

**Tennessee Association of  
FSA County Office Employees  
(TASCOE)**



**MANUAL**

**August 27, 2010**

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*Tennessee Association of FSA County Office Employees*  
(TASCOE)

**CONSTITUTION**

Amended: Feb. 2009

**ARTICLE I – NAME AND PURPOSE**

**Section 1** This association shall be known as the Tennessee Association of FSA County Office Employees. The office(s) of this association shall be located in the city of residence of the association’s President and/or Secretary-Treasurer, unless otherwise designated by the Board of Directors.

**Section 2** The purpose of the association shall be to promote the welfare of FSA County Office Employees.

**ARTICLE II – MEMBERSHIP**

**Section 1** To be eligible for membership in this association a person must:

- a) be classified as a regular county office employee in the State of Tennessee, or
- b) be a retired regular county office employee in the State of Tennessee who was in good standing at the time of retirement or a Tennessee FSA State Office employee, or a State or County Committeeperson, or
- c) be a person who shares a common interest in support of the State Association.

**Section 2** A person who holds membership in the State Association will automatically be a member or associate member of the National Association of FSA County Office Employees.

**Section 3** Each individual member or associate member must show in good faith that he or she is interested in the purpose of the association. He or she must not be a member of an organization of government employees who asserts the right to strike against the government of the United States; and during such time as he or she is a member of this association must not become a member of an organization of government employees who asserts the right to strike against the government of the United States. Any person who belongs to an organization which advocates the overthrow of our constitutional form of government shall not be allowed membership in this association. No officer or member of TASCOE shall use their office or membership for the purpose of this association.

## ARTICLE III – GOVERNMENT

**\*\*Section 1** The governing body of this association shall be vested in the Board of Directors composed of two (2) directors from each of the TASCOE Districts. There shall be seven (7) TASCOE Districts composing of the following counties.

District 1: Claiborne/Union, Hamblen/Grainger, Hawkins/Hancock, Greene, Jefferson/Cocke/Sevier, Johnson, Sullivan/Carter, Washington/Unicoi

District 2: Bradley/Polk, Knox/Anderson/Campbell, Marion/Sequatchie, McMinn/Meigs, Monroe/Blount, Rhea/Hamilton, Roane/Loudon

District 3: Cumberland/Bledsoe, DeKalb/Cannon, Fentress/Scott/Morgan, Jackson/Clay, Macon/Trousdale, Overton/Pickett, Smith, Warren, White/Van Buren/Putnam, Wilson

District 4: Coffee/Grundy, Franklin, Lincoln, Marshall/Bedford/Moore, Robertson/Davidson, Rutherford, Sumner

District 5: Dickson, Giles, Hickman/Lewis/Perry, Lawrence/Wayne, Maury, Montgomery/Cheatham, Stewart/Houston/Humphreys, Williamson

District 6: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Lauderdale, Obion, Weakley

District 7: Fayette, Hardeman, Hardin, Haywood, Henderson/Decatur, Madison, McNairy/Chester, Shelby, Tipton

\*\* amended March 15, 2013

**Section 2** The officers of this association shall be a President, Vice-President and a Secretary/Treasurer, and shall be elected and serve as provided by the By-Laws.

## ARTICLE IV – AMENDMENTS

**Section 1** This constitution may be amended at any regular or special meeting of a Board of Directors by a vote of two-thirds of the members present provided however, that in the case of a special meeting a copy of the proposed amendment shall have been mailed to all directors not later than thirty days preceding the special meeting.

## BY-LAWS

### ARTICLE I – DUES

**Section 1** The annual dues for membership in the association shall be .25 percent (.0025) of the employee's annual salary as of July 1<sup>st</sup> each year. Associate member dues will be \$35.00. Dues are payable as follows:

- a) Full payment on July 1<sup>st</sup>, or
- b) Payroll Deduction: *Deposits shall be received from the first NFC deposit in July:*
  - a. Any member that elects payroll deduction shall claim the applicable membership percentage (*Article I Section 1*) in the payroll system.
  - b. Any deposit(s) not received for the FY shall be paid by the member directly to the TASCOE Treasurer, to keep the dues current (*Article I Section 2*)
- c) NASCOE and Area Dues – TASCOE will forward applicable national/area dues to NASCOE and Southeast Area on behalf of the member each year.

**Section 2** Any member who is in arrears one month in payment of dues shall be suspended from this association and any member whose dues are in arrears for a period of three months shall automatically cease to be a member of such association. Such suspended member must reapply to the association for membership as provided in the Constitution and By-Laws.

### ARTICLE II – MEMBERSHIP

- Section 1**
- a) A person classified as regular employee of an FSA County Office in the State of Tennessee and interested in the objectives and purpose of this association shall be eligible to become an active member thereof as prescribed in these By-Laws, or
  - b) A person classified as a retired FSA County Office employee in good standing at the time of retirement, or a Tennessee State Office employee, or a State or County Committeeperson, or any person interested in the objectives and purpose of this association shall be eligible to become an associate member, having no voting power.

**Section 2** Upon payment of the prescribed dues, the applicant, after complying with the above membership requirements shall be declared a member or associate member of the Tennessee Association of FSA County Office Employees and the National Association of FSA County Office Employees.

### **ARTICLE III – MEETINGS**

- Section 1** Semi-annual meetings of the Board of Directors shall be held on or about March and September at such place as the Board of Directors shall designate. Such meetings shall be open to all members. A quorum shall constitute a majority of the membership of the Board of Directors. It shall be the duty of the President or the Acting President to determine whether or not a quorum is present at any regular or special meeting.
- Section 2** Special meetings may be called by the President or by written petition of the majority of the Board of Directors. The time and place of such meeting shall be at the discretion of the President or petitioning group.
- Section 3** No proxies shall be voted or allowed in any regular or special meeting called in the manner provided herein.

### **ARTICLE IV – ELECTION OF OFFICERS AND DIRECTORS**

- Section 1** The directors of TASCOE shall consist of the duly elected delegates from each TASCOE District to be elected by association members in the respective district with at least one elected director being a regular employee other than a CED. Written notice of the election shall be given by the Secretary-Treasurer of the association on or about the first of July of each year.
- a) Persons willing to serve as directors are required to submit their names to the Secretary-Treasurer by July 1<sup>st</sup> each year.
  - b) If four names are not submitted, the current directors are required to develop/complete a list of eligible candidates who are willing to serve.
  - c) The election shall be by mail.
  - d) Each person voting must place their marked ballot inside an envelope with the county name and the employee signature on the outside of the envelope. This would allow each voting person's eligibility to be determined and also their county.
  - e) Voted ballots shall be mailed to the Secretary-Treasurer for tabulation.

These Directors shall be responsible for the general management of the organization and shall elect the officers of the association. Two alternate directors in each district shall be elected at the same time to serve in case of absence of regular directors.

