

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

ARTICLE I.-NAME AND OBJECT

Section 1- This association shall be known as the Texas Association of FSA County Employees.

Section 2- The objectives of this association shall be: 1. To strive to maintain and improve the confidence, esteem, and respect of the public for the FSA County Employees and for the Farm Service Agency Committees; 2. To promote the welfare of Texas Farmers and Texas Agriculture; 3. To cooperate with the Texas State FSA Committee, the State Executive Director, and his staff to improve the FSA in Texas; 4. To be considered as, and be placed on an equal basis with privileges of other Federal employees, and 5. To promote the professional improvement of its membership.

ARTICLE II. - MEMBERSHIP

Section 1- Any Texas FSA County Employee may become a member of this association by paying the annual membership dues of this association.

Section 2- Other supporters of TASCOE may become a non-voting associate member by paying the annual associate membership dues.

ARTICLE III. - OFFICERS AND DIRECTORS

Section 1- The officers of this association shall be a president, vice-president, and a secretary-treasurer.

Section 2- The Board of Directors shall consist of one director or alternate director, in the absence of the director, from each FSA district in the state.

Section 3- The following shall serve ex-officio on the Board of Directors:

- 1. The immediate past president for one year after vacating the office of president.**
- 2. Any member of the association who is also serving on the Executive Committee of NASCOE.**
- 3. The immediate past secretary-treasurer for one year after vacating the office.**

Section 4- Only active County FSA employees serving under regular appointment shall be eligible to hold any office of this association. FSA county employees serving

or have served under a regular appointment and a member, either regular or associate, in good standing may be appointed to a committee assignment within this association.

Section 5- The Executive Committee shall consist of the three officers of this association and shall be the executive arm of the Board of Directors. The outgoing President, and or secretary treasurer, shall also be a member of the Executive Committee with full rights and privileges of the other members for a period one year after their office is vacated provided their eligibility as a member of the association is retained. 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 by-laws of the institute and must be reported to and ratified by the Board at the next lawful meeting.

ARTICLE IV- ELECTION OF OFFICERS

Section 1- Each FSA district shall elect one director and one alternate director by vote of the members of the district. Alternates may act only in the absence of the director. All directors and alternates shall be elected not later than September 30. The director and alternate shall be elected for a term of two years or until their successors are elected and qualified. Even numbered districts will elect directors and alternates on even years, and odd numbered districts will elect directors and alternates on odd numbered years. The district directors will elect the officers from the general membership at the annual board meeting of the association. The district director and alternate shall be elected by the members of the FSA district as established by the State FSA committee (in regular election situations).

Section 2- The President, Vice-President, Secretary-Treasurer, and Executive Committee will serve until 15 days after the later of the NASCOE Convention or the TASCOE Convention.

Section 3- Candidates for President, Vice-President, and Secretary/Treasurer must announce for candidacy 30 days prior to the annual meeting in order to be considered for office. Nominations from the floor will only be accepted in cases where an office did not have any candidates announce within the 30 day deadline.

ARTICLE V. –MEETINGS

Section 1- There shall be one annual meeting of the Board of Directors held at the call of the president at the time and place designated by the Board of Directors.

Section 2- Other 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 meeting shall be at the discretion of the President or petitioning group.

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

ARTICLE VI.- COMMITTEES

Section 1- The number of committees, the nature and extent of their duties shall be such as the Board of Directors believes will best execute the programs of work of the Association.

Section 2- Members of all committees shall be appointed by the president.

Section 3- The president shall be an ex-officio member of all committees.

ARTICLE VII.- DUES

Section 1- The annual membership dues for the succeeding year shall be set by the Board of Directors at their annual meeting.

Section 2- Dues become payable May 1, each year and become delinquent after July 1.

ARTICLE VIII. - QUORUMS

Section 1- A quorum of the Board of Directors and any committee consist of a majority of the said members.

ARTICLE IX. – CONDUCT OF MEETINGS

Section 1- Roberts Rules of Order shall cover the discussions and parliamentary procedure in all meetings of this association.

ARTICLE X- VACANCIES

Section 1- The vice-president shall serve in the absence or inability of the President.

Section 2- In the case of a director vacancy (except for district line changes), the alternate will serve until the next scheduled election for that district. If the alternate cannot serve for any reason, an election will be held within 90 days within the district to fill the unexpired term.

Section 3- In the absence, disability, or removal for cause of the Vice-President or Secretary-Treasurer, that office in either case shall be filled by appointment by the

President until the next meeting of directors.

