

# CONSTITUTION

OHIO ASSOCIATION OF FSA COUNTY

OFFICE EMPLOYEES

# ARTICLE I

## NAME AND OBJECT

### SECTION 1.

This Association shall be known as the Ohio Association of FSA County Office Employees.

### SECTION 2.

The objective of this Association shall be: (1) To strive to maintain and improve the confidence, esteem and respect of the public for the FSA County Office Employees and the Farm Service Agency Committees, (2) To Cooperate with the Ohio FSA State Committee, the State Executive Director, The Ohio FSA County Office Employees and to improve FSA in Ohio, (3) to affiliate with and strengthen the National Association of FSA County Office Employees, (4) to be considered as, and placed on an equal basis with other Federal Employees, (5) to promote the status of its membership and the professional improvement of all FSA County Office Employees.

## ARTICLE II

### MEMBERSHIP

#### SECTION 1.

Any Ohio FSA county office permanent employee is eligible for regular membership in this Association. Eligible employees will become members upon payment of annual dues. The following individuals are eligible for associate membership in this Association upon payment of annual dues: (1) Temporary employees, (2) Former FSA Employees, (3) FSA field employees (active or retired), (4) Any Ohio FSA Committee member (active or retired), (5) State FSA office employees (active or retired). This does not entitle associate members to voting privileges.

#### SECTION 2.

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, nor may a member engage in a strike against the government of the United States. Any person who belongs to an organization that advocates the overthrow of our constitutional form of government shall not be allowed membership in this Association. No officer or member of the Ohio Association of FSA County Office Employees shall use his or her office of membership for the purpose of engaging in activities other than the stated purpose of this organization.

# ARTICLE III

## OFFICERS AND DIRECTORS

### SECTION 1.

The officers of this Association shall be a President, A First Vice-President, A Second Vice-President, a Secretary and a Treasurer, to be elected by and from the Board of Directors.

### SECTION 2.

The Board of Directors shall consist of two Directors or two Alternates from each FSA District Directors District in the state as established at the date of his/her election. One Director and one Alternate being a CED, and one director and one Alternate being a subordinate employee to the CED from each district. District boundaries shall be reviewed by the Board of Directors at annually each meeting and be re-established, if necessary. The immediate Past President of the Board of Directors, a representative of the Ohio ASCS/FSA Retirees, and the President of NAFEC shall serve as ex-officio members.

### SECTION 3.

The Directors of this Association shall take office on January 1 following their election. The officers of this Association shall serve until their successors are elected. The annual meeting of the Board of Directors shall be held not later than January 31 of each year.

## ARTICLE IV

### ELECTION OF DIRECTORS

#### SECTION 1.

Two Directors and two Alternates shall be elected from each District. The person receiving the highest number of votes shall be the Director, and the person receiving the second highest number of votes shall be the Alternate. Directors and Alternates shall be elected for a term of two years. In the event of a director vacancy, the Alternate shall assume the responsibility for the Director. Furthermore, the Board of Directors shall appoint an Alternate from said District to fill such vacancy in the position of Alternate. The Board of Directors shall determine when a special election should be held to ensure equal representation among Districts.

#### SECTION 2.

Directors and Alternates in Districts 1, 2, 3, and 5 shall be elected to begin a new term of office beginning January 1 of even numbered years. The Directors and Alternates in Districts 4, 6 and 7 shall be elected to begin a new term of office beginning January 1 of odd numbered years. The President shall appoint, not later than November 15 of each calendar year, a Nominating Committee composed of two regular members from each District holding an election. The Nominating Committees are to nominate a minimum of two CED and two subordinate employees to the CED for the office of Directors of the District and complete the election by December 15.

## ARTICLE V

### MEETINGS

#### SECTION 1.

There shall be one annual meeting of the Board of Directors held at the call of the President not later than January 31 of each year.

#### SECTION 2.

Other meetings may be held at the call of the President or at the discretion of the majority of the Board of Directors, at a place to be designated by the Board of Directors.

#### SECTION 3.

Meetings of the Membership of the Association may be called by the President at the direction of the Board of Directors.

#### SECTION 4.

All meetings and official business of this association shall be at the expense of the Association and not at any cost to the Government, except as directed by procedure.

# ARTICLE VI

## COMMITTEES

### SECTION 1.

All committees shall be appointed by the President.

### SECTION 2.

The number of committees, the nature and extent of their duties, shall be such as the Board of Directors believes will best execute the program of work of this Association.

