

CONSTITUTION AND BY-LAWS
SOUTH CAROLINA ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

SCASCOE

AS AMENDED FEBRUARY 1, 2011

CONSTITUTION

ARTICLE I - NAME, OFFICE LOCATION, AND PURPOSE

- Section 1: This association shall be known as the South Carolina Association of FSA County Office Employees and shall be commonly known as "SCASCOE."
- Section 2: The offices of the Association shall be located in the city of residence of the Association President and/or Secretary, unless otherwise designated by the Board of Directors.
- Section 3: The purpose of the Association shall be to promote the welfare of the Association members.

ARTICLE II - MEMBERSHIP

- Section 1: Any permanent FSA county office employee shall become a regular member of the State Association upon payment of State Association dues.
- Section 2: Each individual member must show in good faith that he or she is interested in the purpose of the 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, and during such time as he or she is a member of this Association must not become 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 which advocates the overthrow of our constitution form of government shall not be allowed membership of this Association. No officer or member of SCASCOE shall use his or her office or membership for the purpose of engaging in activities other than the stated purpose of this organization.
- Section 3: Any county office employee may be rejected and/or dismissed from membership in the State Association by a two-thirds vote of the Board of Directors of the State Association.
- Section 4: Former ASCS/FSA county office employees and persons other than permanent FSA county office employees may become Associate Members of the State Association, without voting privilege, when invited by a member of the State Association and approved by a two-thirds vote of the Board of Directors of the State Association being present as a quorum and payment of dues.

- Section 5: Each FSA District Director and at least one representative of the State FSA Office shall be invited to be associate members of the State Association. Members of the State FSA Committee and other employees of the State FSA Office should be invited by a State Officer to be associate members.
- Section 6: Honorary members shall be those persons who have performed outstanding service for the State Association and upon whom the Association may desire to confer such distinction. The election of persons to this classification shall be subject to the approval of the Board of Directors of this Association.

ARTICLE III - GOVERNMENT

- Section 1: The governing body of the association shall be vested in a Board of Directors composed of three members from each SCASCOE district. The (4) SCASCOE districts are set in accordance with the current District Director areas and will remain unchanged until the Board of Directors, by a plurality vote, approves changes. The Board of Directors from each district shall be duly elected and certified by the member counties, and shall be elected for service in the manner provided in the By-Laws. These directors shall consist of at least one regular county office employee other than a County Executive Director. These directors shall be responsible for the general management of the Organization as stated in the By-Laws.
- Section 2: The Executive Committee shall consist of the three State Officers, the immediate Past President of the State Association, and one member from each SCASCOE district as outlined in the By-Laws. Alternates from each district to serve in the absence of the Executive Committee Member from each district shall be provided. Except for vacancies and/or promotions, either the Member of the Executive Committee or the Alternate must be a regular county office employee other than a County Executive Director. Election to be as provided in the By-Laws.
- Section 3: The officers of this Association shall be a President, Vice-President, and a Secretary-Treasurer, and shall be elected and serve as provided in the By-Laws.
- Section 4: The Executive Committee shall be the executive arm of the Board of Directors. It shall consider each preceding action taken by the Board to see that such action is carried out. At each meeting of the Board of Directors, the President shall report on activities of the Executive Committee. The President's report shall include pertinent action by Committees of SCASCOE. The Board of Directors may accept, modify, reject, or question the President's report. During the intervals between meetings of the Board, the Executive Committee may authorize action which may be considered necessary but which has not been specifically considered by the Board. Such action must be in keeping with the Constitution and By-Laws of the Association. Minutes of all Executive Committee meetings shall be made available to the Board of Directors at each meeting relating activities of the Executive Committee. The Board of Directors may accept, reject, modify, or question the action of the Executive Committee.

