

# **South Carolina Family and Community Leaders**

**In partnership with Clemson University  
Cooperative Extension Service**



## **2020 HANDBOOK**

**<http://www.scfcl.com>**

**South Carolina Family and Community Leaders' outstanding accomplishments include:  
Compulsory school attendance, adult education, health issues, educational opportunities for young  
minorities, school lunch programs, school drop-outs, physically handicapped, family abuse,  
immunization programs and day care.**

SOUTH CAROLINA  
FAMILY AND COMMUNITY LEADERS

Organized at Winthrop College

Rock Hill, South Carolina

June, 1921

Affiliated with

The Associated Country Women of the World, 1930

Country Women's Council, U. S. A., 1934

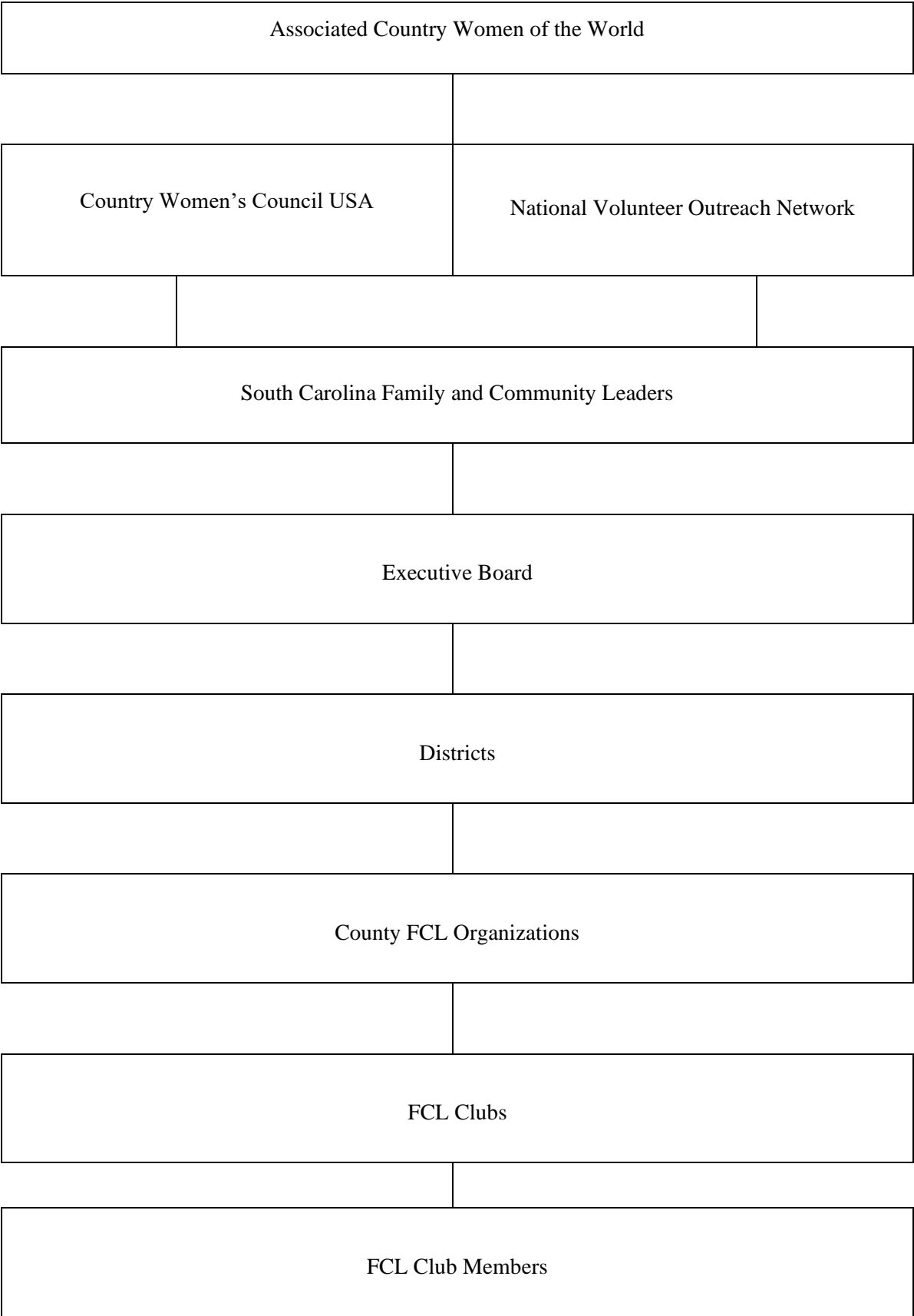
National Volunteer Outreach Network, 1995

South Carolina Family and Community Leaders

Pat Breznay, President

Connie Lake, Advisor

**ORGANIZATION**



### **ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)**

In 1930, Lady Aberdeen and a small group of women conceived the idea of calling together the rural women of the world at Vienna. When they met, it was discovered that, although these country women lived in different countries and spoke different languages, they all had the same interests and problems. The Associated Country Women of the World was then organized in London in 1930, with Mrs. Alfred Watt of Canada as the first president.

ACWW is a worldwide organization, bringing together and representing the interest, needs, and aspirations of that majority of the world's population. It is the largest international organization for rural women, with a multi-million membership in sixty-eight countries, and has consultative status with the United Nations. Its objectives are to provide opportunities to exchange ideas, to work together for mutual benefits, and to take an active part in the movement toward international understanding and unity, thereby making a contribution to world peace.

When the Associated Country Women of the World met in Washington in 1936, South Carolina had five official delegates and a total attendance of 267 council women to attend the conference. South Carolina Family and Community Leaders' official delegate(s) attend ACWW Triennial Conferences.

### **COUNTRY WOMEN'S COUNCIL USA (CWC)**

In 1939, the Liaison Committee was formed to meet during the three-year periods between international conferences so as to sustain interest among the U.S. Constituent Societies.

In 1946, its name was changed to the Country Women's Council USA and meetings have been held since its formulation for members to discuss and consult on matters pertaining to ACWW. Any group with ACWW membership may apply for membership in CWC. Through its standing committees, it has promoted letter friends, exchange programs, ACWW Individual Membership, the Countrywomen Magazine of ACWW, and CWC News Sheet.

### **NATIONAL VOLUNTEER OUTREACH NETWORK (NVON)**

The National Volunteer Outreach Network was organized in Austin, Texas in 1995. The South Carolina Family and Community Leaders joined this organization in 1995. Mrs. Mary Nell Faurey and Mrs. Betty Buff of South Carolina initially served as Vice President and Advisor, respectively, of this national organization.

NVON brings together organizations that are members of the ACWW to promote friendship and understanding between member organizations for better communication in the United States and World.

### **HISTORY OF COOPERATIVE EXTENSION SERVICES**

In the early 1900's an interest developed in improving agriculture and rural life. The United States Department of Agriculture, in cooperation with state government and farm organizations, developed programs to accomplish this aim. They recognized that they must reach the youth and homemakers with educational programs if home and family living were to improve. Home economics research was being conducted on some land grant college campuses. The findings of this research could be applied to rural life through an education program of homemakers.

In South Carolina, O.B. Martin, State Superintendent of Education, developed a keen interest in these opportunities for youth, and with the help of Seaman Knapp, who provided the leadership for the early Extension concept, Martin provided opportunities for teachers to participate in training for youth clubs such as corn clubs and tomato clubs. Marie Cromer, a teacher in Aiken County, led the way for girls' clubs in South Carolina in 1916. Another teacher, Dora Dee Walker, also became interested in girls' clubs, and then extended it to women's clubs. These two women were employed by Winthrop College to conduct an Extension program for women and girls.

In 1914, the Smith-Lever Act was passed by Congress providing for an educational program in agriculture and home economics, and related areas in all states. Because the plan provided for cooperation of federal, state, and county governments, the program offered by each land grant college became known as the Cooperative Extension Service. Additional home economists were employed to lead the home economics program for women and youth.

The original plan for the homemakers clubs was for a project leader in each club to receive specific training from the Extension Home Economist and teach the lesson in the monthly Club Meeting. In this way, individuals were sharing their knowledge, making it possible for the county Extension home economists to serve large numbers of people. This idea proved to be an effective method for reaching large numbers of homemakers with home economics information. The clubs were also the core for group action of community improvement(s), membership and information for county councils, and leaders in county and state-wide improvements.

### **HISTORY OF FAMILY AND COMMUNITY LEADERS**

The first official home demonstration club in South Carolina was organized in Sumter County in 1916 and other clubs were rapidly organized throughout the state. The first two County Councils of Farm Women, composed of members of the home demonstration clubs, were organized in Calhoun and Abbeville counties in 1919. The South Carolina Council of Farm Women was organized at Winthrop College in June, 1921. Subsequently, the name was changed to South Carolina Home Demonstration Council in 1957 and to South Carolina Extension Homemakers Council in 1966. In 1967, the Palmetto Home Demonstration Council officially joined the South Carolina Extension Homemakers Council. The name, South Carolina Association for Family and Community Education was adopted in 1992, and the present name, South Carolina Family and Community Leaders in 1995.

In South Carolina, the Family and Community Leaders have had outstanding accomplishments. A few examples include: Compulsory school attendance, adult education, health issues, educational opportunities for young minorities, school lunch programs, school drop-outs, physically handicapped, family abuse, immunization programs and day care.

### **STATE ORGANIZATION**

The South Carolina Family and Community Leaders was organized at Winthrop College in June 1921. It is composed of Family and Community Leaders Clubs throughout the state. These clubs are organized into the county associations.

The purpose of the state organization is to develop, strengthen and correlate the work of the county associations in the state and their efforts to assist people in promoting all interests pertaining to the higher standards of living in homes and communities. The state organization represents the common interests of the county organizations in planning cooperative educational work and advising with Extension representatives in determining all statewide policies.

The state organization meets annually. Programs are developed to help people keep abreast of state and national affairs. The work of the organization is reviewed and a program of work adopted for the new year.

The SCFCL system is recognized as one of the most effective informal adult educational systems in the world. No other such system of adapting current research findings for application and wide diffusion is known. Leaders throughout the county, state, national, and international levels have emerged from the FCL organization.

### **DISTRICTS**

The forty-six counties of the South Carolina Family and Community Leaders Organization are divided into three districts. A representative from each district (District Director) serves on the state FCL board. These District Directors are responsible for planning and presiding at district meetings. An extension staff person is designated to serve as advisor/contact to the District Director.

### **COUNTY ORGANIZATIONS**

The County Organizations for Family and Community Leaders, composed of the members in Family and Community Leaders Clubs, have as their objectives to raise the standard of home and community life; to develop leadership and initiative among people in the promotion of those movements which are for the up building of community life; to bring together members of Family and Community Leaders Clubs in the county for those ends; to act as aids to extending the work of the Extension Agents. The County Councils meet twice during the year - in the fall, to present the plan of work for the year, and in the spring of the year, to review the accomplishments and make recommendations for further work.

## **FAMILY AND COMMUNITY LEADERS CLUBS**

The FCL club is usually organized in natural communities or common interests. It is open to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, or marital or family status. The club has educational lessons throughout the year. Education chairmen in each club help to develop the yearly program of work. The officers are free to make organizational decisions to meet the needs of the club. Members have opportunity for individual development and for improvement of family and community life. The FCL club is affiliated with the county FCL organization.

### **SCFCL PRESIDENTS AND TERMS OF OFFICE**

*Mrs. Bradley Morrah (McCormick)	1921-1922
*Mrs. L. C. Chappell (Richland)	1922-1926
*Mrs. E. W. McElmurray, Sr. (Aiken)	1926-1928
*Mrs. J. Whitman Smith (Lee)	1928-1934
*Mrs. J. L. Williams (Greenwood)	1934-1938
*Mrs. Landrum Sellars (Spartanburg)	1938-1942
*Mrs. C. D. Sowell (Chesterfield)	1942-1946
*Mrs. O. J. Smyrl (Kershaw)	1946-1950
*Mrs. Gordon Blackwell (Saluda)	1950-1954
*Mrs. M. H. Limeberger (York)	1954-1958
*Mrs. Irvin Hawthorne (Abbeville)	1958-1962
*Mrs. F. N. Culler (Sumter)	1962-1965
*Mrs. W. E. Cochran (Greenville)	1965-1968
*Mrs. J. A. Seaber, Sr. (Richland)	1968-1970
*Mrs. Joe R. Johnson (Aiken)	1970-1974
*Mrs. Ralph Gates (Sumter)	1974-1976
*Mrs. Herman Haynie (Anderson)	1976-1978
*Mrs. Dayton Swintz (Marion)	1978-1980
*Mrs. Henry Buff (Lexington)	1980-1984
Mrs. Joe Ridley (Sumter)	1984-1987
Mrs. Skippy Rizer (Bamberg)	1987-1990
Mrs. Bobbie Earle (Laurens)	1990-1993
Mrs. Mary Nell Fairey (Orangeburg)	1994-1996
Mrs. Betty McGregor (Richland)	1997-1999
Mrs. Pamela Hanfland (Lexington)	2000-2002
Mrs. Pat Breznay (Richland)	2003-2005
Mrs. Barbara Cathey (Greenville)	2006-2008
Mrs. Josie Gaston (Fairfield)	2009
Mrs. Helen Spiller (Greenwood)	2010-2014
Mrs. Debbie Calcutt (Sumter)	2015-2017
Mrs. Pat Breznay (Richland)	2018-2020

\*Deceased

## SCFCL ORGANIZATIONAL GOALS

### Membership and Public Relations

- A. Encourage each club to increase membership by 10%.
- B. Publicize SCFCL through the use of media, public forums, and visual and video promotionals.
- C. Educate members on the new FCL issues, focuses and reporting.

### **MISSION**

The mission of the South Carolina Family and Community Leaders is to improve the quality of life for individuals, families, and communities through fellowship, education, and service.

### **MOTTO**

The motto of the South Carolina Family and Community Leaders is Dedication, Education and Service.  
(Oconee County FCL)



### **LOGO**

(Logo designed by Mrs. Betty McGregor)

The **CIRCLE OF ROPE** represents the organization's heritage. The individual strands that make up the rope represent people who, through the years, have worked together for a common goal thus creating a strong organization.

The **TRIANGLE** represents the three-fold motto of the organization: dedication, education, and service. It extends beyond the circle indicating that the organization reaches out beyond the family to the people of our communities, nation, and world.

The **LETTERS (SCFCL)** represent the name of the organization, South Carolina Family and Community Leaders.

The South Carolina Family and Community Leaders Service Mark (SCFCL Dedication Education Service with Logo, register #2374997) was registered with the United States Patent and Trademark Office August 8, 2000. The registration was renewed September 26, 2019. The next renewal date is August 08, 2029.

