

**ARKANSAS FEDERATION OF
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES
(NARFE)
2018**

BYLAWS

PREAMBLE

The Arkansas Federation of the National Active and Retired Federal Employees Association (NARFE) accepts and supports the National By-Laws and pledges to stand by them. Further, the Arkansas Federation pledges that no part of the Federation By-Laws that follow will be in contradiction with any part of the National By-Laws, and that the Arkansas Federation will work in accordance with the National By-Laws to assist Federal employees, both active and retired, with their needs.

ARTICLE 1 - NAME

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

ARTICLE II – OBJECTIVES

The purpose and objectives of this organization shall be: to aid and 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; to provide resources for personnel related questions of members in Arkansas; and to promote growth of NARFE.

ARTICLE III – MEMBERSHIP

All chapter members and members of the National Active and Retired Federal Employees Association residing in Arkansas shall be voting members.

ARTICLE IV – FEDERATION OFFICERS AND THEIR DUTIES

The officers of the Arkansas Federation shall be a President, Executive Vice President, Secretary, and Treasurer. The President, Executive Vice President, Secretary and Treasurer shall not be limited in their term of office; however, elections for these offices will be conducted at each Federation Annual Meeting, to allow consideration of other candidates for these offices. Each incumbent will serve until a successor is elected and installed. All newly elected Officers will assume duties of office on the first day of June following the Annual Federation Meeting. Records of the outgoing officers will be transferred to the new officers on this date.

Section 1. Duties of the Federation President

- A. The Federation President shall be the Executive Head and Director of all Federation activities. He/she shall preside at all Federation meetings; perform the duties appropriate to the office;

call special meetings when necessary or when requested to do so when requested by 4 members of the Federation members of the Executive Board.

- B. The Federation President shall assist the Executive Vice-President and District Vice-Presidents in preparing the programs for their Districts. He/she will authorize payment of funds to the elected officers, or other members as needed and justified, to include one vehicle from a chapter for mileage travel expense for the purpose of attending one annual District Vice President Training Seminar, as directed to District Vice Presidents in Article IV, Section 3. Itemized statements with receipts or other documentation, or a "No Activity" statement, shall be submitted to the President at the end of each month for approval, prior to the Treasurer's reimbursement from Federation funds. The President shall promote the growth of NARFE and the welfare of the active duty federal employee, federal annuitant, and all members of the Arkansas Federation.
- C. The Federation President shall appoint the Chairpersons of the following committees upon assuming office: Federation Legislative Officer; Congressional District Leaders, Public Relations, Service Officer, Memberships, Alzheimer's, Sergeant-at-Arms; Finance and Budget, Audit, Annual Meeting Planning Committee, Resolutions and By-Laws, Credentials, and any other committee deemed necessary and desirable. The Federation President shall also appoint a Chaplain, a Historian, a Parliamentarian, Webmaster, Training Officer, and Editor of the Arkansas Federation newsletter. The appointments are effective immediately. The Federation President shall serve as the ex-officio member of all committees, except the Nominating Committee, and the Audit Committee.
- D. The Federation President shall be the NARFE-PAC Coordinator and shall make an annual report to the Federation Annual Meeting. The Federation President shall manage the affairs of the Federation as capably as possible, subject only to restrictions as may be set forth by the Executive Board, or these bylaws.
- E. After the Annual Meeting, but prior to the expiration of the term in office, the current President shall submit to National Headquarters all required annual meeting reports, including Form 7-A and the Annual Report prepared by the Chairman of the Audit.
- F. The Federation President, or a representative, is authorized to attend all Region VI Seminars with funding to be provided, if desired and available, from Federation funds. Funding will also be provided for the registration, transportation, meals and lodging expenses for the Federation President or Federation Legislative Officer, or a representative, authorized by the Federation Executive Board, to attend the NARFE Legislative Training Conference held every other year in the Washington, D.C. area. Reported expenses must be documented.

Section 2. Duties of the Executive Vice President

The Federation Executive Vice-President shall preside in the absence of the President and shall perform such duties as are assigned by the President. Duties shall consist of, but not be limited to the following: assist the President in visiting the chapters; aid in the formation of new chapters; accept leadership roles in assisting chairpersons of committees; assist District Vice-Presidents in keeping and analyzing records and reports; and other duties as the need arises. The Executive Vice Presidents will assist in contact

with all Federation members as requested. If the office of the Federation President becomes vacant, the Executive Vice-President shall assume the office until the next scheduled Annual Meeting.

Section 3. Duties of the District Vice Presidents

The Federation District Vice-Presidents will be nominated and elected in District Caucuses on the first day of the Annual Meeting. Distribution shall be as designated in Article IV of these bylaws and their responsibilities shall lie within the assigned geographical area of their respective Districts. In Districts with two (2) Vice-Presidents, the workload and chapter responsibilities shall be decided by mutual agreement between the two Vice-Presidents, with Executive Board approval. They shall promote the objectives of NARFE; maintain a continuing evaluation of chapter potential for new chapters and membership; organize new chapters; reactivate inactive chapters; advise chapters relative to problems; and conduct training seminars in November and December for chapter officers. They shall visit each chapter at least once annually, or more often if needed, and assist chapters in functions to provide more complete and efficient service to active federal employees and annuitants. The District Vice Presidents will assist in contact with all Federation members in their district, as requested. Each Vice-President shall compile monthly activity and expense reports which will be submitted to the Federation President. An information copy may also be submitted to the Executive Vice-President by the President.

