

NASCOE EXECUTIVE COMMITTEE POLICIES

The NASCOE Executive Policies are established in accordance with the By-Laws of National Association of FSA County Office Employees (NASCOE) adopted on July 20, 2023, or as amended. These Executive Policies will serve as a resolution to the By-Laws providing guidance to be followed by the NASCOE Executive Committee. These NASCOE Executive Policies shall be reviewed annually at a meeting of the Board of Directors and will remain in effect and dictate the operation of NASCOE on the items covered until amended by the Executive Committee or the Board of Directors of NASCOE.

1. NASCOE'S Board of Directors

As established by the By-Laws of National Association of FSA County Office Employees (NASCOE) adopted on July 20, 2023, or as amended, the number of Directors shall be equal to the product of the smaller of State Affiliates multiplied by two. Each State Delegate shall be automatically appointed as a Director. The Directors shall be responsible for the general management of the organization as stated in the By-Laws.

In view of the above, it is determined those persons serving as each state affiliate's members of the NASCOE Board of Directors at the National Convention are the state affiliate's members until the NASCOE Secretary is notified differently. NASCOE Secretary is to inform states of this policy annually and request state affiliates to promptly notify him or her as changes occur in a state affiliate's members. Secretary is to maintain an up-to-date list of the NASCOE Board of Directors and place them on the National Convention distribution list.

2. Membership Classes

As defined in Article 3.3 of the By-Laws, the Board may, from time-to-time by resolution, establish one or more additional classes of membership. In such an event, the designation of such additional class(es), and the qualifications and rights of members associated therewith, shall be determined by the Board. The Board shall also be entitled to reclassify, modify and/or eliminate any class or classes of membership (including, without limitation, the Regular Members class), in its discretion. The following are additional classes of membership:

- Associate Members - Any state affiliate may have associate members as determined by the state's Constitution and By-Laws. State associate members automatically are associate members of NASCOE upon submission of dues by the state affiliate to the national Treasurer. Dues for national association members shall be as determined by article 4.4 of the NASCOE By-Laws. Associate members may not vote, hold office, or be a member of a committee of the national Association. Associate members may participate in state association activity excluding those matters which may have a direct or indirect bearing on national NASCOE policy.
- Honorary Life Membership - Any person who was a member of his or her state association since the second year of formation or from the first full membership year of employment until retirement and an annuity is earned would be eligible for Honorary Life Membership in NASCOE. Honorary Life Membership is limited to those retaining their Retirement Rights. States must certify to the above at the time a request is submitted to the National Membership Chairperson for recognition as an Honorary Lifetime Member. NASCOE will supply an Honorary Lifetime Membership Card to the state. The State will be responsible for issuing the card to the recipient. If any state has a person they would like to recognize and the person does not meet the above requirements, the state may request a waiver with the proposed member's consent through the NASCOE National Membership Committee Chairperson. The

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request shall include the person's membership history and the reasoning for the exception. Such request will be acted upon by the Executive Committee at the next scheduled board meeting and the state will be notified of the board's action.

- Suspended State Affiliate Member – See restrictions listed in item 7 for a member whose state is in suspended status.

3. State Affiliates

As defined in Article 3.1 of the By-Laws, the Board shall have the authority to suspend and/or expel any State Affiliate for its failure to pay dues or any other circumstance that causes the State Affiliate to not be in good standing. To be admitted and remain in good standing as a State Affiliate, the State Association must, at a minimum:

- Have more than 50% of its eligible members as members of the State Association. The membership calculation is in item 4 of these NASCOE Executive Policies.
- Timely pay its dues to the Association, in the amounts and when due, as established by item 5 of these NASCOE Executive Policies.
- Maintain IRS filing as described in item 6 of these NASCOE Executive Policies.

Each State Affiliate shall keep and maintain accurate and complete records of its members (including, at a minimum, member names and contact information, the names of its State Delegates, and indicating whether each member is or is not in good standing with the State Affiliate) and shall provide such records to the Association promptly upon the request of any Association Officer.

