

FARM SERVICE AGENCY

NASE

**National Association of
Support Employees**

Procedure Manual

USDA

Table of Contents

Past President's Duties	5
President's Duties	6
Vice President's Duties	9
Secretary's Duties	11
Treasurer's Duties	13
Zone Representative's Duties	15
State Contact's Duties	18
Committee Chairperson's and Members Duties	20
Sample of Committee Chairperson's Letter of Appointment	24
Sample of Committee Member's Letter of Appointment	26
Office Automation Committee Duties and Responsibilities	28
By-laws Committee Duties and Responsibilities	30
Farm Loan Program Committee Duties and Responsibilities	32
Farm Program Committee Duties and Responsibilities	34
Nominating Committee Duties and Responsibilities	35
Personnel Committee Duties and Responsibilities	36
Resource Committee Duties and Responsibilities	37
Ways and Means Committee Duties and Responsibilities	43
Guidelines for Representing NASE at Official Meetings	44
NASE Welcome Letter	45
NASE Profile Sheet for Task Force and Committee Participation	47

Table of Contents (con't)

Guidelines for NASE Audit Committee	49
Resolution Form	50
NASE Brochure and Membership Application	51
Consultative Agreement Between FSA and NASE	53
NASE Logo	57
Dues and Membership Tally Sheet for Submission to Treasurer	58
NASE By-laws	59
Keep Us, O God <i>by Mary Stewart</i>	68

This handbook has been put together with the hope that it will be a helpful tool to you as a new member and as a reference to more experienced members. In putting this handbook together we have made every effort to make this booklet as understandable and clear as possible. If you do not understand a particular part **do not hesitate** to contact your Zone Representative or Board Member to get a clear understanding.

If you would like clarification or guidance on an area that is not covered in this handbook please let us know so that this handbook might truly be a useful tool for you.

The duties of the national officers should help as a guide for how you set up your state organization.

The Dues and Tally sheet used be used by everyone when submitting dues to the Treasurer.

The NASE By-laws can also serve as a guide for setting up your state by-laws.

Consultative Agreement between NASE and National Office. Not all states have done a consultative agreement, but instructions from national office said it was not absolutely necessary. If a state has an agreement with NASE it cannot be any more restrictive than the national agreement.

NASE PAST PRESIDENT'S DUTIES

The NASE Past President will provide support and guidance to the Board of Directors, and continue to promote Association goals.

Act as a technical advisor to the Board of Directors and NASE members.

Take the lead in assisting unorganized states, utilizing Zone Reps when possible, and reporting to the Board of Directors on activities and contacts made in these efforts.

Support the President in actions and accept duties or responsibilities as assigned.

Maintain a file of all immediate Past President activities and progress and furnish this to the new immediate Past President when the new and old boards meet.

Go over duties of all officers with the incoming board.

Continue to promote the welfare of NASE goals long after service on the board is completed. Provide moral support to future generations of officers assuring that, as far as they can influence, they are not directly or indirectly perceived as misleading or mishandling association business.

In order to present a positive image of the Association and give a good presentation of yourself, the Past President should:

- Dress professionally;
- Speak correctly and courteously;
- Refrain from presenting personal or biased opinions;
- Be prepared for all meetings with information and or questions; and
- Be cooperative in working with management and present Association requests in a non-demanding manner.

Common tasks for which you are responsible:

- Review By-Laws each year.
- Review the Standing Rules each year.
- Pass the Guidelines to your successor.
- Make responses promptly to the Board, National, and Finance Office personnel when requested.
- Keep a positive attitude and help motivate others.

NASE PRESIDENT DUTIES

The NASE President must lead the Association in a responsible and professional manner in accordance with Association By-Laws, giving overall membership proper representation. Presidential duties include but are not limited to the following:

Must be knowledgeable and personable and have good communication skills. A professional appearance must be maintained at all times.

Act, and in many situations, react, to circumstances as they develop. At times, there may be a need to act immediately without full consensus of the Board. All decisions and actions must be made in the best interest of the Association. Maintain good public relations, promoting objectives and goals of the Association at all times. Must be willing to take a definite stand on issues of concern to the Association regardless of the backlash that stand may create.

The President is the primary official liaison between NASE and National Office, NACS, NADD and NASCOE. Liaison duties may be delegated by subject matter to another member as appropriate. The President will participate in all conference calls and meetings between Committee and National Office personnel as requested. This participation will be delegated as appropriate to assure involvement of as many members as possible.

Oversees all business of the Association; keeps abreast of all changes, concerns and points of interest regarding the Association, its membership and or the Agency; and acts as technical advisor to all officers and committee members.

Along with Board consensus, will appoint committee chairpersons, audit, committee, and parliamentarians, as needed.

Will establish and maintain an active working relationship with the Administrator and other National Office employees; and keep the National Office liaison informed of areas of mutual interest between membership and National Office Administration.

Maintain a current list of potential task force members to select from when NASE participation is requested. Zone Reps will assist with furnishing and updating information.

Outline what is expected of each officer and Zone Representative when the new Board meets at National Convention. Additional duties may be assigned or reassigned. Guidelines for each position are generally followed with changes made by consent of the Board.

Work closely with the Board of Directors on all Association issues assuring they are kept informed on all issues.

Prepare and distribute a newsletter to all members and potential members addressing appropriate information. Information will be solicited from the Board of Directors for inclusion in the newsletter. With Board consensus, the newsletter duties may be delegated to the Vice President or Secretary.

Coordinate Zone Meetings with each Zone Representative and the NACS President and jointly request National Office staff to attend Zone and National meetings.

The president will preside at and conduct all Board Meetings, Executive Board Meetings and Annual Meeting. The president will preside at all meetings at Convention through the banquet.

Promotes open communication with all members via regular information sharing with officers, Zone Reps, Committee Chairpersons and State Contacts.

Provide guidance and direction to any member desiring assistance. Be available to listen and discuss any issue pertaining to FSA with any member and provide an official response if necessary. Assure all issues are properly addressed and individuals are fully informed.

Research suggestions that will assist the Association in meeting its goals and promote positive visibility of the Association.

Maintain a file on all areas of presidential responsibilities and activities. Furnish the Presidential file to the new President when the new and old Boards meet annually.

Provide moral support to future generations of officers assuring they are not directly or indirectly perceived as misleading or mishandling Association business. Publicly defend the Association and actions of all officers. Be prepared to defend NASE's position on issues presented by NASE.

Notify appropriate publication officials with results of the National elections and write letters of appreciation to all National and Finance Office personnel who have contributed to the Association.

Send "welcome letters" to new members as notified by the Secretary. (This is not for members renewing their membership.)

In order to present a positive image of the Association, the President should give a good presentation of them self and the Association by:

Dressing professionally;
Speaking correctly and courteously;
Refraining from presenting personal or biased opinions;
Being prepared for all meetings with information and or questions; and
Being cooperative in working with management and presenting Association requests in a non-demanding manner.

Common tasks for which you are responsible:

Review By-Laws each year with the entire Board of Directors.
Review the Standing Rules each year with the entire Board.
Pass the presidential guidelines to your successor.
Distribute and review the guidelines for each officer on the Executive Board.
Request State goals from State Presidents/Contacts through the Zone Reps.
Conduct Board meetings and Convention duties.
Distribute and review position guidelines with the Zone Reps.
Send quarterly newsletters to membership. (Duty may be re-delegated as stated above.)
Ascertain that responses are made promptly to the Board, National Office, Finance Office personnel when requested.
Keep a positive attitude and help motivate others.
Communicate with Board, Committee Chairpersons and State Contacts on a weekly/biweekly basis.

NASE VICE PRESIDENT'S DUTIES

The NASE Vice President will act in the absence of the President and assist the President as requested. Other duties include:

Keep in contact with the President on a regular basis to keep abreast of current issues.

Act as the Committee Liaison between the Executive Board and the Committee Chairpersons.

Maintain a file on all areas of VP responsibilities and activities. This file will be passed on to the next VP when the old and new Boards meet.

Contact all Committee Chairpersons after convention and supply them with a copy of their duties and responsibilities with the complete names and addresses of all committee members and their responsibilities.

Contact all Committee Chairpersons prior to Zone meetings and National Convention to request a written report of committee activities for presentation. This will be coordinated with the respective Zone Representative.

Provide guidance to committee members on the proper format of preparing resolutions and presentation at Zone meeting.

Act as the Membership Coordinator. The VP is responsible for membership and will keep in contact with the immediate Past President who is responsible for contacts with unorganized states. The VP will retain responsibility for contacts with states experiencing difficulty with membership.

In order to present a positive image of the Association and give a good presentation of them self, the Vice President should:

- Dress professionally;
- Speak correctly and courteously;
- Refrain from presenting personal or biased opinions;
- Be prepared for all meetings with information and or questions; and
- Be cooperative in working with management and present Association requests in a non-demanding manner.

Common tasks for which you are responsible:

- Review By-Laws each year with the entire Board of Directors.
- Review the Standing Rules each year the entire Board.
- Pass the VP guidelines to your successor.
- Distribute the guidelines to each Committee member.

- Make responses promptly to the Board, National, and Finance office personnel when requested.
- Keep a positive attitude and help motivate others.

NASE SECRETARY'S DUTIES

The Secretary is the recording officer of the Association and the custodian of its records.

