

**National Coalition for Black Development
In Family Consumer Sciences
NCBDFCS**



2022-2023

Officers and Committees Handbook

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NCBDFCS OFFICERS

National Coalition for Black Development in Family and Consumer Sciences

PRESIDENT (2021-2023)

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VICE PRESIDENT/MEMBERSHIP CHAIR (2022-2024)

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SEC./NEWSLETTER EDITOR (2021-2023)

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ADVISOR (2021-2023)

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FCS COALITION ALLIANCE REPRESENTATIVES

Doze Y. Butler, Ph.D.
Representative(s)

Valerie Giddings, Ph.D.
Alternate

Committee Chairs

Archives.....	Bernice Richardson
By-Laws	Ethel G. Jones
Finance.....	Derrick L. Fogg
Long-range Planning.....	Doze Y. Butler
Membership.....	Janette Wheat
Nominating/Elections Committee	Cynthia Smith
Fellowships and Grants.....	Devona L. Dixon
Website Committee.....	Bridgette Clinton-Scott
Awards and Scholarship Committee.....	Valerie J. McMillan
Annual Meeting.....	Grace W. Namwamba
Hospitality and Recognition.....	Deborah Williams

A Guide for Officers and Committee Chairs

GENERAL RESPONSIBILITIES

All officers and committee chairs imply by acceptance of the responsibilities implicit in their official title, that they are committed to fulfilling the following responsibilities:

1. To attend all meetings and workshops the Coalition sponsors.
2. To pursue an active role in the affairs of the Coalition.
3. To file a written plan of action for the year(s) of office, not later than the fall Board Meeting.
4. To file a written report at each Coalition Board Meeting. The report should cover all actions taken and accomplishments of office since the last Board Meeting.
5. To prepare and submit information at least twice a year for inclusion in the newsletter.
6. To prepare and pass to the incoming officer/committee chair a file of pertinent information including but not limited to the following:
 - a. Copies of all pertinent materials including plans of work and final reports;
 - b. Recommendations, which might assist the new officer in having a smooth transition; and
 - c. Recommendations for changes in the Handbook.

Responsibilities of Officers

PRESIDENT

The President shall be the chief executive officer of the 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) chair the long range planning committee and (5) serve as advisor to the organization following the term as President, and:

1. Oversee and assume responsibility for all Coalition functions during term of office.
2. Provide training for all officers and committee chairs in the proper administration of their duties. This includes but is not limited to conducting a workshop for incoming officers and committee chairs.
3. Conduct Board Meetings.
4. Provide secretary with (in writing) a complete listing of officers and committee chairs, with their complete addresses, fax number, phone, and email numbers immediately following the annual meeting.
5. Make an annual written report of activities.
6. Maintain a file of all officers and committee chairs.
7. Work in collaboration with the Executive Board to articulate a vision for the organization.

8. In case of something sensitive in nature arises, the President can call for a motion to go into executive session and handle whatever needs to be addressed.

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 for the Organization, (2) preside over meetings in the absence of the President, (3) chair the annual meeting Committee and (4) submit Coalition proposals for participation in AAFCS (Board and Membership meetings and Banquet), and (5) serve as Ex-Officio member of the Awards and Scholarship Committee and:

1. Work with the President to coordinate all activities of the Coalition.
2. Work with the various Committees to develop a Program of Work to be presented at the annual meeting.
3. Suggest and work to implement additional programming with the aim of attracting additional members and/or supporters.
4. Make an annual written report of activities, sending copies to the President, the Secretary, and retaining one copy for the files.

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 relating to the National Coalition, market the National Coalition, develop and update brochures, assist with member recruitment and retention, and serve in the absence of the President-Elect and:

1. Work with the President to coordinate all activities of the Coalition.
2. Serve as membership chair.
3. Work with the membership committee to market the Coalition.
4. Serve as a member of the Executive Committee.
5. Make an annual written report of activities, sending copies to the President and the Secretary, and retaining one copy for the files.

