

# NCECA, Inc. Standing Rules

This document is supplementary to the Constitution and Bylaws and shall be used in conjunction with them and *Robert's Rules of Order* to fulfill the purpose and mission and to manage the affairs of NCECA, Inc. District, county and local associations may adapt these standard rules to their specific needs.

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## **I. Membership**

- A. The membership of NCECA, Inc. shall be through County Councils. Membership is open to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status. County Councils are organized through the North Carolina Cooperative Extension Service.
- B. There shall be districts composed of County Councils corresponding to the number and designation of the North Carolina Cooperative Extension Service districts.

## **II. General Responsibilities**

- A. In accepting an office, chair, or other responsibility in the North Carolina Extension & Community Association, the individual carries out decisions of the Leadership Team and Leadership Council and accepts the duties and risks, except as defined elsewhere in the Standing Rules and Bylaws.
- B. No member, officer, or individual shall initiate any activity, program, project, or fund-raising activity in the name of North Carolina Extension & Community Association without the written approval.
- C. Each officer, elected or appointed, shall submit to the successor the file that contains all materials pertinent to the duties and responsibilities of the office at the end of the term. Arrangements for transfer of files should be made by the individual prior to January 1.
- D. Officers and other committee chairs shall accept assignments as requested by the President. If circumstances prevent such acceptance, a written resignation should be submitted to the President so that a replacement may be effected.
- E. A list of NCECA membership, officers, and/or committees of the Club, County Council, and/or The Leadership Council shall not be provided to any individual or group for any non-membership related purpose.
- F. No member of the Leadership Council shall make any commitment to assist an organization or agency in the name of NCECA, INC. without the approval of the NCECA, INC. Leadership Team.
- G. The North Carolina Extension & Community Association assumes no responsibility for debts incurred by sponsorship of sales or activities of County ECA Councils, local clubs, members, or others.
- H. The North Carolina Extension & Community Association, Inc. will have an annual report summarizing organizational accomplishments.
- I. The North Carolina Extension & Community Association, Inc. assumes financial and legal responsibility only for those matters that relate to the business and program of NCECA, Inc. Any matter related to a Club or County Council shall be the financial and legal responsibility of the Club or County Council.
- J. County Councils are encouraged to appoint leaders consistent with the goals of NCECA, Inc.

### III. Specific Duties and Responsibilities of Officers

Leaders should have a thorough understanding of these duties and the Bylaws and encourage all other officers to do the same.

#### A. The President is a planner, organizer, enabler, and motivator and shall:

1. Preside at business meetings of the association.
2. Serve as an official delegate to meetings of CWC and NVON and all other organizations, as a voting delegate. If unable to attend, **appoint** a designee. Report any action taken to your board.
3. Make, with approval of the Leadership Team, appointments as necessary to carry out the business of the association, including an Audit Committee.
4. Assign such duties to the officers and chairs as will aid them in performing the work of their office.
5. Be a member, ex officio, of all committees with the exception of the Nominating Committee.
6. Assign additional duties to members of the Leadership Team, as needed
7. Prepare and submit regular reports to:
  - a. Leadership Council
  - b. NCECA, Inc. delegates at annual business meeting
8. Plan, with the Leadership Team, the agenda for meetings and activities of the association.
9. Finances
  - a. Approve and sign expense reimbursement forms
  - b. Sign checks in the absence of the treasurer
10. Correspondence
  - a. Send copies of all correspondence to NCCES Association Advisor, Box 7605 NCSU, Raleigh, NC 27695-7605
  - b. Copy district correspondence to district liaison agents and district directors
  - c. Copy county correspondence to county liaison agents
11. Keep a complete file of **all** materials relating to the office to transfer to your successor.
12. Progress to the office of Past President.

#### B. The President-elect shall:

1. Prepare for the office of President.
2. Perform all duties of the President in the absence or inability of this officer to serve. In case of vacancy in the office of President, the President-elect shall assume the title and duties of President.
3. Attend all required meetings.
4. Be a member of the Leadership Team and Leadership Council, with vote.
5. Be a member of the Finance Committee.
6. Chair the Yearbook Committee. Coordinate, with Vice-presidents, NCCES Association Advisor and typist, yearbook material for the following year.
7. Copy all correspondence to the president and Liaison Agent.
8. Keep a complete file of **all** materials relating to the office to transfer to your successor.
9. Attend and assist with officer training as requested.
10. Progress to the office of President.

