

**FEDERAL EXECUTIVE ASSOCIATION
OF CENTRAL ARKANSAS**

September 16, 2014

HISTORY

“Although each executive agency and its field organization have a special mission there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities.”

-- President John F. Kennedy, 1961

The need for effective coordination among the field activities of Federal departments and agencies is very clear. The Federal Executive Boards (FEB's) were established in 1961 by a Presidential Directive to improve coordination among Federal activities and programs outside Washington. In cities where FEBs do not exist, another organization of local principal Federal agency officials often exists. These Federal Executive Associations (FEAs) or Councils, have purposes and objectives similar to FEBs. They do not, however, function within the same formal set of parameters (e.g., officially established by Presidential Memorandum, policy direction and guidance from the Office of Personnel Management, etc.) as do the FEBs.

MISSION

The mission of the Federal Executive Association of Central Arkansas is to improve coordination among Federal activities and programs in Central Arkansas. The Association will seek to fulfill this mission by accomplishing the following objectives:

- ⇒ Provide a forum for the sharing of information,
- ⇒ Pool resources to include providing common services such as training courses,
- ⇒ Encourage employee initiative through special recognition,
- ⇒ Coordinate emergency services, and
- ⇒ Represent the Federal sector through involvement within the community.

CONSTITUTION AND BYLAWS

As approved by the Federal Executive Association on (date).

Article I—Name

The name of this organization shall be the Federal Executive Association of Central Arkansas, hereinafter referred to as the FEA.

Article II—Authority and Purpose

Section 1—Authority

The FEA was established for the purpose of extending the intent of the 1961 Presidential Directive to improve coordination among federal activities and programs outside Washington, D.C. See, A Memorandum on the Need for Greater Coordination of Regional and Field Activities of the Government (President John F. Kennedy, November 14, 1961); the Federal Register, dated August 28, 1984; and Title 5 of the Code of Federal Regulations, Part 960, dated January 1, 1993. In states and cities where Federal Executive Boards are not required by directive or regulation, another organization of local principal federal agency officials, such as this FEA may exist.

Section 2—Purpose

It shall be the purpose of the FEA to improve coordination among Federal activities and programs in Central Arkansas. The FEA will seek to fulfill this purpose by accomplishing the following objectives:

- a. Provide a forum for the sharing of information,
- b. Pool resources to include providing common services such as training courses,
- c. Encourage employee initiative through special recognition,
- d. Coordinate emergency services, and
- e. Represent the Federal sector through involvement within the community.

Article III—Membership

Section 1—Composition of the FEA

The membership of the Federal Executive Association shall consist of the principal head and/or designees of federal agencies located in the Central Arkansas area. A principal head is the ranking official of the organization having no superior within the local area. No annual fee is required.

Section 2—Participation by Non-Members

Members may arrange for participation by designated officials and employees on their staffs in activities undertaken by the FEA or work of the committees 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.

Section 3—Voting Privileges

Voting privileges in meetings of the FEA shall be restricted to the members or their designated alternates. A simple majority of members present shall constitute a quorum for members present.

Article IV—Officers and Elections

Section 1—Officers

The officers of the Association shall be the President, Vice President and Secretary/Treasurer.

Section 2—Term of Office and Eligibility

The term of office shall be one year or until successors have been elected. The officers may serve consecutive terms in the same capacity. Only members of the FEA shall be eligible to hold office. In the event the President cannot fulfill his/her elected term, the Vice President shall assume the President's responsibilities for the remainder of the term. In the event the Vice President cannot fulfill his/her elected term or has assumed the President's responsibilities, the office of Vice President shall then be filled by an ad hoc election. In the event the Secretary/Treasurer cannot fulfill his/her elected term, the President shall appoint a new Secretary/Treasurer for the remainder of the term.

Section 3—Date of Election

Elections shall be held annually during one of the Spring meetings of the FEA (e.g. March or April). Typically the only election will be for Secretary/Treasurer; however, there may be occasions when the President or Vice President needs to be elected as well. Officers shall assume their new duties at the end of the annual Federal Employee of the Year Awards Ceremony and Luncheon (usually during Public Service Recognition Week held during the first full week of May).

Section 4—Nominations

The President will solicit nominations each year in January and February.

