

# **NARFE**

**FEDERAL BENEFITS EXPERTS**



## **MICHIGAN FEDERATION BYLAWS**

**As Amended  
October 14, 2020**

# **NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION (NARFE)**

## **MICHIGAN FEDERATION OF CHAPTERS BYLAWS**

### **ARTICLE I: NAME**

This organization shall be known as the Michigan Federation of Chapters, under the jurisdiction of the National Active and Retired Federal Employees Association (NARFE).

### **ARTICLE II: OBJECTIVES**

The purposes of the Federation are to promote the aims and objectives of the Association and to unite for the mutual benefit of all Michigan chapters and National members residing in the State.

### **ARTICLE III: MEMBERS**

#### Section 1. Eligibility

- A. All national NARFE members within the State of Michigan in good standing with the National Organization are members of the Michigan Federation
- B. NARFE members residing in Michigan but who are Chapter members in another state belong to the Federation in which their Chapter membership is held.

### **ARTICLE IV: REVENUE**

The revenue shall be obtained from:

- A. A one dollar and fifty (\$1.50) per capita assessment of each chapter member paying chapter dues based on the chapter active records as provided by the Association, as of December 31 of the preceding year. Fees are payable during the month of January and become delinquent March 31;
- B. The ten percent rebate of national dues and fees from the Association; and
- C. Income derived from other sources.

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

## ARTICLE V: OFFICERS

### Section 1.

Federation Officers, elected by ballot; shall be President, Vice President, four (4) Area Vice Presidents, Secretary, Treasurer, Chaplain, and Sergeant-at-Arms.

### Section 2. Qualifications

To be eligible for elected or appointed office, a person shall be a member of the Federation or a National member residing in the State.

### Section 3. Executive Board

The above elected officers specified in Section 1 above constitute the Executive Board.

### Section 4.

The Executive Board shall carry out the orders of the Federation and attend to all necessary business between conferences. It shall meet twice a year or whenever needed. A quorum of 6 Executive Board members will carry out all business of the Federation.

### Section 5.

These officers shall be elected by ballot as provided for in the Bylaws and their term of office shall be for one (1) year, or until their successors are duly elected and installed.

### Section 6. Duties of Officers

A. 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 re-assignments 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 Nominating Committee and the Audit Committee.

The President, at his discretion, may authorize and disburse expenses to any member in good standing with the submission of an official expense voucher or warrant signed by the Secretary and countersigned by the Federation President or Vice-President when required, including money received from the National Office in accordance with the Bylaws of the National Association.

B. The **Vice President** shall, in the absence of the President, perform duties as they relate to the promotion of the aims and objectives of this Federation, or when assigned by the President. In the event of a vacancy in the Office of the President, the Vice President shall immediately succeed to that office. The Vice President should assist in all membership drives and in organizing new chapters.

C. The **Four (4) Area Vice Presidents**, under the direction of the President shall work in their respective area to recruit new members and to assist in the organizing of new chapters in those areas where it has been determined there are sufficient National members and/or federal retirees to warrant such attempts; and such other duties as directed by the President.

D. The **Secretary** shall keep a true record of all proceedings; submit all necessary forms and reports along with highlights of the annual conference to the National Secretary/Treasurer, attend to correspondence, maintain a record of membership and perform all other duties required of the office.

The records of the Secretary shall be open to inspection by the President or the Executive Board upon reasonable request.

E. The **Treasurer** shall receive all monies due the Federation; keep a true account of all monies received and paid out in a Bank Account approved by the Federation; draw all checks against the same when approved by the Federation or the Executive Board; and perform all other duties normally required of the office.

No money shall be disbursed without an official expense voucher or warrant signed by the Secretary and countersigned by the Federation President or Vice President when required.

The Treasurer's accounts shall be audited annually prior to the Executive Board meeting held just prior to the Annual Conference/Convention.

F. The **Chaplain** shall pronounce the Invocation, preside over the Annual Memorial Service of the Conference, and perform such other duties incidental to the office.

G. The **Sergeant-at-Arms** shall keep order at all Federation Conference, Executive Board Meetings and shall be available to assist the president or presiding officer in the discharge of his/her duties.