SECRETARY/NEWSLETTER EDITOR

The Secretary shall (1) respond to inquiries, (2) publish a newsletter at least twice a year, (3) certify the counting of ballots, (4) announce the election results, and (5) certify the counting of ballots, and (5) serve as a member of the Archives Committee and:

1. Keep minutes of all Coalition meetings.
2. Send first draft of minutes to all board members no later than 20 days after meeting for input and correction.
3. Write letters of thanks to program speakers. This may include others beyond program speakers. (The President and President-Elect may also write thank you letter.)
4. Make an annual written report of activities, sending a copy to the President, and retaining one copy for the files

TREASURER

The treasurer shall (1) keep all financial records and transactions, (2) receive and disburse funds (3) prepare a tentative budget for approval by the Executive Board, (4) be a signatory on checks drawn on the organization and (5) chair the finance committee, and:

1. Select a financial institution to deposit the Coalition funds using the least possible fees charged for service fees, management, etc.
2. Disburse funds as authorized by the President. Expense vouchers with recent receipts should accompany the request for disbursal.
3. Keep accurate and complete records of all transactions during the period of office. Copies of receipts and bills should be kept and passed on to the next treasurer.
4. The Treasurer will use the Identification Number for opening new accounts and register for online banking with the President, Secretary and Treasurer having access to the account information at a nationwide bank. (i.e., username and password)
5. Determine and or file annual tax returns with the Internal Revenue Service once the 501(c) (3) has been approved.
6. Prepare a financial statement showing receipts, disbursements and balance on hand at the end of the year, to be distributed at the annual meeting.
7. Report financial activity and status at each business meeting and the Coalition Board.
8. Serves as chair of the Finance Committee.
9. Submit a written annual report of activities sending copies to the President, the Secretary, and retaining a copy for the files.
10. Submit membership list to President and the Vice President of Membership.
11. Prepare and organize all financial documents including a final financial report and submit them to the incoming treasurer within 30 calendar days after the annual meeting.

PARLIAMENTARIAN

The Parliamentarian shall (1) ensure that all of the meetings are conducted according to Robert's Rules of Order, Revised Edition, (2) Chair the Bylaws Committee and:

1. Present any desired changes to the Bylaws Committee and to the Executive Board.
2. Ensure the smooth flow of business at all meetings.
3. Submit a written annual report of activities sending copies to the President and the Secretary, and retaining a copy for the files.

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.

ADVISOR

The Advisor Shall:

1. 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,
2. Serve as a voting member of the Board,
3. Serve in an advisory capacity to the President and the Board,
4. Copy correspondence to the President and President-Elect, and
5. Serve with the President on the Alliance for FCS.

Responsibilities of Standing Committees

The Standing Committees of the organization shall be: Archives, Bylaws, Finance, Long Range Planning, Membership, Nominating, Elections, Fellowships and Grants, Website, Awards and Scholarship, Hospitality, 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 activities, (3) lead the development of program of work and submit the same to the President-Elect, (4) direct the implementation of approved program of work, and (5) submit an annual report for the Annual Meeting.

ARCHIVES COMMITTEE

Under the direction of the Historian, the Archives Committee shall (1) develop a collection policy and procedures, and (2) collect and maintain records of singular importance to Black participation in the family and consumer sciences profession.

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.

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 total budget of the organization for approval to the Executive Board, (2) present plans for securing funds to the Executive Board and (3) recommend dues structure.

LONG RANGE PLANNING COMMITTEE

Under the direction of the President, the Long Range Committee shall develop five year plans for the future direction 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.

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) publish a biennial membership and professional directory.

NOMINATING/ELECTIONS COMMITTEE

The Nominating/Elections Committee shall (1) develop a slate of nominees to stand for election as officers and committee chairpersons, (2) make the slate available to the Executive Board and membership at least 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, (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.

FELLOWSHIP AND GRANT COMMITTEE

The Fellowship and Grants Committee shall (1) act as a clearinghouse for information on fellowships, and grants. For example, the Freda DeKnight, Flemmie Kittrell, and Jonicer Green Memorial Funds.

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 and Consumer Sciences, and (3) maintain continuous public access of the website.

AWARDS AND SCHOLARSHIP COMMITTEE

The Awards and Scholarship Committee shall (1) develop and provide oversight for the national Coalition's Awards and scholarships including criteria and guidelines for implementation via nomination or application, (2) canvas the membership to identify those individuals and others to receive the organization's awards, (3) secure the approval of the Executive Board of scholarship recipients, and (4) present the awards and scholarships at the Annual Meeting Recognition Banquet.

HOSPITALITY COMMITTEE

The Hospitality Committee will recognize its 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.

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/co-sponsored workshops. It shall also submit to the Webmaster the oral and poster presentations for the website for which members are providing leadership.

ALLIANCE FOR FCS REPRESENTATIVES

The Family and Consumer Sciences (FCS) Alliance representatives shall represent the Organization as a member of the American Association of Family and Consumer Sciences Alliance. The President of the NCBDFCS shall be the organizations representative. A member, selected by the President shall represent the Coalition in the absence of the President. This representative will also serve as a member of the Executive Board.