The NASE Secretary will maintain and update all official records of NASE and compose general correspondence of the Association including:

- keeping minutes of all official board meetings, meetings with the National Office and Finance Office and other FSA associations
- providing copies of the minutes to all Board of Directors and members within 30 days.
- compiling information for the annual report (Convention Booklet) to include: President's and Vice-President reports; Zone reports; Committee reports; State President/Contact's reports; Treasurer's report, including the audit report; resolutions; and minutes of the annual meeting.
- providing guidance to Zone Reps before their respective Zone meetings on preparation and presentation of resolutions. Zone Reps will forward the original resolutions to the Secretary within 15 days. The Secretary will organize and distribute the resolutions to each committee chairperson for action by the committees. The Secretary will collect the reviewed resolutions, prepare and format a final copy for inclusion into the National Convention Booklet.

Assist the Vice President and Past President in compiling and distributing membership letters. Assist the President with other forms of communication as needed.

The outgoing Secretary should provide the incoming Secretary with an email containing the most current listing of State Contact Persons and Committee members as well as items needed for the annual convention booklet.

Be willing to give up free and personal time to accomplish all required secretarial duties.

In order to present a positive image of the Association and a good presentation of them self, the Secretary should:

- Dress professionally;
- Speak correctly and courteously;
- Refrain from presenting personal or biased opinions;
- Be prepared for all meetings with information and or questions; and
- Be cooperative in working with management and present Association requests in a non-demanding manner.

Common tasks for which you are responsible:

- Review By-laws each year.
- Review the Standing Rules each year.
- Pass the Secretary Guidelines to your successor.
- Keep a positive attitude and help motivate others.
- Furnish complete files and records to the incoming Secretary.

Resolutions shall be reported in this format for convention minutes and newsletter:

- A-01 All reports received in the file would have a report code number listed on the report for easier handling. **Resolution passed.**
- A-02 The 8N transaction should have an effective date added to the transaction so that the actual classification date may be monitored as opposed to the date the transaction is inputted. **Resolution passed.**
- A-03 We should have authorization to use the automated AD-202 and the AD 616 that are on the NFC website. **Resolution defeated.** – this is no longer a problem.
- AO-4 Software should be developed, adding to the 1C, the option to choose a paper check or EFT deposit. If EFT is chosen, and PLAS is not properly established, then the transaction would discrepancy, and the next day PLAS could be corrected and the loan funds then ordered to be EFT deposited. **Resolution passed.**

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NASE TREASURER'S DUTIES

The NASE Treasurer will receive monies from State Treasurers or from individuals in unorganized states for payment of National dues; and from the Ways and Means Committee from fundraisers. All funds will be deposited in an interest bearing checking account.

The account will be set up in the name of NASE with two signatures authorized on the account (President and Treasurer). All vouchers must be approved by the Secretary and President. An email approval from the President is sufficient (keep with paid voucher) and the President will sign-off on vouchers at the Fall, Spring and National Convention meetings.

When the President is submitting expenses, the Vice-President or Past President, in conjunction with the Secretary will authorize payment. Email authorizations are authorized until original signatures can be obtained (email authorizations to be kept with voucher).

The Treasurer will maintain a Membership/Credentials list for all States.

The Treasurer is responsible for paying all Association expenses with the Association's budget. Reimbursement will be mailed within five (5) working days after receipt of the voucher.

Complete the Treasurer's report as requested by the National Board of Directors with estimated report dates as follows: annual fall board meeting; prior to first zone meeting; all board meetings; and annual convention.

Complete a membership report monthly and send to all board members. This includes active and associate membership numbers.

Develop and maintain a yearly budget with the assistance of the NASE board members. Present the proposed budget for approval at the Fall Board Meeting.

Present the books and records to the Audit Committee at national convention.

Within 30 days following the national convention, write to all state treasurers, and individual members in unorganized states, providing them with a mailing address for dues along with a tally sheet for submission of dues, and give a brief reminder of important items.

Notify all Board members, especially the Zone Reps, when a reduction in state membership occurs.

Maintain a current list of all State Association Treasurers, and individual members in unorganized states, with complete addresses and phone numbers.

This should be stored on a diskette and passed to the new Treasurer at convention.

As needed, develop and distribute charts to help state treasurers report membership. Each time a new member is enrolled the Secretary will notify the President so they can send a "Welcome Letter" to the new member.

Furnish a complete file of activities and required duties to the incoming treasurer within ten (10) days following National Convention. The checkbook, membership list, vouchers, ledgers, and other important items will be given to the incoming Treasurer at National Convention and explained in detail. Time should be set aside at convention, if at all possible, for the outgoing Treasurer and the new Treasurer to review books together. Concerns of the Audit Committee should also be addressed. Within thirty (30) days following convention, all questions and concerns should be addressed and resolved.

In order to present a positive image of the Association and give a good presentation of them self, the Treasurer should:

- Dress professionally;
- Speak correctly and courteously;
- Refrain from presenting personal or biased opinions;
- Be prepared for all meetings with information and or questions; and
- Be cooperative in working with management and present Association requests in a non-demanding manner.

Common tasks for which you are responsible:

- Review By-Laws each year.
- Review the Standing Rules each year.
- Pass the Treasurer Guidelines to your successor.
- Keep a positive attitude and help motivate others.
 - Furnish complete files and records to the incoming Treasurer.

GUIDELINES FOR NASE ZONE REPRESENTATIVES

The role of the Zone Representative is that of an intermediary between the states within their Zone and the NASE Executive Board. Following is a list of duties and may not be all inclusive:

1. Maintain a line of communication between the states and NASE Executive Board. Zone Reps should send an introductory letter to all members in their zone within 30 days of taking office.(can be done by e-mail)
2. Participate in meetings and conference calls and share information and ideas conducive to the welfare of the Association.
3. Spend extra time as necessary to carry out duties within a specified time frame to ensure information is obtained from and/or submitted to states and the NASE Board.
4. Be fair, impartial, and open-minded.
5. Respect the confidentiality of any information, matters or problems discussed at meetings.
6. Use judgment in distributing information; especially that which should be distributed only by the President.
7. Attend all required meetings, national and zone, and if unable to attend, ensure the Alternate Zone Rep attends on your behalf.
8. Update the Zone Book with copies of all correspondence, state newsletters, national newsletters, list of current officers, and other pertinent information. Dispose of outdated information according to retention periods. Update Zone Books prior to mailing to the new Zone Representative.

ZONE REPRESENTATIVE RESPONSIBILITIES ON THE NATIONAL LEVEL

9. Conduct the Zone Meeting according to the guidelines set forth in the Zone Book.
10. Prepare an agenda for the Zone Meeting and provide copies as necessary.
11. Have the Alternate Zone Rep, or substitute, record minutes of the meeting, transcribe, and submit to the Zone Rep within 30 days after the Zone Meeting. (Transcribers are authorized to receive \$25.00 for taking minutes from National Office Treasury.)

12. In January, contact State Presidents/Contacts and request resolutions for the Zone Meeting. Upon receipt of proposed resolutions, you will forward them to the appropriate committee member of your zone for review. After verifying and researching proposed resolutions, your zone committee members will forward resolutions back to you to be presented at the Zone Meeting. (It is the committee member's responsibility to make sure the resolution is easily understood. If you get a resolution that you don't understand send back to the committee member for clarification.)
13. You may receive some additional resolutions at the Zone Meeting. This is perfectly acceptable (one idea sparks another). It is the committee member's responsibility to get this in the proper format for you to include in your Zone Report.
14. After the Zone Meeting, if directed by the National President, write a letter of thanks to all speakers in attendance at the Zone Meeting.
15. After the Zone Meeting, send a cover letter to the President and Secretary, including the following items:
 - a. State President's Report
 - b. Committee Reports
 - c. Resolutions Passed/Defeated
 - d. Minutes of the Meeting
16. Be willing to give up free and personal time to accomplish all required zone representative duties.
17. Collect profile sheets from members interested in serving on a task force or committee, send to the National President and keep a copy in the zone records.
18. Prepare and present a Zone Report at the Fall and/or Spring Board Meetings.
19. Plan to travel to a minimum of three meetings per year: Fall Board Meeting, Zone Meeting, and National Convention.
20. Send copies of all Zone Newsletters and correspondence to the Executive Board, other Zone Reps, and Committee Members.
21. Take an active role in Convention activities as required.
22. Pass all Zone Rep records to the new Zone Rep within 30 days following the National Convention.

23. Conduct elections during Zone Break-Outs at National Convention and report to the membership in attendance the newly elected offices and committee members for your zone. Prepare a list of names, addresses, phone and fax numbers and give to the NASE Secretary. (Zones A and B committee terms begin in even numbered years. Zones C and D committee terms begin in odd numbered years.)
24. Work closely with the Alternate Zone Rep and keep them abreast of Association issues.
25. The Zone Rep is responsible for providing names of State Presidents/Contacts to all Committee Members in their Zone by September 15th. If changes occur throughout the year they should notify their Committee Members and the Vice President.

In order to present a positive image of the Association and give a good presentation of them selves, the Zone Representative should:

- Dress professionally;
- Speak correctly and be courteous;
- Refrain from presenting personal or biased opinions.
- Be prepared for all meetings with information and or questions and
- Be cooperative in working with management and present Association requests in a non-demanding manner.

Common tasks for which you are responsible:

- Pass the Zone Rep Guidelines to your successor.
- Keep a positive attitude and help motivate others.