#### C. The Vice-president of each District shall:

1. Be a member of the Leadership Team and Leadership Council, with vote.
2. Fulfill the duties of one of the following areas of responsibility: Records, Finance, Public Relations, Reports & Recognition, Membership, and Community Service.

3. Serve as the communication link between the members in their District and the Leadership Team.
4. Preside at all District Meetings and coordinate plans with the appropriate chair.
5. Meet with county presidents in the district to plan District Day and other training and/or activities.
6. Attend NCECA State Conference & Leadership Training.
7. Send dates of all district activities to county council presidents, county liaison agents with copies to NCECA, Inc. President and NCCES Association Advisor, Box 7605 NCSU, Raleigh, NC 27695-7605.
8. Submit an article of District events and/or activities for each issue of the newsletter.
9. Convey by letter in a timely manner to the County Council Presidents all pertinent information - this encourages participation and strengthens communication.
10. Keep a complete file of *all* materials relating to the office to transfer to your successor.

#### **D. Vice-president Areas of Responsibility**

##### **1. Records**

- a. Work closely with the Secretary or serve as Secretary if one is not provided by NCSU Department of Family & Consumer Sciences to keep records of all meetings, regular or special. Minutes are to be submitted to the president for proofing within ten (10) days of the close of the meeting. Distribute copies within 30 days to members of the appropriate board and liaison agent.
- b. Give notice of meetings of Leadership Team and the Leadership Council upon instruction by the President.
- c. Serve as historian by maintaining the historical records of the association, by adding:
  - i. Dated copies of all publicity of activities
  - ii. Copies of all programs
  - iii. List of delegates, name and addresses to state, national, and international meeting
  - iv. Copies of all newsletters
- d. Keep an accurate record of all appointments, committees, and financial reports.
- e. Update and maintain the newsletter mailing lists for NVON and CWC.
- f. Keep an accurate record of attendance.
- g. Keep all correspondence received and copies of all correspondence sent.
- h. Copy all correspondence to the President and Liaison Agent.
- i. Keep a complete file of *all* materials relating to the office to transfer to your successor.

##### **2. Finance**

- a. Serve as chair of the NCECA, Inc. Finance Committee to prepare a proposed budget of anticipated revenues and expenditures to be presented annually to the voting delegates for adoption at the annual business meeting of the Leadership Council.
- b. Stay informed of current IRS law and/or regulations regarding non-profits.
- c. Serve as chair of NCECA's Resource Development Committee, keeping and selling pins, books, etc. Collect monies and prepare a report for the Appointed Treasurer.
- d. Work closely with Appointed Treasurer, receiving and reviewing financials monthly.
- e. Present a financial report at all Leadership Team meetings.
- f. Copy all correspondence to the president and Liaison Agent.
- g. Keep a complete file of *all* materials relating to the office to transfer to your successor.

3. **Public Relations**
  - a. Work closely with Appointed Editor in the editing and production of the newsletter.
  - b. Prepare and/or solicit and submit regular articles from the Leadership Team to the newsletter.
  - c. Prepare all news releases.
  - d. Chair the effort to develop marketing materials for NCECA, Inc.
  - e. Copy all correspondence to the president and Liaison Agent.
  - f. Keep a complete file of *all* materials relating to the office to transfer to your successor.
  
4. **Reports & Recognition**
  - a. Serve as the “clearinghouse” by receiving all reports, except CVU (Certified Volunteer Units).
  - b. Coordinate recognition of award recipients at State Conference.
    - i. Ensure that certificates are printed or awards are ordered.
    - ii. Ensure that recipients have received an invitation to State Conference
  - c. Prepare an annual report reflecting the impacts reported.
  - d. Continually look for new areas of recognition to be approved by the Leadership Team.
  - e. Copy all correspondence to the president and Liaison Agent.
  - f. Keep a complete file of *all* materials relating to the office to transfer to your successor.
  
