

TENNESSEE FEDERATION BYLAWS

Article I. NAME

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

Article II. PURPOSES/OBJECTIVES

PURPOSE: The purpose of this Federation is to promote the aims and objectives of the National association in keeping with the Articles of Incorporation and the National Bylaws. The Federation shall not enter into activities, arrangements, or agreements that conflict with programs or activities of NARFE.

OBJECTIVES:

- To support, encourage and assist as needed the Federation chapters and members.
- To serve as a conduit for communication between the National Executive Board (NEB) and grassroots members.
- To ensure that chapter and member concerns are presented to the National Executive Board (NEB).
- To serve and act only in an advisory capacity when dealing with chapter and member concerns.

Article III. MEMBERS

Section 1: CATEGORIES

- Chapter** - Members belonging to a group which has been chartered by the National NARFE association within the borders of Tennessee. Members pay both a chapter dues and a NARFE association dues. Chapters approved by National NARFE Headquarters may apply to become affiliated in the TN Federation.
- National Only** - Members not belonging to a chapter within Tennessee borders. Members pay only National Association dues.
- Honorary** - Members recognized before October 2008 for having reached 85 years of age and at least 20 years of NARFE membership. Members shall not pay NARFE association dues, and if a chapter member, chapter dues are at the discretion of the applicable chapter.
- Distinguished** - Members recognized for having achieved at least 20 years of NARFE membership. Members shall pay NARFE association dues; and if a chapter member, chapter dues are at the discretion of the applicable chapter.

Article IV. OFFICERS

Section 1. ELECTED OFFICERS

Elected officers must be TN Federation members and shall be a president, vice president, secretary, treasurer, (or secretary/treasurer), membership, and legislative. They shall be members of the Federation Executive Board and voting members of the Federation Board.

Section 2. TERMS AND TERM LIMITS

- A. Terms shall begin at the close of the Federation Annual Meeting at which time the elected officers are officially announced/installed.
- B. Elected officers will continue for a term of two years or until a successor is elected and assumes office. A short period of up to a month is allowed for transition and transfer of records and information between incoming and outgoing positions.

Section 3. DUTIES

A. **President** shall:

- a. preside at meetings of the Boards, the Federation, and serves as the official spokesperson for the Federation.
- b. call special meetings and arrange seminars for chapter officers for training/update purposes when deemed necessary by the Executive Board.
- c. appoint committees, with the approval of the Executive Board, and serve as an ex-officio member of all except the Nominating Committee and Audit Committee.
- d. make assignments of such duties and responsibilities to Federation positions as may be deemed appropriate to the best interests of the Federation.
- e. call upon the Federation Board for guidance in Federation matters and abide by all rules and edicts as may be prescribed by the National Association.
- f. be authorized to ask the Federation Executive Board to vote on any issue before its body by means of electronic or other means of communication. This type of vote may be taken when time is of the essence and voting cannot be postponed to the next Executive Board meeting.

B. **Vice President** shall:

- a. preside in the absence of the president as specified in these Bylaws, the ***TN Federation Policy Manual***, the parliamentary authority, and other rules adopted by the Executive Board.
- b. assist the president with other duties and activities as requested/needed.

C. **Secretary** shall:

- a. keep a true record of all proceedings including all Executive, Federation Board, and Annual meetings, and make them available in a timely manner.
- b. attend to Federation correspondence as required and/or requested
- c. prepare the Federation Annual Report immediately after the Federation Annual Meeting using Form F-22, covering all activities of the meeting, submitting one copy to the National Headquarters.
- d. maintain appropriate books, papers and records of the Federation.
- e. prepare an "In Memoriam" book of deceased members for the Federation Annual Meeting.
- f. perform all other duties or responsibilities as specified in these Bylaws, the ***TN Federation Policy Manual***, the parliamentary authority, and any other rules adopted by the Executive Board, and handbooks/manual published by National Headquarters.

D. **Treasurer** shall:

- a. receive and record all Federation monies, deposit in a bank or other appropriate financial institution carrying the Federal insurance and approved by the Executive Board.
- b. prepare checks against the account based on authorized invoices, directives of the Executive Board, and/or approved vouchers.
- c. make records available for audit as required.

- d. assist President and Executive Board in the preparation of a budget for the next fiscal year.
- e. perform all other duties and/or responsibilities as specified in these Bylaws, the ***TN Federation Policy Manual***, the parliamentary authority, and any other rules adopted by the Board, and handbooks/manual published by National Headquarters.

