

**OMAHA-LINCOLN
FEDERAL EXECUTIVE ASSOCIATION**



CONSTITUTION

AND

BY-LAWS

As Revised April 1966
And Amended May 1973
And Revised November 1992
And Revised March 1993
And Revised 1999
And Revised September 2003
And Revised June 2006
And Revised June 2009

This document was revised in August of 2008. However, the newly revised O-L Constitution and Bylaws were never approved with the changes that were suggested and entered in the August 2008 draft.

Entered this day, September 10, 2009 by L. Fiscus/per Mary Ann Kosmicki email received on September 4, 2009.

CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

This organization shall be known as the OMAHA-LINCOLN FEDERAL EXECUTIVE ASSOCIATION.

ARTICLE II – PURPOSE AND OBJECTIVES

1. The general purpose of this association is to promote coordination of agency programs for maximum public benefit, foster acquaintance and good fellowship among management officials of departments, offices, and agencies of the Federal Government performing official business in the Omaha-Lincoln areas. Adhering to this general purpose should result in:
 - a. A closer working relationship among Federal Agencies.
 - 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.
2. Specific purposes of the association are:
 - a. 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.
 - b. Create a better public image of the Federal Executive and his/her place in the community.
 - c. Provide a liaison between the management of industry and business and the management of the Federal Government.
 - d. Work with appropriate city, county and state groups on matters of mutual interest.
 - e. Sponsor approved Federal Government participation in humanitarian campaigns, dedications and other public ceremonies.
 - f. Participate as an association in community affairs and encourage our employees to do the same.
 - g. Supervise and direct the Cooperative Administrative Support Unit (CASU).

ARTICLE III – MEMBERSHIP

1. Membership is open to agency heads and representatives designated by the agency head. The designee may become a member upon submission of the application and the payment of dues. In cases where an organization has paid for the membership, if that designated member does not complete the membership year, the membership is transferable to someone else in the agency for the remainder of the membership year
2. Any member of another Federal Executive Association outside of the Omaha-Lincoln area may apply for membership in the Omaha-Lincoln Federal Executive Association.
3. Retired Federal Executives are also eligible to become members.

4. The Executive Committee may designate Honorary Members.

ARTICLE IV – FINANCES

Dues are \$15 payable annually; the amount of the dues can be changed on a vote of the Executive Committee.

ARTICLE V – OFFICERS

1. The officers of the Association shall consist of a President, a First Vice-President, a Second Vice-President, and a Secretary-Treasurer who shall be elected at the annual business meeting, which takes place in June of each year.
2. Any vacancies during the year will be filled by a person selected by the Executive Committee.
3. No officer may hold the same office for more than two successive terms at a time.

ARTICLE VI – ELECTION OF OFFICERS

1. The President shall appoint a Nominating Committee of three persons in April of each year. This committee will make every effort to nominate more than one person for each office.
2. The committee will obtain consent of all nominees before their names are submitted to the President.
3. The committee will present its nominations to the President no later than May 15. The Secretary-Treasurer will list the nominees in the notice of the regular annual business meeting in June of each year.
4. The last regular meeting of the association year shall be held in June. The President will present the Nomination Committee's Report. He/she will call for nominations from the floor.
5. All members who are current in their dues shall be permitted to vote.
6. Three tellers will be appointed by the President to tally the votes and report the results to the President immediately.
7. Newly elected officers will assume office immediately following the election.

ARTICLE VII – DUTIES OF THE PRESIDENT

1. The President shall preside at all meetings.
2. The President shall appoint the following:
 - a. The at-large members of the Executive Committee;
 - b. A Nominating Committee;

- c. Chairpersons of Committees;
 - d. Ad Hoc Committees as needed.
3. The President shall represent the association at all official functions, unless otherwise detained, in which case he/she will appoint someone to act for him/her.
 4. The President shall issue the call for the annual meeting and such other meetings of the members as the occasion requires; however, when the President fails to do so, any three members of the Executive Committee may call such meetings.
 5. The President shall assign duties not specified in the Constitution and By-Laws to other officers and committees.

