

# CONSTITUTION AND BY-LAWS

## NATIONAL ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

### NASCOE

As Amended:1-Kansas City – 1960  
2-Albuquerque – 1963  
3-Columbus – 1966  
4-Wichita – 1967  
5-Buffalo – 1972  
6-Chicago – 1973  
7-Louisville – 1977  
8-Portland – 1978  
9-Louisville – 1986  
10-Norfolk – 1987  
11-Wichita – 1988  
12-Greensboro – 1990  
13-Atlanta – 1995  
14-Rochester - 1997  
15-St. Paul – 2002  
16-Salt Lake City – 2003  
17-Baltimore – 2004  
18-Asheville – 2013  
19-Cedar Rapids – 2016  
20-Manhattan – 2019  
21-Fort Wayne – 2021

### CONSTITUTION

#### ARTICLE I - NAME, OFFICE LOCATION AND PURPOSE

- Section 1** This Association shall be known as the National Association of FSA County Office Employees. The Association shall be commonly called NASCOE.
- Section 2** The offices of the Association shall be located in the cities of residence of the Association President and Secretary.
- Section 3** The purpose of the Association shall be to promote the welfare of the Association members.

#### ARTICLE II - MEMBERSHIP

- Section 1** Any member of a state association which is affiliated with the national association shall be a member of the national association. A state cannot be an affiliate of NASCOE and be afforded all rights, privileges, etc. of a state affiliate unless the state has in excess of 50% of its eligible members as members of the state association. No state is eligible for affiliation with NASCOE unless all NASCOE dues

collected within the state are transmitted to the NASCOE Treasurer. The amount of NASCOE dues will be as determined by the Board of Directors in accordance with Article I, Section 1 of the By-Laws.

**Section 2** Any non-profit state association, which may be comprised of one or more states, may affiliate with the national association upon payment of the national association dues. See Exhibit 1 to the By-Laws for a list of eligible state affiliates and areas.

**Section 3** Each individual member must show in good faith that he or she is interested in the purpose of this Association. He or she must not be a member of an organization of government employees who asserts the right to strike against the government of the United States; and during such time as he or she is a member of this Association, must not become a member of an organization of government employees who asserts the right to strike against the government of the United States; nor may a member engage in a strike against the government of the United States. Any person who belongs to an organization which advocates the overthrow of our constitutional form of government shall not be allowed membership in this Association. No officer nor member of NASCOE shall use his or her office or membership for the purpose of engaging in activities other than the stated purpose of this organization.

**Section 4** Any State Association, which may be comprised of one or more States, may also offer full State Membership to eligible employees in adjoining and neighboring States where NASCOE affiliation provisions are not met.

## **ARTICLE III – GOVERNMENT**

**Section 1** 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 in the By-Laws. These Directors shall be responsible for the general management of the organization as stated in the By-Laws.

**Section 2** The Officers of this Association shall be a President, a Vice-President a Secretary and a Treasurer and shall be elected and serve as provided in the By-Laws.

**Section 3** The Executive Committee shall consist of the four Officers and one member from each Area as outlined in the By-Laws. Alternates from each Area to serve in the absence of the Executive Committee person from his or her Area shall be provided. Election to be as provided in the By-Laws. The out-going President, Treasurer, and/or Secretary shall also be a member of the Executive Committee with full rights and privileges of the other members, except for the out-going Treasurer who will not vote, for a period of one year after their applicable office is vacated provided his or her eligibility as a member of the Association is retained.

**Section 4** The Executive Committee shall be the executive arm of the Board of Directors. It shall consider each preceding action taken by the Board to see that such action is carried out. At each meeting of the Board of Directors, the President shall report on activities of the Executive Committee. The President's report shall also include pertinent action by committees of NASCOE. The Board of Directors may accept, modify, reject or question the President's report. During the intervals between lawful meetings of the Board, the Executive Committee may authorize action which may be considered urgent but which has not been specifically considered by the Board. Such action must be in keeping with the Constitution and By-Laws of the Association. Minutes of all Executive Committee meetings shall be made available to the Board of Directors at each meeting relating activities of the Executive Committee. The Board of Directors may accept, reject, modify or question the action of the Executive Committee.

**Section 5** Only active, permanent FSA County Office employees under permanent appointment are eligible to hold any office or committee assignment of NASCOE. All persons holding an office or committee assignment must be a member of this Association.