**Section 2** The officers elected as provided in Section 1 of this article shall serve as officers on the Board of Directors. Any elected officer currently serving as director or alternate director shall immediately cease to serve as director or alternate director upon acceptance of the officer position. No person serving as an officer is eligible to serve as a director or alternate director.

**Section 3** The President, Vice-President, Secretary-Treasurer and Board of Directors shall serve from September 1<sup>st</sup> through August 31<sup>st</sup> or until successors are elected. The out-going President shall serve in an advisory capacity (non-voting Executive Board Member) in a position titled “Past President” with full rights and privileges of the other officers for a period of one (1) year after his/her office is vacated provided, his or her eligibility as a member of the association is retained. The Past President will assist in completing any carryover responsibilities from his/her previous term.

**Section 4** In the event of a vacancy in the office of President, for any reason, the Vice-President shall assume, through succession, the office of President and will serve in this office for the remainder of the un-expired term. In the event of a vacancy in the office of Vice-President or Secretary-Treasurer, the Board of Directors shall appoint a qualified person to fill such vacancy for the remainder of the un-expired term.

## **ARTICLE V – OFFICERS**

**Section 1** The President shall preside at all meetings, regular or special, of the association and at all meetings of the Board of Directors and shall perform all such duties as may be necessary to and pertaining to the office. The President shall serve as voting delegate to all NASCOE functions and appoints delegates to serve in absence of designated delegates and alternates.

**Section 2** The Vice-President shall perform the duties of the President during his/her absence and at such times as the President, at their discretion, may deem necessary. The Vice-President shall serve as alternate voting delegate to all NASCOE functions in the absence of the President or Secretary-Treasurer.

**Section 3** The Secretary-Treasurer shall conduct the official correspondence of the association. He or she shall keep an accurate record of regular and special business meetings. He/she shall keep an accurate record of all transactions of the association. He/she shall keep an accurate record of the meetings during the absence of the President or Vice-President. He/she shall collect dues from all members. He/she shall collect and disburse all monies subject to the approval of the Board of Directors. He/she shall give an accurate financial report of the association semi-annually. He/she shall perform such other duties as the association’s Board of Directors may prescribe. The Secretary-Treasurer shall serve as voting delegate to all NASCOE functions.



- Section 4** The Board of Directors shall have control and management of all policies and finances of the association.
- Section 5** All disbursements of the association shall be made by checks signed by the Treasurer and shall be subject to approval by the Board of Directors.
- Section 6** The President shall give an annual report to the association

#### **ARTICLE VI – COMMITTEES**

- Section 1** The Board of Directors shall decide upon the standing committees deemed necessary and proper to fulfill the objectives and purposes of the association. Special committees may be appointed by the President.
- Section 2** The committee chairperson, vice-chairperson and members shall be appointed by the President. All appointments of the President shall be subject to the approval of the Board of Directors.
- Section 3** The President shall be an ex-officio member of all committees.

#### **ARTICLE VII – PROCEDURE**

Roberts' Rules of Order shall govern the proceeding of all general, regular and special meetings of the association and its constituent parts except as provided in these By-Laws.

#### **ARTICLE VIII – POWERS OF DELEGATION**

Delegation of committees shall be appointed by the President, subject to the approval of the Board of Directors, to represent the association at any convention, meeting, assembly or legislative hearing as may be necessary. They shall have no authority by virtue of their appointment to obligate the association to any expense or to concur in any action contrary to the expressed policies of the association. The President or succeeding officer shall serve as Chairperson of such delegation, but in the event of his/her absence, he/she shall appoint a member to serve in his/her place.

#### **ARTICLE IX – AFFILIATION WITH NATIONAL ORGANIZATION**

The association of the State of Tennessee shall affiliate itself with the National Association.

## **ARTICLE X – AMENDMENTS**

These By-Laws may be amended by a two-thirds vote of the Board of Directors at any regular or special meeting provided that the amendment proposed shall have been acted on according to the method set out in the Constitution for amendment to the Constitution.

**Officers/Board of Directors/Committee Chairs**

President, Vice-President, Secretary-Treasurer, Directors or Alternate Directors (representing the Director) and Committee-Chairpersons attending the Semi-Annual meeting (on or about March), any Special called meeting, Convention or Rally Planning meeting will be paid:

- current FSA per diem rate,
- 50% of the current FSA mileage rate, and
- One (1) night actual lodging expense.

**NASCOE or Area Rally**

President, Vice-President, and Secretary-Treasurer attending NASCOE Convention and Southeast Area Rally, shall be reimbursed expenses as follows:

- current FSA per diem rate,
- 50% of the current FSA mileage rate, and
- Actual lodging expense (number of nights under the guidance of the President)

In the event one of the afore mentioned officers is unable to attend NASCOE Convention, Southeast Area Rally, the President has the privilege to allow the Past President to serve as a substitute and receive the customary travel reimbursement. Furthermore, when Tennessee is hosting an Area Rally or National Convention, the President has discretion to approve customary travel for the Past President.

**NASCOE Reimbursement**

If for any reason a TASCOS member is reimbursed for travel cost by TASCOS, and NASCOE also furnishes that member reimbursement for any portion of the travel cost, the member shall refund to TASCOS the excessive funds received.

**Legislative Conference Expense**

TASCOS shall pay:

- current FSA per diem rate,
- 50% of the current FSA mileage rate, and
- Actual lodging expense

to persons selected by the President to attend the Legislative Conference organized by NASCOE within the annual spending limit established by the Board of Directors, and for the President to hold cost as low as possible.

**PI&A**

TASCOS will pay all expenses of any member winning the AREA and/or National Distinguished Service Award as follows:

- current FSA per diem rate,
- 50% of the current FSA mileage rate, and
- Actual lodging expense

provided they attend the Rally and/or National Convention.

### **Auctioneers**

TASCOE shall pay one (1) night's lodging expenses for FSA employee(s) ineligible for full membership, who are enlisted to serve as an "Auctioneer" at the convention/event that is held outside their local area.

### **Advances**

Advances may be made for any type reimbursable TASCOE expense. No second advance will be made if one is already outstanding except in extenuating circumstances.

### **Emergency Situations**

In the event expenses are necessary for travel for any person for the benefit of TASCOE/NASCOE, which is not authorized above, the President may authorize such travel expense. Any authorization granted by the President is subject to review by the Board of Directors.

### **Board of Directors' Review**

The Board of Directors will periodically review these policies. The Board of Directors is empowered with authority to further restrict any policy above if necessary to promote the welfare of TASCOE or to ensure expenditures do not jeopardize the operation of TASCOE.

### **Submitting Expense Request**

All reimbursement requests shall be submitted to the TASCOE Secretary-Treasurer with receipts.

## **OTHER EXPENDITURES**

*Added: 4-23-2004*

### **NAFEC/NACS**

TASCOE shall pay the annual membership fee for all TASCOE Officers to join NAFEC and NACS from general funds in a show of support for these organizations.

