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October 1999 / May 2002
**All State Officers**

1. **Terms of Officers:** President Elect (one year, followed by three years as President); President (one three year term); Vice President (can serve two three years terms); Chairpersons (can serve two three-year terms), Treasurer (can serve two three-year terms). No officer may hold the same office for more than two consecutive terms (the office of President is limited to one three-year term).

2. Written (1 page) and (2 minute) oral reports of the year’s activities, meetings, and evaluation of the program will be prepared for the annual conference and Board of Director’s meetings by all officers.

3. All letters from state officers shall go to all state officers, district chairpersons, and other appropriate persons.

4. Certificates shall be awarded at the annual conference for outstanding work performed by clubs, county councils, or individuals. The chairman and program committee shall determine winners. It is suggested that one to three certificates be awarded to participating counties and clubs in program areas.

5. All officers and district chairperson will serve as hostesses at the annual conference; specific duties to be assigned prior to the meeting by the president (see hostess duties, Section II. FCE Information).

6. Expenses will be paid for all officers attending selected meetings related to their projects, subject to prior approval of the president.

7. The council within the designated budget, subject to board approval, shall pay expenses incurred for standing and special committee meetings.

8. Travel expenses are to be 31 cents per mile (34 cents per mile for two or more board members in vehicle) for board meetings, task force meetings, and all official business. Lodging is paid in full if two or more per room. Meals are limited to $22 for the total day, and pro-rated for part of a day at $5 for breakfast, $7 for lunch, and $10 for the evening meal.

9. The County Family and Community Education Council as a courtesy shall extend all state officers an invitation to attend fall and spring council meetings in the counties where they reside.

10. All officers shall be actively involved in promoting the FCE organization.

**President**

The president of the council shall:

1. Preside at all meetings of the council and board of directors.

2. Be the official representative of the council in the activities of the council at all levels.

3. Issue the official call for council and board meetings.

4. Secure parliamentarian to attend the general business sessions of the annual North Dakota FCE Conference if necessary.

5. Appoint past (usually a past president) board member to install officers at the end of Annual Conference.

6. Appoint the chairmen and members of all state committees, after consultation with the board of directors by July.

7. Submit an annual written report and present an oral report of FCE state activities at the annual conference of the council plus a written report in packets.

8. Be responsible for taking the necessary steps to bring the council bylaws up-to-date to conform with state and national programs.

9. Keep an up-to-date book on parliamentary procedure in the president’s file for her use.

10. Write a bi-annual (February and August) newsletter to be sent to the county council president, county extension offices, state extension office and all NDFCE board members.

11. Review all conference packet reports prior to printing.

12. Assign specific hostess duties to all state officers for the annual conference.

13. Serve as ex-officio member for all committees.

14. The president shall go over the policy handbook with new officers.

15. A policy update should be included on the agenda.

16. Be responsible for updating the policy notebook each year or appointing a committee to do this.

17. The president has the right to call for an executive board vote.

18. Signature (co-sign) shall be second signature on any bank accounts or savings accounts handled by the council.

19. Appoint a two-member minutes committee at the beginning of each meeting.

**President**

The minutes committee of the council shall:
1. Consist of two members of the board of directors appointed by the president at the beginning of each meeting.
2. They shall keep a complete record of the meeting (motions, names, figures, etc.), so as to be able to double-check the secretary’s minutes.
20. Include the President-Elect in decisions related to the office of NDFCE president.
21. Submit reports to the NDFCE Board.
22. See to the selection of the Heart of FCE Award Winner, notify the winner and the county Extension Office of the winner, get certificate and prize to be awarded at the Annual Conference Awards Luncheon.
23. Shall notify County Extension Offices by email of award winners, election and business results following the Annual Conference.
24. Shall submit to national for 50 year member certificates to be awarded at the NDFCE Annual Conference (see National FCE Handbook).
25. Appoint a coordinator for the Memorial Service for Annual Conference.
26. Send handwritten invitations for the banquet at the annual conference to any guests. Send thank you notes to all speakers of the annual conference, unless other arrangements have been made. Extension an invitation to NDEAFCS consultant to the NDFCE annual conference.
27. Order the pins for the new state officers, state chairpersons and others designated by the board of directors for presentation at the annual conference.

President-Elect

The President-Elect of the council shall:

1. Be elected one year before the President’s term is up.
2. Observe and assist the president for a period of one year prior to her installation as president.
3. Be installed as president and serve for three years in that capacity.
4. Not supersede the vice president in assuming leadership in the absence of the president during this year of training.
5. Perform such other duties requested by the president or board of directors.
6. Receive the official FCE pin the year she is elected.

