

SOUTH DAKOTA FEDERATION BYLAWS

ARTICLE 1 NAME

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

ARTICLE II OBJECTIVES

The objectives of the Federation shall be to support and promote the objectives and mission of the National Active and Retired Federal Employees Association (NARFE), to provide resources and support for members, and to promote the growth of NARFE.

ARTICLE III MEMBERS

- A. All NARFE National Only members and affiliated chapter members in South Dakota shall be voting members of the Federation.
- B. Chapters that wish to be affiliated with the Federation will pay per capita dues. The annual per capita dues for each chapter shall be an amount approved by the Federation and shall be based on chapter active records as of December 31, as provided by the National Association. Each chapter's Treasurer shall remit to the Federation Treasurer the total chapter per capita dues prior to the last day of February of the next year.
- C. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes.

ARTICLE IV OFFICERS

Section 1. Elected Officers

The elected Officers of the Federation shall be a President, a Vice President, a Secretary, a Treasurer, and Area Officers as determined by the Executive Board. Officers must be voting members. Election of officers will be held in accordance with Article V . Section . 2C. of these bylaws. The president shall be ex officio of all committees except the nominating and audit committees.

Section 2. Appointed Officers

- A. The appointed Officers shall be the Membership Coordinator, National Legislative Officer, Editor, Public Relations Officer, Service Officer, Network Coordinator, Alzheimer's Coordinator, Congressional District Liaison (CDL), and NARFE-PAC Coordinator.
- B. Additional appointed officers may include Historian, Chaplain, Sergeant-at-arms, Parliamentarian, and any other positions deemed necessary by the Executive Board.
- C. All appointed positions shall be appointed by the President with the approval of the Executive Board.

Section 3. Eligibility

To be eligible for an elected or appointed office a person shall be a South Dakota member of NARFE.

Section 4. Term of Office

All officers shall serve for a term according to the following schedule or until their successor is elected. Terms shall begin at the close of the conference at which they are announced.

- A. Vice Presidents shall serve a one-year term as Vice President followed by a two-year term as either President or Treasurer on an alternating schedule. The Vice President who transitions to President will be elected on even-numbered years. The Vice President who transitions to Treasurer will be elected on odd-numbered years.
- B. The Secretary shall serve a two-year term. The Secretary will be elected on even-numbered years.
- C. The Area Officers will serve a two-year term. The Area Officers will be elected on even-numbered years.
- D. Appointed Officers will serve a two-year term. The Appointed Officers will be appointed on odd-numbered years.

Section 5. Duties

Officers shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the Federation, and any other duties assigned by the Executive Board.

- A. The President shall preside at the meetings of the Executive Board as well as the Annual Meeting/Federation Conference (Conference). She/he shall serve as the chief executive officer and official spokesman for the Federation and shall sign contracts as required. Prior to the Conference the President shall submit a recommended budget for the ensuing year subject to approval by the Executive Board.
- B. The Vice President shall act as a general assistant to the President and in the absence or disability of the President shall perform the duties of the President. Upon the resignation or death of the President, the Vice President shall assume all the duties of the President until a new President is elected and takes office at the close of the next Federation Conference. During the one-year term, the Vice President will become knowledgeable of the duties of the office (President or Treasurer) that he or she will transition to for the two following years.
- C. The Secretary shall maintain all records and books of the Federation. She/he shall take minutes of the Executive Board meetings and the Conference and prepare and distribute them to the Executive Board members. Within 30 days after the close of the Conference the Secretary shall prepare a report of the meeting highlights, results of ballots, and significant actions taken at the Conference. Copies shall be sent to the President, Federation Editor, Federation Officers, Regional Vice President, and the National Secretary/Treasurer.
- D. The Treasurer shall receive all monies of the Federation and deposit them in a federally insured bank, credit union, or federal savings bank as approved by the Executive Board. The Treasurer shall pay all vouchers approved by the President. The Treasurer shall secure the signature of the Secretary on the bank signature card to enable the Secretary to sign checks in the event of disability or death of the Treasurer. The Treasurer shall be the trustee and have custody of all property owned by the Federation.
- E. Each Area Officer shall serve in an Area designated by the President under the guidance and approval of the Executive Board. The Area Officers shall act as a liaison for field operations, represent the Federation in promoting the objectives of the National Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

- F. The Appointed Officers shall perform the normal tasks and duties of their offices, as directed by the President and the Executive Board. Appointed Officers are appointed by the President with the approval of the Executive Board for a two-year term. These Officers may succeed themselves and may hold chapter offices or other Federation elected offices except the office of Federation President.
- G. The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at the Conference and throughout the year as required.