### **SEA Rally**

TASCOE shall donate \$250 to the state association hosting the SEA Rally.

## TASCOE SCHOLARSHIP POLICY

Amended: 9-17-00

9-24-04

### Purpose

To assist TASCOE members in providing advanced education for their eligible dependents.

### Application

Applicants must complete the NASCOE Scholarship Application.

### Award Limitations

The TASCOE Scholarship Committee shall make recommendations to the TASCOE Board of Directors for approval.

- Full Membership Scholarship(s) - \$500  
Recommend the number of scholarships for award yearly, as determined by the number of eligible applications and funds available. Scholarships may be provided to an eligible applicant only once and is limited to \$500.
- Associate Member Scholarship - \$250  
Recommend only one scholarship for award yearly, subject to the availability of funds. Associate scholarship may be provided to an eligible applicant only once and is limited to \$250.

### Eligibility

- Full Membership Eligibility - \$500 Scholarship  
The applicant must be a TASCOE member, member's spouse, member's legal dependent. The TASCOE member must be a permanent County Office employee with 5 consecutive years of paid membership or membership since becoming a permanent FSA employee. The applicant must be either a high school senior or a full-time college student; up to the Bachelor Degree level. Full-time is defined as a minimum of 12 credit hours. A minimum of a "C" average (using the 4.0 system) in both their junior and senior years of high school or as a college student is required.
- Associate Membership Eligibility -- \$250 Scholarship  
The applicant must be a TASCOE Associate Member's child or legal dependent. The TASCOE Associate member must be a full-time FSA employee (ineligible for full TASCOE membership) with 5 consecutive years of membership. The applicant must be either a high school senior or a full-time college student; up to the Bachelor Degree level. Full-time is defined as a minimum of 12 credit hours. A minimum of a "C" average (using the 4.0 system) in both their junior and senior years of high school or as a college student is required.

## **Use of Award**

The award must be used to defray expenses incidental to the student's attendance at a four-year college, university, community college, or commercial or trade school which is accredited by the Department of Education of that State. The awardees must satisfactorily complete at least one semester of schooling or return the money!

## **Evaluation Criteria**

All sources of information concerning each applicant will be considered such as school records, employment, work experience, and reference letters. All applicants will be evaluated on the basis of:

1. **Ability:** this shall include both mental and physical factors which might take into effect the applicant's ability to benefit by further education. This will be judged by available school and health records and any other information which may reflect on the student's ability.
2. **Incentive Assistance:** all pertinent information relative to the student's desire to continue his/her education and to the other financial resources available to meet the student's desire will be considered.
3. **Other Personal Characteristics:** any other personal characteristics such as initiative, industry, persistence, leadership ability, personal and social adjustment which might affect student success will be considered.

## **Submission of Application**

All applications must be forwarded to the TASCOE Scholarship Chairperson no later than January 30<sup>th</sup>.

## **Selection Procedure**

The TASCOE Scholarship Committee will use the NASCOE score sheet to make selections. The Chairperson will coordinate the review process and will tabulate scores and report final recommendations.

## **Time of Selection**

The TASCOE Scholarship Committee Chairperson will make recommendations to the TASCOE Board of Directors at the March (spring) Directors' Meeting.

## **Presentation of Awards**

The TASCOE President and Convention Chairperson shall make arrangements for the presentation of award(s) at the annual convention.

## **DUTIES AND RESPONSIBILITIES**

### **ARTICLE I- DUTIES AND RESPONSIBILITIES OF STATE OFFICERS**

Maintain a professional appearance and demeanor when attending functions as a representative of TASCOE. This would include all meetings of state affiliates, other employee associations, other organizations, meetings with management, meetings with Congressional representatives, etc. Remember, in the membership's eyes, you are a representative of TASCOE whether on official or unofficial time.

All TASCOE positions require a certain amount of dedication, creativity and enthusiasm. The ability to communicate both orally and in writing; formally and informally with officers, executives, chairpersons, general membership and outside organizations will be very beneficial when performing the duties of the position. TASCOE encourages the development of these skills. TASCOE leadership is a team effort. Once a decision is made the individual members are responsible for presenting the decision in a positive manner and refraining from presenting personal or biased opinions to the membership. Be prepared for all meetings with information and/or questions. Strive to be fair, impartial, and open-minded to new ideas and change. Respect the views, opinions and comments of others. Respect the confidentiality of any information, matters or problems discussed at meetings. Use good judgment in distributing information; especially that which should be distributed only by the President. Recognize that information is generally fluid and may change quickly.

#### **Section 1     TASCOE President Duties**

The TASCOE President provides leadership and guidance to the Association's membership, committees, Directors, and officers. The President conducts the business of TASCOE in a responsible and professional manner in accordance with the By-Laws and Constitution while ensuring that every member receives proper representation. He/she must have the ability to pull the "Leadership Team" together into a cohesive group that will work together for the common good.

Presidential duties include, but are not limited to, the following:

1. The President is an ex-officio member of all TASCOE committees.
2. Act, and in many situations, react, to circumstances as they develop. At times there may be the need to act immediately without full consensus of the Directors. All decisions and actions shall be made considering the "big picture" and what is in the best interest of the Association.
3. Maintain good public relations, promoting objectives and goals of the Association at all times. The President must at all time make decisions

for the common good. He/she must always attempt to explain to the membership why the decision was made. The President should always strive to solicit input and support from other officers and the Directors.

4. The President is the primary official liaison between TASCOE and NASCOE. He/she will establish and maintain an active working relationship with the SEA Executive Committeeperson and other NASCOE officers. Liaison duties may be delegated to other officers, directors, or committee chairs who have more knowledge of a specific subject matter. The President will participate in all conference calls as TASCOE's representative. This participation may also be delegated as appropriate.
5. The President will preside at and conduct all business meetings of TASCOE. He/she oversees all business of the Association and keeps abreast of all changes, concerns, and points of interest regarding the Association and its membership.
6. The President is responsible for appointing all standing committee chairpersons and the members of each committee; subject to approval from the Board of Directors. The President maintains a close working relationship with Committee Chairs in an effort to provide guidance as appropriate.
7. The President shall serve as a voting delegate for TASCOE to all NASCOE functions and appoint delegates to serve in the absence of designated delegates and alternates.
8. Prepares news articles and alerts to notify member of appropriate information. Works closely with Board of Directors on all Association issues assuring they are kept informed on all issues. Promotes open communication with all members via regular information sharing with other officers, Directors, and committee chairs.
9. Contacts directors prior to meetings to affirm their attendance, or that his/her alternate has made arrangements to attend meetings.
10. Provides guidance and direction to those seeking assistance. Be available to listen and discuss issues pertaining to FSA/TASCOE/NASCOE with the membership, management, and other associations. Prepares and timely provides official responses when needed. Assures all issues are properly addressed and individuals are fully informed.
11. Delegates the responsibility to research various ideas/suggestions that will assist the Association in meeting its goals and promote positive visibility of the Association. Makes sure that responses are made promptly and thoroughly to the Department/Agency and NASCOE officials.