The State Affiliate may be comprised of one or more States or US Territories as listed in one of the geographic regions of the NASCOE By-Laws. US Territories are not considered stand-alone State Affiliates but are eligible to join a State Affiliate in their geographic region as defined in the by-laws. Any State Affiliate may offer full State Membership to eligible employees in one of the US Territories or adjoining and neighboring States where NASCOE affiliation provisions are not met and/or have been suspended according to item 7 of these NASCOE Executive Policies. The list of Eligible State Affiliates is listed in Exhibit 1.

Each State Affiliate shall also promptly disseminate to its members such notices regarding the Association as the President or Secretary may direct from time-to-time.

4. Membership Calculations

According to NASCOE's By-Laws, a permanent appointment county office employee is defined as a permanent FSA employee whose work performance evaluation rating or reviewing official is the COC or DD, which includes CO and GS employees. CEDTs and FLOTs are also eligible. To ensure consistent membership counts, the Executive Committee has set the following rules for counting membership.

State Associations that allow GS employees to be full members will count all CO members and eligible GS members in their total count of membership. A membership percentage will be calculated by dividing this

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total by the total number of CO employees only in the state minus any CO employees who perform 100% Farm Loan work. This percentage will be capped at 100%. If a CO employee is doing 100% GS work and is a member, then they will be counted in the membership as well as total employees. NASCOE will provide data obtained from WDC, as available, but it is up to each state association to verify accuracy.

Furthermore, for states that allow GS members, however, only charge associate members' dues those states will only count them as associate members. They will not count in membership or employee total.

There are FSA Offices in the US Territories of Guam, Puerto Rico, and Virgin Islands, and there is a potential for CO Employees in the territories to be members of NASCOE. CO Employees in those territories may join a State Affiliate in one of the Areas as identified in the NASCOE By-Laws but will be calculated in the membership calculation like the GS method in the 2nd paragraph of this section.

At the beginning of each fiscal year, the NASCOE Membership Chair will evaluate each state's membership percentage using the best available data and provide a report to the Executive Committee. The Executive Committee will review the report, contact states who are below 50.01% membership, and provide a period to dispute or update NASCOE's available data. States who do not provide information to support membership more than 50% by the established deadline, but no later than August 1st, will be considered for suspension according to item 7 of these NASCOE Executive Committee Policies. The NASCOE Membership Chair will monitor suspended State Affiliate's membership percentage and recommend reinstatement immediately when a suspended state association's percentage is over 50.01%.

5. NASCOE Dues

The annual NASCOE dues set by the Board of Directors are \$65.00 for regular members and \$35.00 for associate members based on the fiscal year July 1, 2024 – June 30, 2025, and \$75.00 for regular members and \$35.00 for associate members based on the fiscal year July 1, 2025 – June 30, 2026, moving forward and will remain in effect until the Board of Directors takes action to change such dues. This applies to regular and associate members.

Membership dues are due and payable to the NASCOE Treasurer on July 1 for the forthcoming year. If an employee pays dues directly to their state association, the entire amount must be transmitted to the NASCOE Treasurer not later than the end of the first quarter (September 30), or no later than the end of the quarter in which the employee pays. If an employee is on dues check-off, at least ¼ of total dues must be transmitted to the NASCOE Treasurer within 10 days after the end of each quarter with the exception that all dues must be transmitted to the NASCOE Treasurer by June 30.

Transmittal/Dues Due Dates:

Q1 – October ~~15th~~ 10th

Q2 – January ~~15th~~ 10th

Q3 – April ~~15th~~ 10th

Q4 – June 30th

6. IRS Compliance

As an association of government employees, it is important that we set an impeccable example with regards to regulatory compliance. It is also vital to the function and image of NASCOE that both the member

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association and all state affiliates are non-profit. All state affiliates are responsible for maintaining their non-profit status by filing required IRS tax documents before the applicable deadline as determined by the IRS based on the association's fiscal year. Failure to file taxes for multiple years can result in the state association's loss of non-profit status with the IRS. State associations shall annually provide documentation to the NASCOE Treasurer by June 30 that their tax documents have been filed. State associations will need to work with the IRS to retain their non-profit status and following this coordinate with the NASCOE Treasurer and President to be reinstated.

