail to praise a man who deserves praise, two sad things happen: we run a chance of driving him from the right road for want of encouragement and we deprive ourselves of one of the very happiest of our privileges, the privilege of rewarding labor that deserves a reward."

Each of you who are finishing a term of office has come to the end of a job well done. Through your fine leadership - characterized by long hours of toil and perseverance and coupled with courage, gentleness, wisdom, and affection - you have won the praise, support, and gratitude of this entire body. We cannot adequately express our appreciation for your tenacious service, for your inspired leadership, for your clairvoyant guidance. Your record of achievement speaks for itself. It shall be placed in our archives as a "red letter" year and shall be long remembered as a vital stepping-stone in the on-going development of our association. We thank you for your loyalty and devotion and pray that you will continue to support NCAFCS in your unique, creative way.

The members of NCAFCS are now privileged to join in a very important portion of our regular session - the installation of officers for _____. You, through your vote of confidence, have chosen the following members to be leaders of the Association for the coming year. They will assume office on _____ [Have the incoming officers move to the front of the room, starting with Counselor.]

These candidates who stand before me have already achieved success-as evidenced by a vote of confidence from the members of our Association. As one author put it, a person has achieved success who has lived well, laughed often, and loved much; who has gained the respect of intelligent people, and the love of little children; who has filled a niche and accomplished the task; ... who has looked for the best in others and given their best; whose life has been an inspiration.

Leadership is a challenge. While the task before you is new, I challenge you to bring to your office all of the adventurous and creative spirit of which you are capable.

We look to you for cooperative leadership and guidance to move the North Carolina Association of Family and Consumer Sciences to even greater heights and to provide for the stimulation and growth of individual members.

[To the officers-elect] If you agree to fulfill the duties of your office, please repeat after me. "I solemnly promise ... that I will ... to the best of my ability ... faithfully perform all the duties ... belonging to the office for which I am elected."

Would all the NCAFCS members please stand? Repeat after me:

"As a member of NCAFCS.. I promise to support ... and assist ... the officers of the Association. "

And now, as I come to the end of this ceremony, I remind you that as members of NCAFCS we have obligations and responsibilities to the mission of our profession. The testing of our Association will not only be for our officers but will be the result of the concerted efforts of all members. May each of us reinforce the efforts of our officers in the continuance of our service to individuals, families and to the Nation.

Our officers are now duly installed. Let us pray:

O holy Spirit of God, abide with us;
inspire all our thoughts; pervade
our imaginations; suggest all our
decisions: order all our doings.

Be with us in our silence and in our speech, in our
haste and in our leisure, in company and in
solitude, in the freshness of the morning
and in the weariness of the evening, and
give us grace at all time humbly to rejoice
in your mysterious companionship. Amen

Appendix C

Expense Reimbursement Form

Statement

North Carolina Association of Family and Consumer Sciences

Date Submitted _____ 20____

Pay to: _____

Address: _____

Check _____
Date _____
Bookkeeper _____
Account _____

Date		Item	Amount	

NCAFCS Approval:	Submitted by: _____
	Address: _____

Appendix D

Officer Rotation Chart

Nominations are due by the January Executive Board Meeting.

NCAFCS OFFICER ROTATION SCHEDULE

Year	President	President-Elect	1st VP Program	2nd VP Program
2006-2007	CU/B/HS/HC*	Extension	Teacher	CU/B/HS/HC
2007-2008	Extension	Teacher	CU/B/HS/HC	Extension
2008-2009	Teacher	CU/B/HS/HC	Extension	Teacher
2009-2010	CU/B/HS/HC	Extension	Teacher	CU/B/HS/HC
2010-2011	Extension	Teacher	CU/B/HS/HC	Extension
2011-2012	Teacher	CU/B/HS/HC	Extension	Teacher
2012-2013	CU/B/HS/HC	Extension	Teacher	CU/B/HS/HC
2013-2014	Extension	Teacher	CU/B/HS/HC	Extension
2014-2015	Teacher	CU/B/HS/HC	Extension	Teacher
2015-2016	CU/B/HS/HC	Extension	Teacher	CU/B/HS/HC