Section 4- In the event of district line changes, the following provisions will apply:

Resulting districts that do not contain a current director will hold a special selection and the elected director will serve the greater of 1 year or until the next scheduled election.

Resulting districts that contain one current director – that director will serve until the next scheduled election.

Resulting districts that contain two or more current directors – the director with the most represented membership (previous members) will be the director until the next scheduled election.

ARTICLE XI. – FINANCIAL MATTERS

Section 1- The secretary-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.

Section 2- The secretary- treasurer must approve the withdrawal of any or all funds from the Association's account.

Section 3- The treasurer shall refuse to pay any expense incurred by a person or committee until all required expense accounts are properly presented to and filed with the secretary-treasurer.

Section 4- The secretary- treasurer shall be bonded for an amount that would cover any loss.

Section 5- The President shall appoint a committee of three (3) members, who are not directors, each year to audit the books and report to the president.

ARTICLES XII. – DUTIES OF OFFICERS AND DIRECTORS

Section 1- The duties of the President, Vice- President, and Secretary-Treasurer shall be those usually devolved upon such officers, 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-Treasurer shall conduct the official correspondence of the organization. The Secretary-Treasurer will give an accurate report, which will

include beginning and ending balances of all accounts of TASCOE since the previous financial report. The report shall also include a descriptive summary of disbursements and collections on arriving at these balances. This type of report shall be given any time a majority of the TASCOE Directors meet to conduct official TASCOE business. The Secretary-Treasurer shall collect and disburse all monies. The Secretary-Treasurer shall perform such other duties as the Board of Directors may prescribe.

By majority vote of the board of directors at the annual meeting, the duties of the Secretary-Treasurer may be delegated to any regular member of the association. An individual delegated authority under this paragraph shall be known as the Executive Secretary for TASCOE. The Executive Secretary, once appointed, will serve as an ex-officio member of the association's Board of Directors and under the direct supervision of the Executive Committee.

Section 4- The president shall also serve as Chairman of the Board of Directors.

ARTICLE XIII. –AMENDMENTS

Section 1- This constitution and by-laws may be amended, revised or repealed at any annual or special meeting of the Board of Directors by an affirmative vote of 2/3 (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.

Section 2- All amendments or revisions so made shall go into effect immediately.

4-16-96 /s/
Jerry L. Harris

4-01-03 /s/
Jim Bob Solsbery

Amendments

10/17/59	Art. III. Sec. 3	4/9/66	Art. IV., Sec. 1
10/15/60	Art. XI., Sec. 4 & 5	“	Art. VII. Sec. 2
10/27/62	Art. III., Sec. 3	4/15/67	Art. VI., Sec. 1 & 2
“	Art. IV., Sec. 1	“	Art. VIII., Sec. 1 & 2
“	Art. XI., Sec. 2 & 3	“	Art. X., Sec. 2 & 3
“	Art. XII., Sec. 3	4/20/68	Art. III., Sec. 4 & 5
10/5/63	Art. II., Sec. 1 & 2	“	Art. IV., Sec. 2
10/9/64	Art. V., Sec. 2	“	Art. V., Sec. 4
“	Art. VII., Sec. 1	“	Art. V., Sec. 3
8/20/65	Art. 1., Sec. 2	3/22/72	Art. III., Sec. 3

	Item 3	3/30/73	Art. III., Sec. 2
“	Art. 1., Sec. 2	“	Art. IV., Sec. 1
	Item 4	“	Art. XIII., Sec. 1
“	Art. III., Sec. 1	10/4/74	Art. III., Sec. 2
“	Art. X., Sec.1 & 3	“	Art. IV., Sec. 1
“	Art. XII., Sec. 1	“	Art. X., Sec. 2
		3/18/75	Art. III., Sec. 2
		“	Art. IV., Sec. 1
			Art. X., Sec. 2
		3/21/78	Art. II., Sec. 2
		10/05/84	Art. IV., Sec. 2
		10/19/90	Art. II., Sec. 3, 4, 5
		“	Art. XII., Sec. 3
		7/30/92	Art. IV., Sec. 2
		4/16/96	Art. IV., Sec. 1, 3
		4/16/96	Art. X., Sec. 2, 4
		4/16/96	Art. XII., Sec. 3
		4/01/03	Art. IV., Sec. 2

TASCOE

BOARD POLICIES

Following are the general policies approved by the TASCOE Board of Directors. These policies will remain in effect and dictate the operation of TASCOE on the items covered until changed or amended by the Executive Committee or the Board of Directors of TASCOE at the Annual or any interim meeting.

