

**U.S. DEPARTMENT OF AGRICULTURE
FEDERAL ASIAN PACIFIC AMERICAN COUNCIL**

(FAPAC-USDA)



USDA CHAPTER

CONSTITUTION AND BYLAWS

(Originally Adopted: July 31, 2011)

Constitution & Bylaws Committee, 2011

CONSTITUTION

ARTICLE I NAME

The name of this organization shall be the Federal Asian Pacific American Council, U.S. Department of Agriculture chapter, the acronym for which shall be FAPAC-USDA.

ARTICLE II PURPOSE

FAPAC-USDA is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. The primary purpose of FAPAC-USDA is to serve as an interagency employee association within USDA providing a focus for over thirty ethnically distinct groups from Asia and Pacific regions and islands as recognized by the United States Bureau of the Census.

ARTICLE III OBJECTIVES

The objectives of FAPAC-USDA shall be:

- Section 1. To assist USDA in promoting, establishing, and maintaining an effective and equitable participation of Asian and Pacific Americans in the Federal work force.
- Section 2. To promote overall awareness of the impact of Asian and Pacific American cultures, contributions, work ethics, and behavior as related to USDA's mission.
- Section 3. To promote a better understanding of, and to seek solutions for, the particular problems, including Equal Employment Opportunity, for Asian and Pacific Americans in USDA.
- Section 4. To establish and maintain channels of communication and goodwill between Asian and Pacific Americans and other individuals in USDA
- Section 5. To promote the career development and advancement of Asian and Pacific Americans in USDA, and to do so through such vehicles as the sponsorship of training conferences, Asian and Pacific American heritage observances, and developmental workshops.
- Section 6. Fully implement the Memorandum of Understanding between USDA (including its constituent agencies) and FAPAC.

ARTICLE IV
ORGANIZATIONAL POLICIES

Section 1. FAPAC-USDA shall not discriminate against any person on the basis of race, color, religion, sex, national origin, age, or disability.

Section 2. FAPAC-USDA shall be a nonprofit, nonpartisan, and noncommercial organization.

Section 3. No part of the net earnings of FAPAC-USDA shall inure to the benefit of, or be distributable to its members, officers, or any other private persons, except that FAPAC-USDA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (3) purposes.

Section 4. FAPAC-USDA shall be organized to conduct activities of interest common to its interagency members, and shall expend its funds for that purpose only.

Section 5. No substantial part of the activities of FAPAC-USDA shall indulge in propaganda, or otherwise attempting to influence legislation, and FAPAC-USDA shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of this Section, FAPAC-USDA shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Section 6. Local sections: FAPAC-USDA shall have power to draft its own constitution and bylaws, provided that such constitution and bylaws shall be in harmony with the National FAPAC Constitution and Bylaws and are in furtherance of the objectives of FAPAC. Provided further that prior to final adoption, the constitution and bylaws so drafted and all subsequent amendments thereto shall have been submitted to and approved by FAPAC-USDA active membership.

Section 7. FAPAC-USDA shall comply with the FAPAC Chapter Guidelines. If found not in compliance and/or inactive, FAPAC may revoke their recognition.

ARTICLE V MEMBERSHIP

Section 1. Active and associate membership in FAPAC-USDA shall be open to all current employees of USDA who wish to make a positive contribution to the achievement of such purpose and objectives. Former USDA employees are eligible for associate membership only. Honorary membership is given to those who have rendered outstanding services in furthering the objectives of FAPAC-USDA, and the membership is open to any qualified person. To be qualified as an active and as a FAPAC-USDA member in good standing, an individual must complete and submit an application together with annual membership payment of appropriate dues described under Section 2 below. Membership dues are for FAPAC-USDA fiscal year, which starts on October 1 and on September 30 the following year.

Section 2. Categories of Individual Membership

2.1 Regular Member: Any current employee of USDA who agrees to abide by the goals and objectives of FAPAC, may become a Regular Member of this organization by submitting an application and paying the annual membership dues (currently \$50.00 or lifetime membership dues of \$500.00). These dues cover the required membership (currently \$36 per fiscal year) for the parent FAPAC organization. Due amount shall be decided annually. (Note that one third of the dues (\$12) for each member will be reimbursed to the Chapter he or she belongs in accordance with proper reimbursement procedures). Each chapter determines any additional membership dues to cover expenses for the chapter's activities.