Vice President

1. Preside at meetings in the absence of the president and serve as an aide to the president in all assigned duties.
2. Coordinate the Family Community Leadership program and assist the counties in promoting and strengthening the FCL program (if the State is participating in FCL).
   a. Prepare a two-minute oral report for the annual meeting.
   b. Forward all Peace Garden donations to the state treasurer and see that FCE is properly credited for donations.
   c. Any suggestions for the use of the donations for the Peace Garden should be submitted to the board of directors. The superintendent of the Peace Garden should be consulted for suggestions.
   d. Perform other duties that pertain to the Peace Garden as requested by the board of directors.
   e. Serves as coordinator of FCE Day at the Peace Garden.
4. Perform the duties of the president in the event of her/his resignation, disability, or death until the next meeting of the Executive board.
5. Serves as a member of Program committee.
6. May coordinate Legislative Days.
7. Vice president should submit two articles a year for the state newsletter and any additional information can be included in the president’s newsletter.
8. Prepare a one page camera-ready typed report for Annual Conference to be placed in packets for distribution at the annual conference.
10. Serve as chairman of the program committee.
11. Direct the activities of the district chairpersons.
11. Serve as the public relations and membership coordinator.
   The public relations duties to include:
- Submit news articles to all forms of media on special state events.
- Promote the organization to possible new members through special projects.
- Work closely with board members to market our organization through events such as the State Fair, newsletters, annual conference packets, FCE week and other promotional items.
- Prepare a one-page camera-ready typed report to be placed in packets for distribution at the annual conference.

13. Should submit appropriate articles for the NDFCE Newsletter.
14. Compile district educational program reports for national report by March 1.
15. See to the selection of club, county program winners, contact them and get certificate to award them at Award’s Luncheon at Annual Conference.
16. Send out two letters per year addressing program information.
17. Shall get certificates to award years of membership of NDFCE club members and NDFCE clubs who have submitted forms for the award.

Secretary

The duties of the secretary shall be to:

1. Record and keep in her / his custody the minutes of all meetings of the council and board of directors. The secretary will keep all minutes for the past four years.
2. Send unapproved copy of the Board minutes and conference minutes to the minutes committee. Copies of the corrected minutes go to all state board officials, district chairpersons, committee chairmen, national officers who reside in our state, state extension and county extension offices.
3. After minutes have been corrected and approved by the State FCE board, they shall be emailed to county Extension Offices.
4. Keep a list of affiliated counties and record of their attendance at the annual conference.
5. Have available for reference at all meetings, a copy of the council bylaws and amendments.
6. Keep correspondence on file for two years and be prepared to read correspondence at the council and board of directors meetings.
7. Call the meeting to order and see that a chairman pro tem is elected in the absence of the president and vice president.
8. Perform such other duties as requested by the president or board of directors.
9. Keep a list of chairman and committee appointments and the date on which they were appointed.
10. Call roll at the annual conference. At the opening business session, each county is called, directs the official delegate to rise, introduce herself and her visiting delegate or delegation (name and home town).
11. A copy of the previous years annual conference minutes to be included in the delegates packets to be read and approved at the annual conference.
12. Read a condensed report of the board of directors meetings, approved by the board of directors. The secretary’s minutes should be available for further reference. Submit a written copy of this report to be included in the delegate’s packets.
13. Record and complete results of balloting for new officers. These results are available for further reference in the secretary’s book. Keep ballots until the fall task force meeting.
14. Keep on file all the recording secretary’s minutes (not in current use).
16. Perform the duties of the historian.

The duty of the historian shall be to write and/or update the history of the ND FCE.

1. The following pieces should be saved as history: outstanding activities from annual conference, official photographs of voting delegates
2. NDFCE board and/or office installation pictures, plus newspaper clippings on state presidents, if available.
3. Photographs and news clipping of special NDFCE projects.
4. National recognition to state programs or projects. Certificate and picture, if available. Pictures of
other outstanding ND contributions at national level.

5. Outstanding correspondence or commendations (from ND Governor or NAFCE President).
6. File a copy of the Handbook and updates of the Policy Notebook each year.
7. Keep secretary’s official minutes book (black book) up to date. When no longer needed by secretary, they should be stored along with all other history related items in the archives section of the NDSU Library and ND Heritage Center (Bismarck) Archives.

The historian shall present bills for supplies and postage necessary to maintain historical records.

