

Gaston County Extension and Community Association (ECA)
Gaston County Extension and Community Bylaws



ARTICLE I. NAME

The name of the organization shall be **Gaston County Extension and Community Association (ECA)**.

ARTICLE II. MISSION

Mission

Gaston County ECA shall function as a volunteer organization affiliated with the North Carolina Extension and Community Association (NCECA), which is a non-profit organization as defined under Section 501 (c)(3) of the Internal Revenue Code. The mission of Gaston County ECA shall be to strengthen and develop individuals, families and communities through support of Cooperative Extension educational programs, and community service projects.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

Membership shall be open to any person who supports and advances the objectives and bylaws of Gaston County ECA, irrespective of race, color, creed, national origin, religion, sex, sexual orientation, age, or disability.

Section 2. Membership Year

The membership year shall be January 1 through December 31.

Section 3. Membership

A member in good standing shall be an individual who pays annual dues and completes volunteer requirements as detailed in the Standing Rules of Gaston County ECA. Members in good standing shall be able to vote and hold office.

ARTICLE IV. DUES AND FINANCES

Section 1. Fiscal Year

The fiscal year shall be January 1 through December 31.

Section 2. Membership Dues

The Executive Board shall determine annual membership dues, which will include state affiliation dues. Annual dues (state and county fees are combined) are payable to the Gaston County ECA Treasurer by October 15th of the previous year. This allows adequate time for the Gaston County ECA Treasurer to send payment to the State ECA Treasurer by the deadline of November 1st of the previous year. Dues received after July 30th will be applied to annual dues for the following year.

ARTICLE V. ORGANIZATION

Section 1. Executive Board

The Executive Board shall consist of the: President, Vice-President, Secretary, Treasurer, Immediate Past President, and one representative from each standing committee. Executive Board Members will be elected annually. The Board's purpose is to plan monthly membership meetings, make recommendations to the membership, and make decisions for the organization on an interim basis.

Section 2. Executive Board Vacancies

Officer vacancies occurring before the expiration of their terms shall be filled by appointment by the President.

Section 3. President Responsibilities

1. Agree to serve a one-year term when elected and progress to the office of Past President.
2. Preside at Executive Board and membership meetings of Gaston County ECA and appoint such committees, committee chairpersons and representatives with recommendations from the Executive Board as necessary.
3. With assistance of the Executive Board and the ECA Liaison, coordinate the annual calendar of county events and meetings. Be responsible for notifying appropriate members if schedule is later changed and if new meetings are scheduled.
4. Serve as Gaston County delegate or appoint such delegate to attend District and State meetings.

Section 4. Vice-President Responsibilities

1. Agree to serve a one-year term when elected and to progress to the office of President at the end of the one-year term.
2. Preside at meetings of Gaston County ECA in the absence of the President, as per the President's request.
3. Represent Executive Board for county projects and oversee Standing Committees.
4. Share information received from the National Volunteer Outreach Network (NVON) with members of Gaston County ECA.

Section 5. Secretary Responsibilities

1. Agree to serve a one-year term when elected.
2. The Secretary shall keep minutes and prepare agendas for regular meetings and Executive Board meetings, and perform other duties as requested by the President.
3. Maintain complete records and materials pertaining to the office of Secretary and convey them to the incoming Secretary at the end of the term of office.

Section 6. Treasurer Responsibilities

1. Agree to serve a one-year term when elected.
2. Receive all monies belonging to the county association and keep an accurate written record of all transactions.

3. Pay all Gaston County ECA bills when presented, and per disbursement in guidelines in Standing Rules.
4. Present a financial report at all group meetings and Executive Board.
5. Forward required monies to the district and state treasurers at the direction of the Executive Board.
6. Prepare annual budget proposal for presentation at the Executive Board meeting.
7. Receive all monies belonging to the special interest groups and keep an accurate written record.
8. Pay all special interest groups bills and written disbursements per guidelines in Standing Rules.

