

CONSTITUTION

SUSQUEHANNA CONFERENCE OF THE CENTRAL ATLANTIC STATES ASSOCIATION OF FOOD AND DRUG OFFICIALS

ARTICLE I – NAME

The official title of this non-profit local conference affiliate organization shall be the **Susquehanna Conference** of the Central Atlantic States Conference of Food and Drug Officials (CASA) hereby referred to as the “**Susquehanna Conference.**”

ARTICLE II – OBJECTIVES AND PURPOSES

Objectives of the **Susquehanna Conference** shall be to:

1. Promote and foster uniformity of food, drug, cosmetic, device, product safety, environmental and public health, and related consumer protection laws.
2. Encourage and promote uniform and cooperative enforcement of food, drug, cosmetic, device, product safety, environmental and public health, and related consumer protection laws at all levels of government.
3. To develop training programs to assist members in their technical work and development and to promote uniformity of inspection and analytical techniques for enforcement officials at all levels of enforcement.
4. Foster and promote modernization of existing laws, regulations, administrative procedures, inspection and analytical techniques in consumer and public health protection.
5. Cooperate with the Association of Food and Drug Officials and other organizations having similar objectives.
6. Encourage and promote improved communications between and among consumer, enforcement, and related producer and industry groups.

This **Susquehanna Conference of CASA** is a public benefit association that shall be organized and operated at all times exclusively for religious, charitable, scientific, literary, educational and other purposes described in Section 501(c)(3) of the Internal Revenue Code of 1986 (the Code) or corresponding provisions of any subsequent federal tax laws. Neither the members of the Executive board nor officers nor members shall have the power or authority to do any act that will prevent the **Susquehanna Conference** from being an organization described in Section 501(c)(3) of the Code or corresponding provisions of any subsequent federal tax laws.

ARTICLE III – POWERS

Subject to and in furtherance of the purposes for which it is organized, the **Susquehanna Conference** shall possess, in addition to the general rights, privileges, and powers conferred by law, the following rights, privileges, and powers **as prescribed or authorized by the “Central Atlantic States Association of Food & Drug Officials,” referred to as the Association, and or its executive board:**

1. To continue as **a conference within the** Association under its name perpetually.
2. To purchase, receive, take by gift, devise or bequest, lease, or otherwise acquire, and own, hold, improve, use, and otherwise deal with, real or personal property, or any legal or equitable interest in property, wherever located.
3. To sell, convey, mortgage, pledge, lease, exchange, and otherwise dispose of all or any part of the **Susquehanna Conference’s** property.
4. To purchase, receive, subscribe for, and otherwise acquire, own, hold, vote, use, sell, mortgage, lend, pledge or otherwise dispose of, and deal in and with, shares or other interests in, or obligations of any entity.
5. To make contracts and guaranties, incur liabilities, borrow money, issue notes bonds and other obligations, and secure any of the **Susquehanna Conference’s** obligations by mortgage or pledge of any of the **Susquehanna Conference’s** property franchises, or income.
6. To lend money, invest and reinvest the **Susquehanna Conference’s** funds, and receive and hold real and personal property as security for repayment, except as provided under applicable law.
7. To be a promoter, a partner, a member, an associate, or a manager of any partnership, joints venture, trust, or other entity.
8. To elect board members, elect and appoint officers, and appoint trustees, employees and agents of the **Susquehanna Conference**, define the duties and fix the compensation of director’s, officers, trustees, employees, and agents.
9. To make donations not inconsistent with law for the public welfare or for charitable, religious, scientific, or educational purposes and for other purposes that further the interest of the **Susquehanna Conference**.
10. To have and exercise powers of a trustee as permitted by law.
11. To purchase and maintain insurance on behalf of any individual who:
 - (a) is or was a director, an officer, a trustee, an employee, or agent of the **Susquehanna Conference**; or
 - (b) is or was serving at the request of the **Susquehanna Conference** as a director, an officer, a trustee, an employee, or an agent of another entity;

- (c) Against any liability asserted against or incurred by the individual in that capacity or arising from the individual's status as a director, an officer, a trustee, an employee, or an agent, whether or not the **Susquehanna Conference** would have the power to indemnify the individual against the same liability under applicable law.
12. To indemnify any person against liability and expenses, and to advance the expenses incurred by such person, in connection with the defense of any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, investigative, or otherwise, and whether formal or informal, to the fullest extent permitted, by applicable law, or, if not permitted, then to any extent not prohibited by such law.
 13. To do all things necessary or convenient, not inconsistent with law, to further the activities and affairs of the **Susquehanna Conference** and the Association (**CASA**).

