

March 22, 2021

Carol R Ek
Kansas Federation Secretary
907 Sycamore Pl
McPherson, KS 67460-5804

Dear Ms. Ek:

We have carefully reviewed your revised bylaws for the Kansas Federation, and they are hereby approved. We have a copy on file here at NARFE Headquarters and are returning the original to you for your files.

If you have any questions, please contact Lynette Green at fedchpsrvcs@narfe.org. Thank you for your cooperation in this matter and your continued support of NARFE.

Sincerely,



Kathryn Hensley
National Secretary/Treasurer
Enclosure

NARFE

Kansas Bylaws



New Format – 12/03/2020

KANSAS FEDERATION BYLAWS

ARTICLE I

Name

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

ARTICLE II

Purpose

Section 1. The purpose of this Federation shall be to promote within its respective area, the aims and objectives of the National Association, as set forth in the Bylaws and Articles of Incorporation; to organize new chapters, to visit chapters and promote greater chapter activity, including the solicitation of members; to reactivate weak and closed chapters; to stimulate fraternal cooperation among all chapters in the area for their mutual benefit and for the benefit of the association; to maintain constant vigil upon the status of legislation in the various legislatures in the area, and to take such action with respect to any such Legislation as may be deemed beneficial to the retirees or current employees; to support civic, patriotic and nonpartisan political activities within the respective Federation or Chapter area which are deemed to uphold American institution and ideals and the best interest of this association; to support and initiate activities consistent with the concept expressed in the preamble.

Section 2. The Federation may not enter into activities, arrangements or agreements in conflict with programs or activities of the National Association.

ARTICLE III

Members

The federation shall be composed of members belonging to chartered chapters and national members residing within Kansas borders.

ARTICLE IV

Chapter Affiliation

Section 1. All chapters within the State shall retain affiliation in this Federation upon payment of the per-capita assessment.

Section 2. The per capita dues for membership in the Federation shall be an amount approved by the Federation voting members for each Chapter member who, as of November 30, has paid National and Chapter dues, with the exception of Honorary members, Non-Voting Associate, and Social members.

Section 3. Each chapter treasurer shall remit to the Federation Treasurer the total per capita dues owed the federation prior to the last day of January of the next year.

ARTICLE V

Officers

Section 1. Voting officers of the Federation shall be elected prior to the annual meeting and shall include:

- A. Federation officers shall consist of a President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. Officers shall be elected by ballot prior to the annual meeting to serve a term of two years. The office of President, 2nd Vice President and Treasurer shall be elected in even years; and the office of 1st Vice President and Secretary shall be elected in the odd years.
- B. Area Vice Presidents shall be elected by ballot during the year in which the Federation President is elected. Each Area Vice President will serve a 2-year term. A federation elected officer is not eligible to hold the office of Area Vice-President.
- C. The immediate Past President.

Section 3. Installation of Officers and Term of Office

All officers shall be installed at the annual meeting and shall assume office on May 15th of the year elected.

Section 4. Appointed Officers

The following officers shall be appointed by the Federation President to serve a term of two years:

Legislative (Federal)
PAC Coordinator
Historian
Newsletter Editor

Legislative (State)
Service Officer
Membership
Chaplain

Alzheimer's
NARFE-Net/Web Master
Training Officer
Parliamentarian

ARTICLE VI

Federation Executive Board

Section 1. The Executive Board shall include all Federation elected officers; any Kansas member who has held a position on the National Board; and all committee chairpersons appointed by the President.

Section 2. The Executive Board shall conduct the business of the Kansas Federation; adopt a budget; fill any vacancy in office of President; ratify Presidents appointment of any vacancy; review and approve/or disapprove registration fees for conference/annual meeting; and update the Federation policy for the purpose of serving as a formal guide established by past executive board decisions in directing Federation operations.

Section 3. The Executive Board shall have the authority, by two thirds votes, to declare any elected or appointed office vacant. The President shall fill the vacancy by appointment in

any office (except President) for the unexpired term subject to subsequent approval by the Executive Board.

Section 4. If there is a vacancy in the office of the president, the Executive Board shall convene to fill the vacancy for the remainder of the term from among the then current members of the executive board.

Section 5. A regularly scheduled meeting shall be held in June and in the fall. The June meeting may be scheduled in a central location. The fall meeting shall be held at the next annual meeting site.

