

## Federal Communicators Network Charter and Bylaws

### Article I: Organization

#### Section 1: Name and Background

The name of this organization shall be “Federal Communicators Network,” hereinafter referred to as FCN. FCN is a federal government-affiliated organization led by federal employees acting in their official capacities.

### Article II: Program Justification

#### Section 1: Mission

The mission of FCN is to help federal communicators achieve excellence by providing training and opportunities for professional networking, sharing resources and ideas, and advancing the profession.

#### Section 2: Purpose

The purpose of FCN was established in recognition that communication is an essential function for government activities at all organizational levels. Our members are dedicated to the goals of improving communication and understanding among all people, and helping make government more effective.

The principles of FCN shall be:

- **Servant Leadership:** FCN is led by an elected group of federal employees who guide the direction of the organization.
- **Cost Savings:** FCN is committed to offering many free or low-cost resources for federal communicators.
- **Public Service:** FCN is created by public servants for public servants. Simply put, we promote the highest level of integrity and professionalism among public service communications professionals.

To achieve the mission, purpose, and principles of the organization, FCN seeks to accomplish the following:

- Provide a resource for sharing best practices in public affairs, internal and external communications, media relations, digital communications, and other communications specialties in a changing environment.
- Provide FCN members with information and opportunities to stay current with modern digital communication methods, tools, and strategies.
- Improve communication within government and between government and the public by fostering the dissemination of accurate information regarding federal programs and projects.
  - Promote compliance with the Plain Language Act and other laws related to communication that affect how federal employees must carry out their work.
  - Reduce redundancy and improve government effectiveness by sharing successful existing templates, presentations, fact sheets, and other information products.
  - Promote the professional advancement of communicators in federal jobs through training opportunities.

- Establish a network of mentors and colleagues willing to offer advice and expertise to their peers.

## Article III: Membership

### Section 1: Membership Overview

Membership is open to all active federal, state, local, and tribal government employees and is free of charge.

Prospective members must provide a government e-mail address so as to receive communications from FCN and for the purpose of validating their employment with federal, state, local, or tribal government.

Government contractors are permitted to join if they have a valid government e-mail address, and should contact their Contracting Officer's Representative (COR) with any questions about the contract terms applicable to them.

Prospective members may join FCN by contacting FCN and requesting that their e-mail address be added to the FCN listserv.

### Section 2. Privileges

Members in good standing shall have access to all FCN online forums as well as any other benefits determined by the current Board of Directors.

### Section 3. FCN Listserv Rules of Behavior

The FCN listserv is for informational and educational purposes only. The FCN listserv and any communications sent by community members must comply with the [GSA Technology Transformation Service \(TTS\) Code of Conduct](#). In addition to the Code of Conduct, community members should consider the following before posting or presenting information:

- **Is this content relevant or interesting for my members?** If no, then don't share the information.
- **Does this content attempt to sell or promote a fee-based or commercial product?** If yes, then don't share this information.
- **Are my members likely going to engage or reply to this content?** If no, then don't share the information.

## Article IV: Leadership

### Section 1: Board of Directors

A Board of Directors, comprised of a Chair, Co-Chair (or two Co-Chairs), and up to six additional officers shall be elected by the membership prior to the start of each calendar year.

All members of the Board must be members of FCN. No member of the Board of Directors shall be considered an official representative of their respective agency.

The Board of Directors may also be referred to as the FCN Leadership Team.

## Section 2: Duties

The following positions typically make up the Board of Directors. A brief description of the duties are listed below.

- Chair – Leads the FCN leadership team to set priorities and goals for the Board. The Chair shall lead, manage and participate in FCN activities and will make decisions regarding the operation of FCN where the Board elects not to vote or is deadlocked.
- Co-Chair – Works with the chair to help set priorities and goals for the Board, leads meetings in Chair's absence.
- Training/Workshop/Events Coordinator – Coordinates and plans trainings, workshops, and other events during the year.
- Social Media Coordinator – Manages Twitter and Instagram accounts.
- Blog Coordinator – Develops and manages blog schedule; contacts potential blog authors, reviews blog submissions, and post blogs.
- Secretary/Administrative Coordinator – Schedules monthly leadership team meetings, takes minutes during meetings, manages FCN listserv requests and other administrative details.

All Board of Directors Members shall:

- Vote on major decisions pertaining to FCN, including amendments to the charter and bylaws. Consensus is determined by a simple majority.
- Participate in meetings (primarily by phone) regarding FCN governance.
- Contribute two to four hours per month toward FCN activities, as needed. Board members who do not participate may be asked to withdraw.

## Section 3. Term of Office

Board members shall serve for a term of one (1) year or until their successors take office. Terms shall begin January 1 and run until December 31.

The Chair and Co-Chair may, with their consent and through re-election by the membership, serve up to three (3) consecutive one-year terms.

## Section 4. Nominations and Elections

The Board of Directors of FCN shall be nominated and elected as follows:

- Nominations for all offices will be accepted from the general membership. Members at large may nominate themselves for elective office, or nominate a colleague.
- Members can run together as Co-Chairs to fill the Chair and Co-Chair positions.
- Election of Officers and Committee Directors shall take place no later than December of each year. Candidates with a plurality of the votes are elected.
- Unfilled positions may be filled by Board appointment. Board members who depart their term of office before the end of the year can nominate a replacement to take their place, or the Chair can appoint a replacement with the majority of the remaining Board's approval.