### **FCL SONG**

*(Music to Onward, Christian Soldiers by Arthur S. Sullivan, Public Domain)*

We're FCL mem-bers, stri-ving in our clubs, To make life much bet-ter,  
In our com-mun-ities, Service with ded-i-ca-tion, Join us as we serve,  
Ed-u-ca-ting every one, With un-der-stand-ing, We are all together,  
And one aim have we, To im-prove li-fe, In our Com-mun-ities.

(Marianne Chesnault, Beaufort County)

### **CREED**

As South Carolina Family and Community Leaders, we strive to promote the quality of life for all citizens in our communities through dedication, education, and service. Fulfilling these endeavors with love, compassion, and understanding, we shall respect the rights and privileges of those we serve.

(Beaufort FCL Club)

## SCFCL ANNUAL MEETINGS

<b>Year</b>	<b>Date</b>	<b>Location</b>	<b>City</b>	<b>Theme</b>
1996	November 8-10	Adams Mark	Columbia	Dedication, Education and Service
1997	November 7-9	Embassy Suites	Greenville	Together We Can Make A Difference
1998	November 4-6	White Oak Conference Center	Winnsboro	Family, Community, Service-The Spirit of South Carolina
1999	November 11-14	Sheraton	Columbia	Step in the Future
2000	November 3-5	White Oak Conference Center	Winnsboro	Let's Start the 21st Century with Action
2001	November 2-4	Sheraton North Charleston	North Charleston	Let's get together
2002	November 7-10	Wyndham	Myrtle Beach	Family and Community-Never Stronger-Never More Important
2003	November 6-8	Embassy Suites	Greenville	83 Years into the Future with Dedication, Education and Service
2004	November 11-13	White Oak Conference Center	Winnsboro	Family Reunion
2005	October 27-29	Radisson Airport	North Charleston	It's Stars Like You That Make FCL Shine
2006	November 2-4	Coral Reef Resort	Myrtle Beach	Get in the Mix for 2006
2007	October 25-27	Hilton Head Holiday Inn	Hilton Head	The Year of Ideas
2008	October 22-24	Ramada Inn	Clemson	The Tiger Won't wait,, Educate in 2008
2009	October 29-31	White Oak Conference Center	Winnsboro	Tie a Green Ribbon are the White Oak Tree
2010	October 25-27	Holiday Inn Hotel and Suites	Beaufort	Back to Basics
2011	October 24-25	Holiday Inn	Rock Hill	Celebrating Our Heritage with Education, Dedication & Service
2012	July 16	Double Tree by Hilton	Columbia	Healthy Habits for Healthy Living
2013	October 28-29	Springmaid Beach Resort	Myrtle Beach	Catch the Spirit at Springmaid Beach
2014	October 27-28	Marriott Spartanburg Conference Hotel	Spartanburg	Moving Forward
2015	October 24	Concord Presbyterian Church	Sumter	Simple Changes For Creating a Legacy
2016	October 22	SC State Farmers Market, Phillips Center	West Columbia	Sharing Your SCFCL Story
2017	October 28	Concord Presbyterian Church	Sumter	Long Ago and Far Away
2018	October 26-27	Asbury United Methodist Church	Columbia	Working Together Creating a Stronger FCL
2019	October 21-22	Inn on the Square	Greenwood	Planting the Seeds of Learning
2020	October 13	Our Saviour Lutheran Church	West Columbia	Together We Can Help



**SOUTH CAROLINA  
FAMILY AND COMMUNITY LEADERS  
2020 OFFICERS**

**Executive Committee**

President	Pat Breznay, H 803.736.6535 cell and txt 803.530.0107 6 Valhalla Court, Columbia, 29229 (Term Expires 2020) <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a>
Vice President	Silvertean Mitchum, H 843.382.5918 cell and txt 843.601.4727 18 Saxon Road Ext., Kingstree, 29556 (Term Expires 2021) <a href="mailto:silverteenmitchum@hotmail.com">silverteenmitchum@hotmail.com</a>
Secretary	Alice Williams, H 803.776.7888 cell and txt 803.206.7314 309 Harmon Road, Hopkins 29061 (Term Expires 2020) <a href="mailto:alicesw1954@gmail.com">alicesw1954@gmail.com</a>
Treasurer	Linda Westbrook, H 803.789.5838 cell 803.379.2709 2875 Westbrook Road, Edgemoor, 29712 (Term Expires 2022) <a href="mailto:westcu@truvista.net">westcu@truvista.net</a>

**Board Members**

Central District Director	Gloria Hallingquest, 803.823.2184 624 Dwight Swamp Road, Cameron, 29030 (Appointed Term Expires 2020) <a href="mailto:g_hallingquest@yahoo.com">g_hallingquest@yahoo.com</a>
Coastal District Director	Alick Lewis, H 843.470.0745 cell and txt 843.592.7492 403 Fraser Drive, Beaufort, 29902 (Term Expires 2020) <a href="mailto:tobagoland3742@centurylink.net">tobagoland3742@centurylink.net</a>
Foothills District Director	Bobbie Earle, H 864.984.4088 cell and txt 864.871.1721 P.O. Box 264, Laurens, 29360 (Term expires 2022) <a href="mailto:bearle@prtcnet.com">bearle@prtcnet.com</a>

**State Advisor**

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SCFCL State Advisor FCL Administrative Assistant	Penny Clary, 864.445.8117 201 East Church Street, Saluda, 29138 <a href="mailto:pclary@clemsan.edu">pclary@clemsan.edu</a>

**District Advisors**

Central Advisor	Christine Patrick, W 803.245.2661 x112 Box 577, 398 Barnwell Hwy. Rm 115, Allendale, 29810 <a href="mailto:patric2@clemsan.edu">patric2@clemsan.edu</a>
Coastal Advisor	Gayle Williford, W 843.719.4140 x116 H 843.899.4777 3014 Cypress Gardens Road, Moncks Corner, 29461 <a href="mailto:gwillif@clemsan.edu">gwillif@clemsan.edu</a>
Foothills Advisor	Angela Forbes, 803.385.6181 x115 (home office) 109 Ella Street, Chester, 29706 <a href="mailto:angelaf@clemsan.edu">angelaf@clemsan.edu</a>

## **Advisors to SCFCL**

SCFCL State Specialist Advisor

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## **Appointed State Board (Non-Voting)**

Parliamentarian

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News and Views Mailer

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SCFCL Webmaster

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NVON Project in Common  
Water Around the World Chairman

Jack Earle, H 864.984.4088  
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Double Your Influence...Add To/2 Chairman

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SCFCL Gives Hope Project Co-Chairs

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## **Appointed Annual Meeting Committees (Non-Voting)**

2020 Annual Meeting Co-Chairs

Dale Morrow, 803.568.2919  
152 Theo Jumper Road, Swansea, 29160  
[sirjohn@comporium.net](mailto:sirjohn@comporium.net)

Dorothy Tunstall, 803.356.2170  
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2020 Annual Meeting Registration Chair

Bette Chinnners, H 803.957.9163 cell and txt 803.413.4005  
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[bchinnners@sc.rr.com](mailto:bchinnners@sc.rr.com)

## 2020 Teller's Committee

Coastal District - Silvertown Mitchum Chair, H 843.382.5918 cell and txt 843.601.4727

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Central District - Eather Mae Evans, 803.432.1668

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Foothills District - Arla R. Carter, 803.581.0364

1990 Baton Rouge Road, Chester, 29706

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## 2020 Nominating Committee

Foothills District - Bobbie Earle, Chair, 864.984.4088

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Central District - Eva Manigault, 803.245.4319

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Coastal District - Miriam White, 843.875.6929

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## 2020 Financial Review Committee

Kay Gregory, 864.554.4740

139 Roman Circle, Greenwood, 29649

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Debbie Seigler, 864.223.3264

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[debbiep@clemsun.edu](mailto:debbiep@clemsun.edu)

Treasurer shall be present to answer questions.

Linda Westbrook, Treasurer, H 803.789.5838 cell 803.379.2709

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2020 Policies/Standing Rules Committee

Pat Breznay Chair, H 803.736.6535 cell and txt 803.530.0107  
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Alice Williams, H 803.776.7888 cell and txt 803.206.7314  
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2020 By-Laws Committee

Betty Osgood, Chair 843.761.2916  
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Debbie Calcutt, 803.481.2208  
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**2020 NATIONAL VOLUNTEER OUTREACH NETWORK OFFICERS (NVON)**

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Secretary ..... Patricia Weitzmann, 847.395.6255  
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Treasurer ..... Nancy Jo Prue, 219.474.5378  
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**2020 COUNTRY WOMEN'S COUNCIL USA (CWC)**

Chairman..... Linda Gause, 812.825.7763  
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Vice-Chairman..... Debbie Mote, 580.336.8860  
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Secretary ..... Rebecca Conley, 407.847.6769  
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ACWW USA Area President..... Bonnie Teeple, 541.891.2662  
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**ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)**

World President ..... Magdie de Kock, South Africa (2019- 2022)  
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### **ACWW PENNIES FOR FRIENDSHIP**

ACWW Pennies For Friendship is a donation of money (both large and small) given voluntarily by people who believe in person to person help for other women who are attempting to improve their living standards and make better homes for their families. ACWW has consultative status with the United Nations. ACWW receives about three-fourths of its annual income from Pennies and this source allows projects and work to continue and expand in many ways to meet the needs of members and groups around the world. Voluntary donations to Pennies For Friendship make it possible for ACWW to speak and work for the benefit of all its members. The South Carolina Family and Community Leaders have CATEGORY ONE society membership in ACWW. Because of your membership in SCFCL, you have membership in this worldwide network. The SCFCL President is the voting delegate in all meetings of ACWW.

### **NICKELS FOR SOUTH CAROLINA YOUTH**

Contributions to Nickels for South Carolina Youth are voluntary donations by FCL members. Starting 2019, two \$1,000 scholarships are given to deserving 4-H students from money collected by members. Clemson University Family and Youth Development Department directs these funds for us presenting the scholarships to 4-H youth of our state at the annual 4-H State Congress.

### **SCHOLARSHIP FUNDS**

The Johnson-Walker and Landrum-Layton Scholarship Funds are established by the South Carolina Family and Community Leaders for students attending Winthrop University. The Marian Baxter Paul Scholarship Fund is established by the South Carolina Family and Community Leaders for students attending South Carolina State University. The Buff-Swicegood Travel-Study Award is established by the South Carolina Family and Community Leaders for Clemson Cooperative Extension personnel and FCL members.

#### **Johnson-Walker Scholarship**

The fund is established at Winthrop University in memory of Dr. D. B. Johnson, founder of Winthrop University, and Mrs. Dora Dee Walker, one of the first Home Demonstration Agents in the United States of America. Interest on the fund is being used for scholarships.

Recipients are chosen by the Winthrop University Scholarship Committee on the basis of character, need, a scholarship standing satisfactory to the committee, and a major in a traditional Human Sciences field. Application for the scholarship is made to Registrar, Winthrop University, Rock Hill, South Carolina 29733.

#### **Landrum-Layton Scholarship**

This fund is deposited with Winthrop University in memory of Miss Lonny I. Landrum, former State Home Demonstration Agent, and Miss Harriet Layton, former Assistant State Home Demonstration Agent. Interest on the fund is used for scholarships.

Recipients are chosen by the Winthrop University Scholarship Committee on the basis of character, need, a scholarship standing satisfactory to the committee, and a major in human nutrition.

#### **Marian Baxter Paul Scholarship**

The Marian Baxter Paul Scholarship Fund is established at South Carolina State University for administration as a trust fund. The principal and interest was maintained until it reached \$10,000. Thereafter, the principal is to be maintained and scholarships awarded from the interest. This scholarship is to be awarded to a South Carolina resident majoring in Human Sciences on the basis of character, need, scholastic standing, and potential for success.

Application for the scholarship will be made to the Registrar, South Carolina State University, Orangeburg, South Carolina 29117.

#### **Ruth B. Sayre Scholarship**

The Country Women's Council, USA established the Ruth B. Sayre Scholarship Fund. This scholarship is awarded each year to a woman who is a legal resident of the USA, who shows a financial need, and who has the ability to complete her education. Application for the scholarship is made to the CWC Vice-Chairman.

### **Buff-Swicegood Travel-Study Award**

This travel-study award is established for Clemson Cooperative Extension personnel and SCFCL members located in counties with county organizations for Family and Community Leaders, to provide opportunities for personal, professional, or organizational development through informal self-study in chosen areas that will benefit and meet the current needs and objectives of SCFCL. The recipients will share knowledge gained with all members of SCFCL and Extension Agents as requested.

Up to \$2500 as determined by the formula used by the Clemson University Foundation will be awarded from interest on funds deposited. The award year is July 1 to June 30 following the selection of recipient by the SCFCL Executive Committee at the April Board Meeting. All current applicants will be notified of award recipient by the SCFCL President immediately following the board meeting. In addition, recipient will be recognized at the next South Carolina Family & Community Leaders Annual Meeting.

From a pool of applicants, recipients will be chosen by the SCFCL Executive Committee, which is composed of the SCFCL President, President-Elect (when applicable), Vice President, Secretary, Treasurer, and Treasurer-Elect (when applicable). In addition, the founders of the endowment, SCFCL State Advisor and SCFCL State Specialist Advisor may be invited to participate in the selection process. However, no person nominated for the award may sit on the selection committee in the year of their application.

The Buff Swicegood Travel-Study Award is a reimbursement to recipient after completion of travel study. The recipient will complete appropriate Clemson University financial forms, and provide documentation for expenses to Clemson and to the SCFCL Treasurer. The SCFCL State Advisor will provide direction in completing all required paperwork.

Following completion of the travel study award, recipient will be expected to make a presentation at the SCFCL Annual Meeting and also create an educational lesson for distribution by the education committee.

Applications for award should be sent to SCFCL President by April 1. (Use SCFCL Buff-Swicegood Travel Study Award Application Form.) Previous recipients will be eligible to apply for a second award five years after receiving award.