2.2 Associate Member: Any individual who is in accord with the principles, policies and objectives of FAPAC-USDA may become Associate Member by submitting an application and paying the annual membership dues of \$25.00, or lifetime membership dues of \$250.00.

Section 3 – Membership Rights

Regular Members will have all the rights and privileges including nomination and seek election as a FAPAC-USDA Officer or Auditor. Candidates whose names are nominated for elective offices in the month of July must be a Regular Member during the last 12 months and in good standing. If a duly elected officer separates from USDA during his or her term of office, the office will become vacant at the first day of the month following the effective date of separation. Associate Members will have all the rights and privileges; however they are not eligible to hold elective office.

ARTICLE VI OFFICERS

- Section 1. The officers of FAPAC-USDA shall be a President, Vice President, Executive Secretary and Treasurer. The additional position of an Auditor will be elected when needed.
- Section 2. No person shall be eligible to hold office in FAPAC-USDA or be elected Auditor unless he or she is an active member and currently employed by USDA.

ARTICLE VII EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the elected officers, the chairpersons of the standing committees, and the immediate past President of FAPAC-USDA.
- Section 2. The presence of a majority of the elected Executive Board members shall constitute a quorum at any meeting of the Board, and a majority of the elected Executive Board members shall be empowered to act for the entire Executive Board. The board may conduct its voting process via e-mail, teleconferences, or other means provided the voting results are recorded.
- Section 3. All Executive Board decisions will be reported at the next regular general body meeting. Any Executive Board decision can only be overridden by two-third majority of the active FAPAC-USDA members.

ARTICLE VIII ELECTION AND TERMS OF OFFICERS AND AUDITOR

- Section 1. Officers shall be elected biannually at the regular meeting of FAPAC-USDA held in August and the officers can serve no more than two consecutive terms. The term of office begins on October 1 for a term of two years. The President may run for a second term but can serve no more than two terms during a period of eight years. The Vice President, Treasurer, and Executive Secretary may run for additional terms but can serve only two consecutive terms of office at one time.
- Section 2. If the President can no longer fulfill the duties of his or her office due to resignation or incapacitation, the current vice president will serve out the remainder of the unexpired term. If the Vice President is unable or unwilling to assume the duties of the President, a special election will be held at the next regularly-scheduled FAPAC-USDA Chapter meeting. If either of the Vice President, Treasurer, or Executive Secretary are unable to complete the terms to which they have been elected, the current President in consultation with the Executive Board will appoint a successor from the Chapter membership who will fulfill the duties of the vacant officer position. Upon ratification

of the General Chapter membership, the selected individual will serve out the remainder of the unexpired term of office for that position.

Section 3. The installation of newly-elected officers shall be held prior to their taking office in October.

ARTICLE IX AMENDMENTS

Section 1. These Constitution and Bylaws of FAPAC-USDA may be amended at any regular meeting by a two-thirds vote of active members present and absentee ballots returned, provided that there is a quorum. A majority of all current active members shall constitute a quorum.

Section 2. No amendment shall be put to a vote unless written notice thereof, stating the proposed amendment, shall have been emailed or delivered personally to each active member at least thirty (30) days prior to the meeting at which the vote on the proposed amendment is to be taken.

Section 3. Any amendment to the Constitution and Bylaws shall take effect on the first day of the subsequent month after its passage by the active membership.

ARTICLE X DISSOLUTION

Section 1. FAPAC-USDA shall be dissolved only upon approval by ballot of not less than two-thirds (2/3) of the active membership.

Section 2. Upon dissolution of FAPAC-USDA, its assets shall be distributed to one or more exempt entities within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future tax code, or shall be distributed to USDA or to state or local government for a public purpose.

BYLAWS

ARTICLE I MEMBERSHIP

- Section 1. Subject to limitations stated in Section 3 of Article V, and Section 3 of Article VII of the Constitution, all attending members of FAPAC-USDA shall have the right to vote upon any proposition in regular meetings. Only Executive Board members may vote on matters before the Board.
- Section 2. The President, with the recommendation of the Executive Board and approval of the majority of membership in a regular meeting, shall offer honorary membership to those who have rendered outstanding services in the furtherance of the objectives of FAPAC-USDA.
- Section 3. The Chairperson of the Membership Committee shall produce a listing of all active members at the July regular meeting. This listing will be based on attendance records from past July 1 to June 30. The Chairperson of the Membership Committee shall provide a list of active members to the Chairperson of Election Committee by June 21. The Chairperson of this committee shall update this list, as associate members become active members.

