

Constitution & Bylaws

National Association of Plant Protection and Quarantine Managers



Forward

This Association was organized December 1974, by employees of the U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine (USDA, APHIS, PPQ). The Association was granted consultative status with the Deputy Administrator of PPQ on January 7, 1975, by Dr. Frank J. Mulhern, Administrator, APHIS. The founding regional representatives served as interim officers until elected officers were installed at the first annual convention on October 23, 1975.

President F.J. Olsen, Miami, FL and San Ysidro, CA Vice President R.L. Moore, Lansing, MI

Secretary W.R. Goode, Brownsville, TX

Treasurer S.W. Wilson, Sacramento, CA and Hyattsville, MD

Past Presidents and elected officers can be referenced on the association website: <https://nappqm.org/>

Mission

The National Association of Plant Protection and Quarantine Managers (NAPPQM) is a professional organization that creates and maintains professional standards through effective management strategies, advocates excellence in public service, and provides active representation of its member's interests and concerns. NAPPQM advances its mission through communication/interaction with the Plant Protection and Quarantine (PPQ) Management Team to fulfill organizational objectives.

Vision

The National Association of Plant Protection and Quarantine Managers (NAPPQM) strives to enhance the Agency's mission through effective resource and program management by providing members with a unique and proactive avenue to demonstrate their professional excellence in public service.

ARTICLE I - Establishment

1. Name: The name of this organization shall be the NATIONAL ASSOCIATION OF PLANT PROTECTION AND QUARANTINE MANAGERS (NAPPQM).
2. Legal Status: NAPPQM is a nonprofit, non-stock membership organization.

ARTICLE II - Purpose

1. To assist the Deputy Administrator and the Management Team in assuring that all qualified employees have an opportunity to make equal contributions toward developing and carrying out program policies.
2. To promote the welfare and well-being of members.
3. To facilitate professional leadership training that promotes effective management competencies and strategies.
4. To promote understanding, kindness, fairness, courtesy, opportunity, recognition, and fellowship.
5. To maintain an exceptional level of efficient professional service.
6. To be a conduit between the Management Team and the NAPPQM Membership.

ARTICLE III - Policy

1. The Association shall not in any way discriminate in membership or activities because of age, color, race, national origin, religion, sex, marital status, disability, or sexual orientation.
2. The Association respects the rights of federal professional employees to join or refrain from joining employee organizations.

ARTICLE IV - General Prohibitions

(Notwithstanding any provisions of the Constitution and By-Laws which might be susceptible to a contrary construction.)

1. This Association shall not be organized or operated for profit.
2. No part of the net income of the Association shall or may under any circumstances inure to the benefit of any member, officer or private individual.
3. No substantial part of the activities of the Association shall consist of carrying on propaganda, or otherwise attempting to influence Legislation.
4. This Association shall not participate in or intervene in (including the publishing or distributing of statements), any political campaign on behalf of a candidate for public office.

5. This Association shall not:
 - a. Lend any part of its income or corpus.
 - b. Pay any compensation, in excess of a reasonable allowance for salaries or compensation for personal services actually rendered.
 - c. Make any part of its services available on a preferential basis.
 - d. Make any purchase of securities or other property for less than adequate consideration in money or money's worth.
 - e. Sell any securities or other property for less than adequate consideration in money or money's worth.
 - f. Engage in any other transactions which result in a substantial diversion of its income or corpus to any officer, member of the Executive Committee or substantial contributor to the Association.
6. Upon dissolution of this Association, the Executive Committee shall distribute the assets and accrued income to one or more organizations as determined by the Committee, but which organization or organizations shall meet the limitations prescribed in Section 5, immediately preceding this section.

ARTICLE V - Headquarters

The national headquarters of this Association shall be at the office address of the President or at such other place as the Executive Committee shall determine.

ARTICLE VI - Membership

1. Any career USDA APHIS PPQ employee whose official functions are supervisory or non-supervisory management (excluding positions represented by a bargaining unit) is eligible to become a member of NAPPQM.

