

NARFE

Kansas Bylaws



A CENTURY OF PUBLIC SERVICE

KANSAS FEDERATION BYLAWS

ARTICLE I Name

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

ARTICLE II Purpose

Section 1. The purpose of this Federation shall be to promote within its respective area, the aims and objectives of the National Association, as set forth in the Bylaws and Articles of Incorporation; to organize new chapters, to visit chapters and promote greater chapter activity, including the solicitation of members; to reactivate weak and closed chapters; to stimulate fraternal cooperation among all chapters in the area for their mutual benefit and for the benefit of the association; to maintain constant vigil upon the status of legislation in the various legislatures in the area, and to take such action with respect to any such Legislation as may be deemed beneficial to the retirees or current employees; to support civic, patriotic and nonpartisan political activities within the respective Federation or Chapter area which are deemed to uphold American institution and ideals and the best interest of this association; to support and initiate activities consistent with the concept expressed in the preamble.

Section 2. The Federation may not enter into activities, arrangements or agreements in conflict with programs or activities of the National Association.

ARTICLE III Members

The federation shall be composed of members belonging to chartered chapters and national members residing within Kansas borders.

ARTICLE IV Chapter Affiliation

Section 1. All chapters within the State shall retain affiliation in this Federation upon payment of the per-capita assessment.

Section 2. The per capita dues for membership in the Federation shall be an amount approved by the Federation voting members for each Chapter member who, as of November 30, has paid National and Chapter dues, with the exception of Honorary members, Non-Voting Associate, and social members.

Section 3. Each chapter treasurer shall remit to the Federation Treasurer the total per capita dues owed the federation prior to the last day of January of the next year.

Section 4. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

ARTICLE V
Officers

Section 1. Officers of the Federation shall be elected from NARFE federation voting members prior to the annual meeting and shall include:

- A. Federation officers shall consist of a President, 1st Vice President, 2nd Vice President, Secretary and Treasurer elected from NARFE Federation voting members. Officers shall be elected by ballot prior to the annual meeting to serve a term of two years. The office of President, 2nd Vice President and Treasurer shall be elected in even years; and the office of 1st Vice President and Secretary shall be elected in the odd years.
- B. Area Vice Presidents shall be elected by ballot during the year in which the Federation President is elected. Each Area Vice President will serve a 2-year term. A federation elected officer is not eligible to hold the office of Area Vice-President.
- C. The immediate Past President.

Section 3. Installation of Officers and Term of Office

All officers shall be installed at the annual meeting and shall assume office on May 15th of the year elected.

Section 4. Appointed Officers

The following officers shall be appointed by the Federation President to serve a term of two years:

Legislative (Federal)	Legislative (State)	Alzheimer's
PAC Coordinator	Service Officer	NARFE-Net/Web Master
Historian	Membership	Training Officer
Newsletter Editor	Chaplain	Parliamentarian

ARTICLE VI
Federation Executive Board

Section 1. The Executive Board shall include all Federation elected officers; any Kansas member who has held a position on the National Board; and all committee chairpersons appointed by the President.

Section 2. The Executive Board shall conduct the business of the Kansas Federation; adopt a budget; fill any vacancy in office of President; ratify President's appointment of any vacancy; review and approve/or disapprove registration fees for conference/annual meeting; and update the Federation policy for the purpose of serving as a formal guide established by past executive board decisions in directing Federation operations.

Section 3. The Executive Board shall have the authority, by two thirds votes, to declare any elected or appointed office vacant. The President shall fill the vacancy by appointment in

any office (except President) for the unexpired term subject to subsequent approval by the Executive Board.

Section 4. If there is a vacancy in the office of the president, the Executive Board shall convene to fill the vacancy for the remainder of the term from among the then current members of the executive board.

Section 5. A regularly scheduled meeting shall be held in June and in the fall. The June meeting may be scheduled in a central location. The fall meeting shall be held at the next annual meeting site.

A short pre and post meeting shall be held in conjunction with the annual meeting.

Section 6. The Executive Board may approve meetings to be held telephonic or electronic when deemed feasible to do business of the Federation. The meetings are open to any member requesting attendance at least five (5) days prior to the meeting.

Section 7. Special meeting can be called upon written request to the President by seven (7) board members. At least ten (10) days written notice of the time, place, and purpose must be given to all Executive Board members.

Section 8. A quorum to conduct business shall consist of a majority of the board members in attendance.

Section 9. The financial fiscal year shall be April 1st through March 31st.

ARTICLE VII **Annual Meeting/Conference**

Section 1. The Federation shall hold an annual meeting as such time and place as shall have been determined by the previous annual meeting. In the event that no such action was taken by the previous meeting, or in the event of an emergency, the Federation Executive Board shall establish the time and place of such meeting. The Executive Board may postpone or cancel an annual meeting with 2/3 vote. All members shall be promptly notified of the postponement or cancellation with an explanation. In the event of cancellation or postponement, the executive board may set a new date.

Section 2. The purpose of the annual meeting shall be as follows: to announce the results of the election of officers and any votes on bylaw amendments or resolution, to transact the business of the Federation, to conduct training, and to discuss matters of interest to members.

Section 3. The voting body shall be composed of all federation members. During any voting, each member shall vote independently. Ballots will be distributed by electronic process in advance of the annual meeting. A paper ballot will be made available if requested.

Section 4. A majority of federation officers attending, plus 1% of the federation members shall constitute a quorum.

ARTICLE VIII **Committees**

Section 1. The president shall appoint a Membership Chair to serve for a two-year term. The Membership Chair shall seek additional members to assist with the purpose of encouraging eligible annuitants and Federal civilian employees to become the members of the National Active and Retired Federal Employees Association.

Section 2. The president shall appoint a Bylaws and Resolutions Chair to serve for a two-year term. The Bylaws and Resolutions Chair shall be assisted by four member volunteers approved by the Executive Board.

Section 3. An Audit Committee shall be composed of three (3) Area Vice Presidents who shall establish the criteria for the selection of the Auditor who will not be a member of the Executive Board.

The committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments. A report for submission to the members shall be prepared for approval during the federation annual meeting. After approval; the report shall be published in the next issue of the federation newsletter.

Section 4. The President shall appoint a Nomination Committee comprised of three members of the Executive Board at the fall meeting.

Section 5. Such other committees 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.

Section 6. The president shall be an ex-officio member of all committees except the nominating and audit committees.

ARTICLE IX **Parliamentary Authority**

Section 1. The rules contained in the current edition of *Robert's Rules or 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, National Bylaws, and any special rules the federation may adopt.

ARTICLE X **Amendments**

Section 1. Amendments to the Bylaws of this federation shall be amended or adopted by a two thirds (2/3) vote of all properly returned and marked ballots provided sixty (60) days advance written notice of such amendment has been given to all members.

Section 2. A proposed bylaw or resolution amendment may be initiated by a group of five (5) members in good standing; a Chapter in good standing; or, by the Federation Executive Board.

The federation secretary shall distribute copies of the proposed amendment to all members provided there is sixty (60) days advance notice available.

Section 3. For voting purposes, twenty-five (25) members shall constitute a quorum.

Section 4. All amendments are subject to approval of National Headquarters before becoming effective.

ARTICLE XI
Additional
Provisions

Section 1. Guidelines and procedures on implementation of these bylaws are contained in separate documents which are made available to members on request or by visiting the Kansas NARFE website.

Federation IRS EIN: 48-0802296

Federation Secretary _____ *Carol R. Elk* _____ 4/26/2022

National Secretary _____ *Kathryn E Hensley* _____ *12/13/2022*