**H.** In case of a vacancy, at any time in any Elected Office of the Michigan Federation, other than the President, the Michigan Federation Executive Board shall have the authority to fill such vacancy for the unexpired term.

**I. The Removal of Officers**

(1) If any elected officer fails to perform his/her duties and responsibilities after three months following his/her installation as a member the Executive Board, at least three Executive Board members may request that the Executive Board, by a majority vote, initiate procedures for a hearing to consider removal of that officer from his/her office.

(2) Following a positive vote, the Executive Board members shall, within ten days, appoint a panel of three Federation members in good standing, two chosen by the Executive Board and one selected by the officer involved.

(3) The panel shall convene its hearing within ten days of its appointment. At the hearing, the affected officer shall be given time to speak in his/her behalf to present a defense and/or extenuating circumstances. The panel will also hear evidence from at least three members of the Executive Board regarding the performance of the affected officer.

(4) The panel shall make its recommendation to the Executive Board no later than ten days after the hearing. By a two-thirds vote of its members in place at the time, the Executive Board may then remove the officer from his/her office with immediate effect.

Section 7.

**Officers' Expenses** such as meals, lodgings, gasoline, oil and all reasonable expenses shall be allowed members of the executive Board of the Michigan Federation of Chapters, when required to attend official business or when called for by the President, when such expenses are presented upon an official expense voucher or warrant signed by the Federation Secretary and countersigned by the Federation President or Vice President when required.

The amounts allowable under this section shall be determined at each yearly Conference by the Executive Board. After receipt and review of the report of recommendations by the Per Diem Committee, the Executive Board, by majority vote, will make a final determination of the amounts. The approved amounts will be in effect for the next annual year's Conference.

**ARTICLE VI: CONFERENCE/MEETINGS**

Section 1.

The Michigan Federation shall hold an annual meeting. The purpose of the annual meeting shall be to announce the election of 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 vote independently.

Section 3.

Annual Conference committees shall be composed of members registered at the annual meeting and may include: Host, Sergeant-at-Arms, Rules, Legislative, Budget, Resolutions, Courtesy, and others the President requires. Some committees may meet and complete their duties prior to creation of a ballot.

There shall be an Audit Committee appointed by the President in time to complete an audit prior to the first Executive Board meeting preceding the annual meeting. No elected officer may serve as chairman of an annual meeting committee nor shall elected officers constitute a majority of any committee.

Section 4.

The daily quorum for the Michigan Federation Annual Conference shall be 20 members.

Section 5.

Robert Rules of Order (revised) shall be observed at all Federation Conferences when rules for the present conference do not apply.

Section 6.

A. Alternative Meeting Formats. Regular and/or special meetings of the Executive Board of this Federation may be held through the use of alternative meeting formats, such as teleconference and/or web conference upon initiation of the President or by 30% of the Executive Board members serving at the time. All alternative meetings covered by this Article shall follow the requirements of Robert's Rules of Order section on "Electronic Meetings."

B. An Executive Board member participating in an alternative meeting as described above, shall prepare a report giving the date and time of the meeting, the names of the Executive Board members in attendance, the action(s) voted on, and the results of the

vote. The report shall be presented at the next official meeting to be included into the Federation's official record.

## **ARTICLE VII: 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, and submitted to the Federation Secretary on appropriate NARFE form or MI Federation form, four months prior to the creation of ballots.

### Section 2.

The Committee presenting 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 published in either the Federation newsletter, the Federation web site, the chapter notifications and/or sent by ballot to each Federation member at least 30 day 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 Federation deadline set by National headquarters, a copy of each National resolution, whether or not adopted by our Federation ballot.

Joseph V. DeSira  
Federation President  
Joseph V. DeSira  
Date: Oct 21, 2020

Sallye McGill  
Federation Secretary  
Sallye McGill  
Date: 10/21/2020

Approved National Headquarters

[Signature]  
National Headquarters  
Date: 8/9/21

Kathryn E. Hensley

Revised May 2017  
Revised December 2017  
Revised October 2020