## ARTICLE VII

### DUES

#### SECTION 1.

The annual regular membership dues shall be established by multiplying the annual scheduled salary as of July 1 of each calendar year by .2 percent.

If determined by a two-thirds (2/3) majority of the voting Directors, dues may be modified for a specific dues year.

All memberships other than regular COF employees, shall be considered associate, with dues determined by the Board of Directors at the organizational meeting to be held by January 31 of each year.

#### SECTION 2.

Dues become payable July 1 each year, and become delinquent after October 1. Delinquent dues may or may not be accepted at the discretion of the Board of Directors.

## ARTICLE VIII

### QUORUMS

#### SECTION 1.

A quorum of Board of Directors must be present to conduct a vote. A quorum shall consist of a majority of said Directors or Alternates acting in the absence of the Directors.

ARTICLE IX  
CONDUCT OF MEETING

SECTION 1.

Roberts Rules of Order shall cover the discussions and parliamentary procedure in all meetings of this Association and of its Board of Directors.

## ARTICLE X

### VACANCIES

#### SECTION 1.

The first Vice-President shall serve in the absence or inability of the President. The Second Vice-President shall serve in the absence or inability of the President and First Vice-President.

#### SECTION 2.

The CED Alternate Director of a District shall serve in case of absence, death, ineligibility or resignation of a CED Director and the Subordinate Employee Director Alternate shall serve in case of absence, death, ineligibility or resignation of a Director.

#### SECTION 3.

In the absence, ineligibility or removal for cause of a Vice-President, Secretary or Treasurer, the office shall be filled by appointment of the President until the election of a successor at the next meeting of the Board of Directors.

# ARTICLE XI

## FINANCIAL MATTERS

### SECTION 1.

The Treasurer shall deposit all funds of this Association in an accredited bank or banks and keep adequate records of collections and withdrawals. The funds shall be deposited in the name of the Association and the Treasurer shall be bonded by an accredited bonding firm at the expense of the Association. The bond amount will be determined by the Board of Directors.

### SECTION 2.

The President, or Acting President, and Treasurer must approve the withdrawal of any or all funds from the Associations account.

### SECTION 3.

The President or Acting President and Treasurer shall refuse to pay any expense incurred by any person or committee until all required expense accounts are properly presented to and filed with the Treasurer.

### SECTION 4.

The President shall appoint, not later than December 15 of each calendar year, a Committee composed of three regular members of the Association to audit the financial records of the Association for the current calendar year as kept by the Treasurer. This Committee shall submit its report as of the close of business prior to the annual meeting of the Board of Directors to be held during January of each year.

## SECTION 5.

Any person selected by the Board of Directors to serve as representative at official NASCOE functions will be reimbursed for expenses as approved by the Board of Directors.

## ARTICLE XII

### DUTIES OF OFFICERS AND DIRECTORS

#### SECTION 1.

The duties of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice-President, Secretary and Treasurer shall be those usually devolved upon such an officer, except as otherwise stipulated in this document.

#### SECTION 2.

The Board of Directors shall have power to transact all business of this Association. Delegations of Authority for this purpose may be made at the discretion of the Board of Directors.

#### SECTION 3.

The Secretary shall conduct the official correspondence of the Association. The Treasurer shall keep an accurate record of all transactions of the Association. He/She shall collect and disburse all moneys subject to the approval of the President. He/She shall give an accurate financial report of the Organization annually. He/She shall perform such other duties as the Board of Directors shall prescribe.

#### SECTION 4.

The President shall also serve as Chairman of the Board of Directors and shall be a member of all standing Committees.

The President recommends that the Vice-President assist the President by nominating the Chairperson positions of Awards, Emblems, Legislative,

Membership, Publicity and Scholarship. Other Vice-President duties needed as directed/delegated by the President.

The Second Vice-President shall serve as Chairman of the Annual Ohio Convention.

## **SECTION 5.**

The following outlines the Chairperson(s) basic duties:

**Awards Chairperson:** The Award Committee Chairperson should read the Awards Handbook and be familiar with the rules of the Awards Program. He/She should be aware of the timetable for submitting and judging of Awards nominations. The Chairperson shall be aware of the importance of adhering closely to the timetable and be sure the Directors/Members have a full understanding of the Awards requirements.