NAPPQM Membership Criteria:

- Current position is not currently represented by a Union AND current position has a full promotion potential of a GS-11 or higher.

OR

- Current position is a supervisor.

2. Those eligible may become members upon payment of membership dues.
3. Membership dues shall be \$260/year and shall be due in January. If the member participates in payroll deduction, dues shall be \$10.00/pay period.
 - a. Any member in arrears with dues February 15 shall be emailed a warning notice from the Treasurer of the Association.

- b. Any member in arrears with dues April 1 shall be suspended from membership.
- 4. Retired former NAPPQM members may retain full membership status by payment of full annual dues as indicated in Section 3 above or obtain Retiree membership status by paying 10% of the full annual dues. Only full members may receive reimbursement for Association related expenses, such as, but not limited to, attendance at the National Convention and making motions and voting at the National Convention.
 - a. Upon retirement, NAPPQM members will be given a complimentary Retiree Membership (not full membership) for the next 12 months. After that period, they will need to either pay the Full or the Retiree Membership dues to continue an active membership. After this 12-month period any retiree who does not opt for one of the two membership options will be dropped from the NAPPQM membership rolls.

ARTICLE VII - Officers

The elected national officers of this Association (the Executive Committee) shall be from PPQ: President, President-Elect, Vice President (2), Secretary and Treasurer, all to be elected on a nationwide basis. All Officer positions will be elected by vote of the entire membership. Elections, when possible, will be setup on a rotating basis to maximize knowledge transfer of Executive Committee members.

- 1. The President-Elect shall be elected nationally for a term of two years. During the first year the President-Elect will be a sitting member of the Executive committee with full voting rights. In addition, the President-Elect will also serve as the Sergeant at Arms and will be responsible for maintaining order at all meetings and organizational functions. At the end of the first year, the President-Elect will then assume the position of President for the second year of the term.
- 2. The Secretary shall be elected nationally for a term of two years. The Secretary shall be elected on the year of no Treasurer election to put them on a rotating basis.
- 3. The Treasurer shall be elected nationally for a term of two years. The Treasurer shall be elected on the year of no Secretary election to put them on a rotating basis.
- 4. The Vice Presidents (VPs) shall be elected for rotating terms of two years. The two Vice Presidents represent all members together and are both National in scope. The Junior VP is in their first year, and the Senior VP is in their second year. It is the role of the Senior VP to mentor the Junior VP to get them up to speed. They work together to represent all members and help lead the association and Executive Committee.

ARTICLE VIII - Officers' Routines

1. New Officers will take office immediately at the adjournment of old business and the beginning of new business for the duration of the Convention.
2. Upon the adjournment of the annual Convention, the new President may call to order the Convention body and conduct any business he/she deems appropriate. This normally will include all appointments and all new committees. The Convention report and all new business conducted, and all appointments made will be published on the website. The elected term of office begins from Convention adjournment.
3. No elected or appointed officer/member may receive salary or gratuity. However, officer/members, when authorized or appointed to perform functions which might involve traveling or other NAPPQM duties, may obtain reimbursement for actual expenses incurred.
4. In the event of resignation or death of any Association Officer other than the President, such vacancy shall be filled according to a majority vote of the Executive Committee.
5. During the first year as President-Elect, should the President be unable to serve, the President-Elect will immediately assume the Presidency to serve the duration of the term.
6. In the event the President-Elect is unable to complete the first year of their term, the Executive Committee will call for an emergency election by the membership to fill the vacant position.
7. In the event both the President-Elect and the President are unable to serve during the first year of the President-Elect's term the Executive Committee will:
 - a. Elect a temporary President from the current Executive Committee members;
 - b. Call for an emergency election by the membership to fill the vacant positions.

