



Amended  
May 12, 2000- Pierre  
May 9, 2014 - Pickstown

## CONSTITUTION AND BY-LAWS

### SOUTH DAKOTA ASSOCIATION OF RETIRED ASC OFFICE EMPLOYEES

#### **"RASCOE OF SD"**

#### CONSTITUTION

##### ARTICLE 1 – NAME, OFFICE LOCATION AND PURPOSE

- Section 1 This association shall be known as the South Dakota Association of Retired ASCS/FSA Office Employees. The association shall be commonly called **RASCOE of SD**.
- Section 2 The offices of the association shall be located in the cities of residence of the association President and Secretary-Treasurer.
- Section 3 The purpose of the association shall be to promote the welfare of the association members by alignment with other organizations and active lobbying to maintain the integrity of benefits.

##### ARTICLE II – MEMBERSHIP

- Section 1 Any South Dakota ASCS/FSA Office Employee, served under a CO or GS permanent appointment, may become a member of this association by paying the annual membership dues to this association.
- Section 2 Any South Dakota ASCS/FSA Office Employee serving under a CO or GS permanent appointment who is converted to a South Dakota State Office Employee, and holds current membership, may be a member of this association by paying the annual dues of this association.
- Section 3 Any individual who is not otherwise eligible for membership may become an "associate" member of this association by paying the annual associate membership dues. The associate member is not eligible to vote or hold office.

### ARTICLE III – GOVERNMENT

- Section 1      The governing body of the association shall be vested in the Executive Board composed of President, Vice President, and Secretary-Treasurer duly elected by the state retirees and shall serve in the manner provided in the By-Laws.
- Section 2      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 3      The Executive Board shall consist of the three officers as in the By-Laws. Election of the officers will be as provided in the By-Laws.
- Section 4      The Executive Board shall be the executive arm of the Association. It shall consider each preceding action taken by the Board to see that such action is carried out. At each meeting of the Association, the President shall report on the activities of the Executive Board. The President's report shall also include pertinent action by committees of **RASCOE of SD**. The membership may accept, modify, reject or question the President's report. During the intervals between lawful meetings of the membership, the Executive Board may authorize action which may be considered urgent but which has not specifically considered by the membership. Such action must be in keeping with the Constitution and By-laws of the association. Minutes of all Executive Board meetings shall be made available to the membership at each meeting relating activities of the Executive Board. The membership may accept, reject, modify, or question the actions of the Executive Board.
- Section 5      All persons holding an office or committee assignment must be a member of this association.

### ARTICLE IV – AMENDMENTS

- Section 1      This constitution may be amended at any regular or special meeting of the membership by a vote of two-thirds of the members present, provided that a copy of the proposed amendment shall have been mailed or emailed to all of the officers and members, not later than 30 days immediately preceding the meeting at which the proposed amendment is voted on.

## BY-LAWS

### ARTICLE I – DUES

- Section 1      The annual dues of this association shall be set by the Executive Board based on the fiscal year, July 1 – June 30. The dues will be \$25.00 for members and \$15.00 for associates. The dues may be adjusted at the annual meeting of the association, without prior notification to the membership.
- Section 2      Any member failing to submit dues to **RASCOE of SD** Secretary-Treasurer by the end of the fiscal year (June 30) is automatically suspended. The individual shall cease to be a member of **RASCOE of SD**. Any suspended individual shall automatically be reinstated when dues are submitted.

### Article II – Membership

- Section 1      Any member who is a member in good standing of **RASCOE of SD** shall be a member of this association and the national association upon payment of the **RASCOE of SD** dues.

### Article III – Meetings

- Section 1      There shall be at least one meeting of the association annually with the time and place to be set by the Executive Board. A quorum shall consist of a majority of the membership of the Executive Board. In addition to normal association business, the officers shall be elected.
- Section 2      Special meetings may be called by the President or by written petition of the majority of the Executive Board. The time and place of such meetings shall be at the discretion of the President or the petition group.
- Section 3      No proxies shall be voted or allowed to vote in any regular or special meeting called in the manner provided herein.

#### Article IV – Election of Officers and Directors

- Section 1      The Executive Board of **RASCOE of SD** shall consist of the President, Vice President and Secretary-Treasurer and be elected at the annual meeting of the association.
- Section 2      In the event of a vacancy in the office of the President, for any reason, the Vice President shall assume, through succession, the office of President and will serve in this office for the remainder of the unexpired term. In the event of a vacancy in the office of the Vice President or Secretary-Treasurer, the remaining officers shall appoint a qualified person to fill such vacancy for the remainder of the unexpired term.
- Section 3      The officers elected as provided for above shall serve as such officers for the Board of Directors.
- Section 4      The President, Vice President, Secretary-Treasurer shall take office the first day of the month after election and will serve through the last day of the month after election at the annual meeting or until such time as a successor has been duly elected and/or qualified in accordance with the by-laws of the association.

#### Article V – Officers

- Section 1      The President shall preside at all meetings, regular and special, of the association and at all meetings of the Executive Board 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. He/or she shall keep an accurate record of regular and special business meetings. He/ she shall keep an accurate record of all transactions of the association. He/or she shall keep accurate minutes of the meetings of the Executive Board. He/or she shall preside at meetings during the absence of the President and Vice President. He/or she shall receive dues from all of the state membership. He/or she collect and disburse association funds subject to the approval of the Executive Board. All funds shall be deposited in an accredited financial institution in the city of

residence of the Secretary-Treasurer or other accredited depositories subject to the approval of the Executive Board. An audit committee appointed by the President shall complete an audit of financial records at the annual meeting. The secretary/treasurer shall submit an audited financial report of the association annually. He/she shall perform such additional duties as the association board of directors or Executive Board shall prescribe.

Section 4 All disbursements of the association shall be made by debit card or checks signed by the Secretary-Treasurer and shall be subject to approval by the Executive Board. All expenses of the Association of RETIRED ASCS/FSA OFFICE EMPLOYEES OF SOUTH DAKOTA shall be paid from the funds of the Association of Retired ASCS/FSA Office Employees OF South Dakota.

Section 5 The President shall give an annual report to the association.

Section 6 The Secretary-Treasurer shall give an annual report to the association.

#### Article VI – Committees

Section 1 The standing committees of the association shall be determined by the Executive Board. The committees of **RASCOE of SD** shall perform duties as prescribed by the Executive Board to fulfill the objectives and purpose of the association. The President may appoint special committees subject to approval of the Executive Board.

Section 2 The committee chairman and committee members of each committee shall be appointed by the President with concurrence by the Executive Board.

Section 3 The President shall be ex-officio member of all committees.

#### Article VII – 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 VIII – Power of Delegation

Section 1 Delegation of authority to committees or individuals shall be made by the President subject to approval of the Executive Board 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 expressed policies of the association. The President or succeeding officer shall serve as chairman of any delegation but in the event of his/or her absence, he/or she shall appoint a member to serve in their place.

#### Article IX – Amendments

Section 1        These By-Laws may be amended by two-thirds vote of the membership present at any regular meeting or special meeting provided that the amendment proposed shall have been acted on according to the method set out in the Constitution for amendments to the Constitution.