

# IDAHO NARFE FEDERATION BYLAWS

## ARTICLE I

### Name

The name of this organization shall be: Idaho NARFE (National Active and Retired Federal Employees) Federation.

## ARTICLE II

### Objectives

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation, to organize an effective political communication process, provide resources for personnel related questions of members in Idaho, and to promote growth of NARFE.

## ARTICLE III

### Members

#### Section 1.

All members of the National Active and Retired Federal Employees Association in Idaho shall be voting members.

#### Section 2.

Chapters that wish to be affiliated members of the Federation will pay dues to the Federation. The annual dues for chapter membership in the Federation shall be an amount approved by the Federation for each chapter member who, as of December 31, has paid National and chapter dues including Honorary members whose chapter dues have not been waived by the chapter. Each chapter treasurer shall remit dues to the Federation Treasurer. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes.

#### Section 3.

Any chapter dropped for failure to pay its dues shall be readmitted upon payment of current year's dues and approval by a two-thirds vote of the chapter members.

## ARTICLE IV

### Officers

#### Section 1.

The Officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer or a Secretary/Treasurer, an Area Vice President from each of the regions of the State of Idaho. These Officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation. The Immediate Past President shall be a member of the Executive Board.

#### Section 2.

The President, Secretary, and Treasurer shall be elected by ballot to serve a term of two years and shall serve until their successors are installed. A President may not serve more than two consecutive terms.

Each Area Vice President shall be elected by ballot for a two-year term by the members from the Area and shall serve until their successor has been installed. The elected Area Vice President from the same area as the President shall serve additionally as the Executive Vice President.

#### Section 3.

The President shall preside at all meetings including Executive Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and reassignments of the duties and functions of the officers subject to approval of the Executive Board. The President shall designate the chairman of all committees. He/she shall serve as ex-officio member of all committees except the Audit Committee. The President shall submit a recommended budget for the ensuing year subject to consideration and approval by the Executive Board annually.

#### Section 4.

The Executive Vice President shall act as general assistant to the President and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume all the duties of the President until a new President is elected by ballot, and takes office at the next Federation Meeting. Under the direction of the President, the Executive Vice President may be assigned responsibilities for the guidance and overall direction of the federation activities.

#### Section 5.

The Secretary shall maintain all non-financial records of the Federation, take minutes of Executive Board meetings and annual meetings, and prepare and distribute them to Executive Board members. Within 30 days after the close of a Federation meeting, the Secretary shall prepare a report of the meeting highlights, results of ballots, and including significant actions taken at a business meeting. These shall be transmitted to the Federation President, the Area Vice Presidents, and the National Secretary Treasurer. The annual meeting minutes shall be available to the membership. The Secretary shall be the back-up signature holder of the Federation bank account. The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Executive Board.

## **Section 6.**

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union, or federal savings bank as approved by the Executive Board; and pay all debts of the Federation. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary (or Executive Vice President if Secretary/Treasurer) to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a Monthly report to the Executive Board and an annual report to the Federation membership. The annual report may be done at a Federation meeting or transmitted to the membership via newsletter or other viable means and on the Federation website. He/she shall prepare a line item budget in time for the President to submit it to the Executive Board for approval at its meeting, and for inclusion in the Federation newsletter prior to an annual meeting. A financial Audit shall be conducted annually. The records shall be maintained for a period of seven years. The Treasurer shall be the trustee and have custody of all property owned by the Federation.

## **Section 7.**

Each Area Vice President shall serve in an Area designated by the President under the guidance of the Executive Board. The Area Vice Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

## **Section 8.**

Appointed officers of the Federation may be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, Alzheimer Coordinator and others as needed, all to be appointed by the President, with the approval of the Executive Board, for a two-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Section 9.**

The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at the biennial Federation meeting and throughout the year, as required.

## **ARTICLE V Meetings**

### **Section 1.**

The Federation shall hold a biennial meeting. The purpose of this biennial meeting shall be to announce the elected officers and votes on resolutions and bylaw amendments, transact business of the Federation, conduct training, and discuss matters of interest to members.

### **Section 2.**

In all votes, including all elections, each member shall have one vote.

### **Section 3.**

Biennial meeting committees shall be composed of members registered at the biennial Federation meeting and may include: Host, Sergeant-at-Arms, Legislative, Budget, Resolutions, Audit, Courtesy, and others the President requires. Some may meet and complete their duties prior to creation of a ballot. The financial audit shall be completed prior to the first Executive Board meeting annually. No elected officer may serve as chairman of a biennial meeting committee nor shall elected officers constitute a majority of any committee.

### **Section 4.**

Three percent of Idaho members present of total Federation membership shall constitute a quorum at a biennial Federation meeting.

## **ARTICLE VI Executive Board**

### **Section 1.**

The elected officers of the Federation shall constitute the Executive Board.

