



## **CALIFORNIA ASSOCIATION OF STANDARDS AND AGRICULTURAL PROFESSIONALS [CASAP]**

### **MISSION STATEMENT**

California Association of Standards and Agricultural Professionals [CASAP] is a voluntary organization of California state licensed agricultural and weights and measures professionals committed to education, communication, and professionalism among its members. CASAP organizes and conducts professional development opportunities for its members. CASAP creates a communication system among its membership and a communication link with the California Agricultural Commissioners and Sealers Association (CACASA.)

## **CONSTITUTION AND BY-LAWS**

### **ARTICLE I - NAME**

This association shall be known as the  
**CALIFORNIA ASSOCIATION OF STANDARDS AND AGRICULTURAL  
PROFESSIONALS  
[CASAP]**

### **ARTICLE II - RELATIONSHIP WITH CACASA**

This Association is an affiliate of the California Agricultural Commissioners and Sealers Association formed in accordance with Article 3 - Section of the Constitution and By-Laws of California Agricultural Commissioners and Sealers Association (CACASA).

## **ARTICLE III - PURPOSE**

The purpose of this Association shall be:

- to promote communication, education, and professionalism among its members;
- to promote professional development for members;
- to create a communication network among its members and a communication link with the California Agricultural Commissioner and Sealers Association.
- to consult and provide input to CACASA on matters affecting the professional standards of association members.

This Association shall not be construed as a collective bargaining unit nor participate in employee and employer relationships, nor shall the Association develop, promote or oppose legislation except in conjunction with the California Agricultural Commissioners and Sealers Association.

## **ARTICLE IV - MEMBERSHIP**

### Section 1. Active Members

Any licensed professional of the County Agricultural Commissioners and Sealers staff shall be eligible for membership in this Association. Any non-licensed staff professional of the Agricultural Commissioner and Sealers office may be eligible by approval of the Board of Directors. Upon payment of Association dues, annually in advance, members shall be entitled to all rights and privileges subject to the provisions of these by-laws.

### Section 2. Associate Members

Any non-licensed professional of the County Agricultural Commissioners and Sealers staff or persons possessing a license but not employed by a county agricultural commissioner or sealer, upon payment of dues, may participate and attend meetings of this Association but are not eligible for active membership. Associate members cannot hold elected office or vote, but enjoy all other privileges of active membership.

### Section 3. Termination of Membership

The membership of any member shall terminate upon the occurrence of any of the following events:

- a. The resignation of the member.
- b. The occurrence of any event which renders such member ineligible for membership.
- c. Any member may be suspended or terminated by vote of the majority of the total membership at a regularly scheduled meeting. Sufficient cause shall be a violation of the by-laws or any rule or practice of the Association duly adopted.
- d. Any member shall be terminated for non-payment of dues.

#### Section 4. Voting Rights

Each active member shall have one vote.

#### Section 5. Dues and Expenses

- a. Members are individually responsible to pay annual dues in advance in such sums as may be determined by the Board of Directors and shall be payable on or before January 1 of each year. Dues shall not be prorated.
- b. The fiscal year of this Association shall be from January 1 to December 31.
- d. Members are individually responsible for expenses.

#### Section 6. Procedures

Robert's Rules of Order shall be followed unless inconsistent with the Constitution and By-laws of this Association.

### **ARTICLE V - BOARD OF DIRECTORS**

#### Section 1. Membership

The Board of Directors shall consist of five board members at large, the immediate past president and such officers as set forth in section VI. Vacancies to the board of directors may be selected by the president and confirmed by the board by majority vote. The President shall serve as chairperson of the Board of Directors.

#### Section 2. Election of Directors

- a. The Directors of the Association shall be elected annually by the general membership with nominations accepted at the annual conference of the Association, and shall hold office until resignation, removal or otherwise disqualified to serve, or until a qualified successor has been duly elected. Directors will take office on March 1<sup>st</sup>.
- b. The President may be elected to a maximum of two consecutive terms.
- c. Voting for Directors shall be by written ballot. For members not attending the conference, absentee voting must be received by the Executive Secretary, within 15 days of the conference closing.

#### Section 3. Duties

- a. The Board of Directors shall have the duty to:
  - 1) Conduct, manage and control the affairs and business of the Association, and to make rules and regulations in respect to its management;
  - 2) Carry out and execute any program which may seem to best serve the interests of all members and further the purpose for which the Association exists.
- b. Any Director may be removed from office, for sufficient cause, by the affirmative vote of the majority of the whole number of Directors of the Association, after notice and hearing.

- c. Directors shall receive no compensation from the Association.

#### Section 4. Board of Directors Meetings

Board of Directors meetings should be held as necessary or as required by Association by-laws.

