

THE NATIONAL COALITION FOR BLACK DEVELOPMENT IN FAMILY AND CONSUMER SCIENCES, INC.

BYLAWS

Adopted: 1980

AMENDED AND REVISED: August 15, 2011, April 25, 2012, May 17, 2012, June 28, 2013, June 26, 2017, June 25, 2018, June 24, 2019, June 24, 2020, June 17, 2021, June 26, 2022, June 25, 2023

ARTICLE I NAME

The name of the organization shall be **THE NATIONAL COALITION FOR BLACK DEVELOPMENT IN FAMILY AND CONSUMER SCIENCES, INC.**, a nonprofit organization. Hereafter referred to as the National Coalition or NCBDFCS.

ARTICLE II MISSION, PURPOSE AND SERVICES

Section 1. The mission of the National Coalition is to develop and sustain a network of family and consumer sciences professionals to further the goals of family and consumer sciences by promoting Black participation in all aspects of the profession.

Section 2. Specifically, the National Coalition shall continuously work toward the purposes of: (1) enhancing and strengthening resources and programs of Historically Black Colleges and Universities (HBCUs) by sharing expertise, (2) developing and sustaining a network of family and consumer sciences professionals to share resources to affect positive changes for the benefit of individuals and families, (3) implementing an annual program of work that provides opportunities for members to increase their knowledge of Family and Consumer Sciences, (4) establishing a role for Coalition affiliates in public policy affecting Black African ancestry Family and Consumer Sciences professionals, institutions and families, and (5) providing leadership and recognition for members.

Section 3. Services provided for the membership shall include a bi-annual newsletter, an annual membership and professional directory, an annual conference and recognition banquet, business meeting, electronic mail communications, and professional development and outreach opportunities determined by the National Coalition.

ARTICLE III AFFILIATIONS

Section 1. The NCBDFCS shall work in conjunction or partnership with other organizations, including but not limited to the American Association of Family and Consumer Sciences (hereafter referred to as AAFCS). Serve as a member of the Family and Consumer Sciences Alliance. There may be state Coalitions to coordinate, strengthen, and promote the National Coalition's purpose and program of work. Such state Coalitions shall be approved by the Executive Board of the NCBDFCS.

a. A state Coalition can from and become affiliated with the National Coalition by including in its bylaws the mission, purpose and services of the National Coalition. Members of the state Coalitions should be members of the National Coalition and meet the same requirements for membership.

- b. The affiliated state Coalition shall be composed of individual members who are interested in
furthering the mission, purpose and services of the NCBDFCS.
- c. The dues structure for state Coalitions will be determined collaboratively between both National and State Coalitions. Each member shall pay state and national dues simultaneously.
- d. The resources of the state Coalition shall be under the care, custody, and control of the National Coalition. However, the National Coalition may delegate authority for management of the resources to the officials or membership of a state affiliate Coalition.

ARTICLE IV MEMBERSHIP AND DUES

Section 1. Membership in the National Coalition shall be based on the anniversary membership month and shall consist of five categories:

- a. **Active Members:** individuals with an earned degree from an accredited college or university, with a major in family and consumer sciences or related specialty area.
- b. **Associate Members:** individuals with an earned degree from an accredited college or university but who are not eligible as defined in Section 1. a., and who are interested in furthering the mission, purpose and services of
the National Coalition as stated in ARTICLE II.
- c. **Supporting Members:** individuals, institutions or corporations interested in furthering the (mission, purpose, and services) of the National Coalition as stated in ARTICLE II.
- d. **Student Members:** individuals enrolled in an accredited college or university with a major in family and consumer sciences or related specialty area.
- e. **Honorary Members:** individuals who are not members of the National Coalition but whom the National Coalition desires to honor for exceptional service in the interest of the National Coalition. Honorary membership may
be granted only by the Executive Board.

Membership privileges for individual members shall include:

- a. Full voting privileges for active, associate, supporting, and student members.
- b. The opportunity to serve as an elected officer of the National
Coalition, and as a member of the nominating committee, if an active, associate, supporting, and student member.
- c. The opportunity to be appointed to other Coalition committees, if an active, associate, supporting, and student member.

Section 2. Annual Dues are required for membership in the National Coalition. The amount for dues will be determined by the membership at the Annual Business Meeting.