- Section 5: The SCASCOE President and Vice-President shall be the State Association Members of the National Board of Directors. In the event that the President and/or Vice-President are unable to attend the annual meeting of the National Association, the State Board of Directors shall elect the alternate delegate(s).
- Section 6: The member and alternate elected from each District to serve on the Executive Committee shall also serve as Chairman and Vice-Chairman respectively for the District at all of its functions.
- Section 7: Vacancies on the State and District Board of Directors shall be filled as provided in Article IV of the By-Laws.

ARTICLE IV - AMENDMENTS

- Section 1: This constitution may be amended at any regular or special meeting consisting of a quorum of the Board of Directors when so approved 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 directors not later than thirty (30) days immediately preceding the meeting at which the proposed amendment is voted on.
- Section 2: All amendments to the Constitution shall become effective the first day of the first month following approval of the Board of Directors.

BY -LAWS

ARTICLE I - DUES

- Section 1: The annual dues of the Association shall be set annually by the Board of Directors, based on Association year, July 1 - June 30.
- Section 2: Any member failing to submit dues by the end of the Association year (June 30) is automatically suspended and shall automatically cease to be a member of this association. Any suspended member shall automatically be reinstated when dues are submitted.
- Section 3: All newly hired permanent FSA County Office employees may immediately become members by paying a prorated dues for their first SCASCOE dues year of employment. The prorated dues amount shall be based on the time left in the dues year from the date hired, but such prorated dues shall not be less than the amount of dues to be paid to NASCOE for that dues year.

ARTICLE II - MEMBERSHIP

- Section 1: Any permanent appointment FSA county office employee shall be eligible to become an active member of this Association upon payment of dues to the State Association unless rejected by the Board of Directors as set forth in the Constitution.

Section 2: Associate members as determined by the Constitution automatically are associate members upon submission of dues to the Secretary-Treasurer of the Association. Dues for Associate members shall be as determined under Article I, Section 1, of the By-Laws. Associate members may not vote, hold office, or be a member of a committee of the State Association. Associate members may participate in Association activity excluding those matters which may have a direct or indirect bearing of SCASCOE policy.

ARTICLE III - MEETINGS

Section 1: There shall be at least one meeting of this association annually, the time and place to be set at the discretion of the Board of Directors, provided, however, that the meeting held for the purpose of electing officers may be considered the annual meeting.

Section 2: Special 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 meetings shall be at the discretion of the President or the petitioning group.

Section 3: Meetings of the Board of Directors shall be held at least annually at such time and place as the Board may designate. A majority of the members of the Board of Directors shall constitute a quorum.

Section 4: Meetings of the Executive Committee may be called by the President or by written petition of the majority of the Executive Committee. The Secretary and/or the President shall notify all members of the Executive Committee at least ten (10) days prior to the meeting, if possible. A majority of the membership shall constitute a quorum.

ARTICLE IV - ELECTION OF OFFICERS AND DIRECTORS

Section 1: A District Board of Directors composed of a Chairman, Vice-Chairmen, Regular Member and first and second alternates shall be elected annually in each SCASCOE District. The members of the District Board of Directors will constitute the State Board of Directors. These Directors shall be responsible for the general management of the organization and shall annually elect the President, Vice-President, Secretary-Treasurer, and an alternate Secretary-Treasurer. The Chairman of each District Board will serve on the State Executive Committee.

Section 2: The officers elected as provided in Section 1 of this Article shall serve as such officers on the State Board of Directors.

Section 3: The terms of office for all District and State Officers and Directors shall begin on the first day of the month after election and will serve through the last day of the month of election at the next meeting.

Section 4: The Executive Committee shall consist of the three State Officers, the immediate past President of the Association, and the Chairman of each District Board of Directors.

Section 5: In temporary absences of District and State Directors and members of the Executive Committee, the alternates become, in order, acting members of such Boards and Committees. Acting members shall have the same duties and authority as members. The Chairmanship, in case of absences, devolves upon the Vice-Chairman, third regular member, first alternate, and second alternate, in that order. A vacancy, other than one caused by temporary absence, on both the District and State Board of Directors and Executive Committee, shall be filled by normal rules of succession, i.e., the Vice-Chairman shall become Chairman or Member, the third regular member shall become Vice-Chairman, and the second alternate shall become the first alternate.

