

Federal Executive Association of Western Massachusetts

Constitution and By - Laws

Article I - Name

The name of the organization shall be the *Federal Executive Association of Western Massachusetts* hereinafter referred to as the FEAWM.

Article II - Organization and Purpose

Section 1

Membership includes the head and one designee of each federal department and agency in Western Massachusetts. These two officials for each Federal agency shall be a member by virtue of his/her position or appointment. There are no membership fees or applications.

Section 2

As adopted by unanimous consent of the FEAWM on February 22, 2001, the mission of the Federal Executive Association of Western Massachusetts shall be consistent with the National Federal Executive Board mission, supporting five themes:

1. *Communication:* Federal Executive Associations (FEAs) inform agencies of member activities, celebrate success stories, and inform the local communities of national priorities and policies. The 28 Federal Executive Boards (FEBs) and approximately 80 FEAs offer an effective two-way communication network for reaching federal employees throughout the country, from Washington, D.C to the field.
2. *Reduction of Costs and Improved Efficiency:* FEBs and FEAs draw together agencies with common goals so that their efforts are complementary.
3. *Facilitation of Service Delivery:* FEBs and FEAs draw together agencies with common clients so that government services are convenient for customers.
4. *Partnering with Community Groups:* FEBs and FEAs partner with community groups to solve problems.
5. *Coordination of Emergency Services:* FEBs and FEAs stand ready to marshal resources to the entire federal community, whether to aid a member agency in a crisis, or to assist the citizenry in a public emergency.

Section 3

Consistent with the range of authority and discretion which FEAWM members hold by delegation from their respective departments or agencies, it shall be the purpose of the FEAWM to improve coordination of governmental activity within western Massachusetts

through cooperative action among the agencies in the areas of general management, public affairs, intergovernmental relations, community relations, civil rights in employment and program delivery, and other substantive programs with interests across department and agency lines.

Article III - Membership

Section 1

The principal membership of the Federal Executive Association of Western Massachusetts shall consist of the head and one designee of field establishments located in western Massachusetts.

Section 2

Principal members may designate alternates who will participate in FEAWM meetings and activities when the principal member is not available.

Section 3

Principal members will designate officials and employees on their staffs as needed to participate in activities undertaken by the FEAWM or work of FEAWM committees

Section 4

Voting privileges in meetings shall be restricted to the principal members or, in their absence their designated alternates.

Section 5 – Retirees/Volunteers

Whereas the FEAWM recognizes the potential contributions retirees/volunteers can provide to the organizations and the community as a whole; the Board shall consider proposals for volunteer positions as appropriate. Proposals shall be submitted along with a brief job description from committee chairpersons and/or individual members for consideration and approval at regularly scheduled Board meetings.

Article IV - Officers and Elections

Section 1

The officers of the Federal Executive Association of Western Massachusetts shall be elected including Chair, Vice Chair, and three other members. These five members make up the FEAWM Board of Directors (Board). In addition, there shall be a Secretary, Treasurer, Executive Director and other support staff appointed by the Board.

All members of the Board shall have voting privileges. Three members of the Board of Directors shall represent a quorum, and a majority of those members present are empowered to make decisions.

Section 2

The term of office for the Board of Directors shall be two fiscal years. In the event of a vacancy occurring prior to the expiration of the term of a Board member, the position will be filled by a special election held by the principal members. Board members may run for reelection.

Section 3

Effective October 1, 2001, elections shall be held at the June meeting of the FEAWM in odd numbered years (i.e.: 2003, 2005) for the fiscal year beginning the following October 1. Officers shall assume their duties on October 1 following the election. It shall be the duty of the Chair to appoint a nominating committee of not less than three principal members who shall place in nomination one or more names for each elective office. In order to permit full consideration of the candidates, a listing of the nominees will be transmitted to members with the notice of the meeting at which the election will be held. After formal presentation of the nominations at the meeting, the Chair will provide an opportunity for additional nominations from the floor.

Section 4

Elections shall be by secret ballot of the principal members. In all instances, the candidates receiving the greatest number of votes for an office shall be declared elected to that office. If, however, there is only one candidate for an office, the ballot may be dispensed with unanimous consent. The Chair shall cast the deciding vote in the event of a tie.

In the event that the Chair cannot fulfill his/her elected term, the Vice Chair shall assume Chair responsibilities for the remainder of the term. The duties of Vice Chair shall be assumed by a member of the Board of Directors elected by majority vote of the Board of Directors.

Article V - Duties of Officers and Board of Directors

Section 1

The Chair shall preside at all meetings of the FEAWM, appoint the leadership of all standing committees, call such meetings as may be required, and act as a spokesperson for the Federal Executive Association of Western Massachusetts. The Chair shall also serve as the Chief Executive Officer of the FEAWM and work to strengthen the management and administration of government activities in western Massachusetts.

Section 2

The Vice Chair shall preside at meetings in the absence of the Chair, and shall succeed him/her in case of a vacancy.

Section 3

The Secretary shall issue the notices of all meetings, prepare and keep the minutes, conduct the routine correspondence of the FEAWM, and keep such records as may be required.

Section 4

The Treasurer shall be custodian of FEAWM funds. The Treasurer shall deposit funds in such financial institutions as authorized by the Board in FEAWM accounts. The Treasurer shall pay the debts of the FEAWM under provisions determined by the Board. The Treasurer shall keep records as required and present an annual report to the FEAWM.

