

**CONSTITUTION AND BY-LAWS
FOR THE
GEORGIA ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES**

CONSTITUTION

ARTICLE I - NAME AND PURPOSE

SECTION 1.

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

SECTION 2.

The purpose of this association is to promote the general welfare of the employees within the scope of USDA and State FSA Committee rules, regulations and policies.

SECTION 3.

The Georgia Association of FSA Committee Employees will not affiliate or become a part of any other organization that has objectives or fosters activities contrary to the objectives of the organization.

SECTION 4.

This organization will not participate in any strike against the Government of the United States or any agency or instrument of the Federal Government.

ARTICLE II - MEMBERSHIP

SECTION 1.

Any regular Georgia county-level FSA employee on active duty may become a member of this association by paying the annual membership dues of this association.

SECTION 2.

Any regular Georgia FSA State Office employee, State FSA Committee person, retired county FSA employee, or person with GACOE-related interest may become an associate member of the association by paying the annual associate membership dues. An associate member will not have the right to serve as executive committee person, to hold an office in the association or any voting rights.

ARTICLE III - EXECUTIVE COMMITTEE

SECTION 1.

The executive committee shall consist of two members and four alternates from each District. This committee determines district boundaries. The executive committee shall be elected by association members of the District and shall be responsible for the general management of the organization. Each member shall have an opportunity to vote in his or her district.

SECTION 2.

The executive committee election shall be completed annually by October 1 as prescribed in Article VII of the by-laws.

SECTION 3.

Executive committee persons shall serve until a successor is selected according to the by-laws.

SECTION 4.

The immediate Past President will serve as an ex-officio member on the executive committee following the completion of his or her term as President until the next President takes office.

ARTICLE IV - OFFICERS

SECTION 1.

The officers of this association shall be a President, Vice-President, Secretary, and Treasurer.

SECTION 2.

The executive committee shall elect the officers of the association after carefully reviewing qualified personnel with the members from their respective districts.

SECTION 3.

Each officer and executive committee person must have a clear and satisfactory record and if at any time he or she becomes unsatisfactory while in office, the executive committee shall remove him or her.

SECTION 4.

The annual terms of office for the President, Vice-President, Secretary, and Treasurer shall begin November 1 and end October 31 or when a successor is elected, whichever is later.

SECTION 5.

The officers shall be elected annually by December 1.

SECTION 6.

The officers shall be elected by a majority of the executive committee members present. The vote shall be by secret ballot. Ballots shall be counted and the results reported in the presence of the executive committee.

SECTION 7.

Candidates or their sponsors for the office of President, Vice-President, Secretary, or Treasurer should announce their candidacy to the membership not later than October 1.

ARTICLE V - VACANCIES

SECTION 1.

The Vice-President shall serve in the temporary absence of the President.

SECTION 2.

In case of vacancy of the office of the President, Vice-President, Secretary, or Treasurer, a person to be selected by the executive committee shall fill that office.

SECTION 3.

Any executive committee person who voluntarily transfers out of the district he or she represents shall vacate their position and be replaced by an alternate.

ARTICLE VI - AMENDMENTS

SECTION 1.

This Constitution and by-laws may be amended or revised by a majority vote of the executive committee members present.

SECTION 2.

The Secretary shall notify all members at least one month in advance of any proposed amendments or revisions along with the place and time that the executive committee will meet to consider these changes.

SECTION 3.

All amendments or revisions so made shall become effective immediately.

BY-LAWS

ARTICLE 1 - MEETINGS

SECTION 1.

The President shall call the annual meeting of the executive committee to elect officers.

SECTION 2.

The President of the executive committee may call other meetings of the executive committee.

SECTION 3.

Meetings shall be conducted according to Robert's Rules of Order.

SECTION 4.

Minutes of all executive committee meetings will be mailed to the officers and executive committee persons within 30 days after the meeting.

ARTICLE II - QUORUMS

SECTION 1.

A quorum at any executive committee meeting shall be a majority of the elected executive committee members.

ARTICLE III - COMMITTEES

SECTION 1.

The President shall appoint all committees except the executive committee.

SECTION 2.

The number of committees and the nature and extent of their duties shall be determined to best execute the agenda of this association.

ARTICLE IV - DUES

SECTION 1.

The executive committee shall set the annual membership dues annually. Dues should be paid no later than January 31. Dues for new employees will be waived for the first membership year of their employment. Membership is on a yearly basis - January 1 through December 31. Election of payroll deduction for dues constitutes full membership. An executive committee person or officer failing to transmit dues to the Treasurer by January 31 shall be removed from their position in the association.

SECTION 2.

The executive committee shall set the dues of the associate members annually.

ARTICLE V - FINANCIAL MATTERS

SECTION 1.

The treasurer shall deposit all funds of this association in an accredited bank or banks designed by the executive committee and keep adequate records of all collections and withdrawals.

SECTION 2.

The President and Treasurer must approve withdrawals of any or all funds from the association account, as authorized by the executive committee.

SECTION 3.

The association shall provide a security bond for the Treasurer.

SECTION 4.

The association shall provide for an annual audit of all records of collections and disbursements.

SECTION 5.

The Treasurer shall provide a detailed written and itemized semi-annual financial report to the executive committee. Copies of the report are to be furnished to all members.

ARTICLE VI - SPACE AND FACILITIES

SECTION 1.

No official funds, equipment, supplies, or employee time during hours of duty shall be used for the association's business.

ARTICLE VII - ELECTION OF EXECUTIVE COMMITTEE

SECTION 1.

Executive committee members and alternates shall be elected for two-year terms. One member and two alternates shall be elected from each district annually. Employees grade CO-9 or higher shall be elected in even numbered years and employees grade CO-8 or less in odd numbered years. No committee person can serve as an officer and committee person at the same time.

An election committee in each district of no less than two members shall be appointed annually by the current executive committee representatives from the district. A nominating petition will be mailed to each member by September 1. Anyone making a nomination must sign a statement that the nominee is willing to serve if elected. Nominating petitions will be returned to the election committee. All eligible nominees will be placed on the ballot. A slate of at least three candidates shall be placed on the ballot. If at least three different nominations are not received, then the election committee will complete the slate. Ballots will be mailed to each member by September 15 with instructions to return the ballot to the election committee for tabulation no later than September 30. The person receiving the most votes will be a district executive committee person. The candidates receiving the 2nd and 3rd most votes will be named first and second alternates, respectively. In the case of a tie, the names will be placed in a box and a name drawn out for the position. Candidates involved in the tie will be given the opportunity to be present during the drawing.