

USERS AND SCREENERS ASSOCIATION

FEDERAL EXCESS PERSONAL PROPERTY INCORPORATED

The Users and Screeners Association - Federal Excess Personal Property, Incorporated is an independent consortium of Federal agencies, cost reimbursement contractors, project grantees, and Federal cooperators from land grant universities and others who acknowledge the prime directive to use Federal Excess Personal Property as the first source of supply. Consequently, USA - FEPP is a unique blend of screeners who are looking to acquire property and Federal property managers who are anxious to dispose of property.

CONSTITUTION

ARTICLE 1 - NAME, LOCATION

The name of this organization shall be the Users and Screeners Association - Federal Excess Personal Property, Inc. hereinafter referred to as "USA-FEPP" and is Incorporated in the District of Columbia with the headquarters being at the Office of the President.

ARTICLE II - PURPOSE

The purpose of the USA-FEPP shall be to: 1) assist the membership in establishing enhanced relations, communication and interactions with GSA, various Federal Agencies and among members; 2) assist the membership of the USA-FEPP through training and interaction in the development and implementation of responsible and accountable practices and in the screening, procurement, administration, distribution, transfer, and disposal of "Federal Excess Personal Property" as provided under various statutes.

ARTICLE III - FINANCES

Membership fees shall be established by the USA-FEPP members with collection and disbursement of funds the responsibility of the Treasurer. All funds shall be utilized to further the purpose of the USA-FEPP.

ARTICLE IV - LIABILITY

All USA-FEPP members are participating in the organization as an official responsibility of their primary employment. Each member's employer is then responsible for his/her actions and conduct.

ARTICLE V - AMENDMENTS

Any member of the USA-FEPP, or appointed committee of the USA-FEPP, may propose amendments to the Constitution and Bylaws. A proposed amendment shall be submitted to the Secretary at least sixty days before the annual meeting. The Secretary shall post on the USA-FEPP website a copy of proposed amendments to all USA-FEPP members at least thirty days

before the annual meeting. An affirmative vote by two-thirds of the members present at the annual business meeting shall be required for adoption of an amendment. An amendment becomes effective immediately upon its approval.

ARTICLE VI - ADOPTION

This constitution was adopted by vote of the members at a meeting held at Reno, NV on October 19, 1992.

Original Signatures on file.

USERS AND SCREENERS ASSOCIATION FEDERAL EXCESS PERSONAL PROPERTY

BYLAWS

ARTICLE I - MEMBERSHIP

Persons eligible for membership shall be composed of GSA approved screeners, FEPP Managers, and other persons interested in the acquisition, use, or disposal of Federal Excess Personal Property.

A member is defined as a person of U.S. citizenship that has attended the prior year annual conference, with membership being included in registration fee, or paid separately, unless otherwise decided by the Executive Board and any participants in attendance during the current annual conference having paid registration fee for that conference unless otherwise decided by the Executive Board.

The Users and Screeners Association-Federal Excess Personal Property, Inc., does not discriminate on the basis of race, religion, color, creed, national origin, sex, age, political affiliation, sexual orientation, age, marital status, disabled veteran or Vietnam-era veteran, nor any handicapping condition in order to be considered for membership, or as a board member in the organization. *(As amended August 1, 2006 by majority vote – 2006 Membership Meeting, Las Vegas, NV)*

Members must comply with the provisions of the Constitution and Bylaws, and pay annual dues.

ARTICLE II - MEETINGS

Meetings shall be held annually at a time and place recommended by the Executive Board and voted on at the annual meeting by the membership for meetings held three years subsequent.

The Secretary shall distribute the tentative Agenda for the annual meeting at least 60 days prior to the meeting.

The Secretary shall post on the USA-FEPP Website the tentative Annual Business Meeting Agenda showing the sites to be voted on at least 30 days prior to the Annual Business Meeting.

The annual meeting of the Executive Board shall be held immediately prior to the Annual Professional Development Workshop of the USA-FEPP.

ARTICLE III - OPERATING YEAR

The operating year for the USA-FEPP shall commence January 1, and terminate on December 31. All Officers and committee assignments shall be in accordance with the operating year.

ARTICLE IV - QUORUM

Those USA-FEPP members present at the Annual Business Meeting shall constitute a quorum and allow the conduct of business.

ARTICLE V - OFFICERS

The Officers responsible for the USA-FEPP are a President, Vice President, Secretary, Treasurer, IT Officer and Past President. All Officers shall serve a term of two years. No person shall be a candidate for any USA-FEPP office unless the Secretary has verified the candidate as a member in good standing.

ARTICLE VI - PRESIDENT

The President shall:

- A. Be the Executive Officer and preside over all meetings, including the Executive Board, using acceptable parliamentary procedure.
- B. Appoint all special committees and promptly fill vacancies in the committee membership.
- C. Appoint an ex-officio member to all committees.
- D. Install newly elected officers.
- E. Appoint replacement officers when an individual submits their resignation or becomes operationally inactive based on a recommendation from the Executive Board.
- F. Assume the office of Past President upon completion of the term of the President.
- G. Appoint the USA-FEPP Information Technology Representative (hereinafter referred to as IT Representative)

with the concurrence of the Executive Board.