Further, the Awards Chairperson shall send timely notices to the Directors/Members encouraging the promotion of the Awards Program awards. These shall be sent early enough for Members to adhere to the timetable for Awards selection and judging. The Awards Chairperson shall notify the State winners, send a congratulatory letter to person(s) who submitted the nomination, notify the Area Awards Chairperson , Area Executive Chairperson, Alternate Area Executive Chairperson, and the winners. The Awards Chairperson shall be responsible for placing the order for the purchase of plaques of recognition, or other form(s) of recognition that the State deems appropriate.

The Awards Chairperson shall be responsible for verifying that nominations submitted from the state meet the eligibility requirements. Any nominations that do not meet the requirements shall be returned to the person who submitted the nomination for action.

The Awards Chairperson shall keep the Area Judges informed of their duties and actions.

**Benefits Chairperson:** The Benefits Chairperson should keep Directors/Members abreast of any information that could possibly be of value in pursuing more benefits for our members.

The Benefits Chairperson should work closely with the legislative Chairperson in working on common issues with Congress.

**Emblems Chairperson:** The Emblem Chairperson will be responsible for encouraging Emblem displays at the State Convention. He/She may be responsible for securing the displays and keeping track of the sales and monies to be sure it reaches the Treasurer.

Continue to come up with new Emblem ideas and pass them onto the Directors.

**Legislative Chairperson(s):** The Legislative Chairperson shall keep abreast of any legislation that could have an effect on our membership. Don't hesitate to contact the Area Chairperson if you hear or read something that may have been unknown to others.

The Legislative Chairperson: shall make telephone calls and written correspondence with Congressional contacts whenever it is deemed advisable to promote action in the membership's behalf. He/She shall encourage the membership to contact their Congressional representative and have a working relationship with them. Be knowledgeable of the proper procedure to make contacts with Congress and advise the Area Legislative, Directors and Membership of this in your communications with them.

Work closely with Benefits Chairperson in following legislation which may affect membership.

Be aware that the information, news articles, etc... may have an effect on FSA. Pass pertinent information onto the Area Benefits Chairperson and Area Legislative Chairperson.

**Membership Chairperson:** The Membership Chairperson should encourage Members to submit dues promptly to the OASCOE Treasurer when collected. Monitor dues submission from Members in the State.

The Membership Chairperson shall request names and addresses of FSA employees who have not paid their NASCOE dues and shall write a letter to be mailed to each one. A copy of this list shall be forwarded to the Area Membership Chairperson who will also send a letter.

**Publicity Chairperson:** The Publicity Chairperson shall prepare a newsletter/website with current information for the Membership of OASCOE. The newsletter/website shall be promoted for Membership to

view. The Publicity Chairperson is encouraged to take pictures at Conventions, Retirements etc.. and include them with articles in their State Newsletters and submit the articles with pictures to the Area Publicity Chairperson. States with active newsletter promotion seem to have the larger membership. Publicity Chairperson is encouraged to participate in the newsletter contest.

**Scholarship Chairperson:** The Scholarship Chairperson should read the Awards Handbook and be familiar with the rules of the Awards program as it pertains to Scholarships. He/She should be aware of the timetables for submitting and judging the Scholarship applications. The Chairperson shall be aware of the importance of adhering closely to the timetables and be sure the Judges have a full understanding of the Awards requirements.

The Scholarship Chairperson shall send timely notices to the Directors/membership encouraging promotion in the Scholarship Program. These shall be sent early enough for states to adhere to the established timetables.

The Scholarship Chairperson shall notify the Area Scholarship of the Area Winner(s). He/she shall also notify all non-winners that their application can be resubmitted if all eligibility requirements remain in effect.

The Scholarship Chairperson shall be responsible for verifying that applications submitted meet the eligibility requirements. Any application that does not meet the requirements shall be returned to the applicant for revision, if time permits.

## ARTICLE XIII

### AMENDMENTS

#### SECTION 1.

This constitution may be amended, revised, or repealed at any meeting of the Board of Directors by an affirmative vote of two-thirds (2/3) of the Directors making up the quorum.

#### SECTION 2.

All amendments or revisions so made shall be effective immediately.

#### SECTION 3.

The original constitution dated July 16, 1960 and all revisions and amendments to the constitution adopted March 14, 1964; January 18, 1975; January 14, 1989; November 15, 1992; March 8, 1997; January 24, 1998; and May 16, 1998, November 11, 2004 are hereby repealed and the above constitution adopted March 21, 2002. with revisions adopted on November 12, 2004.