ARTICLE IX - Duties of Officers

1. The President shall call and preside at all meetings of the Association. In case of emergency or illness, the President-Elect will act as Chairperson. The President shall preside over the National Convention at which time a written annual report shall be given to the membership. It is intended that this report shall contain all activities of the past year, successful or not. The President's annual report shall also list recommendations for the future. The President shall also preside over Association business during consultations with the Deputy Administrator or their designee. The President shall appoint all committees except as otherwise stated in the Constitution and By-laws. The President shall be an ad hoc member of all committees. In the case of the Executive Committee, he/she shall be the Chairperson and have an equal vote. The President shall give direction to the Executive Committee in their management of the Association and conduct whatever correspondence is incumbent upon their position. The President shall meet, confer, consult, advise, and counsel with whomever the President deems appropriate in conducting the business of the Association in pursuit of its purpose and

goals. The President shall keep the Executive Committee constantly informed of transactions, news, happenings, meetings, involvements, and obligations of the Association so that, in the absence of the President, the Association will remain effective. The President serves as signatory for the Association's banking account.

2. The President-Elect, during the first year of their two-year term, will aid the current President by serving on special committees or by representing the current President as deemed appropriate by the President. During the first year as President-Elect, if the President is unable to serve, the President-Elect immediately assumes the Presidency and will serve the duration of the President's term as well as their own term. The President-Elect acts as Sergeant of Arms and also serves as a signatory for the Association's banking account.
3. The Vice Presidents both represent the entire membership nationally. The Vice Presidents shall keep their constituents informed at all times and shall solicit membership for the Association. Vice Presidents need to process the applications of the new members including sending the applications to Minneapolis and the Association web administrator to create an online website account, with a copy to the entire Executive Committee.
4. The Secretary shall perform all duties commonly associated with the office, including: Conducting correspondence, affirming actions of the Association, recording and reading of minutes of Executive Committee meetings and the annual Convention, etc. Whenever justified, the Secretary may appoint another member as temporary replacement to document meetings and record minutes.
5. The Treasurer shall be responsible for all duties associated with this office and be custodian of all Association funds using banking facilities approved by the Executive Committee. As the bank account primary signatory, the Treasurer shall facilitate securing secondary signatory status of the President and President Elect. The Treasurer shall correct and maintain membership lists of all members in good standing (which shall be synchronized with the website membership list). The Treasurer shall maintain all financial records; sign and issue all checks for payment of expenses vouchered by members, etc., or as directed by the President. The Treasurer shall keep accurate account of each member's payment of dues, notifying delinquent members whose dues are in arrears; likewise notifying members who are in suspension. A current financial report shall be prepared as requested for each regular Executive Committee meeting and a copy provided to each member thereof. The Treasurer shall secure a bond in the amount of \$30,000 for which the premiums shall be paid by the Association. The Treasurer may accept membership dues paid by cash (including check or money order), payable annually, which are due on January 1. The membership year runs from January 1 to December 31. The Treasurer shall notify all cash dues-paying members in accordance with Article VI. During the National Convention, the Treasurer shall submit a written financial report as nearly as feasible to date, to the membership that shall include all expenses incurred, paid, and owed, including the costs of the Convention. The report shall be officially audited by an appointed Auditing Committee at the time of the Convention.

6. Any elected or appointed officer wishing to resign their official post, shall give at least ten (10) days written notice to the President. In case of resignation of the President, notice shall be given to the President-Elect.

