

OPERATING PROCEDURES AND STRUCTURE
NORTH CAROLINA FCS AND ECA FOUNDATION
D.B.A. NC FCS & ECA Foundation

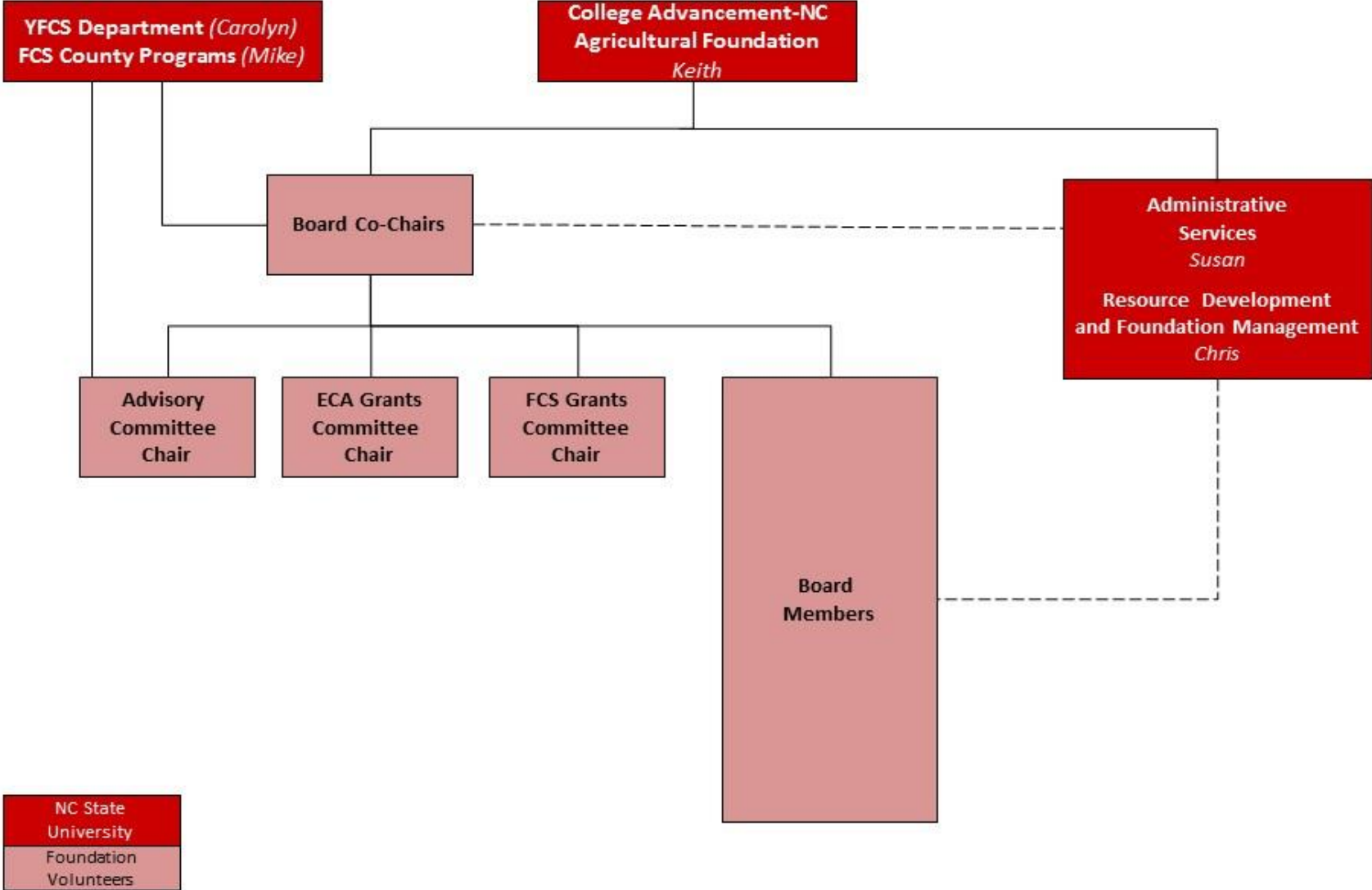
- I.** The name of this organization shall be North Carolina Family and Consumer Sciences and Extension and Community Association Foundation (“Foundation”). The Foundation’s name may be abbreviated as NC FCS & ECA Foundation. The Foundation shall be organized and function under the auspices of the North Carolina Agricultural Foundation, Inc., a 501(c)(3) corporation (“Agricultural Foundation”). The Foundation represents a merger of two organizations, the former North Carolina Family and Consumer Sciences Foundation and the former North Carolina Extension and Community Association Foundation.

- II.** The mission of the Foundation is to increase the effectiveness and efficiency of the Department of Youth, Family, and Community Sciences and the Family and Consumer Sciences’ programs of North Carolina State University, and to support the related activities and outreach of North Carolina Extension and Community Association programs around the state. This is accomplished by soliciting and stewarding charitable donations from individuals, corporations, and foundations. The primary focus of the Foundation is to acquire funds that support the advancement of the disciplines included in Family and Consumer Sciences statewide.