Section 3. Dues for all membership categories shall be payable to the National Coalition for Black Development of Family and Consumer Sciences (NCBDFCS).

Section 4. All persons except honorary members are required to pay dues.

Section 5. The state Coalition shall receive a percentage of the individual member dues as formally determined by the national and state organizations.

ARTICLE V OFFICERS AND ELECTIONS

Section 1. The officers of the National Coalition shall consist of the president, president-elect, vice president/membership chair, secretary/newsletter editor, treasurer, parliamentarian, advisor, student representative, representatives of the FCS Alliance, and the President's appointees' standing committee chairpersons, historian/archivist, and webmaster.

Section 2. The president-elect and secretary/newsletter editor shall be elected in odd-numbered years. The vice-president/membership chair, treasurer, parliamentarian shall be elected in even-numbered years.

Section 3. All officers and standing committee chairs, FCS Alliance, representatives, and coalition webmaster shall serve a two-year term. The term of office shall begin at the Annual Business Meeting immediately following the election or appointment.

Section 4. Only active members are eligible for election to office or in appointed board positions.

Section 5. Elections shall be held each year 45 days prior to the Annual Business meeting via email, electronic voting, or other means deemed necessary, and present the officers to the membership at the Annual Business Meeting.

Section 6. The election shall be by mail or electronic ballot. The Nominations Committee shall prepare the ballot. The ballot shall be returned in a sealed envelope marked "BALLOT." The closing date for the receipt of ballots shall be 30 days from the date of the mailing ballots.

ARTICLE VI DUTIES AND OFFICERS

The Duties of Officers are to be followed as outlined in the section of the handbook entitled "A Guide for Officers and Committee Chairs".

Section 1. President

The President shall be chief executive officer of the National Coalition, subject to the provisions of the Bylaws and to the direction and dictates of the body. The President shall (1) oversee the general management of the National Coalition, (2) ensure that all rules and regulations are followed, (3) be a signatory for financial and legal documents, (4) serve as

Advisor to the National Coalition following completion of the term, (5) chair the long-range planning committee, and (6) serve on the Alliance for FCS, (7) submit a written annual report of activities, sending copies to the President, Secretary/Newsletter Editor and retain a copy for the files, and (8) appoint a committee to review financial records of the Treasurer to include (i.e., Monthly Bank Statements accompanied by Voucher/Receipt(s) and End-of-the Year Treasurer's report).

Section 2. President-Elect

The President-Elect works closely with the President and automatically ascends to the Presidency at the expiration of the term. The President-Elect shall (1) develop the Program of Work, (2) preside over meetings in the absence of the President, and (3) chair the Annual Meeting Committee, (4) submit Coalition proposals for participation in AAFCS (Board and membership meetings and banquet), and serve as an Ex-Officio member of the Awards and Scholarship Committee, and (5) submit a written annual report of activities, sending copies to the President, Secretary/Newsletter Editor and retain a copy for the files.

Section 3. Vice President/Membership Chair

The Vice President shall (1) respond to inquiries, (2) chair the Membership Committee, including developing and implementing strategies to market the National Coalition, developing and updating the directory, handbook, brochures, assisting with member recruitment and retention, (3) serve in the absence of the President-Elect, and (4) submit a written annual report of activities, sending copies to the President, Secretary/Newsletter Editor and retain a copy for the files.

Section 4. Secretary/Newsletter Editor

The Secretary shall (1) respond to inquiries, (2) publish a newsletter at least twice a year (3) certify the counting of the ballots, (4) announce the election results, (5) serve as a member of the Archives Committee, and (6) submit a written annual report of activities, sending copies to the President, Secretary/Newsletter Editor and retain a copy for the files.

Section 5. Treasurer

The treasurer shall (1) prepare and keep monthly financial records and transactions, (2) receive and disperse funds, (3) prepare a tentative budget for approval by the Executive Board, (4) be signatory on financial documents, (5) chair the Finance Committee, (6) submit a written annual report of activities, sending copies to the President, Secretary/Newsletter Editor and retain a copy for the files, and (7) prepare and submit to the President a bi-annual financial report for review to include i.e., Monthly Bank Statements accompanied by Voucher/Receipt(s) and End-of-the Year Treasurer's report) upon completion a 2-year term in office.

