

# **OKLAHOMA FEDERATION BYLAWS**

**Approved Date: May 12, 2017**

**By the convention delegation held in Tulsa, Oklahoma May 11-12, 2017**

**Amended Last: May 27, 2014**

## **ARTICLE I**

### **Name**

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

## **ARTICLE II**

### **Objectives**

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation, to organize an effective political communication process, provide resources for personnel related question of members in Oklahoma, and to promote growth of NARFE.

## **ARTICLE III**

### **Members**

#### **Section 1.**

All chapter members and members of the National Active and Retired Federal Employees Association in Oklahoma shall be voting members.

#### **Section 2.**

Chapters that wish to be affiliated members of the Federation will pay dues. The annual dues for chapter membership in the Federation shall be an amount approved by the Federation for each chapter member who, as of December 31, has paid National and chapter dues, including Honorary members whose chapter dues have not been waived by the chapter. Each Chapter Treasurer shall remit to the Federation Treasurer the total chapter dues owed the Federation prior to the last day of February of the next year. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes. Member chapters will benefit from the guidance and expertise of the Federation in legislative issues and the promotion of unity and NARFE growth.

#### **Section 3.**

Any chapter dropped for failure to pay its dues shall be re-admitted upon payment of current year's dues.

## **ARTICLE IV**

### **Officers**

#### **Section 1.**

The elected officers of the Federation shall be a President, a First Vice President (Membership), a Second Vice-President (National Legislation), a Third Vice-President (State Legislation), a Secretary, a Treasurer (or a Secretary/Treasurer), and District Vice-Presidents. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

## **Section 2.**

The President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, and Treasurer shall be elected by a simple majority of those voting to serve a term of two years and shall serve until their successors are installed. A President may not serve more than two consecutive terms.

There shall be one District Vice-President for each Congressional District in Oklahoma. Each District Vice-President shall be elected for a two-year term by a simple majority of the voting members from the District and shall serve until his/her successor has been installed. They will be appointed by the President should a vacancy occur.

The method of distributing ballots to members shall be determined by the Executive Board.

## **Section 3.**

The President shall preside at all meetings including Executive Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers, subject to approval of the Executive Board. The President shall designate the chairman of all committees, except Membership. He/she shall serve as ex-officio member of all committees except the Audit Committee. The President shall submit at each biennial Conference, or prior, a recommended budget for the ensuing two-year period subject to consideration and approval by the membership.

## **Section 4.**

The First Vice-President shall act as general assistant to the President, and in the absence or disability of the President, shall perform the duties of the President. Upon the death or resignation of the President, the First Vice-President shall assume all the duties of the President until a new President is elected and takes office. Under the direction of the President, the First Vice-President shall be responsible for the guidance and overall direction of the field activities. The First Vice-President shall be the Membership Chair for the Federation.

## **Section 5.**

The Second Vice-President shall be the National Legislative officer of the Federation, and shall perform duties of the President in the absence of the President and First Vice-President.

## **Section 6.**

The Third Vice-President shall be the State Legislative officer of the Federation, and shall perform duties of the President in the absence of the President, First Vice-President, and Second Vice-President.

## **Section 7.**

The Secretary shall maintain all records and books of the Federation, take minutes of Executive Board meetings and Conferences, and prepare and distribute them to Executive Board members. The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Executive Board. Within 15 days after the close of the biennial Conference, the Secretary shall prepare a report of the meeting highlights, results of ballots, and including significant actions taken at a business meeting. Copies shall be sent to the Federation Webmaster, the President, the Regional Vice-President, and the National Secretary Treasurer. The Secretary shall keep a current and correct copy of the Bylaws.

## **Section 8.**

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union, or federal savings bank as approved by the Executive Board; and pay all orders

issued by the President. The Treasurer shall secure the signature of the President upon the bank signature card when opening a bank account to enable the President to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a report to the Executive Board at its meetings and a report to the biennial Conference showing receipts and expenditures. The Treasurer shall prepare a line item annual budget in time for the President to submit it to the Executive Board for approval at a meeting prior to May 31 each year. The budget year begins June 1 and continues through May 31 of the next calendar year. The Treasurer shall be the trustee of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of Oklahoma.

**Section 9.**

Each District Vice-President shall serve in the Congressional District designated by the President under the guidance of the Executive Board. The District Vice-Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation. He/she may appoint an assistant as needed.

**Section 10.**

Appointed officers of the Federation may be Editor, Historian, Public Relations Officer, Service Officer, Webmaster, and Alzheimer Coordinator, and any other officers needed, all to be appointed by the President, with the approval of the Executive Board, for a two-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

**Section 11.**

The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at the biennial Conference and throughout the two-year period, as necessary.

**ARTICLE V  
Meetings**

**Section 1.**

The Federation shall hold an annual meeting. The Federation shall hold a biennial Conference after April 1 in odd numbered years at a time and place to be selected by the previous Conference, or set by the Federation Executive Board in the event the said meeting does not provide the selection. The purpose of the Conference shall be to announce the candidates for office or to announce and install the elected officers if voted on previous to the Conference, announce resolutions and bylaw amendments or results if voted on previous to the Conference, transact business of the Federation, conduct training, and discuss matters of interest to members. Newly elected officers will begin their term 30 days following their election.

In all votes, including all elections, each member shall vote independently.

