

**National Association of Retired Federal Employees
Mississippi Federation of Chapters
Federation Bylaws**

Approved April 28, 2003

Article I Name and Purpose of the Organization

Section 1- The organization shall be known as the Mississippi State Federation of Chapters of the National Association of Retired Federal Employees, Incorporated.

Section 2- The objectives and purpose of the Federation shall be as follows:

- A. To sponsor and support state and federal legislation, rules and regulations beneficial to Federal employees, annuitants and potential annuitants of the civilian public service.
- B. To oppose legislation, rules and regulations detrimental to the interests of Federal employees, annuitants and potential annuitants;
- C. To serve and advise civil annuitants, potential annuitants and spouses of annuitants with respect to their rights under retirement laws and regulations;
- D. To promote the general welfare of annuitants and potential annuitants of the civilian public service;
- E. To cooperate with other organizations and associations in the furtherance of the general objectives of this Federation;
- F. To support civic and patriotic activities upholding American institutions and ideals;
- G. To unite fraternally for the benefit of all Chapters within the Federation.

Article II Membership

All Chapters in the State of Mississippi shall be eligible for membership and may retain membership upon payment of a per capita tax as required; all members in good standing of such Chapters shall be Federation members. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for tax purposes.

Article III Annual Convention

Section 1- Time and Location of Convention

Federation conventions shall be held annually during the month of April or May at a time and place selected by the Federation president and approved by the Executive Board or at a time and place determined by the Executive Board in case of an emergency. The Convention shall be held for the purpose of transacting business; discussing Chapter problems and other matters of interest to retirees; and to provide social, fraternal and educational programs.

Section 2- Delegates to the Convention

Each Chapter in good standing shall be entitled to send to the Convention of the Federation one delegate for each ten active members or fraction of ten, as shown by the last per capita tax report. One delegate may cast the voting power of the Chapter he or she represents and any Chapter not represented may give its proxy to another Chapter with a delegate in attendance. Any member in good standing and his/her guest may attend the business meeting and banquet but is not entitled to a vote.

Section 3- Officers' Voting Rights

All Federation elective officers and Federation Past Presidents who are in attendance shall each be entitled to one vote.

Section 4- Quorum

The quorum necessary to transact business shall consist of a minimum of thirty delegates representing twelve or more Chapters.

Section 5- Procedures

Robert's Rules of Order, Newly Revised, shall be observed at all Federation conventions.

Section 6- Parliamentarian

A Parliamentarian shall be appointed by the President to serve at each Federation convention. The Parliamentarian shall be knowledgeable about the bylaws and Robert's Rules of Order.

Section 7- Order of Business

The order of business shall be established annually and set forth in the Convention Standing Rules prepared by the Rules Committee. Such rules shall be subject to the Executive Board's approval. Such rules may be amended by proposal and affirmative vote by convention delegates and shall become

effective upon adoption by said Delegates.

Section 8- Convention and Rules Committee

At the Executive Board meeting following the annual Convention, the incoming President shall appoint a Federation Convention Committee to plan the next Convention, and a Rules Committee to establish rules for the next Convention, such appointments shall be subject to Executive Board approval.

A. The Convention Committee shall prepare and submit to the Executive Board tentative plans for the next Convention, a budget, and provide for an audit.

B. The Rules Committee shall prepare and submit to the Executive Board, not later than 30 days prior to the convention, the Standing Rules for the Convention.

Article IV Resolutions

Section 1- Initiation of Resolutions

The Federation President will call for Resolutions annually. All properly submitted resolutions will be referred by the President to an appropriate committee. Each committee shall thoroughly study all resolutions assigned to it and make recommendations to the Executive Board.

