

NASE By-Laws

June 2012

ARTICLE I:

The name of this association is the National Association of Support Employees (of the Farm Service Agency).

OBJECTIVES

ARTICLE II:

The particular objectives under which this National Association is formed are: promote the betterment of the Farm Service Agency, to establish a cooperative relationship and to promote the welfare of members of the Association at all levels.

Goals of this Association as pertaining to members:

1. Communication
2. Career Enhancement
3. Self-Motivation
4. Public Relations
5. Team Effort Throughout all FSA
6. Assist and be supportive of the mutual concerns of all other FSA employee associations
7. Assist FSA employees at all levels
8. Self Education

POLICY

ARTICLE III:

This Association does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, political beliefs, sexual orientation, marital or familial status.

MEMBERSHIP

ARTICLE IV:

Section 1. Active membership in this Association shall be composed of all non-management FSA employees.

It will be a requirement that all members shall agree to pay both local and national dues annually and abide by the By-laws of this Association.

Section 2. Supportive members are persons interested in supporting the objectives and activities of the National Association. Such members are entitled to all benefits of membership, except Supportive members do not have voting rights and are not eligible to hold office. The Supportive members must pay annual dues.

Section 3. Supportive members of the Association shall be composed of retired members and

FSA employees not eligible for regular memberships.

DUES

ARTICLE V:

Section 1: Dues are payable upon application for membership and thereafter annually on July 1 of each year. The annual dues shall be \$52.00 per regular member and \$20.00 per Supportive member. When the local associations submit their dues, a report of current membership will be included.

Section 2: Dues shall not be refunded to any member who resigns.

OFFICERS

ARTICLE VI:

Section 1: The Officers of this Association shall be a President, Vice-President, Secretary and Treasurer.

Section 2: The President, Vice-President, Secretary, Treasurer, and Past-President shall constitute the Executive Board and all Board members will have voting rights.

Section 3: The Executive Board with a Representative or Alternate from each Zone shall constitute the Board of Directors.

Section 4: ~~Officers shall assume their respective duties upon installation and shall continue in office for a term of one year, but not more than three successive years. Any Officers who have served six months or more in any office shall be deemed to have served one year.~~

Officers shall assume their respective duties upon installation and shall continue in office for a term of two years. No officer may serve more than three consecutive terms or 6 years without a break in service for at least 1 year. Any Officers who have served six months or more in any office shall be deemed to have served one year. (Revised by Resolution – June 2012)

Section 5: All officers, members of the Board, Zone Representatives and Alternates must be elected from within the current membership, be in good standing, and have their state, if applicable, and national dues paid.

NOMINATIONS

ARTICLE VII:

Section 1: A Nominating Committee will be comprised of one elected member from each

Zone. If no member is elected from a Zone, the Board will appoint a member. The Nominating Committee shall also be in charge of the elections during the National Convention.

Section 2: The Committee shall submit a slate of candidates for elected offices to the membership at least 15 days prior to the election. Each candidate shall have consented to serve.

Section 3: Nominations may be made from the floor before the election and such candidates shall be entered on the slate provided they have consented to serve. In the event no nominations are made from the floor and a candidate is running unopposed, they may be declared winner by acclamation for that office.

ELECTIONS

ARTICLE VIII:

~~Section 1: A President, Vice President, Secretary, and Treasurer shall be elected at each annual meeting for a term of one year, but not more than 3 successive years. When there are two or more candidates, election will be by ballot and the candidate receiving a majority vote shall be declared elected. In the event where there are three or more candidates for the same office, the candidate receiving the largest number of votes shall be declared elected. When a candidate is unopposed, the candidate may be elected by a vote of acclamation.~~

A President, Vice-President, Secretary and Treasurer shall be elected at the annual meeting for term of two years. No officer may serve more than three consecutive terms or 6 years without a break in service for at least 1 year. When there are two or more candidates, election will be by ballot and the candidate receiving a majority vote shall be declared elected. In the event where there are three or more candidates for the same office, the candidate receiving the largest number of votes shall be declared elected. When a candidate is unopposed, the candidate may be elected by a vote of acclamation. (Revised by Resolution – June 2012)

~~Section 2: Each Zone will elect one Representative and Alternate at the annual meeting to serve on the Board of Directors for a term of one year, but not more than three successive years.~~

Each Zone will elect one Representative and Alternate at the annual meeting to serve on the Board of Directors for a term of two years. No Representative may serve more than three consecutive terms or 6 years without a break in service for at least 1 year. (Revised by Resolution – June 2012)

Section 3: In the event of a vacancy in any office, the Board of Directors shall appoint from the active voting membership an officer to fill the vacancy for the unexpired term. In the event of a Zone Representative vacancy, the Alternate would assume the Zone Representative position, and the Board of Directors shall appoint a new Alternate for the unexpired term.