ARTICLE VII - VICE PRESIDENT

The Vice President shall:

- A. Serve on the Executive Board and preside at all meetings of the USA-FEPP in the absence, or at the direction, of the President.
- B. Serve as a liaison to the members.
- C. Aid and assist other Officers.
- D. Automatically succeeds to the office of President if the elected President can no longer fulfill the term of office.

ARTICLE VIII - SECRETARY

The Secretary shall:

- A. Serve on the Executive Board.
- B. Serve as Corresponding Secretary for all USA-FEPP correspondence.
- C. Keep accurate records and minutes of the attendance and proceedings of all meetings.
- D. Maintain a file of permanent records, including copies of all correspondence, reports, and communications received or sent.

ARTICLE IX - TREASURER

The Treasurer shall:

- A. Serve on the Executive Board.
- B. Be the sole custodian of the cash resources of the USA-FEPP.
- C. Receive and deposit all financial assets of the USA-FEPP at an institution selected by the Executive Board.
- D. Keep a careful and legal account of all finances and make such disbursements, as the USA-FEPP Executive Board shall direct.
- E. Complete and forward to the appropriate Agencies all applicable State and Federal tax forms and monies due within the legally prescribed time periods.

F. Balance accounts and turn the records over to a committee or agency selected by the USA-FEPP Executive Board for audit at the completion of the term of office.

ARTICLE X - REGIONAL OFFICERS

The Regional Officers shall:

- A. Consist of at least one Representative, each from the 10 GSA Regions.
- B. Coordinate all correspondence as requested to and from USA-FEPP members within each respective Region.
- C. Serve as an Advisory Committee to the Executive Board.

ARTICLE XI - THE EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of:

President
Vice President
Secretary
Treasurer
Past President

IT Officer *(As amended August 1, 2006 by majority vote – 2006 Membership Meeting, Las Vegas, NV)*

SECTION 2. The Executive Board shall:

- A. Be the administrative body of the USA-FEPP and may enter into written contract in accordance with policy.
- B. Be charged with the duty of carrying out the provisions of the USA-FEPP Constitution and Bylaws.
- C. Keep a written record of all business conducted and shall direct the President to report actions to the Membership.
- D. Pass on the eligibility of all applicants or members for membership if deemed necessary, and upon all charges of a misconduct filed against the members.
- E. With the approval of the Members, determines the annual dues.
- F. Have the authority to make the appointments to any vacancies that may occur in officers between elections.

G. Authorize all expenditures.

SECTION 3. Meetings may be called by the President, or any two Board members, provided written notice is sent to each member of the Board at least 21 days prior to a meeting.

SECTION 4. Establish a code of ethics.

SECTION 5. A majority of the Board shall constitute a quorum for the conduct of business.

ARTICLE XII - COMMUNICATIONS

SECTION 1. Members will be provided a current membership list on an annual basis.

SECTION 2. Publish a newsletter on a semiannual basis informing members of activities associated with the Federal Excess Property programs.

SECTION 3. Conduct an Annual Meeting Workshop, which is based on providing the General Membership of the USA-FEPP an accessible means of receiving assistance and training from the best available services.

ARTICLE XIII - ELECTIONS

SECTION 1. A nominating Committee, consisting of three members appointed by the President, shall submit one or more names for each position. Names shall be submitted to the USA-FEPP membership at least thirty days before the annual meeting. Additional nominations may be made from the floor.

SECTION 2. All Officers shall be elected by ballot.

SECTION 3. Only Members shall be allowed to vote.

SECTION 4. The candidate receiving the most votes on the first ballot shall be declared the winner.

SECTION 5. Elections will be conducted during the annual meeting.

ARTICLE XIV - EFFECTIVE DATE

These Bylaws will become effective immediately on their acceptance at the meeting at which they are presented. Bylaws were adopted on October 19, 1992.

ARTICLE XV – TERMINATION *(As amended August 1, 2006 by majority vote – 2006 Membership Meeting, Las Vegas, NV)*

The members may terminate the existence of the USA-FEPP by majority vote. All members must be notified of a vote to terminate (60) sixty days prior to the formal action. By IRS

guidelines/recommendations, upon dissolution of USA-FEPP all funds will be distributed to one or more non-profit organizations to be determined by a majority vote of the sitting executive board.

ARTICLE XVI - PAST PRESIDENT

The Past President shall:

- A. Serve on the Executive Board.
- B. Act as an advisor to the President, to insure a consistent transition of office.

ARTICLE XVII - IT REPRESENTATIVE

The IT Officer shall:

- A. Coordinate development and utilization of the USA-FEPP web site in conjunction with Executive Board members.
- B. Provide analysis of federal on-line property utilization systems for the USA-FEPP Executive Board.
- C. Assist members of the federal R/T/D community in the use of federal on-line property utilization systems.
- D. Represent USA-FEPP to the federal IT community.
- E. Prepare computerized presentations for use in communicating and promoting USA-FEPP goals.

The IT officer shall be recognized as a full voting member of the executive board for USA with duties as outlined in Article XVII of the constitution and by-laws. *(As amended August 1, 2006 by majority vote – 2006 Membership Meeting, Las Vegas, NV)*