

## 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 personal email addresses, to be used by states for NASCOE business.

### **2. Standing Committees of NASCOE**

The standing committees of NASCOE are:

- A. Awards & Scholarship
- B. Benefits & Emblems
- C. Legislative
- D. Membership
- E. Program
- F. Publicity
- G. Resolutions – Parliamentarian
- H. County Office Advocacy
- I. Technology

### **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

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election to fill the position for the unexpired term in accordance with the NASCOE Constitution and Bylaws.

### **4. 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 \$50 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), Publicity Committee Chair, Technology Coordinator, and NASCOE webmaster up to \$50 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.

### **5. 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 J&M Marketing. 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. 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 J&M Marketing. 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.
  - 1. 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.

**6. NASCOE News Flash by the President or Vice President**

Periodic NASCOE information alerts or “News Flash” released by the National Publicity Chair or Webmaster, 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 and Twitter. Releases will generally be made electronically and should include:

- A. Members who have signed up for NASCOE news releases through a distribution database as approved by the Executive Committee 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. RASCOE and NAFEC
- D. Selected FSA personnel and others as deemed advisable by the NASCOE Officers.

**7. 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.

**8. 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.

**9. 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.

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

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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 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.

### **10. 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 through social media.

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, along with their Area Publicity Chair, shall prepare and distribute, via email, a minimum of three area bulletins 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 and the National Publicity Chair shall be included to ensure the bulletin is posted to the NASCOE website.

### **11. 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 Constitution and By-Laws, the NASCOE Travel Policy, the Executive Committee Policies, or other major revisions of policies or procedure should be included.

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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 and take extra copies of the report to the convention for use if needed.

### 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.

## 12. **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 and personal email addresses 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 and email addresses.

Treasurer is responsible for the following:

- A. Obtain credit cards, such as Visa or MasterCard, for officers as needed and maintain an inventory listing of such cards.
- B. Work with an accountant, approved by the Executive Committee, to ensure all applicable taxes are completed and the income tax insurance is obtained.
- C. Annually remind state treasurers of their tax filing requirements. Monitor IRS reports to ensure affiliate compliance.

## 13. **Distribution of Executive Committee Minutes**

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.

**14. 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.
- E. The Treasurer will routinely submit a summarization of expenditures and collections, by month, to the Officers and Executive Committee Members.

**15. 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.

**16. 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 the both the member 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.

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States who fail to file taxes or provide the required documentation to NASCOE will be notified by the NASCOE Treasurer and placed in a warning status. States who fail to file for a second year will be placed in a probationary status and lose eligibility for NASCOE travel reimbursement or stipends. States who fail to file for a third year will be suspended from the National Association, subject to a vote of the NASCOE Executive Committee. 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.

### 17. Membership Calculations

According to NASCOE's Constitution and By-Laws, a permanent appointment county office employee is defined as a permanent FSA employee whose work performance evaluation rating or reviewing official in the COC or DD, which includes CO and GS employees. COTs (now CEDT's) and FLOTs are also eligible. In order 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 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.

### 18. Affiliation

According to NASCOE's Constitution and By-Laws, a state cannot be an affiliate of NASCOE unless the state has in excess of 50% of its eligible members as members of the state association. Additionally, a state affiliate is automatically suspended unless all NASCOE dues are submitted to the NASCOE Treasurer by the end of the fiscal year (June 30<sup>th</sup>). See the flow chart in Exhibit 1.

On July 15<sup>th</sup>, the NASCOE Treasurer will notify states who have not submitted dues for the previous fiscal year of their automatic suspension. Any suspended state will automatically be reinstated, along with its individual members, when dues are submitted.

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 appear to be below 50.01% membership, and provide a timeframe to dispute or update NASCOE's available data. States who do not provide information to support membership in excess of 50% by the established deadline, but no later than August 1<sup>st</sup>, will be suspended from the National Association. The NASCOE Membership Chair will monitor suspended state association's membership percentage and recommend reinstatement immediately when a suspended state association's percentage is over 50.01%.

**19. Suspension**

The NASCOE Constitution and Bylaws indicate a suspended state association cannot be afforded all rights, privileges, etc. of NASCOE affiliation. A state in suspended status will likely need additional support from NASCOE to develop strong business processes to address the underlying cause of the suspension. Therefore, the Executive Committee recognizes that 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 association does not meet the conditions to be fully reinstated.

In the first year of suspension, NASCOE will allow a state association to be eligible to have jump teams in their state, send representatives to NASCOE meetings such as the National Convention and Leadership Development with full stipends, and select two members to serve on the NASCOE Board of Directors. The Executive Committee will review additional rights and privileges on a case-by-case basis. The Executive Committee will further review the rights and privileges of state associations who have been suspended for an excess of one year and determine if any further reduction of privileges is warranted.

Members of states in a suspended status cease to be members of the national association and any office or committee holders from a suspended state association will immediately vacate their position. Vacancies will be filled according to the NASCOE Constitution and Bylaws. Members of suspended state associations are also ineligible for benefits specific to individual membership with NASCOE, such as eligibility for area and national scholarship as well as consultation with an attorney.

**20. Internal Audits**

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.

**21. 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.

**22. 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. Obsolete records which are not of permanent nature are eligible for destruction after the fifth 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.

**23. Announcements of Candidates**

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

**24. 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.

**25. 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.

**26. 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.

**27. 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.
- D. Associate NASCOE members may be limited to one-half hour with the NASCOE attorney, at the NASCOE Officers discretion, should the funding for this line item exceed the amount budgeted in any year.

**28. Awards-Scholarship Program Recognition**

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

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- 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 any 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.

### 29. **Membership Awards**

- A. Membership plaques for 25 years (and every 5 years thereafter) of 100% membership for County Offices will be issued on an annual basis at the NASCOE National Convention. Individuals who have maintained their membership 100% for 25 years (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.

### 30. **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.

### 31. **State Association Right to Develop Benefits**

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.

### 32. **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.

### 33. **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.

**34. 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.

**35. 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 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

**36. Typical Meeting Schedule**

<b>MONTH</b>	<b>MEETING</b>	<b>ATTENDEES</b>
September	Organizational	Executive Committee National Committee Chairpersons
November - December	FSA Management	President & Vice-President
January - February	Pre-Negotiation	Executive Committee National Committee Chairpersons Second Year Alternate Executives Negotiation Consultants
April - May	Negotiation	Executive Committee Negotiation Consultants National Legislative and Program Chairs
As Needed	Legislative Conference or MiniConference	Executive Committee Full Legislative Committee