Hospitality and Awards Guidelines

Occasion	Recognition	Cost
Incoming President	Corsage	\$35.00 Maximum
Outgoing President	Plaque & donation to Coalition Scholarship funds	\$150.00 Maximum
Outgoing Board Members	Framed Certificates	\$150.00 Maximum
Retiring Board Members	Framed Proclamation	\$75.00 Maximum
Retiring Members	Framed Certificate	\$200.00 Maximum
Outstanding Member Achievements	Medallion/Framed Certificates	\$200.00 Maximum
Achievement of members	Public Recognition at Annual Banquet	None
Recognition of non-members	Public Recognition at Annual Banquet	None
Illness of members (Hospitality)	Card and Plant	\$75.00 Maximum
Death of members (Hospitality)	Card and contribution to Coalition Scholarship Fund in memory of the deceased member	\$75.00 Maximum
Death of member's relative (Spouse, child, parents and sibling) (Hospitality)	Card to Family	\$5.00 Maximum

It is recommended that all other recognition be done on an Ad Hoc basis, initiated by this committee upon recommendation for the President.

NOTE: *Maximum refers to the total possible amount that can be expended for all persons being recognized for a given occasion- not per person.*

Officer Installation Ceremony Script

National Coalition for Black Development in Family and Consumer Sciences (NCBDFCS)

Installation Leader: The National Coalition for Black Development in Family and Consumer Sciences was borne of the need to fill a void in recognizing and recording the myriad contributions of individuals of African descent to the family and consumer sciences profession, indeed the nation and world. Founded in January 1980, the mission of the Coalition is to enhance and strengthen the presence of family and consumer science programs in traditionally black institutions, to coalesce with other organizations to ensure the continued advancement of the profession, to provide support and career development for the next generation of black professionals, and to recognize and record the contributions of professionals of African descent.

Members of the Coalition, you have elected the following individuals to serve as officers of the Coalition for the period, **(Term)**, **(Insert officer's Positions from below)**. They will be entrusted with guiding the work of this organization, in-keeping with the mission of the Coalition yet ensuring the organization's continuing growth and development.

Installation Leader: Will the elected officers please come forward?

Installation Leader: Will the _____ please Step forward?
(Insert officer position from below)

- President**
- President – Elect**
- Vice President**
- Secretary**
- Treasurer**
- Parliamentarian**
- Advisor**

President:

- Installation Leader:** As President you 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. (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) chair the long range planning committee, and (5) serve as Advisor to the National Coalition following completion of the term, and

Do you so pledge to uphold these responsibilities? If so, please respond by saying, "I do."

Inductee: *I do.*

President-Elect

Installation Leader: As President-Elect you will work closely with the President and automatically ascends to the Presidency at the expiration of the term. (1) develop the Program of Work, (2) preside over meetings in the absence of the President, and (3) chair the Program 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.

Do you so pledge to uphold these responsibilities? If so, please respond by saying, "I do."

Inductee: *I do.*

Vice President

Installation Leader: As Vice President you 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.

Do you so pledge to uphold these responsibilities? If so, please respond by saying, "I do."

Inductee: *I do.*

Secretary

Installation Leader: As Secretary you 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, and (5) serve as a member of the Archives Committee.

Do you so pledge to uphold these responsibilities? If so, please respond by saying, "I do."

Inductee: *I do.*

Treasurer

Installation Leader: As treasurer you shall (1) keep all 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, and (5) chair the Finance Committee.

Do you so pledge to uphold these responsibilities? If so, please respond by saying, "I do."

Inductee: *I do.*

Parliamentarian

Installation Leader: As Parliamentarian you 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.

Do you so pledge to uphold these responsibilities? If so, please respond by saying, "I do."

Inductee: *I do.*

ADVISOR

Installation Leader: As Advisor, you 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.

Do you so pledge to uphold these responsibilities? If so, please respond by saying, "I do."

Inductee: *I do.*

Installation Leader: Members of the Coalition, let us greet the new officers of the organization with applause.

Installation Leader: Will the outgoing officers, please come forward?

Installation Leader: Members of the Coalition, also with our applause, let us thank the outgoing officers for their outstanding service and dedication to our organization.

Installation Leader: This marks the end of the installation ceremony. Please join me in thanking our incoming and outgoing officers.