Year	VP Membership	VP Finance	Secretary	Counselor
2006-2007	Extension	Extension	CU/B/HS/HC	Teacher
2007-2008			Teacher	CU/B/HS/HC
2008-2009	CU/B/HS/HC	CU/B/HS/HC	Extension	Extension
2009-2010				Teacher
2010-2011	Teacher	Teacher	CU/B/HS/HC	CU/B/HS/HC
2011-2012				Extension
2012-2013	Extension	Extension	Teacher	Teacher
2013-2014				CU/B/HS/HC
2014-2015	CU/B/HS/HC	CU/B/HS/HC	Extension	Extension
2015-2016				Teacher

*CU – College and University

*B - Business

*HS – Health Services

*HC – Home and Community

Appendix F

Augusta A. White
(1929 - 1991)

The North Carolina Association of Family and Consumer Sciences will not forget the many outstanding contributions August made to Home Economics through her work as a Home Economics Consultant from 1962 to 1991. During those years Augusta was instrumental in getting school systems in Eastern North Carolina to make a difference in the lives of many teachers and students.

Augusta was very knowledgeable about the history of Home Economics in the state as well as the nation, having lived a lot of the history herself: thus, to talk with Augusta was to talk to the past, the present and be attuned to what to expect in the future. Augusta's work with legislative issues helped home economists in North Carolina realize the impact that NCHEA could have on public policy issues in North Carolina, particularly in regard to women and the law, and issues of affordable and safe child care facilities for working parents. Augusta struggled to get NCHEA to be a mover in the area of family life education in North Carolina. In 1989, Augusta While was named N.C. Home Economist of the year. When Dr. Sarah Shoffner presented the award, Augusta received a standing ovation.

During Augusta's term as president of NCHEA, an increase in membership and leadership development were prime issues.

Augusta's legacy of academic excellence and professional development will live on through the many lives touched by this great woman.

Augusta A. White Memorial Scholarship Fund

This memorial scholarship was established to assist undergraduate students majoring in the areas of Family and Consumer Sciences.

Scholarships will be awarded from interest earned on funds donated. Donations are tax deductible. Honorariums and memorial donations are welcomed and appropriately acknowledged.

Applications may be available from the Financial Aid office of all N C colleges and universities having departments that prepare students for careers in Family and Consumer Sciences subject areas. If not contact, NCAFCS Executive Administrator.

Deadline for application is February 1st.

Requirements for Scholarship Consideration

Eligibility:

- A. Majors in areas of Family & Consumer Sciences and attending four-year college in North Carolina.
- B. Incoming freshmen students majoring in some area of Family and Consumer Sciences with limited finances. Freshmen with FCCLA organization background experience and a high school GPA of 2.5 or above.
- C. Sophomore, Junior, Senior undergraduate students:
 - 1. Overall grade point average minimum of 2.7 or above on a 4.0 scale, with a 3.0 or above in major courses.
 - 2. Exhibits active status in one or more student organizations including the Association of Family & Consumer Sciences.
 - 3. Membership in AAFCS for at least one year.
 - 4. Three letters of recommendation:
 - a. 2 faculty members in major;
 - b. 1 faculty member outside major;
 - c. 1 community or religious leader.

Appendix G

NCAFCS Awards Applications Forms NORTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

YOUNG PROFESSIONAL AWARD

The Young Professional Award is to recognize outstanding performance and service of a member who has five years or less employment in the field of Family and Consumer Sciences.

ELIGIBILITY: Membership in NCAFCS; no more than five years professional experience as of July 1st in the year in which application is submitted.

NOMINATIONS TO INCLUDE:

1. Nomination form.
2. Statement describing basis for nomination. (One page maximum)
3. Biographical – personal data; organization membership and leadership rolls; community and professional contributions. (This may be nominee's employment resume', do not duplicate information.)
4. Two letters of endorsement.

Awards will be presented at the annual NCAFCS meeting.

NORTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

STUDENT UNIT AWARD

The award recognizes the pre-professional /graduate student who excels in academics; service to school and community; and leadership ability.

ELIGIBILITY: Undergraduate Family and Consumer Sciences major who is a member of NCAFCS at the time of the nomination.

NOMINATIONS TO INCLUDE:

1. Nomination form.
2. Statement describing basis for nomination. (One page maximum)
3. Biographical – student performance and accomplishment; community and student leadership roles. (My be employment resume', do not duplicate information.)
4. Two current letters of endorsement.

Awards will be presented at the annual NCAFCS meeting.

**NORTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER
SCIENCES
PROFESSIONAL AWARD**

The North Carolina Family and Consumer Sciences Professional Award is designed to recognize outstanding performance and service in the field of Family and Consumer Sciences.

ELIGIBILITY: Membership in NCAFCS.

NOMINATIONS TO INCLUDE:

1. Nomination form.
2. Statement describing basis for nomination. (One page maximum)
3. Biographical – personal data; organization membership and leadership rolls; community and professional contributions. (My be employment resume', do not duplicate information.)
4. Two current letters of endorsement.

Awards will be presented at the annual NCAFCS meeting.

AWARD NOMINATION FORM

Name of Nominee:

Title:

AAFCS#:

Address

Phone (office)

(Home)

Name and address of two (2) NCAFCS members to document nominee's qualifications

1. Name

Address

Phone (office)

(Home)

2. Name

Address

Phone (office)

(Home)

Signature of person making nomination:

Name

Title

Address

Phone (office)

(Home)

Appendix H

RULES GOVERNING THE KATHERINE B. LYONS FAMILY AND CONSUMER SCIENCES ENDOWMENT OF THE NORTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

The Katherine B. Lyons Fund was established in 1986 by the North Carolina Home Economics Association (NCAFCS) to honor Katherine B. Lyons, who served as NCHEA Executive Secretary from May 1977- April 1987. On May 17, 2005 the Fund, totaling of \$16,100 became the Katherine B. Lyons Family and Consumer Sciences Endowment and was endowed in the North Carolina Family and Consumer Sciences Foundation, an entity of the Agriculture Foundation, Inc. at North Carolina State University. Hereafter in this document it will be referred to as the “Endowment”

PURPOSE

Establish a special fund to honor Katherine B. Lyons for her outstanding contribution and to provide a permanently endowed source of income that will allow NCAFCS to promote the objectives and projects of the Association in advancing the betterment of individual and family life in North Carolina.

OBJECTIVES

Interest income from the Endowment will be used by the members to develop and support projects and programs of the North Carolina Association of Family and Consumer Sciences that advance its goals of public affairs, research, professional growth and development. Proposals are invited for creative and innovative projects that relate to the mission statement, program of work and priority issues.

WHO CAN APPLY

A member of NCAFCS can apply. Eligible applicants include Community of Interests, committees or individual members.

WHEN TO APPLY

Applications should be submitted by January 1 each year.

RESTRICTIONS

1. Only the interest income from the Endowment may be used to finance projects and /or programs selected for funding.
2. No monies from the Endowment are to be used at anytime for on going operational expenses of the NCAFCS General Fund.
3. Funds cannot be used for salary, purchase of equipment, office rental or other indirect cost.
4. Unused budgeted grant funds must be returned.

ACCOUNTABILITY

1. The project must address goals and objectives of the Association
2. The applicant is required to file a narrative and financial report with the Endowment Committee three months after completion of project.

3. The applicant is expected to write articles for appropriate newsletters and journals and give presentation or exhibits.

(Approved: March 1995 for HANDBOOK and retyped in January, 2000) Updated by the NCAFCS Endowment Committee, November 2005 and January 19, 2006)

FINANCIAL MANAGEMENT
KATHERINE B. LYONS FAMILY AND CONSUMER SCIENCES ENDOWMENT
(Memorandum of Understanding is attached)

Administration: The Assistant Secretary to the North Carolina Family and Consumer Sciences Foundation will work closely with North Carolina Association of Family and Consumer Sciences and the Endowment Committee.