12. Maintains documents and files relating to all areas of presidential responsibility and furnishes all pertinent documents and files to the succeeding President.
13. Establishes and maintains open and working relationships with the FSA State Executive Director and FSA State Committee. Works with management in areas of mutual interest between membership and Administration.
14. Authorizes necessary travel expenses for any person for the benefit of TASCOE/NASCOE, which is not authorized in the TASCOE Travel Policy. This authorization is subject to review by the Board of Directors.

## **Section 2- TASCOE Vice-President Duties**

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

1. Promote the goals and objectives of the Association and educate himself/herself to keep abreast of current issues.
2. Maintain ongoing communication with the President to assist the President in achieving objectives set for the Association.
3. The Vice-President may be asked to act as the liaison between parties when members are requesting or receiving legal assistance as a member of TASCOE/NASCOE. The Vice-President will assess the situation and communicate with the President and Board of Directors to determine the best course of action.
4. The Vice-President will serve as alternate voting delegate to all NASCOE functions in the absence of the President or Secretary-Treasurer.
5. He/she works with the Secretary/Treasurer and Programs/Negotiations Committee Chairperson in preparing negotiation, consultation, or program concern items to be submitted to NASCOE.
6. State Convention Duties include:
  - Works with President and Secretary/Treasurer in determining the eligibility of city and hotel for the convention
  - Officially greets guests
  - Hosts hospitality room for during meetings and conventions
  - Makes sure meeting rooms are in order and prepared
  - Coordinates with President in preparing and sending invitations to management, speakers, coalition groups, etc

- Works with President in confirming speakers and guests for convention
  - Works with President and Secretary/Treasurer to develop the convention program and agenda
7. The Vice-President may be asked to assume the lead on various projects and duties.
  8. He/she will maintain and distribute this TASCOE Manual to Officers, Directors, and Committee Chairs for further distribution to members
  9. Provides a semi-annual reports on TASCOE activities, functions, and pertinent information to be published in newsletters and on the TASCOE website.

**Section 3- TASCOE Secretary/Treasurer Duties**

The TASCOE Secretary-Treasurer shall act for TASCOE in the absence of the President and Vice-President. Other responsibilities of the TASCOE Secretary-Treasurer include:

1. Conducts the official correspondence of TASCOE
2. Keeps an accurate record of all business meetings and all actions taken between meetings
3. Keeps an accurate record of all transactions of the association
4. Collects dues from members
5. Collects and disburses all monies, subject to the approval of the Board of Directors
6. Provide a complete and accurate financial report of the association semi-annually.
7. Reviews and provides budget and budget estimates
8. Deposits all incomes in a safe/secure financial institution, works with financial institution to resolve any problems, and reconciles banks statements monthly
9. Performs such other duties as the association's Board of Directors may prescribe
10. Serves as a voting delegate to all NASCOE functions

11. Signs all disbursement checks, subject to authority by the Board of Directors
12. The Secretary-Treasurer is responsible for the custody and maintenance of official copies of:
  - TASCOE Constitution and By-Laws
  - Official copies of every annual report containing official records of TASCOE
  - Back issues of the TASCOE Newsletter
  - Historical documents of TASCOE
13. Prepares the agenda for all meetings and makes the agenda available at least 5 days prior to the meeting date
14. Works closely with Publicity Committee Chairperson to make all minutes and committee reports available on the TASCOE website at least 10 days prior to meeting date
15. Assists the Membership Committee Chairperson in maintaining the TASCOE Directory
16. Maintains the name/address/email data base of all TASCOE members, officers, directors, committee chairs, committee members, associate members, and honorary members
17. Provides written notice of Election of Directors on or about July 1 annually.
18. Receives nominations of members willing to serve as directors by July 1 annually
19. Dispenses election ballots to members by mail, includes deadline for voted ballots to be returned, receives voted ballots, and tabulates voted ballots
20. The Secretary-Treasurer will publish a list of elected directors and alternates within 15 days of deadline to return voted ballots.
21. Ensures that any necessary audio/visual equipment is available for presenters during TASCOE functions
22. Sends “Thank You” notes to guest speakers
23. The TASCOE Secretary-Treasurer is responsible for TASCOE equipment and supplies including:
  - Keeping a current and complete inventory of all accountable equipment and supplies

- Verifying all billing prior to payment
  - Ordering and maintaining an adequate supply of letterhead stationery, envelopes, and etc.
24. Any claim for reimbursement exceeding \$250 will be subject to second-party review by either the President or Vice-President prior to payment.
  25. Reviews all expense claims for adherence to policy
  26. Pays all expenses and claims as authorized by the Board of Directors
  27. Maintains and distributes travel claim vouchers
  28. Files all financial reports including tax information, Annual 990 to IRS, and audit reports
  29. Works with Membership Committee Chair in sending out annual dues notices/transmittals and verifies dues to assure that correct amount is received
  30. Obtains airfare and lodging accommodations for TASCOE officers and others authorized for approved TASCOE travel.
  31. Provides reimbursement of approved personal expenses, within the TASCOE Travel Policy guidelines, as soon as possible
  32. Responsible for the security and use of the TASCOE credit card and maintaining records of card transactions
  33. Reconciles monthly credit card statements

#### **Section 4- TASCOE Past President Duties**

The TASCOE Past President will provide support and guidance to the leadership of TASCOE while continuing to promote the Association's goals and objectives.

1. Serve in an advisory capacity as a non-voting member of the Executive Board. For a period of one year, the Past President retains all rights and privileges (not including a vote on the Executive Board) of other officers, provided his/her membership is retained.
2. Serves as a "sounding board" for newly-elected officers, and offers advice and counsel where appropriate. Individuals in the position of Past President possess institutional and historical knowledge of the Association, which will be valuable in assisting the current leadership.

3. Continues to support the Association by accepting duties or responsibilities as assigned. Assigned duties may include:
  - Taking an active role in the negotiations process including assisting in the assignment of issues and writing TASCOE position on issues
  - Taking a lead role on various projects as assigned by the current President
  - Review officer responsibilities with newly-elected officers
4. Administers the TASCOE Officer's Oath of Office (Exhibit 3) and Charge of Leadership (Exhibit 4) to incoming officers. Even though the Past President only acts in this capacity for one year, he/she will continue to be responsible for this duty until the next Past President assumes his/her position.

The TASCOE Past President can continue the tradition of promoting the goals of TASCOE long after service is completed. He/she has the opportunity to provide moral support to future generations of officers.

## **Section 5- TASCOE Board of Directors Duties**

The TASCOE Board of Directors is the governing body of this association. Each designated district is represented by two directors. The Directors of TASCOE are duly elected by association members in their respective districts with at least one elected director being an employee other than a CED.