#### Section 5. Quorum

A majority of the authorized number of Directors shall constitute a quorum for the transaction of business.

#### Section 6. Resignation

Any Director may resign at any time by giving written notice to the Board of Directors.

#### Section 7. Removal from Office, Vacancies

The failure of a Director to perform the duties of office, from inability or otherwise, shall be cause for removal. The Association's Board of Directors may, by a two-thirds vote, decree any elective office vacant. The Association's Board of Directors shall thereupon appoint an appropriate active member to fill the vacancy until the next general election of officers.

### **ARTICLE VI - OFFICERS AND THEIR DUTIES**

#### Section 1. Elected Officers

The Officers of the Association shall be:

- a. President
- b. Vice President Northern Region shall be designated the First Vice President during terms commencing with even numbered calendar years and shall be designated Second Vice President in terms commencing with odd numbered calendar years.
- c. Vice President Southern Region shall be designated the First Vice President during terms commencing with odd numbered calendar years and shall be designated Second Vice President in terms commencing with even numbered calendar years.
- d. Executive Secretary
- e. Executive Treasurer
- f. The Association may also have such other officers as are deemed necessary by the Board of Directors.

#### Section 2. Duties of the President

- a. The President shall be the Executive Officer of the Association and shall, subject to the approval by the Board of Directors, have supervision, direction and control of the business and affairs of the Association.
- b. Shall be Ex-Officio member of all committees.

- c. Shall preside at all meetings of the Board of Directors and the annual meeting of the members.
- d. Shall appoint chairs of all committees.
- e. Shall have such other powers and duties as may be prescribed by the Board of Directors or the by-laws.
- f. As Chairperson of the Board of Directors, the President shall have the power to call special meetings with due regard to reasonable notice to its members.
- g. Shall perform such other duties usually incumbent upon that office.
- h. Shall present an annual report to the members.

### Section 3. Duties of the Vice President(s)

- a. In the absence, disability or refusal of the President to act, the First Vice President shall perform all the duties of the President. If the First Vice President is absent, disabled, or refuses to act, the Second Vice President shall perform the duties of the President..
- b. When so acting, shall have the powers of and be subject to all the restrictions upon the President.
- c. Develop agendas for all regular Board of Directors meetings.
- d. The Vice President(s) shall perform the duties required by the by-laws of this Association and be available for any special assignments as required by the President.
- e. The Vice President(s) shall provide technical support and may represent the President and Association within the limits of the by-laws.

### Section 4. Duties of the Executive Secretary

- a. The Executive Secretary shall keep or cause to be kept for the Association:
  - 1) Minutes of all meetings.
  - 2) A membership list containing the names, addresses, status, and assigned membership number of each member.
- b. Shall give notices of the regular and special meetings of the Board of Directors and member meetings as provided by these by-laws.
- c. Shall receive absentee ballots and shall tabulate these ballots.
- d. Shall perform such other duties as may be required by law, these by-laws or the Board of Directors.

### Section 5. Duties of the Executive Treasurer

- a. The Executive Treasurer shall keep or cause to be kept adequate and current accounts of the business transactions of the Association, and
  - 1) Shall be responsible for all the funds of the Association and have such funds deposited in the name of the Association in such depositories selected by the Board of Directors.
  - 2) Receive or authorize receipt of all monies due the Association.
  - 3) Disburse or cause to be disbursed the funds of the Association as may be directed by the Board of Directors.
  - 4) When requested, render an account of the financial condition of the Association.
  - 5) Prepare or cause to be prepared, the financial statements to be included in the annual

- report to the members.
- b. In general, perform all duties incidental to the office of Executive Treasurer and such other duties as may be required by law, these by-laws, or which may be assigned from time to time by the Board of Directors.
  - c. PROCEDURAL OUTLINE FOR TRANSITION OF EXECUTIVE TREASURER INTO OFFICE
    - 1) Treasurer will serve a term of 2 years starting March 1st. ending February 28<sup>th</sup>.
    - 2) The president of CASAP will issue a letter (on CASAP letter head) to the new treasurer stating the new treasurers name, address and the term
    - 3) The president will notify the CASAP webmaster of the new treasurer address to be put on the membership application.
    - 4) When the new treasurer takes office the previous treasurer shall send all the following documents and information within the last week of January.
      - a. Unused checks
      - b. All previous membership applications
      - c. All bank statements, balance sheets and treasurer's reports
      - d. All other account information required to complete banking
      - e. All recent transactions
      - f. Pin numbers if any
      - g. All previous filed tax returns
      - h. Account number and tax identification number
      - i. Current treasurers report to include
        - i. Account balance
        - ii. Total members to date for previous year with a list of members names
    - 5) A new signature card will be issued
    - 6) Treasurer will change the address on the account to his/her address
    - 7) The new treasurer upon receiving the treasurer's report from the previous treasurer will have 10 days to send the treasurers report to the president with a letter either agreeing or disagreeing with the figures provided.
  - d. Procedure for handling cash at workshops and events
    - 1) Have member fill out either the current year membership application or the training registration form, or both. If both are completed staple forms together.
    - 2) Have member pay fees and issue a receipt (Please discourage cash)
    - 3) The following must be included on the receipt:
      - a. Name
      - b. Date
      - c. Check #, if cash, write "cash"
      - d. What payment is for, i.e. membership, lunch, workshop, etc.
      - e. Amount received
      - f. Signature of person who issued the receipt
    - 4) Have member sign a sign-in sheet which shall include the following:
      - a. Name and email address
      - b. Employer, county, affiliation
      - c. Phone number
      - d. Position held, i.e. Ag, W/M, Commissioner, Deputy
      - e. Member
      - f. Nonmember

