

KENTUCKY FEDERATION BYLAWS

Article I. NAME:

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

Article II. PURPOSE:

Section 1. Federation

- A. The purpose of the Federation is to promote the aims and objectives of the Association and ensure that its chapters' and members' concerns are presented to the NARFE National Executive Board (NEB).
 - 1. The Federation shall not enter into activities, arrangements, or agreements that conflict with programs or activities of the Association.
 - 2. The bylaws of the Federation shall not conflict with the bylaws of the Association.
 - 3. The Federation shall promote membership and organize new chapters where feasible within the Federation.
 - 4. The Federation shall foster and promote active participation by the members in their respective national, state, and local elections and other civic affairs.

Article III. MEMBERSHIP:

Section 1. Eligibility

- A. The Federation shall be composed of members belonging to chapters chartered within the state of Kentucky and National only Members (NOM) residing within the state of Kentucky.
- B. A chapter of NARFE members approved by National NARFE may apply to be an affiliated chapter in the Federation. The appropriate Federation District Vice-President (DVP) or other officer designated by the Federation Executive Board (FEB) 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.
- C. An affiliated chapter will be assigned to a district according to the postal zones as determined by the FEB.

Section 2. Membership Categories

- A. Federation voting members include the following member categories who shall have all privileges of membership including the right to vote and hold office. All members in these categories shall have one vote each.

1. Chapter Members: Federation Chapter members who pay both National and Chapter dues of record.
2. National Only Members – Members residing in Kentucky who pay National Dues ONLY.

Article IV. FEDERATION OFFICERS:

Section 1. Elected Officers

- A. Only voting members of the Federation may serve as officers, having one vote each.
- B. The elected officers of the Federation shall be president, vice-president, district vice-president, secretary, treasurer (or secretary-treasurer) 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*.
- C. The immediate past president shall serve as an officer on the Federation Executive Board.

Section 2. Appointed Positions

- A. Positions which may be appointed by the President in concurrence with the FEB, shall be a Parliamentarian, Senatorial Legislative Chair (2 National), Congressional Legislative Chair (6 National), Legislative Chair (State), Membership Chair, Service Officer, NARFE-PAC Chair, Chaplain, Sergeant-At-Arms, and Alzheimer Chair.
- B. Other positions which may be appointed by the Federation President include an Audit Committee Chair, Nominating Committee Chair, Resolutions Committee Chair, Ballot Committee Chair, and such other committees as deemed necessary to provide for the efficient and effective operation and functioning of the Federation.

Section 3. Terms and Term Limits

- A. Terms of office shall begin at the close of the meeting at which those elected are announced and will continue for a term of up to two (2) years or until a successor is elected and assumes office. A short period of transition will be allowed for records transfer.
- B. The incumbent President shall be restricted to being re-elected for one additional two-year term. The President is restricted to no more than four consecutive years in office, even if that President has filled an uncompleted term of another elected President. The Immediate Past President shall remain in office until the succeeding President assumes this office term.

Section 4. Duties of Officers

- A. The President shall:
 1. Preside at meetings of the FEB and Federation.
 2. Serve as the official spokesperson for the Federation.
 3. Appoint, with concurrence of the FEB, the positions named in Article IV Section 2.
 4. Appoint a nominating committee and an audit committee.

5. Serve as ex-officio member of all committees except nominating and audit committees.
 6. Perform other such duties specified in these bylaws, the parliamentary authority, and any rules adopted by the FEB.
- B. The Vice-President shall preside in the absence of the president, as specified in these bylaws, the parliamentary authority, and any rules adopted by the FEB.
 - C. 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 FEB, and handbooks/manuals published by national headquarters.
 - D. The Treasurer (Secretary/Treasurer) shall perform such duties usual to the office of treasurer, as specified in these by laws, the parliamentary authority, and any rules adopted by the FEB, and handbooks/manuals published by national headquarters.
 - E. The District Vice-President (DVP) shall represent members in assigned district chapters on the FEB and shall serve as a line of communication between the chapters and the FEB. Duties include providing guidance to the chapters to carry out the purposes of the FEB and NARFE.