Responsibilities of Directors include:

1. General management of TASCOE
2. Elect the TASCOE officers (President, Vice-President, and Secretary-Treasurer)
3. Ensuring that, when unable to represent at a meeting, that alternate directors are called so that their district is represented
4. Filling vacancies in the office of Vice-President or Secretary-Treasurer by appointing a qualified person to fill such vacancy for the remainder of the term
5. Exercises control and management of all policies and finances of TASCOE

6. Reviews, when necessary, all disbursements of the association made by the Secretary-Treasurer
7. Establishes all TASCOE standing committees deemed necessary and proper to fulfill the objectives and purposes of TASCOE
8. Reviews and considers approval of committee chairperson, vice-chairperson, and members appointed by the President
9. Reviews and considers approval of presidential powers of delegation to be given to committees to represent the association at any convention, meeting, assembly, or legislative hearing as may be necessary
10. Considers amendments to the TASCOE By-Laws
11. Establishes spending limits for Legislative Conference expenses
12. Reviews emergency situations where necessary travel, outside of the TASCOE Travel Policy, has been authorized by the President to benefit TASCOE/NASCOE
13. Periodically reviews the TASCOE By-Laws and policies to ensure that the welfare of TASCOE is protected and to ensure that TASCOE remains financial accountable and viable.
14. Provides frequent communications with their represented districts to provide current and pertinent information
15. Acts as their TASCOE district's point of contact for distributing and receiving TASCOE/NASCOE information and solicitations for membership input
16. Actively attends and participates in semi-annual and special-called TASCOE meetings
17. Actively recruits membership within their district
18. Project a positive image and mind set
19. All decisions and actions shall be made considering the "big picture" and what is in the best interest of the association

## **ARTICLE II– DUTIES AND RESPONSIBILITIES OF STATE COMMITTEE CHAIRS**

The standing committees of TASCOE are set by the Directors. The committee chairpersons are appointed by the TASCOE President. General duties and responsibilities of all committee chairpersons include the following:

1. All committee chairpersons will be working with the other committee members to coordinate your efforts. Communication is the key to success of the committee. Any breakdowns in communication should be discussed with the President if the problem is in one particular area.
2. Committee Chairpersons will be expected to give a committee report bi-annually at the mid-year meeting and the state convention. All reports shall be submitted to the Secretary/Treasurer 10 days prior to the meeting.
3. Committee Chairpersons should notify the TASCOE president of any concerns or issues that need immediate attention.
4. Committee Chairpersons shall provide responses promptly to inquiries of the membership.

### **Section 1- Awards, Scholarship, Emblems Committee Chairperson Duties**

TASCOE combines Awards, Scholarship, and Emblems into one Committee. The Chairperson is tasked to make sure that all members are informed of the availability, eligibility, and application periods of each program that falls under these areas.

#### **Awards Program Responsibilities**

- The Awards Committee Chairperson shall be familiar with the rules of the awards program. The awards chairperson shall be aware of the timetable for submitting and judging of awards nominations. He/She shall send timely notices to the membership promoting and encouraging participation in this program.
- The awards committee chairperson is responsible for notifying the recipient of the award and sending the award on to the national level for the national competition.
- The awards committee chairperson is responsible for keeping judges informed of their duties and impresses upon them the need for promptness in judging the nominations. The state awards chairperson is responsible for verifying that nominations submitted

meet the eligibility requirements. He/She shall obtain plaques, certificates, etc for award recipients and present them at General Sessions.

- Obtains plaques, certificates, etc for award recipients
- Recognizes awardees during General Sessions
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

### **Scholarship Program Responsibilities**

- The Scholarship Committee Chairperson shall be familiar with the rules of the Scholarship program. He/She should be aware of the timetables for submitting and judging the scholarship applications.
- The Scholarship Committee Chairperson shall send timely notices to the membership encouraging the promotion of the scholarship program and reminding members of application deadlines.
- The Scholarship Committee Chairperson shall be responsible for verifying that applications submitted meet the eligibility requirements and are certified by an officer of that state. He/She is responsible for sending all qualified scholarships to the Southeast Area Scholarship Chairperson. Any application that does not meet the requirements shall be returned to the applicant for revision, if time permits.
- Invites scholarship recipients to attend the convention
- Recognizes scholarship recipients during the General Sessions
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

### **Emblems Programs Responsibilities**

- The Emblems Committee Chairperson shall be responsible for promotion of thenascoestore.com via the NASCOE website.
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing



- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 2- Legislative Committee Chairperson Duties**

The job of Legislative Committee Chairperson is a position which generates a great deal of feedback and response from membership. While extremely rewarding, it will be challenging and frustrating as well. It is important to fully utilize the committee to develop policy and delegate the work that must be accomplished.

### **Legislative Committee Responsibilities:**

- The Legislative Committee Chairperson is responsible for communicating with the membership and keeping abreast of any Legislative items that may concern TASCOE or its members.
- The Legislative Committee Chairperson is responsible for sending e-mails when CAPWIZ alerts are published.
- He/She is responsible for keeping in touch with congressional leaders as well as TASCOE officers and directors
- The Legislative Committee Chairperson should assist the TASCOE President in planning a legislative conference when NASCOE has one scheduled.
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 3- Benefits Committee Chairperson Duties**

The Tennessee Benefits Committee Chairperson rarely works independently. The Chairperson should seek advice from those that have served as Chairperson before, as well as Chairpersons from other committees. The State Chairperson should use the National Chairperson as a source of information. Setting goals and doing your best are critical. Though you are not called upon daily to perform functions for this position, you must be ready, at any time, to give answer to questions or being willing to find answers to questions for which you do not have an immediate answer. The combination of your leadership abilities, your

respect and understanding of what NASCOE is and means and your commitment to service will contribute to your success.

Primary duties of the Benefits Committee Chairperson include:

- Constantly be on lookout for beneficial programs, products, and services that would be available to all TASCOE members. Promptly assist members with questions or concerns. Works closely with the National Benefits Chairperson and with other TASCOE Committees while sharing ideas
- Communicates frequently with all officers and directors and makes sure that important information is disseminated to all members.
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Have good understanding of J.M. Marketing products available to our members. Responsible for being point contact when J.M. Marketing attends TASCOE functions
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates benefit information to the membership through TASCOE newsletters and the TASCOE website
- Solicits ideas from members for potential new benefit offerings

#### **Section 4- Membership Committee Chairperson Duties**

The TASCOE Membership Committee Chairperson is responsible for providing leadership in the effort to promote and maintain high levels of membership in TASCOE. The Membership Chairperson will be responsible for identifying and resolving percentage of membership problems as they occur.