ARTICLE VIII – DUTIES OF THE FIRST VICE PRESIDENT

1. Act for the President in his/her absence.
2. Chair the Membership Committee.
3. Chair the Public Service Recognition Week Awards Committee.
4. Assist the President in carrying out the activities of the association.
5. Attend all Executive Committee meetings.
6. Perform such other duties as assigned by the President.

ARTICLE IX – DUTIES OF THE SECOND VICE PRESIDENT

1. Act for the President in the absence of both the President and the First Vice President.
2. Determine the location, time and type of meeting, in coordination with the President and Secretary-Treasurer.
3. Plan and obtain the program/speaker for each meeting, except for February (Heart of the Midlands Combined Federal Campaign Awards & Recognition Luncheon) and May (Federal Employee of the Year Recognition Luncheon).
4. Perform such other duties as may properly be delegated or assigned to him by the President.
5. Attend all Executive Committee Meetings.
6. Assist the Secretary-Treasurer in the collection of luncheon money at the regular monthly meeting.

ARTICLE X – DUTIES OF THE SECRETARY-TREASURER

1. Send out Notices of all association meetings.
2. Arrange for meal reservations at all meetings.
3. Have custody of all association funds.
4. Maintain records of funds collected and disbursed.
5. Maintain current membership lists.
6. Record and maintain the minutes of the regular, special and Executive Committee Meetings.
7. Attend all Executive Committee meetings.
8. Render a report when requested regarding finances and membership.
9. Perform such other duties as assigned by the President.

ARTICLE XI – COMMITTEES

1. Executive Committee

- a. Shall consist of the officers elected at the last annual meeting, or their successors, the immediate Past President and six additional members to be appointed by the President immediately following the annual business meeting. To the greatest extent possible, the appointees shall reflect representation from different agencies or entities affiliated with the FEA.
- b. Shall assist and give counsel to the President.
- c. Shall meet at the call of the President, or in his/her absence by the following in the order given:
 - (1) First Vice President;
 - (2) Second Vice President;
 - (3) Secretary-Treasurer;
 - (4) Any three members of the Executive Committee.
- d. A quorum of five members is required to transact business.

2. Membership Committee

- a. Shall promote the support of and participation in “FEA” activities by all Federal Officials.
- b. Shall conduct the membership drive and, in connection with the drive, provide information about the association to new Federal Officials.
- c. The membership drive shall take place in September of each year.

3. Public Relations Committee

- a. Shall prepare fact sheets, news releases, displays and exhibits.
- b. Shall generally promote activities that will enhance the Federal image.

- c. Shall arrange press conferences.
- d. Shall establish and maintain good relations with representatives of news media, and community and civic organizations to further the purposes of the association.

4. Equal Employment Opportunity Committee

- a. Service and training.
- b. EO Award.
- c. Awareness of opportunities.

ARTICLE XII – AD HOC COMMITTEES

- 1. The Chairperson of each committee shall appoint the number of committee members as designated by the President. In some cases, the committee members may be appointed by the President.
- 2. These committees will report directly to the President or his/her duly appointed Liaison Officer. The committee members shall serve until the completion of their task.

ARTICLE XIII – ASSOCIATION MEETINGS

- 1. Meetings will be held the second Thursday of each month, unless changed at the discretion of the President. No monthly meeting will be scheduled during July and August.
- 2. The last regular meeting of the association year, to be known as the “annual business meeting” shall be held during the month of June.

ARTICLE XIV – PARLIAMENTARY PROCEDURE

This association shall be government in all matters of parliamentary procedure by the newly revised “Roberts Rules of Order”, and supersedes these By-Laws.

ARTICLE XV – AMENDMENTS

The Constitution and By-Laws may be amended at any duly called meeting of the association, by a two-thirds vote of the qualified members present, providing that notice of such proposed amendments is given to all members in the Notice for the Meeting.