7. Suspension

State Affiliates who fail to maintain the membership percentage, timely pay dues, or maintain IRS compliance as described in item 3 of these NASCOE Executive Policies will be subject to the following administrative actions:

- NASCOE President will submit a warning letter by August 15 of the year in violation placing the State Affiliates in a warning status along with a detailed explanation.
- State Affiliates still failing to be compliant by July 1 of following year of the warning status will be placed in probationary status. The NASCOE President will submit a letter by August 1 with a detailed explanation of the probationary conditions.
- If the State Affiliate is not in compliance by July 1 of the year after being placed into probationary status, the State Association will be suspended and/or expelled from the National Association, subject to a vote of the NASCOE Executive Committee.

State Affiliates in a warning or probationary status will need additional support from NASCOE to develop strong business processes to address the underlying cause of the noncompliance. Therefore, the Executive Committee recognizes that it is in the best interest of the national association to provide some rights and privileges to suspended state associations to aid state leadership's efforts to become reinstated. These rights and privileges may diminish over time if the suspended state affiliate does not meet the conditions to be fully reinstated.

During the warning period, NASCOE will allow a State Affiliate to be eligible to have jump teams in their state, send representatives to NASCOE meetings, such as the National Convention and Leadership Conference, with full stipends, and select two members to serve on the NASCOE Board of Directors. The members of the state affiliate will also still receive the benefits of a NASCOE member in good standing. The Executive Committee will review additional rights and privileges on a case-by-case basis.

State Affiliates in probationary status will lose eligibility for NASCOE travel reimbursement or stipends. The members of the state affiliate will still have access to the use of NASCOE attorney and be eligible to attend all events without travel stipends from NASCOE. Members will not be eligible to serve on the executive board or as a national chair until their state is no longer in probationary status and they are reinstated as a member in good standing. The Executive Committee will further review the rights and privileges of State Affiliates who have been placed into a probationary status and determine if any further reduction of privileges is warranted.

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Members of State Affiliates in a suspended status cease to be members of the National Association and any officer or committee holders from a suspended State Affiliate will immediately vacate their position. Vacancies will be filled according to the NASCOE by-laws. Members of suspended State Affiliate are also ineligible for benefits specific to individual membership with NASCOE, such as eligibility for area and national scholarships, as well as consultation with the NASCOE attorney. See Exhibit 2 for flow chart.

8. Standing Committees of NASCOE

The standing committees of NASCOE at the National Level are:

- Awards & Scholarship
- Benefits & Emblems
- Legislative
- Membership
- Programs & Negotiations
- Publicity
- Resolutions – Parliamentarian
- County Office Advocacy
- Technology

Only a County Office Employee in Good Standing as defined in the NASCOE By-Laws may be a member of a committee. The committee chairpersons shall be appointed by the President with concurrence by the Executive Committee and the committee members (one representative from each area) shall be appointed by the Area Executive with concurrence of the NASCOE President. The President shall be ex-officio member of all committees.

9. Reimbursements for Computers and Data Plans

- A. Reimburse newly elected officers or executive committee persons up to \$750 for the purchase of computer hardware and software.
- B. Reimburse new-appointed national chairpersons of NASCOE's standing committees up to \$500 for the purchase of computer hardware and software.

To be eligible for reimbursement, all computer equipment must be purchased within 3 months of taking office or being initially appointed. Anyone receiving a laptop stipend will be required to reimburse NASCOE at a pro-rated amount should they serve less than 12 months.

10. NASCOE Liability Insurance

These policies provide a variety of coverage for the officers and board members acting on behalf of NASCOE.

- A. Individual Policy: Provided by Chubb through Nixon & Lindstrom. This policy insures NASCOE in the event of a Wrongful Act, Employment Practice, Personal Injury, or Publishers Liability committed by an Officer of NASCOE. In the event that a lawsuit is filed against NASCOE and/or an officer the policy

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provides for defense costs and settlement not to exceed \$1,000,000 per incident with a yearly limit of \$1,000,000. This policy has many benefit clauses and restrictions of coverage regarding officers' operations.