**Section 2.**

Biennial Conferences shall be composed of members registered at the meeting and shall include the following committees appointed by the President: Sergeant-at-Arms, Rules, Time and Place, and others the President requires. Each of these committees will elect their own chairperson. Some may meet and complete their duties prior to the biennial Conference. The Audit Committee, a Standing Committee, shall complete its audit of the Treasury books in time to report its findings to the

Conference. No elected officer may serve as chairman of a Conference committee nor shall elected officers constitute a majority of any committee.

**Section 3.**

In even numbered years, the annual meeting shall consist of a meeting of the Federation Board to receive reports from the President and Treasurer, and any other reports the President deems necessary.

**Section 4.**

Twenty (20) members will constitute a quorum at a Federation Biennial Conference.

**ARTICLE VI  
Executive Board**

**Section 1.**

The elected and appointed officers, and the Immediate Past President of the Federation shall constitute the Executive Board; however appointed officers, including Assistant District Vice-Presidents, are an adjunct member of the Board with all privileges, except voting on motions and other board subjects.

**Section 2.**

The Executive Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation. The Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

**Section 3.**

The Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but the officer shall be given reasonable opportunity to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to subsequent approval by the Executive Board.

**Section 4.**

The Executive Board shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any Oklahoma chapter for cause, on thirty (30) days-notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

**Section 5.**

The President biennially, or more frequently if deemed necessary, shall appoint an Audit Committee, with majority approval of the Executive Board, or select an accountant to conduct an audit of the Federation's financial status.

**Section 6.**

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or e-mail canvass of Executive Board members; the business so transacted

shall be recorded in the minutes and reported by the Secretary at the next regular meeting of the Executive Board. A majority of the Executive Board members also may call for a canvass.

**Section 7.**

The Executive Board shall meet at least one (1) time annually, or more frequently at the call of the President. A majority of members shall constitute a quorum at Executive Board meetings.

**Section 8.**

Federation officers shall be reimbursed by the Oklahoma Federation for expenses incurred while performing their official duties on Federation business. The actual rules and rates of reimbursement will be established each year according to the budget and expected expenses. Each officer will complete the supplied expense voucher and return to the President for approval before it is submitted for payment to the Treasurer. Receipts larger than \$25 must be attached.

**ARTICLE VII  
Standing Committees**

**Section 1.**

There shall be a Membership Committee consisting of the First Vice-President as chair, and the District Vice-Presidents as members. All members shall serve until the end of their term. The purpose of the Membership Committee shall be to encourage eligible annuitants and employees of the federal civilian service to become members of the National Active and Retired Federal Employees Association and their local chapter, and to retain membership therein.

**Section 2.**

There shall be a Bylaws/Resolution Committee composed of one member from each District, nominated by the respective District Vice-President and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of two years, with the exception that membership shall rotate with two (2) members to be replaced after the first year so the committee will retain a majority of experienced members annually.

**Section 3.**

An Audit Committee shall be composed of one member from each District, nominated by the respective District Vice-President and approved by the Executive Board. The President shall appoint the Chairman. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the membership at Conference for approval. After approval, the Executive Board shall publish the report in the first issue of the Federation newsletter after a Conference. Members shall serve until the completion of the audit.

**Section 4.**

Such other committees, standing or special, 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.

## **ARTICLE VIII Resolutions**

### **Section 1.**

Resolutions addressed to the Federation or to National Headquarters may be initiated by a member, a chapter, the Federation Executive Board or by the Bylaws/Resolution Committee and submitted to the Federation Secretary and Chairperson, Bylaws/Resolution Committee on NARFE form F-3A, Proposed Conference Resolution, four months prior to the creation of ballot.

### **Section 2.**

The Bylaws/Resolution Committee shall see that resolutions are prepared in proper form. The Committee may, with no increase in scope, combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when it reports to the Membership. When the committee deems the content of a resolution to be more appropriately handled by another standing or special committee, it may refer the resolution to such committee.

### **Section 3.**

Proposed resolutions for the Federation shall be distributed to members for voting, in a manner set by the Executive Board, thirty (30) days prior to voting.

### **Section 4.**

A simple majority favorable vote of the members voting shall be required for adoption.

### **Section 5.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters, by the date of a Federation deadline set by National Headquarters, a copy of each National resolution, whether or not adopted by our Federation ballot.

## **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 inconsistent with these or National's bylaws and any special rules of order the Federation may adopt.

## **ARTICLE X Amendment of Bylaws**

### **Section 1.**

Proposed amendments to these Bylaws and to National Bylaws may be initiated by a member, chapter, the Federation Executive Board, or the Bylaws/Resolution Committee and submitted to the Federation Secretary and Chairman, Bylaws Committee, on NARFE form F-3C, Proposed Bylaw/Standing Rule Amendment, four months prior to the creation of ballot.

### **Section 2.**

The Committee presenting amendments to National Bylaws to a ballot call shall determine that the amendments are not in conflict with the Bylaws of the National Association. Proposed amendments to the Federation and National Bylaws may be amended by the Committee with no increase in scope, combined with similar amendments, or have a single substitute prepared in place of the original amendments offered.

**Section 3.**

The proposed amendments to the Federation or National Bylaws shall be distributed to members for voting, in a manner set by the Executive Board, thirty (30) days prior to voting.

**Section 4.**

A two-thirds favorable vote of the members voting shall be required for adoption.

**Section 5.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters by the date of a Federation deadline set by National Headquarters, a copy of each National resolution, whether or not adopted by our Federation ballot.

*D. Jean Mc Bride-Samuels*

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Federation Secretary

May 12, 2017

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Date

APPROVED at National Headquarters

*Jan W. Donie*  
\_\_\_\_\_  
National Secretary/Treasurer

*May 24, 2017*  
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Date