ARTICLE IV – OFFICERS AND EXECUTIVE BOARD

1. The affairs and business of the **Susquehanna Conference** shall be conducted by an executive board. **The executive board shall be composed of the elected officers, the immediate Past President, two at large board members elected from local conference membership, committee chairs, and the Conference Representative to the Association (CASA) executive board. Composition of the executive board shall be as prescribed in the Susquehanna Conference's by-laws.**
2. **The officers of the Susquehanna Conference shall be the President, Vice-President, and Secretary-Treasurer.**
3. The duties and terms of office for the members of the executive board and the officers of the **Susquehanna Conference** shall be as specified in the **Susquehanna Conference's by-laws.**

ARTICLE V – MEMBERSHIP RIGHTS AND PRIVILEGES

1. The **Susquehanna Conference** shall have five classes of membership as prescribed in the by-laws.
2. Individual classes of membership shall be entitled to the rights and privileges as prescribed in the **Susquehanna Conference's** by-laws.
3. The dues of each class of membership and the dues period shall be as prescribed in the **Association's** by-laws.

ARTICLE VI – MEETING OF MEMBERSHIP

The **Susquehanna Conference** shall hold an annual meeting and such other meetings as the executive board deems necessary. Meeting dates, location, frequency, notice of meeting, number of regular members present to constitute a quorum for the annual meetings, and plurality of those voting, shall be as prescribed in the **Susquehanna Conference by-laws**.

ARTICLE VII – ELECTION PROCEDURES

Appointment, composition of the nominating & elections committee, the procedures for selecting officers and each board member-at-large, voting eligibility of membership classes, and eligibility to hold office shall be as prescribed in the **Susquehanna Conference's** by-laws.

ARTICLE VIII – FISCAL YEAR

The **Susquehanna Conference's** fiscal year shall be as prescribed in the **Susquehanna Conference's** by-laws.

ARTICLE IX – HEADQUARTERS

The headquarters of the **Susquehanna Conference** shall be as prescribed in the **Susquehanna Conference's** by-laws.

ARTICLE X CERTAIN MATTERS REFERRED TO THE EXECUTIVE BOARD

All matters as prescribed or authorized by the “Central Atlantic States Association of Food & Drug Officials,” referred to as the Association, and or its executive board, pertinent to the interest of the **Susquehanna Conference**, adopted by the **Susquehanna Conference** or referred to the Executive Board shall be acted on as prescribed in the **Susquehanna Conference's by-laws**, subject to the following provisions:

1. None of the **Susquehanna Conference's** net earnings shall inure to the benefit of any private individual except as described herein.
2. No board member, officer, or trustee of the **Susquehanna Conference** may receive any pecuniary benefit from the **Susquehanna Conference** except such reasonable compensation as may be allowed for services actually rendered or through a relationship with a scholarship recipient in accordance with section 15 of this article.
3. The **Susquehanna Conference** shall make no advancement for services to be performed in the future nor shall it make any loan of money or property to any board member, officer, or trustee of the **Susquehanna Conference**.