Section 4: It will be the duty of the Nominating committee to make all preparations for the annual elections. The Committee will collect the ballots and prepare the teller's report unless there may be a conflict of interest among the members of the Nominating Committee when a

member is running for office. In this instance, the member of the Nominating Committee, who is also a nominee, would not collect the ballots and assist in the tally of votes for that elected position.

The Chairperson shall read the teller's report, declare the outcome of the election, and place the ballots and tally sheet in a sealed envelope. The envelope will be retained by the Chairperson of the Nominating Committee until after installation of officers. At that time the envelope will be destroyed in the presence of all Nominating Committee members present.

DUTIES OF OFFICERS

ARTICLE IX:

Section 1: The duties of the officers shall be such as are implied by their respective titles and as specified in the Description of Duties for each officer.

Section 2: The President shall be the presiding officer at all meetings of the Association, of the Executive Board, and the Board of Directors. The President shall appoint the Committee Chairpersons. The President shall appoint an Audit Committee consisting of three (3) members, and one (1) or two (2) parliamentarians at the President's discretion to serve during the National Convention subject to approval of the Executive Board. The approval of the Executive Board may be sent to the President by mail.

Section 3: The Vice President shall perform the duties of the President in the absence of the President and other duties as delegated by the President.

Section 4: The Secretary will keep the minutes of all meetings of the Association, of the Executive Board, and of the Board of Directors. The Secretary will furnish a copy of the minutes to all officers. The retiring secretary will transcribe and submit the minutes of the annual meeting to the officers within 30 days after the adjournment of the Annual Meeting.

The Secretary will be responsible for all correspondence of the Association and of the Board and will read and/or discuss the correspondence at the meeting.

Section 5: The Treasurer shall collect and hold all monies belonging to the Association. This account will be audited annually by the Audit Committee of the Association immediately prior to the expiration of their term in office. The Treasurer will deliver to their successor all funds and records in their keeping within 30 days after their term expires. It will be delivered in person or by Certified Mail. An interest bearing checking and/or savings account is to be continued each year for the National Association.

Section 6: The Past President will serve as an advisor to the Executive Board and members. The immediate Past President will serve as an advisor to the Resource committee.

Section 7: All Vice-President, Secretary, and Treasurer's materials are to be archived by the outgoing officer on a two-year basis for vouchers and correspondence and then forwarded to the newly elected officer.

DUTIES OF THE BOARD OF DIRECTORS

ARTICLE X:

Section 1: The Board of Directors shall transact the business of the Association in the interim between National Meetings.

Section 2: A majority of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors and a vote of the majority of those present and voting shall constitute effective action.

DUTIES OF EXECUTIVE BOARD

ARTICLE XI:

Section 1: The Executive Board shall have the power to act for the Board of Directors in the interim between meetings of the Board, and shall report any action taken to the Board of Directors.

Section 2: A majority of the Executive Board shall constitute a quorum for a meeting of the Executive Board and a vote of the majority of those present and voting shall constitute effective action.

MEETINGS

ARTICLE XII:

Annual meetings will be held each year. At least one officer's meeting per year will be held, as can be scheduled.

The business session is to be conducted before the final day of convention preferably midway, thus allowing a majority of the delegates to have a voice in this important, top priority function. The installation of officers shall be held following the conclusion of the business session. New officers shall assume their duties when the gavel is passed.

The National Association President will contact the National Administrator or the assistant to discuss requested speakers prior to a written request for speakers at Zone and National meetings.

The National Association President may present an award of special recognition each year at

National Convention to an individual or group that has supported the Association in its efforts to improve Farm Service Agency.

VOTING BODY

ARTICLE XIII:

Each member present in good standing, except Supportive members, shall have one vote at the Annual Meeting. A majority vote of those present at the Annual Meeting shall constitute effective action. A majority vote is considered to be fifty-one percent (51%) of the voting members present at the annual meeting. In the event that an Annual Meeting is not held, a mail vote can be conducted with majority vote defined as fifty-one percent (51%) of votes cast and marked in the affirmative in order for the change to occur.

QUORUM

ARTICLE XIV:

The quorum shall be those members attending the meeting.

FISCAL YEAR

ARTICLE XV:

The fiscal year shall commence immediately following passing of the gavel at annual convention.

PARLIAMENTARY AUTHORITY

ARTICLE XVI:

The rules of parliamentary practice, comprised of Robert's Rules of Order Revised shall govern all proceedings of the Association, Board of Directors, and the Executive Board subject to such special rules as may have been adopted.

AMENDMENTS

ARTICLE XVII:

Section 1: The By-laws may be amended at any general membership meeting by a 2/3's vote of

the membership present provided notice of the proposed amendment(s) is sent to each member at least fifteen (15) days prior to the meeting.

Section 2: The By-laws may also be amended by ratification of vote of the membership by mail ballot. A majority vote is defined as fifty-one percent (51%) of votes cast and marked affirmatively in order for the change to occur.

