

CONSTITUTION AND BY-LAWS FOR THE
SOUTH DAKOTA ASSOCIATION OF FARM SERVICE AGENCY (FSA)
STATE AND COUNTY EMPLOYEES (AS AMENDED Month Day, 2019)

ARTICLE I -- NAME AND OBJECTIVES

Section 1. A. This Association shall be known as the South Dakota Association of Farm Service Agency (FSA) State and County Employees.

- Section 2. A. The objectives of this Association shall be:
1. To strive to maintain and improve the confidence, esteem, and respect, of the public for FSA County Office Employees.
 2. To offer full cooperation with the presently established, or any revision of, the county and community committee system or any administrative association formed by these groups.
 3. To promote the professional improvement of our membership.
 4. To cooperate with the South Dakota FSA State Committee.
 5. To promote the welfare of South Dakota farmers and South Dakota agriculture.
 6. To be considered as, and be placed on, an equal basis with other Federal employees, and enjoy the same privileges and benefits enjoyed by other Federal employees.
 7. To cooperate with other state FSA county office employee associations in the formation and support of a national association of FSA county office employees.
 8. To establish areas within the state from which area directors will be elected to form the state Board of Directors of this association.

ARTICLE II – MEMBERSHIP

Section 1. A. Any South Dakota FSA County Office Employee, serving under a CO or GS permanent appointment, may become a member of this association by paying the annual membership dues to this Association.

B. Any South Dakota FSA County Office Employee serving under a CO or GS permanent appointment who is involuntary 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.

C. 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 -- OFFICERS AND DIRECTORS

- Section 1. A. The Officers of this Association shall be a President, Vice-President, **Secretary, and Treasurer. The office of Secretary/Treasurer may become a combined elected position if approved by a majority of the membership attending the annual meeting prior to the election.**
- Section 2. A. The **Executive Committee** of this Association shall consist of ONE duly elected director from each established Area, plus any of the officers mentioned in Article III Section 1. A. who may be elected at large from among the members of this Association.
1. The outgoing President shall also be a member of the Executive Committee with full rights and privileges of the other members for a period of one year after the presidency is vacated, provided his or her eligibility as a member of the Association is retained.
- B. In the temporary absence of the duly elected Area Director, the duly elected Alternate Area Director shall temporarily serve as director of their Area.

ARTICLE IV -- ELECTION OF OFFICERS AND DIRECTORS

- Section 1. A. All directors shall be elected not later than June 1. Directors and alternates, shall be elected for a two-year term, or until their successor is elected and qualified. Directors in odd numbered areas shall be elected in odd numbered years. Directors in even numbered areas shall be elected in even numbered years.
- B. SDASCOE Directors will be representing six Areas. The Areas will be known as:
North Central Area 1 and will consist of the following South Dakota Counties:
Beadle, Brown, Campbell, Edmunds, Faulk, Hand, Hyde, McPherson, Spink and Walworth.
North East Area 2 and will consist of the following South Dakota Counties:
Clark, Codington, Day, Deuel, Grant, Hamlin, Kingsbury, Marshall, and Roberts.
South East Area 3 and will consist of the following South Dakota Counties:
Brookings, Clay, Lake, Lincoln, McCook, Miner, Minnehaha, Moody, Turner, and Union.
South Central Area 4 and will consist of the following South Dakota Counties:
Aurora, Bon Home, Brule, Buffalo, Charles Mix, Davison, Douglas, Hanson, Hutchinson, Jerauld, Sanborn and Yankton.
North West Area 5 will consist of the following South Dakota Counties:
Butte, Corson, Dewey, Harding, Hughes, Lawrence, Meade, Potter, Stanley, Sully, Perkins and Ziebach.
South West Area 6 and will consist of the following South Dakota Counties:
Bennett, Custer, Fall River, Gregory, Haakon, Jackson, Jones, Lyman, Mellette, Oglala-Lakota, Pennington, Todd and Tripp.

