

July 16, 2025

**Mr. Timothy Gartner**  
**Ohio Federation President**  
12208 Fairview Road SE  
Newark, OH 43056

**Dear Mr. Gartner:**

We have carefully reviewed your revised bylaws for the **Ohio Federation**, and they are hereby approved. We have a copy on file here at NARFE Headquarters and are returning the original to you for your files.

If you have any questions, please contact Towanda Franklin at [fedchpsrvcs@narfe.org](mailto:fedchpsrvcs@narfe.org). Thank you for your cooperation in this matter and your continued support of NARFE.

Sincerely,



Cindy Renee Blythe  
National Secretary/Treasurer

Enclosure



# OHIO FEDERATION OF NARFE BYLAWS 2025

Amended by the Ohio Federation Executive Board  
to conform to the NARFE National Bylaw Template  
Adopted by the Federation Delegates on May 3, 2025

July 1, 2025

# OHIO FEDERATION OF NARFE BYLAWS

## ARTICLE I. NAME

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

## ARTICLE II. 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 National Executive Board (NEB). The bylaws of the federation shall not 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

The members of the federation shall be composed of members belonging to the chapters chartered within its borders and the national-only members residing within its borders.

## ARTICLE IV. OFFICERS

### Section 1. Elected Officers

The elected officers shall be at a minimum, a President, and Treasurer (or Secretary/Treasurer). The other elected officers "may" include Executive Vice President membership, Vice President legislation, Secretary, and a District Vice President (DVP), for each geographical district established by the Federation Executive Board (FEB). These districts shall be reviewed biennially by the FEB. Officers are elected from Ohio Federation of NARFE members. DVP's are elected by Federation members living within the geographical area of the DVP candidate. The Past President shall also be an officer, by virtue of their unelected status. All candidates must be a member in good standing within the NARFE Association.

### Section 2. Terms and Term Limits

Terms shall begin at the close of the meeting at which those elected are announced and continue for two years or until a successor is elected and assumes the office.

### Section 3. Duties of Officers

- a. The President shall preside at meetings of the Executive Board, Executive Committee, (if applicable), and the federation, serve as the official spokesperson for the federation, shall appoint with approval of the Executive Board nominating and audit committees, and any other position(s)/committees deemed necessary. Serves as an ex-officio member of all committees, except the Nominating and Audit Committees, and performs other such duties specified in these bylaws, the parliamentary authority, and any rules adopted by the Executive Board.
- b. The Executive Vice-President shall preside in the absence of the president, as specified in these bylaws, the parliamentary authority, and any rules adopted by the Executive Board.
- c. The Secretary shall perform such duties usual to the office of secretary, as specified by these bylaws, the parliamentary authority, and any rules adopted by the Executive Board, and handbooks/manuals published by national headquarters.

- d. 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.
- e. The District Vice-President (DVP) is the FEB liaison officer for Field Operations to the chapter(s) and NARFE members within his/her district. Each shall promote the aims and objectives of the Federation; assist chapters in all areas of operation, (i.e. organization, recruiting, public relations, training, and service functions); and perform other duties outlined in the current edition of "District Vice-President Operating Procedures", OH-PD-4. District Vice-Presidents shall assist the V-P for Membership in carrying out membership campaigns with special emphasis on increasing membership in NARFE, and the establishment of new chapters and shall assist the V-P for Legislation in carrying out the legislative program.

#### 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 Ohio Congressional District (CD), a Senatorial Leader (SL), or other committees deemed necessary. These appointment(s) expire at the end of the President's term of office.

#### Section 5. Nominations and Elections

- a. The Nominating Committee should be composed of at least three members. The Nominating Committee should nominate at least one candidate for each elected office and shall report the nominees to the Executive Board, which shall determine the voting method.
- b. The officers shall be elected by a ballot vote. A majority of the members voting is required to elect. In the case of a tie, the winner shall be determined by a coin toss. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation without any need for a ballot.

#### Section 6. Removal and Vacancy

A vacancy in the office of the President shall be filled by the Vice-President/Executive 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 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 be given the right to speak in his/her own defense.

