

BYLAWS
Of The
IDAHO FEDERATION OF CHAPTERS
National Active and Retired Federal Employees Association (NARFE)

Article 1
Name

The name of this organization shall be the Idaho Federation of Chapters of the National Active and Retired Federal Employees Association, NARFE, hereinafter referred to as the Federation.

Article II
Objectives

The objectives of this Federation shall be to:

- A. Unite the Idaho Chapters into a single statewide organization.
- B. Coordinate activities of member Chapters in safeguarding and advancing the interest and welfare of federal civilian employees, retirees and survivor annuitants.
- C. Assist the National Association in achieving its objectives as set forth in its Articles of Incorporation.
- D. Encourage the formation of new chapters including on-line, and maintain existing chapters within the State.
- E. Assure that all activities, agreements, etc. do not conflict with those of the National Association.

Article III
Membership

- A. All chapters in the State of Idaho, including on-line chapters, are eligible for membership in this Federation.
- B. Chapter affiliation shall be by application for affiliation filed with the Federation.
- C. Retention of membership of each Chapter shall be by payment of annual dues as specified in Article VII, Section 2.

ARTICLE IV
OFFICERS

Section 1: Elective Officers

- A. The elective officers of the Federation shall be a President, one Vice President from each of three Districts; (North, Southwest, and Southeast), a Secretary and a Treasurer (or a Secretary/Treasurer).
- B. The Delegates of the State Convention shall elect these Federation Officers in odd numbered years for two-year terms. The delegates will elect Vice Presidents from their respective Districts. Federation officers shall be installed after completion of the elections and assume their offices at the end of that convention.

- C. Officers will be elected by secret ballot or by unanimous consent of the delegates if there is only one nominee for a particular office.
- D. If the President is incapacitated the Vice President of the President's home District shall become President for the balance of the term or until the President is able to resume the duties.
- E. If the Vice President is incapacitated the President shall appoint a member from that District to act in the position for the balance of the term until the VP is able to resume the duties.

Section 2: President: The President shall:

- A. Preside at all conventions and meetings of the Federation, and except as otherwise provided, be an ex-officio member of all committees.
- B. Call special meetings of the Federation when deemed necessary, or when requested by a majority of either the Executive Board or the Member Chapters.
- C. Submit an annual budget estimate to the Executive Board to cover operations for the Fiscal Year beginning July 1 and ending June 30.
- D. Perform other duties as may be authorized by the Executive Board or by a State or National Convention.

Section 3: Vice Presidents: The Vice Presidents shall:

- A. Carry out a program of Chapter visitation with special emphasis on stimulation of troubled Chapters with their recruitment, membership retention, and promotion of the legislative aims of the Federation. These are to be coordinated with the appropriate Federation Chairs.
- B. Seek out qualified people for advancement and encourage participation in Federation Conventions.
- C. Perform other related duties as assigned by the President.

Section 4: Secretary: The Secretary shall:

- A. Have charge of all papers and records of the Federation, maintain a record of Federation membership, and keep a true and correct record of all proceedings of the Federation.
- B. Within 30 days after a State convention, transmit one copy of the Convention Minutes to the National Secretary, the Region IX Vice President, each Chapter, and each member of the Executive Board.
- C. Unless otherwise approved by the Federation President before a convention, the Secretary in place at the beginning of the convention is responsible for completing the actions in B., above
- D. Perform other such duties as consistent with the title.

Section 5: Treasurer: The Treasurer shall:

- A. Receive all monies of the Federation and deposit them in the name of the Federation, in a bank having membership in the Federal Deposit Insurance Corporation. Pay all bills, orders and officer expense claims properly documented; i.e., signed by the President or supported by a motion or resolution of a Convention or Executive Board.
- B. If deemed necessary by the Executive Board, be bonded in an amount that the Executive board shall deem sufficient to protect the financial interests of the Federation. The Federation shall pay the premium of such bond.

- C. Upon request render to the Executive Board a report of receipts and disbursements, and submit a monthly report to the President and an annual report to the State Convention.
- D. Perform other such duties as consistent with the title.

Section 6: Secretary/Treasurer: The Secretary/Treasurer shall:

- A. Perform all duties outlined in Sections 4 and 5 of this Article.

Section 7: Executive Board: The Executive Board shall:

- A. Consist of the elected officers and the immediate past president.
- B. Convene prior to July 1 after the State Convention to plan the execution of policies and programs agreed upon at the convention.
- C. Attend to necessary Federation business between conventions, unless the same is specifically assigned to Officers by the Bylaws.
- D. Meet at the call of the President, or at the request of a majority of its members, or upon petition of three or more chapters.
- E. Establish, delete or modify the District boundaries.
- F. The Federation President shall be the Chairman, and will vote only in case of a tie. Four members of the Board shall constitute a quorum.

Article V Standing Committees

Section 1. Membership committee shall:

- A. Consist of a Chair appointed by the President, the Federation Public Relations Officer, and chapter Membership Chairs.
- B. Plan recruitment programs; promote the retention of current members, train Chapter Membership Chairs, and coordinate National, State, and Chapter recruiting programs.

Section 2. Legislative Committee shall:

- A. Consist of Joint Chairs (Federal and State) appointed by the President, and Chapter Legislative Chairs.
- B. Review local, state and national issues that affect the lives of members, train Chapter Legislative Chairs, and formulate policy positions on these issues.
- C. Assure that all legislative alerts reach Chapter Legislative Chairs in a timely manner.