4. No substantial part of the activities of the **Susquehanna Conference** shall be or consist of carrying on propaganda, or otherwise attempting to influence legislation.
5. The **Susquehanna Conference** shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.
6. Subject to the provisions of this constitution, applicable law and the **Association (CASA)**, the executive board shall have complete and plenary power to manage, control, and conduct all the affairs of the **Susquehanna Conference**.
7. The executive board is committed to obtain information and to take other appropriate steps with the view to seeing that each participating trustee, custodian, or agent of a trust or fund in respect of this **Susquehanna Conference** administers each restricted trust or fund and the aggregate of unrestricted trusts or funds of this **Susquehanna Conference** in accordance with the provisions of applicable United States Treasury Regulations.
8. The executive board shall have the power:
 - (a) to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified organizations, if in the Board's sole judgment (without the approval of any trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the objectives served by this **Susquehanna Conference**;
 - (b) to replace any participating trustee, custodian, or agent for breach of fiduciary duty under applicable laws; and
 - (c) to replace any participating trustee, custodian, or agent for failure to produce a reasonable return of net income (or appreciation when not inconsistent with this **Susquehanna Conference's** need for current income) with due regard to safety of principal, over a reasonable period of time (as determined by the Executive Board).
9. In determining whether there is a reasonable return of net income with respect to the exercise of the power described in paragraph (c) of the preceding Section 8:
 - (a) there shall be excluded from such determination such assets as are held for the active conduct of this **Susquehanna Conference's** exempt activities; and
 - (b) such determination shall be made separately with respect to each restricted fund and shall be made in the aggregate with respect to the unrestricted funds of this **Susquehanna Conference**.

A "restricted fund" means a fund, any income of which has been designated by the donor of the gift or bequest to which such income is attributable as being available only for the use or benefit of a named organization or agency

or activity or for the use or benefit of a particular class of organizations or agencies, the members of which are readily ascertainable.

10. If it appears that there may be grounds for exercising the power described in paragraph (b) or (c) or Section 8 of this Article X with respect to any fund, the executive board shall notify the participating trustee, custodian, or agent involved to provide a reasonable opportunity for explanation and/or correction. Before exercising the power granted to the executive board under paragraphs (b) and (c) of Section 8 of this Article X, the executive board may seek advice of legal counsel as to whether a breach or failure has been committed under applicable laws. The executive board shall exercise such a power only upon the vote of a simple majority of the members of the executive board.
11. Upon the exercise of the power under paragraphs (b) and (c) of Section 8 of this Article X to replace any participating trustee, custodian, or agent the executive board shall have the power to select a successor trustee, custodian, or agent to whose custody the fund or funds held by the former trustee, custodian, or agent shall be transferred.
12. No executive board member or trustee of the **Susquehanna Conference** shall be liable for any of its obligations.
13. All parties dealing with the **Susquehanna Conference** shall have the right to rely upon any action taken by the **Susquehanna Conference** pursuant to authorization by the executive board by resolution duly adopted in accordance with the **Susquehanna Conference's** constitution, by-laws, and applicable law.
14. The executive board may from time to time, in the by-laws of the **Susquehanna Conference** or by resolution, designate such committees, as the executive board may deem desirable for the furtherance of the purposes and objectives of the **Susquehanna Conference**.

ARTICLE XI – COMMITTEES APPOINTED BY THE PRESIDENT

The President shall annually appoint chairs for all standing committees as may be established by the executive board or by-laws to serve **the Susquehanna Conference** to the extent of their respective charges.

ARTICLE XII – BY-LAWS

The **Susquehanna Conference** members shall have the power to make prudent by-laws as they may deem proper for the management of the affairs of the **Susquehanna Conference** providing such by-laws are not in conflict with the constitution.

ARTICLE XIII –AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The **Susquehanna Conference** shall have full power to implement by-laws for the governance of the **Susquehanna Conference** and the management of its affairs. The **Susquehanna Conference** shall have to power to change, alter, add to, or amend the constitution and by-laws of the **Susquehanna Conference** as are necessary and incidental to carry into effect powers as are necessary for the governance of the **Susquehanna Conference** in accordance with the procedures to amend the **Susquehanna Conference’s** constitution or by-laws as prescribed in Article **XII** and Article **XIII** of the **Susquehanna Conference’s** by-laws. All other provisions of the constitution and by-laws of the **Susquehanna Conference** to the contrary notwithstanding, amendment of this Article **XIII** shall require the concurrence of three-fourths of the members of the **Susquehanna Conference** voting on the question except as to amendments previously approved by a majority of the members of the **Susquehanna Conference**, and provided that the executive board of the **Susquehanna Conference** is authorized to amend this Article **XIII** in ways required to qualify the **Susquehanna Conference** as a Section 501 (c)(3) organization.

