

# CONSTITUTION

## ARTICLE I

### NAME

Section 1. This organization shall be known as the Federal Executive Association of the Greater Charleston Area.

## ARTICLE II

### OBJECTIVES

Section 1. The general purpose of this Association is to promote coordination of agency programs for maximum public benefit, and foster acquaintance and good fellowship among management officials of departments, offices, and agencies of the Federal Government performing official business in the Greater Charleston Area. Adhering to this general purpose should result in:

- a. A closer working relationship among Federal offices.
- b. Enlightenment of the members in matters relating to the Federal Government in general.
- c. Greeting, advising and otherwise assisting newly assigned Government officials in establishing themselves and their offices in their new surroundings.
- d. A cooperative effort in solution of mutual problems.

Section 2. Specific objectives of the Association are:

- a. Promote better understanding among the Federal agencies in the Greater Charleston Area.
- b. Discuss matters of mutual interest and have interchange of information among representatives of local Federal agencies.
- c. Promote better understanding of Federal services and policies to the general public in the Greater Charleston Area and effectively and uniformly implement those policies.
- d. Contribute in every manner possible to strengthen and maintain the highest standards of performance that will reflect credit on the Federal Government and provide for economy and efficiency in transacting the Federal Government's business.

- e. Create a better public image of the Federal Executive and his/her place in the community.
- f. Provide a liaison between the management of industry and business and the management of the Federal Government.
- g. Work with appropriate city, county, and state groups on matters of mutual interest.
- h. Sponsor approved Federal Government participation in humanitarian campaigns, dedications and other public ceremonies.
- i. Participate as an Association in community affairs and encourage our employees to do the same.

### ARTICLE III

#### MEMBERSHIP

Section 1. The FEA's Principal Membership shall be comprised of the military and/or civilian Director, Commander, Manager, Head (or other appropriate title) of an Agency, Office, Department or other Significant Organizational Unit, of the Federal Government, and such other key personnel in Command, Executive, Managerial, or Supervisory positions as designated by the Principal Executive of Significant Federal Organizations located in the Greater Charleston Area. Each Principal Member is authorized to designate an alternate to serve in that member's absence. Any alternate so designated should be a deputy or the principal assistant to the member.

Section 2. Associate membership is extended to all past Principal Members of the FEA. Associate membership is also extended to all military members of the rank of 0-4 and above and all Federal employees GS-12 (or equivalent) or above. Associate members shall have all the rights and privileges of FEA membership except holding the offices of Chair and Vice-Chair of the FEA.

Section 3. The dues for FEA membership shall be determined annually by the Executive Committee, shall be levied on a "per establishment" rather than a "per individual member" basis, and shall be payable by the field establishment to the Federal Executive Association not later than 31 January of each year.

Section 4. Members may arrange for participation by other agency/activity officials, and by designated officials and employees on their staffs, in activities undertaken by the FEA or work of the committees, councils, or task forces under the FEA. Such assignments may constitute membership on the committee or the task force involved, but will not constitute membership in the FEA.

## ARTICLE IV

### MANAGEMENT

Section 1. The officers of the FEA shall be the Civilian Co-President and Military Co-President. The officers shall hold the same positions on the Executive Committee.

Section 2. The Executive Committee shall have the respective Co-Presidents, and a non-voting Secretary/Recorder. The Secretary/Recorder shall be provided by the Chair during his/her tenure and will be a member of the FEA during the Chair's term of office. Neither Co-President shall be eligible for reelection to the same position until after the expiration of one year from termination of his/her previous term.

Section 3. As defined in Article III, the Executive Committee shall consist of the heads of local Federal field establishments located in the Greater Charleston Area whose organizations have elected to join and pay dues for FEA membership, along with ex officio members as addressed in Section 4 of this Article.

Section 4. Ex officio members of the Executive Committee will consist of past Chairs of the FEA, if still in Federal service in the Greater Charleston Area. Ex officio members will not have voting privileges, and will not be required to pay dues if their agencies are not presently members of the FEA.

## ARTICLE V

### MEETINGS AND VOTING PRIVILEGES

Section 1. The Executive Committee shall formulate policy and conduct the business of the Association. It shall meet on a nominal semiannual basis or upon the request of either Co-President. Any action pending before the Executive Committee at its meetings may be adopted with the concurrence of a majority of the members, or their designated alternates, present and voting. Members or alternates present will constitute a quorum for transaction of business at any meeting of the Executive Committee.

## ARTICLE VI

### DUTIES OF OFFICERS

Section 1. The Co-Presidents will provide policy guidance and operational direction to the Executive Committee, preside at all meetings of the FEA and Executive Committee, appoint program coordinators and chairs of any special committees, call such special meetings as may be required, and act as spokesperson(s) for the FEA on all occasions. A Co-President will be an ex officio member of all appointed committees.

Section 3. The Secretary/Recorder shall keep the minutes of all meetings, keep other records of meetings as may be required, maintain the financial records of the Association, conduct the routine correspondence of the FEA, and keep any other necessary records. Although serving as a member of the Executive Committee during the Co-President's term of office, the Secretary/Recorder shall not have voting privileges on the Committee.

## ARTICLE VII

### ELECTION OF OFFICERS

Section 1. The Executive Committee normally shall elect new officers annually no later than April. New officers will assume their duties in May.

Section 2. Co-Presidents' terms are not required to be concurrent. If a Co-President cannot complete his/her term, a new officer shall be elected for the remainder of that term. The partial term does not count as a term for the purposes of Article IV, Section 2.

## ARTICLE VIII

### COMMITTEES

Section 1. The Co-President(s) of the FEA (with the concurrence of the majority of the Executive Committee) will appoint chairs of ad hoc committees and establish/dissolve committees as deemed necessary to carry out the FEA business.

a. Committee Chairs may appoint those subcommittees deemed necessary to carry out the responsibilities of their committees. Subcommittee chairs will appoint members of those subcommittees.

b. The Co-Presidents will be ex officio members of all committees. Committee Chairs will be ex officio members of all subcommittees under their purview.

## ARTICLE IX

### PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Newly Revised, will govern the FEA in all cases in which they are applicable.

## ARTICLE X

### CONSTITUTION

Section 1. This Constitution (and By-Laws) shall become effective upon adoption by the Executive Committee.

Section 2. Any Executive Committee member may propose amendments to the Constitution. Proposed amendments will be provided to all Executive Committee members at least two weeks prior to a regularly scheduled Executive Committee meeting. Voting on the amendment will occur at the next scheduled Executive Committee meeting following its receipt by the members, and requires an affirmative vote of the majority of the members present. By-Laws are operating policies and shall be attached to the Constitution and numbered sequentially, when adopted.

### Section 3. RECORD OF AMENDMENTS AND BY-LAWS