

## NASCOE EXECUTIVE COMMITTEE POLICIES

Following are the general policies approved by the NASCOE Executive Committee. These policies will remain in effect and dictate the operation of NASCOE on the items covered until changed or amended by the Executive Committee or the Board of Directors of NASCOE at the Annual NASCOE Convention.

### 1. NASCOE'S Board of Directors and Maintaining an Updated List

NASCOE's Constitution and By-Laws states in Article III – Government, Section 1, of the Constitution, the following:

“The governing body of the Association shall be vested in a Board of Directors composed of two members from each state affiliate to be duly selected by the state affiliate and shall serve in the manner provided for in the By-Laws. These 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 mailing list. The Secretary will issue to states a list of NASCOE's Board of Directors, including addresses, to be used by states for NASCOE business.

### 2. Standing Committees of NASCOE

The standing committees of NASCOE are:

- A. Awards/Scholarship/Emblems
- B. Benefits
- C. Legislative
- D. Membership
- E. Program
- F. Publicity
- G. Resolutions – Parliamentarian
- H. NAFEC

### 3. Filling Vacancies on Executive Committee

In accordance with the NASCOE Constitution and By-Laws, the Executive Committee has authority to fill a vacancy in the position of Area Executive Committee Person. Before exercising this authority, the Executive Committee will consult with all state delegations within the Area under consideration. In the event the Alternate Executive position becomes vacant, the Executive for the Area will conduct a special election to fill the position for the unexpired term in accordance with the NASCOE Constitution and By-laws.

### 4. Telephone – NASCOE Officers

At NASCOE expense, the President, Vice President, Secretary, and Treasurer are authorized to have a NASCOE phone in their office to aid in conducting Association business during the tenure of their office. The Immediate Past President and Immediate Past Secretary are authorized to retain their NASCOE phone for one year following the last year in which they held their respective office. NASCOE will also provide all National Officers and Area Executives with phones, phone line and internet access in the county office, if desired.

5. Reimbursements for Computers, Data Plans, and Telephones

- A. Reimburse newly-elected officers or executive committee persons up to \$750 for the purchase of computer hardware and software. Reimburse all officers and executive committee persons up to \$100 per month for their wireless data plans.
- B. Reimburse new-appointed national chairpersons of NASCOE's standing committees up to \$500 for the purchase of computer hardware and software. Reimburse the legislative committee chair(s), CAPWIZ coordinator, and NASCOE webmaster up to \$60 per month for their wireless internet plans.
- C. To be eligible for reimbursement, all computer equipment must be purchased within 3 months of taking office or being initially appointed.
- D. Officers and Executive Committee persons may be reimbursed for additional telephone charges beyond their standard wireless plan needed to conduct NASCOE business.

6. Travel Policy

All NASCOE travel must be completed in accordance to the Official NASCOE Travel Policies as approved by the NASCOE Board of Directors. All NASCOE Members approved for official travel must adhere to the NASCOE Travel Policies except as follows:

- A. Advances to attend state association conventions or Board of Director's meetings, area rallies, or any other trip which is to be at NASCOE expense may be obtained upon request from the Treasurer, being sure the Treasurer understands what the advance is for. Advances should be requested in writing.
- B. All claims for expenses must be submitted on the Claim for Personal NASCOE Expense form provided by the Treasurer. Claims for travel that included an advance shall be completed and submitted to the Treasurer within 30 days. All claims for reimbursement must be submitted to the NASCOE Treasurer within 6 months of incurred expense unless there are extenuating circumstances that would require Executive Board approval.
- C. No person is eligible to receive dual NASCOE compensation to attend any meeting or function. If a person is eligible to receive compensation from both NASCOE and a state association, the total compensation cannot exceed the person's total travel cost.

7. NASCOE Liability Insurance through J.M. Marketing, (Not for Profit Organization Liability Policy)

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

- A. Individual Policy: 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 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. Events Policy: 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.

- I. State Convention, Area Rally Coverage: The host state MUST notify the Insurer at least 2 weeks in advance to add the event to the policy. Many convention sites (Hotels) will require the events policy in order 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.
- II. National Meetings and Conventions: NASCOE must notify the insurer at least 2 weeks in advance to add the event to the policy.

8. Federal Employee's News Digest and Federal Times

Officers, Executive Committee Members and National Committee Chairpersons are authorized to subscribe to these two publications at NASCOE expense.

9. Mailing NASCOE News Releases by the President, Vice President or Secretary

Periodic NASCOE information releases generally released by the Secretary over his or her signature, but in some cases over the signature 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. Mailings will be made to:

- A. State Association Officers, Committee Chairpersons (Awards, Benefits, Emblem-Programs, Legislative, Membership and Publicity), and Board of Directors.
  - B. NASCOE's Board of Directors, Executive Committee Members and Alternates, National Committee Chairpersons and members, past officers and immediate past Members of the Executive Committee and immediate past National Committee Chairpersons.
  - C. RASCOE and NAFEC
  - D. Selected FSA personnel and others as deemed advisable by the NASCOE Officers.
  - E. The Secretary will mail to recipients as many releases as feasible in one envelope.
10. Publicity Releases–NASCOE Newsletter – by NASCOE Officers, Area Executive Committee Members and Alternates and National Committee Chairpersons

These persons are encouraged to have a "by-line" article in the NASCOE newsletter as often as deemed advisable. The articles should be about each person's area of responsibility.