Article V—Duties of Officers

Section 1—President

The President shall preside at all meetings of the FEA and appoint chairs of all committees. The President may call such special meetings as may be required, and act as spokesperson for the FEA. The President is responsible for establishing and publishing the agenda for each FEA meeting. The President also reviews the draft minutes from the previous meeting and has them available at the next FEA meeting so that the FEA members may review, revise, and approve the minutes. Once the minutes are approved, the President will submit the minutes to the Executive Director of the Oklahoma City Federal Executive Board (FEB) for posting on the Central Arkansas FEA website. The FEB Executive Director provides website support to the Central Arkansas FEA. The President will typically Chair the following FEA committees: Central Arkansas FEA Website, Public Service Recognition Week, and Awards Ceremony and Luncheon Committees

Section 2—Vice President

The Vice President shall preside at meetings in the absence of the President and shall succeed the President in the case of vacancy or at the end of the annual Awards Ceremony and Luncheon. The Vice President will typically Chair the following FEA committees: Pre-retirement Seminar and Mid-career Retirement Seminar Committees.

Section 3—Secretary/Treasurer

The Treasurer shall be responsible for all fiscal business and will maintain an account in the name of the Association. He/she shall arrange an annual audit of Association financial records, as well as prepare and issue an annual financial statement. In the event both the President and Vice-President are temporarily unable to perform the functions of the President, the Treasurer of the Board shall act as President. The Secretary/Treasurer shall prepare and keep the minutes of all meetings and keep other such records as may be required, unless this is delegated by the President to a volunteer in the FEA. The Secretary/Treasurer will typically Chair the following FEA committees: Budget and Federal Employee of the Year Awards Committees.

Article VI—Other Committees

COOP Committee – this committee will be chaired by a volunteer from the FEA membership. The purpose of COOP Committee is to coordinate, plan, and announce COOP training opportunities for Federal Agencies in Central Arkansas.

Weather Watch Committee – this committee will be chaired by a volunteer from the FEA membership. The committee is responsible for meeting by teleconference at 5 A.M on days when the weather forecast may impact federal agency operations or on call as determined by the committee chairperson. The purpose of the meetings is to determine the status of the federal agencies in the Central Arkansas area due to weather conditions. While each agency has the final say, most abide by the Weather Watch Committee decision.

Local Federal Coordinating Committee (LFCC) – this committee will be chaired by the previous year's FEA president. The term of service will be the same as the FEA's President, Vice President, and Secretary/Treasurer. The purpose of the committee will be to oversee the Combined Federal Campaign activities of Greater Arkansas.

Other committees will be established as determined necessary by the FEA President. The President will also select the chairperson of each committee.

Committees will be prepared to provide a report of activities and status at each FEA meeting.

Article VII—Meetings

Regular meetings of the FEA will be held monthly on the 3rd Tuesday at 8:30 A.M. at a location determined by the President. The President will announce the meeting along with the agenda via email to Federal Agency Directors and/or their designees. The rules of parliamentary procedures as set forth in Robert's Rules of Order shall govern all meetings of the FEA.

The FEA will consider holding semiannually "open forums" for all federal employees. The "open forums" are not the same as the regularly scheduled FEA meetings. The "open forums" will provide the opportunity for federal employees to express themselves to the FEA, provide the opportunity for federal agencies to present a series of informational briefings, and provide the opportunity for the FEA to invite external parties (e.g. Senators, Representatives, Mayors, Police Chiefs, etc) to come and address issues that are happening in the news and where employees can hear the external parties' views on the issues that govern federal employees.

Article VIII—Effective Date of Constitution and Bylaws

This Constitution and Bylaws shall become effective upon adoption by a majority of the members present and voting.

Article IX—Amendments to the Constitution and Bylaws

Proposals to amend the Constitution and Bylaws shall be referred to the President and may be adopted at any regular meeting of the FEA with the concurrence of the majority of the members present and voting, provided that the proposed amendment and its purpose shall have been sent to the members with the notice of the meeting.

CONSTITUTION AND BY LAWS APPROVED BY:



President

Date: Oct. 3, 2014



Vice President

Date: 03 OCT 2014



Secretary/Treasurer

Date: 10/3/14