

**BYLAWS OF THE CENTRAL PENNSYLVANIA
FEDERAL EXECUTIVE ASSOCIATION
2017**

SECTION 1
FISCAL

The annual dues for membership shall be the amount assessed annually by the BOD for the ensuing year. Members whose annual dues are paid shall be entitled to receive all official communications of the Association. Communication outreach will continue to encourage membership for lapse membership renewals.

Membership fees and surpluses derived from projects will be used:

- (a) For administrative expenses.
- (b) For other purposes approved by the BOD

All funds of the Association will be retained in the treasury under the custody of the Treasurer.

Receipts and disbursements will be documented by vouchers showing the purpose and authority for each disbursement and the source of each receipt.

Provide effective oversight of resources dedicated to sustain the Association.

Good business practices will be followed in the utilization of funds. The Treasurer shall pay the bills for any expenditure made by any officer or committee chairperson of the Association in the transaction of official business approved by the BOD. Questionable bills should be discussed with the Association President prior to payment.

At the end of each fiscal year, the President shall appoint an Auditing Committee (includes a minimum of two members), which shall audit, within 60 days, all the financial and property records of the Association, and submit to the BOD, within 60 days, a report which shall be available upon request to any member of the Association. This report will include, at a minimum: the names of the auditors, the date of the audit, the period reviewed, items reviewed (to include at least a 20% check of: Treasurer's monthly reports, bank statements, income & expense documentation), a general statement describing the state of the financial documentation, and any recommendations for improvements.

The fiscal year for the transaction of business for the Association and for the purpose of determining the term of office for all Officers shall be from the first day of November to the last day of October of the year next ensuing.

SECTION 2
COMMITTEES

The President may appoint Standing Committees as required to achieve fundamental objectives of the Association. Current standing committees include: Events, Awards, Outreach / Membership, Audit Readiness, Marketing / Public Relations, and Elections.

The President may also appoint Special Committees to complete projects and study matters of interest to the

good standing.

Individuals become a member in good standing upon payment of the established annual membership dues.

Annual membership dues will be assessed in an amount to be determined by the Board of Directors (BOD). Dues are paid annually; rolling membership is encouraged.

Membership automatically terminates with transfer out of the Association's area, or upon separation from the Federal service: excludes Federal retirees. Association members in good standing who retire from the Federal service may continue their membership.

ARTICLE V BOARD OF DIRECTORS AND OFFICERS

The officers of the Association shall consist of a President, Vice-President, Secretary, and Treasurer. These officers shall constitute the Executive Committee of the Association. The Board of Directors (BOD) of the Association is comprised of the Executive Committee, the chair from the Events, Awards, Outreach / Membership, and Marketing / Public Relations Committees. These individuals are all voting members. The BOD will also include one Honorary Board Member, nominated by the BOD for the purpose of growing CPFEA leadership. This Honorary Member will serve for one year and be a non-voting member.

ARTICLE VI DUTIES OF THE OFFICERS

President - To preside at all meetings of the Association; to appoint standing committees and special committees; and to conduct the general affairs of the association with the advice and guidance of the BOD. In the event an officer is no longer eligible to participate in the CPFEA the president shall appoint a temporary officer until the next election can be held.

Vice-President - To assume the duties of the President in his/her absence; act as deputy for the President and complete the unexpired term of the President should he/she be transferred from the area or separated from the government service.

Secretary - Shall keep the records of the Association; maintain and publish minutes and action items of the Association, BOD and Executive Steering Committee meetings; prepare reports and conduct routine correspondence.

Treasurer - Shall be responsible for the collection and disbursement of funds, and proper accounting thereof.

ARTICLE VII ELECTION OF OFFICERS

By November 1st of each year the Executive Committee Officers shall be elected: Even year elections will be held for Vice-President and Secretary. Odd year elections will be held for Vice-President and Treasurer. The Vice-President will serve a one-year term and then automatically be promoted to President for the subsequent year. Secretary and Treasurer will each serve two-year terms. Board members may be appointed at any time through the year with the approval of the BOD. The presiding President will act as chair for these elections.

All Board of Directors will have a vote for these elections. Elections will be conducted by roll call. In all

Association. The life of any Special Committee shall continue until the mission or function has been completed and may be reestablished or renewed as needed by the Association. Committees shall consist of a principal member of the CPFEA to serve as Chair, and as many members from the Association as are necessary to pursue its mission.

SECTION 3
MEETINGS

General Sessions:

The Association shall hold a minimum of ten monthly BOD meetings. At least four events will be planned and conducted during the calendar year. A quorum of at least two of the four executive officers plus two other Board members is required to conduct official business at a meeting. Additional meetings may be called at the discretion of the President and / or Executive Committee. On the recommendation of the President, a regularly scheduled meeting may be cancelled. The October meeting must be held to conduct the business of the election of new officers. The November meeting will be conducted to announce annual CPFEA Award winners.

Executive Steering Committee Board Meetings:

The Executive Steering Committee shall meet annually or as necessary at the call of the President. The Steering Committee consists of an executive leader (or their designee) from each participating government agency. These meetings are open to Executive Committee officers only. The purpose of the Executive Steering committee is to engage federal leaders and inspire their collaboration, commitment and involvement in the ideals of CPFEA.

SECTION 4
RULES OF ORDER

All details of procedure not otherwise specifically stated in the Constitution and Bylaws shall be governed by Roberts' Rules of Order.

SECTION 5
REVIEW and DISTRIBUTION OF CONSTITUTION AND BYLAWS

Copies of current Constitution and Bylaws will be posted on the CPFEA website.

The Constitution and Bylaws will be reviewed annually and signed in concurrence with Officer rotations.

Marilyn L. Steiner 01/11/2017
President Date

Janet Kerner 1/11/17
Vice-President Date

Amy G. L. 1/19/17
Treasurer Date

Paul D. Jr. 1/11/17
Secretary Date