



ILLINOIS FEDERATION BYLAWS
September 2023

ILLINOIS FEDERATION BYLAWS

ARTICLE I-NAME

The name of this organization shall be the Illinois Federation of the National Active and Retired Federal Employees Association (NARFE).

ARTICLE - PURPOSES

The purposes of the federation are to promote the aims and objectives of the association and ensure that its chapters' and members' concerns are presented to the NEB. The bylaws of the federation shall not be in conflict with the national association bylaws. The federation shall not enter into activities, arrangements, or agreements that conflict with programs or activities of NARFE.

ARTICLE III - MEMBERS

Section 1. Eligibility

A federation shall be composed of members belonging to chapters chartered within its borders and national members residing within its borders. Only one federation will be authorized within any one state, the District of Columbia, territory or possession of the United States, or foreign country. A chapter of NARFE members approved by national NARFE may apply to be an affiliated chapter in the federation. The appropriate district/ area vice president or other officer designated by the federation executive board shall assist and advise the members in organizing, electing officers, preparing bylaws or other steps necessary to obtain a charter from NARFE and to function as an affiliated chapter of the federation.

ARTICLE IV - OFFICERS

Section 1. Elected Officers

The elected officers shall be president, 1st vice president, 2nd vice president, district vice presidents for areas within the state as designated by the executive board, recording secretary, corresponding secretary, treasurer, all of whom are elected from NARFE Federation voting members. At a minimum a president and a secretary are required, according to *Robert's Rules of Order Newly Revised*.

Section 2. Terms and Term Limits

Terms shall begin at the close of the meeting at which those elected are announced (in the Illinois Federation, this happens at the annual meeting in odd years) and continue for a term of up to two years or until a successor is elected and assumes office. A short period for transition allows for records transfer.

Section 3. Duties of Officers

- A. The president shall preside at meetings of the executive board, executive committee (if applicable), and federation, serve as the official spokesperson for the federation, shall appoint, with approval of the executive board, a membership, legislative (national and state, if available), nominating and audit committees, serve as an ex-officio member of all committees except the nominating and audit committees, and perform other such duties specified in these bylaws, the parliamentary authority, and any policies adopted by the executive board.
- B. The 1st vice-president shall preside in the absence of the president, as specified in these bylaws, the parliamentary authority, and any policies adopted by the executive board. The 1st vice president shall also serve as the legislative representative for the Federation.
- C. The 2nd vice president shall serve as the membership representative for the Federation.
- D. The secretary shall perform such duties usual to the office of secretary, as specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board, and handbooks/manuals published by national headquarters. The secretary's duties are divided between the recording and corresponding secretary, as defined by the policies established by the executive board.
- E. The treasurer shall perform such duties usual to the office of treasurer, as specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board, and handbooks/manuals published by national headquarters.
- F. The District Vice Presidents shall communicate with chapters to keep them informed, carry their issues forward to the Federation board, and perform other duties specified by the executive board.

Section 4. Appointed Positions

There may be positions appointed by the president and approved by the executive board such as chaplain, service officer, parliamentarian, at least one congressional district leader (CDL) for each Illinois congressional district, a senatorial leader (SL), or other committee as deemed necessary.

Section 5. Nominations and Election

- A. The nominating committee shall be composed of at least three members.
- B. The Nominating committee shall nominate at least one candidate for each elected office and shall report the nominees to the executive board to determine the ballot method.
- C. The officers shall be elected by ballot vote. A majority of the members voting is required to elect. In the case of more than one candidate, the voting will be by preference and the winner with the most votes shall be the winner. If there is only one candidate nominated for office, that candidate shall be declared elected by acclamation without need for a ballot.

Section 6. Removal and Vacancy

A vacancy in the office of president shall be filled by the 1st vice-president for the unexpired term. A vacancy in any other office shall be filled by the executive board for the unexpired term. By a two-thirds vote of the entire executive board, any person may be removed from any elected office for failure to perform the duties and responsibilities of the office, following a hearing and the affected officer being given the right to speak in his or her own defense.

Section 7.

The federation may by resolution require the treasurer to give bond for the faithful performance of his or her duties. The expense of obtaining a bond shall be paid from federation funds.

ARTICLE V - MEETINGS

Section 1. Annual Meetings

The federation shall hold an annual meeting or an annual conference that can include: one to two days of training and NARFE organization and legislative priorities, membership, recruitment, administrative skills (software and NARFE database review), business items such as election of officers, votes on resolutions and national or federation bylaws amendments, financial report, and such other reports as designated by the Executive Board. If preferred, in odd-numbered years, the federation may hold a meeting to provide for election of officers, votes on resolutions and national or federation bylaws amendments, financial report and such other reports as designated by the Executive Board, and additional training on NARFE's programs.

