

**ASSOCIATION OF RETIRED
CONSERVATION SERVICE
EMPLOYEES**

CHARTER

NAME: Association of Retired Conservation Service Employees (ARCSE) – a non-profit organization.

PURPOSE: The purpose of the Association is to help its members keep in touch with each other and with the Natural Resources Conservation Service (NRCS) and its activities and to view conservation issues and programs from a non-governmental point of view so that the members may be better able to assist the conservation effort.

OBJECTIVES: The objectives of the Association are:

- ❖ To continue to support the concept of technically sound, multi-disciplinary approach through democratic processes for the conservation and use of all soil, water, and related resources.
- ❖ To provide items of interest to and about members as may be available, including the exchange of ideas, activities and needs of the Soil Conservation Service (SCS) and NRCS retirees.
- ❖ To supply information whereby members, both individually and collectively, may encourage in appropriate ways, soundly conceived and properly activated soil and water conservation programs at the local, state, and national level.
- ❖ To provide systematic communications through newsletters and other media to keep members informed on present and potential soil and water conservation activities as carried out by NRCS.
- ❖ To suggest opportunities for members to take part in activities that will facilitate technically sound soil and water conservation for all land uses.
- ❖ To share experiences and opportunities among the members by encouraging their participation in helping organizations such as the Soil and Water Conservation Society, Conservation Districts, and other groups that share complimentary objectives.
- ❖ To recognize that because of information received, the members individually and collectively, may support or oppose existing or proposed programs that affect the soil and water conservation interests of the nation.

MEMBERSHIP: ARCSE (also referred to in this Charter as the Association) members shall consist of ACTIVE (Voting: Annual Dues Paying), AFFILIATE (Non-Voting: Annual Dues Paying), LIFE (Voting: One-time Lifetime Dues Fee) and HONORARY (Voting: Over 90 years of age, no fee required).

Former SCS and NRCS employees retired from the federal government are eligible for ACTIVE, LIFE or HONORARY membership.

AFFILIATE membership is open to present employees, former employees of SCS and NRCS who are not yet retired and to others interested in the purpose and objectives of ARCSE.

BOARD MEMBERSHIP: The Board is made up of Governing Board members and Advisory Board members.

The Governing Board shall consist of the PRESIDENT, PRESIDENT-ELECT, immediate PAST PRESIDENT, the VICE PRESIDENT from each of the four ARCSE regions, SECRETARY, TREASURER, and MEMBERSHIP CHAIR. The Governing Board positions are elected except the SECRETARY, TREASURER and MEMBERSHIP CHAIR, which are appointed by the President with consensus from elected Governing Board members. Elected Governing Board members must have ACTIVE, LIFE, or HONORARY membership status. AFFILIATE members may be appointed to non-elected Governing Board positions but remain non-voting.

The President, with consensus from the Governing Board shall appoint an EDITOR, MEDIA COORDINATOR, SWCS LIAISON, NOTES FROM THE POTOMAC CONTRIBUTOR, HISTORIAN, CHRONICLER, and as needed other positions as Advisory Board members to conduct the work of the Association. These Advisory Board members are non-voting. Their duties are outlined in the current ARCSE OPERATING POLICIES AND PROCEDURES.

The President with consensus from the Governing Board may appoint project and other ad hoc committees to help carry out the work of the Board.

COMPENSATION: Some positions may receive compensation as determined and approved by the Governing Board. The compensation is documented in the current ARCSE OPERATING POLICIES AND PROCEDURES.

BOARD MEETINGS: Most ARCSE business is conducted virtually, however, at least one face-to-face ARCSE business meeting shall be held annually. This enables the Board to hold face-to-face discussions on major issues requiring due consideration and Governing Board approval.

FISCAL YEAR: The ARCSE fiscal year begins July 1 and concludes on June 30 the following calendar year.

TERMS OF OFFICE: The PRESIDENT, PRESIDENT, PAST PRESIDENT, and each REGIONAL VICE PRESIDENT shall serve a term of two years and may be re-elected without limitation. Terms begin immediately after the annual meeting. The positions of SECRETARY, TREASURER, and MEMBERSHIP CHAIR serve at the pleasure of the President and have no term limits.

