

Texas Federation Bylaws Amendments for 2019 Ballot

2019-01 - Change Due Dates for Per Capita Dues to be Collected by the Federation

Bylaws Article and Section affected: Article III, Section 2

Change proposed: Change due dates for per capita dues to be collected by the Federation from the chapters.

Estimated cost: \$0

Source: James Ploen (for TF Executive Board).

Bylaws Committee Recommendation: Adopt

Current Bylaws:

Chapters that wish to be affiliated members of the Federation will pay dues. The annual dues for chapter membership in the Federation shall be \$2.00 for each chapter member who, as of Dec 31, has paid National and Chapter dues including honorary members whose chapter dues have not been waived by the chapter. Each chapter treasurer shall remit to the Federation Treasurer the chapter dues owed the Federation in one or two installments per year prior to June 30 and December 15 of that year. In the event the Federation has to pay for printing the Federation publication, the dues shall revert to \$4.00 per chapter member with \$2.00 going to the subscription of the federation newspaper or newsletter. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes.

Wording if Adopted:

Chapters that wish to be affiliated members of the Federation will pay dues. The annual dues for chapter membership in the Federation shall be \$2.00 for each chapter member who, as of Dec 31, has paid National and Chapter dues including honorary members whose chapter dues have not been waived by the chapter. Each chapter treasurer shall remit to the Federation Treasurer the chapter dues owed the Federation in accordance with payment terms set by the Federation Executive Board and published in the Federation newspaper. In the event the Federation has to pay for printing the Federation publication, the dues shall revert to \$4.00 per member with \$2.00 going to their subscription to the federation newspaper or newsletter. Dues payment and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes.

Reason the change should be adopted:

At the 2017 State Convention, the Federation changed the chapter dues from \$4 to \$2 per chapter member. With that change to Article III, Section 2, no thought was given to the total dollar amount of chapter dues and what impact collection of small amounts would have on the Federation Treasurer and the options available to chapters for payment of dues. The Article set payment terms as one or two payments due June 30 or December 15.

The 2018 Dues Statements included 22 of 50 statements being issues for less than \$100 (6 under \$50) with options given for two payments. One statement was for \$8. It would seem more efficient for the Federation to collect shall amounts in one lump sum. It would also seem more efficient if the Federation had the opinion to collect dues within 60 or 90 days than to wait until June 30.

IF the Federation feels that some chapters, with a small amount in this treasury, may be hurt with an accelerated collection effort, they could always offer chapters the option to apply for extended payment terms based on financial need. The Executive Board would have the authority to grant the extended payment term on a case by case basis.

2019-02 - Amended, Clarify Budget Process

Bylaws Article and Section affected: Article IV, Section 3

Change proposed: For the Budget Committee to prepare a budget to submit to the President for submission to the Executive Board for approval and publication to the membership.

Estimated cost: \$0

Source: Dorothy Creswell (for TF Exec Board)

Bylaws Committee Recommendation: Adopt as amended

Current Bylaws:

The President shall preside at all meetings including Executive Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make appointments for vacancies at the Federation level and assignments and re-assignments of the duties and functions of the officers subject to a majority vote of the Executive Board. The President shall designate the chairperson of all committees. He/she shall serve as ex-officio member of all committees except the Audit Committee. The Budget Committee shall submit at each state conference, or prior, a recommended budget for the ensuing two-year period subject to consideration and approval by the membership.

Wording if Adopted:

The President shall preside at all meetings including Executive Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make appointments for vacancies at the Federation level and assignments and re-assignments of the duties and functions of the officers subject to a majority vote of the Executive Board. The President shall designate the chairperson of all committees. He/she shall serve as ex-officio member of all committees except the Audit Committee. The President shall submit the proposed budget from the Treasurer and Budget Committee to the Executive Board for approval at its meeting and for inclusion in the Federation newsletter once approved.

Reason the change should be adopted:

There are conflicts between this section and Article IV, Section 6 and Article VII, Section 4, regarding the duties, flow and approval of the budget. Removes the duties of the Budget Committee which are in Article VII, Section 4.

2019-03 Amended - Change Frequency of Financial Reports

Bylaws Article and Section affected: Article IV, Section 6

Change proposed: To allow monthly, semiannual, or annual reports for the EB and/or President, and to include the Budget Committee in preparation of the Budget.

Estimated cost: \$0

Source: James Ploen (for TF Executive Board)

Bylaws Committee Recommendation: Adopt as amended

Current Bylaws:

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union, or federal savings bank, as approved by the Executive Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary on the bank signature card upon opening a bank account to enable the Secretary (or Executive Vice President if Secretary/Treasurer) to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a quarterly report to the Executive Board and an annual report to the annual meetings and state conference showing receipts and expenditures, which shall be published in the Federation newsletter promptly after a meeting. He/she shall prepare a line item budget in time for the President to submit it to the Executive Board for approval at its meeting and for inclusion in the Federation newsletter prior to a state conference. The Treasurer shall be the trustee and have custody of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of Texas.