## PAST BUFF SWICEGOOD TRAVEL STUDY AWARD RECIPIENTS

<u>Agent or Faculty</u>	<u>Study Location</u>	<u>Topic</u>	<u>Year</u>
Susan Eaddy (Clarendon)	Kentucky	Volunteer Leadership	1983
Carole Shelton (York)	Wisconsin	Young Homemakers	1984
Susan Kahl (Greenville)	Kansas	Resource Management.	1985
Betty Baird (Lexington)	Maryland	Financial Management	1986
Carolyn Tolson (Lancaster)	Virginia	Home Economics	1987
Ann Yelton (Oconee)	Florida	Leadership	1988
Jeralyn Fallaw (Lexington)	Mississippi	Innovative Activities & Projects	1989
Judy Brock (Kershaw)	Arkansas	Membership	1990
Leslie Spivey (Williamsburg)	Florida	Solid Waste	1991
Gerry Dukes (Dorchester)	North Carolina	Marketing	1992
Tom Mounter (Clemson)	Arkansas	NAFCE Study	1994
Eleanor Jones (Kershaw)	New York	Marketing & Public Relations	1995
Mae Wells (Richland)	Minnesota	Family Decision Making	1997
Peggy Culler-Hair (Richland)	Multi-State (MN, WI, IN, KY)	Marketing & Public Relations	1998
Deborah Strickland (Horry)	Florida	Environmental Housing Safety	1999
Elizabeth Hill (Greenville)	Multi-State (NC, VA, TN)	Volunteer in Urban Areas	2000
Glenna Mason (Clemson)	Multi-State (LA, VA)	Youth Clothing & Textiles	2001
Susan Hovey (Union)	Germany	Nutrition	2002
Karen Leggett (Allendale, Hampton)	Multi-State (KY, MD)	Volunteerism & Membership	2003
Barbara Lupo (Richland, Lexington)	Texas	Nutrition & Membership	2004
Nancy Porter (Clemson)	Finland	ACWW Triennial Study	2007
Deborah Thomason (Clemson)	Switzerland	International Home Economics	2008
Marilyn Peters (Colleton)	North Carolina	Heritage Skills	2009
Ervena Faulkner (Beaufort)	Multi-State (NC, SC, GA, FL)	Gullah-Geechee Corridor	2011
Doris Taylor (Laurens)	Multi-State (SC, GA, VA)	Native Plants	2012
Rhonda Matthews (Abbeville)	Multi-State (VA, DE, PA)	Church Food Safety and Master Food Preserver Programs	2013-14
Betty Osgood (Charleston)	Canada	Leadership	2016-17
Adair Hoover (Oconee)	NC, SC, FL	Food2Market	2019

## 2020 COUNTY PRESIDENTS, ADVISORS AND COUNTY EXTENSION SUPPORT STAFF

Counties with no active clubs may contact SCFCL President Pat Breznay or SCFCL Advisor Connie Lake for assistance.

### Central District

Aiken County	<i>No Active FCL Clubs</i>
Allendale County President	Faye Cochran, 803-632-2448 PO Box 32, Sycamore, 29846 (Term expires 2022) <a href="mailto:fayecochran1023@gmail.com">fayecochran1023@gmail.com</a>
Allendale FCL Contact	Christine Patrick, W 803.245.2661 x112 Box 577, 398 Barnwell Hwy. Rm 115, Allendale, 29810 <a href="mailto:patric2@clemson.edu">patric2@clemson.edu</a>
Allendale FCL Administrative Assistant	Christi Kirkland, <a href="mailto:kirkla7@clemson.edu">kirkla7@clemson.edu</a> , 803.584.4207 x114
Bamberg County President	Eva Manigault, 803.245.4319 3159 Charleston Augusta Highway, Bamberg 29003 (Term expires 2020) <a href="mailto:Eva1mid@bellsouth.net">Eva1mid@bellsouth.net</a>
Bamberg FCL Contact	Christine Patrick, W 803.245.2661 x112 Box 299, 847 Calhoun Street, Bamberg, 29003 <a href="mailto:patric2@clemson.edu">patric2@clemson.edu</a>
Bamberg FCL Administrative Assistant	Brandi Mintz, 803.245.2661 x 114 <a href="mailto:bmintz@clemson.edu">bmintz@clemson.edu</a>
Barnwell County President	Joann Kearse, 803.259.7316 170 Bomba Street, Barnwell, 29812 (Term Expires 2020) <a href="mailto:joannkearse@atlanticbb.net">joannkearse@atlanticbb.net</a>
Barnwell FCL Contact	Christine Patrick, W 803.245.2661 x112 Box 468, 34 Pechmann Street, Barnwell, 29812 <a href="mailto:patric2@clemson.edu">patric2@clemson.edu</a>
Barnwell FCL Administrative Assistant	Jane McMaster, <a href="mailto:jdmcmas@clemson.edu">jdmcmas@clemson.edu</a> , 803.259.7141
Calhoun County President	Gloria Hallingquest, 803.823.2184 624 Dwight Swamp Road, Cameron, 29030 (Term Expires 2020) <a href="mailto:g_hallingquest@yahoo.com">g_hallingquest@yahoo.com</a>
Calhoun FCL Contact	Pat Breznay, (SCFCL Board Member) H 803.736.6535 cell and txt 803.530.0107 6 Valhalla Court, Columbia, 29229 <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a>
Calhoun FCL Administrative Assistant	Dee Dee Kinsey, <a href="mailto:tkinsey@clemson.edu">tkinsey@clemson.edu</a> , 803.874.2354
Chesterfield County	<i>No Active FCL Clubs</i>
Darlington County	<i>No Active FCL Clubs</i>



Fairfield County President	Joyce Brice, 803.635.9317 3215 Newberry Road, Winnsboro, 29180 (Term expires 2020)
Fairfield FCL Contact	Faith Isreal, 803.865.1216 900 Clemson Road, Columbia 29229 <a href="mailto:fisreal@clemson.edu">fisreal@clemson.edu</a>
Fairfield FCL Administrative Assistant	Dwayne Earn, <a href="mailto:dearn@clemson.edu">dearn@clemson.edu</a> , 803.635.4722
Kershaw County President	Eather Mae Evans, 803.432.1668 118 Frost Road, Camden, 29020 (Term expires 2020) <a href="mailto:eather.evans@gmail.com">eather.evans@gmail.com</a>
Kershaw FCL Contact	Faith Isreal, 803.865.1216 900 Clemson Road, Columbia 29229 <a href="mailto:fisreal@clemson.edu">fisreal@clemson.edu</a>
Kershaw FCL Administrative Assistant	Gila Holland, <a href="mailto:ghollan@clemson.edu">ghollan@clemson.edu</a> , 803.432.9071
Lancaster County President	Clemistine Alexander, 803.285.9917 3519 Alexander Lane, Lancaster, 29720 (Term expires 2020)
Lancaster FCL Contact	Angela Forbes, 803.283.3302 107 S. French Street, Lancaster, 29720 <a href="mailto:angelaf@clemson.edu">angelaf@clemson.edu</a>
Lancaster FCL Administrative Assistant	Kesha Hayes Johnson, <a href="mailto:keshaj@clemson.edu">keshaj@clemson.edu</a> , 803.283.3302 x114
Lee County	<i>No Active FCL Clubs</i>
Lexington County President	Dorothy Tunstall, 803.356.2170 159 Corley Mill Road, Lexington, 29072 (Term expires 2020) <a href="mailto:dottun57@gmail.com">dottun57@gmail.com</a>
Lexington FCL Contact	Pat Breznay, (SCFCL Board Member) H 803.736.6535 cell and txt 803.530.0107 6 Valhalla Court, Columbia, 29229 <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a>
Lexington FCL Administrative Assistant	Alivia Gunter, <a href="mailto:aliviag@clemson.edu">aliviag@clemson.edu</a> , 803.359.8515x111
Marlboro County	<i>No Active FCL Clubs</i>
Orangeburg County President	Lucia Hill, 803.496.3949 927 Shuler Belt Road, Holly Hill, 29059 (Term expires 2020) <a href="mailto:lucia.hill72@yahoo.com">lucia.hill72@yahoo.com</a>
Orangeburg FCL Contact	Christine Patrick, 803.534.6280 1550 Henley Street, Suite 200, Orangeburg 29115 <a href="mailto:patric2@clemson.edu">patric2@clemson.edu</a>

Orangeburg FCL Administrative Assistant	Maria Helms, <a href="mailto:helms8@clemson.edu">helms8@clemson.edu</a> , 803.874.2354
Richland County President	Pat Breznay, 803.736.6535 6 Valhalla Court, Columbia, 29229-3311 (Term expires 2020) <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a>
Richland FCL Contact	Faith Isreal, 803.865.1216 900 Clemson Road, Columbia 29229 <a href="mailto:fisreal@clemson.edu">fisreal@clemson.edu</a>
Richland FCL Administrative Assistant	Victoria Cushman-Rosas, <a href="mailto:vcushma@clemson.edu">vcushma@clemson.edu</a> 803.865.1216
Sumter County President	Debbie Calcutt, 803.481.2208 100 Tondaleia Drive, Sumter, 29153 (Term expires 2020) <a href="mailto:gardener@ftc-i.net">gardener@ftc-i.net</a>
Sumter FCL Contact	Pamela Hanfland, (SCFCL Board Member) 803.348-2820 105 Woodcock Trail, West Columbia, 29169 <a href="mailto:phanfland@gmail.com">phanfland@gmail.com</a>
Sumter FCL Administrative Assistant	Pat McDaniel, <a href="mailto:pmcdani@clemson.edu">pmcdani@clemson.edu</a> , 803.773.5561
<b>Coastal District</b>	
Beaufort County President	Willie Mae Lewis, 843.470.0745 403 Fraser Drive, Beaufort, 29902 (Term Expires 2020) <a href="mailto:tobagoland3742@centurylink.net">tobagoland3742@centurylink.net</a>
Beaufort FCL Contact	Felicia Cunningham, 843.726.3461 1506 Grays Highway, Suite E, Ridgeland, 29936 <a href="mailto:fc@clemson.edu">fc@clemson.edu</a>
Beaufort FCL Administrative Assistant	Venus Manigo, <a href="mailto:vmanigo@clemson.edu">vmanigo@clemson.edu</a> , 843.255.6060
Berkeley County	<i>No Active FCL Clubs</i>
Charleston County President	Betty Osgood, 843.761.2916 110 Boyd Street, Moncks Corner, 29461 (Term expires 2020) <a href="mailto:betty_osgood@hotmail.com">betty_osgood@hotmail.com</a>
Charleston FCL Contact	Gayle Williford, W 843.719.4140 x116 H 843.899.4777 259 Meeting Street 2 <sup>nd</sup> Floor, Charleston, 29401 <a href="mailto:gwillif@clemson.edu">gwillif@clemson.edu</a>
Charleston FCL Administrative Assistant	Sarah Williams, <a href="mailto:swill22@clemson.edu">swill22@clemson.edu</a> 843.730-5201
Clarendon County	<i>No Active FCL Clubs</i>

Colleton County President	Susan Alls, 843-562-2262 96 Smyly Road, Ruffin, 29475 (Term expires 2020) <a href="mailto:Susan.alls789@gmail.com">Susan.alls789@gmail.com</a>
Colleton FCL Contact	Alta Mae Marvin, 843.549.2595 x126 611 Black Street, Suite 210, Walterboro, 29488 <a href="mailto:amarvin@clemsun.edu">amarvin@clemsun.edu</a>
Colleton FCL Administrative Assistant	Brandi Murdaugh, <a href="mailto:bbmurda@clemsun.edu">bbmurda@clemsun.edu</a> , 843.549.2595 x 114
Dillon County	<i>No Active FCL Clubs</i>
Dorchester County President	Miriam White, 843.875.6929 125 Levi Road, Ridgeville, 29472 (Term expires 2022 <a href="mailto:miriamwht4@gmail.com">miriamwht4@gmail.com</a> )
Dorchester FCL Contact	Gayle Williford, W 843.719.4140 H 843.899.4777 1003 Highway 52, Suite 110, Moncks Corner, 29461 <a href="mailto:gwillif@clemsun.edu">gwillif@clemsun.edu</a>
Dorchester FCL Administrative Assistant	Paula Varn, <a href="mailto:pvarn@clemsun.edu">pvarn@clemsun.edu</a> , 843.563.5773
Florence County	<i>No Active FCL Clubs</i>
Georgetown County	<i>No Active FCL Clubs</i>
Hampton County President	Evelyn Griner, 803.625.4122 7784 Browning Gate Road, Varnville, 29944 (Term expires 2020)
Hampton FCL Contact	Lisa Terry, 803.943.3427 PO Box 646, 12 Walnut Street East, Hampton 29924 <a href="mailto:lisat@clemsun.edu">lisat@clemsun.edu</a>
Hampton FCL Administrative Assistant	Lisa Terry, <a href="mailto:lisat@clemsun.edu">lisat@clemsun.edu</a> , 803.943.3427
Horry County President	Joan Gause, 843.997.1592 3415 Cedar Street, Loris, 29569 (Term expires 2020) <a href="mailto:joangause@scccoast.net">joangause@scccoast.net</a>
Horry FCL Contact	Nancy Dawsey 843.365.6715 1949 Industrial Park Road, Conway, SC 29526 <a href="mailto:ndawsey@clemsun.edu">ndawsey@clemsun.edu</a>
Horry FCL Administrative Assistant	Nancy Dawsey <a href="mailto:ndawsey@clemsun.edu">ndawsey@clemsun.edu</a>
Jasper County	<i>No Active FCL Clubs</i>
Marion County	<i>No Active FCL Clubs</i>
Williamsburg County President	Ed Wilson, 843.756.6582 276 Old Wilson Rd., Longs, 29568 (Term expires 2020)

Williamsburg FCL Contact	Christy McCutchen, 843.401.1079 9 Courthouse Square, Kingstree, 29556 <a href="mailto:mccut6@clemson.edu">mccut6@clemson.edu</a>
Williamsburg FCL Administrative Assistant	Christy McCutchen, <a href="mailto:mccut6@clemson.edu">mccut6@clemson.edu</a> , 843.401.1079
<b>Foothills District</b>	
Abbeville County	<i>No Active FCL Clubs</i>
Anderson County President	Clara E. Humphrey, 864.261.3821 P. O. Box 734, Anderson, 29622 (Term expires 2020) <a href="mailto:chumphrey111@yahoo.com">chumphrey111@yahoo.com</a>
Anderson FCL Contact	Shana Madden, 864.546.1637 135 Old Cherry Rd, Clemson, SC 29634-0123 <a href="mailto:smadden@clemson.edu">smadden@clemson.edu</a>
Anderson FCL Administrative Assistant	LaDonna Peoples, <a href="mailto:lpeople@clemson.edu">lpeople@clemson.edu</a> 864.226.1581 x116
Cherokee County	<i>No Active FCL Clubs</i>
Chester County President	Arla R. Carter, 803.581.0364 1990 Baton Rouge Road, Chester, 29706 (Term expires 2021) <a href="mailto:jac1@truvista.net">jac1@truvista.net</a>
Chester FCL Contact	Angela Forbes, 803.385.6181 x115 (home office) 109 Ella Street, Chester, 29706 <a href="mailto:angelaf@clemson.edu">angelaf@clemson.edu</a>
Chester FCL Administrative Assistant	Tina Blackwell <a href="mailto:tjblack@clemson.edu">tjblack@clemson.edu</a> , 803.385.6181 x114
Edgefield County	<i>No Active FCL Clubs</i>
Greenville County	<i>No Active FCL Clubs</i>
Greenwood County President	Rebecca Dixon, 864.992.5689 3732 Callison Hwy, Greenwood, 29646 (Term expires 2020) <a href="mailto:johnbeckydixon@gmail.com">johnbeckydixon@gmail.com</a>
Greenwood FCL Contact	Connie Lake, W 864.445.8117 (home office) cell and txt 864.992.8862 201 East Church Street, Saluda, 29138 <a href="mailto:clake@clemson.edu">clake@clemson.edu</a>
Greenwood FCL Administrative Assistant	Debbie Seigler, <a href="mailto:debbiep@clemson.edu">debbiep@clemson.edu</a> , 864.223.3264
Laurens County President	Linda Finley, 864.682.2374 3019 Highway 221 South, Laurens, 29360 (Term Expires 2020) <a href="mailto:lfinley@prtcnet.com">lfinley@prtcnet.com</a>