Section 2. Federation Conference

- A. When an annual meeting or conference is held, the call for the meeting shall be sent at least ninety days prior to the date of the meeting. The federation executive board shall determine the procedures to be used for planning federation meetings, selection process, fundraising, reports, program content and all other meeting arrangements. This should be recorded in a policy or guidelines document and be available for use by federation members.
- B. The quorum for the meeting shall be 25 federation members.
- C. The voting body shall be composed of all federation members, each entitled to cast one vote on any matter brought before the meeting. Ballots will be distributed at the Federation conference after members have had the opportunity to make nominations from the floor. Upon request, a paper ballot will be made available. Allowance will be made for write in candidates or nominations from the floor if voting is held at a meeting. The method of voting shall be determined by the executive board and included in internal federation policies.
- D. The executive board may postpone or cancel a conference by a majority vote. All members shall be promptly notified of the postponement or cancellation with an explanation. In the event of a cancellation, the executive board may set a new date for the conference. If a new date is not set, new officers and any pertinent information may be distributed to all members by the most appropriate means as determined by the executive board.

ARTICLE VI - EXECUTIVE BOARD

Section 1. Composition

At a minimum, the executive board shall consist of the elected federation officers, and one elected national only member. Additional voting members may be added with the approval of the executive board. Any others appointed to the board shall be ex-officio non-voting members.

Section 2. Authority and Duties

The executive board shall have full power and authority over all affairs of the Federation between annual meetings or conferences. The executive board shall: (1) adopt an annual budget, by two-thirds majority vote, at the last executive board meeting of the preceding fiscal year; (2) establish if there will be a chapter per capita fee, the amount, and what the fee will be used for; and (3) fill vacancies except for the office of president. In addition, the executive board shall determine by majority vote the fiscal year of the federation and the procedures for filing the appropriate IRS form for a tax-exempt organization.

Section 3. Executive Board Meetings

The executive board shall meet at least once per year at a time and place designated by the president after consultation with a majority of executive board members. Additional meetings may be held and scheduled at least 60 days in advance or at the call of a majority of the board members. A meeting may be cancelled or postponed by a majority vote of the executive board. A quorum for a board meeting shall be a majority of the board members, three of whom must be elected officers.

The act of a majority of board members present shall be the act of the executive board. A vote of the board may be taken by telephone, ballot, mail, or e-mail. If a vote taken is not at a regular board meeting, the action taken shall be recorded in the minutes of the next meeting. The board can only take action by email if there is unanimous written consent. That means that every board member must send their consent to take this action without having a meeting or the opportunity to discuss. However, a conference call may be held with a quorum of the board and then the vote required is a majority of board members present. A two-thirds vote of the entire executive board shall be required to amend the adopted budget.

Section 4. Executive Committee

The executive committee of the executive board shall consist of the president, 1st vice president, 2nd vice president, recording and corresponding secretary and the treasurer. The committee shall be authorized to take emergency action between board meetings. All actions taken must be promptly reported to the whole executive board. The committee will meet at the call of the president.

ARTICLE VII - COMMITTEES

Section 1. Standing and Special Committees

The executive board shall establish such other standing and special committees as they deem necessary to further the work of the federation. Subject to the approval of the executive board,

the president shall appoint the chair and members of the committee.

Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed, as the need arises, to carry out a specified task.

Section 2. Audit Committees

The audit committee shall be appointed by the president to annually perform an audit of the financial records of the federation.

Section 3. Ex-officio Member

The president shall be an ex-officio member of all committees except the nominating and audit committees.

ARTICLE VIII - 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 in conflict with these bylaws, NARFE Articles of Incorporation, NARFE bylaws, and any special rules of order the federation may adopt.

ARTICLE IX-AMENDMENTS

- A. Proposed amendments to these bylaws may be initiated by an affiliated chapter, any group of 20 members, the federation executive board, or the bylaws committee, and shall be submitted to the federation corresponding secretary and bylaws committee chair by a date established by the executive board.
- B. Bylaw amendments shall be presented to all Federation members at the annual meeting by the bylaws committee prior to the vote being taken. These bylaws may be amended by a two-thirds vote of the members voting.
- C. Amendments shall be approved at national headquarters before becoming effective.

ARTICLE X - ADDITIONAL PROVISIONS

Section 1. Per Capita Dues

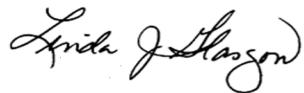
Per Capita dues are not a requirement in every federation but if the federation assesses such fees, each affiliated chapter in the federation may be assessed a per capita fee in an amount decided by the federation executive board. That amount for the Illinois federation shall be \$1.00. The federation executive board shall determine how to implement an assessment of equal fee for individual National Only members and any chapter not desiring to be affiliated with the federation, if desired. The Executive Board will include the procedure in internal federation policies. These funds shall be used to enhance other federation funds in order to provide unique services to benefit the chapters' members (recruiting, legislative support for contacting national and local offices, training, leadership, recruitment, etc.). The executive board has the authority to waive the fees for a specified year when documenting the reason for this change.

Any federation document relating to dues, contributions, or gifts must contain this statement:
"Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes."

Section 2. Federation Guidelines and Procedures

Additionally, guidelines and procedures on implementation of these bylaws will be contained in a separate policy document approved by the federation executive board. The federation is responsible for making governance documents available to its membership.

Federation IRS EIN: 36-2921173



Federation Secretary Signature

Date: 10-11-2023



National Secretary/Treasurer Signature
Kathryn E. Hensley

Date: 10/11/2023