Section 2- Submission and Consideration of Resolutions

With the exception of convention committee resolutions, no resolution will be considered unless it has been made in writing, approved by the Chapter membership, and delivered to the Federation President 90 days or more prior to the annual Federation Convention (an exception may be made to this rule as described below). Upon receipt, the Federation President will expeditiously determine whether the resolution is acceptable within the Federation's Bylaws by assigning it to an appropriate committee appointed by the President. If acceptable as is, the President shall direct the Federation Secretary to make copies of the resolution and send one copy to each Chapter 60 days prior to the annual Convention. Upon receipt, each Chapter President will inform the Chapter of the proposed resolution at the next Chapter meeting. The object of this review is to sense what the membership thinks of this proposal so its delegates can make an informed decision when the resolution comes before the Convention. The Chapter Presidents must certify that this process has been completed prior to the Convention's first business session. Resolutions developed via this process will require a majority vote by the delegates for passage.

Section 3- Other Resolutions

A. Resolutions or recommendations for action by the Convention that are developed from reports of officers or committees of the Federation Board will be made from the dais.

B. Resolutions that are used to express the sentiment of the Convention and are principally a statement of the Convention itself.

C. These "other resolutions" may be made from the convention floor without the review process described above, but will require a two-thirds vote of the delegates present.

Article V Officers and Executive Board

Section 1- Officers

The Officers of the Federation shall be; a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer and a District Representative from each of the U. S. Congressional Districts in the State.

Section 2- Election and Terms of Office

The above named Officers shall be elected for a term of two years at the Convention and they shall take office immediately after being sworn and shall serve until a successor shall be installed.

Section 3- Executive Board

The Executive Board shall comprise all elected officials and the immediate Past President of the Federation.

Section 4- Vacancies

Vacancies which occur in any elected position between elections, shall be filled by the Executive Board to finish the term.

Article VI Duties of Officers

Section 1- President

The President shall preside at all meetings, perform the duties naturally pertaining to the presidential office, shall call special meetings when necessary or when requested by thirty percent of the Chapters, and shall approve all checks and warrants signed by the Treasurer, subject to such restrictions as may be set by the Federation or the Executive Board. The President shall appoint all standing committees for the appropriate term and special committees as needed. Prior to the beginning of the fiscal year, the

President elect shall submit to the Executive Board his/her proposed budget for the ensuing year for approval by the Executive Board.

Section 2- Vice Presidents

A. The First Vice President shall preside in the absence of the President, shall serve as chairperson of any committee as appointed by the President, and shall perform all presidential functions in case of a vacancy in the office of the President until such time as the Executive Board shall appoint a successor.

B. The Second Vice President shall serve in the absence of both the President and the Vice President and shall serve as chairperson of any committees as appointed by the President.

Section 3- Secretary

The Secretary of the Federation shall be responsible for permanently maintaining a copy of the National and Federation Articles of Incorporation with any changes and a copy of the National and Federation bylaws with any amendments. The Secretary shall also maintain a current membership list of names and addresses of all members; a roster of names and addresses of current Federation officers; a roster of Chapter Presidents and secretaries; minutes of membership and board meetings; a record of all actions taken at such meetings, or taken without a meeting, or by a committee appointed by the board; a record of written communications to any member, and appropriate accounting records including the annual audit record.

All of the above listed minutes, records, and lists shall be kept for a period of not less than three years. All materials and records maintained by the Secretary shall be transferred to an incoming Secretary at the next board meeting after installation of new officers.

The Secretary shall forward to the National Secretary and Field Vice President a copy of the minutes of each meeting. Upon completion of the Federation Convention Report, the Secretary shall complete form F-22, and promptly send it with any attachments, to the headquarters Federation Chapter Services, and shall send copies to each chapter president. The Secretary shall also prepare correspondence as required.

Section 4- Treasurer

The Treasurer shall receive all moneys due the Federation, keep a true account of all moneys received and paid out, deposit moneys in a bank approved by the Federation, draw checks against same when approved by the President under the rules of the Federation or the Executive Board, and perform all other duties required by this office. There shall be at all

times one other member of the Executive Board authorized to sign checks and do other Federation business with the bank or banks where Federation funds are held. The President is designated to perform the duties of the Treasurer if the Treasurer is incapacitated. The President will appoint, with the approval of the Board, a new Treasurer to serve the remaining term of the Treasurer.