ARTICLE II DUTIES OF OFFICERS

- Section 1. **PRESIDENT.** It shall be the duty of the President, as chief executive officer, to:
- Prepare the agenda and preside at all meetings of the general membership and of the Executive Board.
 - Have overall responsibility for the coordination of all of FAPAC-USDA activities.
 - Serve as the official representative and spokesperson for FAPAC-USDA.
 - Appoint committee chairpersons (as designated here) and act as an ex-officio member of all committees except the Nomination and Election Committee.
 - Sign and execute agreement(s) and obligation(s), as approved by majority vote of the membership.
 - Transfer the necessary documents to the next President no later than September 30 of election year.
- Section 2. **VICE PRESIDENT.** It shall be the duty of the Vice President for to:
- Keep FAPAC-USDA current regarding activities involving Asian and Pacific American interests.
 - Advise and assist the President in the execution of his or her responsibilities.
 - Function as the Chief Executive Officer of FAPAC-USDA at the request and in the absence, or upon the resignation, of the President.

- d. Transfer the necessary documents to the next Vice President no later than September 30 of the election year..
- e. Nominate the candidates for the committees to the President for appointment.
- f. Oversee the operation of all standing committees.
- g. Assess the need for ad-hoc committees as required by the FAPAC-USDA mission and make recommendations to the President.

Section 3. EXECUTIVE SECRETARY. It shall be the duty of the Executive Secretary to:

- a. Keep minutes of all executive, regular, and special meetings.
- b. Maintain all official correspondence and documents of FAPAC-USDA.
- c. Prepare such reports and correspondence as may be assigned by the President.
- d. Notify the membership of all meetings and functions.
- e. Circulate minutes, agendas, and other pertinent documents.
- f. Establish and maintain membership attendance and other documents records as needed.
- g. Transfer the necessary documents to the Vice President no later than September 30.
- h. Assess the need for a Recording Secretary and make recommendations to the President as to candidates for appointment.

Section 4. TREASURER. It shall be the duty of the Treasurer to:

- a. Receive and collect all funds payable to FAPAC-USDA.
- b. Pay all financial obligations of FAPAC-USDA, as duly authorized by the Executive Board or by vote of the general membership.
- c. Prepare and submit an annual budget at the December regular meeting.
- d. Keep a clear and accurate record of all of FAPAC-USDA receipts and disbursements.
- e. Present a report on the financial status of FAPAC-USDA at each regular meeting.

Section 5. AUDITOR. The Auditor is not an officer, but is an independent elected position. It shall be the duty of the Auditor to:

- a. Provide oversight on financial matters of FAPAC-USDA.
- b. Conduct, or cause to be conducted by a Certified Public Accountant (CPA), an annual audit of the financial records of FAPAC-USDA to ensure fiscal accountability. A written audit report should be officially submitted by the Auditor during the FAPAC-USDA regular meeting in February.

ARTICLE III EXECUTIVE BOARD

Section 1. It shall be the duty of the Executive Board to take the initiative in determining the policies and goals of FAPAC-USDA. Members of the Executive Board are expected to attend all regular meetings of FAPAC-USDA.

Section 2. A member of the Executive Board may be considered for removal as a consequence of his or her absence from three (3) consecutive meetings of FAPAC-USDA general

membership, unless there is a good and sufficient reason satisfactory to the other members of the Executive Board.

Section 3. Any member of the Executive Board or the Auditor may be removed for malfeasance, misfeasance, or nonfeasance in office by a vote of two-thirds (2/3) of the active members at a regular meeting.

ARTICLE IV COMMITTEES

Section 1. **STANDING COMMITTEES.** All standing committees shall act exclusively on the basis of the specific authority designated to them by the FAPAC-USDA membership. The Chairperson of all standing committees shall be appointed and/or reappointed by the FAPAC-USDA President. The term of all standing committee chairpersons shall be for one year, except for the chairpersons of the Membership and Chapter committees, which shall be three years each.