#### **ARTICLE IV - AMENDMENTS**

**Section 1** This Constitution may be amended at any regular or special meeting of the Board of Directors by a vote of two-thirds of the members present, provided, however, that a copy of the proposed amendment shall have been mailed to all of the Directors not later than 30 days immediately preceding the meeting at which the proposed amendment is voted on.

## BY-LAWS

### ARTICLE I – DUES & TAXES

- Section 1** The annual dues of this association shall be set by the Board of Directors based on the fiscal year July 1 - June 30 and will remain in effect until the Board of Directors takes action to change such dues. This applies to regular members and associate members.
- Section 2** Any state affiliate failing to submit collected dues to NASCOE's Treasurer by the end of the fiscal year (June 30) is automatically suspended. The individual members of a suspended state shall cease to be members of the national Association. Any suspended state shall automatically be reinstated along with its individual members when dues are submitted. See Exhibit 1 for a list of eligible state affiliates and areas.
- Section 3** Any state affiliate failing to maintain their non-profit status with the IRS, as outlined in the NASCOE Executive Committee Policies, shall be subject to a vote of the Executive Committee for suspension. The individual members of a suspended state shall cease to be members of the National Association. Any suspended state shall be reinstated along with its individual members when the NASCOE Treasurer and President certify to the Executive Committee that the state affiliate is either in compliance or has completed the required steps to become compliant.

### ARTICLE II – MEMBERSHIP

- Section 1** Any permanent appointment FSA County Office employee who is a member in good standing of his or her affiliated state association shall be eligible to become an active member of this Association and upon payment of the state dues to the national association, said person will automatically become a member of this Association. A permanent appointment county office employee according to this section is defined as a permanent FSA employee whose work performance evaluation rating or reviewing official is the county committee or a district director. Further, the County Operations Trainees (COT's) and Farm Loan Officer Trainees (FLOT's) also meet the definition of a permanent appointment county office employee for membership eligibility purposes.

**Section 2** 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 under Article I, Section 1. 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.

**Section 3** 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 for RIF'ed employees is limited to those retaining their Civil Service 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 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.

## **ARTICLE III - MEETINGS**

**Section 1** There shall be at least one meeting of the Board of Directors annually. The time and place to be set by the Board of Directors. A quorum shall consist of a majority of the membership of the Board of Directors. In the absence of selection of time and place of the annual meeting by the Board of Directors, the Executive Committee shall make this determination. In addition to normal Association business, the Officers, including Area Executive Committeepersons and Alternate Area Executive Committeepersons, shall be elected.

**Section 2** Special meetings may be called by the President or by written petition of the majority of the Board of Directors. The time and place of such meetings shall be at the discretion of the President or the petition group.

**Section 3** Meetings of the Executive Committee may be called by the President or by written petition of the majority of the Executive Committee. The Secretary shall notify all members of the Executive Committee at least ten days prior to the meeting. A majority of the membership shall constitute a quorum.

**Section 4** No proxies shall be voted or allowed to vote in any regular or special meeting called in the manner provided herein.

#### **ARTICLE IV - ELECTION OF OFFICERS AND DIRECTORS**

**Section 1** The Board of Directors of this Association shall consist of two duly selected delegates from each member state affiliate. These Directors shall be responsible for the general management of the organization and shall elect the President, Vice-President, Secretary, and Treasurer. The Board of Directors from each Area shall elect their respective Area Executive Committeeperson and an Alternate.

**Section 2** In the event of a vacancy in the office of President, for any reason, the Vice-President shall assume, through succession, the office of President and will serve in this office for the remainder of the unexpired term. In the event of a vacancy in the office of Vice-President, Secretary, or Treasurer, the Executive Committee shall appoint a qualified person to fill such vacancy for the remainder of the unexpired term. In the event of a vacancy in the office of Area Executive Committeeperson, and no Alternate Committeeperson is available, the Executive Committee may appoint a qualified person to fill such vacancy for the remainder of the unexpired term or for that period of time required for election of the Executive Committeeperson by the Area in accordance with the procedure otherwise provided by these By-Laws. In the event the Alternate Executive Committeeperson position becomes vacant, the Executive Committeeperson for the Area where the vacancy occurred will conduct a special election to fill the position for the unexpired term in accordance with the procedure otherwise provided by these same By-Laws. Each state affiliated within the applicable area is to be entitled to two voting delegates. Such delegates are to be selected by each respective state affiliation.

