**Plan of Work**

**By-Laws 2019**

*November 2018 – October 2019*

**Objectives:**

1. To improve and update the By-Laws, policies and procedures as needed in accordance with the changes desired by the state association members using the national By-Laws as a guideline.
2. To encourage all members to become familiar with and to use the By-Laws in order to strengthen the North Carolina Extension Association of Family and Consumer Sciences.

**Plan of Action:**

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| **WHO** | **WHAT** | **When** |
| **State By-Laws Committee Chair (State President-Elect)** | 1. Prepare **Plan of Work (POW**) for By-Laws committee.
2. Send to Webmaster for posting to website.
 | **November 1, 2018** |
| 1. Review **By-Laws** with By-Laws committee *(district President-Elects)* and recommend changes as needed.
2. Discuss the recommended changes at Winter Board meeting.
 | **January 2019**At least 2 weeks before winter board meeting.During winter board meeting. |
| 1. Prepare **proposed By-Law changes.**
2. Send changes to webmaster for posting. *(Proposed changes must be posted on NCEAFCS website at least 30 days in advance of the Annual Meeting).*
3. Mail hard copies of proposed changes to state life members who do not have Internet access.
 | **July 2019**At least 30 days prior to Annual Meeting. |
|  | 1. Prepare **Annual Report** for By-Laws committee.
2. Send to Webmaster for posting.
 | **August 2019**Before Annual Meeting. |
|  | 1. Inform district chairs of any and all By-Law changes voted on at Annual Meeting.
2. Send **revised By-Laws** *(as voted on at Annual Meeting)* to webmaster for posting to website.
3. Mail hard copies of revised By-Laws to state life members who do not have Internet access.
 | **September 2019**Following Annual Meeting or no later than October 1. |
|  |  |  |
| **District By-Laws Committee (District President-Elects)** | Serve on the By-Laws committee to **recommend changes** **to By-Laws** and Policies & Procedures as needed. | **January 2019**Submit recommended changes to committee chair. |
|  | Encourage district membership to review **proposed By-Law changes** before Annual Meeting. | **July 2019**Within 30 days of Annual Meeting. |
|  | **Inform district membership** of any and all By-Law changes that were voted on at Annual Meeting.  | **October 2019** During fall district meeting. |

**By-Laws Committee**

**State** President-Elect - Tracy Davis **West** District Pres-Elect – Julie Sawyer

**North Central** Pres-Elect – Shameca Battle **South Central** Pres-Elect - Alyssa Anderson

**Northeas**t Pres-Elect – Dominique Simon **Southeast** Pres-Elect – Kelly Tyndall

*Plan submitted by: Tracy Davis, State President-Elect/By-Laws Committee Chair*