Section 5- District Representatives

A. A District Representative must be a resident of and a registered voter in the Congressional District represented.

B. A District Representative under the general policy guidance of the Federation's Executive Board shall:

1. Represent and act as liaison officer between Chapters and the Federation and help Chapters solve their problems.
2. Aid in the reactivation of inactive Chapters and in the organization of new Chapters, including attendance at the Charter presentation meetings.
3. Visit each Chapter as frequently as necessary but at least once each year.

4. The District Representative shall serve as or appoint a member to serve

as the principal liaison with the Congressional Representative of their district and coordinator of Congressional contacts.

5. A training session will be held in each district annually at a time between November and February. The agenda for these sessions shall be coordinated between the District Representatives.

Article VII Appointed Officers

The President shall appoint the following officers:

A. A Chaplain who shall pronounce the invocation and dismissal of the Convention, and shall perform all other duties incidental to this office, or as called upon by the President.

B. A Sergeant at Arms who will keep order at all Federation Conventions and be available to assist the presiding officers in discharging their duties.

C. A Public Relations Officer who shall provide factual information on NARFE activities to the news media within the state and who shall carry out the public relations objectives of NARFE as outlined in the Public Relations Handbook. The PR Officer shall serve as the NARFE/NET Manager and Web Page Manager.

D. A Service Officer who shall be knowledgeable of the various sources of

assistance and information on matters affecting NARFE members such as; survivor benefits under current OPM regulations, Social Security requirements and benefits, state and federal income taxes, insurance and health benefits, delivery of annuity checks, change of beneficiary, death benefits and any other matters pertaining to retirement.

Article VIII Committees

Section 1- Standing Committees shall be:

- A. Legislative Committee shall keep Chapter Presidents and Officers currently and completely informed on local, state and national legislation that may affect NARFE members.
- B. Membership Committee shall maintain accurate membership records and promote recruitment of eligible federal employees and annuitants as members of NARFE and of the Chapters.
- C. Constitution and Bylaws Committee shall review charters, bylaws and policy directives and recommend to the Executive Board any changes deemed necessary.
- D. Alzheimer Committee shall coordinate National and State activities, make annual reports to the Federation, and promote fund raising activities by Chapters.
- E. FEEA/NARFE Committee shall coordinate National and State activities, make annual report to the Federation and promote fund raising activities by the Chapters.
- F. NARFE PAC Committee shall work to influence the election of candidates to the U.S. Senate and House of Representatives who are judged by the committee to support NARFE objectives and to encourage NARFE members to contribute to the PAC fund.

Section 2- Nominating Committee

The Nominating Committee will be established biennially, comprising a member from each District recommended by the District Representative. The Chairman of the Nominating Committee will be rotated biennially through the Districts in ascending numerical order.

Section 3- Other Committees

Other committees may be appointed by the President as deemed necessary to carry out the business, purposes and functions of the Federation.

Article IX Revenue

The revenues of the Federation shall be obtained from the payment by each member Chapter of a per capita tax of \$1.00 per member, except that new reorganized Chapters shall pay an equivalent per capita tax prorated by quarters during the period in which the Chapter was chartered, and payable on the membership existing on the semiannual chapter membership roster prepared by the National Office in the fall, usually in late October of each year, and which is to be remitted to the Federation Treasurer by January 10 following. Additional revenues shall be received from the NARFE National Office as appropriate and specified in the National policies to be distributed to the state federations.

Article X Amendment of Bylaws

Any amendment to these bylaws must be approved by a two-thirds vote of Delegates at the Convention. Final approval by National Headquarters is required before any change can become effective.

Article XI Legality of Bylaws

All provisions of these bylaws must comply with the State of Mississippi law for Non-Profit Corporations.