A short pre and post meeting shall be held in conjunction with the annual meeting.

Section 6. The Executive Board may approve meetings to be held telephonic or electronic when deemed feasible to do business of the Federation. The meetings are open to any member requesting attendance at least five (5) days prior to the meeting.

Section 7. Special meeting can be called upon written request to the President by seven (7) elected Board members. At least ten (10) days written notice of the time, place, and purpose must be given to all Executive Board members.

Section 8. A quorum to conduct business shall consist of seven (7) voting members in attendance.

Section 9. The financial fiscal year shall be April 1st through March 31st.

ARTICLE VII

Annual Meeting/Conference

Section 1. The Federation shall hold an annual meeting as such time and place as shall have been determined by the previous annual meeting. In the event that no such action was taken by the previous meeting, or in the event of an emergency, the Federation Executive Board shall establish the time and place of such meeting. The Executive Board may postpone or cancel an annual meeting with 2/3 vote. All members shall be promptly notified of the postponement or cancellation with an explanation. In the event of cancellation or postponement, the executive board may set a new date.

Section 2. The purpose of the annual meeting shall be as follows: to announce the results of the election of officers and any votes on bylaw amendments or resolution, to transact the business of the Federation, to conduct training, and to discuss matters of interest to members.

Section 3. The voting body shall be composed of all federation members. During any voting, each member shall vote independently. Ballots will be distributed by electronic process in advance of the annual meeting. A paper ballot will be made available if requested.

Section 4. A majority of federation officers attending, plus 1% of the federation members shall constitute a quorum.

ARTICLE VIII

Committees

Section 1. The president shall appoint a Membership Chair to serve for a two-year term. The Membership Chair shall seek additional members to assist with the purpose of encouraging eligible annuitants and Federal civilian employees to become the members of the National Active and Retired Federal Employees Association.

Section 2. The president shall appoint a Bylaws and Resolutions Chair to serve for a two-year term. The Bylaws and Resolutions Chair shall be assisted by four member volunteers approved by the Executive Board.

Section 3. An Audit Committee shall be composed of three (3) Area Vice Presidents who shall establish the criteria for the selection of the Auditor who will not be a member of the Executive Board.

The committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments. A report for submission to the members shall be prepared for approval during the federation annual meeting. After approval; the report shall be published in the next issue of the federation newsletter.

Section 4. The President shall appoint a Nomination Committee comprised of three members of the Executive Board at the fall meeting.

Section 5. Such other committees 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.

Section 6. The president shall be an ex-officio member of all committees except the nominating and audit committees.

ARTICLE IX

Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules or 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, National Bylaws, and any special rules the federation may adopt.

ARTICLE X

Amendments

Section 1. Amendments to the Bylaws of this federation shall be amended or adopted by a two thirds (2/3) vote of all properly returned and marked ballots provided sixty (60) days advance written notice of such amendment has been given to all members.

Section 2. A proposed bylaw or resolution amendment may be initiated by a group of five (5) members in good standing; a Chapter in good standing; or, by the Federation Executive Board.

The federation secretary shall distribute copies of the proposed amendment to all members provided there is sixty (60) days advance notice available.

Section 3. For voting purposes, 1% of members shall constitute a quorum.

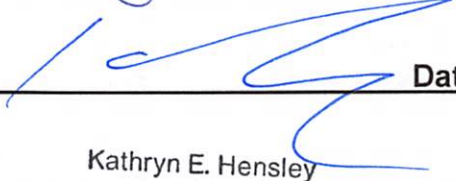
Section 4. All amendments are subject to approval of National Headquarters before becoming effective.

ARTICLE XI
Additional Provisions

Section 1. Guidelines and procedures on implementation of these bylaws are contained in separate documents which are made available to members on request or by visiting the Kansas NARFE website.

Federation IRS EIN: 48-0802296

Federation Secretary Signature:  **12/02/2020**

National Secretary/Treasurer Signature:  **Date:** 3/22/2021
Kathryn E. Hensley

**Minutes of Annual Meeting Kansas Federation of NARFE Go-to-Meeting
May 28, 2020**

The meeting was called to order by President John Ourada at 7:00 p.m.