Section 6. Parliamentarian

The Parliamentarian shall (1) ensure that meetings are conducted according to Robert's Rules of Order, Revised Edition, (2) chair the Bylaws Committee, (3) present any desired changes to the Bylaws to the Executive Board, (4) ensure the smooth flow of business at all

meetings, and (5) submit a written annual report of activities, sending copies to the President, Secretary/Newsletter Editor and retain a copy for the files.

Section 7. Webmaster

The Webmaster shall (1) manage the website and perform continual maintenance; this includes links, database and other functions; maintain optimal site performance for the maximum number of users, test content to ensure clear display and fast page loading times using different browsers on desktop computers and the growing ranges of mobile devices; and ensure that content meets accessibility requirements, (2) chair the Webmaster Committee, (3) present any desired changes to the Website Committee and to the Executive Board, (4) ensure security of website and make sure it is in compliance with Section 508 of the Rehabilitation Act of 1973 (as amended) (29 USC§ 794d) requires that Electronic and Information Technology (EIT) be accessible to people with disabilities, and (5) submit a written annual report of activities sending copies to the President and the Secretary, and retaining a copy for the files.

Section 8. Advisor

The Advisor shall assume the office as Advisor following the term of President and serves for the same amount of terms as the current president. The Advisor shall be the immediate past president; if the immediate Past-President is unable to serve, a member of the Executive Board shall be appointed by the President with the approval of the Board. The Advisor shall: (1) serve as a voting member of the Board, (2) serve in an advisory capacity to the President and the Board, (3) copy correspondence to the President and President-Elect, and (4) serve with the President on the Alliance for FCS, (5) submit a written annual report of activities, sending copies to the President, Secretary/Newsletter Editor and retain a copy for the files.

Section 9. Student Representative

The student representative shall (1) articulate the mission to the student members, (2) develop long/short-term goals, (3) develop a line of communication for student members (email listserv, groupme, etc.), (4) develop committees to address (student membership, advocacy, events to add to Instagram, TikTok, (5) participate in zoom calls and provide report(s)/updates to the Executive Board (i.e., AAFCS, NCBDFCS Banquet, Newsletter), (6)maintain a file of all officers and committee participation, (7)serve/appoint students to Coalition Committees, and (7) submit a written annual report of activities, sending copies to the President, Secretary/Newsletter Editor and retain a copy for the files.

ARTICLE VII GOVERNING BODY AND FUNCTIONS

Section 1. The Executive Board shall be composed of the President, President-Elect, Vice President/Membership Chair, Secretary/ Newsletter Editor, Treasurer, Parliamentarian, Advisor, Student Representative and other appointees, Committee Chairs, Historian/Archivist and Webmaster. The Executive Board shall act for the body on those matters pertaining to the National Coalition which do not call for majority vote of the membership.

Section 2. The Executive Committee shall consist of the officers of the National Coalition. The Executive Committee shall have the authority to act for the Executive Board between meetings.

Section 3. The Executive Board shall:

- a.** Manage the business of the National Coalition and refer to the members at the annual meeting such matters as it deems relevant and as required by the Bylaws.
- b.** Authorize an audit/review of the financial records of the Coalition at the end of the term of office of the treasurer.
- c.** Approve the standing committees appointed by the president and approve other committees whose membership is recommended by the president.
- d.** Adopt resolutions as needed.
- e.** Act upon revision of the Bylaws before proposals are presented to the members of the Coalition for adoption.
- f.** Meet a minimum of one time annually or on call by the President.
- g.** All outgoing and incoming officers shall attend the annual meeting where records will be passed from old officers to all incoming officers, either via paper or electronically.

Section 4. A majority of the voting members of the board present at the time shall constitute a quorum.

Section 5. Meetings of the Board may be held by means of telephone conference calls or other technologically assisted options. The Executive Board shall meet before the Annual Business Meeting, and at other times deemed necessary by the Executive Board.

Section 6. Motion to adjourn the meeting must be seconded. A motion to adjourned is not debatable or amendable, and the motion to adjourn must have a majority vote of the members present.

ARTICLE VIII STANDING COMMITTEES

Section 1. The Standing Committees of the National Coalition shall be: Archives, Bylaws, Finance, Long Range Planning, Membership, Nominating, Elections, Fellowships and Grants, Website, Awards and Scholarships, Hospitality and Recognition, and Annual Meeting. Other special committees may be appointed as needed by the Executive Board.