Section 3: Automatic grammatical, punctuation, and correlation in the By-laws or Amendments which in no way alter the intent of the respective By-laws or Amendments shall be affected by the By-laws Committee, subject to approval of the Board of Directors.

Section 4: Amendments shall become effective upon adoption by the membership.

COMMITTEES

ARTICLE XVIII:

Section 1: The Committees of this Association shall be: Information Technology, By-Laws, Farm Loan Programs, Farm Programs, Nominating, Personnel, Resource, and Ways and Means.

Section 2: The Committees shall be composed of members elected by their respective Zone members, and subject to approval of the Board of Directors. The chairperson of each committee is to be appointed by the President, subject to the approval of the Board of Directors. Each committee will act under the direction of the President and perform their duties as established by the Board of Directors. Zone Representatives will be the contact person with other states.

Section 3: Committee Chairperson shall turn the files over to the incoming Committee Chairperson within 30 days following their term as Committee Chairperson.

APPOINTMENTS

ARTICLE XIX:

The President, along with the Executive Board approval, shall appoint a Historian, Resolution Coordinator and Website Editor at the annual convention.

Section 1: Duties of the Historian

- a. Take pictures and format information into the NASE yearbook to be passed on each year.

Section 2: Duties of Resolution Coordinator

Will be handled by the Past President and be responsible for the following:

- a. Coordinating all resolutions, making sure they are all answered from year to year, maintaining a file of resolutions from year to year to be passed on to the next person handling resolutions.
- b. Send out at least 2 reminders (one on or about 1 December and one on or about 1 April) to committees and members regarding resolutions; how to input; how to decide to which committee they will belong and the correct procedure for filing resolutions.
- c. After zone meetings will coordinate with Chairperson of various committees to see that all resolutions are received and are being acted on. Will verify author of each resolution.
- d. Once resolutions are passed on at National Convention will make sure that resolutions are in proper format and ready for forwarding to National Office.
- e. Will decide appropriate sections in National Office each resolution will go to.
- f. Will do all follow-ups on questions not answered at time of the Fall Meeting with National Office.

Section 3: Duties of Website Editor

- a. Responsible for maintenance and content of website under supervision of the President which includes, but is not limited to the following:
 - i. Updating of national board information after election of new officers.
 - ii. Updates all state contacts throughout the year.
 - iii. Confirms all contact information.
 - iv. Inputs changes as they occur.
 - v. Inputs newsletters.
 - vi. Inputs resolutions and answers when received.
- b. When inputting information is mindful of:
 - i. Clarity of information.
 - ii. Correctness of information.
 - iii. Sensitivity of information being submitted.

EXPENSE REIMBURSEMENT

ARTICLE XX:

Section 1: The Association treasury shall pay the actual reasonable expenses of the Board of Directors' and the Executive Board's travel, lodging, and registration to attend meetings as called by the President to the extent that funds may allow. Expenses shall be claimed on a voucher and submitted to the Treasurer for reimbursement. The deadline for submitting these

vouchers will be within 30 days of attendance at either the Zone Meeting or National Convention. Vouchers for items purchased on behalf of NASE must also be submitted within 30 days of the purchase. The amount of reimbursement for expenses is subject to the budget and Board of Directors' approval.

In order to receive reimbursement for attendance at the Zone meeting or National Convention, member must attend all sessions of the meeting or convention.

Reimbursement for Board of Directors and Executive Board Members travel will be as follows, subject to budget and Board of Directors approval:

- a. Current government rate per mile by privately owned vehicle or actual expenses of public transportation.
- b. Lodging is expected to be double occupancy except for the President at National Convention.
- c. Registration fees will be paid in full.

Section 2: NASE will advance funds, not to exceed an amount to be determined by the Board of Directors, for actual, reasonable expenses incurred to host the National Convention. A report of actual expenses will be submitted to the Executive Board to account for the use of funds. Any remaining funds up to the amount advanced must be returned to the NASE treasury by October 1.

Reimbursement in an amount set by the Executive Board annually will be made to Zone Representatives for expenses incurred for the respective Zone meetings. Vouchers must be submitted within 30 days after Zone meeting for these expenses.

Section 3: Two officers' signatures will be required for approval of expense vouchers as follows:

- a. For President's vouchers, signature of Treasurer and Vice President.
- b. For Treasurer's vouchers, signature of President and Vice President.
- c. For all others, signatures by President and Treasurer.

DISSOLUTION OF ASSOCIATION

ARTICLE XXI:

Upon the dissolution of this Association, assets shall be distributed for one or more exempt purposes within the meaning of the Internal Revenue Code, or corresponding meaning of any future federal tax code. The Board of Directors at the time of dissolution will determine which public non-profit organization(s) will receive its assets. This decision will be rendered within 60 days of the accepted dissolution. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas in the County in which the

principal Office of the Association's financial keeper is then located, and assets will be distributed as the Court shall determine.