11. Periodic Releases – Executive Committee Members, National Committee Chairpersons, or Area Chairpersons

These persons are authorized to release information as they deem necessary and at whatever time(s) they deem necessary. They may mail their releases to the proper recipients with copies to the Officers and Executive Committee Members and appropriate Committee Chairpersons or Area Chairpersons OR they may prepare releases exactly as desired and submit to the Secretary for reproduction and distribution. Releases by the above persons may be in addition to or may supplement releases in Item 10 above.

12. 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 Constitution and By-Laws and the regulations and laws governing NASCOE's activities.

13. Assistance – Editor of Newsletter

The Newsletter Editor is authorized to secure help to assist in preparations of the newsletter typing, addressing, handling, etc. when approved in advance. Help of this nature will be paid by the Treasurer. The Editor will submit necessary tax record information and certification of time worked.

14. Assistance – Secretary

The Secretary is authorized to secure help to assist in carrying out the clerical work of NASCOE up to a maximum of \$5,000 per year at the discretion of the Secretary. The Secretary will submit necessary tax record information and certification of time worked. Treasurer is responsible for all other payroll functions in connection with such clerical help.

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

State associations 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.

NASCOE has obtained the usage of an automated message center to formulate contact with members of Congress, by sending alerts and messages of NASCOE's activities and desires. The automated system tabulates all messages sent to Congressional members in a variety of different ways. This automated system is a very important tool and its usage is highly recommended.

Numerous state associations 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 associations and/or members are encouraged to maintain and/or establish a working relationship with their respective members of Congress.

State associations 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 associations 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 association 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 write a letter to states emphasizing the above, as well as prepare an article on the subject for the NASCOE newsletter.

16. NASCOE Newsletter Mailings to County FSA Offices

Policy is to mail the NASCOE newsletter to every county FSA office regardless of NASCOE membership within the county. Some states have requested the NASCOE Secretary to remove specific counties from the mailing list to receive the NASCOE newsletter as no person within the county office is a NASCOE member nor has been for one year or more.

The following policy has been adopted relative to removing counties from the mailing list to receive the NASCOE newsletter:

- A. No county office is to be removed from the mailing list except by written request to the NASCOE Secretary by an officer of the respective state.
- B. No county is to be removed from the mailing list except when no person within the office has been a member of NASCOE (and the state association) for a period of at least one year excluding the year of the request.
- C. The state association is responsible to notify the NASCOE Secretary when one or more persons within a county which has been removed from the mailing list because of non-membership becomes a NASCOE (and state association) member and, thereby, becomes eligible to again receive the NASCOE newsletter.
- D. The Secretary is to notify states of the above policy annually.

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

- A. Annual Secretary's Report:
  1. Report to contain basically the same material as in previous years, including NASCOE's Constitution and By-Laws, the NASCOE Travel Policy, Guidelines for bidding on National Conventions and the Executive Committee Policies.
  2. The Report is to be distributed by first class mail in advance of the national convention as follows: NASCOE's Officers, Executive Committee and Alternates, National Committee Chairpersons and Board of Directors, state association officers and applicable USDA personnel. Mailing prior to the convention will permit recipients the opportunity to thoroughly study the report prior to the convention.
  3. The Secretary will take extra copies of the report to the convention for use if needed.
  4. If circumstances should occur that prohibit mailing as directed above, the Secretary will ship or carry the reports to the convention site for distribution.
- B. Annual Treasurer's Report:
  1. Report to contain basically the same material as in previous years, including cumulative financial information for the fiscal year, historical records for comparison, etc.
  2. The Treasurer will be responsible for submitting all financial reports to the Secretary timely for inclusion in the Annual Report.

18. Instructions to Secretary and Treasurer

Secretary is responsible for the following:

- A. Prepare and distribute to the Officers, Executive Committee Members and Alternates and National Committee Chairpersons a list of telephone numbers for the Officers, Executive Committee Members and Alternates and National Committee Chairpersons.
- B. Officially notify Administrator, Associate Administrator, Deputy Administrators and DAFO of NASCOE Officers and Executive Committee Members' names, addresses and phone numbers.

Treasurer is responsible for the following:

- A. Obtain prepaid calling cards for Executive Committee Members, National Committee Chairpersons and Officers and maintain an inventory listing of such cards.
- B. Obtain credit cards, such as Visa or MasterCard, for officers as needed and maintain an inventory listing of such cards.

19. Distribution of Executive Committee Minutes

Secretary is to 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.

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.