ARTICLE X - Committees/Responsibilities

1. Standing Committees:
 - a. Executive Committee: shall consist of the following members: President, President-Elect, Vice Presidents (2), the Secretary and Treasurer. The Executive Committee shall be responsible for the everyday operation of the Association. It shall establish policies and goals of the organization and pursue the accomplishment of the goals. It shall authorize all expenditures, approve banking facilities of the Treasurer's funds, and ascertain bond for the Treasurer. It shall fill the vacancy in any elective office, other than that of the President, within thirty (30) days of receipt of the resignation or death, such successor to hold office throughout the balance of that term of office. The Executive Committee may select competent members of the American Bar or labor relations specialists, who need not be members of the Association, to represent NAPPQM on matters of Association importance. Payment for such services shall be approved by the Executive Committee. Regular meetings of the Executive Committee shall be held monthly or at the discretion of the President, either by teleconference or in person. The first meeting is to be no later than thirty (30) days after the annual Convention. Minutes of the proceedings of the meetings must be kept by the Secretary, or other Executive Committee member as temporarily appointed. The Executive Committee shall be an extension of the President, governing the organization without their presence necessary. A quorum for the Executive Committee shall consist of four voting members present.
 - b. Membership Committee shall consist of the Treasurer and the Vice Presidents of the Association. It shall receive applications for membership and stimulate the interest of all eligible personnel in membership in the Association. The Senior Vice-President shall be the Chairperson of this Committee. If membership is by dues withholding, the proper form(s) must be signed and completed by the Vice-President, or designee at which time the Vice-President shall notify the entire Executive Committee.
 - c. Web Committee shall act as an intermediary between the NAPPQM membership and the web administrator to improve the NAPPQM website. The committee solicits comments from the membership and web administrator regarding the design and content of the website and makes recommendations for improvement based on membership feedback. The committee routinely reviews the NAPPQM website for accuracy and provides updates to the web administrator. All recommendations from

the Web Committee will be submitted to the NAPPQM Executive Committee for review and approval.

- d. Member Recognition Committee shall consist of three (3) or more members appointed by the President. The committee shall be responsible for developing criteria and recommending NAPPQM members for recognition to the Executive Committee. This committee shall also acknowledge member retirements and condolences.
- e. Convention Committee shall consist of two or more members in good standing as appointed by the President. It is the committee's responsibility to make all preparations and arrangements for the annual Convention. Outside sources, if desired, such as travel agencies, may be contacted and contracted with the approval of the Executive Committee or President. This committee shall be responsible for handling all business related to checking in registered Convention attendees, members, and guests.
- f. Volunteer Activity Committee shall be responsible for organizing and coordinating the logistics of volunteer activities on behalf of the Association. This may include, but not be limited to, volunteer activities in conjunction with the NAPPQM annual conventions.
- g. Virtual Outreach Committee shall consist of at least one Executive Committee member and two or more additional members in good standing. The committee shall be responsible for organizing virtual events for NAPPQM members, with the goal of holding at least one virtual event per quarter. These virtual outreach events may include trainings, group discussions, and seminars on topics of interest to members.

2. Temporary Committees:

- a. Election Committee shall be appointed by the President and shall consist of not more than four (4) members. The President shall designate the chairperson of this committee. The Election Committee shall be responsible for preparing the slates of nominees, appropriate ballots, and conducting the elections appropriately. The Committee shall attempt to nominate two (2) or more candidates for each office. An electronic voting mechanism will be available on the Association website. The electronic ballot, accompanied by rules and instructions determined by the Committee must be posted on the website at least sixty (60) days preceding the date of the annual Convention. At the proper time, notification will be emailed to all members in good standing that electronic ballots are available for voting. All members shall vote for President-Elect, Vice President, Secretary and Treasurer. The Committee chairperson shall notify the President of the results of the election. Subsequent notification on election results will be made personally to the candidates by the President and by posting on the Association website immediately after election is complete. The President will also announce new Officers at the annual Convention.

- b. Auditing Committee shall consist of two Association members, solicited by the President, in good standing to perform an examination of the treasury books, check stubs, vouchers, and any and all other financial records at the opening of the Convention and to report their findings to the President. The report shall be signed by those performing the examination.

PPQ Committee Representation

The President shall appoint or renew a member to represent the association on the following PPQ Committees or groups: The PPQ Uniform Committee, The Guiding Coalition, and The PPQ Deputy Administrator (DA) Award, and others as appropriate. Ideally, but not necessarily, the representative would already be members of these groups and can represent the Association in an official capacity as a collateral duty.

