

SOUTHERN FOREST SERVICE RETIREES ASSOCIATION

CONSTITUTION

as of July 12, 2020

ARTICLE I – NAME

The name of this organization shall be SOUTHERN FOREST SERVICE RETIREES ASSOCIATION.

ARTICLE II – ORGANIZATION

This organization shall be non-profit, with headquarters in Atlanta, Georgia, to serve present, former, and future USDA - Forest Service retirees. Subdivisions within this parent organization may be established as area chapters or other special interest or more intimate groups, subject to approval of the Directors.

ARTICLE III – PURPOSE

The purpose of this organization shall be:

(1) To circulate among members, information of interest to them such as:

- current activities
- health and welfare
- membership contact information.

(2) To inform members of new activities, policies, and plans of the USDA - Forest Service.

ARTICLE IV – MEMBERSHIP

Section 1. This organization shall consist of Members and Associate Members.

1. A Member shall be a person who –

Is a retiree or someone close to retirement from employment with the USDA - Forest Service.

Is a spouse of a deceased retiree, who qualified as a member.

Is a retiree who has, at any time, been employed by the USDA - Forest Service.

2. An Associate Member shall be one who never worked in the USDA - Forest Service.

Section 2. Each member and associate member in good standing shall have a vote and full membership rights, except that Associate Members shall not be entitled to hold elective office in the parent organization.

Associate Members may hold office in any chapter or sub-groups which may be formed as an affiliate of the SFSRA.

Section 3. A member in good standing shall be one who meets the membership requirements specified in Section 1 of this Article IV and whose dues are fully paid for the membership year.

Section 4. Any person desiring membership shall submit an application to the Membership Committee Chair.

Section 5. A person may resign from membership by sending a letter, text, or email message to the Membership Committee Chair or by refusing to pay their dues by March 31st.

The Directors may remove any member from membership who performs an act which is a disservice or discredit to the organization.

Section 6. A member shall be remove from the membership list if they have not paid their dues before March 31st of each year, providing that the Membership Chair or their representative has attempted to contact the member via email and phone.

ARTICLE V – OFFICERS

Section 1. The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. A Vice-President, a Secretary, and a Treasurer shall be elected biennially and shall hold office for two years or until their successor is chosen.

The Vice-President shall serve as President for two years following election as Vice-President.

Section 3. The duties of the Officers shall be as follows:

The President shall preside at all meetings of the membership and the Board of Directors. He/she shall appoint Committee Chairs and direct the administration of the organization.

The Vice-President shall carry out such executive assignments as may be made by the President, and in the event of resignation, incapacity, or death of President, shall assume the duties and responsibilities of the President.

The Secretary shall be responsible for keeping all records of meetings of the Association and of the Board of Directors, except financial records; shall issue notices of elections and election results; and shall submit transcripts or reports of minutes and other records to the Historian and other appropriate officers, directors, and members.

The Treasurer shall collect all dues and assessments; shall make all disbursements and shall keep appropriate financial records; shall submit records for audit when required by the Officers or Directors, and deliver them to his / her successor upon retirement from office.

ARTICLE VI – DIRECTORS / BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the Officers and the Directors. The Committee Chairs may attend Board of Directors meetings and participate, without voting rights, at the pleasure of the President.

Section 2. Directors shall hold office for three years, with staggered terms so that only one shall be elected each year. The first year, one director will be elected for a three-year term; one for a two-year term and one for a one-year term.

The out-going President shall serve one year as an ex-officio Director.

Section 3. Duties of the Directors shall be:

To determine policies of the Association within the limits prescribed by this Constitution.

To counsel the President in the conduct of his/her office.

To provide for audit of records of the Association as deemed proper for the protection of Association funds and purposes.

To determine the places of meeting of the Association.

To fill a vacancy occurring during the term of office of any officer or director by electing another officer or director to serve the remainder of the term – except that the office of president shall be automatically filled by the Vice-President.

Section 4. The Board of Directors shall meet at the call of the President or upon a request addressed to the Secretary by at least 2 Directors.

The majority of the voting members of the Board shall constitute a quorum.