Wording if Adopted:

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union, or federal savings bank, as approved by the Executive Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary on the bank signature card upon opening a bank account to enable the Secretary (or Executive Vice President if Secretary/Treasurer) to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make financial reports to the President and Executive Board as often as requested. He/she shall make an annual report to the annual meetings and state conferences showing receipts and expenditures, which shall be published in the Federation newsletter promptly after a meeting. He/she shall prepare with the Budget Committee a line item budget in time for the President to submit it to the Executive Board for approval, and for inclusion in the Federation newsletter once approved. The Treasurer shall be the trustee and have custody of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of Texas

Reason the change should be adopted:

The current duties of the Treasurer only require quarterly reports to the Executive Board (EB). This change allows for monthly, quarterly, semiannual or annual reports to the EB and/or President.

The current wording does not reflect the Budget Committee process.

2019-04 - Additional Appointed Federation Officers

Bylaws Article and Section affected: Article IV Section 8

Change proposed: Add Congressional District Leaders, Senatorial Leaders and Districts Representatives as appointed officers

Estimated cost: \$0

Source: Dorothy Creswell (for TF Executive Board)

Bylaws Committee Recommendation: Adopt

Current Bylaws:

Appointed officers of the Federation may be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, NARFE-PAC Coordinator, Historian, Public Relations Officer, Service Officer, Webmaster, and Alzheimer's Coordinator. They will all be 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. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

Wording if Adopted:

Appointed officers of the Federation may be the National Legislative Officer, State Legislative Officer, Congressional District Leaders (CDL), Senatorial Leaders (SL), District Representatives (DR), Membership Coordinator, Editor, NARFE-PAC Coordinator, Historian, Public Relations Officer, Service Officer, Webmaster, and Alzheimer's Coordinator. CDL and SL will be nominated by the National Legislative Officer. DR will be nominated by their respective AVP. They will all be 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. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

Reason the change should be adopted:

NARFE Headquarters is encouraging all federations to implement a legislative advocacy structure using Congressional District Leaders and Senatorial Leaders as outlined in the NARFE Legislative Officer and Congressional District Leader (CDL) Manual, FH-7.

District Representatives serve as the direct interface with chapters and provide guidance and coaching to chapter leaders.

In all positions, federation offices should use available technology to meet goals in the most cost-effective method.

2019-05 Amended - Change Make Up of Budget Committee

Bylaws Article and Section affected: Article VII Section 4

Change proposed: Changes the makeup of the budget committee and the way the positions are filled, and changes approval of the budget from a membership vote to an Executive Board vote.

Estimated cost: \$0

Source: Dorothy Creswell (for TF Executive Board)

Bylaws Committee Recommendation: Adopt as amended

Current Bylaws:

A Budget Committee shall be composed of one member from each area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall designate the Treasurer as chairperson. The Committee shall bring the budget report that will correspond to the term for Federation officers for the ensuing two years to the convention for approval. Members shall serve until the end of the membership vote on budget.

Wording if Adopted:

A Budget Committee shall be composed of a chairperson, the Executive Vice President and at least one other member and approved by the Executive Board. The President shall designate the Treasurer as chairperson. The Committee shall prepare the budget report that will correspond to the term for Federation officers for the ensuing two years for the Treasurer to submit to the President and Executive Board for approval. Members shall serve until the end of the Executive Board vote on budget.

Reason the change should be adopted:

The current bylaws require a four-member budget committee from each of the four areas. This change makes it easier to fill the positions on the budget committee.

The current bylaws require a vote by the membership. Approval by the Executive Board (EB) is more appropriate. The EB has a broader knowledge of the operating needs of the federation.

2019-06 - Remove Form Number for Federation Resolution

Bylaws Article and Section affected: Article VIII, Section 1

Change proposed: Remove the form number for a proposed Federation Resolution from the Bylaws.

Estimated cost: \$0

Source: Dorothy Creswell (for TX FED Executive Board)

Bylaws Committee Recommendation: Adopt

Current Bylaws:

Resolutions addressed to the Federation or to National Headquarters may be initiated by a member, a chapter, the Federation Executive Board or the Bylaws and Resolutions Committee and submitted to the Federation Secretary and the Chairperson, Bylaws and Resolutions Committee, on NARFE Form F-3A, Proposed Convention Resolution, four months prior to the creation of ballot.

Wording if Adopted:

Resolutions addressed to the Federation may be initiated by a member, a chapter, the Federation Executive Board or the Bylaws and Resolutions Committee and submitted on the appropriate form to the appropriate Federation officer or committee. Submit a Proposed Resolution four months prior to the creation of ballot.

Reason the change should be adopted:

Proposed Federation resolutions are handled differently from National's resolution process. Currently National resolutions require form F-3A and are submitted to NARFE. Federation resolutions need to use form TF-3A and be submitted to the Federation. These are procedural details that do not need to be in the Bylaws.

2019-07 - Remove Form Number for Bylaws Resolution

Bylaws Article and Section affected: Article X Section 1

Change proposed: Remove the form number for the proposed Bylaws/Standing Rule Amendment from the Bylaws.