ARTICLE XIV – DISSOLUTION

In the event of dissolution, any remaining assets after payment and discharge of **Susquehanna Conference obligations shall be returned to the Association (CASA).**

ARTICLE XV – EFFECTIVE DATE

This Constitution shall take effect immediately as adopted by the **Susquehanna Conference** on _____.

BY-LAWS

SUSQUEHANNA CONFERENCE OF THE CENTRAL ATLANTIC STATES ASSOCIATION OF FOOD AND DRUG OFFICIALS

ARTICLE I – NAME

The name of this non-profit organization is the **Susquehanna Conference** of the Central Atlantic States Association of Food and Drug Officials (CASA), hereinafter referred to as the **Susquehanna Conference**.

ARTICLE II – OBJECTIVES AND PURPOSES

The objectives and purposes of the **Susquehanna Conference** shall be as stated in the constitution, which includes the following:

1. Promote and foster uniformity of food, drug, cosmetic, device, product safety, environmental and public health, and related consumer protection laws.
2. Encourage and promote uniform and cooperative enforcement of food, drug, cosmetic, device, product safety, environmental and public health, and related consumer protection laws at all levels of government.
3. To develop training programs to assist members in their technical work and development and to promote uniformity of inspection and analytical techniques for enforcement officials at all levels of enforcement.
4. Foster and promote modernization of existing laws, regulations, administrative procedures, inspection and analytical techniques in consumer and public health protection.
5. Cooperate with the Association of Food and Drug Officials and other organizations having similar objectives.
6. Encourage and promote improved communications between and among consumer, enforcement, and related producer and industry groups.

ARTICLE III – MEMBERSHIP

1. **Susquehanna Conference Membership:** There shall be five classes of membership in the **Susquehanna Conference**, to be designated as: Regulatory, Associate, Academic, Retired and Life members. Members of the **Susquehanna Conference** shall advocate the promotion or enforcement of federal, state, or local food, drug, cosmetic, device, environmental, public health and consumer protection laws, ordinances, or regulations **in the state of Pennsylvania**.

2. **Membership Qualification:** Qualification for each class of membership shall be:
 - (a) Regulatory membership - shall be persons employed by federal, provincial, state, county, municipal departments or units.
 - (b) Associate membership - shall be persons employed by non-government organizations (NGO's).
 - (c) Academic membership - shall be individuals attending or employed by a college or university.
 - (d) Retired membership - shall be persons who, during the period of their employment, held active membership in this **Susquehanna Conference** in one of the above membership categories.
 - (e) **Life membership - shall be persons who, on account of their substantial contributions to the objectives of this Susquehanna Conference, have been nominated by the executive board and elected by the Susquehanna Conference to this class of membership.**

3. **Membership Participation:** **Any member who falls into the above categories can hold office such as President, Vice-President, Secretary-Treasurer or be a committee chair at the local conference level, but only regulatory members can be elected to be the Susquehanna Conference's representative to the Association (CASA) executive board and serve on said board. The only exception is the appointment of an associate member to the executive board as specified outlined in Section 2, Article IV.**

ARTICLE IV – MEMBERSHIP RIGHTS AND PRIVILEGES

Individual classes of membership shall be entitled to the following rights and privileges in the **Susquehanna Conference**:

1. **Regulatory Member:** Regulatory members shall be entitled to the full rights and privileges of the **Susquehanna Conference**, including the right to be elected to the **local** executive board, hold local conference office, be a chair or member of committees, and to vote on issues to come before the **Susquehanna Conference**.
2. **Associate Member:** Associate members shall be non-voting members who may hold local conference offices or committee chair positions, attend business meetings, serve on committees and upon appointment to the executive board by the **Susquehanna Conference** President be an ex officio honorary member of the executive board and associate committee chair.
3. **Academic Members:** Academic members shall be non-voting members who may hold local conference officer positions or committee chair positions, attend business meetings, and serve on committees.

4. **Retired Members:** Retired members shall have all the rights and privileges of the membership classification held prior to retirement unless said retired member becomes re-employed in a different membership category. Rights and privileges consistent with re-employment classification would then apply.
5. **Life Members:** Life members shall be entitled to the full rights and privileges within the **Susquehanna Conference**, consistent with their respective category classification whether regulatory, associate, academic member.