- Section 3** The officers elected as provided for above shall serve as such officers for the Board of Directors.
- Section 4** 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.
- Section 5** The past President, Treasurer, and/or Secretary shall serve as outlined in Article III, Section 3, of the Constitution.
- Section 6** The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and one duly elected member (or the Alternate) from each of the Areas as described in Exhibit 1 to NASCOE's Constitution and By-Laws. The past President, Treasurer, and/or Secretary of the Association as described in Article III, Section 3 of the Constitution shall also be a member of the Executive Committee. The Alternate Executive Committee person shall serve in the absence of the regular elected member.

## **ARTICLE V – OFFICERS**

- Section 1** The President shall preside at all meetings, regular and special, of the Association and at all meetings of the Board of Directors and Executive Committee and shall perform all such duties as may be necessary to and pertaining to the office.
- Section 2** The Vice-President shall perform the duties of the President during his or her absence and at such times as the President, at his or her discretion, may deem necessary.
- Section 3** The Secretary shall conduct the official correspondence of the Association. He or she shall keep an accurate record of regular and special business meetings, including an accurate record of all transactions of the Association. He or she may disperse monies in lieu of the Treasurer subject to the approval of the Executive Committee. The Secretary shall keep accurate minutes of the meetings of the Board of Directors and the Executive Committee. The Secretary shall preside at meetings during the absence of the President and Vice-President. He or she shall perform such additional duties as the Association Board of Directors or the Executive Committee shall prescribe.

**Section 4** The Treasurer shall receive dues from all the state affiliates. He or she shall collect and disburse monies subject to the approval of the Executive Committee. He or she shall deposit all funds in an accredited financial institution or other accredited depositories subject to the approval of the Executive Committee. He or she shall give an audited financial report to the Association annually. The Treasurer shall also perform such additional duties, as the Association Board of Directors shall prescribe.

**Section 5** All disbursements of the Association shall be made by checks signed by the Treasurer or the Secretary in lieu of the Treasurer and shall be subject to approval by the Executive Committee. All expenses of the National Association of FSA County Office Employees shall be paid from the funds of the National Association of FSA County Office Employees.

**Section 6** The President shall give an annual report to the Association.

**Section 7** The Secretary shall give an annual report to the Association.

## **ARTICLE VI – COMMITTEES**

**Section 1** The standing committees of the Association shall be determined by the Executive Committee. The Committees of NASCOE shall perform duties as prescribed by the Board of Directors and/or the Executive Committee to fulfill the objectives and purpose of the Association. The President may appoint special committees subject to approval of the Executive Committee.

**Section 2** The committee chairpersons and committee members of each Committee shall be appointed by the President with concurrence by the Executive Committee.

**Section 3** The President shall be ex-officio member of all committees.

## **ARTICLE VII - PROCEDURE**

**Section 1** Roberts' Rules of Order shall govern the proceedings of all general, regular and special meetings of the Association and its constituent parts except as provided in these By-Laws.



## **ARTICLE VIII - POWERS OF DELEGATION**

**Section 1** Delegation of authority to committees or individuals shall be made by the President subject to the approval of the Executive Committee to represent the Association at any convention, meeting, assembly or legislative hearing as may be necessary. They shall have no authority by virtue of their appointment to obligate the Association to any expense or to concur in any action contrary to the express policies of the Association. The President or succeeding Officer shall serve as Chairperson of any delegation but in the event of his or her absence, he or she shall appoint a member to serve in his or her place.

## **ARTICLE IX - ASSISTANCE TO STATE ORGANIZATIONS**

**Section 1** The national Association will assist any state affiliate needing any type of assistance to promote membership, etc. within the general policies of NASCOE.

## **ARTICLE X - AMENDMENTS**

**Section 1** These By-Laws may be amended by a two-thirds vote of the Board of Directors present at any regular meeting or special meeting provided that the amendment proposed shall have been acted on according to the method set out in the Constitution for amendments to the Constitution.

<b><u>Area</u></b>	<b><u>Eligible Affiliates</u></b>	
Midwest	Illinois Indiana Iowa Michigan	Minnesota Missouri Ohio Wisconsin
Northeast	Connecticut Delaware-Maryland Maine Massachusetts New Hampshire	New York Pennsylvania Rhode Island Vermont West Virginia
Northwest	Idaho Montana Nebraska North Dakota	Oregon South Dakota Washington-Alaska Wyoming
Southeast	Alabama Arkansas Florida Georgia Kentucky Louisiana	Mississippi North Carolina South Carolina Tennessee Virginia
Southwest	Arizona California-Hawaii Colorado Kansas Nevada	New Mexico Oklahoma Texas Utah