E. Membership Officer shall:

- a. give guidance to all Chapter Presidents and Membership Chairs on matters pertaining to membership, recruitment, and retention.
- b. provide assistance in the form of guidelines, suggestions, ideas, recruitment and/or promotional materials.

F. Legislative Officer shall:

- a. represent the Federation when contacting and working with Senators and Representatives pertaining to the legislation of benefits of all persons active, retired, and their survivor annuitants who are under any of the Civilian Retirement programs of the Federal Government.
- b. be a liaison between NARFE Headquarters advocacy department and the Federation sharing information about current legislation and initiatives.
- c. at the beginning of each year, formulate a communications grid whereby every Chapter Legislative Chairperson and Federation member can be contacted quickly to act on issues.

Section 4. APPOINTED POSITIONS

Positions will be appointed by the President in consultation with and approved by majority vote of the Executive Board. Refer to the ***TN Federation Policy Manual*** for their duties and responsibilities.

Section 5. NOMINATIONS, ELECTIONS & VOTING

A. Nominations

- a. A Nomination Committee shall be appointed by the Federation President in consultation with and approval by the TN Federation Executive Board. When possible, the committee will be composed of at least three (3) members from across the state. Refer to the ***TN Federation Policy Manual*** for additional information.
- b. All officers on the TN Federation Executive Board shall be elected.

B. Elections/Voting

- a. All members listed on the TN Federation membership roster as of January 2nd of the election year shall be eligible to vote. Each member has one vote.
- b. If there is only one candidate nominated for an office, that candidate shall be declared elected by acclamation without need for a ballot.
- c. The method of voting will be determined by the Federation Executive Board.
- d. Appropriate information (candidate bio, ballot, voting directions, etc.) shall be made available in the Federation newsletter and on the Federation website. See ***TN Federation Policy Manual*** for specifics.
- e. A majority vote of the members voting is required to elect. In the event of a tie, the winner shall be chosen by lot.

Section 6. REMOVAL & VACANCY

- A.** A vacancy in the office of President shall be filled by the Vice President for the unexpired term. If the Vice President position is vacant, the Immediate Past President will assume office until the position can be filled.
- B.** All other vacant positions shall be appointed by the President and approved by a majority vote of the Federation Executive Board for the unexpired term.

- C. By a majority vote of the Federation Executive Board, any person may be removed from any elected office for failure to perform the duties and responsibilities of the office, following a hearing and the affected officer being given the right to speak in his/her defense.

Article V. Meetings

Section 1. ANNUAL MEETING

- A. Composition includes one or two days of training, transacting business, dissemination of information from Headquarters, discussing member and Chapter issues, current topics, sharing, and/or other matters of interest to active and retired federal employees.
- B. There shall be a quorum of at least ten (10) members to transact business.
- C. The Federation Executive Board shall determine the procedures to be used in planning the meeting, fundraising, reports, program content, and other meeting arrangements. Refer to the ***TN Federation Policy Manual***.
- D. The meeting shall be held during the month of April or May. The Executive Board shall fix the time and place of the meeting, the way in which the meeting will be conducted (in-person or electronically) and approve the meeting agenda. Refer to the ***TN Federation Policy Manual***.
- E. Meeting announcement and registration information shall be published in the February issue of the Federation newsletter, on the TN Federation website and the TN Community of FedHUB.
- F. The Order of Business shall include, but not be limited to, the following unless changed by a majority vote of the members present.
 - a. Invocation and Pledge of Allegiance
 - b. Introduction of Guests
 - c. Adoption of the Standing Rules
 - d. Roll call of Federation Officers, Board, and Chapters
 - e. Approval of the Minutes of the previous Annual Meeting
 - f. Federation Officers and Committees Reports
 - g. Unfinished Business
 - h. New Business
 - j. Installation of Federation Officers

Article VI. Boards

Section 1. DEFINITION

- A. **Executive Board** -- elected officers and the Immediate Past President. All of these are voting members.
- B. **Federation Board** -- elected officers (Executive Board) as well as appointed chairpersons (non-voting members). Any others appointed to the Board shall be ex-officio non-voting members. Duties and responsibilities can be found in the ***TN Federation Policy Manual***.