ARTICLE V – EXECUTIVE BOARD

The executive board shall direct and act for and on behalf of the **Susquehanna Conference** in any administrative, financial, legislative, educational, or other capacity as the **Susquehanna Conference** may direct, or act on its own initiative between meetings and report such action at the next meeting. The executive board shall be composed of the officers, **the immediate Past President, two at large board members, all committee chairs, and the conference representative to the Association (CASA) executive board.** The non-voting member of the executive board shall be the Secretary-Treasurer.

1. **Officers:** The officers of the Susquehanna Conference shall be President, Vice President, and Secretary-Treasurer.
2. **Service Rotation:** A rotational system shall be utilized to fill positions on the Executive Board. The Board positions involved in the system for the order of rotation shall be: 1) Past President, 2) President, 3) Vice-President.
3. **Eligibility:** To be eligible for election to this executive board, the representative from the local conference shall be an active member of that local conference for two (2) or more consecutive years prior to the year elected, or be a Life Member.
4. **Terms of Office:**
 - (a) **Officers**

Election of the President and Vice-President, of the Susquehanna Conference, shall be for a service term of two (2) years.
 - (b) **Conference Representative to the Association (CASA) executive board.**

Election of the local conference representative shall be annually by the local conference they represent for a service term of one year, eligible for re-election for four consecutive one-year terms. Election of a local conference representative for the fifth year shall be for four years without re-election to enable this individual to rotate through officer positions of the Association. Local conference representatives shall be elected by the membership attending a meeting of the local conference designated with due notice that such election would occur or by other means as determined by the local conference by-laws. Local conference

representatives elected for the fifth year term shall assume position as Junior Vice-President of the CASA executive board. Local conference representatives to the executive board shall be elected from the regulatory or life-regulatory membership categories.

(c) **Local Conference Board Members At-Large**

Election of board members at large for the Susquehanna Conference shall be for a service term of two years. This representative shall be elected from the regulatory or life-regulatory membership categories and may be re-elected with no limit in term.

(d) **Secretary-Treasurer**

The **Secretary-Treasurer** shall be elected for a term of two years and may be re-elected with no limit to the number of terms. The **Secretary- Treasurer** shall be elected by and from the members in the member and life member classes.

(f) **Assumption of Duties**

The newly elected officers and board members shall assume their duties at the close of the annual Association (CASA) meeting.

(g) **Removal of Executive Board Members**

- 1) Causes for removal shall be defined as malfeasance, misfeasance, or nonfeasance of duties assigned in the Constitution and By-laws; being convicted of a felony; or acting in a manner that is detrimental to the **Susquehanna Conference** or any member of the **Susquehanna Conference**.
- 2) To begin the process for removal any member of the Association (CASA) must notify any officer of the **Susquehanna Conference** in writing of the reasons for his or her removal.
- 3) Such removal shall be after the accused board member has been provided the opportunity to be heard by the executive board and present facts and information regarding the circumstances of the situation.
- 4) Removal will be by a majority vote of all board members excluding the accused member.

5. Duties of Officers and Other Elected Positions

(a) **President**

The President shall serve as chief administrative officer for the **Susquehanna Conference** and shall also possess broad discretionary and delegatory powers to act as deemed necessary and proper to carry out the ordinary business of the **Susquehanna Conference**, within the scope of

presidential capacity and responsibility. The President must obtain specific authorization of the executive board when decisions or actions concerning local conference governance, financial commitments, and any other contractual agreements. The President shall preside at all meetings and shall appoint such committees as may be authorized or required or whose appointment or election is not otherwise provided. The President shall be responsible to have an annual report on the affairs of the executive board and the fiscal and financial status of the **Susquehanna Conference**. This report may be presented at a membership meeting or other means as approved by the executive board. The president shall direct disbursement of funds as authorized by the executive board and may be an authorized signatory for the **Susquehanna Conference**. The President upon completion of their term of office shall remain on the executive board as Past President.