## 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.

### Section 2. Federation Conference

- a. When an annual meeting or conference is held, the Call to the Conference shall be sent at least ninety days prior to the date of the conference. The Federation Executive Board shall determine the procedures to be used for planning federation meetings, site selection process, fundraising, reports, program content, and all other meeting arrangements.
- b. The quorum for the meeting shall be twenty-five (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 may be distributed by regular mail, federation magazines, or electronic process (e-mail or on a website) in advance of the conference or at the conference. Upon request, a paper ballot will be made available . Allowance 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.
- 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 cancellation, the executive board may set a new date for the conference.
- e. Each attendee to the Federation conference/convention must pay a registration fee. The amount of the registration fee shall be determined by the Executive Board.
- f. Electronic meetings may be authorized to meet by telephone conferencing or through other electronic communications media, provided the members can simultaneously hear each other and participate during the meeting.

## ARTICLE VI-EXECUTIVE BOARD

### SECTION 1. COMPOSITION

At a minimum, the executive board shall consist of the elected federation officers, the immediate past federation president and members appointed to vacant officer positions. Any others appointed by 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 , before the last executive board meeting of the preceding fiscal year; (2) shall be responsible for formulating and implementing detailed operating procedures for the various functions of the Federation.

### SECTION 3. FEDERATION EXECUTIVE BOARD MEETINGS

- a. The executive board shall meet semiannually at a time and place designated by the president. One of the meetings shall be held in conjunction with the Federation conference. Additional meetings may be called by the president or by a majority of the board members, by providing a minimum of seven (7) days' notice by letter and/or electronically. A meeting may be canceled or postponed by the president or a majority vote of the executive board.
- b. A quorum for all FEB meetings shall be a majority of the number of board members.
- c. The president will provide an agenda seven (7) days prior to any executive board meeting.
- d. The act of the majority of board members present shall be the act of the executive board. A vote of the board may be taken by telephone , ballot, regular 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 2/3rds written consent. That means that board members 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 an adopted budget.

### SECTION 4. EXECUTIVE COMMITTEE

The executive committee (if applicable) of the executive board shall consist of the president, executive vice-president, 2nd vice-president legislative, secretary, treasurer, (or secretary/treasurer), and the past federation

president. 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-OTHER COMMITTEES**

### **SECTION 1. STANDING COMMITTEES**

The Standing Committees of the Federation shall be: The Executive Board, Conference/Convention, Bylaws, Membership, Nominating, Federal Legislation, FEEA/Scholarship, Service, Pre-Retirement, Editorial, NARFE Alzheimer's Research, Budget and Finance, NARFE NET, PAC, Audit, Public Relations, and Public Service.

### **SECTION 2. APPOINTEES/SPECIAL COMMITTEES**

- a. The president is authorized to appoint, with the approval of the FEB, a member to fill a non-voting board member position that the federation members or the FEB deems necessary to carry out the work of the Federation.
- b. Term of Office: An appointee may be nominated by the Federation President, and approved by the FEB, any time the need arises between Federation conferences/conventions. An Appointee's term expires at the Installation of Officers ceremony at the next Federation Conference/Convention.

### **SECTION 3. EX-OFFICIO MEMBER**

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

## **ARTICLE VIII-PARLIAMANTARY 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 the Federation may adopt.

## **ARTICLE IX-AMENDMENTS**

### **Section 1. Amendment**

- a. Proposed amendments to these bylaws may be initiated by a chapter, a group of 5 members, the federation executive board, or the bylaws committee, and shall be submitted to the federation secretary and bylaws committee chair by a date established by the executive board.
- b. Notice of proposed bylaw amendments shall be communicated to all members at least 45 Days prior to a vote. 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**

Revenue returned (currently ten percent/10%) to the Ohio Federation from the National dues paid by each member shall be used for members training, recruitment, promotion and retention, in compliance with the NARFE National Bylaws. Any federation document relating to dues, contributions, or gifts must contain this statement: "Dues payments, gifts, or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes."

ADDENDUM TO THE BYLAWS

INSTALLATION OF OFFICERS

Please raise your right hand.

I hereby pledge to effectively perform the duties of my office; carry out the programs, policies, and bylaws of the Association; promote its goals and objectives; and work as a team in harmony with the Association's leadership.

I will safeguard all the Association's property under my care; have such property available for the official inspection if required; and pass on said property intact to my successor. Please say "I DO".

I hereby declare you duly installed officers \_\_\_\_\_ of the Chapter/Federation. You will now assume the duties of your office as prescribed by the bylaws.

31-0733301

Federation IRS EIN

Timothy Gartner, Fed President  
Federation Secretary Name

*Timothy Gartner*  
Signature

Cindy Renee Blythe  
National Secretary Name

*Cindy Renee Blythe*  
Signature