Laurens FCL Contact	Bobbie Earle, (SCFCL Board Member) 864.984.4088 P.O. Box 264, Laurens, 29360 <a href="mailto:bearle@prtcnet.com">bearle@prtcnet.com</a>
Laurens FCL Administrative Assistant	Lori Holsonback, <a href="mailto:lholsen@clemson.edu">lholsen@clemson.edu</a> , 864.984.2514
McCormick County	<i>No Active FCL Clubs</i>
Newberry County President	Faye Halfacre, H 803.321.2371, cell 803.924.3489 2602 Pondview Circle, Newberry, 29108 (Term expires 2020) <a href="mailto:halfacrj@gmail.com">halfacrj@gmail.com</a>
Newberry FCL Contact	Bobbie Earle, (SCFCL Board Member) 864.984.4088 P.O. Box 264, Laurens, 29360 <a href="mailto:bearle@prtcnet.com">bearle@prtcnet.com</a>
Newberry FCL Administrative Assistant	Nancy Pitts, <a href="mailto:npitts@clemson.edu">npitts@clemson.edu</a> , 803.276.1091
Oconee County President	Beverly Jenkins, 864.638.9813 701 Jenkins Dr, West Union, 29696 (Term expires 2020)
Oconee FCL Contact	Adair Hoover, 864.656.9986 135 Old Cherry Road, Clemson, 29634-0123 <a href="mailto:cpope@clemson.edu">cpope@clemson.edu</a>
Oconee FCL Administrative Assistant	Tina Reif, <a href="mailto:treif@clemson.edu">treif@clemson.edu</a> , 864.638.5889
Pickens County	<i>No Active FCL Clubs</i>
Saluda County President	Jacquelin Banks, 864.445.3154 192 Koon Hill Road, Saluda, 29138 (Term expires 2020)
Saluda FCL Contact	Connie Lake, W 864.445.8117 (home office) cell and txt 864.992.8862 201 East Church Street, Saluda, 29138 <a href="mailto:clake@clemson.edu">clake@clemson.edu</a>
Saluda FCL Administrative Assistant	Penny Clary, 864.445.8117 201 East Church Street, Saluda, 29138 <a href="mailto:pclary@clemson.edu">pclary@clemson.edu</a>
Spartanburg County	<i>No Active FCL Clubs</i>
Union County President	Caroline Black, 864.426.20482 1130 Pea Ridge Highway, Jonesville, 29353 (Term expires 2022)
Union FCL Contact	Jeff Fellers, 864.427.6259 120 Kirby Street, Union, 29379 <a href="mailto:fellers@clemson.edu">fellers@clemson.edu</a> and <a href="mailto:srsigmo@clemson.edu">srsigmo@clemson.edu</a>

Union FCL Administrative Assistant

Sandra Sigmon, [srsigmo@clemsom.edu](mailto:srsigmo@clemsom.edu), 864.427.6259

York County President

Barbara Smith, 803.548.0720  
2658 Island Cove Road, Fort Mill, 29708  
(Term expires 2020) [bsmith60@comporium.net](mailto:bsmith60@comporium.net)

York FCL Contact

Angela Forbes, 803.684.9919 dial 0  
120 N Congress Street, York, 29745  
[angelaf@clemsom.edu](mailto:angelaf@clemsom.edu)

York FCL Administrative Assistant

Cheryl Clary, [bcheryl@clemsom.edu](mailto:bcheryl@clemsom.edu), 803.684.9919 dial 0

## 2020 Education Lessons

Cooking with Herbs  
Goal Setting? One Bite at a Time  
Important Documents  
Low Cost & Healthy Summertime Meals  
Microwave Mug Muffins and Cakes  
Safety in Your Home and Around Town  
The Basics of Raised Bed Gardening  
Understanding Breast Cancer  
Understanding High Blood Pressure  
Understanding Opioids  
What's in Your Wallet?

## STATE PROJECT



“SCFCL Gives Hope” brings awareness to our members of the need for domestic violence shelters and gives hope to those who enter them by showing them that they are not alone and that there are those who are willing to stand by them and help them in their time of need. We are collecting and giving needed items to domestic violence victims in our state through local women’s shelters.

## STATE PROJECTS IN COMMON WITH NVON

### Continue Our Support Of Water Around The World



Water is an essential resource and fundamental building block of life. This project creates awareness of problems that arise when clean water is lacking and how we can help those in need around the world.

### Double Your Influence...Add To/2



Volunteering in the U.S. is at a 10-year low. While many organizations are rethinking their volunteer recruitment efforts, that alone can’t change the low volunteering rate. We need to start taking volunteer retention seriously. This project emphasizes volunteer retention and recruitment.

Copies of education lessons can be obtained from your county office or <http://www.scfcl.com>

**BYLAWS**  
**SOUTH CAROLINA**  
**FAMILY AND COMMUNITY LEADERS**  
(Revised October 28, 2014)

**ARTICLE I - NAME**

The name of this organization shall be South Carolina Family and Community Leaders. SCFCL when used hereinafter shall be defined to mean South Carolina Family and Community Leaders, Inc.

**ARTICLE II - PURPOSE**

- Section 1. To strengthen, develop, coordinate and extend education through 4-H, human sciences, community development and agriculture, in cooperation with South Carolina Cooperative Extension Service.
- Section 2. To provide opportunity to youth and adults for the improvement of home and community life.
- Section 3. To provide a means by which members and/or clubs may understand and promote programs.
- Section 4. To offer opportunities for international friendship and understanding through communication and working to improve the quality of life for all people worldwide through Country Women's Council USA (CWC) and Associated Country Women of the World (ACWW).

**ARTICLE III - ORGANIZATION**

- Section 1. SCFCL is a non-profit organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.
- Section 2. SCFCL shall meet annually to conduct business of the organization.

**ARTICLE IV - DISSOLUTION**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes. The Board in office at the time of the dissolution will make recommendations to the membership of such South Carolina tax-exempt organizations for selection. Final disbursement will be made based upon vote of the membership.

**ARTICLE V - MEMBERSHIP**

- Section 1. SCFCL shall be composed of all members who conform to rules, regulations, and meet all financial obligations.
- Section 2. Voting membership shall be by county organization with each member county having one vote.
- Section 3. Membership is open to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.

**ARTICLE VI - OFFICERS, ELECTIONS AND DUTIES**

**Section 1. The Board.**

- A.** The elected officers shall be a President, President-Elect (when applicable), Vice President, Secretary, Treasurer, Treasurer-Elect (when applicable), and a District Director from each of the districts. The voting members of The Board shall be the elected officers.
- B.** Of the elected officers, the District Director will be elected from their respective district and installed at the Annual Meeting.
- C.** A District County Agent/Advisor will serve as Advisor to the district and as an ex-officio, non-voting member of The Board.

**Section 2. Term of Office.**

- A.** Officers shall be elected at the Annual Meeting for a term of three years each, or until their successors are elected.
- B.** No elected officer shall be eligible to serve consecutive terms in any office, with the exception of the Treasurer. The Treasurer may serve two terms consecutively.



- C. Newly elected and appointed officers shall take office on January 1 of the year following the Annual Meeting at which they were elected.
- D. Vacancies among officers shall be filled by appointment by the President, with approval of The Board until an election can be held at the next Annual Meeting.

**Section 3. Board duties.**

- A. The Board shall hold at least three meetings at intervals during the year.
- B. Special meetings of The Board may be called by the President and/or at the request in writing of at least two members of The Board when deemed necessary, stating the purpose of the meeting. Requests for special meetings of The Board must be received by the President at least two weeks prior to the meeting.
- C. At meetings of The Board, a majority of voting members shall constitute a quorum.
- D. The Board shall have supervision of all affairs of SCFCL, shall actively promote its objectives, and shall have control over the disbursement of its funds. The Board shall not have authority to incur any indebtedness on account of SCFCL other than as provided in the Bylaws or by vote of SCFCL voting delegates.
- E. The Board shall require a full and complete record of all proceedings, which shall be published and made available to all counties.

**Section 4. Duties of board members.**

Duties of board members are described in Policies/Standing Rules.

**ARTICLE VII - EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee shall consist of the President, President-Elect (when applicable), Vice President, Secretary, Treasurer, and Treasurer-Elect (when applicable). The SCFCL State Advisor shall serve in an ex-officio, non-voting capacity.
- Section 2. At meetings of the Executive Committee a majority of the voting members shall constitute a quorum.
- Section 3. The Executive Committee shall make recommendations to The Board for action.
- Section 4. Special meetings of the Executive Committee may be called by the President and/or at the request in writing of at least two members of the committee when deemed necessary, stating the object of the meeting. Requests for special meetings of the Executive Committee must be received by the President at least two weeks prior to the meeting.

**ARTICLE VIII - SCFCL STATE ADVISOR**

The SCFCL State Advisor shall be an appropriate Clemson University professional recommended by the Director of Extension and approved by the Board. This person shall serve as an ex-officio non-voting member of the Executive Committee and The Board.

**ARTICLE IX - BUSINESS MEETING**

- Section 1. The Annual Business Meeting shall be held to elect officers, adopt a budget, hear reports, and address such other business as may properly come before it.
- Section 2. The voting delegates at a Business Meeting shall be the elected members of The Board and one delegate from each member county in attendance. Only voting delegates shall have the privilege of making motions, debating, making nominations from the floor, and voting.
- Section 3. A majority of eligible voting delegates shall constitute a quorum.
- Section 4. Election shall be by printed ballot unless there is only one candidate, then election may be by voice vote. A majority vote of those present and entitled to vote shall constitute a decision.
- Section 5. The Annual Business Meeting shall be open to all members upon payment of registration fees.

**ARTICLE X - DISTRICT MEETING**

There shall be at least one meeting annually of each district at a time and place to be designated by the District Director with approval of The Board.

**ARTICLE XI - FINANCES**

- Section 1. Membership report forms shall be completed and submitted with dues on or before January 15 in order for a County FCL organization to be a voting member in good standing. (See SCFCL Web Site for Form)
- Section 2. Annual dues shall be \$4.00 per member. Dues shall cover all county financial obligations to the state association from January 1 to December 31. ACWW/CWC Pennies for Friendship and Nickels for South Carolina Youth shall be voluntary contributions in addition to dues.

- Section 3. The Executive Committee shall serve as Budget Committee with Treasurer as Chair. This committee must adhere to financial policies in SCFCL Policies/Standing Rules,
- Section 4. The Budget Committee will submit a proposed budget and any other financial recommendations to The Board at least 60 days prior to the SCFCL Annual Meeting. The proposed budget when accepted by The Board will be sent to counties with members prior to Annual Meeting.

#### **ARTICLE XII - EDUCATION COMMITTEE**

- A. The Education Committee shall consist of the Vice President and District Directors.
- B. The State Specialist Advisor, SCFCL State Advisor, and SCFCL District Advisors shall serve as ex-officio members of this committee.
- C. The Vice President shall serve as chair of committee.

#### **ARTICLE XIII - SCHOLARSHIPS**

- Section 1. The **Johnson-Walker and the Landrum-Layton scholarship** funds, originally administered by the former South Carolina Council of Farm Women, are deposited with Winthrop University and are administered as trust funds. The principals will be maintained and interest awarded to students on the basis of need and achievement.
- Section 2. **The Marian Baxter Paul scholarship** fund, originally administered by the former Palmetto Home Demonstration Council, is deposited with South Carolina State University and is administered as a trust fund. The principal will be maintained and interest awarded to students on the basis of need and achievement.
- Section 3. **The Buff-Swicegood Travel-Study Award** is administered as a trust fund with the Clemson University Foundation. Donations to the award will be added to the principal and will be maintained with interest awarded to recipients to provide opportunities for personal, professional, or organizational development through informal self-study in chosen areas that will benefit and meet the needs or objectives of SCFCL.
- Section 4. Additions of organizational funds to these accounts shall be made at the discretion of The Board.

#### **ARTICLE XIV – BYLAWS AND AMENDMENTS**

SCFCL Bylaws may be amended during the final year of the President by a two-thirds vote of voting delegates present at the Annual Business Meeting. A notice of proposed amendments approved by The Board must be sent to the County Presidents sixty (60) days prior to the meeting.

#### **ARTICLE XV - PARLIAMENTARY LAW AUTHORITY**

Robert's Rules of Order Newly Revised *In Brief*<sup>®</sup> (latest version) shall govern SCFCL as applicable, and which are not inconsistent with these Bylaws.

## POLICIES/STANDING RULES

(Revised April 27, 2020)

### SECTION I - MEMBERSHIP POLICIES

- A. A County applying for voting membership in the state organization shall make a request in writing to the SCFCL President for approval by The Board. County and state dues must be paid to retain voting privileges.
- B. A County may withdraw from voting membership upon written notification to the SCFCL President.
- C. Other groups and organizations may be a member of the county and state organization by paying county and state dues for each member.
- D. A **new member** is a person who pays dues and has never been a member of FCL before.
- E. A **renewed member** is a person who has been a previous member of FCL.
- F. An **Associate member** is an individual paying county and state dues but not members of a FCL Club affiliated with a County FCL.
- G. An **Affiliated member** is a person who pays club dues in more than one club, has paid state and county dues in the club of his/her choice and is a full county member on the club, county, and state level. This person is an affiliated member of any other club where he/she pays only the club dues (after having paid county and state dues one time in another club). This person can be a voting member and hold office in any of these clubs.
- H. An **Individual member** is a person who does not pay dues in a club or county organization in their county. Payment of state dues annually entitles the Individual member to receive the State Newsletter by mail.
- I. A **Regular member** is a person who pays one club, one county and state dues. This person can hold office on club, county and state level if dues are received by due date. They can participate in all club, county and state activities, hold office and receive the State Newsletters by mail.
- J. In order for a county, group, or organization to be a voting and/or non-voting member in good standing, membership report forms and dues must be received by the due date as stated in the ByLaws.