--END--

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

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, and advisor, student representative standing committee chairpersons, representatives of the FCS Alliance, and the President's appointees' historian 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 OF 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.

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.

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.

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, and (5) serve as a member of the Archives Committee.

Section 5. Treasurer

The treasurer shall (1) keep all 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, and (5) chair the Finance Committee.

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.

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, Tik-toc), (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, and (7) serve/appoint students to Coalition Committees.

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 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.

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.

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, 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 directions 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) publish a biennial membership directory.
- 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 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. **Fellowship and Grant Committee**-The Fellowship and Grants committee shall (1) act as a clearinghouse for information on fellowships, and grants. For example, the Freda DeKnight, Flemmie Kittrell and Joncier Green Memorial Funds.
- 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 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 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.**



Historically Black Institutions with Family and Consumer Sciences Programs

SCHOLARSHIP CRITERIA

GENERAL CRITERIA

1. Family and Consumer Sciences Administrators or Faculty should be currently active members of the Coalition,
2. Scholarship will be awarded directly to the University Program,
3. Scholarship will be awarded to Historically Black Universities with Family and consumer Sciences programs,
4. University receiving the Award will select student awardees according to their existing criteria for awarding scholarships to students majoring in a content area of Family and Consumer Sciences,
5. Student receiving the Scholarship should be a member of an AAFCS related student organizations such as: AAFCS Student Member Org., Kappa Omicron Nu, PHI U, or related Student Content Organizations,
6. Administrator or Faculty at the institution receiving the scholarship is responsible for the student recipient submitting no later than September 31 of any academic year a thank you note and personal academic biographical information to the Coalition for publication in the Fall Newsletter,

UNIVERSITY/COLLEGE CRITERIA

1. Number of active Coalition administrators or faculty members over the past five years;
2. Number of Administrators or faculty members who have served as officers, committee chairs or committee members of the Coalition;
3. Number of administrators or faculty attending the Coalition's Annual Business Meeting over the past three years;
4. Number of administrators or faculty members attending the Coalition's Annual Banquet over the past three years; and
5. Institution can receive the award once within a three-year period of time.

National Coalition for Black Development in Family and Consumer Special Awards

One major objective of the Coalition is to identify and recognize the accomplishments of its members. To fulfill this objective, the following five (5) awards have been established:

Legacy Award

This award is given in recognition and appreciation for long standing, outstanding leadership, contributions, support and mentorship to the NCBDFCS and Family and Consumer Sciences Profession.

Outstanding Family & Consumer Sciences Professional

This award recognizes Family and Consumer Science professionals who have recently provided or currently are providing significant contributions to professional associations, or programs for youth and/or adults in their fields, communities, and/or states. Recipients of this award must have made significant contributions toward innovative, unique, and novel programs; and/or improvement, promotion, research or development of programs in Family and Consumer Sciences.

Outstanding Service Award

This award recognizes a Family and Consumer Sciences professional who has made the highest meritorious contributions to the improvement, promotion, development, and progress of Family and Consumer Sciences.

Outstanding New Family & Consumer Sciences Teacher

This award is meant to encourage new teachers to remain in the profession. Recipients of this award must have made significant contributions toward innovative, unique, and novel programs and have shown a profession commitment early in their careers. Individuals who are currently employed as full-time classroom/laboratory teachers in an education program other than at the baccalaureate level are eligible for this award.

Outstanding Student Award

This award recognized a FCS student who has an exemplary record of scholarship, leadership, professional and community involvement. The individual must be an active member in a Family & Consumer Sciences student organization. In addition, the student is characterized by his/her service, loyalty, dependability, and professional promise in the field of Family & Consumer Sciences.

Distinguish Service Award

The Distinguished Service Award (DSA) was established by the American Home Economics Association (AHEA) Foundation in 1979 as a living tribute to members of AHEA (now AAFCS) to recognize superior achievements in family and consumer sciences, outstanding contributions to the family and consumer sciences profession, and sustained association leadership at both state and national levels. Nominations are due in September, and DSA recipients are honored at the Annual Conference in the following year. Guidelines may be found at https://higherlogicdownload.s3.amazonaws.com/AAFCS/1c95de14-d78f-40b8-a6efa1fb628c68fe/UploadedImages/awards/DSANominationsGuidelines2017_5_.pdf

DATE

Dear Administrators:

This Academic Year seems to go by so quickly that it is over and plans are being implemented for the year ____.

In the mist of your busy schedules, I request that you review the information that I am sending related to an opportunity from the National Coalition for Black Development in Family and Consumer Sciences to participate in our Scholarship Program. This scholarship will be awarded to an Institution for the Academic Year _____.