- B. Income Tax Filing Policy: Provided by Anderson, Larkin, and Co. This policy insures NASCOE in the event of an audit or other IRS finding in which NASCOE might otherwise be determined to have erred in the completion of our taxes and found financially liable. The policy will cover the costs of representation during an audit and the differences between what the IRS determines owed and what the tax preparer calculated at the time of filing.
- C. Events Policy: Provided by Travelers through Nixon & Lindstrom. This policy is specifically for events sponsored by NASCOE or a State Affiliate. It provides NASCOE Officers and the Association coverage for each event. For example, the policy insures NASCOE against loss if a guest/member sustains an injury while attending an event or while being transported by NASCOE representatives to/from the event.
 - State Convention, Area Rally Coverage: The host state MUST notify the NASCOE Treasurer at least 2 weeks in advance to verify if there is room under our policy coverage for the year. Many convention sites (Hotels) will require the events policy for NASCOE to hold the event at their property. It is also important due to the fact that NASCOE holds many events off site of hotel.
 - National Meetings and Conventions: NASCOE Treasurer will notify insurer in advance of the event to verify the event is covered.

11. NASCOE News Flash by the President or Vice President

Periodic NASCOE information alerts or "News Flash" released by the National Publicity Chair, at the direction of the President or Vice President, are to be continued as in the past using "good judgment" in the releases. Questionable items for release will be discussed among the Officers prior to release. This includes official NASCOE releases via social media, including Facebook, Instagram, and the NASCOE App. Releases will generally be made electronically and should include:

- A. Members who have signed up for NASCOE emails through a distribution database through the NASCOE App, signed up as an active member on the NASCOE App, or who have otherwise followed NASCOE for social media releases.
- B. Executive Committee Members, Alternates, and National Committee Chairpersons, who will be responsible for distributing to State Association Officers, Area and State Committee Chairpersons, and the Board of Directors in their states.
- C. NASCOE and NAFEC
- D. Selected FSA personnel and others as deemed advisable by the NASCOE Officers.

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12. Periodic Releases

Executive Committee Members, National Committee Chairpersons, or Area Chairpersons are authorized to release information as they deem necessary and at whatever time(s) they deem necessary. Questionable items for release should be vetted by the Officers prior to release. Releases will generally be made electronically to the proper recipients with copies to the Officers, Executive Committee Members, and appropriate Committee Chairpersons or Area Chairpersons. RASCOE and NAFEC Activities

The Officers and others are to work closely with RASCOE and NAFEC for common goals. Everyone is cautioned to always be aware of NASCOE's By-Laws and the regulations and laws governing NASCOE's activities.

13. Legislative Contacts by State Associations and/or NASCOE Members

State Affiliates and/or members are encouraged to maintain and/or establish a working relationship with their respective members of Congress. Informed members of Congress will respond to specific requests of NASCOE more favorably than uninformed members of Congress.

Numerous state affiliates and NASCOE members continue to visit with and/or write members of Congress, thereby keeping them informed of NASCOE's activities, goals, desires, accomplishments, etc. This type of action continues to be an essential form of communication. State affiliates and/or members are encouraged to maintain and/or establish a working relationship with their respective members of Congress.

State affiliates and/or members are encouraged and requested to keep NASCOE informed of their Congressional and Coalition partner contacts whether made by letter, telephone, or in person. State affiliates and members are requested to keep NASCOE informed by periodically submitting a report of their Congressional and Coalitions activities to NASCOE's Legislative Committee Chairperson with copies to their respective Area Executive Committee Member.

This report may be via copies of their letter to members of Congress and/or Coalition partner along with the replies or by a brief written summary of their activities. Periodically, the Legislative Committee Chairperson is to submit a summary of state association and/or members legislative activities to the NASCOE Executive Committee.

The above action will permit NASCOE to keep abreast of state affiliates and/or NASCOE members' legislative and coalition actions and to further pursue pertinent information obtained by state associations and/or NASCOE members.

Everyone is reminded in their official FSA capacity; county employees cannot attempt to influence members of Congress in any manner to favor or oppose any legislation or appropriation. FSA employees acting as private citizens are free to express their viewpoints to members of Congress provided these activities do not take place during their regular tour of duty or utilize any government resources.

The Legislative Committee Chairperson will issue a release annually to states emphasizing the above, as well as prepare an article on the subject for Area Executives to include in their bulletins.