### SECTION II - QUALIFICATIONS AND ELIGIBILITY FOR STATE OFFICE

- A. A nominee for any elective state office must have previously served as a county officer or a member of the SCFCL Board.
- B. Each candidate for office must have agreed in writing to his/her nomination and have the written endorsement of his/her county association.
- C. A candidate shall be nominated for only one position in a given year.
- D. An elected officer may not resign from a presently held position in order to run for a full term position. An elected officer may resign to be appointed to fill a vacancy that has occurred during a midterm resignation or death.
- E. A candidate for Secretary should understand the importance of preserving the official records of SCFCL, have the ability to write accurate minutes, and provide a safe repository for official records.
- F. A candidate for Treasurer shall be eligible for bonding, knowledgeable in bookkeeping, and familiar with long and short term investments.
- G. A candidate for any elected state office shall have access to electronic communication.

### **SECTION III - NOMINATION AND ELECTION OF STATE OFFICERS**

- A.** For purposes of nomination, election and/or appointment, the officers shall be divided into Groups I, II, and III, one group to be elected each year for a term of three years, with the exception of the President-Elect and Treasurer-Elect, who shall be elected for one year to be followed by a three-year term as President or Treasurer.

**Group I shall consist of:**

President  
Secretary  
Coastal District Director

**Group II shall consist of:**

Treasurer-Elect (one year and three years as Treasurer; only in the event that the current Treasurer does not run for a second term)  
Vice President  
Central District Director

**Group III shall consist of:**

President-Elect (one year and three years as President)  
Treasurer  
Foothills District Director

- B.** The SCFCL President shall appoint a Nominating Committee of three members with approval by The Board. This committee shall consist of one member of The Board (who shall serve as chair) and a County President from each of the other districts so that all districts are represented on the committee. Nominations shall be submitted to the committee on the official SCFCL nomination form at least 120 days prior to the Annual Meeting with a copy sent to the SCFCL President. (Refer to Standing Rules, Section II for eligibility requirements.)
- C.** The Nominating Committee will report in writing to The Board, nominees, County Presidents, and Tellers Committee Chair at least thirty days prior to the Annual Meeting. A verbal report will be given to the membership at the Annual Meeting. Whenever possible, the Nominating Committee shall submit the names of two or more candidates for each office to be filled.
- D.** Following the report of the Nominating Committee during the Annual Meeting, additional nominations may be made from the floor by any voting delegate, provided that consent has been secured from the nominee, and the nominee's credentials have been submitted to the Nominating Committee Chair at least twenty-four hours prior to Business Meeting.
- E.** At the Spring Meeting, of his/her final year of office, the District Director shall appoint a Nominating Committee consisting of a representative from three counties (if possible) designating one as chair. Election shall be by district members in attendance at the following District Meeting. After the election, the District Nominating Committee Chair shall make a report of election results to the SCFCL Nominating Committee. In the event that a District Director is not elected at the fall district meeting, a vote may be taken by email, phone or mail.
- F.** When any elected or appointed Board Member is unable or does not carry out the functions or responsibility of his/her office, and after the SCFCL State Advisor has been consulted, The Board will appoint an officer of The Board to counsel this person. After the designated member of The Board has counseled that person his/her term of office may be terminated by a majority vote of The Board. Written notification shall be sent to the party involved, SCFCL President, and SCFCL State Advisor.

### **SECTION IV – OFFICER AND COMMITTEE DUTIES**

**A. The President shall:**

1. Attend all SCFCL board meetings, district meetings and Annual Meeting.
2. Serve with vote in an event of a tie.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Preside at Annual Business Meeting, meetings of The Board and Executive Committee. (See Section XIV-Board Meeting Guidelines and Section XV-District and Annual Meeting Guidelines)
6. Represent SCFCL at meetings of other organizations, or delegate this duty.
7. Verify that state education lessons as determined by the State Education Committee, are carried out.
8. Collect a County President's report from each county which briefly describes the objectives and results of the county's most successful projects of the previous year.

9. Compile County President reports and submit an annual educational summary report to SCFCL State Advisor so it can be shared with the appropriate entities.
10. Appoint all special committees (Tellers, Nominating, Financial Review, Policies/Standing Rules, and Bylaws) and Project Chairs, as needed, for a one year term, subject to approval of The Board by November 1 to be included in the handbook. Appoint Annual Meeting chairs three years in advance.
11. Send notices of all meetings in writing (email) at least two weeks prior to each meeting. Notices should be sent to the Executive Committee, SCFCL Board and Committee Chairs, and SCFCL Advisors.
12. Update County President's Award Form prior to January Board Meeting so form can be included with board minutes. Collect County President's Award Form from each county by October 1, determine scores, have certificates printed, present certificates at the Annual Meeting. Submit the list of awards to News and Views Editor for publication in the next issue of SCFCL News and Views.
13. Be an ex-officio member of all committees with the exception of the Nominating Committee.
14. Be responsible for all sale items (pin, handbooks, etc.) and have available at all district and state meetings.
15. Be responsible for SCFCL gavel, banner with stand, flags with wooden holder and display board. Have available at all state functions.
16. Be responsible for presenting outgoing officers with a certificate at the annual meeting.
17. Be responsible for purchasing the official President's SCFCL name tag, which includes the state pin, name, office and term for the incoming President-Elect to be presented during the Annual Meeting prior to taking office as SCFCL President.
18. Provide a picture of self, to the News and Views Editor to be used in each publication and a picture to be placed on the SCFCL President's plaque in the Ruby Craven Room at the Poole Agriculture Center, B211, Clemson University.
19. Counsel with the President-Elect so that duties will be familiar when the office is assumed.
20. Be responsible for remitting the board minutes to the SCFCL State Advisor for distribution. (See Procedures for Submitting Minutes of SCFCL Board Meetings)
21. Serve as official delegate to National Volunteer Outreach Network, Inc. (NVON), Country Women's Council USA (CWC) and the Triennial Conference of Associated Country Women of the World (ACWW) during term of office.
22. Provide State Report, Project in Common Report and State Display for NVON Conference.
23. Send addresses of board members who shall receive complimentary copies of their publications to NVON and CWC Editor.
24. Send name and address of President-Elect to NVON President and NVON Webmaster upon election
25. Send names and addresses of board members to CWC Chairman, Editor and CWC Webmaster upon election
26. Provide SCFCL Webmaster calendar of events, special committee and project chair names by November 1 to be included in the handbook.
27. Submit a Voting Members Society Report to the Associated Country Women of the World (ACWW) of activities during the years since the last Triennial Conference. Data should be collected from SCFCL President's Reports and submitted upon request by ACWW. The report will be included in the "Triennial Report of the Work of ACWW" book and voting member(s) will receive a copy at the next Triennial Conference.
28. Encourage members to carry out the work outlined in the resolutions and recommendations passed at ACWW Triennial Conference.
29. Receive all vouchers with receipts from appropriate entities for the payment of SCFCL funds, determine if budgeted item, if funds are available, and whether approval will be given, sign the original voucher and keep one copy for personal files and forward with receipts to the treasurer for payment.
30. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the Secretary for approval for payment. The Secretary approves and sends the original with receipts to Treasurer for payment. The third copy is kept in the President's files.
31. Pass on to the incoming President all information and papers pertinent to that office at the end of the term of office.

**B. The President-Elect shall:**

1. Attend all SCFCL board meetings, district meetings and Annual Meeting.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.

4. Have access to electronic communication.
5. Serve as understudy to and receive training and guidance from the President, performing such duties as shall be assigned by the President.
6. Serve as ex-officio member of all committees on which the President is serving.
7. Perform all President's duties in the President's absence or inability to serve.
8. Perform the duties of the President in case of resignation or death until the next meeting of The Board when the President-Elect is confirmed by The Board as President.
9. Appoint a Parliamentarian, News and Views Editor, E-Membership List Coordinator, News and Views Mailer, Webmaster, and Project Chairs to serve concurrent to President's term beginning January 1.
10. Provide SCFCL Webmaster calendar of events, appointed state board non-voting members, special committee and project chair names by November 1 to be included in the handbook.
11. Work with the board to receive donations of approximately \$100 at the August board meeting to purchase a gift for the outgoing President.
12. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.

**C. The Vice President shall:**

1. Attend all SCFCL board meetings and Annual Meeting.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Serve as aide to the President who shall assign duties.
6. Serve as Chair of the State Education Committee.
7. Refer to resolutions and recommendations passed at ACWW Triennial Conference for direction in selecting educational lessons and workshops.
8. Work with SCFCL State Advisor to provide SCFCL Webmaster an electronic copy of the SCFCL Programs when distributed at the Fall District Meetings.
9. Serve as a member of the Annual Meeting Committee.
10. Coordinate all educational programming efforts in the state.
11. Provide membership recruitment for the upcoming year for approval at the January Board Meeting.
12. Provide resource materials/expertise and conduct workshops on membership recruitment and public relations.
13. Develop membership materials for the organization.
14. Develop methods for promotion of education programs and activities and distribute to appropriate entities.
15. Perform President's duties in the President's absence or inability to serve, except in years of a President-Elect.
16. Perform the duties of the President in case of resignation or death until the next meeting of the Board, except in years of a President-Elect.
17. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.
18. Pass on to the incoming Vice President all information and papers pertinent to that office at the end of the term of office.

**D. The Secretary shall:**

1. Attend all SCFCL board meetings and Annual Meeting.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Keep records of all meetings of SCFCL, the Board, and Executive Committee and submit copy, including the treasurer's report, to the President for approval to print within two weeks of the close of the meeting.
6. Call the roll to determine the number of voting delegates present at all Business Sessions to determine if a majority of voting members are present to establish a quorum.
7. Maintain a complete file of SCFCL and Board activities to include a copy of each newsletter, meeting program, handbook and SCFCL minutes to be placed in the archives.

8. Serve as contact with Archives Director and when vacating office prepare and arrange for SCFCL historical documents to be delivered to: Gina White, Director of the Louise Pettus Archives and Special Collections, Winthrop University, corner of Cherry Blvd. and Charlotte Ave., Rock Hill, SC 29733.
9. Perform any other secretarial duties as assigned by the President.
10. Receive President's vouchers, determine if budgeted item, if funds are available, and whether approval will be given. If so, send the original with receipts to the Treasurer for reimbursement.
11. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.
12. Pass on to the incoming Secretary all information and papers pertinent to that office at the end of the term of office.

**E. Procedures For Submitting Minutes Of SCFCL Board Meetings**

1. Secretary shall send Board Meeting Minutes to the President within two weeks of the Board Meeting. The President will respond back to the Secretary that the information has been received.
2. Treasurer shall send Financial Reports/Information to the President within two weeks of the Board Meeting. The President will respond back to the Treasurer that the information has been received.
3. President reviews minutes and financial reports, contacts the Secretary and Treasurer to compare notes of the meeting to clarify anything she thinks is incorrect. If there has been a transcription problem, the officer makes the necessary changes, and then sends corrected electronic files back to the President. The President writes a memo to be included in mailing and sends all electronic files to State Advisor within a week of receiving them. State Advisor will respond back to the President that she has received files. State Advisor proofs for any spelling or grammar errors and supervises mailing (email) to appropriate members (SCFCL Board Members and Committee Chair, County Presidents and Advisors).

**F. The Treasurer shall:**

1. Attend all SCFCL board meetings and Annual Meeting.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Receive and keep records of all funds of SCFCL and deposit as directed by The Board.
6. Pay authorized expenses of SCFCL upon receipt of a signed voucher with receipts from the President.
7. Present a statement of accounts at all meetings of The Board, and at such other times as the President may request.
8. Receive membership lists, dues and any other contributions from each county and keep the E-Membership list accurate and up-to-date on Google Sheets.
9. In December, remind counties to submit County Membership Forms, county membership lists and dues by January 15. Follow up with counties that do not meet the deadline.
10. Make a full report at the Annual Meeting.
11. A financial review committee consisting of an Executive Board member as chair and two qualified members appointed by the President shall annually review the financial records of South Carolina Family and Community Leaders. Treasurer shall be present to answer questions. The chair shall present a written report signed by all committee members accompanied by the review balance sheet at the April Board Meeting. A copy of the financial review report, review balance sheet and tax documents shall be on file with the President, Treasurer, SCFCL State Advisor, and included in archival materials/documents.
12. Serve as chair of the Budget Committee.
13. Pay dues to affiliated organizations when due and as authorized by the President.
14. Make check(s) for Buff Swicegood Travel Study Award Endowment Funds payable to Clemson University Foundation and send to PO Box 1889 Clemson, SC 29633. ACCT #B0430 Buff Swicegood Travel Study Award Endowment by the close of the calendar year.
15. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.
16. Pass on to the incoming Treasurer all information and papers pertinent to that office at the end of the term of

office.

**G. The Treasurer-Elect shall:**

1. Attend all SCFCL board meetings and Annual Meeting.
2. Serve with vote.
3. Have access to electronic communication.
4. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
5. Serve as a member of the Financial Review Committee and Budget Committee.
6. Serve as understudy to and receive training and guidance from the Treasurer.
7. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.

**H. The District Directors shall:**

1. Attend all SCFCL board meetings, district meetings and Annual Meeting.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Serve as a representative of District on The Board and coordinate activities in District.
6. Report at board meeting: hostess county, location, date, time, cost of meal, registration fee, meeting registration due date, who and where to send the check for county registration for upcoming district meetings.
7. Serve as a member of the State Education Committee.
8. Hold at least one meeting annually of each district. When possible hold a Spring and Fall Meeting to include agenda items with input from SCFCL Board, coordinated by SCFCL President. (Refer Section XX – District and Annual Meeting Guidelines)
9. Coordinate district meeting with host county
  - a. Contact the appropriate county ahead of time to confirm that they will host the next district meeting at a determined location.
  - b. Send date, time, location and cost of meal and registration fee to the News and Views Editor by the newsletter deadline.
  - c. Mail meeting notice to SCFCL Board, County Presidents and FCL Advisors one month prior to meeting date. This notice to include:
    - i. Date, time and location of meeting
    - ii. Written driving directions to meeting location approaching from different directions
    - iii. Agenda information available at time of writing
    - iv. Cost of meal and registration fee
    - v. Request one door prize and one \$10.00 gift card for gift basket per county
    - vi. Pre-registration form with name and mailing address for registering
  - d. Inform meeting hostess of district attendance figures
  - e. Coordinate information and arrangements with meeting hostess and SCFCL President
10. Preside at District Meeting
11. Appoint a meeting recorder to take minutes.
12. Ensure that no literature or materials of any kind other than SCFCL sale items may be distributed or sold in the District Meeting room or halls without prior permission of the SCFCL Board.
13. Report results of District Meeting (Attendance, Location, Hostess, Special Activities, Elections, etc.) for documentation into SCFCL Board Meeting minutes at the next SCFCL Board Meeting.
14. Communicate with counties to study issues for emphasis and develop educational programs to meet the needs of members.
15. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.
16. Pass on to the incoming District Director all information and papers pertinent to that office at the end of the term of office.