Section 4. Duties of the Secretary

The Federation Secretary shall keep a true record of all Federation proceedings and will provide copies to all Executive Board members; shall promptly attend to correspondence; maintain records of membership; and perform other duties as assigned by the Federation President. The Secretary shall prepare Form F-7A, Federation Officer Roster, within three (3) days after the Annual Meeting, for submission to NARFE Headquarters by the Federation President. Other convention reports should be completed, prior to the time the new Federation Officers assume office, and given to the Federation President for submission to NARFE Headquarters.

Section 5. Duties of the Treasurer

The Federation Treasurer shall receive all funds paid to the Federation; deposit same in a bank; draw checks against them as directed by the President under the rules of the Federation; and shall present a fiscal year-to-date balance sheet report to each Annual Meeting showing receipts, dates, sources of funds received and to whom and for what purpose they were disbursed. The Federation's fiscal year will begin June 1 and end May 31 of the following year. Copies of the fiscal year-to-date balance sheet shall be furnished to the Audit Committee showing the amount of funds on hand, the day prior to the Federation Annual Meeting. Funds received or disbursed during the Annual Meeting will be fully accounted for on the fiscal year balance sheet.

The Federation Treasurer shall prepare a Financial Report for the Fiscal Year ending May 31 which is to be presented to the Audit Committee for review and approval. This report will show all receipts, disbursements, and the balance on hand and will be published in the first issue of the Arkansas Federation Newsletter following the Federation Annual Meeting.

The Federation Treasurer shall prepare and mail a per capita assessment to each Chapter in the Federation as soon as possible after the end of a calendar year with the assessment compiled from the latest M110.

ARTICLE V – ANNUAL MEETINGS

Section 1. Purpose

The Arkansas Federation shall hold an annual meeting. The purpose of the Federation Annual Meeting shall be to announce the election of officers, vote on resolutions and by-law amendments, transact business of the Federation, conduct training, and discuss matters of interest to members and must include a report by the President and Treasurer.

Section 2. Elections and Voting

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

Section 3. Composition of Committees

Annual committees shall be composed of members registered at the annual meeting and shall include: Host, Sergeant-at-Arms, Rules, Legislative, Budget, Resolutions, Courtesy, and others 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 the first Executive Board meeting following the Annual Meeting. No elected officer may serve as chairman of an annual meeting committee nor shall elected officers constitute a majority of any committee.

Section 4. Quorum

A total of 35 members present of total membership shall constitute a quorum at a Federation Annual Meeting.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Composition of the Executive Board

The Executive Board will consist of the aforementioned officers in Article IV, District Vice Presidents for the four Congressional Districts in Arkansas, and the immediate past Federation President. All members of the Executive Board must be in good standing in the Federation. Any vacancy on the Executive Board will be filled in accordance with the Arkansas Federation Bylaws.

Section 2. Duties of the Executive Board

The Executive Board shall carry out the orders of the Federation and attend to all necessary business of the Federation between Annual Meetings. The Board shall, with the Finance and Budget Committee, design a budget, and approve mileage and per diem rates for the elected Federation Officers, Committee Chairpersons and others who incur expenses while on Federation business at the direction of the President.

Section 3. Filling Vacancies on the Executive Board

Should any of the following positions become vacant, the position will be filled through appointment by the President, with the approval of the Executive Board: Executive Vice-President, Secretary, Treasurer and District Vice-Presidents.

Section 4. Meetings of the Executive Board

A quorum shall be 5 members of the Board and is required to legitimately conduct Federation business on any and all occasions. Only Board members (or their properly authorized representative) shall be allowed to vote on matters brought before the Board. The Board shall hold at least three (3) meetings annually. The first shall be on or about June 15th, following assumption of office by newly elected Officers; the second and third will be at the President's discretion and will be announced in a timely manner.

Section 5. Conducting Business at Meetings and Meeting Agenda

Robert's Rules of Order (Revised) shall be used to conduct business at all Executive Board meetings, as long as, they do not contradict these by-laws.

ARTICLE VII – NOMINATING COMMITTEE

The Nominating Committee shall be composed of one (1) member from each District and the immediate Past-President, who will be the chairperson and a member of the committee at large. Election of members to the Nominating Committee shall be in District caucuses on the first day of the Annual Meeting. Should any position on this committee become vacant, the position will be filled through appointment by the President, with the approval of the Executive Board.

ARTICLE VIII – LEGISLATIVE COMMITTEE

Both the National and State Legislative Committee and the Congressional District Leaders fall under the guidance of the Federation Legislative Officer.