ARTICLE XI- Elections

1. All Officers shall be elected by ballot and a plurality vote. In every election, nominations shall be made to the Election Committee.
2. Willingness of any prospective candidate to serve, if elected, should be ascertained by the Election Committee preceding development of the official ballots.
3. Any and only current PPQ employees who are members of the Association may be nominated for any Association office.
4. In the event of a tie, the winner will be determined by a majority vote of the Executive Committee prior to the annual Convention.

ARTICLE XII - Annual Convention

1. The National Annual Convention, hereinafter referred to as the “Convention” shall be held annually at a time, date, and location as determined by the Executive Committee. The Executive Committee will determine by consensus if an emergency situation may require that the annual convention be postponed to a later date.
2. The Convention shall have the following: a) at least one day with management officials from USDA APHIS. The Association will develop an agenda in conjunction with the Deputy’s office for the purpose of PPQ leadership engagement with membership, and helping the Association attain its goals and objectives as well as those of the agency; b) up to two days of professional leadership or supervisory training; and c) up to one day for an official Association business meeting as determined by the Executive Committee. During this association business meeting that closes out the convention, the transition to the new Executive Committee will take place. All meetings of the Association shall be governed by

Roberts Rules of Order when not in conflict with the Constitution and By-laws. The order of business:

- a. Call to order by the President
- b. Presentation and adoption of last year convention minutes
- c. Report of the President
- d. Report of the Treasurer
- e. Committee reports
- f. Old business
- g. Presentation of gavel to new President
- h. Call to order by new President
- i. Introduction of new Executive Committee
- j. New business

3. The Executive Committee may arrange for outside (non-USDA) speakers or presenters for the Convention. Provided a non-USDA speaker, contractor, or entertainer is hired, the Association will pay for such services with approval of the Executive Committee.
4. The Executive Committee may arrange for internal (USDA) speakers or presenters for the Convention. The Executive Committee may ascertain PPQ travel funding for these internal speakers and presenters to minimize Association costs.
5. A quorum for the Convention is set at twenty (20) members. Registration will be done electronically through the Association web site. This would be made available approximately 2 months prior to the convention. A registration form will be provided upon request for members who do not have web access and to invited guests and speakers. Registration check-in will be the morning of the first day of the Convention. There will be sign-in sheets distributed to account for every registered member's attendance during each session.
6. All written proxies shall be provided to the President at the beginning of the convention.
7. Convention related expenses for travel, meals, lodging, etc., shall be paid at the prevailing Government per diem rate for all elected officers of the Association, and others as approved by the President or Executive Committee. Convention related expenses for members attending the Convention will be reimbursed a percentage depending on the status of the Treasury and the will of the Executive Committee.
8. Compensation for expenses under paragraph 7 above is conditional on attendance at each and every session called to order during the Convention. Failure to attend even one session, without approval by the Executive Committee, shall result in any and all expenses not being paid for the Convention.

ARTICLE XIII – Proposals, Resolutions. And Amendments

Any eligible member who desires a resolution, a constitutional amendment, a proposed project, or any other action whatsoever to be undertaken by the Association is entitled to so inform the President by a detailed written explanation, signed by the proposing member plus five (5) or more members. The Executive Committee shall study the suggested action and determine the proper disposition thereof. Any such proposal or action can also be introduced during the Convention business meeting for discussion by an attending member. The Executive Committee shall refer any resolution petitioned by five (5) or more eligible members to the entire Association membership. A majority of the votes then cast and received from the Association membership shall be necessary to declare the resolution, amendment, or any other action, as having been passed.

ARTICLE XIV - Deviation from Bylaws

In the event of unforeseen circumstances where any aspect of the By-laws cannot be followed, the Executive Committee reserves the right to deviate from the By-laws. Temporary deviations from the By-laws will be communicated to the entire NAPPQM Membership within two weeks of the decision and will be in effect until the next convention (The COVID Clause).