GUIDELINES FOR STATE CONTACT

STATE CONTACT DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. The State Contact must lead their state in a responsible and professional manner in accordance with Association By-Laws, giving representation to all potential members. Your objective is to organize your state if at all possible.
2. Must be a member in good standing of the national association (national dues paid).
3. If possible plan on attending Zone Meeting and National Convention.
4. Must be knowledgeable and personable and have good communication skills. A professional appearance must be maintained at all times.
5. Respond promptly to requests needing immediate attention. All decisions and actions must be made in the best interest of the Association. It is especially important that you request resolutions from your state when asked to do so by the Zone Representative.
6. Respect the confidentiality of any information, matters or problems discussed.
7. While NASE does not represent our members on individual personnel matters, we can assist them in getting information or where to go for information.
8. Maintain good public relations, promoting objectives and goals of the Association at all times. Request assistance from your Zone Rep when needed.
9. Keep the Zone Rep informed of field problems and pertinent issues.
10. Until your state is organized you are the primary liaison between your state and NASE. This may be delegated by subject matter to another national member of your state. You will participate in all conference calls between committees and State Office personnel as requested. This participation will be delegated as appropriate to assure involvement of as many national members in good standing (national dues paid) as possible.

11. Use judgment in distributing information, especially that which should be distributed only by the national President.
12. Oversee all business of the Association, keep abreast of all changes, concerns and points of interest regarding the Association, its membership and or the Agency; and act as an advisor to all state individuals.
13. Will establish and maintain an active working relationship with the State Executive Director, Farm Loan Chief, and keep the State Office informed on areas of mutual interest.
14. Maintain a current list of potential task force members (must be members in good standing who have paid their national dues) and furnish their task force applications to your Zone Rep and the National President.
15. Distribute information as directed so that all eligible personnel in your state receive that information. Such items to distribute might include a state newsletter put out by yourself, the national newsletter, the Zone Rep's newsletter or a message from the National President. In January when you are tasked by the Zone Rep to get resolutions for the Zone Meeting send out information to all state members requesting resolutions.
16. Try to determine if possible the potential for having a meeting where the majority of potential members will be present so that you might vote on forming a state association. Until a State President is elected you will preside over the meeting *following Robert's Rules of Order*.
17. Furnish the new State President with all pertinent information regarding the Association when they take office.
18. Throughout the year contact all individuals in your state for resolutions for presentation at the Zone Meeting. Provide resolutions to the Zone Rep.

In order to present a positive image of the Association, the State Contact should:

- Give a good presentation of them self and the Association;
- dress professionally;
- speak correctly and be courteous;
- refrain from presenting personal or biased opinions;
- be prepared for all meetings with information and or questions and
- be cooperative in working with management and not demanding in requests from the Association.

Guidelines for NASE Committees and Chairpersons

Committee members are selected at the NASE National Convention. Chairpersons are appointed by the Board of Directors. Chairpersons and members are notified of their appointment by the Vice President. The Vice President will act as liaison for all committees and the Executive Board.

Following are the general duties and responsibilities of a Committee Member:

1. Each member of a NASE committee must be a member in good standing (national and state dues paid, if applicable) in order to serve on a committee.
2. As a Committee Member you will be working for your whole zone, not just the state you are from. You will be contacting the other State Presidents or the contact for that state. Committee Members should notify the Committee Chairperson of any concerns or issues that may need NASE Board attention.
3. Committee members may be called to serve on agency task forces that are relative to their committee's function.
4. Be willing to give up free and personal time to accomplish all required secretarial duties.
4. Normally your work will revolve around the area of concern for your committee. However, be prepared to work on anything assigned by the NASE Board.
5. In January your Zone Representative will contact all State Presidents/Contacts in your Zone requesting resolutions for the Zone Meeting. Upon receipt of these resolutions the Zone Rep will forward them to the committee member of their zone.
6. Upon receipt of proposed resolutions, Committee Members will research and verify the resolution before returning to the Zone Rep to be presented at the Zone Meeting. Each Committee Member must give their time and attention to every resolution presented to their committee. If necessary, the resolution may be consolidated and edited for clarity and similar type resolutions, but all should be researched to assure that procedure references are accurate; that the stated problem does exist; and the solution presented is feasible. It may be necessary to contact the sponsoring state or individual to clarify the problem outlined. Specifics may be needed for Finance Office or National Office to research and resolve the problem. (Make sure you understand exactly what the resolution, concern or suggestion means. If it doesn't make sense to you it's not going to make sense to anyone else either!)
7. You may receive some additional resolutions at the Zone Meeting. This is perfectly acceptable (one idea sparks another), but as the Committee Member you would get

these additional resolutions in the proper format to be forwarded via email to your Zone Rep for inclusion in their Zone Report immediately following the Zone Meeting.

8. Within 30 days following the Zone Meeting, the Zone Rep will forward all resolutions to the appropriate Committee Chairpersons via email. The Chairperson will then distribute resolutions from the various zones via email within the next 10 days so that all Committee Members have copies of all resolutions from each zone. The Committee Members will review each resolution and return their comments via email to the Chairperson of their committee at the earliest possible time, but no later than April 15th. The Chairperson will compile the responses and return the resolutions, with recommendations from the committee, to the NASE Secretary via email by May 1st. **Remember, all resolutions are to be forwarded whether the committee has made a favorable recommendation or not.**

(Note: With the advent of email it will be a lot easier on everyone if you use this method of passing on correspondence. It will certainly be a time saver for the Chairperson who must compile all the responses.)

5. All Committee Members are strongly encouraged to make every effort to attend their Zone Meeting, National Convention and they should make themselves available for any committee meetings that may be scheduled during the early part of the National Convention.

Following are the general duties and responsibilities of the Committee Chairperson:

1. As the Committee Chairperson you will be working with the other Committee Members to coordinate your efforts and to compile resolutions from all the zones. The Committee Chairperson is notified of their appointment by the Vice President and will then notify their Committee Members of their appointment and seek their acceptance of that appointment,. The Committee Chairperson will forward to all Committee Members a copy of their responsibilities and guidelines within 20 days of accepting position of Committee Chairperson.
2. The Committee Chairperson should notify the Vice president of any concerns or issues that need the NASE Board's attention.
3. All Committee Chairpersons are strongly encouraged to make every effort to attend Zone Meetings and the National Convention. The Committee Chairperson is responsible for arranging any committee meetings necessary at National Convention.
4. The Committee Chairperson will direct Committee Members (after being requested by the Zone Rep in January) to begin contacting each State President/Contact within their Zone requesting them to canvas all members for concerns, suggestions, and resolutions specific to your committee. If you do not hear back from them in an appropriate amount of time, contact them again. It is NASE policy to always present a solution to each problem/concern that is sent to the National Office and Finance Office.
5. Within 30 days following the Zone Meeting, the Zone Rep will forward all resolutions to the appropriate Committee Chairpersons via email. Within 10 days the Chairperson will then distribute resolutions from the various zones via email so that all Committee Members have copies of all resolutions from each zone. The Committee Members will review each resolution and return their comments via email to the Chairperson of their committee at the earliest possible time, but no later than April 15th. The Chairperson will compile the responses and return the resolutions, with recommendations, to the NASE Secretary via email by May 1st. **(Again, it is important to mention that you understand exactly what each resolution is saying.)**

7. The Committee Chairperson will prepare and present the committee report at National Convention. This will be sent via email to the NASE Secretary by May for inclusion in the convention manual. Immediately following each committee's report that committee's resolutions will be presented to the members and a vote will be taken. The committee must be prepared to defend the position taken on each resolution when opened for discussion on the convention floor.
8. Committee Chairperson is responsible for maintaining the official committee file and delivering the file to the new Committee Chairperson within 30 days of convention.

In order to present a positive image of the Association, all Committee Members should:

- Give a good presentation of themselves and the Association;
- dress professionally;
- speak correctly and be courteous;
- refrain from presenting personal or biased opinions;
- be prepared for all meetings with information and or questions; and
- be cooperative in working with management and not demanding in re-quests from the Association.

COMMON TASKS FOR WHICH YOU ARE RESPONSIBLE:

- Review By-Laws each year with your committee members.
- Make responses promptly to the NASE Board when requested.
- Pass the guidelines to your successor.
- Keep a positive attitude and help motivate others.
- Furnish complete files and records to the incoming committee member in your zone.
- Enjoy yourself! This is not as much work as it sounds like, but it is at the grass roots level and all depend on you!!

NASE *National Association of Support Employees*

VP name
 address
 city state zip
 phone #
 fax #
 email address

June 25, 2011

name committee chairperson
 address
 city state zip

Dear Salutation:

Congratulations! The NASE Board of Directors has selected you to be the Chairperson for the (insert Committee Name) Committee. It is great that members like you have agreed to participate and we feel you have demonstrated the skills and abilities necessary to fulfill the obligations as a chairperson.

As Chairperson of the (insert Committee Name) Committee, it will be up to you to keep the committee and our members informed of the work of this committee. You may need to contact members to get their input and ideas in order to perform the duties necessary to your committee.

Enclosed you will find a list of your committee members and the responsibilities of holding a committee position. Please review your committee member list and contact me if a correction is needed. Please contact your committee members as soon as possible and introduce yourself (letter enclosed for you to send - also include the Guidelines and Committee Duties and Responsibilities). Please send your Zone Rep and myself a courtesy copy of each introductory letter you send to the members. Work with your members to plan out the course of the committee for this year and keep in contact with them on a regular basis and encourage active involvement of all members. As Vice President, I will be the liaison between the committees and the Board of Directors. If you have any ideas or concerns that you want to share, please contact me by phone, mail, fax, or email.

Whenever you or a committee member has contact with anyone a copy of that correspondence should be emailed to other members on the committee, your Zone Rep and myself. I will keep the board informed of your committee's activities.

I am looking forward to working with you this year. I know that together we can make this great association a better one.