1. Contributions: Checks for contributions should be made payable to Katherine B. Lyons Family and Consumer Sciences Endowment and should be mailed to North Carolina Family and Consumer Sciences Foundation, CALS Advancement, NCSU, Campus Box 7645, Raleigh NC 27695-7645. A letter of appreciation and a receipt will be sent from NCSU to the donor.
2. Investment of Funds: Funds will be invested by the NC Agriculture Foundation, Inc. at North Carolina State University.
3. Tax Reports: NCSU will keep records and file taxes.
4. Interest: An annual report and four percent of the interest will be sent to NCAFCS in November or December of each year.
5. Interest Funds: The interest money will be invested by NCAFCS. The money and the interest from the money in the NCAFCS Treasury will be used as outlined in the “Memorandum of Understanding” and the “Rules for Governing the Katherine B. Lyons Family and Consumer Sciences Endowment”.

Update January 19, 2006

MEMORANDUM OF UNDERSTANDING
between
NORTH CAROLINA ASSOCIATION OF FAMILY AND CONSUMER SCIENCES
and the
NORTH CAROLINA FAMILY AND CONSUMER SCIENCES FOUNDATION
an entity in the
NORTH CAROLINA AGRICULTURAL FOUNDATION, INC.

Katherine B. Lyons Family and Consumer Sciences Endowment

Katherine B. Lyons was a leader in Family and Consumer Sciences in North Carolina through her professionalism as a Consultant with the Department of Public Instruction in the area of Home Economics. Upon her retirement, she served as Executive Secretary of the North Carolina Home Economics Association (now the North Carolina Association of Family and Consumer Sciences) from May 1977 – April 1987. Colleagues and friends from the Family and Consumer Sciences discipline established the Katherine B. Lyons Fund in 1986 and have continued to contribute to the fund to allow professionals to further the study and contributions to the field.

The Katherine B. Lyons Family and Consumer Sciences Endowment is being funded with gifts totaling \$16,600.

The endowment will be held in the North Carolina Family and Consumer Sciences Foundation, an entity in the North Carolina Agricultural Foundation and administered according to the following provisions:

1. The endowment will be designated as the **Katherine B. Lyons Family and Consumer Sciences Endowment** and maintained by the North Carolina Family and Consumer Sciences Foundation, an entity of the North Carolina Agricultural Foundation, Inc.
2. The investment income, but not the principal, of this endowment will be used to further the mission of the North Carolina Association of Family and Consumer Sciences through the name of **Katherine B. Lyons** as follows:
 - a) To support innovative research, public affairs, professional growth and development projects within the discipline of Family and Consumer Sciences. Proposals are invited for creative and innovative projects that relate to the mission statement, program of work and priority issues.
 - b) While individuals or teams may participate in the project, a member(s) of the North Carolina Association of Family and Consumer Sciences shall make the application.
3. The North Carolina Family and Consumer Sciences Foundation shall provide an audit report and annual accounting of the funds maintained in the endowment and in the investment income spending account in December of each year. This report shall be utilized to inform the **Katherine B. Lyons Endowment Chair** of the available assets that may be awarded each year.

