

CONSTITUTION AND BY-LAWS
OF
THE ASSOCIATION OF TECHNICAL AND SUPERVISORY PROFESSIONALS
(Revised October 1983, October 1987, October 1984, June 1997, March 2001, November 2001, and March 2006)

FORWARD

This Association was first organized in 1974 by employees of the Animal and Plant Health Inspection Service (APHIS), Meat and Poultry Inspection Program (MPIP) of the United States Department of Agriculture. It held its first meeting on February 20, 1974, in Washington, D.C. Effective June 17, 1981, the association represents eligible members (per Article III) of the Food Safety and Inspection Service (FSIS).

ARTICLE 1-Establishment

Section 1.1 *Name*. The name of this organization is the Association of Technical and Supervisory Professionals hereinafter called the Association.

Section 1.2 *Legal Status*. The Association is a non-profit, non-stock membership organization with its national headquarters located in the metropolitan area of Washington, D.C.

Section 1.3 *Affiliation*. In accordance with APHIS Directive 464.2 dated November 11, 1973, and subsequent Agency documents applicable to the Food Safety and Inspection Service (FSIS).

ARTICLE II-Purposes and General Policy

Section 2.1 *Purposes*. The purpose for which this organization has been founded are:

- (a) to promote the welfare of its members having as a primary purpose the improvement of working conditions among supervisory and technical professionals employed by the Agency.
- (b) To cooperate with and belong to other organizations that support the welfare of our membership.
- (c) To promote a continuing improvement in the standards of training, career development, levels of conduct, and conditions of safety for its members.
- (d) To assist the Administrator by assuring that all qualified employees have an opportunity to make equal contributions toward developing and carrying out program policies.
- (e) To promote efficiency in the Agency by contributing to the efforts of the Administrator and to the protection of the consumer.

Section 2.2 *Policy*

- (a) the general policy of the Association is to represent its membership in matters pertaining to legislative, employee management, professional, and public affairs.
- (b) the Association shall not in any way discriminate in membership activities because of age, race, color, sex, ethnic background, or national origin.
- (c) The Association respects the rights of Federal employees to join or refrain from joining employee organizations.
- (d) Membership in the Association is only open to those employees not eligible for representation by existing employee organizations recognized by the Agency.

ARTICLE III-Membership

Section 3.1 *Classes*. Membership in the Association shall be active, associate, or honorary.

Section 3.2 *Active*. Any technical or supervisory professional who is employed by the Agency, including those serving on active military duty, is eligible to become an active member in the Association.

Section 3.3 *Associate*. Associate membership will be conferred upon any member in good standing at the time of retirement from service.

Section 3.4 *Honorary*. Upon approval by the Board of Directors, honorary membership may be conferred upon any person who has rendered valuable service to the Agency or to the agriculture development of the United States.

Section 3.5 *Application for membership*. Application for membership shall be made on a form furnished by the Association and signed by the applicant. The applicant must be endorsed by one member of the Association in good standing. The application must be filed with the National Secretary who will examine it for accuracy and completeness, when approved by the Agency, the applicant shall be enrolled and a membership card shall be issued. At the time membership is granted, dues will become payable.

ARTICLE IV-Meetings of the Association

Section 4.1 *Regular Quarterly Consultation*. Meetings by the Board of Directors with Agency officials shall be held as designated.

Section 4.2 *Special*. Special meetings of the Association may be called by the Board of Directors or upon request in writing to the Board by not less than 10 percent of the active members of the Association. The time, place and purpose of a special meeting shall be designated in a notice which shall be sent to each member in good standing at least 15 days prior to the time of such meetings. Meetings may be called by the representative with notice to all members in good standing.

Section 4.3 *Quorum*. Twenty-five percent (25%) of the membership registered at any regular or special meeting shall constitute a quorum for the conduct of business of that session.

Section 4.4 *Reimbursement*. The members of the Board of Directors shall be reimbursed expenses incurred in attending any meeting of the Board of Directors and any approved regular or special meeting of the Association. Committees shall be reimbursed expenses incurred for the benefit of the Association and not by another Association or Agency.

ARTICLE V-Officers

Section 5.1 *Personnel*. The officers of the Association shall be active members in good standing and shall be elected to the offices of President, Vice-President, Secretary, and Treasurer.

Section 5.2 *Method of electing the President*. From the 6 duly elected Representatives, one will be designated as the President of the Association by vote of the Board of Directors.

Section 5.3 *The President*. The President or designee shall preside at all meetings of the Association and shall be Chairman of the Board of Directors, shall appoint committees, shall appoint all those officers whose appointments are not otherwise provided for and with the advice and consent of the Board of Directors, fill vacancies of the elected that may occur, and perform such other duties as properly devolved upon a President.

Section 5.4 *The Vice-President*. The Vice-President shall be elected by the Board of Directors from the 6 Representatives. In event of death, resignation, or inability of the President, as determined by the Board of Directors, to perform the duties of the office, the Vice-President will serve as President for the remainder of the unexpired term, or until the President is again able to perform the duties.

Section 5.5 *The Secretary*. The Secretary shall perform the recording duties of the Association.

Section 5.6 *The Treasurer.* The Treasurer shall perform the duties of receiving, dispersing, and recording all money. The Treasurer shall be bonded. The Board of Directors shall be submitted the records for an official audit. The Treasurer shall account to the Board of Directors for all money received each year. At the expiration of the term of office the incumbent Treasurer shall account for and submit all records, money, vouchers, and account books belonging to the Association to the incoming Treasurer. The Treasurer shall be assisted by the Secretary in carrying out these duties.

