

MINNESOTA NARFE FEDERATION BYLAWS

A - NAME

This organization shall be known as the Minnesota Federation of the National Active and Retired Federal Employees Association.

B - OBJECTIVES

The purpose of this Federation shall be: To aid and support the National Association and to promote the objectives set forth in its Bylaws and Articles of Incorporation; to unite fraternally for mutual benefit of all Minnesota members in good standing within the area of the Federation; to cooperate in the organization of new chapters and in stimulating greater chapter activity; to initiate and carry on campaigns for securing new members throughout the area; to initiate work with National, State and Local legislative representatives; and work with the representatives of governing bodies in seeking laws and ordinances favorable to active employees, retirees, their dependents, and survivors; to promote the general welfare of all older persons; and to support civic and patriotic activities upholding American institutions and ideals.

C - MEMBERSHIP

All active and retired Federal Civilian employees are eligible for membership in this Federation and retain membership upon payment of dues.

D – LEGISLATION

Legislative Advocacy is a key mission of NARFE: to support legislation that is beneficial to active and retired federal civilian employees and opposes contrary legislation.

E – CONFERENCES

Conferences shall be held at such time and place as shall have been fixed by the conference held two years before each ensuing conference, or by the Executive Board in the absence of previous designation, or in case of emergency. The conference shall be for the purpose of discussing problems and other matters of interest to active employees and retirees; and to provide social, fraternal, and educational programs. Each member in good standing shall be entitled to representation at the conference. Election of officers will be held by ballot prior to our Conference on odd years and installed at that Conference. Resolutions may be balloted annually prior to the Conference.

All Minnesota members shall be afforded the right to vote.

Ballots for elected officers and resolutions will be issued at least 60 days prior to Conference to all eligible members through the newsletter and/or website. There will be a separate ballot for officers and another for any resolution. Resolutions require a 2/3 vote for passage and officers will require a majority of votes received. A 1% of eligible members voting will make this a valid election.

Federation Conference Committee, Appointments, Rules, and other information are included in the Federation Standing Rules.

F – OFFICERS AND EXECUTIVE BOARD

The officers of the Minnesota Federation shall be a President; a First Vice President; a Second Vice President; a Secretary; a Treasurer; and District Field Officers.

The Federation President shall appoint the following Chairpersons which shall be ratified by the Executive Board:

- Alzheimer’s Coordinator
- NARFE-NET/Web Master
- NARFE PAC Coordinator
- Newsletter Editor
- Service Officer
- Public Relations

The Federation Executive Board shall include all elected officers, appointed Chairpersons, and the Immediate Past President; all having the power of vote.

G – QUORUM

Six members of the Minnesota Federation Executive Board must be present to transact Minnesota Federation business.

H – AMENDMENTS AND BYLAWS

Amendments to these Bylaws may be adopted by two-thirds vote of the members prior to the Conference, provided 60 days advance notice is given to the members, and will become effective upon approval at the national headquarters. In the absence of such advance notice, a proposed amendment adopted by two-thirds vote of the members may become effective by voting members in good standing and approval at national headquarters.

ARTICLE I - OFFICERS AND EXECUTIVE BOARD

Section 1. OFFICERS

- A.** The elected officers of the Federation shall be the President; First Vice President; Second Vice President; Secretary; Treasurer; and District Field Officers.
- B.** Field Officers are to live in the District they are to serve and be elected by the District members.
- C.** When an elected official is terminated because of illness, or other reason, the Federation President will appoint a replacement for the remainder of the term of office, with the approval of the Executive Board.
- D.** When a District does not elect a Field Officer the Federation President will, when needed, appoint a Field Officer for their District with the approval of the Executive Board. This appointed Field Officer becomes a member of the Executive Board.
- E.** The President, with the approval of the Executive Board, may appoint additional assistants as may be necessary to conduct the Federation business.
- F.** All activities and programs are subject to the approval of and coordination with the Federation President to insure statewide conformity.

Section 2. **TERM OF OFFICE**

- A. In odd years the officers are to be elected for a term of two years with the results reported at the Conference.
- B. The newly elected Officers are to be installed at the Conference and are to begin their terms of office on July 1st of the same year.

Section 3. **EXECUTIVE BOARD**

- A. The elected Officials, appointed Chairpersons and the Immediate Past President shall serve on the Executive Board to carry out the mission of the Federation and attend to necessary business for the Federation with their power of vote.
- B. The Executive Board shall have an agenda of each meeting recorded as a record of action. A brief of actions of the Executive Board shall be published and placed on our Website
- C. All activities by the Federation officers are subject to the availability of funds.

Section 4. **DUTIES OF OFFICERS and APPOINTED CHAIRPERSONS**

A. **The President**

- 1. Shall prepare an agenda for and preside at Executive Board and Federation Conference.
- 2. Shall call special meetings when necessary or when requested to do so by two-thirds majority of the Executive Board.
- 3. Shall be responsible for the assignment of ZIP Codes for Chartered and Potential Chapter Logistic Support Areas.
- 4. Shall coordinate the activities of all Federation elected and appointed officials.
- 5. Shall visit Chapters to establish functional rapport.
- 6. Shall serve as an ex-officio member on all committees, except the audit committee.

B. **The First Vice President**

- 1. Shall preside in the absence of the President, and perform the Presidential functions in case of vacancy in the office of President.
- 2. Shall be responsible for promoting/coordinating the state Membership Programs to include Recruitment, Retention, and Pre-Retirement.
- 3. Shall assist District Field Officers with membership records as needed.

