

**MISSOURI FEDERATION OF
NATIONAL ACTIVE AND RETIRED
FEDERAL EMPLOYEES
BYLAWS**

**Last approved: August 18, 2016
Proposal approved at the 2017 Federation Convention**

**ARTICLE I.
NAME**

This organization shall be known as the Missouri Federation of the National Active and Retired Federal Employees Association (NARFE).

**ARTICLE II.
OBJECTIVES**

The purpose of this Federation shall be to support the National Active and Retired Federal Employees Association (NARFE) and to promote its objectives as set forth in its Bylaws and Articles of Incorporation; to unite fraternally for mutual benefit all Association members including chapter members within the State of Missouri; to promote the growth of NARFE membership; to work effectively with Federal and State Legislators and local governing bodies in seeking laws beneficial to employees, annuitants and potential annuitants of the civilian Federal service residing in Missouri; to provide resources to Missouri members regarding human resources related questions and promote the general welfare of all members; and to support civic and patriotic activities upholding American institutions and ideals.

**ARTICLE III.
MEMBERSHIP**

All members of the NARFE Association, whether or not they are members of chapters, residing within the State of Missouri shall be voting members of the Missouri Federation.

**ARTICLE IV.
ELECTED FEDERATION OFFICERS**

Section 1. Composition

Elected Officers of the Federation shall be a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer. Each district defined by the Federation Executive Board shall have a Congressional District Leader. Candidates for all elected offices shall be members of the National Association and of the Missouri Federation.

Section 2. Term

The Federation President, Vice Presidents, Secretary, Treasurer and Congressional District Leaders shall be elected by ballot for two year terms starting in 2018. All elected officers may serve repetitive two year terms or until their successor shall be installed, however, the President will take a one term break before a third term. Each term of office shall begin at the close of the Federation Conference at which the officer is installed.

No person shall hold more than one elected Federation Office at the same time.

Section 3. Vacancy

Vacancies, which occur among elected Federation officers between conferences, shall be filled by nomination from, and a majority vote of, the Executive Board. A person so elected shall serve the unexpired term of the vacated office.

The absence of an elected or appointed officer, in person or by conference call, for 2 consecutive quarterly Executive Board meetings, without significant interim communication, shall be deemed to have vacated the office.

ARTICLE V. DUTIES OF ELECTED OFFICERS

Section 1. President

The President shall preside at all meetings including Executive Board meetings. The President is responsible for guiding the implementation of Association goals and objectives; Federation objectives, policies and procedures as prescribed in the Federation Bylaws or in their absence by Association Bylaws, or, in their absence as determined by the majority of the Executive Board.

Section 2. Vice Presidents

The Vice Presidents shall perform the duties assigned to them by the Executive Board or by the President.

In the absence of the President, the First Vice President shall assume the presidential duties. In the absence of both the President and the First Vice President, the Second Vice President shall serve as President. In absence of both the President and the Vice Presidents, the Treasurer shall assume the presidential duties.

Section 3. Secretary

The Secretary shall be the recording officer of the Federation and shall maintain all non-financial records of the Federation. The Secretary shall submit the call for candidates for elected and appointed Federation officers and committees and as well as for proposed amendments to Federation and/or National Bylaws and Resolutions to the newsletter coordinator for timely publication. The same applies to submitting the resulting ballots. The Secretary shall perform such other duties as directed by the Executive Board or its President.

Section 4. Treasurer

The Treasurer shall be the fiscal officer for the Federation and shall receive all funds paid the Federation; deposit these funds in a federally insured bank, credit union or savings bank approved by the Executive Board; keep a true and accurate account of all funds received and distributed; and disburse funds in the manner prescribed by the Executive Board. The Treasurer may enter into a bond in such amount as the Executive Board shall deem sufficient to protect the financial interests of the Federation.

The Treasurer shall make quarterly and an annual report to the Federation President showing receipts and expenditures, which shall be published in the Federation newsletter.

The Treasurer shall present appropriate financial records for annual audit and provide a line item budget annually and file the required IRS report.