Estimated cost: \$0

Source: Dorothy Creswell (for TX Executive Board)

Bylaws Committee Recommendation: Adopt

Current Bylaws:

Proposed amendments to these bylaws and to National's bylaws may be initiated by a member, a chapter, the Federation Executive Board, or the Bylaws and Resolutions Committee and submitted to the Federation Secretary and Chairperson, Bylaws and Resolutions Committee, on NARFE Form F-3C, Proposed Bylaw/Standing Rule Amendment, four months prior to the creation of ballot.

Wording if Adopted:

Proposed amendments to these bylaws may be initiated by a member, a chapter, the Federation Executive Board, or the Bylaws and Resolutions Committee using the appropriate form and submitting to the appropriate Federation officer or committee. Proposed Bylaws/Standing Rules Amendments should be submitted four months prior to the creation of ballot.

Reason the change should be adopted:

Proposed Federation Bylaw/Standing Rule Amendments are handled differently from National's Bylaw/Standing Rule Amendment process. Currently National Bylaws/Standing Rules Amendments require form F-3C and are submitted to NARFE. Federation Bylaws/Standing Rules Amendments need to use form TF-3C and be submitted to the Federation. These are procedural details that do not need to be in the Bylaws.

2019-08 - Quorum for State Conference

Bylaws Article and Section affected: Article V, Section 1.B

Change proposed: Change the quorum for the biennial state conference to 20.

Estimated cost: \$0

Source: John L Creswell (for TX FED Executive Board)

Bylaws Committee Recommendation: Adopt

Current Bylaws:

In odd-numbered years, the membership meeting shall be held at a place on dates and at a time determined by the Executive Board for the purpose of receiving reports and transacting the business as shall properly come before it. This meeting shall be referred to as the state conference. Elections of the federation officers and voting on bylaw amendments and general resolutions shall be decided by ballot vote submitted to the members prior to the state conference. The quorum for the state conference shall be seventy-five (75) members.

Wording if Adopted:

In odd-numbered years, the membership meeting shall be held at a place on dates and at a time determined by the Executive Board for the purpose of receiving reports and transacting the business as shall properly come before it. This meeting shall be referred to as the state conference. Elections of the federation officers and voting on bylaw amendments and general resolutions shall be decided by ballot vote submitted to the members prior to the state conference. The quorum for the state conference shall be twenty (20) members.

Reason the change should be adopted:

Under one-member, one-vote, the majority of the Federation business will be conducted by ballot prior to the biennial state conference. There is no need for attendees as delegates representing chapters, and a lower attendance is likely. The proposed quorum is consistent (slightly higher as a percentage) than that adopted by NARFE for the national bylaws.

2019-09 - Use preferential voting for ballots

Bylaws Article and Section affected: Article V Section 2

Change proposed: Included preferential voting for ballots with three or more candidates for an office, to avoid the need for multiple ballot distribution.

Estimated cost: \$0. This will save the cost of distributing a second ballot (and possibly more) to 8,800 members (postage, copies)

Source: John L Creswell (for TX FED Executive Board)

Bylaws Committee Recommendation: Adopt

Current Bylaws:

In all votes, including all elections, each member shall vote independently.

Wording if Adopted:

In all votes, including all elections, each member shall vote independently. If there are three or more candidates for an elected position, preferential voting will be used.

Reason the change should be adopted:

With one-member, one-vote, a ballot is delivered to every member. If there are three or more candidates for a single position, it is likely no candidate will get a majority vote which would require a second ballot distribution to all members. This is exactly the reason why NARFE nationally voted to adopt preferential voting.

2019-10 - Effective Date for Term of Office

Bylaws Article and Section affected: Article IV, Section 2

Change proposed: Change the effective date newly elected officers assume their duties to 1 July, following the election by a majority of the ballots cast.

Estimated cost: \$0

Source: Frances Hiner (for TF Executive Board)

Bylaws Committee Recommendation: Adopt

Current Bylaws:

The President, Executive Vice President, Secretary, and Treasurer shall be elected by ballot to serve a term of two years and shall serve until their successors are installed. A President may not serve more than two consecutive terms.

Each Area Vice President shall be elected for a two-year term by the voting members from their Area and shall serve until his/her successor has been installed. He/She could be appointed by the President as well.

Wording if Adopted:

The President, Executive Vice President, Secretary, and Treasurer shall be elected by ballot to serve a term of two years. A President may not serve more than two consecutive terms. Each Area Vice President shall be elected for a two-year term by the voting members of chapters from their area. An individual could be appointed by the President and approved by the Executive Board. All officers shall assume office on 1 July, following the election by a majority of the ballots cast. These officers shall serve two year terms, ending when their successors are elected and assume office.

Reason the change should be adopted:

This allows for a smooth transition for new officers to become familiar with their duties before they assume them. It also aligns the transition to the beginning of a FY quarter for financial purposes and required financial filings by the Treasurer. Simplify transition timing to beginning of a FY quarter.