ARTICLE VI-Board of Directors

Section 6.1 *Duties.* The Board of Directors shall determine the policies of the Association.

Section 6.2 *Members of the Board of Directors.* Members of the Board of Directors shall be composed of the President, Vice-President, Secretary, Treasurer, and elected representatives.

Section 6.3 *Term of Office.* The Representatives shall be elected for a 3-yaer term beginning October 1. The Secretary and Treasurer shall be elected for a 4-year term beginning October 1. At the next regularly scheduled meeting of the Board of Directors, the President and Vice-President shall be elected for a 2-year term from the incumbent representatives.

ARTICLE VII-Committees

Section 7.1 *Standing Committees.* The standing committees of the Association, all of which are to be appointed by the President, unless otherwise provided, with the Chairman of each to be designated by the President at the time of appointment, shall be as follows:

- (a) *Budget.* The committee on budget shall study the financial condition of the Association and make recommendations concerning expenditures for the ensuing year. The recommendation shall be presented for consideration and approval to the Board of Directors at a regularly scheduled meeting. The committee shall consist of the President, Secretary, and Treasurer.
- (b) *Legislation.* The committee on legislation shall have referred to it for appropriate handling all matters relating to State and National legislation which may be of interest to the Association and/or its membership. The committee shall consist of the current Board of Directors.
- (c) *Communications.* The communications committee shall be appointed by the President for a period as deemed necessary. A primary function of this committee shall be to encourage the preparation and the publication of papers of interest to members. The Board of Directors shall receive, review, edit, and submit such papers for publication in the ATSP newspaper and other appropriate publications.

Section 7.2 *Special Committees.* The Board of Directors shall appoint committees for special projects.

- (a) *Professional Development.* The committee on professional development shall provide leadership in developing opportunities for all members to receive needed training to assure adequate continuing educational programs. The committee encourages participation in appropriate professional societies and in the organization specialty boards or colleges in which highly qualified members may obtain membership and recognition.

Section 7.3 *Election Committee.* A Representative who is not up for election shall appoint 3 members in good standing from his or her respective jurisdiction to serve on an election committee. The election committee shall appoint a chairperson. The Secretary shall be responsible for receiving and counting the nominations, contacting nominees to determine their desire to serve if elected, and presenting this information to the election committee. The election committee shall be responsible for receiving and counting the election ballots and providing the election results to the Board of Directors, prior to July 1.

ARTICLE VIII-Election

Section 8.1 *Officers and Directors.* Election for the office of Secretary, Treasurer, and Representative will be held during the month of June. Nominations will be submitted to the Secretary during the month of April. A list of candidates will be prepared and mailed to members in good standing during the month of May. Voting for Representatives will be restricted to the jurisdiction where each member is employed. Voting for the Secretary and Treasurer will be nationwide. Completed ballots will be sent in sealed envelopes to the chairperson of the election committee postmarked not later than June 15. A list of officers will be submitted to the Agency after each election.

Section 8.2 *Secretary and Treasurer Vacancies.* If the Secretary or Treasurer leaves during the term of office, the President shall appoint a member of the Board of Directors to serve in the vacant position on an interim basis until the next regularly scheduled election. The election cycle for the Secretary and Treasurer will not be changed as a result of this appointment and/or special election process.

Section 8.3 *Representative Vacancies.* If a Representative leaves during the term of office, the President shall appoint a member in good standing from the jurisdiction to serve in the vacant position on an interim basis until the next regularly scheduled election. The election cycle of the Representative will not be changed as a result of this appointment and/or special election process.

Section 8.4 *Eligibility for Office.* No person shall be eligible for elected office unless they have been an active member in good standing for one year preceding election or appointment.

ARTICLE IX-Dues and Assessments

Section 9.1 *Dues.* Dues shall be payable to the Treasurer either directly or through payroll deduction. Dues of new members will start upon receipt and acceptance of the membership card.

Section 9.2 *Assessments.* The Board of Directors may request a membership donation or levy a special assessment in addition to the membership dues when the financial status of the Association or the furtherance of a specific objective indicates the necessity.

Section 9.3 *Penalties.* Any member who for one year fails to pay annual dues shall forfeit membership, effective 30 days after the Treasurer has mailed notice of such default to last know address.

Section 9.4 *Reinstatement.* A member who has forfeited membership for non-payment of dues may be reinstated upon payment of entire indebtedness to the Association or by making application for membership in the manner hereinabove prescribed in Article III. Former members who resign in good standing may be reinstated in the same manner.

ARTICLE X-Disbursement of Funds

Section 10.1 *Disbursement.* All checks or drafts for payment of money shall be signed by such office, or officers, person, or persons, as the Board of Directors shall by resolution determine. No check shall be signed in blank.

ARTICLE XI-Conduct of Meeting

Section 11.1 *Order of Business.* The following shall be the order of business unless otherwise provided.

- 1) Call to order by the President
- 2) Presentation and adoption of minutes
- 3) Report of the President
- 4) Report of the Treasurer
- 5) Committee reports
- 6) Unfinished business
- 7) New business
- 8) Election and installation of officers (when applicable)

All meetings of the Association shall be governed by Robert’s Rules of Order when not in conflict with the By-Laws.

ARTICLE XII-Amendments to By-Laws

Section 12.1 *Procedures.* The Constitution and By-Laws may be amended by a special vote of three quarters of the Board of Directors at any regular or special meeting provided the notice of such proposal to amend is included in the notice of such meeting.