20. Secretary's Responsibility – Executive Committee Meeting Minutes

The Secretary shall be responsible for informing states of all pertinent items in minutes except for specific cases where someone else is directed to do so.

21. 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.
- C. A specified amount of NASCOE's funds will be set aside in a Certificate of Deposit, 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 of time. 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 6 months of incurred expense unless there are extenuating circumstances that would require Executive Board approval.

22. Monthly Summarization of Expenditures and Collections

The Treasurer will submit a summarization of expenditures and collections to the Officers and Executive Committee Members at the end of each month.

23. Dues

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 \$55 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 \$13.75 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.

24. Internal Audits

When there is a transition in any position where finances are involved, there shall be an internal audit.

25. 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.

26. Obsolete Records

All records maintained by the Treasurer which are current minus 1 year old, shall be forwarded to the NASCOE Secretary for central filing.

The Secretary is authorized to send to each state association secretary any records on file which are eligible for destruction at the end of each fiscal year. This will permit each state to make the decision as to whether to destroy the records or not. Obsolete records which are not of permanent nature are eligible for destruction after the fifth year following the year they are originated.

27. Announcements of Candidates

Secretary is to notify states through the NASCOE Now 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 Committee Person or Alternate Area Executive Person 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). The NASCOE newsletter is not to be used for announcements of candidates. It is the responsibility of the candidate to ensure that the announcement has been correctly posted.

28. Convention Chairperson

The NASCOE Secretary shall serve as convention chairperson for all NASCOE conventions with authority to act in behalf of NASCOE.

29. NASCOE Banner and State Flags

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

30. Committee Members – Certificate of Appreciation

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

31. 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 RASCOE 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 RASCOE member must also be a member of NASCOE.
- C. A NASCOE or RASCOE member's eligibility for benefits is extended to his/her spouse and dependent family members.

32. Awards-Scholarship Program Recognition

The NASCOE Awards Program shall publish the names of all of the recipients in the following categories in the NASCOE Newsletter and Website:

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

33. Membership Awards

- A. Membership plaques for 40 years (and every 10 years thereafter) of 100% membership for counties and members will be issued on an annual basis at the NASCOE National Convention.



- B. Recognition of state associations with 100% membership: That NASCOE on an annual basis recognizes state associations with 100% membership at the NASCOE National Convention.

34. 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 a registration fee. Host states shall indicate this benefit on the convention registration form.

35. State Association Right to Develop Benefits

Policy is that state associations 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.

36. NASCOE Web Site

The NASCOE President may appoint a NASCOE Webmaster with the technical responsibility of maintaining the NASCOE web site. The NASCOE web site will be under the supervision of the Publicity Committee Chairperson who will be responsible for overseeing the web content and acting as liaison between the Webmaster and NASCOE. The Webmaster may be asked to assist the Publicity Chairperson during national convention in facilitating sharing of ideas and techniques associated with web sites. In keeping with the policies of NASCOE any expense associated with maintaining the NASCOE web page must be approved in advance by the Executive Committee.

37. 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.

38. Programs Committee Chairperson Attendance at Management Meetings

In addition to the NASCOE Officers and Area Executive Committee persons, whenever possible the Programs Committee Chairperson will also be one of the NASCOE representatives attending any program-related meetings with FSA Management at the discretion of the NASCOE Executive Committee.

39. Membership Workgroup

At the annual organizational meeting, the Executive Committee shall determine if the membership workgroup shall be convened according to the following outline:

Membership Workgroup and Schedule for Continued Evaluation

A. Members

1. President
2. Vice President
3. National Membership Chair
4. All Area Membership Chairs
5. One Area Executive
6. Five new, young members (one from each area)
7. Others invited at the discretion of the President

B. Meeting Schedule

1. Every other year
2. Consider meeting in January, preferably in conjunction with the Pre- Negotiation Meeting

40. Typical Meeting Schedule

Month	Meeting	Attendees (see note below)
September	Organizational	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• National Committee Chairpersons</li> </ul>
November-December	FSA Management	<ul style="list-style-type: none"> <li>• Executive Committee</li> </ul>
January-February	Pre-Negotiation	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• National Committee Chairpersons</li> <li>• 2<sup>nd</sup> Year Alternate Executive Committeepersons</li> <li>• Negotiation Consultants</li> </ul>
As Needed	Legislative Conference or Mini-Conference	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Full Legislative Committee</li> </ul>
April-May	Negotiation	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Negotiation Consultants</li> </ul>

August	National Convention	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• National Committee Chairpersons</li> </ul>
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Note that sleeping rooms are shared for all meetings except the National Convention.

41 Effective Date

These Executive Committee Policies were amended and adopted by the NASCOE Executive Committee on:

September 1993	November 2003
September 1994	January 2004
September 1996	November 2004
February 1998	September 2006
September 1998	September 2007
February 1999	January 2008
August 1999	November 2008
September 1999	November 2009
September 2000	January 2010
March 2001	September 2013
September 2001	
February 2002	
September 2003	