Membership Committee Responsibilities:

- He/She is responsible for coordinating the effort to contact every non-member County Office Employee in the state.
- Membership Committee Chairperson is responsible for producing and maintaining membership reports.
- Membership Committee Chairperson shall utilize the NASCOE website and membership page for ideas on increasing membership.
- He/She shall keep associate members informed of all membership activity.
- Membership Committee Chairperson is responsible for creating a “New Member’s Packet” to be sent to all Non-Members.
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing

- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 5- Programs/ Negotiation Committee Chairperson Duties**

The TASCOE Program/Negotiations Committee Chairperson is responsible for educating the membership as to the purpose/responsibility/availability of the Programs/Negotiations Committee. As problems arise concerning inefficiencies/issues in FSA program areas, the Chairperson takes the appropriate action to address these issues. He/she is responsible for accepting, presenting to leadership, and acting on any issues brought to his/her attention by the membership. The issues may be submitted by e-mail, regular mail, or telephone. He/she shall make all members aware that submission forms are available on the NASCOE website.

Programs/Negotiation Committee Responsibilities:

- Working with his/her committee, the Chairperson will research and prepare and develop items to be considered as TASCOE positions on programs and negotiation items.
- The Program/Negotiation Chairperson will review the issue and make the decision whether to act immediately or to wait and approach the issue during a NASCOE negotiation/consultation period. In all cases the Program Chair will contact the person who submitted the item with an acknowledgement of receipt of the item and will provide the response to the submitted issue/concern.
- When immediate concerns or issues are in question, the Chairperson consults with the TASCOE Executive Board (President, Vice-President, Secretary-Treasurer, and Past President) to reach a conclusion.
- All listing of TASCOE positions must be cleared through the TASCOE President before distribution and will be shared with all officers, directors, and committee chairs. A listing of TASCOE positions may be published in the TASCOE newsletter, TASCOE mailings, or the TASCOE website after clearance through the TASCOE President.
- He/She shall forward any items received to the National Association for review.
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President

- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 6- Publicity Committee Chairperson Duties**

The Publicity Committee Chairperson is responsible for providing leadership to TASCOE in the areas of publicity. This includes the production and maintenance of a state newsletter and the TASCOE website.

Other responsibilities include:

- Producing, publishing, and distributing a semi-annual newsletter. This includes establishing and enforcing deadlines for reports to be submitted.
- Gathering news and graphics and overseeing layout and design
- Hiring a printer and procuring postage to mail the newsletters
- Producing, publishing, and maintenance of the TASCOE website. This includes supervision of the Webmaster. Coordination and cooperation between the Webmaster and Publicity Chairperson are of upmost importance to ensure efficient and accurate distribution of information. This coordination will also reduce duplication of efforts
- Arranging for photographs at all TASCOE functions
- Making written, and verbal when required, reports of committee work and makes reports available to the Secretary-Treasurer and President
- Involving committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Attending and assisting at all TASCOE meetings
- Soliciting articles from coalition groups such as NAFEC, RASCOE, and etc for publication in newsletters and website
- Being aware of members needs and desires when determining content of the newsletter and website
- Informing and educating members on publicity contest opportunities
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 7- Door Prize Committee Chairperson Duties**

The TASCOE Door Prize Committee Chair primarily rarely works independently. The Chairperson should seek advice from those that have served as Chairperson before, as well as Chairpersons from other committees. Setting goals and doing your best are critical. Though you are not called upon daily to perform functions for this position, you must be planning for upcoming conventions and events that require door prize coordination. The combination of your leadership abilities, your respect and understanding of what NASCOE is and means and your commitment to service will contribute to your success.

Other responsibilities include:

- Involving all committee members in soliciting and gathering door prizes
- Setting goals and priorities for collecting door prizes
- Exploring new ways to more efficiently distribute door prizes
- Keeping in close contact with Publicity Chairperson to promote the collection of door prizes
- Provides door prizes to be given throughout the convention
- Organizes the give-away method
- Motivating and encouraging members to participate
- Involving committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Making written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 8- Registration Committee Chairperson Duties**

The TASCOE Registration Committee Chairperson coordinates and oversees convention registrations in accordance with the TASCOE Convention Handbook (Exhibit 2).

Registration Committee Responsibilities:

- Registration Committee Chairperson is responsible for setting up registration tables at the TASCOE Convention
- He/She is responsible for acquiring committee members to work the registration table during the TASCOE Convention as well as acquiring supplies needed for registration

- The Registration Committee Chairperson is responsible for supplying name tags for members who pre-register for the TASCOE convention
- The Registration Committee Chairperson is responsible for keeping a registration listing of members and supplying banquet tickets when applicable.
- Provides name badges at conventions
- Collects and distributes goody bags
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 9- Fundraising Committee Chairperson Duties**

The TASCOE Fundraising Committee Chairperson works continuously to explore avenues of generating income for TASCOE. He/She must build strong alliances with his/her committee and all members to promote team building and a positive attitude towards fundraising.

### **Fund Raising Committee Responsibilities:**

- The Fund Raising Committee Chairperson is responsible for raising money for the TASCOE Convention fund
- He/She is responsible for printing any tickets, posters, flyers or brochures to promote fund raising
- The Fund Raising Committee Chairperson is responsible for informing members of the fund raising event and encourage them to participate
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 10- Convention Committee Chairperson Duties**

The TASCOE Convention Committee Chairperson is the person delegated authority by the Executive Board and Board of Directors to carry out specific convention details.

Convention Committee Responsibilities:

- Recommending cities to the Directors for the state TASCOE convention
- Obtaining a hotel that meets the convention requirements in the selected city
- Negotiating the lowest possible price for rooms, meeting space, and food/beverage
- With Board of Directors approval, signs banquet contract with hotel
- Works with Secretary/Treasurer to reconcile all convention expenses
- Convention Committee Chairperson is responsible for informing outside vendors of the state convention and offering display space during the convention
- Informs all members of the convention details after finalized and encourage participation and attendance
- Works closely with state officers to acquire speakers for state convention
- Planning and printing the convention program handout and agenda
- Obtaining a band or DJ for Friday night (if applicable) and the cost kept to a minimum.
- He/She shall obtain a floral centerpiece for General Session on Saturday
- Provides or delegates to ensure decorations for the convention
- Obtaining a bartender for Friday (if applicable) and price kept to a minimum
- Obtaining a state flag and an American flag to be used during the convention
- Obtaining a person to lead the pledge of allegiance at General Session
- Obtaining a person to sing the Nation Anthem at General Session
- Obtaining a person to give the invocation at General Session
- Delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 11- Coalitions Committee Chairperson Duties**

The TASCOE Coalitions Committee Chairperson is primarily responsible for building and fostering external relationships with partner organizations and associations. In addition, the Chairperson is the point of contact for TASCOE Associate Members and Honorary Members.

Other responsibilities include:

- Recruits State Office Employees, County Committee Members, and Farm Loan Personnel to become associate TASCOE members
- Makes potential members aware of benefits available to TASCOE Associate Members
- Works to establish and maintain a Tennessee RASCOE presence
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Works to communicate and keep all members “in the loop” by making them aware of state and national meetings
- Communicates with organizations and associations that have same mission and goals to form partnerships
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

## **Section 12- Auction Committee Chairperson Duties**

The TASCOE Auction Committee Chairperson is primarily responsible for organizing and carrying out the annual scholarship auction at the state convention. This must be an ongoing effort to rally support for the TASCOE scholarship auction.