Sincerely,

Vice President's name
Vice President

Attachments: List of Committee Members, Guidelines for Committees and
Committee Duties and Responsibilities, 2011-2012 List of Officers

NASE National Association of Support Employees

Committee Chairperson address
Your address (office or home)
Telephone # (W & H), Fax

Date

Jane Doe
102 Easy Street
Any town, Florida 33891

Dear Jane:

Congratulations! You have been selected by the members of your Zone to serve on the Farm Program Committee. It is great that members like you have agreed to participate and the members in your Zone have shown confidence in your skills and abilities by selecting you for this committee.

As a member of the Farm Program Committee, it will be up to you to keep our members in your zone informed of the work of the committee. You may need to contact members to get their input and ideas in order to perform the duties necessary to your committee.

Enclosed you will find a list of the members on this committee, the responsibilities of holding a committee position, and a list of the 2004 - 2005 NASE Officers. Please keep in contact with all of the members of your committee on a regular basis.

If you have any ideas or concerns that you want to share, please go through your Committee Chairperson.

Whenever you have contact with anyone on the business of the committee, a copy of that correspondence should be mailed to other members on the committee, your Zone Rep and myself. I will keep the Board informed of your committee's activities.

I am looking forward to working with you this year and I know that together we can make this great association a better one!

Sincerely,

NAME

Committee Chairperson

Enclosures:

1. List of Members
2. Responsibilities
3. Guidelines
4. List of Officers

INFORMATION TECHNOLOGY COMMITTEE DUTIES AND RESPONSIBILITIES

Each member of a NASE committee must be a member in good standing (national and state dues paid, if applicable) in order to serve on a committee.

This committee will solicit input from all members as to changes that would improve the automation activities in the FSA field offices.

Committee Members will research for validity, clarity and edit as necessary all resolutions submitted. The committee will present any resolutions developed by the membership at the respective zone meeting for a vote. If passed at the zone meeting and recommended by the Committee, they will compose NASE's recommended Request for Alteration (RFA) to the Finance Office.

Members, as requested, will work with the National Office and or Finance Office as liaisons to review items for various automation projects. Committee Members may also be requested to participate in meetings with the Board of Directors and or serve on related committees or task forces.

Each Committee Member will prepare and present a written report at their respective zone meeting stating the various activities conducted by you on behalf of your committee and then forward via email to the Committee Chairperson. The Committee Chairperson will prepare and present a written report via email by May 1st to the NASE Secretary for the Executive Board Meeting and at the National Convention to include all activities conducted on behalf of the committee and any proposed changes, revisions, or resolutions.

Prior to the Fall and Spring Board meetings, your committee should solicit questions for the National Office Staff and forward via email to the NASE Secretary.

The Automation Committee will be responsible for maintaining the official NASE Web site. Final authority for content will remain with the President and be approved prior to publishing on the web site.

BYLAWS COMMITTEE DUTIES AND RESPONSIBILITIES

1. Each member of a NASE committee must be a member in good standing (national and state dues, if applicable, paid) in order to serve on a committee.
2. Each member should review the Bylaws (Enclosure 1) to determine if changes need to be made. Proposed amendments should be submitted to the Board of Directors in the form of a resolution to allow sufficient time for review and distribution to entire membership in accordance with the timeframes specified by Robert's Rules of Order. It is NASE Policy to publish suggested changes to be brought up for a vote 15 days prior to National Convention. The Committee Chairperson shall keep a copy of the By-laws, with updated changes that is passed on to the incoming Chairperson. These changes shall be kept indefinitely or until the Association is dissolved.
3. Following the national convention it is the responsibility of Committee Members to notify each state association in their zone of any revisions or amendments adopted at the annual meeting. Copies of the revised bylaws should be provided to each State Representative and emailed to the member in charge of our web site. Work closely with the individual state associations of your zone to review and revise the state bylaws to avoid any conflict with the national bylaws. The Committee Chairperson will oversee that this is being done in each zone.
4. Committee Members may also be requested to participate in meetings with the Board of Directors and or serve on related committees or task forces.
5. Each Committee Member will prepare and present a written report at their respective zone meeting stating the various activities conducted by you on behalf of your committee and then forward via email to the Committee Chairperson. The Committee Chairperson will prepare and present a written report via email by May 1st to the NASE Secretary for the Executive Board Meeting and at the National Convention to include all activities conducted on behalf of the committee and any proposed changes, revisions, or resolutions.
6. The Chairperson will make arrangements to meet as a committee at the beginning of the National Convention - to make sure all items are in order and will arrange for presentation of any committee awards. (The

Chairperson should contact the President or Vice President for assistance on the awards.)

FARM LOAN PROGRAM COMMITTEE DUTIES AND RESPONSIBILITIES

1. Each member of a NASE committee must be a member in good standing (national and state dues, if applicable, paid) in order to serve on a committee.
2. This committee will be alert to all farm loan program concerns expressed by individual members and or states and assist in writing appropriate resolutions. Members will research for validity and clarity and edit as necessary all resolutions submitted.
3. Prior to the Fall and Spring Board Meetings, your committee should solicit questions for the National Office Staff and forward by via email to the NASE Secretary by October 15th and May 1st of each year.
4. Each Committee Member will prepare and present a written report at their respective zone meeting stating the various activities conducted by you on behalf of your committee and then forward via email to the Committee Chairperson. The Committee Chairperson will prepare and present a written report via email by May 1st to the NASE Secretary for the Executive Board Meeting and at the National Convention to include all activities conducted on behalf of the committee and any proposed changes, revisions, or resolutions.
5. Committee Members may also be requested to participate in meetings with the Board of Directors and or serve on related committees or task forces.
6. The Committee Chairperson will arrange to meet as a committee at the National Convention and will arrange for presentation of any committee awards. (The Chairperson should contact the President or Vice President for assistance on the awards.)

7. Each program committee is responsible for compiling a list of questions to go out to the membership that will solicit their concerns, problem areas, areas of improvement, etc. for their program area. This questionnaire is to be approved by the President and Vice President before being sent out to the membership.

FARM PROGRAM COMMITTEE DUTIES AND RESPONSIBILITIES

1. Each member of a NASE committee must be a member in good standing (national and state dues, if applicable, paid) in order to serve on a committee.
2. This committee will be alert to all farm program concerns expressed by individual members and or states and assist in writing appropriate resolutions. Members will research for validity and clarity and edit as necessary all resolutions submitted.
3. When requested by the President, your committee should solicit questions for the National Office Staff and forward by email to the NASE Secretary.
4. Each Committee Member will prepare and present a written report at their respective zone meeting stating the various activities conducted by you on behalf of your committee and then forward via email to the Committee Chairperson. The Committee Chairperson will prepare and present a written report via email by May 1st to the NASE Secretary for the Executive Board Meeting and at the National Convention to include all activities conducted on behalf of the committee and any proposed changes, revisions, or resolutions.
5. Committee Members may also be requested to participate in meetings with the Board of Directors and or serve on related committees or task forces.
6. The Committee Chairperson will arrange to meet as a committee at the National Convention and will arrange for presentation of any committee awards. (The Chairperson should contact the President or Vice President for assistance on the awards.)
7. Each program committee is responsible for compiling a list of questions to go out to the membership that will solicit their concerns, problem areas, areas of improvement, etc. for their program area. This questionnaire is to be approved by the President and Vice President before being sent out to the membership.

NOMINATING COMMITTEE DUTIES AND RESPONSIBILITIES

1. Each member of a NASE committee must be a member in good standing (national and state dues, if applicable, paid) in order to serve on a committee.
2. This committee will solicit members for leadership roles with the association. They will compile a slate of eligible members willing to serve as national officers. This list of nominees will be presented to the general membership at the annual convention. A slate of all nominations received and accepted before the National Convention will be sent to the membership at least 15 days prior to the National Convention. However, nominations will be accepted up to the time of elections.
3. The committee will conduct the annual election of officers as directed by the By-laws of the Association (Enclosure 1). The committee members from each zone will also conduct the election of the Zone Representatives and Alternates as well as the member for the Nominating Committee for their respective zone. These elections will be by written ballot. If the zone committee member is unable to attend, the Committee Chairperson will appoint another member to conduct the zone election.
4. Letters soliciting leaders will be sent to all state associations prior to the first zone meeting each year and again by May 1st of each year. Profile sheets (Enclosure 2) will be attached to these letters.
5. Each Committee Member will prepare and present a written report at their respective zone meeting stating the various activities conducted by you on behalf of your committee and then forward via email to the Committee Chairperson. The Committee Chairperson will prepare and present a written report via email by May 1st to the NASE Secretary for the Executive Board Meeting and at the National Convention to include all activities conducted on behalf of the committee and any proposed changes, revisions, or resolutions.
6. Committee Members may also be requested to participate in meetings with the Board of Directors and or serve on related committees or task forces.
7. The Committee Chairperson will arrange to meet as a committee at the National Convention and will arrange for presentation of any committee awards. (The Chairperson should contact the President or Vice President for assistance on the awards.)