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14. NASCOE Newsletter and Area Bulletins

NASCOE will prepare a minimum of four national bulletins. These bulletins shall be distributed widely, using electronic distribution methods, including but not limited to posting to the NASCOE website, mass email distribution, and NASCOE App.

The NASCOE President and National Publicity Chair will work together to develop newsletter themes and assign articles. Article authors may include NASCOE Officers, Area Executive Committee Members and Alternates, National Committee Chairpersons, and other members as assigned by the NASCOE President.

Area Executives shall prepare and distribute, via email, a minimum of three area bulletins/area updates per year. Area Executives are encouraged to utilize area chairs to develop articles of importance to their area. All area bulletins shall be distributed to the Executive Committee, National Committee Chairs, and the National Publicity Chair shall ensure the bulletin is posted to the NASCOE App.

15. Annual Secretary's Report and Treasurer's Report

A. Annual Secretary's Report:

1. Report to contain information pertinent to the NASCOE year, including but not limited to a list of Officers, Executive Committee, National Chairs, and Board of Directors; material and financial assets of the association; Negotiation Items; budget information; and Executive Committee minutes. Additionally, any changes to NASCOE's By-Laws, the NASCOE Travel Policy, the Executive Committee Policies, or other major revisions of policies or procedure should be included.
2. In advance of the national convention the Report is to be posted on the NASCOE website.
3. The Secretary will provide the report via first class mail for any member specifically requesting it.

B. Annual Treasurer's Report:

1. Report to contain cumulative financial information for the fiscal year, including historical records for comparison, as well as any additional information the Officers determine is necessary for adequate Board of Director oversight.
2. The Treasurer will be responsible for submitting all financial reports to the Secretary timely for inclusion in the Annual Report.

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16. Instructions to Secretary and Treasurer

- A. Secretary is responsible for the following:
 - 1. Prepare and distribute to the Officers, Executive Committee Members and Alternates, and National Committee Chairpersons a list of telephone numbers and personal email addresses for the Officers, Executive Committee Members and Alternates, and National Committee Chairpersons.
 - 2. Officially notify Administrator, Associate Administrator, Deputy Administrators, and DAFO of NASCOE Officers and Executive Committee Members' names, addresses, phone numbers, and email addresses.
- B. Treasurer is responsible for the following:
 - 1. Obtain credit cards, such as Visa or MasterCard, for officers as needed and maintain an inventory listing of such cards.
 - 2. Work with an accountant, approved by the Executive Committee, to ensure all applicable taxes are completed and the income tax insurance is obtained.
 - 3. Annually remind state treasurers of their tax filing requirements. Monitor IRS reports to ensure affiliate compliance.

17. Distribution of Executive Committee Minutes

The secretary is to electronically distribute copies of all Executive Committee meeting minutes to NASCOE Officers, Executive Committee Members and Alternates, and National Committee Chairpersons to enable them to keep abreast of NASCOE activities. The naming convention for minutes will be year_month_day_location_meeting.

Upon request to the NASCOE Secretary from a regular NASCOE member, approved NASCOE Executive Committee minutes will be provided to that member. All approved minutes are included in NASCOE Annual Reports. No other distribution of NASCOE Executive Committee minutes is authorized.

18. Financial Accounts

- A. The Treasurer, or the Secretary in lieu of the Treasurer, is authorized to deposit funds not otherwise needed for immediate expenses in savings accounts, to purchase time certificates, etc., in such a manner as to obtain the greatest return possible while still maintaining accessibility of those funds.
- B. The NASCOE Secretary's signature shall be recorded as an alternate signer on NASCOE accounts with financial institutions. This will permit access to all accounts in the event the person responsible for the account is unable to sign for NASCOE.

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- C. A specified amount of NASCOE's funds will be set aside in a Certificate of Deposit, savings account, or other similar account to which neither the Treasurer nor the Secretary have access. The President and Vice-President shall be recorded as authorized signers on this account with the financial institution. The size of this account must be sufficient to meet all expected financial needs of NASCOE for any given period. This account will be accessed only in the event that NASCOE's regular funds cannot meet the normal obligations incurred by NASCOE. The status of this fund will be reported in the minutes of the NASCOE Executive Committee meetings at least twice annually.
- D. Any claim for reimbursement for an amount greater than \$1,500.00 shall be subject to second-party review by the Secretary prior to payment. All claims for reimbursement must be submitted to the NASCOE Treasurer within 30 days of incurred expense unless there are extenuating circumstances that would require Executive Board approval.
- E. The Treasurer will routinely submit a summarization of expenditures and collections, by month, to the Officers and Executive Committee Members.