Roll call was recorded by Secretary Carol Ek:

Present at the Meeting:

President John Ourada
1st Vice President Elizabeth Bornman
2nd Vice President Rita Dawson
Secretary Carol Ek
Treasurer Peggy Coder
Area 1 Vice President Louis Bornman
Area 1A Vice President Judy Etter
Area 2 Vice President Sylvia Riepen
Area 2A Vice President Lois Carlson
Area 3 Vice President Mary Reed
Area 4 Vice President Gene Algrim
Area 5 Vice President L Ann Domsch

Region 5 Vice President Cindy Blythe
NARFE PAC Chair Martin Fadden
Webmaster Fred E Fanning
State Legislative Chair Ronald Richey
Historian James E Dodd

Members Attending:

01	Sharon Rosenow	Wichita	18	Linda Ourada	Salina
02	Eugene Harter	Manhattan	19	Janet Mathews	Hutchinson
03	Phil Mathews	Hutchinson	20	Jodi Besthorn	Wichita
04	Ronald Katt	Victoria	21	Carol Katt	Victoria
05	Janet Fadden	Abilene	22	Richard McChesney	Manhattan
06	James Dodd	Junction City	23	Ed Radatz	Lindsborg
07	Jane Radatz	Lindsborg	24	Larry Kuder	Salina
08	Harold Blume	Salina	25	Janice Neuschafer	McPherson
09	Patrick Davidson	Leavenworth	26	Clarene Goodheart	Stockton
10	Lorene Mumm	Atchison	27	Roger Mumm	Atchison
11	Thomas Huber	Lawrence	28	Louise Lloyd	Overland Park
12	Sylvia Fritchman	Andover	29	Gary Kilgore	Chanute
13	Lorraine Kilgore	Chanute	30	Doris Ericson	Fort Scott
14	Navella Richey	Topeka	31	Jim Carlson	Erie
15	Caller 02		32	Caller 03	
16	Caller 05		33	Caller 06	
17	Harry McDaniel	Ozawkie			

Quorum Announced: Guided by Kansas Bylaws Article VII-Section 3, Secretary Ek determined that a quorum was in attendance to conduct business.

Instructions for Conduct of Meeting: President Ourada welcomed all attendees to the meeting thanking them for attending the virtual meeting. Instructions were given on how attendees could be in listen mode and how they could ask questions at any point. President Ourada announced that the meeting is being recorded and may be available to anyone who wishes a copy.

Prayer to Begin Meeting: Chaplain Judy Etter led the meeting with prayer.

Pledge of Allegiance: 1st Vice President Bornman led the meeting with the pledge.

Reports: The following reports were presented to the meeting with written copies filed and posted to the Kanas website:

President John Ourada
Secretary Carol Ek
Federal Legislative – Louis Bornman
Membership – 2nd Vice President Rita Dawson
Alzheimer's – Alzheimer's Chair Ann Domsch
PAC – Marty Fadden
Service Officer – 1st Vice President Elizabeth Bornman
Region V Vice President Cindy Renee' Blythe

Ann Domsch moved that all officer reports be approved as presented. This motion was seconded by Gene Algrim. The motion was unanimously approved by those in attendance.

Results of Election Teller Report: Committee Chair, Ed Radatz, reported on the teller committee report which was sent to all members having an e-mail address in the National NES System for their review prior to the meeting. This report has been posted on the Kansas website. A copy was shown on the screen while the report was being presented.

Eligible votes cast 154 with the following results: President John Ourada
2nd Vice President Rita Dawson
Treasurer Peggy Coder

Amendment to Bylaws Article VI, Section 3 Passed
Amendment to Bylaws Article VI, Section 5 Passed

The teller report with documents was approved by the Executive Board at their pre-convention meeting on May 27, 2020.

2019-2020 Financial Report: Treasurer Peggy Coder reviewed every transaction contained in the financial report which was sent to all members having an e-mail address in the National NES System for their review prior to the meeting. A copy was shown on the screen while the report was being presented. This report has been filed in official files and is posted on the Kansas website. Following review, Peggy Coder moved that the report be accepted as filed. The motion was seconded by Carol Ek. The motion was unanimously approved by those in attendance.

2019-2020 Audit Report: Louis Bornman, Audit Committee, reported that the Audit was completed on May 12, 2020, with Judy Etter, Area 1A Vice President; Lorene Mumm, Auditor; and, Peggy Coder, Treasurer; in attendance. The committee found that the treasurer is doing an excellent job. A copy of the Audit report was attached to all members having an e-mail address in the NES system; paper copy on file and the report has been posted to the Kansas website. The audit report was approved at the Executive Board meeting of May 27, 2020.