**PERSONNEL COMMITTEE
DUTIES AND RESPONSIBILITIES**

1. Each member of a NASE committee must be a member in good standing (national and state dues, if applicable, paid) in order to serve on a committee.
2. As requested by the Board of Directors, this committee will review personnel procedures and practices for performance appraisals, desk audits, and job descriptions/classifications. This committee will be alert to all personnel concerns expressed by individual members and or states and assist in writing appropriate resolutions. Members will research for validity and clarity and edit as necessary all resolutions submitted. It is not the intent of this committee to try to intervene in individual personnel problems, but rather to address areas that concern all members. The NASE Board of Directors will act as the committee advisors.
3. Each Committee Member will prepare and present a written report at their respective zone meeting stating the various activities conducted by you on behalf of your committee and then forward via email to the Committee Chairperson. The Committee Chairperson will prepare and present a written report via email by May 1st to the NASE Secretary for the Executive Board Meeting and at the National Convention to include all activities conducted on behalf of the committee and any proposed changes, revisions, or resolutions.
4. Committee Members may also be requested to participate in meetings with the Board of Directors and or serve on related committees or task forces.
5. The Committee Chairperson will arrange to meet as a committee at the National Convention and will arrange for presentation of any committee awards. (The Chairperson should contact the President or Vice President for assistance on the awards.)
6. Each program committee is responsible for compiling a list of questions to go out to the membership that will solicit their concerns, problem areas, areas of improvement, etc. for their program area. This questionnaire is to be approved by the President and Vice President before being sent out to the membership.

RESOURCE COMMITTEE DUTIES AND RESPONSIBILITIES

1. Each member of a NASE committee must be a member in good standing (national and state dues, if applicable, paid) in order to serve on a committee.
2. This committee will have two major responsibilities: membership and awards.
3. With regard to Membership – Membership is vital to the continuation of the national association and it is this committee's responsibility to solicit and encourage membership. Four membership letters should be distributed via e-mail to the general membership during the year preferably in August, November, February and May. Each committee member will be responsible for preparing one membership letter. Each letter should be sent to the NASE President for review prior to distribution. There should also be a membership letter approved by both the Vice and Past Presidents and posted to our web site each time it is updated.
4. The Resource Committee will also be responsible for updating and distributing the NASE directory not later than September 1st of each year. The directory will include name, address, phone number and e-mail address of each Officer, Zone Rep and Alternate, Committee Chairperson and Committee Members, State Presidents and State Representatives.
5. It is your responsibility to make recommendations to the Board of Directors and association for ways to stimulate membership growth. Committee Members may also be requested to participate in meetings with the Board of Directors and or serve on related committees or task forces.
6. With regard to Awards:
 - a. This committee will be given an annual budget after the Fall Board Meeting. This budget will be used for all awards, including the President' Award, the Membership Awards and plaques given to the officers. It will be the responsibility of the Committee Chairperson to see that the budget is not exceeded and that the money is used fairly for all expenses.
 - b. This committee will identify individuals and state association who are deserving of special recognition. Special attention should be given to individuals and state associations who, by their actions, have advanced the goals and ideals of the national association.

- b. *The Committee Chairperson will work with the NASE Treasurer to arrange for the purchase and payment of the awards. The following is a list of the **type** of award that should be purchased for each award category:*

*A **plaque** should be purchased for:*

*Host State Award
Spirit Award
Horizon Award
Blood, Sweat and Tears Award
SED of the Year Award
President's Award
Outgoing President*

*A **token gift** will be presented to:*

*Vice President
Secretary
Treasurer
Past President
4 Zone Reps*

*A **certificate and token gift** (as indicated) will be presented to:*

*State with Most New Members (\$50 check)
State Rep (one year's dues paid)
Best Newsletter Award (\$25 check)*

***Certificates** will be presented to:*

4 Zone Rep Alternates

7. **Best Newsletter Award.** As states send out their newsletters via e-mail to all members within their states, they should also include the NASE Board and the Resource Committee Chairperson on their mailing list. By doing this they will automatically be considered for the annual Best Newsletter Award and will not have to worry about sending in a packet. Consideration will also be given to the frequency in which news is sent to the field. Deadline for consideration will be May 1st of each year.
- a. Clarity of Content: If a new employee were to read it, would he/she be able to understand and follow the thoughts in the newsletter?
- b. Informative: Does the newsletter keep the reader(s) apprised of actions and plans and not just list generalities?

- c. Appearance: Is the newsletter eye-catching and easy to read?
- d. Frequency: Are newsletters sent to the field often enough to keep all employees abreast of the Association's national and local strides?
- e. Motivation: Does the newsletter contain information encouraging State and National membership, as well as participation? Does it speak to all employees, making them aware that they do have a voice and their concerns are important to our Association?

Point Scale for Each Category:	1-3	Fair
	4 - 6	Good
	7 - 8	Excellent
	9 -10	Superior

- 8. **SPIRIT AWARD:** This award will be given to a NASE member who has been a member of NASE and has made a significant contribution to NASE on either the local or national level. NASE members will be asked to nominate someone for this award. Final selection will be made by the Resource Committee.
- 9. **HORIZON AWARD:** This award will be given to a member of NASE who has been a member of NASE and has made a significant contribution to NASE on either the local or national level. The recipient of this award will be selected by the Executive Board.
- 10. **BLOOD, SWEAT & TEARS AWARD:** A nomination for the NASE Blood, Sweat & Tears Award is an honor befitting those who have performed well above the call of duty on behalf of the members of our Association.

Please respond to the following when placing a nomination:

- a. Has the individual served as a State or National Officer, been involved on task forces, served on State or National committees, or a Zone Representative or Alternate in the past or present? Please list all areas of service and dates.
- b. Please give specific instances of this person working above and beyond their normal duty requirements.
- c. Has the nominee continued to support the Association since their term of office was completed? In what capacity?
- d. Keep in mind this is a very special honor reserved for those individuals who have diligently worked on behalf of the Association, many times at

great personal sacrifice. Most nominees should have worked at a national level. However, state level service can be considered. Dedicated service should be ongoing and not limited to the distant past (more than 5 years ago).

Please consider all of these factors when placing a nomination. The Resource Committee will gladly accept nominations through May 1st (*this would give the Committee more time to finalize*) each year.

11. **SED OF THE YEAR AWARD:** To nominate your SED, please submit a narrative describing how your SED has been supportive to the Association. The state making a nomination for this award should have an active membership that is recognized by their SED. The nominations will be submitted to the Resource Committee prior to May 1st of each year.
12. **State Representative Award:** Nominations for this award will also be forwarded to the Board of Directors prior to the Spring Board Meeting for their recommendation. If you know of a State Representative that has done a really good job, show them that you appreciate their hard work by nominating them.
13. **State With Most New Members Award:** This award will be given to the state that has the most new members.
14. The Committee will identify criteria and set a date for receipt of nominations for all awards and provide to State President/Contacts and Zone Reps. Nominations for the SED Award, State Representative Award and the Dedication Award will be forwarded to the Board of Directors prior to the Spring Board Meeting. They will review the nominations and give their recommendations to the Committee Chairperson who will in turn provide this information to the remaining committee members. The Committee will also give an appreciation award to each member of the Board of Directors which will include the President, Vice-President, Secretary, Treasurer and each Zone Representative.
15. Each Committee Member will prepare and present a written report at their respective zone meeting stating the various activities conducted by you on behalf of your committee and then forward via email to the Committee Chairperson. The Committee Chairperson will prepare and present a written report via email by May 1st to the NASE Secretary for the Executive Board Meeting and at the National Convention to include all activities conducted on behalf of the committee and any proposed changes, revisions, or resolutions.
16. The Committee Chairperson will arrange to meet as a committee at the National Convention and will arrange for presentation of any committee

awards. (The Chairperson should contact the President or Vice President for assistance on the awards.)

WAYS AND MEANS COMMITTEE DUTIES AND RESPONSIBILITIES

1. Each member of a NASE committee must be a member in good standing (national and state dues, if applicable, paid) in order to serve on a committee.
2. This committee will establish a fund raising project for the National Association. One major fund raiser should be held each year. If a picture or other item is to be purchased for a raffle the Committee Chairperson should request permission from the President indicating the amount of expenses, and upon approval the item may be purchased. Tickets are to be made up and distributed to the membership before the first zone meeting. It will be the responsibility of the Committee Chairperson to collect all monies and tickets from each state prior to the National Convention and see to it that all are provided to the Treasurer at the National Convention. A NASE fund raiser should be held at each zone meeting and the committee should work closely with each Zone Representative to see that this is accomplished. At least one or two other fund raisers should take place at the National Convention with the assistance of all members attending. The project should begin by the first of October each year. The committee will determine the project, establish all criteria, and complete all necessary arrangements, i.e., tickets, flyers, etc.
3. Committee Members, under direction of the Committee Chairperson, will be responsible for publicity for the project, distribution and collection of tickets, and or money in their respective zones.
4. Each Committee Member will prepare and present a written report at their respective zone meeting stating the various activities conducted by you on behalf of your committee and then forward via email to the Committee Chairperson. The Committee Chairperson will prepare and present a written report via email by May 1st to the NASE Secretary for the Executive Board Meeting and at the National Convention to include all activities conducted on behalf of the committee and any proposed changes, revisions, or resolutions.
5. Committee Members may also be requested to participate in meetings with the Board of Directors and or serve on related committees or task forces.
6. The Chairperson will arrange to meet as a committee at the National Convention and will arrange for presentation of any committee awards and

drawings. (The Chairperson should contact the President or Vice President for assistance on the awards.)

GUIDELINES FOR REPRESENTING NASE AT OFFICIAL MEETINGS

Task force/committee members are selected by the NASE President using the Task Force Profile Sheet when available.

When accepting a task force position, the member must be aware that the task force could meet one time or several times during an extended project appointment. Some task forces may work solely from the county office, therefore taking time from your daily routine.

At other times you may be asked directly to be on a task force or committee because of agency personnel that you have become acquainted with who will ask you to represent NASE. This is certainly acceptable, but you need to notify the President so that the Association is aware of all the areas where NASE is being represented.