**I. The District Advisors shall:**

1. Attend all SCFCL board meetings, district meeting and Annual Meeting as their other Extension responsibilities permit.
2. Serve in a non-voting capacity.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Serve as a member of the State Education Committee.
5. Assist District Director with district meetings upon request.
6. Pass on to the incoming District Advisor all information and papers pertinent to that office when vacating office.

**J. The State Specialist Advisor shall:**

1. Attend April Education Meeting, SCFCL Board meetings and Annual Meeting as Extension responsibilities permit.
2. Serve in a non-voting capacity.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Serve as a representative of the Clemson University Cooperative Extension Service on The SCFCL Board.
5. Serve as a member of the State Education Committee.
6. Work with Clemson faculty, Extension agents and/or members to develop education lessons for SCFCL members.

**K. The SCFCL State Advisor shall:**

1. Attend all SCFCL board meetings, district meetings, Annual Meeting and various committee meetings (as requested by SCFCL President) representing Clemson University Cooperative Extension Service.
2. Serve in a non-voting capacity.
3. Become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Serve as a member of the State Education Committee.
5. Work with Clemson faculty, Extension agents and/or members to develop education lessons for SCFCL members.
6. Work with State Specialist Advisor and Assistant Director of Extension to identify Extension personnel to serve as SCFCL county contacts and provide yearly updates for handbook.

**L. News and Views Editor shall:**

1. Attend SCFCL board meetings and Annual Meeting when possible.
2. Serve without vote concurrent to the President's term.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Serve as Editor of SCFCL News and Views with assistance from Vice President, District Directors and SCFCL State Advisor.
6. Publish a minimum of two (2) newsletters to be mailed each year by bulk mail.
7. Collect articles and pictures for future issues of SCFCL News and Views. Request from Board Members, SCFCL State Advisor and County Presidents information to be included in SCFCL News and Views.
8. Send draft of SCFCL News and Views to SCFCL President for review before taking to the printer. For better quality, request 2-3 people proof each issue of SCFCL News and Views.
9. Secure a printing company for *SCFCL News and Views*.
10. Prepare each issue of *SCFCL News and Views* to contain:
  - a. Subjects and projects which will promote the goals of SCFCL
  - b. Letter from President and Advisor
  - c. List of current SCFCL Board Members with term of office listed.
  - d. List of upcoming dates for conferences/meetings (State – National - International)
  - e. List of designated counties for articles in next issue.
11. Prepare for publication in following months and include stated information in issues of *SCFCL News and Views*
  - a. Spring – County Articles, Memorials, Highlights of Annual Meeting (pictures of new officers, list of all awards), Upcoming officers to elect, Annual Meeting date, SCFCL President's article, Advisor article and Clemson update, SCFCL Officers with telephone numbers, State Project info, NVON Registration, ACWW, NVON, CWC info

- b. Fall – County Articles, Memorials, Upcoming officers to elect, Annual Meeting Information and Registration, SCFCL President's article, Advisor article and Clemson update, SCFCL Officers with telephone numbers, Items counties to bring to Annual Meeting, State Project report.
12. Determine current number of SCFCL members from Treasurer's E-Membership List. Coordinate with the printing company the number of copies to be printed and other details as required. Send an email copy of SCFCL News and Views to pertinent Clemson University Extension Staff, county advisors and contacts, NVON Officers and member State Presidents.
13. Keep a record of expenses and submit a signed voucher with receipts within sixty days. Complete expense voucher in triplicate, attaching receipt(s) to the original. The original with receipt(s) and one copy are sent to the President for approval for payment. The President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.
14. Pass on to the incoming Editor all information and papers pertinent to that office at the end of the term of office.

**M. E-Membership List Coordinator shall:**

1. Serve without vote concurrent to the President's term.
  2. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
  3. Have access to electronic communication.
  4. Coordinate with Treasurer using Google, "Sheets" to access SCFCL's E-Membership List (EML).
  5. Treasurer will input all data into the E-Membership List (name, address, DOB, etc.) using information supplied from County Membership Database Lists and County Treasurer Reports keeping member information accurate and up-to-date.
  6. The E-Membership List (EML) lists all paid members with the following information: County, County Officer, First Name, Last Name, City, State, Zip code, Phone, Email, Year Joined, Year Paid, Club, Sex, Race and Birth Year. The list can be sorted easily for all our needs.
  7. The EML will be updated by Treasurer upon receiving notification there is a new member, a member moves or member information changes.
  8. In December, before any dues and names are added for the next year, make a copy of the current year Membership List so calculations for historical records and for New Member Certificates can be made.
- A. **Newsletter Mailing Labels:**
    - a. Collect current E-Membership List (EML) from the online website.
    - b. Organize (EML) by zip code. Remove names wishing not to receive a newsletter and names with incomplete addresses.
    - c. Using the USPS's Intelligent Mail for Small Business Tool, complete the online full-service automation presorted mailing software which organizes, barcodes, and separates by trays electronically.
    - d. Purchase labels and print sorted names on 1" X 4" labels and include tray information. Coordinate delivery to News and Views Mailer for printed labels and barcode tray information. Make sure the special Job barcode is included when delivering mailing labels to the Post Office.
  - B. **New Member Certificates: (Refer to New Member Certificates SECTION VI - SCFCL MEMBERSHIP CERTIFICATES)** for collecting data to organize, purchase, print and distribute certificates.
  - C. **Individual Membership Certificates: (Refer to Individual Membership Certificate SECTION VI - SCFCL MEMBERSHIP CERTIFICATES)** for collecting names to organize, purchase, print and distribute certificates.

**N. News and Views Mailer shall:**

1. Serve without vote concurrent to the President's term.
2. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
3. Have access to electronic communication.
4. Receive the post office's barcode generated mailing labels using the E-Membership List from the E-Membership List Coordinator two weeks prior to the mailing deadline for spring and fall Issues respectively.

5. Place labels on each newsletter and sort according to post office (PO) guidelines for bulk mailing, placing newsletters into trays previously picked up from PO.
6. Take the labeled newsletters to the PO in sorted trays along with the job barcode. Send a copy of the PO receipt to the Treasurer for her records.
7. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.
8. Pass on to the incoming News and Views Mailer all information and papers pertinent to that office at the end of the term of office.

**O. SCFCL Webmaster shall:**

1. Attend SCFCL board meetings and Annual Meeting when possible.
2. Serve without vote concurrent to the President's term.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Maintain SCFCL website to contain current forms, SCFCL News and Views, and up-to-date directory information, etc. as directed by SCFCL President.
6. Maintain host for SCFCL website, with approval of SCFCL President, and notify President and Treasurer of changes to the web hosting fee for proposed SCFCL Budget.
7. Coordinate the collection of data and printing for the SCFCL Handbook.
8. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.
9. Pass on to the incoming Webmaster all information and papers pertinent to that office at the end of the term of office.

**P. Parliamentarian shall:**

1. Attend all SCFCL board meetings and Annual Meeting.
2. Serve without vote concurrent to the President's term.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Advise SCFCL Board on parliamentary procedures. See ByLaws Article XV - Parliamentary Law Authority.
6. Promote courtesy, justice, impartiality, and equality.
7. Pass on to the incoming Parliamentarian all information and papers pertinent to that office at the end of the term of office.

**Q. County President shall:**

1. Preside at all County meetings.
2. Attend District Meetings when possible and encourage county members to attend.
3. Serve as official delegate to the SCFCL Annual Meeting or appoint an alternate to represent County.
4. Share with County members information received at the District Meetings, Annual Meeting and correspondence (email) from the SCFCL Board.
5. Appoint a County Education Committee, subject to the approval of the County Board.
8. Serve as Co-Chairman of the County Education Committee.
9. Be responsible to see that County Education Programs and Public Policy actions as determined by County Education Committees are carried out.
10. Appoint all County Special Committees.
11. Appoint a nominating committee in the spring for election of new officers.
12. Be an ex-officio member of all County committees with the exception of the nominating committee.
13. Confirm with Treasurer that Dues, membership forms, Pennies for Friendship and 4-H Nickels for SC Youth have been sent to SCFCL Treasurer by January 15.
14. Submit List of County Individual Membership Recipients to SCFCL President by February 1.
15. Submit article to the State FCL Newsletter for publication for designated issue.
16. Submit County President's Award Form to SCFCL President by October 1.
17. Install new officers prior to October 1.

18. Submit County Officer's Form to SCFCL Webmaster by October 1.
19. Submit SCFCL Annual Meeting Voting Delegates Form to Teller's Chair by October 1.
20. Council with President-Elect so that duties will be familiar when the office is assumed.
21. Perform other duties as determined at county level.
22. Pass on to the incoming County President all information, equipment, and papers pertinent to the office at the end of the term of office.

### **SECTION V - STATE EDUCATION COMMITTEE**

- A. The State Education Committee shall consist of the Vice President, who will serve as Chair, the District Directors, District Advisors, the State Specialist Advisor and the SCFCL State Advisor.
- B. The State Education Committee shall:
  1. Attend the April planning session to develop education lessons.
  2. Attend April Board Meeting to submit proposed lessons to The Board for approval.
  3. Review and evaluate effectiveness of education lessons and projects.
  4. Keep a record of expenses and submit a signed voucher with receipts within sixty days; complete expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. President approves and sends the original with receipts to the Treasurer for payment. The third copy is kept in the officer's/chair's files.

### **SECTION VI - SCFCL MEMBERSHIP CERTIFICATES**

- A. **New Member Certificates**  
 New Member Certificates are given to counties who have new paid members in one year (January to December). New Member Certificates will be based on previous year's final membership numbers. New members cannot previously have been a member of SCFCL (or its previous names).  
**E-Membership List Coordinator will:**
  1. Obtain membership final numbers from the E-Membership List (located on Google "Sheets") before names and dues are added to the next year's list. (about December 15)
  2. Sort number of new members by county.
  3. Sort that new member list by county and district (smallest to largest) by number.
  4. Print certificates using ivory parchment paper. Certificates should include: name of county and how many new members in one year. (Refer to: New Member Certificate on SCFCL website)
  5. Make sure the SCFCL President has the certificates two weeks prior to the first spring district meeting for signature, date and seal (gold, silver and bronze).
  6. New Member Certificates will be presented to the county president/or representative at the Spring district meetings by each District Director. If no county president/or representative is present to accept the certificate, the District Director should mail certificate to that county.
  7. Email the list of recipients to the newsletter editor for publication in the next News and Views.
- B. **Individual Membership Certificates**  
 Individual Membership Certificates are given to members for the total length of years as members of SCFCL (or its previous names).  
 Individual Membership Certificates will be presented to members when they are in the 25-30-35-40-45-50-55-60-65-70+ year of membership.  
**E-Membership List Coordinator will:**
  1. Obtain member names from the E-Membership List (located on Google "Sheets") for the current year using the date each member joined SCFCL. by July 1 each year. which includes the date each member joined.
  2. Sort names into 25, 30, 35, 40, 45, 50, 55, 60, 65, 70+ lists.
  3. Sort that lists by county and district (all alike together) by years of membership.
  4. Print certificates using ivory parchment paper. This certificate should include: Name of member, county and how many years of membership. (Refer to: Individual Membership Certificates on SCFCL website)
  5. Make sure the SCFCL President has the certificates two weeks prior to the first district meeting for signature and date.
  6. Individual Membership Certificates will be presented to deserving members at the Fall district meetings by each District Director. If the member is not present to accept the certificate, the District Director should mail certificate to that county for delivery to the member.

7. Email the list of recipients to the newsletter editor for publication in the next *News and Views*.

### **SECTION VII - COUNTY PRESIDENTS AWARD**

Each year the County Presidents Award shall be presented during the Annual Meeting to the County President for their exemplary execution of All documentation requirements on a timely basis and attendance at district and state meetings to include:

1. Dues received by SCFCL Treasurer on or before January 15
2. Completed & submitted Membership Form to SCFCL Treasurer on or before January 15
3. Provided county members with a county handbook
4. Submitted an article to News and Views for designated issue
5. Promoted and used the SCFCL Education Lessons
6. President or substitute attended Spring District Meeting
7. President or substitute attended Fall District Meeting
8. Completed & submitted County Education Report Form to SCFCL President on or before March 1
9. Promoted SCFCL activities and projects in their County
10. Completed & submitted State Award for County President's Award Form to SCFCL President on or before October 1
11. Completed & submitted County Officer's Form to SCFCL Webmaster on or before October 1
12. Completed & Submitted Voting Delegate's form to Teller's chair on or before October 1

### **SECTION VIII - VOTING DELEGATES FOR NVON, CWC, AND ACWW**

#### **A. Delegates for NVON**

1. The President and the President-Elect shall serve as the two voting delegates for South Carolina.
2. The Vice President shall serve in years when there is no President-Elect.

#### **B. Delegate for CWC**

1. The President shall be the official delegate for South Carolina.
2. President-Elect shall attend when applicable

#### **C. Delegate for ACWW**

The President shall be the head of delegation for South Carolina.

#### **D. Order of Appointment for Delegates**

The following order shall be followed in choosing delegates

1. President
2. President-Elect when applicable
3. Vice President

#### **E. Delegate Alternate**

In the event that the President, President-Elect or Vice President can not fulfill their responsibility to serve as delegate, the President shall appoint a member(s) already planning to attend to serve as delegate.

#### **F. Duties of the Delegates**

When a member has accepted the responsibility as a delegate, they have the obligation to attend the conference, be present at Business Meetings and be prepared on returning from the conference to present an information report of what transpired. A delegate is free to vote as he or she deems best for the state on questions at the conference, except when constituents may have provided instructions in regard to particular matters scheduled for consideration.

#### **G. Reimbursements of Official Delegates**

Delegate expenses to meetings must have prior approval by the board before attending. (See Section XI - Financial Policies)

### **SECTION IX – SCFCL COMMITTEES**

SCFCL Committees are recommended by the President and approved by The Board. The President serves as ex-officio member on all committees except for Nominating.

#### **A. Nominating Committee**

1. The President shall appoint a Nominating Committee of three members with approval by The Board. This committee shall consist of one member of The Board (who shall serve as chair) and two County Presidents, each from a different district.
2. Shall study the section of the bylaws covering nomination and election.