5. **Membership**
  - a. Keep an accurate membership list by receiving dues information from the Appointed Treasurer.
  - b. Prepare and present membership report at meetings of the Leadership Team.
  - c. Coordinate all efforts of marketing with the intent to increase membership.
  - d. Develop membership incentives subject to the approval of the Leadership Team.
  - e. Copy all correspondence to the president and Liaison Agent.
  - f. Keep a complete file of *all* materials relating to the office to transfer to your successor.
  
6. **Community Service**
  - a. Work closely with CVU Chair to:
    - i. Coordinate the recognition of those recipients.
    - ii. Prepare a compilation report for the annual report
  - b. Maintain a list of service opportunities and implement an exchange of ideas.
  - c. Continually look for opportunities for new statewide partnerships.
  - d. Copy all correspondence to President and Liaison Agent.
  - e. Keep a complete file of *all* materials relating to the office to transfer to your successor.

**E. The Past President shall:**

1. Serve as a member of the Leadership Team and Leadership Council, with vote.
2. Assist and advise the President in all matters.
3. NCECA, Inc. Nominating Committee for President-elect
  - a. Serve as chair the year immediately following term as president
  - b. Serve as a member of the committee the second year following term as president
4. Scholarship Committee
  - a. Serve as chair the year immediately following term as president
  - b. Serve as a member of the committee the second year following term as president
5. Copy all correspondence to President and Liaison Agent.

6. Keep a complete file of *all* materials relating to the office to transfer to your successor.
7. Chair the Bylaws Committee. Keep an annual record of suggested changes for presentation at annual meeting. Amend the handbook as needed following approved changes.

**F. The Secretary shall:**

1. Keep records of all meetings, regular or special. Minutes are to be submitted to the president for proofing within ten (10) days of the close of the meeting. Distribute copies within 30 days to members of the appropriate board and liaison agent.
2. Be a member of the Leadership Team and Leadership Council.

**G. The Appointed Treasurer shall:**

1. Be bonded.
2. Receive and keep accurate records of all funds for the association and deposit them in a depository approved by the Leadership Team.
3. Collect and acknowledge the receipt of dues and funds from County Councils. Remind councils who have not paid dues within a month of the deadline with a copy to the Vice-president of the District.
4. Pay authorized expenses of NCECA, Inc. upon written order from the president. (Appendix C).
5. Prepare an itemized statement of accounts for all meetings of the Leadership Team and Leadership Council and at such times as the President shall request.
6. Serve on the Finance Committee to prepare a proposed budget for adoption at the annual business meeting.
7. Submit annual tax return for NCECA, Inc. to Internal Revenue Service on date requested and prepare records for filing and storage.
8. Have the books reviewed by the Leadership Team or their designee at the end of the fiscal year.
9. Have the books audited at the end of each Appointed Treasurer's appointment.
10. Keep a complete file of *all* materials relating to the office to transfer to your successor.

**H. Appointed Editor shall:**

1. Have working knowledge of writing and copyediting.
2. Receive and edit all copy for the newsletter and other appropriate publications.
3. Maintain a good working relationship with the publisher of the newsletter and other appropriate editors.
4. Work closely with Vice-president with Public Relations responsibility.
5. Meet all required deadlines.
6. Maintain an annual collection of issues of the newsletter to send the Department of Archives at North Carolina State University.

**I. Appointed Parliamentarian shall:**

1. Have working knowledge of and experience with parliamentary law and Robert's Rules of Order.
2. Have a thorough understanding of the Bylaws and Standing Rules of NCECA, Inc.
3. Be responsible for advising the NCECA, Inc. President and other board members on parliamentary procedures contained in Robert's Rules of Order.
4. Attend all meetings of the Leadership Team and Leadership Council to ensure that such rules and the Constitution and Bylaws of NCECA, Inc. are not violated.
5. Certify voting delegates at meetings of the NCECA, Inc. Leadership Council.
6. Perform other duties relevant to the office at the request of the President.