19. Internal Audits

Every 3 years and/or when there is a transition in any position where finances are involved, there shall be an internal audit. Additional audits may be conducted as determined needed by the Executive Committee. The audit taskforce shall be made up of 3 members from across the nation plus the current NASCOE Treasurer and appointed by the President and approved by the Executive Committee. NASCOE Supplies

Membership and Sick Leave Certificates and membership cards may be obtained by states at no charge through the National Awards Chairperson and/or National Membership Chairperson.

20. Obsolete Records

Obsolete records which are not of permanent nature are eligible for destruction after the fifth year following the year they are originated, unless related to financial records and those are eligible for destruction after the seventh year following the year they are originated. The Secretary is authorized to send to each state association secretary any records on file which are eligible for destruction at the request of the state association.

21. Announcements of Candidates

The secretary is to notify states that NASCOE will post to the NASCOE Website announcements of persons desiring to run for any NASCOE office provided the announcement is received by the Secretary no later than May 15 of the applicable year. All announcements will be posted at the same time as soon after June 1 as practical. In no way is this to be construed that announcements must be publicized in this manner as candidates may, if they so desire, initiate their own mailing.

If no announcement for an Officer, Area Executive, or Alternate Area Executive is received by May 15, a statement will be placed on the NASCOE Website that no candidates have announced at this time for the respective position(s). Neither the NASCOE newsletter nor area bulletins are to be used for announcements

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of candidates. It is the responsibility of the candidate to ensure that the announcement has been correctly posted.

22. Convention Chairperson

The NASCOE Secretary and the NASCOE Treasurer shall serve as convention co-chairpersons for all NASCOE conventions with authority to act on behalf of NASCOE. The NASCOE Parliamentarian may serve as a co-chair at the discretion of the NASCOE President.

23. NASCOE Banner and State Flags

The NASCOE Secretary will have custody of the NASCOE banner and the state flags and be responsible for having them at each NASCOE Convention for display.

24. Committee Members – Certificate of Appreciation

All outgoing Committee Members (this does not include National Chairpersons), and Judges (including Alternates who serve as Judges) shall receive a NASCOE Certificate of Appreciation. Certificates will be provided by NASCOE to Area Executives for distribution to the respective area chairpersons. Area Executives are responsible for requesting the certificates from the National Awards Chairperson.

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25. NASCOE Member Eligibility for Benefits

(Award/Scholarship Member Eligibility Requirements are in the Awards Policy)

NASCOE policy is to make benefits available to NASCOE membership with the following guidelines:

- A. A current or former FSA employee (including NADD and NAFEC members) must be a member of NASCOE to the fullest extent allowed by his/her state to be eligible for benefits as purchased by the membership, and which excludes scholarships and awards. If the employee is eligible for regular membership, he/she must be a regular member of NASCOE. If the employee is only eligible for associate membership, he/she must be an associate member of NASCOE.
- B. A NASCOE and/or Honorary Lifetime member is eligible for any NASCOE benefit without further NASCOE membership. Exception: If NASCOE membership is an eligibility requirement of the company offering the benefit then the NASCOE member must also be a member of NASCOE.
- C. A NASCOE or NASCOE member's eligibility for benefits is extended to his/her spouse and dependent family members.

26. Awards-Scholarship Program Recognition

The National Awards/Scholarship/Emblem Chair shall work with the Area Executives to publish the names of all the recipients in the following categories in an area bulletin and ensure they are posted on the NASCOE website:

- A. National Distinguished Service Award Winners, including their picture and written nomination:
 - a. Service to FSA/Agriculture
 - b. Community Service
 - c. Service to NASCOE
- B. Scholarship: The names of all the Area and National Scholarship Winners, including a picture and news article on the National Scholarship Winner.
- C. Sick Leave: The names of all 3,000 hours and up Sick Leave Awardees.