Section 7. Immediate Past President Responsibilities

1. Agree to serve a one-year term when elected.
2. Assist and advise the President in all matters.
3. Serve as coordinator of the County Yearly Activity Report, to educate members of the county organization about the programs and encourage their participation. Submit county reports to district or state level by established deadlines.
4. Serve as member of the Gaston County ECA Scholarship Committee
5. Serve as member of the Gaston County ECA Marketing Committee

Section 8. Standing Committees

Standing Committees shall be the Building Committee, Program Committee, Scholarship Committee, Ceramic Room Committee, and Marketing Committee. All committee chairpersons shall be responsible for the selection of committee members.

Section 9. Maintenance of Records

All members of the Executive Board and Standing Committees shall maintain complete records and materials pertaining to their office and keep them at the Lucile Tatum Center.

ARTICLE VI. OFFICERS, ELECTIONS, AND DUTIES

Section 1. Officers

The officers of the Gaston County ECA shall be elected for a one (1) year term. Terms of office shall begin January 1 and end December 31. Any officer may be reconsidered for re-election.

Section 2. Nominating Committee

The Nominating Committee shall consist of 3 (three) members. The Nominating Committee will be appointed by July 1st. The Nominating Committee shall present the slate of officers to the members at the August meeting.

Section 3. Nominations

Nominations from the floor for officers of the Executive Board will be accepted at the August meeting with permission from the nominee.

Section 4. Nominee Qualifications

- A. Each candidate shall be a member in good standing of the Gaston County ECA. Each candidate shall have an understanding of the partnership between the NC Cooperative

Extension, Gaston County ECA, and the NCECA, Inc. and Bylaws of Gaston County ECA.

- B. Each candidate for office shall have a working knowledge of parliamentary law.

Section 5. Elections

- A. The Executive Board shall be elected at the September meeting. All members present shall be able to vote.

Section 6. Installation

The Past President shall install elected officers at the December Gaston County ECA Party.

ARTICLE VII. MEETINGS

Section 1. Executive Board Meetings

Executive Board meetings will be held quarterly. Executive Board members present at a given meeting shall constitute a quorum. All Executive Board members shall be able to vote. Robert’s Rules of Order shall govern the conduct of the meetings.

Section 2. Regular Meetings

- 1. Monthly meetings will be held a minimum of 10 times a year.
- 2. Members present at a given meeting or by proxy may vote. This means that members who are unable to be physically present at the meeting can still vote – either in writing or email to the Executive Board or sending another member to vote for him or her with written proxy.
- 3. Members present at a given meeting shall constitute a quorum. Proxy votes do not count as a quorum. Robert’s Rules of Order shall govern the conduct of the meetings.

Section 3. Special Called Meetings

Special meetings of Gaston County ECA may be held at any time when called by the Executive Board or a majority of its members with fourteen (14) days’ notice.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of The New Roberts Rules of Order shall govern this association in all cases to which they are applicable and in which they are not inconsistent with Gaston County ECA and NCECA, Inc. Bylaws.

ARTICLE IX. FUNDS

Section 1. Raising Funds

The Gaston County ECA will raise funds by the assessment of annual dues and by such special fund-raising events the group may deem appropriate.

Section 2. Annual Budget

The Annual Budget shall be presented at the October meeting for approval by the members.

Section 3. Disbursement of Funds

Funds shall be disbursed according to the Annual Budget. Expenditures not included in the Annual Budget may be disbursed as needed according to guidelines in the Standing Rules.

Section 4. Disbursement of Funds from Special Interest Groups

Funds shall be disbursed according to Guidelines in the Standing Rules.

ARTICLE X. MISCELLANEOUS

Section 1. Service without Compensation

All service shall be without compensation.

ARTICLE XI. AMENDING THE BYLAWS

Section 1. Proposed Amendments from Members

Any member may propose changes to the Bylaws during an Executive Board meeting in writing. The Executive Board will determine if the proposed change should be passed on to the Bylaws Committee for action. The Bylaws Committee will review the proposed change(s) and make a recommendation to the Executive Board. The Executive Board will then determine if the recommended change(s) should be presented to the general membership.

Section 2. Vote for Amending Bylaws

The Bylaws may be amended or revised by a majority vote of at least two-thirds of the members attending (or by proxy) a regular or special meeting of the Gaston County ECA. All members shall receive a copy of the revision at least fourteen (14) days prior to the meeting date and vote.

Bylaws Presented: October 24, 2016

Adopted: October 2016

Amendment History: September 6, 2018