(b) **Vice President**

The Vice-President shall act in the capacity of the President at the President's bidding, preside at meetings in the absence or at the direction of the President, be responsible for fulfilling duties delegated to him by the President and will carry out other duties assigned to the President when the latter is unable to act. The vice president shall act as the committee whip of the **Susquehanna Conference** and be responsible to oversee the activities of the **Susquehanna Conference** committees. The Vice-President shall assume the office of President and automatically fill the unexpired office of President, if the latter office shall become vacant, or when the term of the office of President is complete. The Vice President upon completion of their term of office, whether filling a presidential term vacancy or not, shall be eligible to be elected to the position of President.

(c) **Secretary-Treasurer**

The Secretary-Treasurer shall: 1) keep a list of all members of the **Susquehanna Conference**; 2) conduct such part of the correspondence of the **Susquehanna Conference** as usually conducted by the secretary of similar organizations; 3) record the minutes of each meeting of the **Susquehanna Conference**; 4) securely maintain a file of the proceedings of the **Susquehanna Conference** and of the executive board and conduct correspondence pertaining to the affairs of the **Susquehanna Conference**; 5) perform duties incident to the office; 6) maintain all records of the **Susquehanna Conference** as designated by the executive board and such other duties as the executive board may authorize; 7) collect all monies due the **Susquehanna Conference**, giving receipt as required with appropriate identification of the person making such payment; 8) be custodian of the funds of the **Susquehanna Conference** and make all disbursements taking receipt therefore; 9) make reports of the financial condition of the **Susquehanna Conference** as required by President or the executive board; 10) furnish a financial statement of all receipts and disbursements as required by the President or executive board; and this statement, together with all books, vouchers, and all necessary

documents shall be available for audit; 11) provide detailed financial records of the **Susquehanna Conference** to the auditing committee by March 31 of each year for the performance of an annual audit by the auditing committee; 12) follow directives of the Association Treasurer in meeting financial record, report and accounting responsibilities; 13) serve as an authorized signatory for the **Susquehanna Conference**; 14) perform duties incident to the office and such other duties as the executive board may authorize.

(d) **Local Conference Representative**

The local conference representative to the Association executive board shall receive instructions from the local conference executive board for carrying its concerns, interests, issues, and when appropriate its vote on management matters to the Association and represent the local conference at all official meetings of the Association executive board. The local conference representative shall report to the local conference, board meetings and local membership meetings updates, reports, issues, concerns, and directives of the **Susquehanna Conference** as they relate to local conference activities and functions. The local conference representative shall officially present to the executive board resolutions passed by the local conference. Perform other related duties as required by the **Susquehanna Conference President** or executive board.

6. Functions of the Executive Board: The executive board of the **Susquehanna Conference** shall have but not be limited to the following functions and duties for administration of the organization:

- (a) Act as trustee for all property of the **Susquehanna Conference**.
- (b) Recommend names for life membership.
- (c) Fix the time and place for the annual meeting.
- (d) Authorize the President to make pro tem appointments with the approval of the majority of the executive board to fill any vacancy that may occur among the officers and others of the executive board between meetings of the **Susquehanna Conference**, whether the vacancy is caused by resignation, death, inability, or other cause of inactivity. If the vacancy occurs in a position involved in the rotation system, it shall be filled with a member from the same local conference as the departing individual.
- (e) Authorize the President to approve disbursements of **Susquehanna Conference** funds, employ personnel, as the situation demands, and fix their compensation and duties, except that the President may expend the sum, to not exceed \$100.00, without the authorization of the executive board.
- (f) Fix the amount of the registration fee for local conference meetings.
- (g) Authorize annual travel budgetary expenses for the President to use for participating in local conference activities.

- (h) Authorize the employment of individuals, full or part-time, and require that they be bonded as deemed necessary to carry out the business of the **Susquehanna Conference**.
- (i) Provide for the implementation or assignment immediately after adoption or the time frame as may be specified in the proposal of all motions, resolutions and issues directed for further action by the executive board that are adopted at any annual or special meeting of the **Susquehanna Conference** and involving matters of policy, administration, or business.
- (j) Establish policy and procedures required for the administration or operation of the organization. When established, policy and procedures, related to this section shall be published for **Susquehanna Conference** member distribution.
- (k) Establish policy and procedures related to financial reimbursement for member expenditures made on behalf of the **Susquehanna Conference** when such expenditures are approved or authorized by the executive board or prescribed by established policy. Expenditure reimbursement shall include:
 - i) Purchase of goods or services associated with the operation of the **Susquehanna Conference**.
 - ii) Authorize travel, meals, and lodging expenses not to exceed government reimbursement rates associated with attending meetings and required functions when such costs or expenditures are not provided by employers or other organizations for such individuals requesting authorized reimbursement.
- (l) The executive board shall have full power of the **Susquehanna Conference** in all matters.