4. The **Katherine B. Lyons Family and Consumer Sciences Endowment Committee** shall be charged with managing the competitive grant process, including the review of applications, selection and announcement of grantees. The Grantees shall be recognized at the annual meeting of the North Carolina Association of Family and Consumer Sciences or at another public meeting as deemed appropriate by the selection committee.
5. This endowment will accept additional contributions at any time from any source, but such additional contributions will be subject to the terms of this agreement and shall always carry the name of the **Katherine B. Lyons Family and Consumer Sciences Endowment**.
6. For investment purposes, the assets of this endowment may be commingled with other investment assets of the North Carolina Family and Consumer Sciences Foundation, but this endowment will always be entered on the North Carolina Family and Consumer Sciences Foundation records as the **Katherine B. Lyons Family and Consumer Sciences Endowment**. The North Carolina Family and Consumer Sciences Foundation shall invest the assets and expend the income (defined as interest, dividends, and gains, realized or unrealized) of this endowment according to the investment and spending policies established by the North Carolina Agricultural Foundation, Inc. and its Board of Directors. The assessment of nominal charges to support investment and administrative costs will be made against the income of this endowment.
7. If, in the future, the Board of the North Carolina Association of Family and Consumer Sciences and/or the Board of Directors of the North Carolina Family and Consumer Sciences Foundation shall determine that it would be in the best interest of either party to amend this agreement, they may make such amendment(s) as are necessary to assure that use of the endowment is both legal and appropriate. In all cases, the Board of the North Carolina Family and Consumer Sciences Foundation shall utilize the income as closely as possible to the original intent of the Donor and keep the name of **Katherine B. Lyons** linked with any distribution from this endowment.
8. In the event the North Carolina Family and Consumer Sciences Foundation, an entity in the North Carolina Agricultural Foundation, Inc. ceases to be an organization described in each of Section 170 (b) (1) (A) and section 170 (c) of the Internal Revenue Code, the assets of this endowment will be turned over to an organization as designated in the Foundation's Articles of Incorporation or by the Foundation's Board of Directors, and will be subject to the terms of this endowment.

Katherine B. Lyons Family and Consumer Sciences Endowment

Signed on this 17th day of November, 2005 by:

DONORS

Dr. Deborah Howard, President, North Carolina Association of Family and Consumer Sciences

Ms. Janet D. Ward, President Elect, North Carolina Association of Family and Consumer Sciences

Ila Grey White, Chair, Katherine B. Lyons Committee

NORTH CAROLINA COOPERATIVE EXTENSION SERVICE

Dr. Jon Ort, Associate Dean and Director, Cooperative Extension Service

**NORTH CAROLINA FAMILY AND CONSUMER SCIENCES FOUNDATION/
NORTH CAROLINA AGRICULTURAL FOUNDATION, INC.**

Ms. Maurene Rickards, Assistant Secretary, North Carolina Family and Consumer Sciences Foundation

Keith D. Oakley, President, North Carolina Agricultural Foundation, Inc.

COLLEGE OF AGRICULTURAL AND LIFE SCIENCES, NC STATE

Dr. Johnny Wynne, Dean, College of Agriculture and Life Sciences

NORTH CAROLINA STATE UNIVERSITY

Mr. Terry G. Wood, Vice Chancellor for University Advancement

Appendix I

NCAFCS Student Chapters

Appalachian State University
North Carolina A & T State University

Campbell University
East Carolina University
Mars Hill College
Meredith College
North Carolina Central University
University of North Carolina at Greensboro
Western Carolina University

Appendix J

Standing Rules of the Student Unit of the North Carolina Association of Family and Consumer Sciences

Name

The name of this organization shall be the Student Unit of the North Carolina Association of Family and Consumer Sciences (NCAFCS) and shall be composed of college and university sections function as a unit of the North Carolina Association of Family and Consumer Sciences.

Student Membership

The bylaws of the American Association of Family and Consumer Science make provisions for student unit membership of college and university family and consumer sciences sections. The Student Unit Standing Rules, Article III, Section I state:

A PGS member shall be a person:

1. Who is enrolled full time by institutional standards in a two-year or four-year program of the profession in an accredited college or university in the United States or Canada with a major in one or more of the knowledge-based areas of the profession or one of the specialized division areas: or
2. Who is enrolled full time by institutional standards and is progressing toward a graduate degree in a program administered by a unit established on the knowledge-based of the profession and is not gainfully employed for more than 20 hours a week. (SEE AAFCS By-Laws Article VII, Section 2(e))

American Student Unit Membership means direct membership in both the national and state Family and Consumer Sciences Association and entitles members to receive the *Journal of Family and Consumers Sciences*, *AAFCS Action*, *PGS Futurescope* and *NCAFCS Focus*.

OBJECTIVE

Section 1. The objection of Student Unit of NCAFCS shall be to provide for and to promote the professional development of college and university family and consumer sciences students.