- g. Amount Paid
- 5) If cash is received, a member shall either:
  - a. A member keeps the cash and writes a check for the amount of cash received to CASAP. A receipt must be issued to CASAP. The canceled check will be the receipt for the person accepting the cash. (Please note on check what check is for)
  - b. Forward cash by member to Treasurer (Do not send cash in mail)
- 6) After all monies have been collected please place in envelope and forward the following to the Treasurer by mail or member:
  - a. A copy of all receipts given out that day
  - b. A copy of the sign in sheet
  - c. All checks
  - d. All membership applications and registration forms
  - e. A training announcement or agenda if possible
- 7) The treasurer will deposit all checks and cash within 5 business days upon receipt.
- 8) Upon receiving receipts or invoices for all expenses accrued for workshops the treasurer shall issue a check for reimbursement within 5 business days. If this cannot be done then other arrangements will be made before the event.
- 9) A check over the amount of \$400.00 will not be issued unless there is board approval.
- 10) Two board members signatures will be required for any amount over \$400.00.
- 11.) All receipts must be received by the treasurer within 60 days from the date of purchase in order for reimbursement to be made.

#### Section 6. Compensation of Officers

The officers shall not receive any compensation for their services as such, but the Board of Directors may authorize them a sum for expenses which may be incurred by them in the performance of their duties from the funds of this Association.

### **ARTICLE VII - LIAISON REPRESENTATIVE**

- a. The Association's Board of Directors shall select a representative from the Board to act as liaison with the California Agricultural Commissioners and Sealers Association.
- b. The liaison shall provide a direct means of communication between the California Agricultural Commissioners and Sealers Association and the Association. The liaison shall attend California Agricultural Commissioners and Sealers Association meetings as necessary to fulfill the purpose of both Associations.

### **ARTICLE IIX - STATE MEETINGS**

#### Section 1. Annual Meetings

- a. The annual meeting of the members shall be held on such a date as determined by the Board of Directors. The time and place for the annual meeting shall also be determined by the Board of Directors.
- b. The purpose of the annual meeting is to conduct Professional Development Programs and

Association business.

- c. Written notice of each such meeting and the agenda of business to come before the meeting shall be announced at least thirty (30) days prior to the date of the meeting.
- d. Non members may attend Professional Development Programs upon payment of the appropriate fees.

### Section 2. Special Meetings

Special meetings of the members may be called by the President, by a majority of the Board of Directors, or by written request of 25 percent of the active membership.

### Section 3. Procedures

Robert's Rules of Order shall be followed unless inconsistent with the Constitution and By-laws of this Association.

## **ARTICLE IX - USE OF ASSOCIATION NAME**

No member of this Association shall, by inference or otherwise, either directly or indirectly, misuse or abuse the name of this Association or their connection therewith; nor shall they imply that this Association will sponsor or be responsible for any written article, statement, report, policy, or practice of any member or firm, association, corporation or the government agency by which the member is employed or with which the member is associated.

Any member who desires the use of this Association's name in connection with any personal endeavor shall first receive written authority from the Board of Directors.

## **ARTICLE X - AMENDMENTS**

### Section 1. Initiation of Proposed Amendments

Any active member may propose an amendment to the by-laws by submitting it in writing to the Board of Directors.

### Section 2. Voting and Ratification

If a majority of the Board of Directors approves a proposed amendment, it shall be submitted to the membership for vote. An amendment must receive a two thirds majority of the valid ballots cast by active members. The Board of Directors shall determine the manner of voting. Amendments will not be effective until ratified by CACASA.

### Section 3. Noticing:

A copy of the proposed amendment shall be posted at least 30 days before the vote is taken.