Section 5. Attendance and Voting at a Board of Directors meeting by phone is permitted. Proxy voting is not allowed

ARTICLE VII – MEETINGS

- Section 1. Regular meetings of the Association shall be held a minimum of once annually.
- Section 2. The attendant membership at a regular or called meeting shall constitute a quorum.
- Section 3. Attendance and Voting at meeting of the Association by phone is permitted. Proxy voting is not allowed.

ARTICLE VIII – ELECTION OF OFFICERS

- Section 1. A slate of candidates for officers and directors shall be submitted by the Nominating Committee to the Association at the meeting where the election will take place. Additional candidates may be nominated from the floor provided the candidate is present at the meeting and agrees to serve if elected.
- Section 2. Elected Officers and Directors shall assume office on January 1st following their election.
- Section 3. The Nominating Committee shall, before submitting a candidate, assure that the candidate is qualified and willing to fulfill the duties and responsibilities of the office, if elected.

ARTICLE IX – DUES

- Section 1. Dues for Membership and Associate Membership shall be \$15 per year, payable in advance upon application for membership and by March 31st each year thereafter.
- Section 2. Dues for the first year of membership shall be complimentary.
- Section 3. Dues shall be intended primarily for printing and mailing of newsletters, directories of members, ballots, other official communications, and administrative purposes.
- Section 4. The President shall have the authority to expend funds within the purposes of the Association not to exceed two hundred fifty dollars (\$250.00) per item. These expenditures must be reported to the Directors within 30 days of disbursement. Items above this amount must be approved by the Board of Directors or at a Membership Meeting.
- Section 5. The President shall present a budget for the following year at the last meeting of each year. This budget shall include expected expenditures for recurring items such as the newsletter. Approval of the budget shall constitute approval of expenditures for those items in the next year.

ARTICLE X – COMMITTEES

Section 1. The President shall appoint Chairs of Committees to advise and assist him/her in carrying out policies and programs of the Association – such as, but not limited to, Membership, Programs, Meeting arrangements, Newsletter (Editor), Nominating, and Historian. Committee Chairs shall recruit as many members as they may need to assist them in carrying out their responsibilities.

Section 2. In addition to those responsibilities and duties stated in documents provided to the Chairs by the President, and incorporated into this Constitution by reference, the duties and responsibilities of the Committees shall include:

Membership: Recruit members for the Association within the qualifications prescribed by Article IV. Encourage members to pay their dues and retain their membership.

Maintain the roster of members.

Prepare the Directory of Members for printing and distribution in March of each year.

Programs: Working with the Vice-President, make arrangements for presentation at meetings of the Association, programs of interest to the members that are consistent with the purposes of the Association. The Vice President shall serve as Chair of the Program Committee.

Meeting Arrangements: Work with the Directors and President in determining the location and dates for meetings. Arrange for meeting dates, places, and facilities, and assessments for meals, etc., and collaborate with the Secretary, Treasurer, and Newsletter Editor for sending out notices, making reservations, collecting assessments, and paying bills.

Newsletter: Solicit and collect articles and other items of interest to members consistent with the purposes of the Association; prepare the newsletter and arrange for printing and mailing the newsletter to all Members and Associate members in good standing.

Edit obituaries, when needed, to include information about the deceased Forest Service career.

Work with the Membership Chair to print and distribute a Directory of Members in March of each year.

Nominating: Submit a slate of candidates for officers and directors in accordance with Article V at the last meeting of each year.

Historian: Maintain a chronology of events in the activities of the Association, including a complete set of newsletters, rosters of members, accounts of meeting, annual financial statements, and other activities.

Chairs of each committee shall develop and maintain Standard Operating Procedures. These procedures are subject to review and approval by the Board of Directors.

ARTICLE XI – AMENDMENTS

- Section 1. This Constitution may be amended or replaced by a favorable majority of the votes cast at a regular meeting of this Association. It must be printed in the newsletter preceding the meeting where the action will be considered. The amendment or total replacement must be received by all members no later than thirty (30) days prior to the meeting where the action will be considered.
- Section 2. Proposed amendments or total replacement must be submitted in writing to the President of this Association.
- Section 3. Voting on the proposal shall be at a regular meeting, by mail, or email. Proxy voting is not allowed

ARTICLE XII – DISPOSITION OF FUNDS

Upon the dissolution of this Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of this Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 © (2) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Officers and Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.