**2019 Proposed By-Law Changes**

*To be voted on by the membership at state meeting August 2019*

**KEY:**

**Bold** = location of item in By-Laws **~~Strike-out~~** = deletions Highlighted = additions **Blue text** = Rationale

**ARTICLE IV – STATE OFFICERS**

**Section 1. State Officers**

 **E.** ~~Federation~~ North Carolina Joint Council of Extension Professionals (NC JCEP) Board Member ~~representing~~ will represent NCEAFCS ~~(as~~ and will be elected by the NCEAFCS Membership~~)~~.

Rationale:

The former “North Carolina Federation of Cooperative Extension Associations” voted in December 2018 to change its name to “North Carolina Joint Council of Extension Professionals” (NC JCEP) to align with national name. **\***

**Section 5. Duties of Officers**

1. **The President shall:**
2. Meet with the Executive Committee of the North Carolina ~~Federation~~ JCEP ~~of Cooperative Extension Associations~~ and the NC Cooperative Extension Service Foundation. **\***
3. **The President-Elect shall:**

**4.** Meet with the Executive Committee of the North Carolina ~~Federation of Cooperative Extension Associations.~~ JCEP. **\***

 **5.** Notify state officers and ~~POW~~ committee chairs of their responsibility to train incoming officers and chairs at the state meeting or utilize officer training videos, if available.

 Rationale:

 “Committee” is the proper language (not POW).

 The addition of “or utilize officer training videos, if available” provides state officers an opportunity to develop videos to explain duties if they choose.

 **6.** Encourage district officers to communicate updates at least two times per year prior to district meetings.

 Rationale:

 This additional duty of the President-Elect reflects the importance of regular communication between state officer/chairs and their respective district officers/chairs, especially before district meetings each spring and fall.

 **G. The Treasurer shall:**

 **1.** Receive and keep accurate records of all monies received and disbursed as approved by the President. Reimbursement procedures shall be as stated in “Policies and Procedures”. Financial records shall be kept for the amount of time recommended in the “Guidelines for Developing a Retention Schedule for Professional Associations” created by the International Council on Archives.

Rationale:

 NCEAFCS currently has no retention schedule for financial records. See attached document – pages 34-39 for a sample retention schedule. NOTE: The by-laws committee is open to suggestions for a shorter and more simple retention schedule if one exists.

 **L.** **The ~~Federation~~ NC JCEP Board Member shall: \***

**ARTICLE V – DISTRICT OFFICERS**

**Section 1.**

 **C.** All district officers, with the exception of the treasurer, shall assume their duties ~~at~~  ~~the close of their Fall District Association Meetings~~ on November 1. The Treasurer shall assume duties of that office on January 1 and serve for two years.

 Rationale:

 The set date of November 1 would allow for all district officers to assume their respective roles at the same time. This change is dependent upon all fall district meetings being held before November 1 each year. If there is any district that holds its fall district meeting after Nov. 1, a later date for assuming duties would need to be set (such as Nov. 15 or Dec. 1.)

**ARTICLE VI - EXECUTIVE BOARD AND BOARD OF DIRECTORS**

**Section 1.**

 **E.** The Executive Board shall select an audit committee to audit Association books of the treasurer annually and be authorized to adopt said report, which shall be submitted to the Executive Board. The audit committee shall consist of 2-3 members in the district of the State Treasurer who are not members of the Executive Board.

 Rationale:

 Currently, there are no guidelines for selecting an audit committee.

 Less time and travel would be required if the audit committee is geographically close to the State Treasurer.