

North Dakota Federation

Bylaws



National Active and Retired Federal Employees Association

ARTICLE I
Name and Operating Period

Section 1.

The name of this organization shall be the North Dakota Federation of the National Active and Retired Federal Employees Association (NARFE). To be referred to as "Federation" throughout this document.

Section 2.

The fiscal year of the Federation shall be April 1 through March 31.

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 related question of members in North Dakota, and to promote growth of NARFE.

ARTICLE III
Members

Section 1.

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

Section 2.

Chapters that wish to be affiliated members of the Federation shall pay a chapter per capita assessment as outlined in Article VII, Section 1. The annual assessment 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 to the Federation Treasurer the total chapter assessment owed the Federation prior to the last day of February of the next year. Per capita assessments to NARFE are not deductible as charitable contributions for income tax purposes.

ARTICLE IV Officers

Section 1.

The Officers of the Federation shall include the following positions and are all elected by ballot prior to the Federation Conference.

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Immediate Past President (upon installation of the new President)

Section 2.

The President, Vice President, Secretary and Treasurer shall be elected to serve a term of two years. The President, Vice President, Secretary and Treasurer officers are not limited to term limits. The Secretary and Treasurer may be the same person. They shall be installed at an annual Federation Conference.

ARTICLE V Federation Executive Board

Section 1.

Voting members of the Federation Executive Board shall include all Federation elected Officers; the immediate past president; all North Dakota Chapter Presidents; all Committee Chairpersons appointed by the current President in attendance at conferences and meetings; any member who has served as a member of the National Executive Board.

Section 2.

The Federation Executive Board shall have general supervision of the affairs of the Federation between the annual Federation Conferences, 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 Federation Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

Section 3.

The Federation Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but 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 Federation Executive Board.

Section 4.

The Federation Executive Board annually shall appoint an Audit Committee to conduct an audit of the Federation's financial status. (See Article IX, Section 3).

ARTICLE VI Meetings

Section 1.

A regularly scheduled meeting of the Federation Executive Board shall be held in the fall at the time and location determined by the Federation Executive Board at the post-conference Federation Executive Board meeting. A pre-conference and post-conference Federation Executive Board meeting shall be held in conjunction with the annual spring conference.

Section 2.

Special meetings of the Federation Executive Board shall be called upon written request to the President by no less than five (5) of the voting board members. At least ten (10) days written notice as to the time, place and purpose of such special meetings must be given to all Federation Executive Board members before a meeting shall be held.

Section 3.

A quorum to conduct business of the Federation Executive Board shall consist of no less than five (5) voting members of the Federation Executive Board.

ARTICLE VII Revenues and Expenses

Section 1.

The revenues shall be:

- A. Derived from the payment by each Chapter of a per-capita assessment of two dollars and fifty cents (\$2.50) per member listed on the report issued by NARFE headquarters as of December 31 each year, with the exception of National only and Non-Voting Life Members
- B. Any change in the amount of per capita assessment to the Chapters shall be amended by two-thirds (2/3) vote at the annual conference.

Section 2.

Revenues shall consist of 10% funds that are returned by the National Treasurer's office for dues reimbursement.

Section 3.

The Federation President shall request supplemental funds up to \$1000 for the calendar year for membership recruitment when the extent of the total of 10% funds does not exceed \$6,500 during the prior calendar year.

Section 4.

The Federation President may ask the National Treasurer, through the Regional Vice President, for supplemental funds up to \$500 so the Federation President may attend special information events: legislative conference; federation president's meeting, etc.

Section 5.

Reimbursement for travel and related expenses shall be established by the Federation Executive Board and reimbursement not to exceed that set by the IRS for income tax business purposes. Expense vouchers shall be approved, or disapproved, by the Federation President within 15 days of submission and then submitted to the Treasurer for payment.

ARTICLE VIII Vacancies

Section 1.

In the event of a vacancy in the of Federation Secretary or Treasurer positions, the President shall, with the advice and consent of a majority of the Federation Executive Board, appoint a successor to serve until the next annual conference.

Section 2.

Other vacancies shall be filled at the advice and consent of a majority of the Federation Executive Board.

ARTICLE IX Conferences

Section 1.

Annual conferences shall be held at such time and place as shall have been determined by the previous conference. In the event that no such action was taken by the previous conference, or in the event of an emergency, the Federation Executive Board shall establish the time and place of the conference.

Section 2.

The purpose of the conference shall be to transact Federation business; discuss Chapter problems; resolve other matters of interest to the Federation members; and to promote social, fraternal and educational purposes.

Section 3.

The Audit Committee shall audit the Treasurer's financial records. The committee shall consist of two (2) members of the Federation Executive Board and one (1) Federation member not on the Federation Executive Board. The audit committee shall be selected at the fall Federation Executive Board meeting. The audit shall be conducted prior to the pre-conference Federation Board meeting.

Section 4.

The quorum necessary to transact Federation Conference business shall be one percent (1%) of the total Federation membership and representing at least three (3) Chapters.

ARTICLE X Valid Election

Quorum required to determine a valid election shall be 1% of North Dakota Federation members.

ARTICLE XI Amendments to Bylaws

Section 1.

Proposed amendments to these 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 the creation of ballot.

Section 2.

The Committee presenting amendments to Federation 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 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 Bylaws shall be sent to the membership 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 Federation Secretary shall transmit a copy of each approved Federation Resolution with the annual conference report which makes the change to the Federation Bylaws.

**ARTICLE XII
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.

BYLAWS APPROVAL DATE: May 4, 2018

**Bylaws Committee: Susan Solseth, Committee Chair
Judy Steinhouse, Secretary/Treasurer
Richard Hansen, North Dakota Federation President**

ATTESTED BY:



North Dakota Federation President: Richard Hansen

05/8/2018 _____
Date

APPROVED at National Headquarters

National Secretary/Treasurer

Date