#### IV. Promotion of Work through Committees and Clubs

##### A. Committees

1. **Finance Committee** shall consist of the Appointed Treasurer, President-elect; Vice-president with responsibility of Finance and the NCCE Association Advisor. This committee shall prepare a proposed budget of anticipated revenues and expenditures to be presented annually to the voting delegates for adoption at the annual business meeting of the Leadership Council.
2. **Nominating Committee** in compliance with Article VII, Section 3, of the Bylaws, shall:
  - a. Encourage nomination of officers.
  - b. Nominate only those who are qualified, as stated in Article VII, Section 2, of the Bylaws, and who have given their consent in writing with completed NCECA, INC. Leadership Candidate Application (Appendix D) and who are endorsed by their County Council after consultation with the County Extension Agent - Family and Consumer Sciences.
  - c. Notify each candidate with copies to the respective County Council President and the County Liaison Agent of the committee's decision by September 1 and request the nominee attend the annual business meeting at which the election is to be held, at no expense to the NCECA, INC.
  - d. Publish the proposed slate of officers thirty (30) days prior to annual meeting.
3. **Scholarship Committees**
  - a. The NCECA, Inc. Scholarship Committee
    - i. shall consist of:
      - a. The Past President shall serve as chair
      - b. The Vice-president from each district
      - c. The NCCE Association Advisor shall serve as consultant
    - ii. shall:
      - a. Promote the NCECA, Inc. Scholarships
      - b. To evaluate and assist in scholarship distribution as needed
  - b. District Scholarship Committee
    - i. shall consist of:
      - a. The immediate past State Vice-president shall serve as chair
      - b. The State Vice-president shall appoint at least two additional members from the district, representative of the total membership. No two members shall be from the same county.
      - c. The District Liaison Agent shall serve as consultant for the district committee
    - ii. The Committee Chair shall:
      - a. Set a time and place for the committee meeting
      - b. Receive applications (Appendix F) from exchange district by March 15. Acknowledge the reception of the applications by postcard to the respective County Council President
      - c. Select and notify the two (2) scholarship recipients and applicants not selected of the committee's decision by May 15. The name and address of the recipients should be included in this correspondence. Correspondence shall be copied to:
        1. Home district scholarship chair, NCECA, Inc. Vice-president of the District, and District Liaison Agent

2. County council presidents and liaison agents
  3. NCECA president, past president and NCCES Association Advisor, Box 7605 NCSU, Raleigh, NC 27695-7605, and NCECA, Inc. Appointed Treasurer
  - d. Select an alternative in the event the winner does not claim the scholarship.
  - e. The Committee shall screen applications (Appendix F) from the exchange district.
- c. The County Scholarship Committee
- i. shall consist of:
    - a. The Advisor shall serve as chair
    - b. The President shall appoint at least four members, representative of the total membership, in addition to the chair. No two members shall be from the same local club
    - c. The County Liaison Agent shall serve as advisor
  - ii. The Committee Chair shall:
    - a. Publicize scholarship information by December 1
    - b. Receive applications (Appendix F) by February 1
    - c. Set a time and place for the committee meeting
    - d. In an ECA marketing effort, publicize the scholarship winner in the local papers, present the scholarship at the high school awards program or during the County Council achievement program.
  - iii. The Committee shall screen applications (Appendix F) and select one (1) youth and one (1) adult application and forward two (2) copies to the exchange district scholarship committee. If no adult applications are received, two youth applications may be substituted, and if no youth applications are received, then two adult applications may be substituted

### Exchange Districts

Northeastern to/from Southeastern

North Central to/from South Central

West Central to/from West

#### **4. State Conference Committee:**

- a. State Conference is the annual meeting of NCECA, Inc. and is hosted by a district on a rotating basis. The host district should begin planning for the State Conference about 18 to 24 months in advance.
- b. The NCECA, INC. Vice-president of District hosting shall appoint the Planning Committee for State Conference. It is recommended that a committee representative of the District be appointed. This committee should include the NCCES Association Advisor, Box 7605 NCSU, and Raleigh, NC 27695-7605. The following subcommittees are suggested. This may be revised to meet the needs of the hosting District. Each county will chair its special assignment and be responsible for delegating duties, and request assistance as needed.
  - i. **Registration and Packets** Organize and stuff packets. Deliver to registration desk. Packets will include program, meal tickets, and other material designated by the planning committee. Committee will man the desk for registration and

distribution of packets. (Suggest district boxes with packets in alphabetical order.) The registration desk will also be the information center and center for lost and found. Nametags can be handled by this subcommittee or may be a separate subcommittee.