1. Secretary-Treasurer Report

- A. Report to contain TASCOE's Constitution and By-Laws, the TASCOE Travel Policy, Financial Statement, and the Executive Committee Policies.
 - B. The report is to be distributed by first class mail in advance of the annual meeting as follows: TASCOE officers, board members, and applicable Texas FSA personnel.
 - C. The secretary-treasurer will take extra copies of the report to the annual meeting for use if needed.
 - D. If circumstances should occur that prohibit mailing as directed above, the secretary-treasurer will ship the reports to the convention site for distribution.
2. NASCOE supplies. The secretary-treasurer is to maintain a supply of certificates, membership cards, etc. to furnish upon request with no charge.
 3. Distribution of Executive Committee Minutes Secretary-treasurer is to distribute copies of all executive committee meeting minutes to TASCOE officers, and board members to enable them to keep abreast of TASCOE/NASCOE activities.
 4. Secretary-Treasurer's Responsibility – Executive Committee Meeting Minutes. Distribute copies of all executive committee meeting minutes to TASCOE. The secretary-treasurer shall be responsible for informing the board of all pertinent items in minutes except for specific cases where someone else is directed to do so.

5. **Financial Accounts.** The secretary-treasurer is authorized to deposit excess funds (if any) in savings accounts, to purchase time certificates, etc., in such a manner as to obtain the most interest possible and yet so the funds will be available if needed.
The TASCOE president's signature shall be recorded as an alternate signature, with financial institutions where TASCOE funds are deposited. This will permit access to all accounts in the event the person responsible for the account is unable sign for TASCOE.
6. **Convention Chairperson.** The TASCOE secretary-treasurer shall serve as convention chair-person for all TASCOE conventions with authority to act in behalf of TASCOE. The Executive committee will appoint a TASCOE member to act as the convention coordinator. The coordinator will assist in the arrangements for the convention under the direction of the secretary-treasurer.
7. **Obsolete Records.** The secretary-treasurer is authorized to dispose of all eligible record he/she deems necessary to destroy. Records are eligible for destruction after the fifth year following the year they are originated.
8. **TASCOE Banner.** The secretary-treasurer will have custody of the TASCOE banner and be responsible to have it at each TASCOE Convention.
9. **Instructions to Secretary-Treasurer.** Secretary-treasurer is responsible for the following:
 - A. Prepare and distribute to the officers, and committee members a list of telephone numbers for officers, and committee members.
 - B. Obtain telephone credit cards for executive committee members and committee chairpersons.
 - C. Officially notify the State Executive Director, the Assistant to the State Committee and the State Committee Chairperson, Texas State FSA, of TASCOE officers and executive committee members name, addresses and phone numbers.
10. **Announcements of Candidates.** Secretary-treasurer will notify the board of directors that TASCOE will mail announcements to run for any TASCOE office provided the announcement is received by the secretary-treasurer no later than 60 days prior to the annual meeting. All Announcements will be mailed in one envelope as soon after the deadline as practical. In no way is this to be construed that announcements must be publicized in this manner. Candidates may, if they so desire, initiate their own mailing. TASCOE TALES is not to be used for announcements of candidates. Secretary-treasurer will distribute announcements received after the application deadline only if they can be included with other material that is being mailed out.

11. TASCOE’S Board of Directors and Maintaining an Updated List

TASCOE’s Constitution and By laws states in Article III – Officers and Directors, Section 2 of the Constitution, the following:

“The board of directors shall consist of one director or alternate director in the absence of the director, from each FSA district in the state.”

In view of the above, it is determined those persons serving as members of the TASCOE Board of Directors at the annual meeting are the official Board members until the TASCOE secretary-treasurer is notified differently. The TASCOE secretary-treasurer is to inform the board of this policy annually and request district election committees to promptly notify him if changes occur. Secretary-treasurer is to maintain an up-to-date list of the TASCOE Board of Directors, the secretary-treasurer will issue a list of the TASCOE Board of Directors including addresses, to the board membership in any way desired.

12. Telephone – TASCOE Officers The TASCOE President and Secretary-Treasurer are authorized to have a TASCOE phones in their offices to aid in conducting TASCOE business.

13. Telephone Credit Cards. The use of telephone credit cards, billed to secretary-treasurer’s phone, is authorized for members of the Executive Committee, TASCOE Officers and Committee Chairpersons. Credit card calls are to be made for TASCOE business only. Good judgment to be exercised in the frequency and length of telephone call to avoid undue expense. Telephone logs will be kept and mailed to the secretary-treasurer on the 1st day of the month.

