

Constitution and By-laws
Pennsylvania Association of FSA County Office

Employees (PACOE)

CONSTITUTION

Article I – Name and Objective

Section 1

This association shall be known as the Pennsylvania Association of FSA County Office Employees (PACOE).

Section 2

The objective of this association will be to promote the prestige of the position and welfare of the members.

Article II - Membership

Section 1

Any permanent Pennsylvania FSA County Office Employee on active duty may become a member of this association by paying the annual membership dues of this association.

Any person interested in the purpose of this organization may become a non voting associate member by paying the annual associate membership dues.

Section 2

Any permanent FSA County Office employees in adjoining and neighboring states, whose State Association does not meet the requirements to affiliate with NASCOE, may become Alternative Members of this association until such time as their home State Association meets the requirements, by paying the annual membership dues.

Article III - Executive Committee

Section 1

The Executive Committee shall consist of 12 representatives from 3 districts (1, 2, and 3) as aligned by the PA State FSA Office. Four representatives from

each district will be elected by majority vote of association members of the district, and shall be responsible for the general management of the organization.

In each district, members with the next highest votes will serve a

as alternates.

When a representative is elected to an officer position (President, Vice-President, Secretary and Treasure) an alternate will fill the representative vacancy to maintain 4 representatives in each district.

The outgoing President shall be a member of this Committee with voting privileges.

Section 2

The Executive Committee shall be elected annually in February. The Executive Committee shall have an annual reorganization meeting in March. Officers will take office July 1st. The ballots shall be disposed after 30 days unless the Executive Committee request longer retention.

Section 3

The Executive Committee shall serve from July 1 through June 30.

ARTICLE IV - AMENDMENTS

Section 1

This Constitution may be amended at any regular or special meeting of the Board of Executive Officers 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 Executive Committee Members not later than 30 days immediately preceding the meeting at which the proposed amendment is voted on.

BY-LAWS

ARTICLE I - DUES

Section 1

Membership dues rate shall be established by the Executive Committee based on a factor not to exceed .003 times the employee's gross salary at Grade, step 1 in effect July 1.

Annual associate membership dues shall be set annually by the Executive Committee. (See Article II)

Section 2

Annual Alternative Member dues shall be set annually by the Executive Committee. (See Article II)

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.

Section 2

Pennsylvania or 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.

Article III - Meetings

Section 1

The annual meeting of the Executive Committee shall be called by the President.

Section 2

Other meetings may be held at the call of the President or a quorum of the Executive Committee.

Article IV – Election Officers

Section 1

The officers of this association shall be a president, vice-president, a secretary and a treasurer.

Section 2

The Executive Committee shall determine who is to represent them at the national convention, also alternates.

Section 3

The Executive Committee shall elect the officers of the association. The president, vice-president, secretary and treasurer shall be elected from the executive committee and shall hold office for one year or until his/her successor is elected and qualified.

Section 4

The terms of office for the president, vice-president, secretary and treasurer shall be from July 1 through June 30 each year, or until their successor is elected.

Section 5

The officers shall be elected annually in March and take office July 1st.

Section 6

The officers shall be elected by a majority vote of the Executive Committee members present.

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. 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 Pennsylvania members. 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 and keep an adequate record of collections and withdrawals. He or she shall give a 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 President in lieu of the Treasurer and shall be subject to approval by the Executive Committee. All expenses of the Pennsylvania Association of FSA County Office Employees shall be paid from the funds of the Pennsylvania Association of FSA County Office Employees.

Section 6

Section 6

The President shall give an annual report to the Association.

Section 7

The Secretary shall give an annual report to the Association.

Section 8

The vice-president shall serve in the absence of the president.

Section 9

In case of vacancy of the office of the president, the vice-president shall become president and serve the unexpired term. In case of vacancy of the offices of vice president, secretary, or treasurer, that office shall be filled by the executive committee.

ARTICLE VI - COMMITTEES

Section 1

The standing committees of the Association shall be determined by the Executive Committee. The Committees of PACOE shall perform duties as prescribed by the Executive Committee to fulfill the objectives and purpose of the Association. The President may appoint special committees subject to approval by 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 an official member of all committees.

Article V - Quorum

Section 1

A quorum at any meeting shall be a majority of the elected Executive Committee members.

Article VI - Committees

Section 1

All committees except the Executive Committee (See Article III-1) shall be appointed by the President.

Section 2

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

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 X - Amendments

Section 1

This constitution and by-laws may be amended or revised by a majority vote of the members of the association present and voting favorable at the annual meeting.

Section 2

The executive committee shall notify the members 30 days in advance of any proposed amendments or revisions and place of meeting at which time they will be voted upon.

Section 3

All amendments or revisions so made shall go into effect immediately.

Article IX - Financial Matters

Section 1

The Treasurer shall deposit all funds of this association in an accredited bank designated by the executive committee as depositories for the funds of the association and keep an adequate record of collections and withdrawals.

Section 2

The President and Treasurer must approve the withdrawal of any and all funds from the Association's account.

Section 3

The association shall provide security bond for the Treasurer.

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