C. **The Second Vice President**

- 1. Shall preside as acting President in the absence of the President and First Vice President.
- 2. Shall keep abreast of all Legislative matters concerning Federal Annuitants and Federal Active Employees.
- 3. Shall make recommendations to the members in good standing, Federation, and National Association on Legislative matters.
- 4. Shall prepare “Legislative Alerts” when necessary, to be mailed or emailed to Federation Officers, Chapter Presidents, and others as appropriate.
- 5. Shall lead efforts to schedule visits with local legislative representatives.

D. The Secretary

1. Shall keep a record of all Federation proceedings.
2. Shall forward a copy of the Minutes to the National Secretary, Executive Board Members, and Webmaster to place on our website.
3. Shall assist the President with correspondence.
4. Shall type and mail “Legislative Alerts” as requested.
5. Shall maintain a master Directory of all Federation and Chapter elected officers to inform Federation and Chapter Presidents of names, addresses, telephone numbers of Federation Officers, and Chapter Presidents.
6. Shall maintain Federation records/materials/property in accordance with NARFE procedures in the absence of an appointed Federation Historian.
7. Shall provide guidance/assistance to chapter secretaries as needed.
8. Shall serve as recording secretary during the Federation Conference.

E. The Treasurer

1. Shall receive all monies of the Federation and shall deposit the same, in the name of the Minnesota Federation, in a Bank, Savings & Loan or Credit Union approved by the Federation Executive Board.
2. Shall keep a true account of all receipts and disbursements.
3. Shall make quarterly reports as requested by the Federation President and National Headquarters.
4. Shall provide guidance/assistance to Chapter Treasurers as needed.

F. Elected District Field Officers

1. Shall act as the liaison between the Federation Board and the members in good standing in their District.
2. Shall promote the aims and objectives of the National Association in their District.
3. Shall promote the organization of new chapters.
4. Shall visit chapters when necessary, to promote greater Chapter activity.
5. Shall assist in reactivation of weak and closed Chapters.
6. Shall stimulate fraternal cooperation among all members in good standing for their mutual benefit and for the benefit of the Association.
7. May appoint, with the approval of the Federation President, an assistant Field Officer in their District to assist and/or represent him/her in their absence.

G. Public Relations Coordinator(Appointed)

1. Shall inform the media of NARFE’s objectives and activities.
2. Shall keep the members in good standing informed of the public attitudes about NARFE.
3. Shall use all means of free media communication, such as letters to the Editor etc.
4. Shall prepare press releases for the newspapers, TV, and radio stations in the State.

H. Service Officer (Appointed)

1. Shall inform and assist Service Officers with problems relating to annuities, health benefits, survivor’s benefits and keep members in good standing informed of pertinent developments in these and related areas.

I. Federation Alzheimer's Coordinator (Appointed)

1. Shall work with the Region V Alzheimer's Coordinator.
2. Shall maintain records of members in good standing contributions, and forward such funds with a transmittal letter each month to the Alzheimer's Association in Chicago. If funds have been collected, copies of transmittal letters are also sent each month to the Region V Alzheimer's Coordinator and Federation President.
3. Provide reports to the Region Coordinator when requested.

J. Newsletter Editor (Appointed)

1. Shall assemble articles received from Federation Officers, members in good standing, and others as appropriate.
2. Shall edit as necessary and have newsletter printed.
3. Shall order mailing labels from the National Office as needed.
4. Shall sort by postal regulations and mail.
5. Shall update address corrections received for Federation and National records.
6. Shall consider the feasibility of sending the newsletter via the NES Program to members in good standing who have working E-mail addresses.
7. May recommend appointment of an assistant to assist in performing duties of the Newsletter Editor with the approval of the President and the Executive Board.

K. NARFE-NET - MN STATE WEBSITE Coordinator/WEBMASTER (Appointed)

1. Shall enroll NARFE members in good standing in NARFE-Net so they are on the email list and receive notices of interest to NARFE members.
2. Shall maintain member record information and insure their personal information remains CONFIDENTIAL.
3. Shall maintain appropriate records of cost and usage and report to the Federation Executive Board as the Federation President requests it.
4. Shall coordinate payment for services to the MN NARFE Website.
5. Shall coordinate, edit, and approve items posted to the MN NARFE Website.
6. Shall coordinate and record those authorized to submit items for posting to the MN NARFE Website.
7. Shall coordinate all technical issues and perform all technical functions regarding the operation/maintenance of the MN NARFE Website.

L. NARFE-PAC Coordinator (Appointed)

1. Shall insure the Minnesota Federation and Minnesota members in good standing adhere to the Federal regulations administered by the Federal Election Commission regarding contributions for NARFE-PAC.
2. Shall inform members in good standing about PAC funding.
3. Shall coordinate all NARFE-PAC fund raising activities.
4. Shall provide recommendations for contributing NARFE-PAC funds to candidates.
5. Shall share contributions and disbursement information with members in good standing.
6. Shall insure all members donating eligible amounts receive respective PAC pins when available.
7. Shall serve as NARFE-PAC Coordinator at Federation Conference to include promoting, collecting and forwarding PAC funds donated in accordance with NARFE PAC procedures.

ARTICLE II – REVENUES

- A. Federation revenues shall be received from the National Office in accordance with Current National Bylaws.

- B. The Per Capita revenues of the Federation shall be obtained from a per capita tax Equal to 5% of the current National dues withholding amount per member. Payment received from each Chapter shall be based on the membership existing as reflected on the Headquarters computer printout M-110, Summary of Membership Report as of 12/31. Payment is to be made to the Federation Treasurer before March 15th. Make checks payable to NARFE Minnesota Federation.

Federation President _____

Federation Secretary _____

Date _____

APPROVED at National Headquarters

National Secretary

Date