Other responsibilities include:

- Publicizing auction dates and times
- Encourages members to gather auction items
- Obtains auction supplies, ring tickets/money tray/calculator, etc.
- Designates a person to work check-in desk to log in donation items on the item entry form



- Sends thank you cards to people who donated items
- Obtains an auctioneer
- Obtains floor workers to assist in taking bids and keeping the auction moving efficiently
- Obtains a sound system for auctioneer unless a band/DJ will be hired
- Provides a person to gather auction items at the registration table and obtain one central place to store them
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

### **Section 13- Hospitality Committee Chairperson Duties**

The TASCOE Hospitality Committee Chairperson is responsible for projecting a positive and hospitable image for TASCOE; not only for our members, but for guests at TASCOE functions.

Other responsibilities include:

- Greets members and guests
- Coordinates with committee members to supply food and beverages for convention attendees
- Provides plates/napkins/forks/spoons/cups for hospitality room
- Provides containers for leftover food for easy storage
- Solicits TASCOE members to help out by bringing food and beverages
- Ensures that snacks and beverage availability is maintained throughout the hours the hospitality room is open
- Makes sure hospitality room has sufficient storage/ice/trash cans/tables
- Displays posters in the hotel to advertise where the hospitality room is and what hours it will be open
- Solicits help from committee members to help with set up and clean up
- Works with Vice-President to overcome any issues that might arise
- Involves committee members by delegating and assigning various tasks such as research, tracking, and/or article writing
- Makes written, and verbal when required, reports of committee work and makes reports available to the Publicity Chair, Secretary-Treasurer, and President
- Attends TASCOE meetings
- Communicates information to the membership through TASCOE newsletters and the TASCOE website

**Exhibit 1**

CLAIM FOR PERSONAL TASCOE EXPENSE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Purpose: \_\_\_\_\_

ITEM	QUANTITY	RATE	TOTAL AMT
Airfare		\$	\$
Hotel		\$	\$
MI&E		\$	\$
Mileage		\$	\$
Parking		\$	\$
Registration		\$	\$
Postage			\$
Telephone			\$
			\$
			\$
<b>TOTAL AMT</b>			\$

Attach receipts supporting cost.

\_\_\_\_\_  
Signature Date

Payment Record: Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

\_\_\_\_\_  
TASCOE Sec.-Treas. Signature

Remarks:

\_\_\_\_\_

# *TASCOE CONVENTION HANDBOOK*



## *BIDDING PROCESS*

### 1. SUBMITTING BIDS

- a. Bids shall be submitted to the TASCOE Board of Directors by the Annual meeting of the Board of Directors.
- b. Copies of bids are to be submitted to TASCOE's President, Vice President, Secretary/Treasurer, and the Board of Directors
- c. A letter should be signed by an authoritative person from the Hotel selected and shall contain reference to all items as listed in the "Hotel Requirements" section of this handbook.
- d. No "official" contract is to be signed by the Convention Chairperson until the vote of approval of the TASCOE Board of Directors.

### 2. DATES, CITY AND HOTEL

Are to be selected one year in advance of actual convention date.

### 3. CONVENTION DATES

Should be the last part of August or the first part of September, but not 5 weeks after the NASCOE Convention.

### 4. HOTEL SITE VISIT

The TASCOE Convention Chairperson or his or her designee, who must be a member of the Committee, will visit the Hotel selected as the Convention Site to ensure the Hotel meets TASCOE requirements.

### 5. PUBLICITY

Publicize

1. Room Reservations
2. Convention Reservations
3. Donations/Promotional activities

### 6. CONFLICTS OF INTEREST

Bidders shall always be cognizant of conflicts of interest as stated in applicable Handbooks in FSA Offices.

### 7. EXECUTIVE COMMITTEE ACTION

Prior to any scheduled vote by TASCOE's Board of Directors, the officers will review bids and determine if, in their opinion, the bids meet all requirements.

### 8. TASCOE'S BOARD OF DIRECTORS

TASCOE's Board of Directors has final authority in any action by the Convention Committee or others in any determination made and/or requested, unless this authority has been delegated at the previous director's meeting for that specific convention.

## *HOTEL REQUIREMENTS – CONTRACT*

### 1. HOTEL REQUIREMENTS

- a. Within or near a city with adequate transportation facilities – air, rail, etc.
- b. Two meeting rooms with seating capacities of (1-50) and (1-25) persons.
- c. Suite to serve as storage for supplies and as a gathering place for TASCOE members.
- d. Convention meeting room (auditorium) with seating capacity for anticipated attendance (usually plan for 100). The room is to have no post obstructions with head table on raised platform for about 10 comfortably seated with PA system (which includes necessary microphones), proper lighting, and flags, etc.
- e. Banquet Hall to seat anticipated attendance (usually plan for 120) without post obstructions with 20 round tables and chairs. This could be the same room used for General Sessions.
- f. Furnish Banquet meal at reasonable cost. (If budget allows and is approved by the Directors).
- g. Furnish meeting rooms, banquet hall, etc., preferably at no charge, if a fee is charged this is a TASCOE expense.
- h. Dance Floor (not less than 25' X 25')
- i. Minimum of 50 Sleeping rooms at a reasonable cost.
- j. At a minimum, a lot complimentary rooms of approximately one free to each 50 rooms used by TASCOE.
- k. Hotel must be completely air-conditioned.
- l. Have ample elevators and attendants.
- m. Have ample public rest room facilities.
- n. Swimming pool (if at all possible).
- o. Be located near the center of other activities such as stores, theaters, adequate eating facilities, etc.
- p. Have adequate parking – complimentary, if possible.
- q. Transportation facilities to be available to airports, etc.
- r. Have large lobby for a “gathering place” and registration (with at least 6 tables).
- s. Convention will “officially” convene on Friday at noon and adjourn on Saturday at noon. Late check out on Saturday in the p.m.
- t. Have extra help as Bellmen, in Housekeeping and Registration to avoid confusion at check-in and check-out.
- u. Furnish a hotel reservation card by April 1, prior to the Convention, with room rates and other pertinent information.
- v. Confirm hotel rooms to persons registering.
- w. Furnish brochures, if desired, for distribution.

## 2. BID SUBMISSION

- a. Hotel shall work with the Convention Chairperson in meeting requirements listed in the Bidding Process section.
- b. Hotel shall provide a proposed contract containing reference to all requirements as listed in Item 1 of Hotel Requirements/Contract section.

## 3. CONTRACT

After approval by the TASCOE Board of Directors, the Hotel along with the Convention Chairperson will negotiate the “official” contract with the TASCOE Secretary/Treasurer.