Section 2. EXECUTIVE BOARD

The Executive Board shall have full power and authority over all affairs of the Federation. The Executive Board shall:

- A. adopt an annual budget by majority vote at or before the last Executive Board meeting of the preceding fiscal year.
- B. fill vacancies except for the office of president.
- C. amend a previously adopted budget by majority vote.
- D. determine the fiscal year to be January 1 to December 31; all necessary procedures will be followed for filing the appropriate IRS form for a tax-exempt organization.

Section 3. MEETINGS

- A. Meetings shall be at least twice a year in person, electronically, and/or by conference call at a time and place designated by the President after consultation with a majority of the members.
- B. A quorum is necessary to transact business and shall be a majority of the voting members.
- C. May postpone, cancel or change the way in which the meeting(s) will be held by majority vote. All members shall be promptly notified with an explanation as to the need for the change.
- D. A vote may be taken by telephone, ballot, or electronic means. If not during a regular Executive Board meeting, the action taken shall be recorded in the Minutes of the next meeting.

Article VII. Other Committees

Section 1. STANDING & SPECIAL COMMITTEES

The Executive Board shall establish such other standing and special committees as deemed necessary to further the work of the TN Federation. The President shall appoint the chair and members of the committee in consultation with and subject to the approval of the Executive Board.

- A. **Standing Committees** may be those appointed to perform a continuing function as necessary.
- B. **Special Committees** may be appointed as need arises to carry out a specific task. They include, but are not limited to Annual Meeting Planning Committee, Audit Committee, Bylaws Review Committee, Ballot & Teller Committee, Long Range Planning, and Nomination Committee. Refer to ***TN Federation Policy Manual*** for duties.

Article VIII. Parliamentary Authority

The rules contained in the most current edition of *Robert's Rules of Order* 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 TN Federation may adopt.

Article IX. Amendments

Section 1. GUIDELINES

- A. Proposed amendments to these Bylaws may be initiated by a TN affiliated chapter, any group of ten (10) Federation members, or the TN Federation Executive Board.
- B. The proposed amendment change(s) shall be written along with the reasons for the change(s) and shall be submitted to the Federation Secretary by December 1.
- C. The Federation Secretary sends/gives the properly submitted items relating to the TN Federation Bylaws to the chair of the Bylaws Review Committee within seven (7) business days of receiving the item(s).
- D. Notice of Bylaws amendment changes shall be sent to all Federation members and posted on the TN Federation website at least thirty (30) prior to a vote.
- E. These Bylaws may be amended by a majority vote of the TN Federation members voting.
- F. Amendments shall be approved at National Headquarters before becoming effective.

Article X. Additional Provisions

Section 1. PER CAPITA DUES

- A. The amount of per capita dues assessed each chapter shall be determined by the Executive Board and assessed to all affiliated chapters. Refer to the ***TN Federation Policy Manual*** for additional information.

- B. These monies shall be used to enhance other Federation funds to provide unique services to benefit chapter members (visits by Board members to chapter meetings/activities, etc.).
- C. The Executive Board can suspend the per capita dues by a majority vote the year prior to it becoming effective.

Section 2. CONTRIBUTIONS

- A. Monies obtained from dues payments, gifts, and/or contributions to NARFE, or the TN Federation are not deductible as charitable contributions for federal income tax purposes.
- B. Dues monies may not be given to any charitable organization including Alzheimer's Research. Refer to ***TN Federation Policy Manual*** for more information.

Section 3. FEDERATION GUIDELINES & PROCEDURE

Additional guidelines and procedures for the implementation of these Bylaws are contained in the ***TN Federation Policy Manual*** which has been approved by the Executive Board. The TN Federation is responsible for making governance documents available to its members by posting on the *Member Only* portion of the TN Federation website [<https://narfe.org/tn>] or upon request from the Federation President or Secretary.

Adopted by the Tennessee Federation members via ballot vote and verified by the 2025 Bylaws Ballot & Teller Committee:

/s/ Gail G. Jones, Chairperson
Signature

/s/ Tom Walker
Signature

/s/ Evelyn Overton
Signature

Dated: March 22, 2025

xx-xxxxxxx EIN recorded in NARFDE HQ is xx-xxxxxxx as noted by N S/T Blythe
Federation IRS EIN (Editor's note: original document contains EIN numbers)

/s/ Karen Voshe
Federation Secretary Signature

2 May 2025
Date

/s/ Cindy Renee 'Blythe
National Secretary/Treasurer

6/5/2025
Date