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/her absence and at such times as the President, at his/her discretion, may deem necessary.

Section 3: The Secretary-Treasurer shall conduct the official correspondence of the Association except for duties of the State Publicity Chairman. This officer shall keep an accurate record of regular and special business meetings; shall keep an accurate record of all transactions of the Association; shall keep accurate minutes of the Board of Directors and Executive Committee; shall preside at meetings during the absence of the President and Vice-President; shall collect dues from all the members; shall collect and disburse all monies subject to the approval of the Executive Committee; shall deposit all funds in an accredited financial institution in the city of the residence of the Treasurer or as otherwise designated by the Board of Directors; shall be bonded by an accredited bonding firm; shall give an audited financial report to the Association annually; shall perform such additional duties as the Association Board of Directors may prescribe.

Section 4: The President shall give an annual report to the Association.

Section 5: Officers of Delegates of SCASCOE will receive no salary, however, expenses will be paid as provided in Article VI of the By-Laws.

ARTICLE VI - DISBURSEMENTS AND EXPENSES

Section 1: All disbursements of the Association shall be made by check, signed by the Treasurer and one other person as appointed by the Executive Board and shall be subject to approval by this Board. All expenses of the State Association of County Office Employees, except some convention expenses, shall be paid from the funds of the State Association of County Office Employees. The person appointed as Convention Chairperson will be permitted to maintain a

convention account for needed expenditures. Funds received and deposited into the Convention account must be funds donated by friends of SCASCOE. The Convention Chairperson shall present financial statements of receipts and expenditures to the Executive Committee for approval.

- Section 2: The State Association may pay travel expenses incurred by the members of the Board of Directors, Executive Committeepersons, and Committee Members when attending an official meeting as set forth in Article III of the By-Laws. The amount is not to exceed the current established FSA mileage rate from place of residence.
- Section 3: Expenses incurred by the officers of SCASCOE when acting in an official capacity for SCASCOE and approved by the Executive Committee will be paid by the State Association unless otherwise paid by the National Association.
- Section 4: Expenses incurred by the State members of the National Board of Directors when attending an official function of the National Association representing the State Association and approved by the Executive Committee will be paid by the National Association.
- Section 5: Expenses incurred by the State members of National Committees when attending an official function of the National Association representing the State Association and approved by the Executive Committee will be paid by the National Association.

ARTICLE VII - COMMITTEES

- Section 1: The Board of Directors shall decide upon the standing committees deemed necessary and proper to fulfill the objectives and purposes of the Association. Special Committees may be established by the President.
- Section 2: All standing committees will consist of one member of each SCASCOE District. Special committees appointed by the President, if practical, would consist of one member from each SCASCOE District.
- Section 3: The members of all standing committees will be nominated by their respective districts and approved by the Executive Committee.
- Section 4: The committee chairman and vice-chairman and members of all special committees shall be appointed by the President. These appointments shall be subject to the approval of the Board of Directors.
- Section 5: The committee chairman and vice-chairman of all standing committees shall be appointed by the President.
- Section 6: The President shall be an ex-officio member of all committees.

ARTICLE VIII - PROCEDURE

Section 1: Robert's 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 IX - POWERS OF DELEGATION

Section 1: Special delegations and/or committees shall be appointed 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 chairman of such delegation, but in the event of his/her absence he/she shall appoint a member to serve in his/her place.

ARTICLE X - AMENDMENTS

Section 1: These By-Laws may be amended by the same method and manner as set forth in Article IV of the Constitution for amendments to the Constitution.

Section 2: All amendments to the By-Laws shall become effective the first day of the first month following approval of the Board of Directors.

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