

**Local Federal Coordinating Committee
By Laws**

**Article I
Name**

The name of this organization shall be the Local Federal Coordinating Committee (LFCC)

Article II

Principal Residence

The mailing address of this organization shall be as follows:

Local Federal Coordinating Committee
c/o Executive Director
Federal Executive Board
1303 William S. Moorhead Federal Building
Pittsburgh, PA 15222

Article III

Purposes and Objectives

The Local Federal Coordinating Committee is responsible for providing oversight of the Combined Federal Campaign (CFC), a charitable fundraising program established and administered by the Director of the Office of Personnel Management (OPM), as that campaign operates within participating Federal agencies in certain counties in Western and Central Pennsylvania and parts of West Virginia and Ohio.

Such oversight consists of, but is not limited to, verification of the existence of accounting procedures sufficient to safeguard the finances of the local CFC, as defined in 5 CFR Part 950; monitoring of campaign overall performance as required by the CFC rules; review of evidence of disbursement controls through LFCC approval and monitoring of the budget; review of the fundraising practices; periodic review of financial reports; review of any audit report; and, ensuring that expenses charged against CFC funds are valid and appropriate expenditures and that any discrepancies identified during the audit process are rectified. Additional duties and responsibilities of the LFCC are identified in 5 CFR Part 950.104.

Article IV Membership

Section I, Qualifications

Membership shall be open to those federal employees interested in the promotion of the local CFC. Members must have approval of their Agency Head to be a member of the LFCC. Retired federal employees may participate in the LFCC as Honorary Non-Voting members to provide insight. The term of membership shall be a minimum of three (3) years unless a change is requested by the Agency Head.

Criteria for membership are, but are not limited to, the following:

1. Active contribution to the Combined Federal Campaign, as evidenced by donations and/or pledges to the annual CFC for two years
2. Knowledge or experience in financial issues related to budget management, cost efficiencies and effectiveness, and fund-raising;
3. A sense of compassion, or empathy, for improving the lives of those less fortunate in the local or global communities, as evidenced by volunteer experience with other non-profit or charitable organizations, community groups, school or religious groups or teams;
4. People skills including the ability to communicate with others orally or in writing one on one, or in groups;
5. Job flexibility to attend meetings when notified and;
6. Attend at least five (5) LFCC meetings, by phone or in person, in a 12 month period, beginning in the month of April each calendar year.
7. Due to travel and work loads, an LFCC member can send a representative/assistant to attend the LFCC meeting to take personal notes or to provide LFCC feedback, but the representative cannot personally vote. The representative can provide a vote from the opinion of their LFCC member. The LFCC member not in attendance must provide written knowledge of such vote.
8. Each LFCC member shall serve on one Standing Committee.

Section II, Expulsion

Any member found to have acted in a manner detrimental to the LFCC can be expelled by a majority vote of the membership. Notice of any such vote on expulsion shall be given 15 days in advance of any such vote. The member in question has an opportunity to address the LFCC board prior to the vote on expulsion.

Additionally, members can be expelled if they fail to attend at least five (5) LFCC meetings in a 12 month period, beginning in the month of April of the calendar year. A member being consider for expulsion for failing to attend at least five (5) LFCC meetings in a 12 month period, beginning in the month of April of each calendar year will be entitled to explain their reason for lack of attendance and request to stay on the board for another year. Notice of any such vote on expulsion shall be given 15 days in advance of any such vote. The member in question has an opportunity to address the LFCC board prior to the vote on expulsion. The board will evaluate the explanation and determine if the member will be permitted to continue on the board.

Article V Meetings

Meetings will be held one Tuesday or Wednesday of each month and the term will begin April of each calendar year. Meetings will follow an agenda, to be provided in advance. Minutes must be taken at all meetings and must be approved by membership at the following meeting, at which time the exact date and location of the next meeting(s) will be determined. Unless there is a special program, meetings will last approximately 1 hour and no more than two (2) hours. At any meeting, a quorum will be constituted when at least 50% of the active members of the LFCC are present either in person or via phone. Once a quorum is convened, any action requires a majority vote for approval.

Article VI Governing Board

Section I, Executive Board

The executive board of the LFCC shall be comprised of the Chairperson, two Co-Chairs, the Executive Director of the Federal Executive Board, the Chair of the Finance Committee and may include two or more at-large LFCC members. The Regional Director provided by any Principal Combined Fund Organization (PCFO) shall serve as an ex-officio member of the governing board.

Section II, Term of Office

The term of office for both the Chairperson and Co-Chairs shall be two (2) years beginning in the month of April of the calendar year. Unless modified, the Chairperson cannot serve more than two (2) consecutive terms, or four (4) years. For continuity, the Co-Chairs terms should expire on alternating years.

Section III, Vacancies

Vacancies shall be filled from the current membership of active Federal employees of the LFCC at the time any such vacancy shall occur.

Article VII Duties of the Executive Board

Chairperson:

Serves as chief executive officer of the LFCC. When present, shall conduct LFCC meetings. While not necessary, should serve as a head of one of the federal agencies covered by the LFCC. Renewable term of chair shall last two (2) years.

Co-Chairs:

Serve as chief operating officer of the LFCC. In chair’s absence, shall plan agenda and conduct LFCC meetings. At discretion of chairperson, shall direct and supervise programs and projects. One of the two Co-Chairs shall serve as the immediate replacement of chairperson until the vacancy is filled.

Executive Director, Federal Executive Board:

Assist the board with coordinating all federal agencies to improve the CFC.

Chair of Finance Committee

Advises the board and the committee on financial matters relative to the budget, audits and OPM regulations.

At-Large LFCC Members (If Available)

Assist with decision making for campaign, set up agency head meetings, help PCFO with event set up, and promote the campaign within their own agency. It is asked that each member participate on a committee.

In addition to the Executive Board a Secretary may be elected to:

Record, prepare and retain minutes of all LFCC meetings.

**Article VIII
Standing Committees**

As an LFCC member it is an individual’s duty to serve on one Standing Committee

Financial:

Shall address matters relative to the financial status of the LFCC and act in concert with any selected Principal Combined Fund Organization (PCFO). Such matters are the development and approval of the annual budget, approval of any expenditures, review of audits both internal (i.e. Office of Personal Management) and external.

Marketing:

Shall address matters relative to the marketing and advertising of the LFCC among the local federal community, including “kick-off” meetings at beginning of yearly campaign.

Promotional:

Shall address matters relative to the selection of promotional and incentive items for selected donors to the LFCC.

By Law Committee:

Annually reviews and advises the board on changes to the annual by laws.

**Article IX
Non-Profit**

The LFCC is organized for non-profit purposes. The individual members will not derive profit there from. No member shall use the LFCC for his or her own personal gain.

**Article X
Dedication/Dissolution**

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever benefit any member or officer of this organization, or to the benefit of any private persons.

**Article XI
Review**

These by-laws will be reviewed and affirmed at a general LFCC meeting at least once every 12 month period.

Any suggestions for revisions shall be presented in writing to the membership prior to the next scheduled meeting for member's consideration. Unlike regular business, any change to the by-laws must be approved by two-thirds of the members present.