Section 5

When appointed by the Board, the Executive Director will be responsible for providing support to the FEAWM. These functions will include providing support and guidance to the FEAWM Board Chair and Committee Chairs; preparing Board Agenda; distributing relevant national and local information to Agency Heads; and functions as a liaison between the Board and Agency Heads.

Section 6

The Board shall seek ways and means to undertake with diligence and serious purpose those activities in the fields of general management and public affairs, interdepartmental relationship, and other activities that will best contribute to the effectiveness and economy of government operations in western Massachusetts.

The Board shall be responsible for determining which issues need consensus of the general membership prior to making decisions or acting on controversial issues.

Section 7

The Board will also consider specific proposals prior to assignment to standing and special committees, review the progress of work, and make recommendations to the FEAWM membership of implementation.

Article VI - Committees and Meetings

Section 1

Special membership groups of the Federal Executive Association of Western Massachusetts can be defined as follows:

A. *Standing Committees* consisting of a principal member of the FEAWM to serve as Chair, and as many employees from federal agencies as are necessary to pursue its mission, may be established by and with approval of the Board for investigation and study of matters relating to the accomplishment of the general purpose, business, and objectives of the FEAWM.

Each *Standing Committee* will develop a mission statement and purpose upon formation that is consistent with the mission and purpose of the FEAWM for approval by the Board of Directors. The life of a Standing Committee shall continue until the end of the fiscal year and may be renewed or reestablished by the Board annually.

B. *Special Committees* consisting of as many members as are necessary may be established by and with the approval of the Board to perform a clearly defined function. The life of any Special Committee shall continue until the mission or function has been completed and may be reestablished or renewed as needed by the Board.

Section 2

Appointment/Membership of Standing Committees and Special Committees shall be done annually with the Committee Chair being appointed by the Chair of the FEAWM. Although Committee members shall be FEAWM agency employees, the Board may grant membership on a per case basis from outside the federal community.

Article VII - Meetings

Section 1

Regular meetings of the full Federal Executive Association of Western Massachusetts shall be held every other month, upon notice from the Chair.

Section 2

The Board of Directors shall hold a regular meeting each month except for the months that include a general membership meeting. Meetings may be occasionally omitted or rescheduled by consensus of the Board of Directors.

Section 3

The Standing and Special Committees shall meet as needed and as scheduled by the Committee Chair.

Section 4

A majority of members present at a meeting are empowered to make decisions.

Article VIII - Annual Work Plans

Section 1

July 1 of each year the incoming officers, in consultation with the Chair, Vice Chair and Board of Directors, shall prepare a plan of objectives of the Board for the ensuing year and those activities, projects, and programs relevant to the mission of the FEAWM.

Section 2

June 1 of each year, Standing and Special Committees Chairs, in consultation with their respective members, shall prepare and submit to the Board, a work plan of activities, projects, and programs for the coming year including a statement of finances to be included in the FEAWM's annual work plan referred to in Section 1.

Article IX - Funds

Section 1

The Federal Executive Association of Western Massachusetts, being a non-profit organization, will operate on the policy that, as a minimum, each specific mission or function will be self-sufficient cost-wise, and incur no expense to the FEAWM. Exceptions to this policy must be approved by the Board of Directors. In addition, the Board of Directors will review and approve all finance requests and recommendations for the FEAWM.

Article X - Reports

Section 1

By January 1 of each calendar year, the Chair in consultation with the Board of Directors, shall submit to the Director, Office of Personnel Management, a report of the FEAWM's activities, and accomplishments.

Section 2

By December 1 of each calendar year, all Standing and Special Committee Chairs shall prepare and submit to the Board of Directors, a report of the Committee's activities, accomplishments, and progress to be included in the annual report referred to in section 1, in relation to the annual work plan referred to in Article VIII. The Committee Chair shall also prepare and submit other reports as may be requested periodically by the Board of Directors.

Section 3

The Board of Directors may call for interim committee reports, either verbal or in writing, at any full FEAWM or Board of Directors meeting.

Article XI - Effective Date of Constitution and By-Laws

The Federal Executive Association of Western Massachusetts' Constitution and By-Laws shall become effective upon adoption by a majority of the FEAWM members present and voting.

Article XII - Amendments

Proposed amendments to the Constitution and By-Laws shall be referred to the Board of Directors for study and recommendation. The Board of Directors may adopt a proposed amendment at any regular meeting of the FEAWM with the concurrence of the majority of members present and voting.

Article XIII – Dissolution Policy

In the event of liquidation, dissolution, or winding up of the FEAWM, whether voluntary, involuntary, or by operation of law, the remaining assets of the FEAWM after the payment of all debts and necessary charges and expenses, shall be distributed exclusively to any organization or organizations designated by the membership, provided that such

organizations are non-profit organizations (i) exempt from taxation under I.R.C. Section 501 (a) as an organization described in I.R.C. Section 501(c)3; (ii) contribution to which are deductible in I.R.C. Section 170 (c)(2); and (iii) classified as other than a private foundation in I.R.C. 509 (a).

Reviewed and recommended for approval by the Board at its February 21, 2007 meeting and approved by the members at its March 22, 2007 meeting.

Recorded by Ron Grzelak _____