27. Membership Awards

- A. Membership plaques for 25 years (and every 5 years thereafter) of 100% cumulative membership for County Offices will be issued on an annual basis at the NASCOE National Convention. Individuals who have maintained their membership for 25 consecutive years to align with their years of service (and every 5 years thereafter) will be issued a commemorative pin.
- B. NASCOE on an annual basis recognizes state associations with 100% membership at the NASCOE National Convention.

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- C. NASCOE Diamond Awards will be presented to members with 50 or more years, in 5-year increments of continuous membership in NASCOE. NASCOE will reimburse the cost of these members attending the National Convention the year they receive the award.

28. Honorary Life Memberships

Holders of Honorary Life Membership Cards will be permitted to register at the NASCOE National Conventions and will not be required to pay the basic registration fee, excluding any late filed registration fees. Host states shall indicate this benefit on the convention registration form and/or the NASCOE App.

29. State Affiliates Right to Develop Benefits

State affiliates have the right to develop benefit items exclusive to NASCOE members within their state. However, these benefits are not eligible for payroll deduction based on the NASCOE/FSA negotiated purpose of payroll deduction being for items available to all members.

30. Coalition Partner of the Year

NASCOE will provide the person selected by the Legislative Committee as “Coalition Partner of the Year” with a plaque and, if this partner attends that year’s National Convention, one night’s lodging at the convention hotel and \$250 toward travel.

31. NASCOE Attorney

A member in good standing is eligible for a consultation of up to one hour with the NASCOE Attorney if needed. NASCOE will reimburse the attorney for up to one hour of administrative review of the record on top of the one-hour consultation with the member. For access to this benefit a member will need to contact the NASCOE Vice President and submit the required documentation.

32. Programs Committee Chairperson Attendance at Management Meetings

Whenever possible the Programs Committee Chairperson’s attendance will be considered for any program-related meetings with FSA Management at the discretion of the NASCOE President. *

33. Officer and Executive Term Start Dates

The President, Vice-President, Secretary, Treasurer and Executive Committee will take office the first day of the month after election at the annual meeting and will serve through the last day of the month of election at the next annual meeting, or until such time as a successor has been duly elected and/or qualified in accordance with the By-Laws of the Association.

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34. Typical Meeting Schedule

The following meeting schedule does not include the Area Rallies and National Convention. The meetings below can be conducted in-person or virtual depending upon the situation.

MONTH	MEETING	ATTENDEES
September	Organizational	Executive Committee National Committee Chairpersons Second Year Alternative Executives
January - February	Pre-Negotiation	Executive Committee National Committee Chairpersons Second Year Alternate Executives Negotiation Consultants
April - May	Negotiation	Executive Committee Negotiation Consultants National Program & Negotiation Chairs
As Needed	FSA Management	President & Vice-President Others as Determined by President
As Needed	Legislative Conference or Mini Conference	Executive Committee Full Legislative Committee
Every 2 Years	NASCOE Leadership Conference	Executive Committee Others as Determined by President
Every Year June – September	NASCOE Board of Directors (National Convention)	Executive Committee National Committee Chairpersons Second Year Alternate Executives Board of Directors

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NASCOE State Affiliate Status

Exhibit 1

Northeast Area

Eligible Affiliates:

Connecticut
Delaware-Maryland
Maine

Massachusetts
New Hampshire
New York

Pennsylvania
Vermont
West Virginia

Warning Period Affiliates:

Rhode Island

Suspended Affiliates:

New Jersey

Northwest Area

Eligible Affiliates:

Idaho
Montana
Nebraska

North Dakota
Oregon
South Dakota

Washington-Alaska
Wyoming

Midwest Area

Eligible Affiliates:

Illinois
Indiana
Iowa

Michigan
Minnesota
Missouri

Ohio
Wisconsin

Southeast Area

Eligible Affiliates:

Alabama
Arkansas
Florida
Georgia

Kentucky
Louisiana
Mississippi
North Carolina

South Carolina
Tennessee
Virginia

Southwest Area

Eligible Affiliates:

Arizona
California-Hawaii
Colorado

Kansas
New Mexico
Oklahoma

Texas
Utah

Warning Period Affiliates:

Nevada