A change to any of the Areas can only be made by a majority of paid members at the annual membership meeting. Resulting elections in these Areas having a change shall take place prior to June 1st in the year the change is made. Newly elected Area Directors will take office July 1st.

- C. The FIRST ELECTION to be held after a change or realignment will be as follows: If the year of change or realignment is even, then those directors in even-numbered Areas will be elected to a two-year term and those directors in odd-numbered Areas will be elected to one-year terms, and vise-versa should the change occur on an odd-numbered year.

THEREAFTER in each year, a slate of nominees will be prepared for each Area according to the even or odd year provision as described in Section 1. A so that elections are completed in timely manner prior to June 1. The member receiving the most votes will be the Director and the member receiving the second-most votes will be the Alternate Director. Terms of Alternate Directors will correspond with those of the Directors elected. Directors and Alternates elected in the elections will take office on July 1st of the year elected.

D. Officers of the Association shall be elected by the members of the Association at an annual meeting of the membership. It is not a requirement that the officers be elected from among the Area Directors; however, any officer elected must be a member of the Association. The officers will take office on July 1st of the year elected.

Section 2. A. All elections shall be decided by majority vote.

ARTICLE V – MEETINGS

Section 1. A. There shall be one annual meeting of this Executive Committee held at the call of the President at such time, and place, as designated by the Executive Committee.

Section 2. A. Other meetings may be called at the discretion of a majority of the Executive Committee.

Section 3. A. An annual meeting of the membership of the association shall be called by the President at the discretion of the Executive Committee.

Section 4. A. At the discretion of the President with concurrence from the Executive Committee, when a face to face meeting is not feasible or necessary, a meeting may be held via conference call, email, or other method as determined appropriate. This provision does not apply to the Annual Meeting.

ARTICLE VI -- COMMITTEES

Section 1. A. All committee chairpersons shall be appointed by the current President of the Association. Each Area Director is encouraged to appoint one or more members from their Area to serve on each Committee.

Section 2. A. The number of committees, names of the committees, and the nature and extent of their duties, shall be such as the Executive Committee believes will best execute the program work of this Association.

ARTICLE VII -- DUES

Section 1. A. The annual membership dues shall be set by the Executive Committee at their annual meeting and shall be set at a rate which the board feels is adequate to carry on the operation of this Association. Any increase in annual dues proposed by the Executive Committee shall not become effective until approved by the membership of this Association at the annual meeting of the membership.

Section 2. A. Dues become payable July 1, each year.

ARTICLE VIII – QUORUMS - VOTES

- Section 1. A. A quorum of the Executive Committee shall consist of a majority of the Area Directors and Officers of this Association. **Unless otherwise noted in these by-laws, decisions of this Association that require a vote will be based upon a simple majority vote.**
- Section 2. A. A quorum of the membership shall consist of a majority of the paid up members present to vote at the annual meeting of the membership. **Unless otherwise noted in these by-laws, decisions of this Association that require a vote will be based upon a simple majority vote.**

ARTICLE IX -- CONDUCT OF MEETINGS

- Section 1. A. Roberts Rules of Order shall cover the discussion and parliamentary procedure in all meetings of this Association.

ARTICLE X -- VACANCIES

- Section 1. A. The Vice-President shall serve in the absence or inability of the President.
- Section 2. A. In the case of disability or resignation of a Director, the Alternate Director shall fill the unexpired term. In the case of disability or resignation of both the Director and Alternate Director, the President shall appoint a member from that Area to fill the unexpired term. **In the event, there are no nominations for an Area during an election, the President may appoint a Director and/or Alternate Director for the Area.**
- Section 3. A. In the absence, disability, or removal for cause, of either the Vice-President, Secretary, or Treasurer, that office shall be filled by Presidential appointment until the next meeting of the **Executive Committee.**