3. Nominations shall be received by committee at least 120 days prior to the Annual Business Meeting. (Use SCFCL Nomination Form)
4. Shall meet to prepare a slate of nominees unless it is determined by the Chair, President, and Advisor that the selection of nominees can be handled by telephone and letters.
5. The slate of nominees shall be shared with The Board, nominees, County Presidents and Chair of the Tellers Committee in writing at least 30 days prior to the Annual Business Meeting.
6. The slate of nominees shall be presented to the membership at the Annual Business Meeting. Whenever possible the Nominating Committee shall submit the names of two or more candidates for each office to be filled.
7. In making selections, verify qualifications of each person, and that minimum qualifications required in the bylaws are met.
8. Each candidate for state office shall be introduced at the Annual Business Meeting and allowed to speak to the general assembly prior to the election.
9. Shall submit a list of elected officers, with address, phone, email address and years of office to the SCFCL Webmaster by the close of Annual Meeting.

#### **B. Annual Meeting Committee**

1. The Annual Meeting chair shall be appointed by the President three years in advance on a rotating basis from different districts when possible so that a separate committee can initiate planning three years in advance of the meeting.
2. The Annual Meeting Chair will be a non-voting member of the board and may attend Board Meetings, as it becomes relevant to his/her conference year.
3. SCFCL President and SCFCL State Advisor shall work closely with the meeting chair.
4. The Vice President shall serve as a member of the annual meeting committee.
5. Each Annual Meeting Chair shall appoint his/her own registration chair and any additional people to serve in various roles.
6. The meeting shall be self-supporting.
7. The Annual Meeting Chair shall immediately upon appointment begin investigating and arranging for a meeting site and date subject to Board approval at least two years in advance.  
Accommodation information needed:
  - a. meeting room for 70-100 people
  - b. menu for planned meal, including price, tax, and gratuities - selection of menu to be made by the Annual Meeting Chair with the approval of The Board

#### **Properties needed:**

- a. registration tables to be staffed by Annual Meeting Registrar or their volunteers
- b. tables for displays
- c. table for sale of SCFCL materials
- d. US Flag, state flag, podium, public address system and set-up
- e. make arrangements for displaying SCFCL banner
8. The Annual Meeting Chair will set up a meeting with SCFCL President and SCFCL State Advisor 2 years prior to the meeting to visit the site before the January Board Meeting the year before the meeting. The site should be easily accessible.
9. Additionally, the committee should begin planning the program for the meeting two years in advance.
10. Prior to the Annual Meeting, The Board may conduct one of the scheduled board meetings at the upcoming Annual Meeting site.
11. At the January Board Meeting:
  - The past Annual Meeting Chair will give a final report that includes a summary of the evaluation forms, meeting attendance and financial standing for the meeting.
  - Next year's Annual Meeting Chair will seek board approval for the meeting site and date with information and specific details about the suggested site.
  - The current Annual Meeting Chair will present a meeting theme and give a meeting update with details forthcoming.
  - The President shall report the names of the Financial Review, Tellers, Nominating, Policies/Standing Rules and ByLaws (when applicable) Committees to be entered into the minutes.

12. At the April Board Meeting:
  - The current Annual Meeting Chair will present a proposed meeting schedule and program for the board's input.
  - The registration chair will present proposed registration forms for the board's input. The current Annual Meeting Chair is responsible for compiling and sending meeting information following the April Board Meeting for publication.
13. At the August Board Meeting:
  - The present Annual Meeting Chair will present for board's approval the final meeting program with names listed for meeting responsibilities ready for printing.
  - The registration chair will present final registration forms ready for printing for board's approval.
14. The registration chair after receiving registrations, will prepare a packet for each registered member to include name tag, meeting program, and other pertinent information.
15. The registration chair will send registration money to the State Treasurer as collected in a timely manner.
16. The Annual Meeting Registration Chair and volunteers will give out registration packets to members.
17. The Annual Meeting Chair, SCFCL President and SCFCL State Advisor shall:
  - determine the registration fee with board approval
  - provide table for registration, display and sale of FCL materials
  - reserve seating for voting delegates
  - provide name tags and packets for attendees (to be assembled before registration opens)
  - provide program or speaker for the luncheon (fees should be approved by board)
  - provide printed meeting program (70-100 depending on registration)
  - arrange for person to preside at the luncheon
  - provide US flag, state flag, podium, public address system and set-up
  - check all functions for readiness at least 20 minutes before the meeting begins
  - arrange for display of SCFCL banner
  - provide containers for the collection of Pennies for Friendship and Nickels for SC Youth
  - arrange for table and podium decorations
  - submit vouchers for reimbursements for speaker fees if applicable
18. The President shall be responsible for coordinating the printing of the certificates for County President's Award
19. The Annual Meeting Registration Chair will report attendance information at the Annual Business Meeting.
20. A copy of all records shall be placed in the SCFCL files and in files of the SCFCL State Advisor. They should also be made available to each upcoming Annual Meeting Chair for reference.

#### **C. Budget Committee**

1. The Executive Committee serves as Budget Committee.
2. Treasurer serves as Chair of the committee.
3. The committee will meet in the fall to prepare a budget for the next year.
4. The committee will study expenditure trends in order to make recommendations or give information to The Board.
5. The committee will present the budget to The Board for approval at the final board meeting prior to the Annual Meeting.

#### **D. Financial Review Committee**

1. The President with approval of The Board shall appoint a Financial Review Committee of three members. The committee shall consist of an Executive Board member (who shall serve as chair) and two qualified individuals.
2. Treasurer shall be present at meeting(s) to answer questions.
3. The committee shall annually review the financial records of South Carolina Family and Community Leaders.
4. The chair shall present a written report signed by all committee members accompanied by the review balance sheet at the April Board Meeting.
5. A copy of the financial review report, review balance sheet and tax documents shall be on file with the President, Treasurer, SCFCL State Advisor, and included in archival materials/documents.

#### **E. Tellers Committee**

1. The President with approval of The Board shall appoint a Tellers Committee of three members. This committee shall consist of one member of the Board (who shall serve as chair) and two SCFCL members, each from a different district.

2. The Teller's Chair will send a Voting Delegates Form to each County and board member at least sixty days prior to the Annual Business Meeting, to request names of Voting Delegates.
3. The committee shall register voting delegates at the Annual Meeting. Each voting delegate must register in person (one vote per person) and sign the registration sheet.
4. Voting delegates from counties should register as they register for the Annual Meeting.
5. The committee shall designate special seating for all voting delegates including board members.
6. Following role call by the Secretary, the chair announces the total number of votes to be cast and the number needed for a simple and two-thirds majority.
7. The chair of the committee provides teller sheets, enough ballots for three votes, envelopes in which the ballots may be sealed with tally sheets for when they are counted, and two ballot boxes for collecting ballots for each vote requiring a secret ballot.
8. When all votes are collected, the tellers committee retires to another room to count the ballots.
9. When a written ballot is needed the Chair of the Tellers Committee will report results of the election written on the sealed envelope containing ballots and tally sheets to the President who shall announce the results of the election.
10. When a written ballot is not needed the Chair of the Tellers Committee will report results of the election to the President who shall announce the results of election.

#### **F. Bylaws Committee**

1. The President shall appoint a Bylaws Committee of three members with approval by The Board. This committee shall consist of one member of The Board (who shall serve as chair) and two County Presidents, each from a different district plus an additional member.
2. The bylaws shall be reviewed in the final year of the President at the discretion of The Board and changes recommended.
3. Proposed amendments to the bylaws shall be sent to The Board for their approval at least 90 days prior to the Annual Business Meeting.
4. Notice of intention to amend shall be sent to county(s) at least 60 days prior to the Annual Business Meeting.

#### **G. Policies/Standing Rules Committee**

1. The Policies/Standing Rules Committee shall consist of at least two members of The Board appointed by the President with Board approval.
2. The Policies/Standing Rules shall be reviewed at the discretion of The Board and changes recommended.

### **SECTION X - RULES FOR ANNUAL BUSINESS MEETING**

- A.** The voting delegates at the Annual Business Meeting shall be the elected members of The Board and one delegate from each member county. Voting delegates may only cast one vote per person. Other members may attend as observers.
- B.** Delegates shall wear their name badge at meetings of SCFCL. Voting delegates shall sit in a reserved section.
- C.** The SCFCL Secretary shall call the roll to determine the number of voting delegates present at the Business Meeting. A majority of the voting delegates shall constitute a quorum.
- D.** Election of Officers shall be by printed ballot unless there is only one candidate, then election may be by delegates voting cards. A majority vote of those present and entitled to vote shall constitute a decision.
- E.** By-Laws may be amended, added to, or suspended at the Annual Business Meeting of the SCFCL in the final year of the President by a two-thirds vote of the voting delegates present, provided that the amendment has been proposed, approved by The Board, and notice of the intention to amend has been sent to counties at least sixty days before the Annual Business Meeting.
- F.** An appointed committee shall approve the minutes.
- G.** The Orders of the Day shall be the Official Annual Meeting program.
- H.** Only members of the voting body may introduce business or vote; however, both voting and non-voting members shall be allowed to speak. Precedence in speaking shall go to the voting delegates.
  - A voting member wishing the floor shall stand, address the presiding officer, and give his/her name and county in order to be recognized.
  - A member may speak twice on the same question (2 minutes each time), but cannot speak the second time as long as any member who has not spoken on the same question desires the floor.
- I.** All motions shall be presented to the presiding officer, clearly written and signed by the maker. A voting delegate shall stand to second a motion.



- J.** Debate on each question shall be limited to ten minutes, unless the time is extended by approval of the voting body.
- K.** The tellers committee shall deliver all communications to the platform or to the persons in the assembly.
- L.** No literature or materials of any kind may be distributed or sold in the Annual Meeting room or halls without permission of the SCFCL Board.
- M.** These Annual Meeting rules shall be adopted, suspended, or rescinded by a two-thirds vote of the voting delegates.

## **SECTION XI - FINANCIAL POLICIES**

- A.** All of the expenses of the SCFCL Board will not be reimbursed, but these policies represent an effort to offset some travel expenses for each person serving as an elected board member.
- B.** Expenses for elected board members are designated in the budget. Reimbursement will not exceed the budgeted amount
- C.** The President shall complete an expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and send two copies to the Secretary for approval for payment. The Secretary approves and sends the original with receipts to the Treasurer for payment. (Use SCFCL Expense Voucher)
- D.** Officers, committee members and any person incurring expense will complete an expense voucher in triplicate, attaching receipt(s) to the original; original with receipt(s) and one copy is sent to the President for approval for payment. The third copy is kept in the officer's/chair's files. (Use SCFCL Expense Voucher)
- E.** All requests for reimbursement of expenses incurred by authorized SCFCL members shall be submitted to the President within 60 days of the expenditure or the claim will be declared null and void.

### **In State:**

Reimbursement of expenses of The Board to:

- 1. Annual Meeting:** No expenses will be defrayed by the organization.
- 2. Board Meetings:** \$.35 per mile when attending in an official board capacity
- 3. District meetings:** \$.35 per mile and registration fee (only) when included on the agenda except in your own district (excludes meals)

### **Out of State:**

Reimbursement of expenses of Official Delegates to:

- 1. NVON Conference:** Expenses of two Official delegates may be allowed (See Reimbursements of Official Delegates) with prior approval of The Board. Official delegate(s) shall submit expenses of trip for prior approval of The Board.
- 2. CWC Conference:** Expenses of Official delegate may be allowed (See Reimbursements of Official Delegates) with prior approval of The Board. President-Elect may attend as an alternate. Official delegate(s) shall submit expenses of the trip for prior approval of The Board.
- 3. ACWW Triennial Conference:** Expenses of Official delegate may be allowed (See Reimbursements of Official Delegates) and paid in an amount determined by The Board. Official delegate shall submit expenses of the trip for prior approval of The Board.

The following expenses of delegates to meetings may be paid with prior approval of The Board.

- a. Conference registration fees may be reimbursed, excluding separate tour cost.
- b. Rooms while conducting SCFCL business may be paid up to \$50.00 or ½ cost of hotel room, whichever is less.
- c. Methods of travel should be compared and the least expensive way selected.
- d. If driving, save gas receipts for reimbursement of cost of gas only. Where public transportation is used, actual bus, train, or coach plane fare is allowed. Expenses, approved by the President, are allowed for the State Education Committee to obtain educational materials for the education lessons and to prepare kits for distribution to county officers and chairs at the state or district workshop trainings.

### **F. Annual Meeting Guidelines:**

- 1.** Registration fee will never be refunded but may be transferred.
- 2.** The registration committee will not be responsible for transferring or selling packets or tickets.
- 3.** Attendees may transfer or sell registration packets or tickets.
- 4.** The amount in the budget line item for the annual meeting may be used at the discretion of the Annual Meeting Chair to prepare for their upcoming meeting (i.e. travel to meeting site, phone calls, postage).
- 5.** Complimentary meal will be provided for the invited speaker(s), if applicable.
- 6.** Complimentary meal will be provided for invited guest(s), if applicable.

- G.** Nickels for South Carolina Youth Scholarship:  
Voluntary donations from FCL members are collected and placed in a scholarship fund held by Clemson University Family and Youth Development Department who directs these funds to deserving South Carolina 4-H students on behalf of SCFCL. (Make check payable to: SC 4-H, Mail to: SC 4-H, % Pam Ardern, 2050 Barre Hall, Clemson University, Clemson, SC 29634.) Two \$1,000 scholarships are in a SCFCL designated fund and are mailed to Clemson University by June 1 each year so they can be awarded at the annual 4-H Congress. If the amount is not met by donations, the difference is taken from the contingency fund so the scholarships may be awarded.
- H.** SCFCL will transfer donations annually of Pennies For Friends to ACWW for use in international projects conducted by that organization.

## **SECTION XII - ARCHIVES**

Submit the following items to the archives at Winthrop University for historical preservation.

- Copy of each newsletter
- Copy of Annual Meeting Program
- Copy of handbook
- SCFCL minutes including financial reports and annual Financial Review Statement
- Select pictures from SCFCL meetings and activities

## **SECTION XIII – NEWSLETTER**

- A.** Payment of SCFCL dues entitles each member to receive a copy of the spring and fall issues of the SCFCL *News and Views*.
- B.** The format shall include subjects and projects which shall promote the goals of the organization. Members are encouraged to promote events, activities, and education programs through this media.
- C.** *SCFCL News and Views* shall be sent to the SCFCL President, SCFCL State Advisor and 2 to 3 others to proof for accuracy before each issue is sent to the printer for publication.
- D.** List of items in Spring Issue: (See News and Views Editor)
- E.** List of items in Fall Issue: (See News and Views Editor)
- F.** Counties in good standing may submit an article for the News and Views for their designated issue.
- Designated counties for spring issue are:  
Anderson, Aiken, Allendale, Barnwell, Berkeley, Charleston, Cherokee, Chesterfield, Clarendon, Dillon, Dorchester, Fairfield, Georgetown, Greenwood, Hampton, Jasper, Lancaster, Lee, Newberry, Pickens, Saluda, Sumter, Union
  - Designated counties for fall issue are:  
Abbeville, Bamberg, Beaufort, Calhoun, Chester, Colleton, Darlington, Edgefield, Florence, Greenville, Horry, Kershaw, Laurens, Lexington, Marion, Marlboro, McCormick, Oconee, Orangeburg, Richland, Spartanburg, Williamsburg, York

## **SECTION XIV - COURTESY POLICY**

It is the membership's responsibility to notify the designated person in the event of illness or death. Counties are encouraged to develop their own Courtesy Policy for their membership.