Section 1. Arkansas Federation Legislative Committee

The Arkansas Federation Legislative Committee composed of one Congressional District Leader from each Congressional District and the Federation Legislative Officer shall maintain contact with the National Legislative Director and be sensitive to the actions of the President and Congress on national affairs effecting NARFE members. The committee will similarly monitor state legislative activity during sessions of the Arkansas General Assembly. At both the federal and state levels, the committee chair will alert the Federation President and Chapters on matters effecting NARFE members, with possible remedies.

Section 2. Reimbursement for Committee Members

The Federation President is authorized to approve reimbursement to committee members incurred in the performance of such duties, upon submission of documented expense reports.

ARTICLE IX – ANNUAL MEETING

The Federation Annual Meeting shall be held at such time and place as have been fixed by the previous Annual Meeting or by the Executive Board, in the absence of previous designation, or in the case of an emergency. The meeting shall be for the purpose of transacting Federation business, discussing Chapter issues and other matters of interest to active Federal employees and Federal retirees.

Section 1. Elections and Balloting at Federation Annual Meetings

- A. In the afternoon of the first day of the Annual Federation Meeting, the Nominating Committee shall present its report. The report will include that all members of the Federation were advised that nominations were open, the positions, and how to submit a nomination. The Nominating Committee shall make its recommendation for Federation President; Executive Vice-President; Secretary; and Treasurer. Further nominations for these offices may be made from the floor immediately following the report of the Nominating Committee. Only one two (2) minute nominating speech and one (1) minute seconding speech will be permitted for any candidate.
- B. Immediately after the report of the Nominating Committee and nominations from the floor have been closed, each nominee for the Federation Office will be allowed two (2) minutes to present his/her qualifications and proposed program. The speaker will be given a thirty (30) second warning before time expires, and no extension of time will be granted.
- C. Immediately following the nominees' speeches, if any, the election of the President, Executive Vice-President, Secretary and Treasurer shall proceed. The presiding officer shall declare those candidates, where only one person is nominated for office, as being duly elected. Election of contested offices shall be by written ballot.
- D. The ballots shall be distributed, taken up and counted by the Sergeant-at-Arms Committee. Election of officers shall be decided by a majority of the votes cast. In case none of the candidates receive a majority of the votes cast, there shall be a runoff election between the two candidates who receive the highest number of votes on the ballot.
- E. Nomination and election of the District Vice-Presidents and the District members of the Nominating Committee shall be in District caucuses during the first day of the Federation Annual Meeting.

Section 2. Rules of Order at Federation Annual Meeting

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be used to conduct business at all Federation Annual Meetings, as long as they do not contradict these by-laws.

Section 3. Selecting Future Meeting Sites

The Annual Meeting Planning Committee shall make its report on proposals for the Annual Meeting three years hence, immediately following the completion of the election of officers, and the selections of the site shall be by standing majority vote.

ARTICLE X - REVENUES

The revenues of the Federation shall consist of 10% of National dues from all Chapter voting members and other Federation members residing in Arkansas, as well as, per capita dues from Chapters affiliated with the Arkansas Federation. The per capita shall be obtained from Chapters, by payment for each Chapter member, from a per capita assessment of up to Three dollars (\$3.00) per member. This assessment will be set yearly by the Executive Board and based on a December report, F-110. The Executive Board may increase/decrease the per capita assessment but not above the \$3.00 previously stated in this article. Such assessment shall be paid by Chapters to the Federation Treasurer no later than the last day of February of each year, upon being assessed by the Federation Treasurer. Chapters failing to remit dues, as assessed, shall be seated at the pleasure of the Meeting in session or by direction of the Executive Committee prior to the Annual Meeting. A separate section shall be made available for non-chapter attendees at the meeting. Seating must be approved by majority meeting member votes. No Federation funds will be made available to fund or reimburse any member of a Chapter in Arkansas, if the Chapter has not paid its most recent per capita assessment.

ARTICLE XI – AMENDMENTS AND RESOLUTIONS


Amendments (Form F-3C) to these Bylaws may be adopted, or amended, by a two-thirds (2/3) vote of approval by the Federation Annual Meeting members providing such proposed amendment, in its entirety, has been submitted to the Chapters at least thirty (30) days prior to the start of the Annual Meeting. The proposed amendment(s) will be submitted to NARFE National Headquarters for approval and will become effective 60 days after approval.

Resolutions (Form F-3A) submitted from the floor of the Annual Meeting in session must be in writing and a completed copy of the entire resolution placed in the hands of each member before any action can be taken; also, a two-thirds (2/3) consent vote of the Annual Meeting members are necessary before such resolutions will be considered. No conflict with the provisions of the Federation Constitution is acceptable. The Federation Secretary will submit all resolutions to NARFE Headquarters as soon as received via the interactive form on www.narfe.org and report Federation action on the resolution to NARFE Headquarters immediately after the Federation Annual Meeting.

This version of the Arkansas Federation of NARFE Constitution was approved by a two-thirds majority of delegates at the 2018 Arkansas Federation of NARFE Chapters Convention in Little Rock, Arkansas on May 17, 2018.


Federation Secretary


Federation President


NARFE Secretary-Treasurer