## *INFORMATION REQUIREMENTS FOR HOSTING A CONVENTION*

### 1. GENERAL NEED TO HOST A CONVENTION

- a. Sufficient funds available for convention expenses, extra meetings for person planning the convention, special convention committees, incidentals, etc.
- b. The TASCOE President needs to select a Convention Chairperson with authority to act.
- c. Select a Hotel which meets the requirements as approved by the TASCOE Executive Committee.
- d. The TASCOE President needs to select additional convention committees such as Registration, Raffle, Door Prize, and Auction. A list of the committee members should be submitted to the Convention Chairperson by December 1.

### 2. REGISTRATION COMMITTEE

- a. Furnish registration from Friday, Noon through Saturday 9:00 am.  
Times for registration as set by the TASCOE Executive Committee are as follows:

Friday	Noon – 6:00pm
Saturday	8:00 am – 9:00 am

A minimum of 3 persons for Friday and Saturday.  
Need lobby setup with 6 tables.

TO ATTEND THE CONVENTION FUNCTIONS, ANYONE OVER 20 YEARS OF AGE MUST PAY THE REGISTRATION AND ANY EVENT FEES.

- b. Designate person to be in charge of banquet tickets, receipts, registration count, etc.
- c. Provide name badges.
- d. Collect and distribute goody bags.

3. DOORPRIZE COMMITTEE
  - a. Provide door prizes to be given throughout the Convention.
  - b. Organize the giveaway method.
  
4. RAFFLE COMMITTEE
  - a. Obtain raffle items (preferably donated).
  - b. Print and distribute raffle tickets.
  - c. Sell raffle tickets and secure the funds collected.
  - d. Arrange raffle booth and coordinate workers during registration times.
  - e. Determine which county office sold the most and award a prize.
  
5. SCHOLARSHIP COMMITTEE
  - a. Invite scholarship recipients to attend the convention.
  - b. Recognize scholarship recipients during General Sessions.
  
6. AWARDS COMMITTEE
  - a. Obtain plaques, certificates, etc for award recipients.
  - b. Recognize award recipients at General Sessions.
  
7. CONVENTION COMMITTEE
  - a. Work with Hotel in arranging for the hanging of the TASCOE banner and American Flag at the convention.
  - b. Coordinate distribution of convention packets to County Offices and State Office.
  - c. Furnish articles and convention advertisements to the TASCOE newsletter Editor. This is to be done as often as desired.
  - d. Responsible for approving and obtaining “table space” for displays and/or sale of items.
  - e. If convention fees allow, obtain a band or a DJ for Friday night. The cost should be kept as low as possible. Convention funds obtained through raffles and registration will be used for this expense. Consult with the Secretary/Treasurer before signing a contract with a Band or DJ.
  - f. Obtain floral centerpiece for General Session on Saturday. This is a general TASCOE expense.
  - g. Obtain decorations for banquet and/or party tables. This is a Convention Fund Expense.
  - h. Obtain person to lead the pledge to our flag at General Session.
  - i. Provide music for the Star Spangled Banner at General Session.
  - j. Provide individual to give invocation at General Session.
  - k. Obtain bartender for Friday from 7:00pm to 1:00am. Negotiate for no charge if revenues exceed \$300.00.

## 8. GENERAL OUTLINE OF PROGRAM

- a. Friday                      Director's Meeting  
                                        Dinner  
                                        Auction  
                                        Dance
- b. Saturday                    General Sessions

All activities will officially end at 1:00 am on Friday and 12 Noon on Saturday.

## *TASCOE RESPONSIBILITIES RULES- GUIDELINES FOR THE TASCOE CONVENTION*

### 1. CONVENTION CHAIRPERSON

As delegated by the Directors, the TASCOE President will appoint a convention Chairperson.

The Convention Chairperson is responsible for the following:

- a. All items thus far mentioned in the TASCOE Convention Handbook.
- b. Approving and obtaining table space for displays.
- c. Preparing the convention agenda (program).
- d. Selecting rooms for Directors meeting, General Session, Banquets, Dances, as well as other meetings and identify accordingly.
- e. Ascertain that dignitaries have reserved rooms.
- f. Obtain arrival times of the dignitaries.
- g. Arrange for head table and banquet seating.
- h. Submit all expenses associated with the Convention to the Secretary/Treasurer
- i. Send invitations to J.M. Marketing or any other special guest.
- j. Send convention information to State Office Sections and County Offices and ensure that the retirees are notified.
- k. Coordinate hospitality room.
- l. Obtain gifts for Guest Speakers.
- m. Honor retirees with a token gift.

### 2. TASCOE OFFICERS WILL:

- a. Determine eligibility of city and hotel.
- b. Have final determination of convention program.
- c. Arrange program and obtain speakers.
- d. Meet dignitaries and arrange for transportation.
- e. Invite officials to attend.





**Tennessee Association of FSA County Office Employees**  
**USDA - Farm Service Agency**

## **Oath of Office**

(Please raise your right hand)

YOU DO SOLEMNLY AND SINCERELY PROMISE AND AFFIRM THAT YOU WILL ADMINISTER THE OFFICE TO WHICH YOU HAVE BEEN ELECTED TO THE BEST OF YOUR ABILITY AND JUDGEMENT, AND IN THE CONFORMITY WITH THE CONSTITUTION AND BYLAWS OF THE TENNESSEE ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES (TASCOE).

THAT YOU WILL UPHOLD AND SUPPORT THE NATIONAL ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES (NASCOE).

THAT YOU WILL, IN ALL YOUR ACTS, BE GOVERNED BY THE PRINCIPLES OF HONESTY, JUSTICE, AND FAIR PLAY. AND, IN EVERY MANNER POSSIBLE, ENDEAVOR TO PROMOTE AND SAFEGUARD THE BEST INTEREST OF OUR STATE ASSOCIATION AND THE WELFARE OF ITS MEMBERSHIP.

DO YOU SO SUBSCRIBE? (Please lower your right hand)

BY VIRTUE OF THE AUTHORITY CONFERRED UPON ME, I DO HEREBY PROCLAIM YOU TO BE DULY AND OFFICIALLY INSTALLED INTO THE OFFICE TO WHICH YOU HAVE BEEN ELECTED.

CONGRATULATIONS.



## **Tennessee Association of FSA County Office Employees** **USDA - Farm Service Agency**

### **CHARGE OF LEADERSHIP**

It has been said that any definition of a successful life must include serving others. As you assume your leadership roles in this prominent organization, you become the leading example of those individuals who embody this idea. You join the ranks of those who saw a need and acted to fill it.

You are now identified as Officers of TASCOE. A greater responsibility rests upon you, and therefore, you must conduct yourselves accordingly. Furthermore, you must dedicate yourselves to work for the best interest of our Tennessee FSA employees. Your efforts will not go un-rewarded. As Officers of TASCOE, you are entering a new adventure in friendship—friendship that only comes through service, cooperation and unselfish interest on behalf of others.

As so, to each of you, this year comes with the privilege of giving with the investment of your time and your unselfish interest in the lives of others.