

# WASCOE BOARD POLICIES

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

## 1- **Secretary's and Treasurer's Reports**

- a. Secretary's report to follow WASCOE's Constitution and By-Laws, and the Executive Committee Policies. Treasurer's report to contain WASCOE's Travel Policy and Financial Statement.
- b. All reports will be available electronically in advance of the annual meeting as follows: WASCOE officers, board members, committee chairperson and committee members.
- c. The secretary and treasurer will take extra copies of their reports to the annual meeting for use if needed.
- d. The secretary shall conduct the official correspondence of the Association. He or she shall keep an accurate record of all transactions of the Association.

2- **Distribution of Executive Committee Minutes.** Secretary is to distribute copies of all Executive Committee Meeting Minutes to WASCOE officers, board members, and committee members to enable them to keep abreast of WASCOE/NASCOE activities.

3- **Secretary's Responsibility-Executive Committee Meeting Minutes.** The secretary 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.

4- **Financial Accounts.** The 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 WASCOE president's signature shall be recorded as an alternate signature, with financial institutions where WASCOE funds are deposited. This will permit access to all accounts in the event the person responsible for the account is unable to sign for WASCOE.

5- **Convention Chairperson.** The WASCOE treasurer shall serve as Convention Co-Chairperson for all WASCOE conventions with authority to jointly act in behalf of WASCOE.

6- **Obsolete Records.** The Executive Committee will review records to be destroyed annually. Records are eligible for destruction after the fifth year following the year they are originated.

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- 7- **Membership Records.** The association shall maintain membership records indefinitely
- 8- **WASCOE Banner.** The secretary will have custody of the WASCOE Banner and be responsible to have it at each WASCOE Convention for display.
- 9- **Instructions to the Secretary.** Secretary is responsible for the following:
  - a. Prepare and distribute to the officers, directors and committee members a list of telephone numbers, home addresses and home emails for the officers, directors and committee members
  - b. Officially notify the State Executive Director, the State Committee of WASCOE officers and Executive Committee members names, addresses, email addresses and telephone numbers
- 10- **Announcements of Candidates.** Secretary will notify the Board of Directors that WASCOE will post announcements of persons desiring to run for any WASCOE office provided the announcement is received by the secretary no later than 60 days prior to the annual meeting. All announcements will be posted-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.
- 11- **WASCOE Expenses.** All claims for expenses are to be on a Claim for Personal WASCOE Expense Form provided by the treasurer. The Claim should be completed and submitted promptly.
- 12- **RASCOE Activities.** (Retired Association of Committee Employees) The officers and others are to work closely with RASCOE for common goals. Everyone is cautioned to always be aware of WASCOE's Constitution and By-Laws and the regulations and laws governing WASCOE's activities.
- 13- **WAFEC Activities-** The officers and others are to work closely with WAFEC for common goals. Everyone is cautioned to always be aware of WASCOE's Constitution and By-Laws and the regulation and laws governing WASCOE's activities.
- 14- **WASCOE Newsletter Mailings to County FSA Offices.** Policy is to mail the WASCOE newsletter to every county FSA office regardless of WASCOE membership within the county.
- 15- **Publicity Releases-** WASCOE will use email and social media as practical and available A WASCOE Newsletter will be printed and mailed at least annually. *WASCOE Newsletter- Officers and Committee Chairpersons.* These persons are encouraged to have a "by-line" article in WASCOE newsletter. The articles should include an introduction, picture and information about each person's area of responsibility.

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16- **Periodic Releases-Executive Committee, Committee Chairperson.** These persons are authorized to release information as they deem necessary and at whatever time(s) they deem necessary.

17- **Legislative Contacts by WASCOE Members.** Numerous WASCOE members visit with and/or contact members of Congress, thereby, keeping them informed of WASCOE/NASCOE's activities, goals, desires, accomplishments, etc. This type of action is necessary and members are encouraged to maintain and /or establish a working relationship with their respective members of Congress. Informed members of Congress will respond to specific requests of NASCOE or on their own initiative more favorable than uninformed members of Congress.

Members are encouraged and requested to keep WASCOE informed of their Congressional contacts whether made by letter or in person. Members are requested to keep WASCOE informed by periodically submitting a report of their Congressional activities to WASCOE's Legislative Committee Chairperson with copies to State Officers.

This 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 member's legislative activities to the WASCOE Executive Committee.

The above actions will permit WASCOE to keep abreast of WASCOE member's legislative actions and to further pursue pertinent information obtained by WASCOE members.

Everyone is reminded in their official FSA capacity, county employees cannot 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 their activities do not take place during their regular tour of duty.

The Legislative Committee Chairperson will write a letter to the WASCOE Board of Directors emphasizing the above, as well as prepare an article on the subject for the WASCOE newsletter.

18- **Quarterly Summarization of Expenditures and Collections.** The treasurer will submit a summarization of expenditures and collections quarterly that will be published in the newsletter.

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19- **Standing Committee of WASCOE.** The standing committees of WASCOE are:

Election	Benefits	Emblems
Legislative	Membership	Publicity
Scholarship	Programs	Awards

*The Election (Nominating) Committee* shall consist of the people whose directorship terms are expiring.

20- **Conduct of Meetings.** Responsibilities of annual meetings are:

1. Hear and dispose of minutes of the last annual meeting.
2. Hear and dispose of the treasurer's report.
3. Hear any and all committee reports the President may call for.
4. Call for any action on any old business.
5. Call for action on any new business.
6. Allow changes in the Constitution with a 2/3 majority.
7. Call for nominees for officers from the Convention floor with vote by mail.
8. Call for adjournment of annual meeting business.
9. Convene for informal type of meeting when speakers are participating.
10. Elect two delegates and two alternatives to the National Convention.
11. Select convention site for the following year.

21- **Financial Matters.** The treasurer shall deposit all funds of the 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 and the treasurer shall be bonded by an accredited Bonding Firm.

The treasurer may approve the withdrawal of any or all funds from the Association's account, subject to the approval of the Board of Directors.

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

The books of the treasurer are to be audited each year by a committee of three members appointed by the President.

*Revised April 2019*