

**TEXAS FEDERATION'S BYLAWS**  
*January 31, 2020*

**ARTICLE I**  
**Name**

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

**ARTICLE II**  
**Objectives**

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation, to organize an effective political communication process, provide resources for personnel related questions of members in Texas, and to promote growth of NARFE.

**ARTICLE III**  
**Members**

**Section 1.**

All members of Texas chapters and National members of the National Active and Retired Federal Employees Association in Texas shall be voting members

**Section 2.**

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.

**Section 3.**

Any chapter dropped for failure to pay its dues shall be re-admitted upon payment of current year's dues and approval by a two-thirds vote of the chapter's members.

**ARTICLE IV**  
**Officers**

**Section 1.**

The officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer, or a Secretary/Treasurer, and up to 16 Area Vice-Presidents from each of the designated membership potential areas of the State of Texas, as determined by the Federation Executive Board. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

## **Section 2.**

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.

## **Section 3.**

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.

## **Section 4.**

The Executive Vice President shall act as general assistant to the President and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume all the duties of the President until a new President is elected and takes office at the next Federation state conference. Under the direction of the President, the Executive Vice President shall be responsible for the guidance and overall direction of the field activities.

## **Section 5.**

The Secretary shall maintain all records and books of the Federation, take minutes of Executive Board meetings, annual meetings and state conferences, and prepare and distribute the minutes to Executive Board members. The Federation will maintain a web page directory of chapter and federation officers and other information required by the Executive Board. Within 15 days after the close of a state conference, the Secretary shall prepare a report of the meeting highlights, results of ballots, including significant actions taken at a business meeting. Copies shall be sent to the Federation newsletter, President, Regional Vice President, and National Secretary/Treasurer.

## **Section 6.**

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

**Section 7.**

Each Area Vice President shall serve in an Area designated by the President under the guidance of the Executive Board. Area Vice Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, establish new chapters and assist existing chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

**Section 8.**

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.

**Section 9.**

The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at the state conference and as required.

**ARTICLE V  
Meetings**

**Section 1.**

Annual meetings of membership shall be held in accordance with the requirements of the laws of the District of Columbia.

- A.** In even-numbered years, the membership meeting shall be held at a place on dates and at a time or in a manner determined by the Executive Board for the purpose of hearing the president and treasurer reports. This meeting shall be referred to as the annual meeting. The quorum for the annual meeting shall be six (6) members.
- B.** 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.

## **Section 2.**

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.

## **Section 3.**

State conference committees shall be composed of members in good standing and shall include: Host, Sergeant-at-Arms, Rules, Legislative, Budget, Bylaws and Resolutions, Courtesy, and other committees the President requires. Some may meet and complete their duties prior to creation of a ballot. There shall be an Audit Committee appointed by the President in time to complete an audit prior to, and reported at, the state conference. No elected officer may serve as chairperson of a state conference committee nor shall elected officers constitute a majority of any committee.

## **ARTICLE VI Executive Board**

### **Section 1.**

The Executive Board shall consist of the President, Executive Vice-President, Secretary, Treasurer, and the Area Vice Presidents.

### **Section 2.**

The Executive Board shall have general supervision of the affairs of the Federation between state conferences, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws or action taken by the Federation. The Federation President shall appoint, with majority Executive Board approval, such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

### **Section 3.**

The Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but the officer shall be given reasonable opportunity to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to subsequent approval by the Executive Board.

### **Section 4.**

The Federation President, with majority Executive Board approval, shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any Texas chapter for cause on a 30-day notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

### **Section 5.**

The President biennially shall appoint, with majority Executive Board approval, an Audit Committee or select an accountant to conduct an audit of the Federation's financial status to be reported at the state conference.

## **Section 6.**

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or email canvass of Executive Board members, and the business so transacted shall be recorded in the minutes and reported by the Secretary at the next regular meeting of the Executive Board. A majority of the Executive Board members also may call for a canvass.

## **Section 7.**

The Executive Board shall meet at least two times annually or more frequently at the call of the President and may use electronic meeting software to reduce meeting costs. A majority of members shall constitute a quorum at Executive Board meetings.

# **ARTICLE VII Standing Committees**

## **Section 1.**

There shall be a Membership Committee consisting of the Executive Vice President as chairperson and Area Vice Presidents as members as well as chapter and non-chapter federation members. All members shall serve until the end of their term. The purpose of the Membership Committee shall be to encourage recruitment, develop new chapters, and stimulate eligible annuitants and employees of the federal civilian service to become members of the National Active and Retired Federal Employees Association and their local chapter and to retain membership therein.

## **Section 2.**

There shall be a Bylaws and Resolutions Committee composed of one member from each area, nominated by the respective Area Vice President (or some odd number of volunteer members) and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of four years with the exception that membership shall rotate with one-half of the members to be replaced after the first biennium so the committee will retain a majority of experienced members biennially.

## **Section 3.**

An Audit Committee shall be composed of at least four members, nominated by the Executive Vice President and approved by the Executive Board. The President shall appoint the Chairperson. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the membership for approval. After approval, the Executive Board shall publish the report in the first issue of the Federation newsletter after the state conference. Members shall serve until the completion of the audit.

## **Section 4.**

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.

**Section 5.**

Such other committees, standing or special, 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.

**ARTICLE VIII  
Resolutions**

**Section 1.**

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.

**Section 2.**

The Bylaws and Resolutions Committee shall ensure the resolutions are prepared in proper form. The Committee may, with no increase in scope, combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when the committee reports to the membership. 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.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters, by the date of a Federation deadline set by National Headquarters, a copy of each National resolution, whether or not adopted by our Federation ballot.

**ARTICLE IX  
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 inconsistent with these or National's bylaws and any special rules of order the Federation may adopt.

**ARTICLE X  
Amendment of Bylaws**

**Section 1.**

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.

**Section 2.**

The Committee presenting amendments to National's Bylaws to a ballot call shall ensure the amendments are not in conflict with National's Bylaws. Proposed amendments to Federation

and National Bylaws may be amended by the Committee with no increase in scope, combined with similar amendments, or have a single substitute prepared in place of the original amendments offered.

**Section 3.**

The proposed amendments to the Federation Bylaws (and a ballot to vote on the amendments) shall be published in the Federation newsletter at least 30 days prior to the announced deadline for voting.

**Section 4.**

A two-thirds favorable vote of the members voting shall be required for adoption. Amendments shall be approved at National Headquarters before becoming effective.

**Section 5.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters by the date of a Federation deadline set by National Headquarters, a copy of each National resolution, whether or not adopted by our Federation ballot.

      /s/ Frances A Hiner        
Federation Secretary

      January 31, 2020        
Date

      /s/ Kathryn E. Hensley        
APPROVED at National Headquarters  
National Secretary/Treasurer  
Kathryn E Hensley

      January 31, 2020        
Date