

INDIANA FEDERATION BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Indiana 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 to unite for the mutual benefit of all Indiana chapters and National members residing in the State.

ARTICLE III: MEMBERS

Section 1. Eligibility

- A. All chapter members shall be eligible for membership in the Federation provided the chapter has been granted a charter by the Association.
- B. All chapter members within the State without regard as to chapter membership in the Federation
- C. National members not belonging to a chapter and residing in the State.

Section 2. Revenues

The revenue shall be obtained from:

- A. A per capita assessment of each chapter member paying chapter dues based on the chapter active records as provided by the Association, as of December 31, fees are payable February 1 and become delinquent March 31;
- B. The ten percent rebate of national dues and fees from the Association; and
- C. Income derived from other sources.
- D. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

ARTICLE IV: OFFICERS

Section 1. Elected Officers

The elected officers of the Federation shall be president, vice president for membership, vice president for legislation, secretary, treasurer and any other elected officer deemed necessary by the Federation Executive Board.

Section 2. Appointed Positions

The appointed positions shall be chaplain, sergeant-at-arms, service officer, parliamentarian, at least one congressional district liaison (CDL) for each Indiana congressional district and any other position deemed necessary by the Federation Executive Board.

Section 3. Qualifications

To be eligible for elected or appointed office, a person shall be a member of a chapter of the Federation or a National member residing in the State.

Section 4. Term of Office

- A. All officers shall serve for a term of two years or until their successors are elected. Terms shall begin at the close of the conference at which they are announced.
- B. The president shall not serve more than two consecutive terms. Serving in the office of the president for more than one half term shall be considered a full term.
- C. After an interim of two years, a past president may be elected to a new term.

Section 5. Duties of Officers

Officers shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the organization and any other duties assigned by the executive committee.

A. The president shall:

- 1. Preside at the meetings of the executive committee, executive board and the conference of the Federation;

2. Serve as chief executive officer and official spokesperson for the Federation;
3. Appoint the chair of the standing committees unless otherwise provided in these bylaws and any other position deemed necessary;
4. Serve as ex-officio member of all committees except the nominating and audit committees;
5. Sign contracts as required; and
6. Be an authorized signatory on checks.

B. The vice-president for membership shall:

1. Preside in the absence of the president; and
2. Serve as membership committee chair.

C. The vice-president for legislation shall:

1. Preside in the absence of the president and vice-president for membership;
2. Serve as legislative committee chair; and
3. Lead and coordinate Federation-wide legislative communications and activities including those of the CDLs.

D. The secretary shall:

1. Keep accurate minutes of the proceedings of all Federation meetings;
2. Attend to the correspondence of the Federation;
3. Retain current copies of the Federation's bylaws; and
4. Forward all necessary completed forms and reports to the Association.

E. The treasurer shall:

1. Receive and deposit all Federation monies;
2. Sign checks for expenditures approved in writing;
3. Transfer Federation funds when deemed necessary;
4. Serve as chair of the budget and finance committee; and
5. Maintain financial records for the Federation.

Section 6. Nominations and Election

- A. The Nominating Committee shall consist of at least three members. The chair shall be selected at the board meeting preceding the conference and shall select at least two members. The committee shall nominate at least one candidate for each office and shall report the nominees to all chapter presidents and National members at least sixty days prior to the opening of the conference.

B Elections

The officers shall be elected by ballot vote in advance of the conference.
The candidate receiving the greatest number of votes is elected.

Section 7. Vacancies

A vacancy in the office of president shall be filled by the vice-president for membership. A vacancy in any other office shall be filled by the executive board for the unexpired term. By a majority vote of the executive board a vacancy may be declared in any elected office for failure to perform the duties and responsibilities of the office.

V: ANNUAL MEETINGS

Section 1. The Federation shall hold annual meetings.

- A. In odd-numbered years, the Federation shall hold a conference to announce the election of officers and the votes on resolutions and bylaws amendments.
- B. In even-numbered years, the Federation shall meet to receive reports from the president, treasurer, and standing committees.

ARTICLE VI: FEDERATION CONFERENCE

Section 1. Federation Conference

- A. The Federation shall meet biennially in odd-numbered years for the purpose of announcing and installing officers elected prior to the conference; receiving reports of officers, the executive board and committees; and for providing educational, social programs and for any other business which may properly come before the conference.
- B. A conference coordinator shall be appointed by the president. The conference coordinator shall appoint all necessary committees.

Section 2. Call to Conference

The call to the conference, giving time and place, shall be provided at least ninety days prior to the opening of the conference.

Section 3. Voting

- A. The voting body shall be composed of all Federation members.
- B. Each member of the voting body shall be entitled to one vote.
- C. Ballots may be distributed by mail, Federation newspaper or electronic process (e-mail or on web site) in advance of the conference. Upon request, a paper ballot will be made available.
- D. One ballot shall be used for the election of officers and one ballot for resolutions and amendments to these bylaws shall be submitted to all members at least 60 days preceding the opening of the conference.
- E. In case of a tie in the election, the executive committee will determine the necessary procedure to break the tie.

Section 4. Quorum

The quorum for the conference shall be 25 Federation members.

Section 5. Postponement or Cancellation

The executive committee may postpone or cancel a conference by a majority vote. All members shall be promptly notified of the postponement or cancellation. In the event of a cancellation, the executive committee shall conduct the installation of officers.

ARTICLE VII: EXECUTIVE BOARD

Section 1. Composition

The executive board shall consist of the elected Federation officers.

Section 2. Authority and duties

- A. The executive board shall have full power and authority over all affairs of the Federation between conferences.
- B. The executive board shall:
 - 1. Adopt an annual budget at the first executive board meeting of the calendar year;
 - 2. Execute the orders of the conference;

3. Adopt special rules of order and standing rules for the executive board;
4. Fill any vacancies except the office of president; and
5. Establish the chapter per capita fee.

C. Meetings

The board shall meet at least once per year at a time and place designated by the president or at the call of a majority of the board members. A meeting may be cancelled or postponed by a majority vote of the executive committee. A quorum for a board meeting shall be three elected officers.

D. Voting

A vote of the board may be taken by telephone vote, ballot, mail or e-mail. If a vote taken is not at a regular board meeting, the action taken shall be ratified at the next meeting. A majority vote of the executive board shall be required to amend an adopted budget.

Section 3. Executive Committee

The executive committee shall consist of the president, vice president for membership, vice president for legislation, secretary and treasurer. The committee shall be authorized to take emergency action between board meetings. All actions taken must be ratified by the executive board. The committee will meet at the call of the president.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees

- A. The standing committees shall be: audit, budget and finance, bylaws, legislation and membership. The president shall appoint the chair of each committee unless named in the bylaws.
- B. All standing committees and the nominating committee shall report the committees' activities at the conference.

Section 2. Special Committees

- A. Special Committees 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.

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 in conflict with these bylaws and any special rules of order the Federation may adopt.

ARTICLE X: AMENDMENTS

Section 1. Amendments

These bylaws may be amended by a two-third vote of the members voting provided that the amendment has been submitted in writing to the bylaws committee and received by the bylaws committee at least ninety days prior to the opening of the conference and that previous notice has been provided to the members, sixty days prior to the opening of the conference.

- A. All voting is by members by ballot with one vote each.
B. Ballot voting will be in accordance with Article VI. Section 3, C.

G. K. Roes
Federation Secretary

5/5/18
Date

APPROVED at National Headquarters

Jim W. Davis
National Secretary/Treasurer

5/23/2018
Date