**Treasurer**

The treasurer of the council shall:

1. Be bonded for an amount set by the board of directors, to be reviewed annually.
2. Keep an itemized account of all receipts and disbursements.
3. Be responsible for collecting all dues by November 15, and other money due the council from affiliated counties.
4. Pay all bills provided for in the budget or verified by the president or board of directors.
5. Submit a detailed, typed financial report at the annual conference and at each board meeting.
6. Submit the records for audit following the annual conference.
7. Serve as chairman of the budget committee.
8. Perform such other duties as requested by the president or board of directors.
9. Keep bank records for a period of seven years.
10. Treasurer’s expense vouchers are to be approved by the president.
11. Turn over Peace Garden funds to the Peace Garden Trust fund.
12. Keep on file the treasurer’s books. All ledgers, not currently in use, to be placed in the Archives in the NDSU Library.
13. An official audit should be held at the end of the treasurer’s term (ensuing years, an internal audit after the annual conference).
14. Send list of affiliated counties to secretary and the editor.
15. Be responsible for sending national dues and membership forms to national Treasurer by December 1.

**District Chairpersons**

The District Chairperson is the lifeline between the state vice president for program and county and club vice president for program. Duties of the district chairpersons shall be:

1. Serve on the Board of Directors as a liaison between the counties of the district and NDFCE.
2. Be available to individual counties, providing leadership and promoting a better understanding of NDFCE.
3. Assist counties in promoting and strengthening county organization.
4. Serve on the program committee with vice president and the coordinator for young families.
5. Plan for and preside at the district meeting.
6. Send district meeting reports and money to state treasurer and copy of report to the state vice president two weeks following meeting.
7. Summarize information from all county reports, transfer to report form found in Policy Notebook and send to state vice president by February 1.
8. Follow reporting procedures found in the Policy Notebook for a booklet report. This should incorporate county or club sponsored activities. You may forward outstanding county or club reports in booklet form.
9. Represent the district at the NDFCE board meetings as requested by the president.
10. Encourage, receive, and share recommendations from county organizations.
11. Become familiar with the purpose and objectives of the program at the beginning of the vice president term. This information is found in the handbook.
12. Share information received from state vice president with county vice president either by personal letter or county newsletter.
13. Plan for and preside at the district meetings.
a. Rotate meetings and district chairpersons from respective counties.
b. Prepare press releases for advertising meetings.
c. Send location and date (if possible) of district meetings to vice president.
d. District chairpersons should attend one meeting in each county during her term.
e. District chairpersons should send thank you notes to speakers and those assisting with their meetings.

14. Release information regarding the district meetings to the state president, vice president, county offices, and club presidents.
15. Attend the pre-conference, annual conference, and post-conference board of directors meetings. The district meeting will be planned at this time. They are expected to attend task force meetings.
16. Submit district news and other noteworthy items to the editor.
17. The district chairperson will be asked to help with the annual conference duties.
18. The bylaws provide for district chairpersons to be elected for three year terms.

Instructions on How to Complete the NAFCE Report Form

District Chairperson Reports:

Summarize County reports and return completed District Report Form to State Vice President by February 1. You may forward outstanding county or club reports in booklet form.

District Family and Community Education Meeting

District Family and Community Education Meetings - The state is divided into 5 districts for fall district Family and community Education meetings. The meeting includes a business meeting, educational programs with speakers from private and public agencies as well as FCE members.

Guidelines for the District Meetings:

One meeting shall be held in each district annually. The district chairperson shall determine the time and the counties involved.

The format shall include:

1. Business meeting
   a. elect officers
   b. report from each county
   c. new lesson suggestions
   d. other business

2. Leadership training (this could include some type of lesson / information on how to run meetings, community involvement, influencing issues, etc.)

3. Speaker / educational opportunity (session with speaker in one of our focus areas or on a current subject of interest in local area)

4. Encouragement and support of the Young Families program.
Appointed Positions

Coordinator for Young Families

A Coordinator for Young Families shall be appointed by the president with the approval of the executive board.

The duties of the state coordinator for young families should be to:

1. Provide state leadership to the young families program.
2. Attend meetings of the executive board, at the request of the president, without vote.
3. Attend meetings of the NDFCE board, with vote.
4. Report to the NDFCE board on any meetings attended as a representative of NDFCE.
5. Encourage, receive and share ideas and suggestions from county councils and members.
6. Prepare a one-page report to be placed in packets for distribution at the annual conference.
7. Submit articles for state newsletter as required.
8. Serve as chairman of the Scholarship Committee and the Arlene Sagness Grant committee. Coordinate financial obligations for all scholarships with the State Treasurer.