7. Meetings of the Executive Board

The executive board shall meet at such times as the President or a majority of the members of the executive board shall deem desirable.

8. Quorum for the Executive Board meetings

Fifty percent (50%) of the voting members of the executive board shall constitute a quorum.

9. Fillings Vacancies within the Executive Board

The unexpired terms of all vacancies of the executive board, except for the President, and Vice President shall be filled by a vote of the majority of the executive board, present and voting.

10. Delegation

The Susquehanna Conference is authorized under the auspices of the Association and its executive board to function in accordance with the objectives and purposes of the Association and policies established by the Association executive board. Local conference funds via membership dues distribution and any other assets shall be held in trust for the Association subject to financial accounting, reporting and handling practice established by law, the Association Treasurer and the Association executive board. The Susquehanna Conference shall not engage in a contract, agreement or other condition that would result in the occurrence of financial or legal liability not authorized by the Association executive board.

11. Dissolution of a Local Conference

Dissolution of a local conference shall occur under authority of the Association in accordance with requirements and prescription of the Association's Constitution and By-laws.

ARTICLE VI – MEETINGS OF MEMBERSHIP

- 1. Annual Election Meeting:** The annual election meeting of the **Susquehanna Conference** shall be held at such time and place as shall be designated by the executive board. The majority of the eligible voters registered at the annual election meeting shall constitute a quorum for the transaction of business. The election annual meeting shall be open to all membership classes and those invited by the **Susquehanna Conference**.
- 2. Special Meetings:** Special meetings of the membership of the **Susquehanna Conference** may be called by the executive board as needed.
- 3. Quorum:** In all business meetings or business sessions of the **Susquehanna Conference** a quorum shall consist of the registered eligible voters present.
- 4. Voting:** On any vote or ballot, a plurality of those voting shall be necessary to carry that vote.
- 5. Notice:** Due notice of meeting places and dates for meetings of the membership of the **Susquehanna Conference**, including the annual election meeting, set by the executive board shall be given due notice by the Secretary or by individuals assigned this function and shall provide at least thirty (30) days notice of any meeting, unless emergency conditions necessitate less timely notice when this is authorized and determined as needed by the executive board
- 6. Rules of Order:** Business meetings of the **Susquehanna Conference** shall be conducted in accordance with Robert's Rules of Order, except as where otherwise specified.
- 7. Susquehanna Conference Training and Educational Meetings:** To meet the objectives of the Susquehanna Conference periodic local membership educational and training meeting shall be held.

ARTICLE VII – ELECTION PROCEDURES

1. The Nominating-Elections Committee shall submit to the President, the names of candidates (maximum of three per position), when qualifying candidates are available and willing to serve, as nominees to fill the expiring term of each office requiring election.
2. The Nominating-Elections Committee chair shall conduct the elections at the annual election meeting or other determined meeting of the membership for election of officers and/or executive board members. The President or individual appointed by the President shall act in this capacity when the Nominating-Elections committee representative is unable to fulfill this function. When multiple candidates for a position are presented for vote, a brief biographical sketch shall be presented for each nominee. Election shall be by a simple majority of those voting members' casting votes.
4. Any member of the **Susquehanna Conference** shall be eligible for nomination to office as prescribed in Article III, Section 3.
5. The voting procedures for amendments to the constitution or by-laws of the Philadelphia Conference shall be conducted as outlined in Article XII and XIII and shall be handled by the nominating and elections committee.

ARTICLE VIII – FISCAL YEAR

The fiscal year of the **Susquehanna Conference** shall be the calendar year commencing January 1.