- III.** The management of the Foundation shall be vested in a Board of Directors (“Board”) which, unless specifically stated otherwise, refers to the Board of Directors of the Foundation, not to the Board of Directors of the Agricultural Foundation. The Board shall be comprised of no more than twenty (20) members selected by the members of the Board with the approval of the Department Head, Youth Family and Community Sciences (YFCS) and of the State Program Leader, 4-H and FCS (who are both ex-officio, voting members). Board members shall each contribute \$1,000 personally or raise at least \$5,000 per year, preferably in unrestricted funds for the Foundation.
 - a.** The Board shall have two Co-Chairs, one representing ECA and one representing FCS, who shall serve two-year terms that may be extended for one additional year with the approval of the members and ex-officio members of the Board.
 - b.** Members shall not be current permanent employees of North Carolina State University (except in the cases of the ex-officio members).
 - c.** Members shall serve a minimum of one two-year term, but may serve as long as they wish, provided they continue to meet the fundraising or personal giving requirement. Continued service beyond a two-year term requires approval of the ex-officio members of the Board.
 - d.** The Board shall hold two meetings per year, with one meeting designated

- as the annual meeting. 50% or more of the voting members (in person or participating remotely) shall represent Quorum.
- e. Members will be required to attend or participate in all Board meetings.
 - f. Deserving individuals who have rendered distinguished service to the Department of YFCS or the FCS program or to North Carolina Extension and Community Association may be elected to the Board as nonvoting Lifetime Honorary Members, provided, however, the number of such lifetime members serving at any one time shall not exceed three. Former Lifetime Honorary Members of the NC ECA Foundation and the NC FCS Foundation will carry over as Lifetime Honorary Members of the Foundation Board.
 - g. Agricultural Foundation representatives, including a Development Director and Administrative Services professional, will be ex-officio, non-voting members of the Board.
 - h. Structure and roles are defined in the following pages.
- IV.** There will be three standing committees associated with the Foundation. Each committee will have a Chair who is a member of the Board. Structure and roles are defined in the following pages.
- a. Advisory Committee
 - b. ECA Grants Committee
 - c. FCS Grants Committee
- V.** An annual budget shall be prepared and presented for Board approval by the Agricultural Foundation.
- VI.** No Foundation Board or committee Chair or member shall receive any compensation from the Foundation for or in connection with his/her services without prior written approval by the Agricultural Foundation President.
- VII.** The members of the Foundation Board and committees shall not be liable or responsible for debts or obligations of the Foundation. The Agricultural Foundation maintains a general liability insurance policy to cover such obligations.
- VIII.** In the event the Foundation ceases to operate and/or exist, the assets associated with the Foundation shall become general assets of the Agricultural Foundation, unless otherwise specified in an existing Memorandum of Understanding or Gift Agreement between the Donor and the Foundation, or in any future such Agreement specified between the Donor and the Agricultural Foundation on behalf of the Foundation.
- IX.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Foundation in all cases in which they are applicable and in which they are not consistent with this document and any special rules of order the Foundation may adopt.

NC ECA & FCS Foundation Board Structure



Board & Committee Roles/Responsibilities

Board Co-chairs (2)

Accountable for running each meeting and ensuring that all committee chairs and ad-hoc members are meeting NC State/NC Agricultural Foundation expectations as defined in the by-laws for the Agricultural Foundation

Advisory Chair	ECA Grants Committee Chair	FCS Grants Committee Chair	Board Members (including Board Co-Chairs)
<ul style="list-style-type: none"> • Liaison to department head & program leader • Convene members as ad-hoc resource to department head & program leader. • Attend or participate in 2 Board meetings per year, reporting on activities of the committee. • Help recruit members of committee. • Support the Foundation through individual gifts. 	<ul style="list-style-type: none"> • Work w/CALS Adv. to determine amount available for grants, send notice to NCECA for promotion among clubs and groups. • Convene committee to review applications & select and notify winners. • Attend or participate in 2 Board meetings per year, reporting on activities of the committee. • Help recruit members of committee. • Support the Foundation through individual gifts. 	<ul style="list-style-type: none"> • Work w/CALS Adv. to determine amount available for grants, send to Dept. Head and Program Leader for promotion among agents and specialists. • Convene committee to review applications & select and notify winners. • Attend or participate in 2 Board meetings per year, reporting on activities of the committee. • Help recruit members of committee. • Support the Foundation through individual gifts. 	<ul style="list-style-type: none"> • Responsible for individual & corporate/foundation fundraising. • Each member must raise \$5,000 or give \$1,000 annually, preferably in unrestricted gifts. • Attend or participate in 2 Board meetings per year • Work with Dept. Head and Program Leader, CALS Adv. to recruit members of committee. • Work with Dept. Head and Program Leader, CALS Adv. to set annual fundraising goals for department and program priorities, for FCS and ECA grants as well as major gifts for endowments and annual support. • Committee Chairs are members of the Board without the requirements for fundraising.
<h3>Advisory Committee Members</h3>	<h3>ECA Grants Committee Members</h3>	<h3>FCS Grants Committee Members</h3>	
<ul style="list-style-type: none"> • Meet as called by Chair. • Help Chair recruit members of committee. • Invited to attend full Board meetings if so desired. 	<ul style="list-style-type: none"> • Review applications & select winners. • Help Chair recruit members of committee. • Invited to attend full Board meetings if so desired. 	<ul style="list-style-type: none"> • Review applications & select winners. • Help Chair recruit members of committee. • Invited to attend full Board meetings if so desired. 	