ARTICLE XI -- FINANCIAL MATTERS

- Section 1. A. The **Treasurer (Secretary/Treasurer as applicable)** shall deposit all funds of this association in an accredited bank, and keep adequate records of collections and withdrawals. The funds shall be deposited in the name of the Association.
- Section 2. A. The **Treasurer (Secretary/Treasurer as applicable)** or President, in the absence of the **Treasurer (Secretary/Treasurer as applicable)**, must approve the withdrawal of any or all funds from the Association account.
- Section 3. A. The President and 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 (Secretary/Treasurer as applicable).**
- Section 4. A. The **Treasurer (Secretary/Treasurer as applicable)** shall be authorized to reimburse Officers, Area Directors, and Committee members for authorized expenses incurred. Such amount to be determined by the **Executive Committee** at their annual meeting or at any special meeting called. Reimbursement shall be made as soon as practical after the expenses are approved.

Section 5. A. The Association shall reimburse other members of the association who are invited to attend a meeting of the **Executive Committee**, for mileage and per diem for attending the meeting. The rate shall be not more than the prevailing county FSA rate, and must be consistent with the rate used to reimburse other Officers and Directors and may be a lesser amount as established by the **Executive Committee**.

Section 6. A. All records of this Association shall be subject to an annual audit by the **Executive Committee**, or their designee, at the close of the fiscal year.

ARTICLE XII -- DUTIES OF OFFICERS AND DIRECTORS

Section 1. A. The duties of the President, Vice-President, Secretary, and Treasurer shall be those usually devolved upon such officers, except as otherwise stipulated in Article XII.

Section 2. A. The **Executive Committee** shall have power to transact all business of this Association. Delegations of authority for this purpose may be at the discretion of the **Executive Committee**.

Section 3. A. The Secretary shall conduct the official correspondence of the Association. He/she shall keep an accurate and neat record of regular and special business meetings of the Association and **Executive Committee**. He/she shall perform such other duties as the **Executive Committee** may prescribe.

Section 4. A. The Treasurer shall keep an accurate record of all transactions of the Association. He/she shall collect and disburse all monies subject to the approval of the **Executive Committee**. He/she shall give an accurate financial report of the Association annually. He/she shall perform such other duties as the **Executive Committee** may prescribe.

Section 5. A. The Area Directors shall assist the state Secretary in sending out correspondence, minutes of the state directors meetings, etc., to the counties in their districts when so requested.

Section 6. A. The President or designee shall also serve as Chairperson of the Executive Committee and be the deciding vote in the event a vote ends in a tie.

ARTICLE XIII -- AMENDMENTS

Section 1. A. Proposed amendments to the Association Constitution and By-laws must be announced to all members at least 60 days prior to the annual meeting of the membership.

Section 2. A. The Constitution and By-laws of this association may be amended, revised, or repealed, at any annual meeting of the membership of this association by an affirmative vote of 2/3 (two-thirds) of the paid-up members attending the annual meeting.

Section 3. A. All amendments or revisions so made shall go into effect immediately following their adoption.

ATTACHMENTS:

EXHIBIT "A" - County Offices included in each Area as so directed in the Constitution and By-laws is as follows:

- Area 1** Beadle, Brown, Edmunds, Faulk, Hand, Hyde, McPherson, Spink and Walworth/Campbell.
- Area 2** Clark, Codington, Day, Deuel, Grant, Hamlin, Kingsbury, Marshall, Roberts
- Area 3** Brookings, Clay, Lake, Lincoln, McCook, Miner, Minnehaha, Moody, Turner, and Union.
- Area 4** Aurora, Bon Home, Brule/Buffalo, Charles Mix, Davison/Hanson, Douglas, Hutchinson, Sanborn/Jerauld and Yankton.
- Area 5** Butte/Lawrence/Harding, Corson, Dewey, Hughes/Stanley, Meade, Potter, Sully, Perkins and Ziebach.
- Area 6** Bennett/Oglala-Lakota, Fall River/Custer, Gregory, Haakon/Jackson, Jones, Lyman, Mellette/Todd, Lyman, and Tripp.