Section 3: Service Committee shall:

- A. Consist of a Chair appointed by the President, and Chapter Service Officers.
- B. Coordinate services to members in the state, train Chapter Service Officers, and develop service policies and goals.

Article VI Special Committees

Section 1: Audit Committee shall:

- A. Consist of a Chair and members appointed by the Federation President.
- B. Conduct an audit of Federation financial records for the period from May 1 of the preceding year to April 30 of the current year. Results of the audit shall be reported to the Federation Convention and transmitted to the Federation President.

Section 2: Credentials Committee shall:

- A. Consist of a Chair and members appointed by the Federation President.
- B. The Committee is responsible for validating the status of attendees as delegates and the issuance of voting certificates to delegates.
- C. Count or tabulate all votes with the help of the Sergeant-at-arms committee.

Section 3: Bylaws Amendment and Convention Resolutions Committee shall:

- A. Consist of a Chair and no less than two members, the total of which is comprised of one member from each of the three districts (N, SW and SE) appointed by the Federation President with the endorsement of members of the Federation Executive Board.
- B. Consider amendments to the Federation Bylaws and/or Convention Resolutions submitted to it by the Executive Board or Chapters, recommend revisions if appropriate and report its recommendations to the Federation Convention.

Section 4: Nominating Committee shall:

- A. Consist of a Chair and two members appointed by the Federation President.
- B. Solicit and accept nominations or declarations of intent to run for a Federation office at least 30 days prior to the next convention and present those names to the Convention.

Section 5. Sergeant at Arms Committee shall:

- A. Consist of a Chair and members appointed by the Federation President.
- B. Maintain order at conventions.
- C. Assist in completing practical details of conventions.

Section 6: Ad Hoc Committees:

- A. The Federation President may appoint Ad Hoc committees for other purposes.

Article VII Revenues

Section 1. General Fund:

- A. There shall be established and maintained a General Fund, into which shall be deposited all the revenues received by the Federation from any source. All proper expenses of the Federation shall be paid out of this fund.
- B. No fee shall be collected from any Chapter submitting an application for affiliation with the Idaho Federation of Chapters.

Section 2: Dues:

- A. The annual dues are \$3.00 per chapter member based on membership of the respective Chapter on the December M-110 report of the preceding calendar year.
- B. Newly organized Chapters will not be required to pay dues for the calendar year in which they were installed.
- C. Any Chapter whose dues remains unpaid for more than two quarters shall be considered in arrears and shall be notified by the Federation Treasurer or Secretary/Treasurer. Should the dues remain unpaid through the next quarter, the Chapter will be considered delinquent and may be dropped from the Federation.

- D. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

Article VIII State Conventions

Section 1. Place and Date:

- A. A State Convention shall be held in May or June of each year.
- B. The Federation President will determine the place and date of the Convention after consultation with the host Chapter.
- C. Unless otherwise provided, actions taken at any Convention shall be effective immediately. After new officers are elected, the previous office holders shall transfer files and other Federation information to their replacement as soon as possible but no later than one month after the Convention.

Section 2. Delegates:

- A. Each Chapter shall be entitled to one delegate for each 25 members or fraction thereof.
- B. Federation Executive Board members and Chapter Presidents shall have the status of Delegate-at-Large.

Section 3: Voting:

- A. Delegates-at-Large shall be entitled to one vote in addition to any other votes that they may be entitled to as Chapter delegates or proxy holders.
- B. Chapters entitled to two or more delegates shall designate one of their Delegates to be the voting representative to cast the Chapter's vote.
- C. The vote of each Chapter can be divided according to the delegate's choices.
- D. A Chapter not represented by a delegate may select as its proxy delegate, with the right to cast the entire Chapter vote, any delegate or Delegate-at-Large of the Federation.

Section 4: Quorum:

- A. A quorum shall consist of a majority of delegates in attendance at the Convention when the Quorum Role Call is made.

Article IX Parliamentary Authority

Section 1: Rules of Order:

- A. Rules contained in the current edition of Robert's Rules of Order, Newly revised shall govern the deliberations of the Federation in all cases in which they are not inconsistent with these Bylaws or any Special Rules of Order the Federation may adopt.

Article X Amendments

Section 1: Procedures:

- A. These Bylaws may be amended at any Federation Convention by a two-thirds affirmative vote of the total number of votes cast on the question, provided such proposed amendment is submitted in writing to the Federation Secretary or Secretary/Treasurer not less than 60 days prior to the date of the Convention. The Federation Secretary or Secretary/Treasurer shall furnish two copies of the proposed amendments to each Chapter and one copy to each Executive board member not less than 45 days prior to the Convention.
- B. These and subsequent Bylaws may also be amended by resolution submitted to the Chapters at regular meetings or meetings called for that specific purpose, a two-thirds majority vote of members present at each Chapter required for approval, the vote to be certified by the President and the Secretary of each Chapter to the Federation President.
- C. Resolutions to amend the Bylaws will be accepted from the convention floor for debate and consideration provided that a majority of the delegates from each of at least five Chapters agree to the submission.
- D. These Bylaws and any subsequent amendments shall be effective on the date of approval by the National Office of NARFE.

Approved at National Headquarters

/s/ Bob Conquergood
Federation President

/s/ Gay Massie
Federation Secretary

/s/ Nat Brown
National Secretary

1/13/09
Date Approved