Section 5. Nominations and Election

- A. The Nominating Committee shall be composed of at least three members. The Nominating Committee shall nominate at least one candidate for each elected office and shall report the nominees to the FEB to determine the ballot method.
- B. If self-nominating, the candidate must submit their Letter of Intent by December 31. The Letter of Intent should be 200 words or less submitted to the Federation Secretary.
- C. A nominated member, upon first nomination, the nominee must submit their Letter of Intent by December 31. The Letter of Intent should be 200 words or less submitted to the Federation Secretary.
- D. An incumbent, seeking reelection, is not required to file a Letter of Intent.
- E. The officers shall be elected by ballot vote. A majority of the members voting is required to elect. In case of a tie, the winner shall be chosen by lot.
- F. Officer balloting shall commence no later than March 1st in the odd numbered year in which the election is held and shall conclude no later than April 1st of the year.
- G. If there is only one candidate nominated for an office, that candidate shall be declared elected by acclamation without need for a ballot. The current President shall cast one vote for the candidate and declare him/her as elected.
- H. Candidates for District Vice-President (DVP) must be a Chapter member in their district. The DVP shall be elected by the district caucus at the bi-annual conference.
- I. Federation officers shall be elected at the odd-numbered year's conference

Section 6. Removal and Vacancy

- A. A vacancy in the office of President shall be filled by the Vice-President for the unexpired term.
- B. A vacancy in any other office except DVP shall be filled by the FEB for the unexpired term.
- C. Should the office of a DVP become vacant, the Federation President shall call a caucus of the Chapter Presidents within the respective district who shall elect a DVP to serve the remainder of the term.

- D. By a two-thirds vote of the entire FEB, 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. Treasurer's Bond

- A. The Federation may by resolution require the treasurer (secretary-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

- A. The Federation shall hold an annual meeting or an annual conference. The purpose of that conference may include training on NARFE organization, legislative priorities, membership and recruitment, administrative skills (software and NARFE database reviews), and other business items deemed by the FEB.
- B. In odd-numbered years the Federation should meet in person.
 - 1. Federation officers shall be elected at the odd-numbered years conference.
 - 2. Federation business items such as resolutions, bylaw amendments, financial reports, and other reports designated by the FEB may be discussed and action taken on the items.
- C. In even-numbered years, the FEB shall designate a quarterly board meeting as the Annual Meeting for that year.
- D. Voting members in attendance shall constitute a quorum for the conference.

Section 2. Federation Conference Procedures

- A. A call for meeting shall be sent out at least 90 days prior to the date of the annual conference or meeting.
- B. The FEB shall determine the procedures for planning and conducting the meetings including the agenda items.
- C. For the odd-numbered year conference, in person, a Time and Place Committee should be designated. The Time and Place Committee should recommend to the FEB where and when the conference will meet.
- D. The voting body shall be composed of all federation members, each entitled to cast one vote on any matter brought before the meeting.
- E. The method of voting shall be determined by the FEB and included in the voting instructions. Ballots may be distributed by mail, Federation newsletter, or electronic process (i.e., email or FEDHub) in advance of or at the conference.
 - 1. A simple majority (50% plus one) of the valid ballots returned shall be required to approve any ballot election or issue except for bylaws amendments. See Article IX for voting on Bylaw amendments.
 - 2. Upon request, a paper ballot may be made available.

- F. The FEB may postpone or cancel a conference by a majority vote.
 - 1. All members shall be promptly notified of the postponement or cancellation with an explanation.
 - 2. The FEB may set a new date for the conference.
 - 3. If a new date is not set, pertinent information may be distributed to all members by the most appropriate method as determined by the FEB.

Article VI. EXECUTIVE BOARD:

Section 1. Composition

- A. The FEB shall consist of the elected federation officers. Additional voting members may be added with the approval of the FEB.
- B. Any others appointed to the FEB shall be ex-officio nonvoting members.