There is also the possibility of serving on a committee or task force for more than one year. **When there is continuing representation you need to let the new President know that you are on a committee or task force representing NASE and when you will be going to the next meeting.**

Duties include, but are not limited to:

1. Be willing to sacrifice spare time to accomplish the full scope of the task.
2. Be willing to travel out of town if necessary.
3. Project a good image by being organized and prepared for the subject matter of the task force group.
4. If necessary, make contacts with NASE members to solicit concerns for the task force.
5. Provide a written report to the NASE Board with copies to any committees related to the task force's accomplishments for each meeting that you attend.
6. Include your Zone Rep in updates and reports from the task force meetings.
7. Dress professionally, be prompt for meetings, speak correctly, be courteous, participate freely, and refrain from presenting personal or biased opinions.



<i>President</i>	<i>Susan.Long2@ks.usda.gov</i>
<i>Vice President</i>	<i>Cindy.Porter@ne.usda.gov</i>
<i>Secretary</i>	<i>Lori.Jeter@tx.usda.gov</i>
<i>Treasurer</i>	<i>Rhonda.Hoffman@ne.usda.gov</i>
<i>Past President</i>	<i>Nancy.Fuchs@nd.usda.gov</i>
<i>Your Zone Rep</i>	
Website Address: NASEfsa.org	

Dear New Member (put in actual name):

Welcome to NASE! We are glad to have you as a new member of our association. We hope that you find your membership rewarding and helpful.

I would like to tell you a little about NASE and what we do. First of all, our mission is to improve delivery to the field. This can involve changing forms, procedures, improvement to software or any area that can be improved upon. This is accomplished through our resolution process. At any time you may take a resolution form (enclosed), indicate the problem and what you consider to be the solution to that problem. (At NASE we never present a problem without trying to provide a solution to that problem.) These resolutions are then presented at our National Convention where they are voted on by the membership. If you are unable to attend the National Convention it is especially important that you present the problem and resolution in a clear, concise manner that can be understood by all.

We put out three or four newsletters per year and the President puts out updates as necessary. There may also be times when you are asked to participate in surveys about particular subjects or operations. We do not handle individual personnel problems unless it is a trend that is happening nation-wide. We can; however, give you information on where to find assistance.

I have included a Task Profile Sheet for you to complete if you would like to participate in various task forces that we are asked to fill by National Office. If you have special interests or skills be sure to include it on the profile sheet. If your state is organized then you must

be a member of your state association as well as the national association to represent NASE on any task force.

We have three possible meetings per year. If your state is organized you could have a state meeting, then a Zone Meeting and our National Convention each year. I strongly encourage you to attend as many of these meetings as you can. At the Zone Meeting and National Convention we will have speakers from National Office. You will be able to put a face with the name and get to speak with them personally – it will certainly put a different perspective on our Agency!

If your state is not organized and you would like to start an association up you may contact our Past President who is assigned the duty of helping states to organize. There is always strength in numbers and I would certainly encourage you to organize your state, or at the very least, get as many personnel to join as possible. To be a full fledged member you are required to be a field employee that has no supervisory responsibility. To get the most out of NASE I would certainly encourage you to dive in with both feet and get active – we value each and every member's participation. We also have associate memberships for individuals that would like to support our association (FLM's, CED's, state office personnel, etc.). I would like to point out at this time that we represent both FLP and FP personnel and have active national committees that address their issues.

While your State Contact/President or Zone Rep would normally be your first point of contact for questions you may also contact any member of the board. Should you have any questions or wonder why we are doing something a certain way, do not hesitate to ask – your question might prompt us to change something.

Look forward to hearing from you,

Susan Long
President, NASE

NASE - Profile

Task Force and Committee Participation

NAME: _____ ZONE: _____

WORK ADDRESS: _____

WORK TELEPHONE: () _____ HOME: () _____

FAX: () _____ EMAIL ADDRESS: _____

I am presently a member of the _____ task force/committee and I serve as an FSA employee or as a NASE member (cross out incorrect response).

I am interested in serving on the _____ Committee. I would/would not (select one by deleting out the one you do not want) be interested in serving as a Chairperson of the Committee.

I would also be interested in serving on a Task Force related to (list any particular areas of interest or expertise): _____

Do you have the support of your:

Supervisor _____ State Executive Director _____
 State Association _____ Family _____

What is your current position title? _____

How long have you been in your current position? _____

How long have you been employed by FmHA/FSA? _____

How many employees are in your office? _____

How long have you been an association member? _____

Farm Loan/Farm Program Caseload: _____ Covering _____ Counties

Computer skills - what areas do you consider yourself to be an expert in? _____

List on the reverse of this form any prior participation in committees, task forces, state/national association leadership roles, state office based committees, computer skills and any other information you'd like to share about yourself that would further explain your capabilities to serve on a committee or task force. (If you are emailing add a page to this one.)

After completing this form, please mail it directly to your Zone Representative or the National President. You may want to retain a copy for your records. If information changes, please submit an updated profile.

Becoming a committee member or committee chairperson carries with it several responsibilities.

If you agree to accept either position, be sure you are prepared to accept the responsibilities.

GUIDELINES FOR NASE AUDIT COMMITTEE

1. Are all of the checks written supported by an approved voucher or a company invoice?
2. Do all of the Treasurer's reports balance?
3. Make sure the Treasurer has reconciled the bank statements (balance on hand-checks outstanding – etc. = current balance) and has made the notation that the statement has been verified.
4. If there is a check issued to the "host" state for convention expenses- then there should be a balance sheet from that state (this would be used for the previous year's convention). If the full amount wasn't used, a refund should have been returned to the National Association.
5. Ways and Means report from the previous convention should be available to verify the deposit and expenses.
6. State membership lists should be available to verify amount collected from dues (it may not be necessary to double check each of these, but in case something doesn't balance, they should be available).
7. The Treasurer should have a separate folder for the checking account bank statements.
8. A statement should be prepared for the Audit Committee to sign at Convention.



National Association of Support Employees

Turn in all resolutions to:

**Resolution Coordinator or
Committee Chairman**

NUMBER: _____
(Assigned by Committee)

PROCEDURE REFERENCE: (if any)

SPONSOR:

STATE CONTACT PERSON:

PHONE NUMBER:

COMMITTEE:

- _____ **IT**
- _____ **BY-LAWS**
- _____ **FARM LOAN PROGRAM**
- _____ **FARM PROGRAM**

- _____ **NOMINATING**
- _____ **PERSONNEL**
- _____ **RESOURCE**
- _____ **WAYS AND MEANS**

WHEREAS

THEREFORE, BE IT RESOLVED THAT

ZONE MEETING: **MOTION:** _____ **SECOND:** _____

PASSED: _____ **DEFEATED:** _____ **DATE:** _____

RECOMMENDATION BY COMMITTEE: YES **NO** **DATE:** _____

NATIONAL CONVENTION: **MOTION:** _____ **SECOND:** _____

PASSED: _____ **DEFEATED:** _____ **DATE:** _____

REASON FOR RESOLUTION BEING DEFEATED:

NATIONAL OFFICE RESPONSE:

NASE

APPLICATION FOR MEMBERSHIP

I, _____ am applying for membership in the National Association of Support Employees and agree to abide by the Constitution and by-laws of the Association. My check for \$52.00 is attached. I also agree that I will join my State Association at this time or when one is established.

Title: _____ Associate/Full Member (Please circle one)

Office Address: _____

Office Telephone: _____ Email: _____

Home Address: _____

Home Telephone: _____

Home email: _____

Sponsor's Name: _____

(Please list the person who contacted you about becoming a member)



NASE History

The National Association of County Office Assistants and Clerks (NACOAC) formed, and recognition given, in 1978 by the County Office Assistants and Clerks of the then USDA Farmers Home Administration. Due to FmHA being split into two agencies, Rural Development and Farm Service Agency, it was necessary for the NACOAC to split. In 1996 the National Association of Support Personnel of RD formed along with the National Association of Support Employees of FSA (NASE).

Objectives of NASE

- To promote the betterment of the Farm Service Agency
- Improving our programs
- Improving service to the public
- Establish a cooperative relationship at all levels of the Agency
- The establishment of policies that best serve the public interest in accomplishing the mission of USDA and FSA
- Improvement of support staff effectiveness
- Improve morale, esprit-de-corps, and efficiency
- Promote self-motivation, self education, and career enhancement
- Promote the social, economic, civic and personal welfare of support employees
- Assist and be supportive of the mutual concerns of all other FSA employee associations

Membership

Membership is open to all non-management FSA employees. Dues are \$52.00 annually.

Associate Members

Retired members and FSA employees not eligible for regular membership who support the objectives and activities of NASE may join as Associate Members.

Meetings

Board meetings of NASE are held semi-annually or on an as needed basis.

One Zone Meeting and one National Convention are held annually.

Each member present in good standing, except Associate Members, shall have full voting rights.

Accomplishments of the Association

Members have served on task forces and provided input in many areas, i.e.,

- Revisions to Forms and Procedure
- Management of Agricultural Credit (MAC)
- ADP training, planning and on-line help screen and book
- Compressed Work Schedule
- Work Measurement/Load System
- Support Staff upgrades
- Farm Loan Program Streamlining
- Internal Controls Mgmt. Council
- County Office Loan Training Task Force
- Buyout and RIF Task Forces
- Civil Rights Review
- Modification/elimination of reports
- Position Description Task Force
- Guaranteed Loan Systems Project

CONSULTATIVE AGREEMENT
Between
FARM SERVICE AGENCY
And
NATIONAL ASSOCIATION OF SUPPORT EMPLOYEES

SECTION 1 GENERAL PROVISIONS

1. PURPOSE

The purpose of this agreement is to recognize the NASE as an organization representing FSA Federal support employees in the field. The object of the parties is to work together to develop a constructive, productive relationship and to allow both NASE and FSA to present and share views on appropriate issues.