Section 2. The standing committees provide organizational assistance and contribute towards achieving FAPAC-USDA established purpose and objectives. Each committee shall serve a specific function in contributing towards such purpose and objectives.

Section 3. Standing committee chairpersons shall coordinate committee functions, notify the FAPAC-USDA President in advance of scheduled committee meetings, and appoint members to their respective committees.

Section 4. The standing committees consist of a Program Committee, Public Relations Committee, Nominations and Election Committee, Affirmative Employment Committee, Membership Committee, Conference Committee, and Constitution and Bylaws Committee.

Section 5. **PROGRAM COMMITTEE.** The committee shall:

- a. Consist of a Program Committee Chairperson appointed by the FAPAC –USDA President, and other appointees selected by the Committee Chairperson from the general membership.
- b. Develop and submit an annual calendar of events for approval by the Executive Board, and then submit such calendar for adoption at the regular meeting in November.
- c. Be responsible for identifying future issues and projects that will have an impact upon FAPAC-USDA.
- d. Be responsible for researching and proposing to the Executive Board a plan of action for each identified issue and project.

Section 6. **PUBLIC RELATIONS COMMITTEE.** The committee shall:

- a. Consist of a Public Relations Committee Chairperson appointed by the FAPAC-USDA President and other appointees selected by the Committee

- Chairperson from the general membership.
- b. Publicize all special programs, projects, and major events sponsored by FAPAC-USDA.
- c. Provide central control for the news media.
- d. Coordinate outreach programs.

Section 7. **NOMINATIONS AND ELECTION COMMITTEE.** The committee shall:

- a. Consist of a Committee Chairperson nominated by the general membership and appointed by the President. Other committee members are selected by the general membership.
- b. Receive nominations for office from any member of FAPAC-USDA, and obtain nominees' approval in advance of the election.
- c. Prepare a slate of candidates.
- d. Provide a written list of eligible voters to all active members upon receiving the list from the Membership Committee Chairperson in June.
- e. Distribute the slate of candidates to all members at the July meeting.
- f. Conduct the election, tally votes, and announce the results of the election at the August meeting.

Section 8. **AFFIRMATIVE EMPLOYMENT COMMITTEE.** The committee shall:

- a. Consist of an Affirmative Employment Committee Chairperson nominated by the general membership and appointed by the President. Other committee members are selected by the general membership. Due to the extensive responsibilities of this Committee, the FAPAC-USDA President may, at his or her discretion, appoint Co-Chairpersons of this Committee, up to a limit of two Chairpersons.
- b. Maintain a candidate referral system.
- c. Coordinate demographic analyses of participation rates of Asian and Pacific American employees in the workforces of USDA facilities.
- d. Facilitate the implementation of any and all Executive Orders regarding the employment of Asian and Pacific Americans in the USDA workforce.
- e. Provide updates to lists of Asian and Pacific American community groups and Asian serving institutions of higher education.
- f. Participate in partnership agreements developed between FAPAC-USDA and USDA facilities.
- g. Facilitate training on USDA employment issues relevant to Asian and Pacific American employees, including the processing of Equal Employment Opportunity complaints.
- h. Otherwise act to further interagency employment opportunities for Asian and Pacific Americans.

Section 9. **MEMBERSHIP COMMITTEE.** The committee shall:

- a. Consist of a Membership Committee Chairperson appointed by the FAPAC-USDA Executive Board.
- b. The Membership Committee Chairperson shall appoint Committee members for three years. Upon default, the Membership Committee Chairperson shall remove a member from the Committee and a replacement shall be appointed.

- c. The term of the Committee shall be for three years.
- d. The Committee shall develop and carry out a program to promote membership in FAPAC-USDA.
- e. The Committee shall establish and maintain a membership database (or directory) and make it available to membership when needed.
- f. The Committee shall publish and upgrade annually the membership list, including Chapters and other items to support FAPAC-USDA activities.
- g. The Committee shall assure that all registered members receive FAPAC-USDA newsletters and other relevant publications and information regularly.
- h. The Committee Chairperson, if found not in compliance with his/her responsibilities shall be removed by the FAPAC-USDA Executive Board or by the majority votes of its active members.