Section 6. Removal from Office

By a two-thirds vote of the Executive Board an officer may be removed from office for failure to perform the duties and responsibilities of the office.

ARTICLE V FEDERATION CONFERENCE/ANNUAL MEETING (CONFERENCE)

Section 1. Federation Conference/Annual Meeting (Conference)

- A. The Federation shall hold an annual meeting for the purpose of announcing and installing officers elected; announcing votes on resolutions and bylaw amendments; receiving reports of officers, the Executive Board, and committees; for providing educational and social programs; and for any other business which may properly come before the Conference. The Conference may be held in person or may be held via approved teleconferencing means.
- B. The President shall appoint a Conference Coordinator. The Conference Coordinator shall appoint all necessary committees. Conference committees may include, but not be limited to, Host, Sergeant-at-Arms, Rules, and Courtesy.
- C. The call to the Conference, giving time and place, shall be provided at least 60 days prior to the opening of the Conference.

Section 2. Voting

- A. The voting body shall be comprised of all NARFE National Only members and affiliated chapter members in the Federation.

- B. Each member of the voting body shall be entitled to one vote. In all votes, including elections, each member shall vote independently.
- C. One ballot for the election of officers and one ballot for resolutions, amendments to bylaws, and any other official business shall be submitted to all members at least 60 days prior to the opening of the Conference.
- D. Ballots may be distributed by mail, Federation newsletter, electronic process (e-mail or Federation web site), or other means as identified by the Executive Board in advance of the Conference. Upon request, a paper ballot will be made available.
- E. Ballots will be tabulated prior to the Conference and results will be announced at the Conference.
- F. In case of a tie in the election, the Executive Board will determine the necessary procedure to break the tie.
- G. A minimum vote of 1% of Federation members is required for a valid election.

Section 3. Quorum

The quorum for the Conference shall be three elected Federation Officers and an additional 10 Federation members.

Section 4. Postponement or Cancellation

The Executive Board may postpone or cancel a Conference by a majority vote. In the event of a cancellation, the Executive Board shall arrange for the election of Officers by Federation members.

ARTICLE VI EXECUTIVE BOARD

Section 1. Composition

- A. The Executive Board shall consist of the elected Federation Officers, Area Officers, and the Immediate Past Federation President. Appointed Officers and any other members identified by the Executive Board to participate may serve as ex-officio nonvoting members.
- B. Any Executive Board member unable to attend a meeting in person may vote by approved electronic communications methods.

Section 2. Authority and Duties

- A. The Executive Board shall have general supervision of the affairs of the Federation between Conferences, fix the date and place of meetings, perform such other duties as specified in these bylaws, and shall be subject to the orders of the Federation. None of its acts shall conflict with Federation or National Association bylaws, or actions taken by the Federation.
- B. The Executive Board shall:
 - a. Adopt an annual budget for the upcoming year at the Executive Board meeting immediately preceding the Conference.
 - b. Execute the orders of the Conference.
 - c. Adopt special rules of order and standing rules for the Executive Board (Federation Operations Manual).
 - d. Fill any vacancies except the office of the President.

Section 3. Meetings

The Executive Board shall meet at least twice annually at a time and place designated by the President, or more frequently at the call of the President or a majority of Executive Board members. A meeting may be cancelled or postponed by a majority vote of the Executive Board. A quorum for an Executive Board meeting shall be a majority of Executive Board members.

Section 4. Voting

A vote of the board may be taken by in-person ballot, mail, e-mail, telephone vote, or other electronic communications approved by the Executive Board. If a vote taken is not at a regular Executive Board meeting, the actions shall be ratified at the next meeting. A two-thirds vote of Executive Board members shall be required to amend an adopted budget.