DUTIES: The following duties shall be performed by the Board members.

- ❖ The PRESIDENT serves as the primary spokesperson of the organization, engages with Board members, and provides leadership for all ARCSE activities.
- ❖ The PRESIDENT-ELECT updates and maintains the strategic plan and annual plan of work, works with the MEMBERSHIP CHAIR on recruitment and retention activities, and serves in the absence of the PRESIDENT.
- ❖ The SECRETARY records the minutes of Board meetings, updates and maintains official ARCSE records, and prepares, acquires, and maintains other documents and materials as directed by the Board.
- ❖ The TREASURER receives and disburses membership dues and payments, manages ARCSE financial accounts, prepares financial reports, and maintains ARCSE financial records.
- ❖ The MEMBERSHIP CHAIR maintains ARCSE membership records to facilitate communication within the organization, its efficient operation and engagement to increase and retain membership.
- ❖ The VICE PRESIDENTS for the four ARCSE regions track and coordinate ARCSE activities within and across the states in their region (see list below), They help designate and engage with State Representatives in their region. The VICE PRESIDENTS, working with State Representatives, encourage ARCSE members to hold local, area and state meetings and gatherings to promote opportunities for retiree fellowship and discussions of matters of interest.
- ❖ The PAST PRESIDENT provides advice and recommendations based upon the experiences gained while serving as President and performs other duties advancing the work of the Association.

ELECTIONS: In odd numbered years, the PRESIDENT shall appoint a nominating committee to develop a slate of candidates for the election of a PRESIDENT-ELECT and VICE PRESIDENT of the East, South, Midwest, and West Regions. The election shall be conducted within the two months prior to the end of the fiscal year in the odd numbered year. The procedure for managing the elections is described in the current ARCSE OPERATING POLICIES AND PROCEDURES.

BOARD VACANCIES: If a Board position becomes vacant, the PRESIDENT, with consensus from the Governing Board shall appoint a person to serve the remainder of the term. As necessary the PRESIDENT may name an acting to serve until the Board can give approval.

DUES: Dues shall be established by the Governing Board to provide for the communication, management, and incidental expenses of the Association. ARCSE OPERATING POLICIES AND PROCEDURES shall provide current information on the dues structure.

ARCSE REGIONS

East

Connecticut
Delaware
District of Columbia
Maine
Maryland
Massachusetts
New Hampshire
New Jersey
New York
Pennsylvania
Rhode Island
Vermont
Virginia
West Virginia

South

Alabama
Arkansas
Florida
Georgia
Kentucky
Louisiana
Mississippi
North Carolina
Oklahoma
Puerto Rico / Caribbean
South Carolina
Tennessee
Texas

Midwest

Illinois
Indiana
Iowa
Kansas
Michigan
Minnesota
Missouri
Nebraska
North Dakota
Ohio
South Dakota
Wisconsin

West

Alaska
Arizona
California
Colorado
Hawaii / Pacific Basin
Idaho
Montana
Nevada
New Mexico
Oregon
Utah
Washington
Wyoming

Minor routine changes to this Charter may be made by the Board, however, major changes must have the approval by a majority of voting ARCSE members, either through a measure on the odd-year election ballot or by special ballot measure election called for by the Board. Updates to the Charter considered major include any fundamental change to the above stated Purpose and Objectives of ARCSE or any structural or operating change requiring a significant increase in ARCSE income to maintain a best practice 2-year operating budget balance.

This updated charter contains routine edits, updates, and clarification, superseding the previous version dated May 17, 2019, approved by the ARCSE Board on March 8, 2024.

Julie MacSwain

Julie MacSwain, ARCSE President

Date: April 20, 2024

A handwritten signature in black ink, appearing to read "Jack R. Carlson", is written over a horizontal line. The signature is stylized and cursive.

Jack R. Carlson, ARCSE Secretary

Date: April 20, 2024