- ii. **Hostess and Hospitality** Hostesses will greet arrivals and assist with information. Hostesses are needed at all meal functions for directions, taking up tickets, etc. This committee will assist all other committees as needed. Although this committee has specific responsibilities, the State Conference is hosted by the District, thereby making each member a hostess!
- iii. **Gifts** Obtain gifts from each county in the district. Each gift should have a specified value and be appropriate for either male or female. These will be used for speaker gifts and door prizes.
- iv. **Publicity and Photography** Assist with promoting State Conference. Provide information to counties having daily or weekly newspapers. The Appointed Editor can help with sample news releases. Arrange for random photos.
- v. **Evaluations** Prepare and give copies of an evaluation to the Registration and Packet Committee for inclusion in the packets. Collect and tabulate evaluations after the meeting and provide results to Planning Committee.
- vi. **Decorations and Favors** Prepare decorations and favors for meals. Keep them simple and keep the theme in mind. The Planning Committee has final decision.
- vii. **Set up**
  - a. **Meals** Prepare head table with place cards, microphone and speakers (arrange with facilities). Oversee the Decorations and Favors Committee for this event. Seats will be designated for guests and award winners. See that necessary gifts and awards are on hand.
  - b. **Business Meeting** Set up head table microphone and speakers (arrange with facilities) Arrange a block of seating near the front for voting delegates. Arrange for two microphones on the floor for delegates.
- c. The NCECA, Inc. President should be apprized of all plans and is responsible for the business meetings of the Leadership Team and the Leadership Council. The President will coordinate with the Leadership Team to prepare a packet for voting delegates. This packet should include official agendas, meeting minutes, proposed budgets, reports and any other documentation to come before the voting body.
- d. The NCECA, Inc. Leadership Team is responsible for planning the educational and leadership training and shall absorb any additional expenses incurred for that training.
- e. The District is responsible for State Conference. NCECA, Inc. will contribute \$4000 toward the cost of the meeting. The host District will absorb all other expenses incurred. Likewise, any profit made will remain in the treasury of the host District.

## **B. Clubs**

NCECA members residing across North Carolina in the one hundred (100) counties and the Cherokee Reservation volunteer their time, skills and energy to strengthen families in their communities through organized clubs.

1. All ECA Clubs must abide by the NCECA, Inc. Mission Statement.
2. The purpose of ECA Clubs shall be to empower individuals and families to improve their quality of living through continuing education, leadership development and community service.
3. ECA Clubs may hold meetings on their own schedule.
4. ECA Clubs must pay dues.
5. ECA clubs may have officers or not, however, they must have a contact person.
6. Clubs may be organized:
  - a. Geographically by communities
  - b. Special interest driven, i.e. quilting, needlework, sewing, woodcarving, cooking restaurant hopping, exercise, health, book club, mentoring, investment, parenting etc.
  - c. Project driven or organized for a one-time event, an annual event, etc.

## **V. Conferences and Workshops**

### **A State Conference**

1. The Leadership Council shall meet annually at State Conference to transact business of the association.
2. Delegates to the State Conference shall pay a registration fee as recommended by the State Conference Planning Committee. (No registration fee shall be required for official NCECA, Inc. guests.)
3. The business session of the Leadership Council shall be open to members upon payment of the registration fee, but without the privilege of the floor.

### **B. Leadership Training**

1. Leadership Training is to be held at State Conference to provide educational workshops with emphasis on the statewide program initiatives determined by the Leadership Team and 4-H Youth Development/Family and Consumer Sciences Department of NCSU. Leadership development training will be also be offered.
2. County Leadership Teams shall attend Leadership Training at State Conference. Prior to January 1, The County Leadership Team will meet with the County Extension Director and staff to evaluate the needs in the county. These needs and the statewide initiatives received at State Conference will be used to plan County ECA programs and projects to meet the needs of the county in partnership with Cooperative Extension in the county.

### **C. Associated Organizations**

The NCECA, INC. President may represent the North Carolina Extension & Community Association at the annual conference of the affiliated organizations. If the President cannot attend, the officer next in line of succession may be the representative.