- A.** Illness  
In the event a current or past board member is hospitalized the SCFCL Secretary will send a card from the SCFCL Board
- B.** Death
1. In case of death of past Presidents or a member of the present Board, a memorial of \$25 shall be sent to one of the scholarships we support as determined by the President in office at the time.
  2. The SCFCL Secretary shall send a card in the death of a current board member's immediate family (spouse, children, mother, and father).
  3. In the event of a death of a FCL member, the county may choose to send a memorial in his/her name from the County to the State 4-H Fund or the Buff-Swicegood Travel Study Award.
  4. In the death of someone outside the FCL community, the SCFCL Board shall make decisions on an individual basis.

- C. Remembrances  
Each *News and Views* publication will dedicate a section to remember deceased FCL members. It is the county's responsibility to notify the News and Views Editor with the deceased name and county for publication.
- D. Funding for memorials for the SCFCL Board will come from the General Fund and mailed by the Treasurer as determined by the President in office in a timely manner.

#### **SECTION XV – SCFCL HANDBOOKS**

- A. The handbook shall serve as the SCFCL guide to the state and county officers and chairs.
- B. The Webmaster will coordinate the printing and distribution of the handbook annually with input from the President and the SCFCL State Advisor.
- C. Copies of the handbook shall be made available to state officers, appointed board members, County Presidents and county FCL Contacts.
- D. Additional copies are available for purchase.

#### **SECTION XVI – WEBSITE**

- A. The South Carolina Family and Community Leaders website <http://www.scfcl.com> is the official website for SCFCL.
- B. The site shall contain an updated handbook, calendar, current forms, and pertinent information relating to SCFCL.

#### **SECTION XVII- DISTRICTS**

The state shall be divided into three districts with a District Director and Advisor in each district. The names of the districts and the counties in each district are as follows:

- Central District: Aiken, Allendale, Bamberg, Barnwell, Calhoun, Chesterfield, Darlington, Fairfield, Kershaw, Lancaster, Lee, Lexington, Marlboro, Orangeburg, Richland and Sumter.
- Coastal District: Beaufort, Berkeley, Charleston, Clarendon, Colleton, Dillon, Dorchester, Florence, Georgetown, Hampton, Horry, Jasper, Marion, and Williamsburg.
- Foothills District: Abbeville, Anderson, Cherokee, Chester, Edgefield, Greenville, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg, Union and York.

#### **SECTION XVIII - AMENDMENTS**

- A. The Policies/Standing Rules may be reviewed annually by a committee appointed by the President.
- B. A majority vote of The Board is necessary for amendment.

## SECTION XIX – BOARD MEETING GUIDELINES

January Board Meeting	April Board Meeting	August Board Meeting
<ul style="list-style-type: none"> <li>❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm</li> <li><input type="checkbox"/> Welcome New State Officers</li> <li><input type="checkbox"/> Secretary's Minutes</li> <li><input type="checkbox"/> Treasurer's Report</li> <li><input type="checkbox"/> Report Financial Review Committee names (President)</li> <li><input type="checkbox"/> Report Bylaws Committee names Triennially (President)</li> <li><input type="checkbox"/> Report Teller's Committee names (President)</li> <li><input type="checkbox"/> Report Nominating Committee names (President)</li> <li><input type="checkbox"/> Report Policies/Standing Rules Committee names (President/President-Elect)</li> <li><input type="checkbox"/> District Director District Fall Meeting Report and announce Spring Meeting hostess, date, time, agenda, location with directions, cost with breakdown of registration fee and meal cost and any other special announcements</li> <li><input type="checkbox"/> Update County President's Award Form prior to January Board Meeting so the form can be included with board minutes</li> <li><input type="checkbox"/> Past Annual Meeting Chair final report</li> <li><input type="checkbox"/> Next year's Annual Meeting Chair seek board approval for conference site and date</li> <li><input type="checkbox"/> Present Annual Meeting Chair presents meeting update</li> <li><input type="checkbox"/> Present Annual Meeting Registration Chair presents proposed registration form for board's input.</li> <li><input type="checkbox"/> Reminder that Dues and Financial Obligations Due to State FCL Treasurer January 15</li> <li><input type="checkbox"/> Reminder that Buff-Swicegood Travel-Study Award Applications Due to State SCFCL Advisor April 1</li> <li><input type="checkbox"/> Reminder that SCFCL Newsletter Articles Due to News and Views Editor January 15</li> <li><input type="checkbox"/> <input type="checkbox"/> Reminder that County President's Report Due to SCFCL President February 1</li> <li><input type="checkbox"/> SCFCL State Advisor Remarks</li> </ul>	<ul style="list-style-type: none"> <li>❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm</li> <li><input type="checkbox"/> State Education Committee meets AM</li> <li><input type="checkbox"/> SCFCL Board Meeting meets PM</li> <li><input type="checkbox"/> Secretary's Minutes</li> <li><input type="checkbox"/> Treasurer's Report</li> <li><input type="checkbox"/> Financial Review Committee Report</li> <li><input type="checkbox"/> Bylaws and Policies/Standing Rules Committee Report</li> <li><input type="checkbox"/> State Education Committee Report for Board Approval</li> <li><input type="checkbox"/> District Director's Spring Meeting Report</li> <li><input type="checkbox"/> President appoint Nominating Committee for board's approval</li> <li><input type="checkbox"/> Delegate &amp; Reimbursement Approval for NVON Meeting</li> <li><input type="checkbox"/> Present Annual Meeting Chair update</li> <li><input type="checkbox"/> Present Annual Meeting Registration Chair presents final registration form ready for printing for board's approval.</li> <li><input type="checkbox"/> Reminder that SCFCL Newsletter Articles Due to News and Views Editor June 15</li> <li><input type="checkbox"/> Reminder that Executive Board meets to select Buff-Swicegood Travel-Study Award Recipient</li> <li><input type="checkbox"/> SCFCL State Advisor Remarks</li> </ul>	<ul style="list-style-type: none"> <li>❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm</li> <li><input type="checkbox"/> Secretary's Minutes</li> <li><input type="checkbox"/> Treasurer's Report</li> <li><input type="checkbox"/> SCFCL Budget Approval</li> <li><input type="checkbox"/> Present Annual Meeting Chair update</li> <li><input type="checkbox"/> District Directors announce Fall Meeting hostess, date, time, agenda, location with directions, cost with breakdown of registration fee and meal cost and any other special announcements</li> <li><input type="checkbox"/> Announce Buff-Swicegood Travel-Study Award Recipient</li> <li><input type="checkbox"/> Delegate &amp; Reimbursement Approval for ACWW/CWC Meeting when applicable</li> <li><input type="checkbox"/> Reminder that County Nomination Forms for State Office Due to SCFCL President and Nomination Chair by July 1</li> <li><input type="checkbox"/> Reminder that County President's Award Form Due to State President October 1</li> <li><input type="checkbox"/> Reminder that NVON Project in Common Final Report due to Project Chairs September 30</li> <li><input type="checkbox"/> Reminder that SCFCL State Project Report due to Project Chair September 30</li> <li><input type="checkbox"/> Reminder that County Officer's Form Due to SCFCL Webmaster October 1</li> <li><input type="checkbox"/> Reminder that Voting Delegates Form Due to Teller's Chair October 1</li> <li><input type="checkbox"/> Appoint all appointive officers for approval of The Board.</li> <li><input type="checkbox"/> SCFCL Calendar of Events Approval</li> <li><input type="checkbox"/> SCFCL State Advisor Remarks</li> </ul>

## SECTION XX – DISTRICT AND ANNUAL MEETING GUIDELINES

Spring District Meeting – March	Fall District Meeting - September	Annual Meeting - October
<ul style="list-style-type: none"> <li>❖ 9:30 Registration, 10 am Meeting</li> <li>❖ Suggest dismiss by 3pm</li> <li>❖ District Director Organizes and Presides</li> <li>❖ District Director Appoints a Meeting Recorder</li> <li>• Welcome, Devotion, Flag salutes, SCFCL Creed</li> <li>• County Membership Roll Call and Numbers Present</li> <li>• New State Project Information</li> <li>• New Members by County</li> <li>• District Director Appoint Nominating Committee final year of office</li> <li>• Featured County Report Sharing (Show and Tell)</li> <li>• County New Membership Certificates</li> <li>• Promote Annual Meeting</li> <li>• State President Remarks</li> <li>• SCFCL State Advisor Remarks</li> </ul> <p>The above items should be included in each district meeting. Other items of interest to the district may be included.</p>	<ul style="list-style-type: none"> <li>❖ 9:30 Registration, 10 am Meeting</li> <li>❖ Suggest dismiss by 3pm</li> <li>❖ District Director Organizes and Presides</li> <li>❖ District Director Appoints a Meeting Recorder</li> <li>• Welcome, Devotion, Flag salutes, SCFCL Creed</li> <li>• County Membership Roll Call and Numbers Present</li> <li>• Present Education Lessons (Vice President)</li> <li>• District Director Election in final year of office</li> <li>• Featured County Report Sharing (Show and Tell)</li> <li>• Individual Membership Certificates</li> <li>• Promote Annual Meeting</li> <li>• State President Remarks</li> <li>• SCFCL President-Elect Remarks (when applicable)</li> <li>• SCFCL State Advisor Remarks</li> </ul> <p>The above items should be included in each district meeting. Other items of interest to the district may be included.</p>	<ul style="list-style-type: none"> <li>❖ 9:30 Registration, 10 am Meeting</li> <li>❖ Suggest dismiss by 3pm</li> <li>❖ Annual Meeting Chair (appointed)</li> <li>❖ President Presides</li> <li>• Flag Procession</li> <li>• Welcome, Devotion, Flag salutes, SCFCL Creed</li> <li>• Business Meeting</li> <li>• Voting Delegates Roll Call</li> <li>• Minutes</li> <li>• Treasurer’s Report</li> <li>• Proposed Budget</li> <li>• Vice President Report</li> <li>• State Project and Committee Reports</li> <li>• NVON and CWC/ACWW Conference Report</li> <li>• Nominating Committee Report</li> <li>• Tellers Committee Report</li> <li>• Election of Officers</li> <li>• Luncheon Speaker</li> <li>• County President’s Award</li> <li>• Missing Members Ceremony</li> <li>• 4H Scholarship Award</li> <li>• Buff-Swicegood Presentation</li> <li>• Buff-Swicegood Award</li> <li>• Installation of Officers</li> </ul>

## 2020 SCFCL Calendar of Events

January 1, 2020 .....	New State Officers and Chairs Assume Duties
January 13, 2020 .....	SCFCL Board Meeting (SC Farm Bureau, Knox Abbott Drive)
January 15, 2020 .....	Dues and Financial Obligations Due to State FCL Treasurer
	All Articles for Spring Newsletter Due to News and Views Editor
February 1, 2020 .....	County President's Report Due to SCFCL President
February 15, 2020 .....	SCFCL Newsletter Mailed to all Members
February 15, 2020 .....	District Directors Send Information about upcoming district meetings to County Presidents
March 17, 2020 .....	Central Spring District Meeting (Bamberg)
March 19, 2020 .....	Coastal Spring District Meeting (Dorchester)
March 24, 2020 .....	Foothills Spring District Meeting (Oconee)
April 1, 2020 .....	Buff-Swicegood Travel-Study Award Applications Due to SCFCL President
April 14, 2020 .....	State Education Committee and SCFCL Board Meeting (SC Farm Bureau, Knox Abbott Drive)
June 15, 2020 .....	All Articles for Fall Newsletter Due to News and Views Editor
July 1, 2020 .....	County Nomination Forms for State Office Due to SCFCL President and Nomination Chair
July 20-22, 2020 .....	2020 NVON Conference, Spartanburg, South Carolina, Spartanburg Marriott
August 1, 2020 .....	State FCL Newsletter Mailed to all Members
August 11, 2020 .....	SCFCL Board Meeting (SC Farm Bureau, Knox Abbott Drive)
August 15, 2020 .....	District Directors Send Information about upcoming district meetings to County Presidents
September 1, 2020 .....	SCFCL Education Programs Club Report Form Due to the County President
September 15, 2020 .....	SCFCL Education Programs County Report Form Due to the SCFCL President
	County President's Award Form Due to SCFCL President
	County Officer's Form Due to SCFCL Webmaster
	Voting Delegates Form Due to Teller's Chair
	SCFCL Gives Hope Project Final Report Due to Project Chair
September 14-16, 2020 .....	2020 ACWW/CWC Area Meeting, Indianapolis, Indiana, Crown Plaza Hotel
September 30, 2020 .....	NVON Project in Common Final Report Due to State Project Chair
	SCFCL State Project Report Due to State Project Chair
October 13, 2020 .....	2020 SCFCL Annual Meeting, Our Saviour Lutheran Church, West Columbia
	Fall Central, Coastal, Foothills District Meetings, Our Saviour Lutheran Church, West Columbia

### UPCOMING CONFERENCES

July 20-22, 2021 .....	2021 NVON Conference, Owensboro, Kentucky, Owensboro Convention Center
August 1-3, 2021 .....	2021 ACWW USA Area Conference, Erlanger, Kentucky
September 13-15, 2021 .....	2021 ACWW/CWC Area Meeting, Effingham, Illinois
May 18-24, 2022 .....	2022 ACWW Triennial Conference, Kuantan, Pahang, Malaysia, Palace of the Golden Horses
September 2023 .....	2023 ACWW/CWC Area Meeting, Little Rock/North Little Rock area, Arkansas

# 2020

Source: Vertex42.com

## January

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

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## March

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29	30	31				

## April

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19	20	21	22	23	24	25
26	27	28	29	30		

## May

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24	25	26	27	28	29	30
31						

## June

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28	29	30				

## July

Su	M	Tu	W	Th	F	Sa
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## August

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23	24	25	26	27	28	29
30	31					

## September

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20	21	22	23	24	25	26
27	28	29	30			

## October

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		