Installation of New Officers: Region VP Cindy Renee' Blythe installed new officers; congratulating them on their election, thanking them for serving, and wishing them well.

2021 Kansas Conference and Annual Meeting: With hopes that we will be back to normal operation in the 2021 year, Fred E. Fanning, President of the Salina Chapter, invited all to attend the planned 2021 conference which is being planned for the Hilton Garden Inn, April 26-27, 2021, in Salina, Kansas. The Salina Chapter is working hard to make this a memorable 100th year celebration.

Questions: President Ourada offered all of those attending the opportunity to make announcements or ask questions.

Special Recognition for Employee Recognition Week: Phil Mathews, Hutchinson Chapter, wanted everyone to know that their Chapter had been recognized for their article published during employee recognition week.

Meeting Adjourned: 8:40 p.m.

**Minutes of Kansas Federation of NARFE Executive Board
Go-to-Meeting
January 14, 2021**

The meeting was called to order by President John Ourada at 10:00 a.m.

Roll call was recorded by Secretary Carol Ek:

Present at the Meeting: President John Ourada
 1st Vice President Elizabeth Bornman
 Secretary Carol Ek
 Treasurer Peggy Coder
 Area 1 Vice President Louis Bornman
 Area 2A Vice President Lois Carlson
 Area 3 Vice President Mary Reed
 Area 5 Vice President L. Ann Domsch
 Webmaster Fred E Fanning
 State Legislative Chair Ronald Richey
 NARFE PAC Chair Philip Mathews
 Region V Vice President Cindy Blythe

Absent: 2nd Vice President Rita Dawson
 Area 1A Vice President Judy Etter
 Area II Vice President Sylvia Riepen
 Area IV Vice President Gene Algrim

Secretary Ek determined that a quorum (7) was present to conduct business.

Minutes: Minutes of the meeting of October 21, 2020, were approved as distributed.

Treasurer's Report: Treasurer Peggy Coder reviewed the financial report of October 16, 2020 – January 12, 2021. Copies have been distributed to the EB members. Carol Ek moved that the financial report be approved as filed. Lois Carlson seconded the motion which was unanimously approved.

Federation Bylaws Revision: Revised Bylaws following approval of amendments at the Annual Meeting has been distributed for review by the Executive Board prior to submission to National Headquarters for approval. Carol Ek moved that the revision be approved as written. Louis Bornman seconded the motion which was unanimously approved.

Appointment of Audit Committee for 2021: According to Article VIII, Kansas Bylaws, the Area Vice Presidents have been polled by e-mail for their choice of members to serve on the Audit Committee. Those members selected are: Louis Bornman, Judy Etter, and Mary Reed.

2021 Federation Conference Plans: John Ourada, President; Linda Ourada, Conference Co-Chair; and Fred Fanning, Conference Co-Chair; discussed plans to hold the in person conference April 25-27, 2021, as planned.

Federation Banners: Ann Domsch moved that we approve purchase of one table top cover and one standing banner from Office Depot for the purchase price of \$145 each. Lois Carlson seconded the

motion which was approved unanimously. President Ourada asked Louis Bornman to proceed with ordering the banner.

Chapter Closing: President Ourada reported that he has completed documents for closing of Chapter 1763, Independence. Members will be transferred to: Chanute 6; Pittsburg 2; Winfield 2; and, Logan County 1. Treasury funds will be prorated as required.

Nominating Committee Report: Offices of 1st Vice President and Secretary will be elected for 2021-2023. Elizabeth Bornman confirmed that she wished for her name to be placed on the ballot for the office of 1st Vice President. Nominating Chair Carol Ek reported that she is still looking for nominations for the office of Secretary; and asked for assistance in finding names of qualified persons for that position.

Ratification of Nominees for Conference Teller Committee: President Ourada asked that his nomination for Ed and Jane Radatz be approved as teller for the 2021-2023 election. Carol Ek moved to approve this nomination. Ann Domsch seconded the motion which was unanimously approved.

Meeting Adjourned: The meeting adjourned at 11:46 a.m.

Carol R. Ek

Secretary