Section 10. CONFERENCE COMMITTEE. The committee shall:

- a. Consist of a Chairperson nominated by the general membership and appointed by the President. Other committee members are selected by the general membership.
- b. Plan and implement all events and activities related to the annual National Leadership Training Conference under the general guidance of the Executive Board.

Section 11. CONSTITUTION AND BYLAWS COMMITTEE. The committee shall:

- a. Consist of a Constitution and Bylaws Committee Chairperson nominated by the general membership and appointed by the President. Other committee members are selected by the general membership. .
- b. Review and propose amendments to the Executive Board as needed.
- c. Interpret the Constitution and Bylaws.

Section 12. TEMPORARY COMMITTEES. Ad-hoc committees, as required to promote and advance the purpose and objectives of FAPAC, may be created and appointed by either the President or the Executive Board.

ARTICLE V

NOMINATION AND ELECTION OF OFFICERS AND AUDITOR

Section 1. The nomination and election of FAPAC-USDA officers and the Auditor shall take place at the regular meeting in August.

Section 2. All officers and the Auditor shall serve for two years beginning October 1.

Section 3. The FAPAC-USDA President shall appoint a Nominations and Election Committee Chairperson at the regular meeting in June.

Section 4. Nominations shall be received by the Nominations and Election Committee Chairperson beginning one week after the June meeting when the list of eligible voting members and candidates is available. Nominations by any member of FAPAC-USDA

shall be sent to the Nominations and Election Committee Chairperson prior to July 1 or a date to be determined by the membership at the regular meeting in June. At the regular meeting in July, the Nominations and Election Committee shall present to the membership a slate of candidates. Additional nominations may be made from the floor during the regular meeting in July. The Committee chairperson will then complete the final slate of candidates on or before July 31.

Section 5. All active members (except the members of this Committee) shall have the right to be nominated for office or as Auditor. Only eligible nominees who consent personally or in writing, if absent, shall be declared valid candidates.

Section 6. Only active members may vote in the election of officers and of the Auditor. Elections shall be by secret ballot and plurality vote at the regular August meeting. The votes shall be taken in the following sequence: President, Vice President, Executive Secretary, Treasurer, and Auditor. Absentee votes from active members must be received by the committee chairperson one week before the August meeting at which the election will take place.

Section 7. Members of the Nomination and Election Committee cannot run for any office.

Section 8. SPECIAL ELECTIONS. Within 30 calendar days after a vacancy occurs in an elected office or the Auditor, the Nominations and Election Committee will receive nominations from any members, provided the consent of the nominee has been secured. At the next regular meeting an election by ballot shall be held, and a plurality vote of those active members present shall constitute an election.

Section 9. The Election shall be conducted using the process given below:

- a. During the election process, the Chair of the Nominations and Election Committee will chair the FAPAC-USDA meeting.
- b. Any candidate entered on the "Write in" line of the ballot must have been nominated for that Office from the floor during the election meeting.
- c. The process will begin by the announcement that any FAPAC-USDA member eligible to vote can nominate any eligible FAPAC-USDA member for an Office. There will be no discussion or debate regarding such nominations, except to ascertain whether the nominated person agrees to have his/her name placed in nomination.
- d. After all the nominations from the floor have been made, a motion to close nominations will be entered. An immediate vote will follow any such seconded nomination, without debate or discussion.
- e. Each of the candidates will be allotted three minutes to discuss their platforms, ideas, and credentials.
- f. At the conclusion of the speeches, a designated member of the Committee will call out the name of each voting eligible FAPAC-USDA member, minus those who had already cast absentee ballots. Another member of the Committee will pass out the ballots. As the ballots are passed out, the names of recipients will be checked off from the list. After votes are cast, a third member of the Committee will collect the

- completed ballots.
- g. The Nominations and Elections Committee will convene in a separate room to tally the results. During this interlude, regular FAPAC-USDA business can be conducted.
 - h. After the ballots have been tallied, the Chairperson of the Nominations and Elections Committee will address the full FAPAC-USDA meeting and announce the results. In doing so, number of votes received by each candidate will be declared by the Nominations and Elections Committee Chairperson.
 - i. Whoever receives a plurality of votes for an Office will be declared winner for that Office.
 - j. In the event of a tie for any Office, a runoff election will be scheduled for the next regular meeting without changing the eligible voting members.
 - k. In the event that the same person wins election to two separate Offices, he/she will assume the highest-ranking office, and the second highest vote getter for the lower-ranked Office will assume that position. For the purposes of the FAPAC-USDA election only, the Offices are priority-ranked as follows: President, Vice President, Executive Secretary, Treasurer, and Auditor.