2. RECOGNITION AT THE NATIONAL LEVEL

To retain recognition at the national level, NASE must have membership of a majority of eligible Federal employees nationwide by January 1, 1998. NASE will address membership criteria with NACS at the 1997 national convention to determine which association will represent which Federal employees.

This agreement will renew automatically if NASE represents a majority of eligible Federal employees nationwide. If NASE membership is less than a majority of eligible Federal employees, FSA and NASE will reexamine the membership requirements, and revisit this agreement with NASE to assure sufficient membership to provide worthwhile dialogue with the agency.

NASE agrees to represent all Federal support employees in the field, whether members or not.

3. JOINT RESPONSIBILITIES

The parties to this agreement pledge themselves to conduct all consultations objectively and in good faith to the purpose of fair and equitable solutions. They will make every effort to reach agreement on all matters within a reasonable period of time.

4. ANNUAL MEETINGS

FSA and NASE agree to hold an annual consultative meeting. NASE attendees will include the NASE Board of Directors, which shall consist of 5 national officers and the 4 zone representatives. Official time, travel, and per diem are authorized for this consultative meeting.

FSA and NASE agree to hold an annual general meeting in or around January. This meeting will be held in conjunction with other national associations, but NASE will be provided time to meet separately with FSA officials. Official time, travel and per diem are authorized for this general meeting for up to 3 NASE participants.

5. AGENCY SPONSORED MEETINGS

Official time, travel, and per diem are approved for any meeting authorized by the agency. NASE may request meetings as needed, and if the agency concurs the meeting is necessary for the benefit of the service, official time, travel, and per diem is authorized. The agency will invite a member(s) of the NASE to be part of each task force where the subject matter is of importance to the FSA support employees in the field.

6. ANNUAL NASE CONVENTION

2 days of official time is authorized for the following to attend the annual convention:

NASE Board of Directors National Committee Members
State NASE President or Designee

The 2 days of annual convention that is authorized as official time will be exclusively for agency business. The agenda will be provided to the Deputy Administrator for Management for review prior to the annual convention.

Official time to attend annual NASE convention shall be cleared in advance through the supervisor.

No travel and per diem is authorized for the annual NASE convention.

FSA management staff will attend the NASE national convention as requested by NASE, and funds allow.

7. ANNUAL ZONE MEETINGS

1 day official time is authorized for the NASE President or designee to attend each NASE meeting. A maximum of 4 days annually is authorized for the NASE President or designee to attend annual zone meetings.

1 day official time is authorized for the NASE Vice President, Secretary, Treasurer, Past President, Zone Representatives, or designees to attend their respective annual zone meeting.

1 day official time is authorized for State President or designee to attend their respective meetings, not to exceed a total of 38 days.

Official time to attend zone meetings shall be cleared in advance through the supervisor.

No travel and per diem is authorized for annual zone meetings.

FSA management staff will attend the zone meetings as requested by NASE, as time and funds allow.

8. ANNUAL REPORT ON OFFICIAL TIME FOR CONVENTION, ZONE MEETINGS.

NASE is required to send a quarterly report to the Deputy Administrator for Management showing the use of official time to attend the annual convention and zone meetings, by state.

9. OTHER USE OF OFFICIAL TIME

Official time is authorized for official agency business only, internal NASE business such as the solicitation of membership, collection of dues, election of officers, preparation of newsletters, etc. shall be conducted during non-duty hours of the employees involved.

10. POSTAGE AND STATIONARY

Use of FSA postage and stationary are authorized for official agency business only.

11. USE of FTS

FTS is authorized for official agency business only.

12. FSA XEROX AND DISTRIBUTION SYSTEMS

Xerox and internal distribution systems are reserved for official agency business only. The following exception is permitted. Use of copier and internal distribution systems are permitted for copying and distributing NASE newsletters to FSA offices, provided that copying is not done on official time and no postage fees are incurred.

13. USE OF FILE CABINETS, SUPPLIES, AND OFFICE EQUIPMENT

File cabinets, supplies or office equipment are reserved for official agency business only. FSA will permit the use of available space for NASE meetings, where such sue will not conflict with the performance of official functions. Official space when available at no added cost may also be used for NASE files. NASE is responsible for exercising reasonable care in the use of such facilities.

14. DUES WITHOLDING

NASE members are authorized to effect voluntary allotment for the payment of dues to NASE, subject to requirements of the National Finance Center.

15. EFFECTIVE DATE AND AMENDMENT

This agreement is effective upon written approval by FSA and NASE. The provisions of this agreement may be opened for amendment at any time by FSA or NASE. Such modifications shall become effective only after written approval by FSA and NASE.

16. RENEWAL

This agreement is subject to renewal on an annual basis, beginning on Jan. 1, 1998.



These are for you to use on official correspondence, notices, etc. (Copy and paste.)

NAME

ARTICLE I:

The name of this association is the National Association of Support Employees (of the Farm Service Agency).

OBJECTIVES

ARTICLE II:

The particular objectives under which this National Association is formed are: promote the betterment of the Farm Service Agency, to establish a cooperative relationship and to promote the welfare of members of the Association at all levels.

Goals of this Association as pertaining to members:

1. Communication
2. Career Enhancement
3. Self Motivation
4. Public Relations
5. Team Effort Throughout all FSA
6. Assist and be supportive of the mutual concerns of all other FSA employee associations
7. Assist FSA employees at all levels
8. Self Education

POLICY

ARTICLE III:

This Association does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, political beliefs, sexual orientation, marital or familial status.

MEMBERSHIP

ARTICLE IV:

Section 1. Active membership in this Association shall be composed of all non-management FSA employees.

It will be a requirement that all members shall agree to pay both local and national dues annually and abide by the By-laws of this Association.

Section 2. **Supportive** members are persons interested in supporting the objectives and activities of the National Association. Such members are entitled to all benefits of membership, except **Supportive** members do not have voting rights and are not eligible to hold office. The **Supportive** members must pay annual dues.

Section 3. **Supportive** members of the Association shall be composed of retired members and FSA employees not eligible for regular memberships.

DUES

ARTICLE V:

Section 1: Dues are payable upon application for membership and thereafter annually on July 1 of each year. The annual dues shall be \$52.00 per regular member and \$20.00 per **Supportive** member. When the local associations submit their dues, a report of current membership will be included.

Section 2: Dues shall not be refunded to any member who resigns.

OFFICERS

ARTICLE VI:

Section 1: The Officers of this Association shall be a President, Vice-President, Secretary and Treasurer.

Section 2: The President, Vice-President, Secretary, Treasurer, and Past-President shall constitute the Executive Board and all Board members will have voting rights.

Section 3: The Executive Board with a Representative or Alternate from each Zone shall constitute the Board of Directors.

Section 4: Officers shall assume their respective duties upon installation and shall continue in office for a term of one year, but not more than two successive years. Any officers who have served six months or more in any office shall be deemed to have served one year.

Section 5: All officers, members of the Board, Zone Representatives and Alternates must be elected from within the current membership, be in good standing, and have their state, if applicable, and national dues paid.

NOMINATIONS

ARTICLE VII:

Section 1: A Nominating Committee will be comprised of one elected member from each Zone. If no member is elected from a Zone, the Board will appoint a member. The Nominating Committee shall also be in charge of the elections during the National Convention.

Section 2: The Committee shall submit a slate of candidates for elected offices to the membership at least 15 days prior to the election. Each candidate shall have consented to serve.

Section 3: Nominations may be made from the floor before the election and such candidates shall be entered on the slate provided they have consented to serve. In the event no nominations are made from the floor and a candidate is running unopposed, they may be declared winner by acclamation for that office.

ELECTIONS**ARTICLE VIII:**

Section 1: A President, Vice-President, Secretary, and Treasurer shall be elected at each annual meeting for a term of one year, but not more than two successive years. When there are two or more candidates, election will be by ballot and the candidate receiving a majority vote shall be declared elected. In the event where there are three or more candidates for the same office, the candidate receiving the largest number of votes shall be declared elected. When a candidate is unopposed, the candidate may be elected by a vote of acclamation.

Section 2: Each Zone will elect one Representative and Alternate at the annual meeting to serve on the Board of Directors for a term of one year, but not more than two successive years.

Section 3: In the event of a vacancy in any office, the Board of Directors shall appoint from the active voting membership an officer to fill the vacancy for the unexpired term. In the event of a Zone Representative vacancy, the Alternate would assume the Zone Representative position, and the Board of Directors shall appoint a new Alternate for the unexpired term.

Section 4: It will be the duty of the Nominating committee to make all preparations for the annual elections. The Committee will collect the ballots and prepare the teller's report unless there may be a conflict of interest among the members of the Nominating Committee when a member is running for office. In this instance, the member of the Nominating Committee, who is also a nominee, would not collect the ballots and assist in the tally of votes for that elected position.

The Chairperson shall read the teller's report, declare the outcome of the election, and place the ballots and tally sheet in a sealed envelope. The envelope will be retained by the Chairperson of the Nominating Committee until after installation of officers. At that time the envelope will be destroyed in the presence of all Nominating Committee members present.

DUTIES OF OFFICERS**ARTICLE IX:**

Section 1: The duties of the officers shall be such as are implied by their respective titles and as specified in the Description of Duties for each officer.

