

FEDERAL EXECUTIVE ASSOCIATION OF COLUMBUS AND CENTRAL OHIO
CONSTITUTION AND BYLAWS

Article 1. Name

The name of this organization shall be the Federal Executive Association of Columbus and Central Ohio (FEA) to denote that it includes federal agencies in Columbus, Ohio and its surrounding counties.

Article 2. Purpose

The purpose of this FEA is to improve coordination of federal governmental activity within the Columbus and Central Ohio area. This includes:

- a. Providing a forum for the implementation of government-wide goals and objectives, and the development and implementation of mutually beneficial programs.
- b. Increasing the community's awareness of the Columbus area federal workforce in such programs as the Combined Federal Campaign, public service recognition, and other community events.

Article 3. Objectives

- a. To improve intergovernmental cooperation, and the economy, efficiency and effectiveness of the federal government.
- b. To stimulate action in the implementation and maintenance of government-wide programs and concepts, such as equal opportunity, continuity of business operations, quality initiatives, etc.
- c. To make the federal and external community aware of the federal workforce's contributions to the operation of government and to the improvement of our local community.

Article 4. Organization

The FEA is comprised of a Board of Directors representing each member agency and each with voting rights. The Board ensures the execution of various programs and projects that the FEA sponsors. An organization chart reflecting the Association's structure and reporting chain is attached, and the various roles are further described in this document.

Article 5. Membership. All agencies in the greater Columbus, Ohio area are members of the FEA and can participate in meetings. Each agency head (defined as someone independent within the greater Columbus area not reporting to another greater Columbus executive) or his/her designee who attends Board of Directors meetings may vote on FEA proposals.

Article 6. Officers

- a. The FEA will have a Chairperson, Vice Chairperson, Treasurer and Executive Secretary/Historian. The term of office will be January 1 through December 31.
- b. The chairperson is the chief executive officer of the FEA. The office of chairperson will rotate annually. Responsibilities include: presiding at meetings, acting as spokesperson for the Association, appointing the Executive Secretary, and ensuring that FEA programs are accomplished.
- c. The vice-chairperson is the agency head who has volunteered to serve as chairperson for the next calendar year. In the absence of the chairperson, the vice-chairperson will preside at meetings and otherwise exercise the duties of the chairperson. The vice-chairperson prepares for the following year by active participation in FEA planning and the Board of Director meetings.
- d. The Treasurer is appointed by the Board of Directors, and serves at the pleasure of the Board. The treasurer is responsible for formulating and executing the annual FEA budget, accounting for expenditures, and controlling receipts and disbursing funds. The treasurer shall survey all FEA committees, project teams, and councils for projected budget outlays, and use these inputs to prepare the annual budget for the forthcoming year. This budget will be presented for approval to the Board of Directors at their first board meeting of the year. The treasurer will also submit a treasurer's report at all FEA meetings.
- e. The Executive Secretary/Historian is appointed by the Chairperson. This person is responsible for scheduling Board of Directors meetings; preparing and keeping the minutes of membership and of Board of Directors meetings; and handling all FEA correspondence. This person also maintains the Association's permanent records.

Article 7. Meetings

The Association shall meet for the following reasons:

- a. At least once a quarter to ensure the accomplishment of FEA goals, objectives and programs.
- b. Change of Officers and Annual Report meeting
- c. Call of the Chairperson

The chairperson and/or the Board of Directors will determine the dates for the above activities. The Secretary shall notify the membership of each meeting's details in advance (normally two weeks) and include an agenda. All members of the Association, including project/program managers, will be invited to attend these full Association meetings. A quorum for transacting business at any Association meeting will be the Board members present at any scheduled meeting.

Article 8. Standing Committees and the Responsibility Matrix.

All committees must submit an annual budget to the Treasurer. See Article 6, d for guidance. Failure to submit a budget may result in lack of funding for the program/project.

Board of Directors. This group implements the goals and objectives of the FEA. It is composed of the FEA Chairperson, Vice-Chairperson, Treasurer, and other agency heads (or their alternates) in the Central Ohio area. The Secretary/Historian will serve as a nonvoting member of the committee.

Chairpersons of the other committees will be invited to participate in Board of Director Meetings at the request of the Chairperson.

Public Service Recognition Week (PSRW) Program. This group sponsors the annual Employee of The Year Luncheon, and develops programs that publicize the contributions of federal employees to their country and their community. The luncheon and other activities occur during the first week in May, which is Public Service Recognition Week.

Federal Service Coordination Program. This program serves to promote, advocate and coordinate public service opportunities for both agencies and individual Federal employees not specifically addressed by other FEA programs. Efforts may include participation by an ad hoc group of Federal employees to support short-term, periodic projects like Coats for Columbus, Homeless Stand Down, computers for schools, etc. or long term projects like mentoring school children, etc. It also promotes the value and impact of Federal employees in community volunteer efforts.

Record Keeping– Committees, Project Teams, and Program Chairs should keep good records during their tenure. Records should be passed on to their successors promptly and in sufficient detail for the new incumbents to execute their duties successfully .

Article 9. Special Committees

The Chairperson may appoint such special project committees as required to achieve objectives not within the scope of a regular recurring program. Such special committees shall be automatically discharged upon completing their assignment.

Article 10. Annual Report

The outgoing Chairperson will submit in writing to the FEA Board an Annual Report of accomplishments at the January Leadership Changeover meeting. This shall be the transition meeting for change of officers. As the last order of business for this meeting the outgoing Chairperson will:

Announce the dates established with the concurrence of the new Chairperson for the transfer of all administrative and official records to the new officers.

Formally relinquish the position of FEA Chairperson to the new Chairperson. The new Chairperson shall assume the full duties and responsibilities of the FEA Chairperson.

Announce the Board of Director members for the coming year.

Article 11: Operating Fund

The FEA Operating Fund will be used to support the costs of on-going official FEA activities, as approved by the Board of Directors. The Treasurer will act as custodian of the Fund. The treasurer will establish a separate checking account for Operating Fund monies and will make all disbursement from such account by check.

Article 12: Miscellaneous

- a. The Federal Executive Association of Columbus and Central Ohio was organized by adoption of Constitution and Bylaws and by election of Officers on October 17, 1973.

- a. Constitution and Bylaws revised October 20, 1982; December 11, 1986; May 25, 1988; March 28, 1990; June 20, 1991; August 2, 1993; June 7, 2000; February 2002, and March 2007.