Scholarship Chairman Duties:

Students enrolled in the College of Human Development and Education shall be equally considered for scholarships regardless of sex. All scholarships are due by April 1 to the State Coordinator for Young Families.

No relative of the current scholarship selection committee shall be eligible for any of the scholarships awarded.

Promote the various scholarships and the Arlene Sagness Grant in the newsletter.

The scholarship committee should meet to select recipients of the scholarships. The committee is composed of the chairman and two members appointed by the Young Families Coordinator. When the committee has met and named all recipients for the scholarships, this list is to be mailed to the Vice President and the state FCE Secretary by May 15 to be included in the Awards program for NDFCE annual conference.

Send a Scholarship Confirmation Notification to each recipient with procedure for obtaining scholarship funds. Request by letter that each recipient notify the NDFCE treasurer, with a copy to the state FCE Secretary, which school she / he is attending, giving them her name and address, Social Security Number and / or student ID.

The recipient will be informed, upon registering at a school of their choice, except for the Emily Freeman and Mary Laycock scholarship only at NDSU, that the funds will be received when satisfactorily completing the first quarter / semester. Verification of this should to be checked by the NDFCE treasurer. She in turn will send a check made out to the Financial Aids Office and include a list of recipient(s) name and complete mailing address. It becomes their responsibility to disperse the checks. Money for the Arthur Schulz Memorial Scholarship and the Grace DeLong Scholarship is paid directly to the recipient following school or training registration.

Write personal letters to alternates congratulating them and explaining that in the event the recipients would be unable to accept, they would then become eligible for that particular scholarship for which they were an alternate.

Notify those students whose applications were not accepted.

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Have names of the scholarships and grants winners listed in the Annual Conference Awards Luncheon program.

Update scholarship materials and forms, when necessary, for the FCE Forms Section of the NDFCE Policy Notebook. These are due to the State NDFCE President by April 1.

Notify the following persons about the scholarship recipients:

1. North Dakota Association for Family and Community Education Council officers.
2. Recipients’ high school principal (Freshman Scholarship).
3. Ask county scholarship chairmen to publicize the scholarship awards in the recipients’ counties.
4. Prepare bulletin board for annual conference so the delegates and guests can see pictures of the scholarship recipients.

**State Newsletter Editor**

An editor shall be appointed by the Board of Directors.

The duties of the editor shall be:

1. Coordinate and edit copy for NDFCE publication(s).
2. Attend meetings of the executive board at the request of the president, without vote.
3. Attend the meetings of the NDFCE board, with vote.
4. Report to the NDFCE board on any meetings attended as a representative of NDFCE.
5. The editor shall design, layout, edit and type the NDFCE publications.
6. Begin to collect material for each newsletter in advance of the newsletter distribution.
7. Provide copies of the newsletters to be reviewed prior to printing by the NDFCE president.
8. Have newsletter printed and mailed to each member, each county Extension office and the NDFCE Board.

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NDFCE Clubs
Support International Peace Garden

Our state council contributes yearly to the International Peace Garden located on the international boundary between Canada and North Dakota, a spot at almost the exact center between the Atlantic and Pacific Oceans, and 30 miles north of the exact center of the North American continent. A cairn dedicated on July 14, 1932 bears the following inscription:

“To God in His Glory...
We two nations dedicate this garden and pledge ourselves that as long as men shall live, we will not take up arms against one another.”

Monetary support from state FCE club members is used for improvement of facilities. A marker at the entrance to the Oak Leaf Picnic area tells that it was developed by the CCC and is maintained by the North Dakota FCE clubs. Our organization has furnished the area with picnic tables, outdoor grills, and playground equipment. A water system and bathroom facilities have been other important contributions made possible by donations of FCE clubs in North Dakota.

A fountain dedicated August 10, 1986 was built in the Sunken Garden area in honor of the Peace Garden’s 50th Anniversary by the NDFCE clubs.

The NDFCE council is a life member of the International Peace Garden, Inc. and we have a vote at the annual conference held the second Saturday in September. NDFCE and the National Association for Family and Community Education (NAFCE) Council contribute to the Peace Gardens. The NAFCE Council monies help maintain the beautiful lodge. The Lodge is built of native stone dug near Dunseith, North Dakota and logs from Manitoba’s Riding Mountain National Park by the CCC in the 1930s. It is one of the most attractive buildings in the Garden and is used for meetings, banquets and social gatherings.