14. Advance of Expenses for TASCOE annual meeting State Board of Director’s Meetings, Area Rallies, Etc., to Officers, Executive Committee Members, Committee Chairpersons, Board of Directors, etc.:

A. Advances to attend TASCOE’s Annual Meeting or Board of Directors’ meetings, area rallies, or any other trip which is to be at TASCOE expense may obtained upon request from the secretary-treasurer, being sure the secretary- treasurer understands what the advance is for. Advances should be requested in writing.

B. All claims for expense are to be on a claim for Personal TASCOE Expense form provided by the secretary/treasurer. The claim should be completed and submitted promptly.

14. Accident Insurance. When traveling at TASCOE expense and filing travel claims directly the TASCOE secretary/treasurer, each individual is authorized to purchase an accident insurance policy in the amount of \$100,000 on an

individual basis for each time travel by air is requested and authorized. Reimbursement to be requested on the claim for personal TASCOE Expense form when claim for travel expense (including other expense involved with the travel, hotels, meals, etc.) is submitted to the TASCOE secretary/treasurer for payment.

16. **Federal Employee's News Digest (Edited by Joe Young) and Federal Times Officers, and the legislative committee chairperson are authorized to subscribe to one of these two publications at TASCOE expense.**

17. **TAFEC Activities.** The Officers and others are to work closely with TAFEC for common goals. Everyone is cautioned to always be aware of TASCOE's Constitution and by-laws and the regulations and laws governing TASCOE's Activities.

18. **Selection Committee – Distinguished Service Awards – PI&A Program.**
The selection committee for judging distinguished service award nominations will be as follows:

A committee of not less than three (3) or more than five (5) TASCOE members appointed by the chairperson of the PI&A Committee.

The PI&A chairperson is responsible to notify PI&A committee members of this policy.

19. **TASCOE Newsletter Mailing to County FSA Offices.** Policy is to mail the TASCOE newsletter to every county FSA office regardless of TASCOE membership within the county. Individuals have requested the TASCOE secretary/treasurer to remove specific counties from the mailing list as no person within the county office is a TASCOE member nor has been one for one year or more.

The following policy has been adopted relative to removing counties from the mailing list to receive the TASCOE newsletter:

- A. No county office is to be removed from the mailing list except by written request to the TASCOE secretary/treasurer by the TASCOE District Director representing the county to be removed.

- B. No county is to be removed from the mailing list except when no person within the office has been a member of TASCOE for a period of at least one year excluding the year of the request.

- C. The District Director is responsible to notify the TASCOE secretary/treasurer when one or more persons within a county which has been removed from the mailing list because of non-membership becomes a

TASCOE member and, thereby, becomes eligible to again receive the TASCOE newsletter.

20. Members are encouraged and requested to keep TASCOE informed of their Congressional contacts whether made by letter or in person. Members are requested to keep TASCOE informed by periodically submitting a report of their Congressional activities to TASCOE's Legislative Committee Chairperson with copies to the State Officers.
21. The report may be via copies of their letter to members of Congress along with the replies or by a brief written summary of their activities. Periodically, the Legislative Committee Chairperson is to submit a summary of the members' legislative activities to the TASCOE executive committee.
22. The above action will permit TASCOE to keep abreast of TASCOE members' legislative actions and to further pursue pertinent information obtained by TASCOE members.
23. Everyone is reminded in their official FSA capacity, county employees can not 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.
24. The Legislative Committee Chairperson will write a letter to the TASCOE Board of Directors emphasizing the above, as well as prepare an article on the subject for the TASCOE newsletter.
25. Monthly Summarization of Expenditures and Collections. The secretary-treasurer will submit a summarization of expenditures and collections to the executive committee member quarterly.
26. Standing Committees of TASCOE. The standing committees of NASCOE are:
 - Benefits
 - Emblems
 - Legislative
 - Membership
 - Professional Improvement and Awards (PI&A)
 - Publicity
 - Finance
 - Scholarship
 - Door Prizes
 - NAFEC Rep

27. TASCOE District Director Elections.

Incumbent directors shall appoint a district election committee, DEC, consisting of three members. At least 2 should be program technicians and all 3 should be from different counties. No member of this committee should be from a county office in which a candidate is on the ballot. Ballots should not be canvassed in the same county as a candidate.