Section 2: The President shall be the presiding officer at all meetings of the Association, of the Executive Board, and the Board of Directors. The President shall appoint the Committee Chairpersons. The President shall appoint an Audit Committee consisting of three (3) members, and one (1) or two (2) parliamentarians at the President's discretion to serve during the National Convention subject to approval of the Executive Board. The approval of the Executive Board may be sent to the President by mail.

Section 3: The Vice President shall perform the duties of the President in the absence of the President and other duties as delegated by the President.

Section 4: The Secretary will keep the minutes of all meetings of the Association, of the Executive Board, and of the Board of Directors. The Secretary will furnish a copy of the minutes to all officers. The retiring secretary will transcribe and submit the minutes of

the annual meeting to the officers within 30 days after the adjournment of the Annual Meeting.

The Secretary will be responsible for all correspondence of the Association and of the Board and will read and/or discuss the correspondence at the meeting.

Section 5: The Treasurer shall collect and hold all monies belonging to the Association. This account will be audited annually by the Audit Committee of the Association immediately prior to the expiration of their term in office. The Treasurer will deliver to their successor all funds and records in their keeping within 30 days after their term expires. It will be delivered in person or by Certified Mail. An interest bearing checking and/or savings account is to be continued each year for the National Association.

Section 6: The Past President will serve as an advisor to the Executive Board and members. The immediate Past President will serve as an advisor to the Resource committee.

Section 7: All Vice-President, Secretary, and Treasurer's materials are to be archived by the outgoing officer on a two-year basis for vouchers and correspondence and then forwarded to the newly elected officer.

DUTIES OF THE BOARD OF DIRECTORS

ARTICLE X:

Section 1: The Board of Directors shall transact the business of the Association in the interim between National Meetings.

Section 2: A majority of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors and a vote of the majority of those present and voting shall constitute effective action.

DUTIES OF EXECUTIVE BOARD

ARTICLE XI:

Section 1: The Executive Board shall have the power to act for the Board of Directors in the interim between meetings of the Board, and shall report any action taken to the Board of Directors.

Section 2: A majority of the Executive Board shall constitute a quorum for a meeting of the Executive Board and a vote of the majority of those present and voting shall constitute effective action.

MEETINGS

ARTICLE XII:

Annual meetings will be held each year. At least one officer's meeting per year will be held, as can be scheduled.

The business session is to be conducted before the final day of convention preferably midway, thus allowing a majority of the delegates to have a voice in this important, top priority function. The installation of officers shall be held following the conclusion of the business session. New officers shall assume their duties when the gavel is passed.

The National Association President will contact the National Administrator or the assistant to discuss requested speakers prior to a written request for speakers at Zone and National meetings.

The National Association President may present an award of special recognition each year at National Convention to an individual or group that has supported the Association in its efforts to improve Farm Service Agency.

VOTING BODY

ARTICLE XIII:

Each member present in good standing, except **Supportive** members, shall have one vote at the Annual Meeting. A majority vote of those present at the Annual Meeting shall constitute effective action. A majority vote is considered to be fifty-one percent (51%) of the voting members present at the annual meeting. In the event that an Annual Meeting is not held, a mail vote can be conducted with majority vote defined as fifty-one percent (51%) of votes cast and marked in the affirmative in order for the change to occur.

QUORUM

ARTICLE XIV:

The quorum shall be those members attending the meeting.

FISCAL YEAR

ARTICLE XV:

The fiscal year shall commence immediately following passing of the gavel at annual convention.

PARLIAMENTARY AUTHORITY

ARTICLE XVI:

The rules of parliamentary practice, comprised of Robert's Rules of Order Revised shall govern all proceedings of the Association, Board of Directors, and the Executive Board subject to such special rules as may have been adopted.

AMENDMENTS

ARTICLE XVII:

Section 1: The By-laws may be amended at any general membership meeting by a 2/3's vote of the membership present provided notice of the proposed amendment(s) is sent to each member at least fifteen (15) days prior to the meeting.

Section 2: The By-laws may also be amended by ratification of vote of the membership by mail ballot. A majority vote is defined as fifty-one percent (51%) of votes cast and marked affirmatively in order for the change to occur.

Section 3: Automatic grammatical, punctuation, and correlation in the By-laws or Amendments which in no way alter the intent of the respective By-laws or Amendments shall be affected by the By-laws Committee, subject to approval of the Board of Directors.

Section 4: Amendments shall become effective upon adoption by the membership.

COMMITTEES

ARTICLE XVIII:

Section 1: The Committees of this Association shall be: Information Technology, By-Laws, Farm Loan Programs, Farm Programs, Nominating, Personnel, Resource, and Ways and Means.

Section 2: The Committees shall be composed of members elected by their respective Zone members, for a term of two years, and subject to approval of the Board of Directors. The chairperson of each committee to be appointed by the President, subject to the approval of the Board of Directors. Each committee will act under the direction of the President and perform their duties as established by the Board of Directors. Zone Representatives will be the contact person with other states. Zones A and B Committee terms begin in even number years. Zones C and D Committees terms begin on odd number years.

Section 3: Committee Chairperson shall turn the files over to the incoming Committee Chairperson within 30 days following their term as Committee Chairperson.

APPOINTMENTS

ARTICLE XIX:

The President, along with the Executive Board approval, shall appoint a Historian, Resolution Coordinator and Website Editor at the annual convention.

Section 1: Duties of the Historian

- a. Take pictures and format information into the NASE yearbook to be passed on each year.

Section 2: Duties of Resolution Coordinator

Will be handled by the Past President and be responsible for the following:

- a. Coordinating all resolutions, making sure they are all answered from year to year, maintaining a file of resolutions from year to year to be passed on to the next person handling resolutions.
- b. Send out at least 2 reminders (one on or about 1 December and one on or about 1 April) to committees and members regarding resolutions; how to input; how to decide to which committee they will belong and the correct procedure for filing resolutions.
- c. After zone meetings will coordinate with Chairperson of various committees to see that all resolutions are received and are being acted on. Will verify author of each resolution.

- d. Once resolutions are passed on at National Convention will make sure that resolutions are in proper format and ready for forwarding to National Office.
- e. Will decide appropriate sections in National Office each resolution will go to.
- f. Will do all follow-ups on questions not answered at time of the Fall Meeting with National Office.

Section 3: Duties of Website Editor

- a. Responsible for maintenance and content of website under supervision of the President which includes, but is not limited to the following:
 - i. Updating of national board information after election of new officers.
 - ii. Updates all state contacts throughout the year.
 - iii. Confirms all contact information.
 - iv. Inputs changes as they occur.
 - v. Inputs newsletters.
 - vi. Inputs resolutions and answers when received.
- b. When inputting information is mindful of:
 - i. Clarity of information.
 - ii. Correctness of information.
 - iii. Sensitivity of information being submitted.

EXPENSE REIMBURSEMENT

ARTICLE XX:

Section 1: The Association treasury shall pay the actual reasonable expenses of the Board of Directors' and the Executive Board's travel, lodging, and registration to attend meetings as called by the President to the extent that funds may allow. Expenses shall be claimed on a voucher and submitted to the Treasurer for reimbursement. The deadline for submitting these vouchers will be within 30 days of attendance at either the Zone Meeting or National Convention. Vouchers for items purchased on behalf of NASE must also be submitted within 30 days of the purchase. The amount of reimbursement for expenses is subject to the budget and Board of Directors' approval.

In order to receive reimbursement for attendance at the Zone meeting or National Convention, member must attend all sessions of the meeting or convention.

Reimbursement for Board of Directors and Executive Board Members travel will be as follows, subject to budget and Board of Directors approval:

- a. Current government rate per mile by privately owned vehicle or actual expenses of public transportation.
- b. Lodging is expected to be double occupancy except for the President at National Convention.
- c. Registration fees will be paid in full.

Section 2: NASE will advance funds, not to exceed an amount to be determined by the Board of Directors, for actual, reasonable expenses incurred to host the National Convention. A report of actual expenses will be submitted to the Executive Board to account for the use of funds. Any remaining funds up to the amount advanced must be returned to the NASE treasury by October 1.

Reimbursement in an amount set by the Executive Board annually will be made to Zone Representatives for expenses incurred for the respective Zone meetings. Vouchers must be submitted within 30 days after Zone meeting for these expenses.

Section 3: Two officers' signatures will be required for approval of expense vouchers as follows:

- a. For President's vouchers, signature of Treasurer and Vice President.**
- b. For Treasurer's vouchers, signature of President and Vice President.**
- c. For all others, signatures by President and Treasurer.**

DISSOLUTION OF ASSOCIATION

ARTICLE XXI:

Upon the dissolution of this Association, assets shall be distributed for one or more exempt purposes within the meaning of the Internal Revenue Code, or corresponding meaning of any future federal tax code. The Board of Directors at the time of dissolution will determine which public non-profit organization(s) will receive its assets. This decision will be rendered within 60 days of the accepted dissolution. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas in the County in which the principal Office of the Association's financial keeper is then located, and assets will be distributed as the Court shall determine.

Keep Us, O God

*.....from pettiness;
Let us be large in thought, in word, in deed.*

*Let us be done with fault-finding and leave
off self-seeking.*

*May we put away all pretenses and meet
each other face to face – without self-pity
and without prejudice.*

*May we be never hasty in judgment and
always generous.*

*Let us take time for all things;
make us grow calm, serene, gentle.*

*Teach us to put into action our better
impulses, straightforward and unafraid.*

*Grant that we may realize it is the little
things that create differences,
that in the big things of life we are at one.*

*And may we strive to touch and to know
the great, common human heart of us all and,*

O Lord God lets not forget to be kind!

Author, Mary Stewart