Section 2. Authority and Duties

- A. The FEB shall have full power and authority over all affairs of the Federation between annual meetings or conferences.
- B. The FEB shall:
 - 1. Adopt an annual budget, by two-thirds majority vote, no later than the first FEB meeting of the new year.
 - 2. Adopt a Schedule of Rates and Allowances in support of the annual budget. Approved by two-thirds majority vote.
 - 3. Establish if there will be a chapter per capita fee and the amount pursuant to Article X, Dues, Section 2.
 - 4. Fill vacancies except for the office of president.
 - 5. The fiscal year shall be January 1 through December 31 of each year. The FEB shall file the appropriate IRS form for a tax-exempt organization accordingly.

Section 3. Executive Board Meetings

- A. The FEB shall meet at least once per year at a time and place designated by the President after consultation with a majority of FEB members.
- B. Additional FEB meetings may be scheduled before adjournment of the current FEB meeting. Otherwise, a FEB meeting may be scheduled and held at least quarterly in advance or at the call of a majority of the board members.
- C. A meeting may be cancelled or postponed by a majority vote of the FEB.
- D. A quorum for a FEB meeting shall be a majority of the board members, three of whom must be officers.
- E. The act of the majority of board members present shall be deemed the act of the FEB.
 - 1. A vote of the FEB may be taken by telephone, ballot, mail, or email.
 - 2. If a vote taken is not at a regular board meeting, the action taken shall be recorded in the minutes of the next meeting.

3. The FEB can only take action by email if there is unanimous written consent meaning every board member must send their consent to take this action without having a meeting or the opportunity to discuss.
4. A conference call may be held with a quorum of the FEB and then the vote required is a majority of board members present.
5. A two-thirds vote of the entire FEB shall be required to amend an adopted budget.

Section 4. Executive Committee

- A. The Executive Committee of the FEB shall consist of the President, Vice-President, Secretary and Treasurer or Secretary/Treasurer.
- B. The Executive Committee shall be authorized to take emergency action between board meetings. All actions taken must be promptly reported to the whole FEB.
- C. The Executive Committee will meet at the call of the president.

Article VII. OTHER COMMITTEES:

Section 1. Standing and Special Committees

- A. The FEB shall establish such other standing and special committees as they deem necessary to further the work of the Federation.
- B. The President, with the approval of the FEB, shall appoint the chair and members of the committee.
- C. Standing committees shall be those appointed to perform a continuing function, i.e., audit committee.
- D. Special committees may be appointed, as the need arises, to carry out a specified task, i.e., membership drives.

Section 2. Audit Committee

- A. 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

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

Article VIII. PARLIMENTARY AUTHORITY:

Section 1. Parliamentary Authority

- A. 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:

Section 1. Amendments

- A. Proposed amendments to these bylaws may be initiated by an affiliated chapter, any group of 20 members, the FEB, or the Bylaws committee, and shall be submitted to the Federation Secretary and Bylaws Committee chair by a date established by the FEB.
- B. Notice of bylaws amendments shall be sent to all members at least sixty (60) days prior to a vote. These bylaws may be amended by a two-thirds majority vote of the members voting.
- C. Amendments shall be approved at national headquarters before becoming effective.

Article X. DUES

Section 1. Dues

- A. Duly chartered chapters within the Federation may determine and assess dues as deemed necessary to carry out the purposes of the chapter. All Chapter dues shall be established by the individual Chapters.
- B. All revenue derived from Chapter per capita dues and 10% funds from the Association shall be used ONLY to support Federation objectives.
- C. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for Federal income tax purposes.

Section 2. Per Capita Dues

- A. The Federation may assess each chapter per capita dues for each member as deemed necessary to carry out the purposes of the Federation.
- B. The per capita dues shall be determined annually, no later than December 31st, by the Federation Executive Board (FEB) based on the August 31st chapter membership of record, less honorary and life members.
- C. Honorary Life Members shall be excluded from the computation of per capita dues

ARTICLE XI. ADDITIONAL PROVISIONS:

Section 1. Federation Guidelines and Procedures

- A. Additionally, guidelines and procedures on implementation of these bylaws may be contained in a separate document approved by the FEB. The Federation is responsible for making governance documents available to its membership.

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Federation IRS EIN

Federation Secretary signature

Date

National Secretary/Treasurer signature

Date