### **Section 2.**

The Executive Board shall have general supervision of the affairs of the Federation between biennial meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation. The Executive Board shall appoint such special leaders or functionaries as may, from time to time be found necessary to carry out the objectives of the Federation.

### **Section 3.**

The Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause. Prior to removal, the officer shall be given reasonable opportunity to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to subsequent approval by the Executive Board.

#### **Section 4.**

The Executive Board shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any Idaho chapter for cause, on 30 days notice to the chapter. Prior to withdrawal, the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

#### **Section 5.**

The Executive Board shall appoint an Audit Committee to conduct an annual financial audit of the Federation's financial status.

#### **Section 6.**

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or e-mail canvass of Executive Board members; the business so transacted shall be recorded in the minutes and reported by the Secretary at the next regular meeting of the Executive Board. (A majority of the Executive Board members also may call for a canvass.)

#### **Section 7.**

The Executive Board shall meet at least 2 times annually or more frequently at the call of the President. A majority of members shall constitute a quorum at Executive Board meetings.

### **ARTICLE VII Standing Committees**

#### **Section 1.**

There shall be a Membership Committee consisting of a Chair appointed by the President, the Executive Vice President, and the Area Vice Presidents as members as well as chapter and non-chapter federation members. All members shall serve until the end of their term. The purpose of the Membership Committee shall be to encourage eligible annuitants and employees of the federal civilian service to become members of the National Active and Retired Federal Employees Association and their local chapter, and to retain membership therein.

#### **Section 2.**

There shall be a Bylaws Committee composed of one member from each area and each chapter nominated by the respective Area Vice President and some odd number of volunteer members and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of 2 years with the exception that membership shall rotate with at least 1 member to be replaced after the first year so the committee will retain a majority of experienced members annually.

#### **Section 3.**

An Audit Committee shall be composed of one member from each area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the Chairman. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the Executive Board for approval. After approval, the Executive Board shall publish the report in the next issue of the Federation newsletter. Members shall serve until the completion of the audit and approval of the audit report.

#### **Section 4.**

A Resolutions Committee shall be composed of one member from each area; nominated by the respective Area Vice President, and approved by the Executive Board. The President shall designate the chairperson. Members shall serve until the end of the membership vote on resolutions.

#### **Section 5.**

Such other committees, standing or special, shall be appointed by the President, with approval by the Executive Board, as shall be deemed necessary to carry on the work of the Federation.

### **ARTICLE VIII Resolutions**

#### **Section 1.**

Resolutions addressing Federation and/or National issues may be initiated by a member, a chapter, the Federation Executive Board or by the Resolutions Committee and shall be submitted to the Federation Secretary and Chairperson, Resolutions Committee on NARFE form F-3A, Proposed Convention Resolution, four months prior to the creation of ballot.

#### **Section 2.**

The Resolutions Committee shall see that resolutions are prepared in proper form. The Committee may, with no increase in scope, combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when it reports to the Membership. When the committee deems the content of a resolution to be more appropriately handled by another standing or special committee, it may refer the resolution to such committee.

#### **Section 3.**

The Secretary shall transmit resolutions to National Headquarters, whether-or-not adopted by our Federation, by the deadline set by the Federation or National Headquarters.



**ARTICLE IX  
Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Federation in all cases to which they are applicable and in which they are not inconsistent with these or National's bylaws and any special rules of order the Federation may adopt.

**ARTICLE X  
Amendment of Bylaws**

**Section 1.**

Proposed amendments to these Bylaws and to National Bylaws may be initiated by a member, chapter, the Federation Executive Board, or the Bylaws Committee and submitted to the Federation Secretary and Chairman, Bylaws Committee, on NARFE form F-3C, Proposed Bylaw/Standing Rule Amendment, four months prior to the creation of ballot.

**Section 2.**

The Committee presenting proposed amendments to National Bylaws to a ballot call shall determine that the amendments are not in conflict with the Bylaws of the National Association. Proposed amendments to the Federation and National Bylaws may be amended by the Committee with no increase in scope, combined with similar amendments, or have a single substitute prepared in place of the original amendments offered.

**Section 3.**

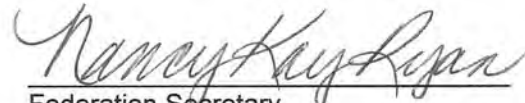
The proposed amendments to the Federation or National Bylaws shall be either published in the Federation newsletter or sent by mail to each member at least 30 days prior to the announced deadline for voting.

**Section 4.**

A two-thirds favorable vote of the members voting shall be required for adoption.


**Section 5.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters by the date of a Federation deadline set by National Headquarters, a copy of each National resolution, whether-or-not adopted by our Federation ballot.

  
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Federation Secretary

4/8/2018  
Date

APPROVED at National Headquarters

  
\_\_\_\_\_  
National Secretary/Treasurer

4/18/2018  
Date