Based on your application competitively meeting the criteria, your Institution may be selected to receive a \$500 scholarship. The Institution that is the recipient(s) of the funds will be given the honor to select a worthy student to be awarded the scholarship using your Department's scholarships criteria.

The Institution selected will be informed and announced at the NCBDFCS Banquet, held during the AAFCS Annual Meeting, **Date and Place**. Once a student is selected to receive the scholarship for Academic Year 2017-2018, the Coalition requests that you forward to me the criteria and application used for the final selection and the name of the student. In addition, the Coalition is requesting a letter from the student acknowledging the receipt of the scholarship.

Attached you will find the application and Institution criteria. Please return the application to me via email at dldixon@ncat.edu on or by designated date.

I look forward to hearing from you soon!

Sincerely,

SIGNATURE

NAME OF CURRENT OFFICER OR CHAIR OF AWARDS
COMMITTEE, OFFICE OR COMMITTEE
National Coalition for Black Development in Family and Consumer Sciences



EXPENSE VOUCHER

_____ Budget Year

In submitting this voucher, please follow these guidelines carefully so that your request can be completed as quickly and accurately as possible.

Submit a separate voucher for each separate accounting item (i.e., do not submit reimbursement or payment requests for more than one committee function on the same voucher).

1. Describe in detail the purpose of each itemization.
2. Submit two copies of the voucher (with appropriate receipts and/or bills securely attached) to:
3. After the expenses are approved by the NCBDFCS President, the Treasurer will return one copy of the voucher to the payee to be retained in the files of the officer or committee chair. Payment will be made directly to the payee and accompany the returned voucher unless otherwise requested.

PAY TO:

Name _____

Address _____

Date of Bill _____ Purpose _____ Amount \$ _____
(Itemized)

TOTAL: \$ _____

SUBMITTED BY: _____

APPROVED BY: _____

Name _____

Address _____

NCBDFCS Treasurer _____ Telephone # _____

Date Received by Treasurer	Date Paid by Treasurer
Date Submitted _____	Voucher No. _____ Check No. _____

*****For Treasurer's Use*****

NCBDFCS Office or Committee for Expense _____



The *National Coalition for Black Development in Family and Consumer Sciences* endeavors to enhance and strengthen resources and programs of Historical Black Colleges and Universities (HBCUs) by sharing expertise, implement an annual program of work that provides opportunities for members to increase their knowledge of FCS, and use their knowledge and skills to make a difference in the lives of individuals, families and communities.

Student Travel Scholarship Application Form

The **Student Travel Scholarship Award** of the National Coalition for Black Development in Family and Consumer Sciences aims to offer HBCU students with financial need the opportunity to participate in the American Association of Family & Consumer Sciences Conference.

Application deadline: Designated Date

Date: _____

Name of Applicant: _____

Local Address: _____

Local Telephone Number: _____

Email Address: _____

Gender: _____ Male _____ Female

Race/Ethnic Background: _____

University: _____

Department: _____

Major: _____

Cumulative GPA: _____

Anticipated Graduation Date: _____

Current Class Standing:

_____ Freshman

_____ Sophomore

_____ Junior

_____ Senior

_____ Graduate

INSTRUCTIONS FOR APPLICANT

- Complete this application form and personal statement.
- Once reference letter from our advisor is required and must be sent to NCBDFCS Fellowship and Grants Committee Chair.
- Your complete application must be received by _____
- Send the completed application materials (form, statement, and reference letter to: _____

Dr. Devona L. Dixon, Associate Professor
102 Benbow Hall, NC A&T State University
1601 East Market Street, Greensboro, NC 27411
336-285-3631
dldixon@ncat.edu

ELIGIBILITY REQUIREMENTS

- Student must be full-time undergraduate or graduate student at a HBCU.
- Must be accepted to present a poster or oral presentation at the AAFCS conference.
- Must have declared a major in Family and Consumer Sciences.
Note: Postdoctoral scientists are not eligible to apply.

SELECTION PROCESS

The Coalition Board of Directors and/or Fellowship & Grants Committee will review all applications.

AWARD AMOUNTS

The amount of each individual award depends upon the availability of funding, the number of scholarship applications received, and evidence of financial need.



Student Travel Scholarship Application

Personal Statement

Please complete your personal statement in 500 words or less on this form. You are asked to express both (a) your interest in attending the AAFCS Annual Meeting and (b) your financial need.