The committee chairperson shall (1) preside over the committee, (2) coordinate committee activities, (3) lead the development of the program of work and submit the same to the President-Elect, (4) direct the implementation of the approved program of work, and (5) submit an annual report.

- a. Archives Committee-**Under the direction of the Historian/Archivist, the Archives Committee shall develop a collections policy and procedure, and (2) collect and

maintain records of singular importance to Black participation in family and consumer sciences.

- b. **Bylaws Committee**-Under the direction of the Parliamentarian the Bylaws Committee shall (1) review and revise bylaws as needed, (2) make recommendations to the Executive Board, and (3) report proposed amendments at the Annual Business Meeting.
- c. **Finance Committee**-Under the leadership of the Treasurer, the Finance Committee shall consist of the President, President-Elect and shall (1) prepare and submit the budget to the Executive Board for approval, (2) present plans for securing funds to the Executive Board, and (3) recommend dues structures.
- d. **Long Range Planning Committee**-Under the direction of the President, the Long-Range Planning Committee shall develop five- year plans for future directions of the National Coalition. The plans shall be presented to the Executive Board for review and approval prior to being presented to the membership at an Annual Business Meeting for review and approval.
- e. **Membership Committee**-The Membership Committee shall (1) keep accurate, updated records on the membership, (2) bring concerns of the membership to the attention of the Executive Board, and (3) develop, update and publish a biennial membership directory, update handbook, brochures, assisting with member recruitment.
- f. **Nominating/Elections Committee**-The Nominating Committee shall (1) develop a slate of nominees to stand for election as officers and committee chairpersons including student members, (2) make the slate available to the Executive Board and membership at least 45 days prior to the Annual Business Meeting, (3) hold elections each year 45 calendar days prior to the Annual Business meeting via email, electronic voting, or other means deemed necessary, and present the officers to the membership at the Annual Business Meeting, (4) oversee all elections, reporting results to the President and to the membership (5) keep accurate, updated records of terms and tenure on all elected and appointed leaders, (6) make interim nominations to fill vacancies, and (7) maintain records of all elections for one year.
- g. **Fundraising Committee** – Under the leadership of the Fundraising Committee Chair, the Committee shall oversee fundraising efforts of the organization needed to meet financial goals not supported by membership dues. The Treasurer will be an ex-officio member of the committee.
- h. **Website Committee** -The Website Committee shall (1) update the website with current information and announce any new information of interest to FCS professionals and students in a timely manner on a regular basis, (2) disseminate information about the Coalition and the profession of Family & Consumer Sciences, and (3) maintain continuous public access of the website.

- i. **Awards and Scholarship Committee** - The Awards and Scholarship Committee shall develop and provide oversight for the National Coalition's Awards and scholarships, including criteria and guidelines for implementation via nomination or application. It shall canvas the membership to identify those individuals and others to receive the organization's awards, secure the approval of the scholarships (i.e. university scholarship and travel scholarship) and special award recipients to Executive Board, and present the awards and scholarships at the Annual Meeting Recognition Banquet.
- j. **Hospitality Committee** - The hospitality committee will recognize Coalition officers, board members and members in the following manner: service for term of office, retirements from the profession, outstanding achievements, personal, and family illnesses and deaths. In case of a death of a member, a candle will be lit in their remembrance at the Awards Banquet. As appropriate, the Hospitality Committee will work with the Awards and Scholarship Committee.
- k. **Annual Meeting Committee** - The annual meeting committee chaired by the President Elect, shall coordinate and submit to AAFCS annual conference events of the organization and sponsored/cosponsored workshops. It shall also submit to the Webmaster the oral and poster presentations for the website for which members are providing leadership.

ARTICLE IX AMENDMENTS

Section 1. These Bylaws may be amended by a vote of two-thirds of the membership present and voting via mail, email, electronic voting, or other means deemed necessary 45 calendar days prior to the Annual Business Meeting.

Section 2. In the event of an emergency as determined by the Board of Directors, the Bylaws may be amended by mail and/or electronic ballot by a majority of the current membership with the privilege to vote.

ARTICLE X PARLIAMENTARY AUTHORITY

Except as otherwise provided in its Bylaws and standing rules, the Coalition shall be governed in its proceedings by **Robert's Rule of Order, Newly Revised**.