ARTICLE VII COMMITTEES

Section 1. Standing Committees

- A. The Standing Committees shall be: Audit, Bylaws, Resolutions, and Time and Place. The President shall appoint the chair of each committee unless named in these bylaws. The President, with approval of the Executive Board, may combine the Bylaws committee and the Resolutions committee into a single committee.
- B. All standing committees shall report committees' activities at the Conference.

Section 2. Special Committees

- A. Special committees, such as the Nominating committee, may be established by the Board, as needed, to assist with the work of the Federation.
- B. All special committees will be dissolved at the end of the term of the appointing authority unless approved to continue by the Board.

Section 3. Nominating Committee

- A. The Nominating Committee shall consist of at least three members. The chair shall be selected at the Executive Board meeting held at least 120 days prior to the Conference and will normally be one of the Area Officers. The chair shall select at least two members, subject to the approval of the Executive Board. The committee shall nominate at least one candidate for each office and shall report the nominees to Federation Secretary at least 90 days prior to the Conference.
- B. Federation members may also nominate a Federation member for an office as long as two additional members concur with the nomination and provide that information to the Nominating committee prior to the 90-day deadline. These additional nominations will be provided on the ballot but will be indicated as nominated from general membership.
- C. The officers shall be elected by ballot vote in advance of the Conference if there is more than one candidate for an office. A majority vote of the members voting is required for an officer to be elected. Members can vote for all offices with the exception of voting for Area Officers. Area Officer candidates can only receive votes from members in the Area they represent. The Nominating Committee will accept and tabulate all votes and report the results to the Federation Secretary prior to the Conference.
- D. If only one candidate is nominated for an office that candidate will be elected by acclamation.

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,

the National Association's bylaws and any special rules of order the Federation may adopt.

ARTICLE IX RESOLUTIONS

Section 1. Proposed Resolutions

- A. Resolutions regarding the Federation may be initiated by a member, a chapter, the Federation Executive Board, or by the Resolutions Committee.
- B. Resolutions shall be submitted to the Federation Secretary and the Resolutions Committee Chairperson at least 90 days prior to the opening of the Conference.

Section 2. Resolutions Committee Role

- A. The Resolutions Committee may, with no increase in scope, combine resolutions with similar content, prepare substitute resolutions, or present new resolutions with its report to the membership.
- B. When the Committee deems the content of a resolution to be more appropriately handled by another Standing or Special Committee, it may refer the resolution to such committee.

Section 3. Adoption

Resolutions will be adopted if passed by a simple majority ballot voting in accordance with Article V, Section 2. D.

ARTICLE X AMENDMENT OF BYLAWS

Section 1. Proposed Bylaw Amendments

- A. Proposed amendments to these bylaws may be initiated by a member, chapter, the Federation Executive Board, or the Bylaws Committee.
- B. Proposed amendments shall be submitted to the Federation Secretary and the Bylaws Committee Chairman at least 90 days prior to the opening of the Conference.

- C. Proposed amendments shall be submitted using NARFE form F-3C – Proposed Bylaws/Standing Rule Amendment.

Section 2. Bylaws Committee Role

- A. The Bylaws Committee shall determine that the amendments are not in conflict with the bylaws of the National Association. Proposed amendments to the Federation bylaws may be amended with no increase in scope, combined with a similar amendment, or have a single substitute prepared in place of the original amendments offered.
- B. When the Committee deems the content of a bylaws amendment to be more appropriately handled by another Standing or Special Committee, it may refer the proposed amendment to such committee.

Section 3. Adoption

The amendment will be adopted if passed by a two-thirds majority ballot voting in accordance with Article V. Section 2. D. Unless specified otherwise, amendments will become effective provisionally at the conclusion of the Conference in which they were adopted. Amendments shall be approved at national headquarters before becoming effective.

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Federation IRS EIN

Jan Bohling
Federation Secretary

[Signature]
National Secretary/Treasurer

07-27-2022
Date

8/10/22
Date