Section 2. Specifically, this shall be done by:

- a. Promoting more activity participation among sections at the state level.
- b. Developing ties between local college and university sections and their state professional organization.

- c. Promoting the AAFCS program of work and the sections' plan of action.
- d. Providing the opportunity for developing family and consumers sciences leadership among members.
- e. Providing experiences for increasing mutual understanding among peoples of all cultures with regard to social, psychological, and economic changes.
- f. Becoming familiar with the history of family and consumers sciences, AAFCS and legislation affecting family and consumer sciences,
- g. Providing opportunities to meet and to know people who have attained recognition in the family and consumer sciences profession.
- h. Developing professional interests, which lead to active membership in NCAFCS and AAFCS.

Article IV.

Section 1. For the purposes of election of Student Unit Executive Committee:

- a. The Student Unit Executive Committee shall be divided into two categories: major and minor. Major offices are Chair, First Vice-Chair and Secretary. Minor offices are Second Vice-Chair, Treasurer, Reported and Parliamentarian.
- b. Any section may submit candidates for either two minor or one major and one minor office.
- c. A section shall not have: members holding two major office; more than two state officers; the office of Chair for two consecutive years, with the exception that there are no candidates for Chair from any other section.
- d. No previous experience at the state level is required for any office.

Section 2. Voting Procedures

- a. The slate of candidates shall be voted on at the Annual Meeting.
- b. Each school shall have three votes.
- c. The ballots shall be cast secretly and shall be individually numbered and each section shall receive three.
- d. Only the current Student Unit Executive Committee can break a tie.
- e. The ballot committee shall consist of either one member or one advisor from each section to serve as an observer. The Second Vice-Chair and state advisor shall do the actual counting of the ballots. The Second Vice-Chair shall serve as chair of the balloting committee.
- f. Complete returns are to be posted by the Second Vice-Chair.
- g. All ballots shall be kept on file for a period of one year.

Section 4. Installation of Student Unit Executive Committee will take place at the Annual Meeting. The newly elected officers will assume responsibilities immediately and shall serve for one year.

Functions of Members of the Student Unit Executive Committee

The student unit executive committee shall consist of all state officers and the state advisors and shall function as stated in Article VII and perform indicated duties as listed in Section 1-8, Article VI.

Section 1. The Chair shall:

- a. Plan and preside at the state section meetings.
- b. Represent student sections at NCAFCS Executive Committee and Board of Directors meetings.
- c. Appoint committee chairs and serve as an ex-officio member of all committees.
- d. Give general supervision and leadership and communicate with other state officers, college/university sections, and the professional section of NCAFCS.
- e. Plan for fall executive committee meeting during which item in meeting is used for the development of the student unit Program of Work and winter executive committee meeting to review plans for Annual Meeting.
- f. Plan state section Annual meeting to be held in conjunction with the Annual Meeting of NCAFCS.
- g. Appoint a person to assume duties of any officer or committee chair who does not fulfill his/her duties. This inability to serve shall be determined by the executive committee.
- h. Submit an accurate record of all official expenditures to the NCAFCS Chair and Executive Director.
- i. Place in files a report of work accomplished toward the objectives of the AAFCS and submit it to the AAFCS headquarters immediately following the Annual Meeting.
- j. Update handbook as needed.
- k. Acquaint the officer-elect with the duties of the office.

Section 2. The First Vice-Chair shall:

- a. Perform the duties of the Chair in his/her absence.
- b. Plan Fall Workshop for Student Unit membership carrying out the following responsibilities, with the assistance from Chair and state officers.
 1. Contact leaders and speakers
 2. Organize agenda and workshop guidelines
 3. Write a letter in advance to each section announcing the workshop
- c. Serve on the Annual Meeting Planning Committee with the Chair-elect of NCAFCS.
- d. Submit an accurate record of official expenditures to Chair.
- e. Place in files a report of work accomplished as well as an evaluation and recommendation for continued growth.
- f. Attend all state and planning meetings.
- g. Acquaint officer-elect with the duties of the office.