## VI. Reports and Recognition

- A. *Yearly Activity and Service Report* (Appendix J) will replace the Standard of Excellence, CVU and VEEP reports (1 not 3 forms)
- B. Submittal
  - 1. All reports are submitted to the immediate past president at the club or county level for recognition and reporting, except those reports for CVU.
  - 2. County reports are submitted to the State Vice-president of the District for recognition and reporting at the state level.
  - 3. State Vice-president of the District will submit reports to the NCECA Vice-president responsible for Reports & Recognition for compilation and recognition at State Conference.
- C. Criteria for evaluation
  - 1. 20% - # reached; 40% # volunteer hours and 40% impacts
  - 2. Club size considered as follows: S= 2-10 members; M=11-29 members; L=30 + members
- D. Recognition
  - 1. An **Outstanding Service Volunteer** from each club will proceed to competition at the county level and one from each county will proceed to the district level. The District winners will be recognized at State Conference. One NCECA Service Volunteer of the Year selected at State Conference. (Former VEEP)
  - 2. **Club Service Award** based on club totals from individual reports. Three (3) are awarded - one per size group at the county level. At State Conference, three (3) from each district are awarded – 1 per size group.
  - 3. **Certified Volunteer Units (CVU)**
    - a. A list of members achieving 500 volunteer hours of service will be recognized each year at State Conference.
    - b. Accumulated hours should carry over with record keeping at state level so that recognition may occur at each 500-hour interval.
  - 4. Counties may recognize clubs, volunteers and volunteer hours in any way they choose.
  - 5. **Service Longevity** Members will be recognized for length of service at 25, 35, 50 & 60 years. Counties may choose to recognize at other intervals.
  - 6. **Leadership Award** will be awarded through filing of Leadership Candidate Application (Appendix D). One from each county will progress to the District competition. One from each district will be recognized at State Conference.

## VII. Finances

- A. The NCECA, INC. President, Appointed Treasurer, or any other person authorized by the Leadership Team to handle money shall be bonded.
- B. NCECA dues shall be \$10.00 annually per member, \$6.00 annually per club payable by December 1.
- C. Dues shall be paid to the NCECA, Inc. Appointed Treasurer annually. Dues become delinquent after December 31. (Appendix B) A County Council whose dues are delinquent at credentialing for Leadership Council shall forfeit all rights to vote.
- D. All expenses of the NCECA, Inc. President incurred in the pursuance of the duties of the office shall be paid upon receipt of an expense reimbursement form (Appendix C) with receipts attached for such expenses within the limits of the total budget.
- E. Expenses for appointed officers shall be paid in full for required meetings.
- F. Expenses of the officers to attend and participate in the Annual State Conference, Leadership Team meetings, Leadership Council meetings and other meetings as designated

- shall be allowed during their terms of office upon receipt of an expense reimbursement form (Appendix C) with receipt attached for such expenses within the limits of the budget.
- G. Budgeted items and expenses approved by the Leadership Team shall be paid by the Treasurer as follows:
1. An expense reimbursement form (Appendix C) filled out by the person incurring the expenses shall be submitted to the President within 60 days of the expense and no later than December 15 of the year incurred.
  2. Receipts for ALL expenditures shall accompany the expense reimbursement form (Appendix C) when presented to the President for approval.
  3. Representatives shall share lodging whenever possible. Lodging shall be at reimbursed at a rate designated by the Leadership Team. Sightseeing tours and other special entertainment will not be financed by NCECA, Inc.
  4. Mileage shall be at the reimbursed at \$.40 per mile. Transportation is to be shared whenever possible.
  5. Office expenses, telephone, supplies, postage and other expenses relative to the office will be reimbursed at 100%.
- H. NCECA, Inc. shall pay annual dues to CWC.
- I. NCECA, Inc. shall pay annual dues to NVON.
- J. Pennies for Friendship are voluntary gifts to ACWW. All funds of Pennies for Friendship collected in North Carolina will be submitted to ACWW.
- K. In case of death of a member of the Leadership Team, NCECA, Inc. a memoriam may be made to the NCECA. Inc. Scholarship with a card sent to the family. The President shall be responsible.

### **VIII. Memorandum of Understanding**

In January, the NCECA, Inc. Leadership Team will annually review the Memorandum of Understanding between NCECA, Inc. and North Carolina Cooperative Extension Service to clarify the respective partnership roles.