ARTICLE VI MEETINGS

- Section 1. **REGULAR MEETINGS.** The regular meeting of FAPAC-USDA shall be held from noon to 1 pm at a place designated by the Executive Secretary on the second Thursday of each month. When the Thursday falls on a VA holiday, the meeting shall take place on the following Thursday. The membership may decide to hold the meeting on another Thursday due to a holiday, or other special reasons.
- Section 2. The Executive Secretary shall fix a different time and place for the regular meeting whenever conflict arises. The Executive Secretary shall give notice of the time, date, and place of each regular meeting. The agenda shall be included in the notice as well as any items of unusual importance.
- Section 3. When they are unable to attend a regular meeting, officers and committee chairpersons shall notify the Executive Secretary.
- Section 4. A majority of all current active members of FAPAC-USDA shall constitute a quorum authorized to transact any business duly presented at any meeting of FAPAC-USDA.
- Section 5. **SPECIAL MEETING.** Special meetings may be called within 10 business days with the approval of the Executive Board or by a petition signed by 10 active members.
- Section 6. **EXECUTIVE BOARD MEETING.** There shall be monthly meetings of the Executive Board, and such meetings shall take place in advance of the regular meeting of the general membership. The meeting shall take place at a time and place designated by the Executive Secretary. Three (3) elected officers shall constitute a quorum of the

Executive Board.

Section 7. COMMITTEE MEETINGS. All committee meetings shall be subject to the call of their respective chairpersons.

ARTICLE VII FUNDS AND ASSETS

Section 1. All funds of the organization in excess of \$25.00 shall be kept in the name of FAPAC-USDA in a federally insured financial institution selected by the Executive Board. The Treasurer and the President shall be the only officers empowered to write checks on behalf of FAPAC-USDA and the signature of either shall be sufficient on the check. All funds not kept in the federally insured financial institution shall be retained in the petty cash fund administered by the Treasurer. The Treasurer shall reimburse duly authorized persons for all necessary expenses. The Executive Board shall have the authority to approve all expenditures authorized in the budget approved by the members and all legitimate expenditures up to \$500.00. Unbudgeted expenditures exceeding \$500.00 must have the approval of the Executive Board and the majority of the active membership present at a regular meeting. Such approval shall be recorded in the official minutes of the meetings of the Executive Board, and/or the general membership. The Treasurer shall make any and all financial records available to the elected auditor and any external auditors hired by the Executive Board upon request.

Section 2. No part of the net earnings of FAPAC-USDA shall inure to the benefit of, or be distributable to its members, officers, or any other private persons, except that FAPAC-USDA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (3) purposes.

Section 3. No substantial part of the activities of FAPAC-USDA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and FAPAC-USDA shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provisions of this Section, FAPAC-USDA shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

Section 1. **RULES.** Except as otherwise specified in this Constitution, Robert’s Rules of Order, current revised edition, shall constitute the parliamentary authority for FAPAC-USDA. The President may appoint a person from the general membership to serve as Parliamentarian at such meetings.

Section 2. **AUTHORITY.** Parliamentarian will rule on questions of parliamentary procedure. The decision of the Parliamentarian can only be reversed by a majority vote of the active members in attendance.

ARTICLE IX. ORDER OF BUSINESS

FAPAC-USDA shall adopt the following Order of Business at its regular meetings:

1. Call to order
2. Approval of minutes for prior meeting.
3. Report of the Treasurer
4. Report of the President
5. Report of the Standing Committees
6. Report of the Special Committees
7. Unfinished Business
8. New Announcements
9. New Business
10. Action Item Review
11. Adjournment

In witness whereof, the undersigned being duly elected officers of FAPAC-USDA, have executed this revised Constitution and Bylaws on the 31st day of July, 2011. We acknowledge that any prior Constitution and Bylaws are hereby superseded.

Parveen Setia
President, FAPAC-USDA
2011-2013

7/31/2011
Date

Rita Bhanot
Executive Secretary, FAPAC-USDA
2011- 2013

7/31/2011
Date