ARTICLE IX – HEADQUARTERS

The headquarters of the **Susquehanna Conference** shall be located at a place or an address designated by the executive board.

ARTICLE X – COMMITTEES APPOINTED BY THE PRESIDENT

The President shall annually appoint chairs for all standing committees as may be established by the executive board and when required establish other such committees as deemed necessary and desirable for the **Susquehanna Conference**. Committee appointments shall be consistent with the following:

1. Members of each committee shall come from the membership in accordance with Article I of these by-laws. Each committee shall be so constituted as to provide representation from local, state, and federal levels insofar as it is practicable.
2. The President shall appoint members to committees when required in accordance with Section 1 of this Article and as further provided by the executive board to the

following standing committees and shall designate a chairperson for each: Advisory, Associate, Auditing, Communications, Constitution & By-laws, Drugs, Education, Food, Laboratory, Local Arrangements, Membership, Nominating & Elections, Resolutions, Scholarship and Water.

3. Special committees and continuing committees may be authorized by the **Susquehanna Conference** or by the executive board for special work assignments. The need for continuation of such committees shall be subject to the annual review of the executive board or the **Susquehanna Conference**. All appointments to committees shall be made by the President or as prescribed by the executive board.
4. The nominating committee shall submit its report to the President by March 1. The report shall include the committee's nominees and any person nominated by twenty-five or more eligible voters submitted to the committee chairperson by February 1. The nominating committee has the responsibility to ascertain that all nominees are eligible for election and that said nominees are willing to serve if elected.

ARTICLE XI – VOTING

1. Each member of the **Susquehanna Conference** in the regulatory member or life-regulatory member classes as defined in the by-laws shall be entitled to one vote on any issue.

ARTICLE XII – AMENDMENTS OF THE BY-LAWS

1. **Any member may propose amendments to these by-laws by submitting such amendments in writing to the Secretary-Treasurer or the chairperson of the constitution and by-laws committee. Upon receipt of constitution and by-law amendments the Secretary-Treasurer or constitution and by-laws committee chair shall transmit the proposed amendments to the executive board. This committee shall consider the proposed amendments and submit its recommendations to the Secretary-Treasurer by a time frame approved by the executive board. Membership shall be notified of proposed amendments for review and vote as provided in Section 2a of this article.**
2. The by-laws may be amended by a simple majority of the vote of eligible voters present at such next announced meeting, provided:
 - (a) That notice of the proposed amendment(s) together with the report and recommendations of the constitution and by-laws committee and the executive board is given to the membership at least thirty days in advance of the next announced meeting where it is to be considered.
 - (b) That any comments received in writing from members unable to be present be read by the Secretary at such meeting prior to the vote.

ARTICLE XIII– AMENDING THE CONSTITUTION

1. Any member may propose amendments to the constitution by submitting such amendments in writing to the Secretary-Treasurer. Upon receipt of constitution and by-law amendments the Secretary-Treasurer or constitution and by-laws committee chair shall transmit the proposed amendments to the executive board. The constitution and by-laws committee shall consider the proposed amendments and submit its recommendations to the Secretary-Treasurer by a time frame approved by the executive board. Membership shall be notified of proposed amendments for review and vote as provided in Section 2a of this article.
2. The constitution or by-laws may be amended by a simple majority of the vote of the eligible voters present at such next meeting, provided:
 - (a) That notice of the proposed amendment(s) together with the report and recommendations of the constitution and by-laws committee and the executive board is given to the membership at least thirty days in advance of the next announced meeting where it is to be considered.
 - (b) That any comments received in writing from members unable to be present be read by the Secretary at such meeting prior to the vote.

ARTICLE XIV – AUDIT

The executive board shall have an annual audit conducted of the financial records of the **Susquehanna Conference** and require the finding to be reported to the President and executive board.

ARTICLE XV – PUBLICATIONS

There shall be an official journal of the **Susquehanna Conference** entitled, the “**SusqiNews**.” All publications of the **Susquehanna Conference** shall be issued under the direction of the executive board, Association (CASA) executive board and shall become the property of the Association (CASA).

ARTICLE XVI – EFFECTIVE DATE

These by-laws shall take effect immediately, as adopted by the **Susquehanna Conference** on _____..