Section 3. The Second Vice-Chair shall:

- a. Take charge of elections of state officers for the year following his/her election (following procedures set forth in Article V).
- b. Assist the First Vice-Chair upon request.
- c. Submit an accurate report of work accomplished as well as an evaluation and recommendation for continued growth.
- d. Attend all state and planning meetings.
- e. Acquaint officer-elect with the duties of the office.

Section 4. The Secretary shall:

- a. Record the minutes of each meeting and send copies to each state officer, state advisor, and to each affiliated section.
- b. Be responsible for accurate and detailed record of attendance
- c. Submit an accurate record of official expenditures to Chair.
- d. Place in files a report of work accomplished as well as an evaluation and recommendation for continued growth.
- e. Attend all state and planning meetings.
- f. Acquaint officer-elect with the duties of the office.

Section 5. The Treasures shall:

- a. Keep itemized account of all money received and distributed or disbursed.
- b. Make financial reports at meetings of the Student Unit of NCAFCS.
- c. Bring the attention of the sections in North Carolina the need to pay dues to be affiliated with NCAFCS and AAFCS.
- d. Administer a fund development project during the Annual Meeting.
- e. Place in files a report of work accomplished as well as an evaluation and recommendation for continued growth.
- f. Acquaint officer-elect with the duties of the office.

Section 6. The Reporter shall:

- a. Publicize meetings of this organization.
- b. Send a letter to all colleges/universities requesting that they send information to the Reporter.
- c. Edit information to be included in the PGS section of the NCAFCS newsletter, *FOCUS*, and be sure information is received by the editor of the NCAFCS newsletter, *FOCUS* for inclusion at each printing.
- d. Submit an accurate record of official expenditures to Chair.
- e. Place in files a report of work accomplished as well as an evaluation and recommendation for continued growth.
- f. Attend all state and planning meetings.
- g. Acquaint officer-elect with the duties of the office.

Section 7. The Parliamentarian shall:

- a. Be prepared to advise the Chair on point of order.
- b. Have a thorough understanding of parliamentary law and procedures.
- c. Recognize participation of membership with Student Units.

- d. Place in files a report of work accomplished as well as an evaluation and recommendation for continued growth.
- e. Attend all state and planning meetings.
- f. Acquaint officer-elect with the duties of the office.

Section 8. The Advisors shall:

- a. Be appointed by the NCAFCS Chair following the Annual Meeting from the same school as the Chair and serve a one-year term.
- b. After one year in office, become the counselor who is to be called upon for advice for a period of one year.
- c. Be member of the NCAFCS Board of Directors.

Article VI. Executive Committee Meetings

Section 1. The purpose shall be to make plans for the year and to formulate recommendations, which will be presented to and voted upon by student section members at any regular meetings or by mail. The executive committee shall plan allocation of budgeted funds.

Section 2. The executive committee shall meet as deemed necessary by the Chair. It is recommended that the committee meet in the fall to develop the Program of Work and two months in advance of the scheduled Annual Meeting to finalize plans.

Article VII.

Section 1. The spring meeting of the Student Unit shall be held in conjunction with the professional Annual meeting. The purpose of the meeting shall be to:

- a. Present the completed Student Unit Program of Work to professional section.
- b. Provide opportunities for preprofessional development through workshops, seminars and speakers.
- c. Showcase the accomplishments of Student Unit .
- d. Develop a network of students from across the state.
- e. Elect and install officers for the following year.

Section 2. The Fall Workshop of the Student Unit shall be held as a leadership workshop and business session. The purpose of this workshop shall be to:

- a. Help state and local officers and members better understand their leadership responsibilities in order to improve Student Unit member section.
- b. Present the state/national goals based on the Program of Work.
- c. Develop a network of members across the state.
- d. Conduct state/local business of the Student Unit member section.
- e. Discuss a candidate for national office.
- f. Accept the invitation to the Annual Meeting to be held in the spring.

Article VIII. Amendments

Revision of the standing rules, other than editorial changes, shall be approved by a majority of the student member sections and by the NCAFCS Board of Directors.

Article IX.
Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the association in all cases to which they are applicable, subject to such rules as have been or may be adopted.