All CDs (Certificates of Deposit) and other investments owned by the Federation shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of Missouri.

Section 5. Congressional District Leaders (CDLs)

The CDL shall keep up to date with NARFE's policy positions on issues before Congress as well as demographic information for the district(s) represented and maintain a good working relationship with local Congressional and Senatorial staff.

Each CDL, as requested, shall actively promote Federation objectives and interests in the assigned District(s) from which elected and attend Federation Executive Board meetings.

ARTICLE VI. REVENUES

Section 1. Federation Dues

Chapters that, as a chapter group of members, wish to be affiliated members of the Missouri Federation will pay dues. Dues are based on chapter membership as of December 31 each year, and are set by the Federation President, approved by the Board and specified in the Federation Policy Manual. Each Chapter shall send Federation dues to the Federation Treasurer by February 1.

Section 2. Other Funds

The Executive Board is empowered to receive and utilize, for the purposes specified by the Federation Conference or the Executive Board, contributions or funds from other sources, provided these funds are deemed to be proper and in the best interest of achieving Federation objectives.

Section 3. Tax Exempt Status

Dues payments, gifts or contributions to NARFE Chapters, NARFE State Federations or NARFE Headquarters are not deductible as charitable contributions for income tax purposes.

ARTICLE VII. THE EXECUTIVE BOARD

Section 1. Composition

All elected Officers, as provided in Article IV, Section 1, and the Immediate Past President shall constitute the voting members of the Federation Executive Board.

Section 2. Meetings

The Executive Board shall meet at the call of the President, but at least once at the annual Federation Conference.

Some Executive Board meetings may be held by go-to-meeting or other conference call options, as determined by budget limitations

When necessary to transact urgent or emergency business, the Federation President shall have authority to conduct a telephone or e-mail canvass of elected 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 elected Executive Board members may also call for a canvass.

Section 3. Duties

The Executive Board shall have general supervision of the affairs of the Federation between annual conferences.

The Executive Board shall have the authority to recommend to National Headquarters the withdrawal of the charter of any Missouri chapter for cause, on a 30 day written notice to the chapter, but the chapter shall be given reasonable opportunity within that period to show why such charter should not be withdrawn.

The Executive Board, excluding the President, shall select the members of the Audit and Nominations & Elections Committees and designate their Chairs.

Section 4. Quorum

A simple majority of voting members of the Executive Board shall constitute a quorum to transact any business.

ARTICLE VIII. FEDERATION ELECTIONS

Section 1. Candidate Request

Any Federation member may declare their candidacy for a Federation office. A request for candidates shall be printed in the Federation newsletter as described in the Federation Policy Manual. Response by mail or e-mail, including a brief biography, shall be due to the Federation

Secretary within 30 days of newsletter publication. If elected, Candidates must be prepared to attend the subsequent Federation Conference for installation.

Section 2. Voting

Election ballots shall be printed in the Federation newsletter as described in the Federation Policy Manual. Each Federation member shall vote independently by mail, e-mail or phone call which shall be due to the Federation Secretary within 30 days of ballot publication.

A ballot response by 1% of the Federation membership shall determine a valid election. Candidates win by a simple majority of votes cast. In the event there are more than 2 candidates, the person receiving the largest number of votes cast shall be the winner.

Members who are elected to a Federation Office shall be notified at least sixty days prior to and are expected to attend the Federation Conference for installation.

ARTICLE IX. APPOINTED FEDERATION OFFICERS

Section 1. Appointments

The Federation President has the authority to appoint Officers for a two year term. Such appointments may include, but are not limited to: an Alzheimer's Coordinator, a NARFE PAC Chair, a State Legislative Liaison, a Webmaster and Public Relations Officer, a Federation Newsletter Editor, a Federation Service Officer, and any other position designated by the Executive Board.

Any Federation member who is interested in being considered for an appointed office shall provide a written or e-mail statement of interest to the Federation Secretary during the call for candidates within 30 days of newsletter publication.

Section 2. Duties

Appointed Officers shall perform the normal tasks and duties of their offices as the Federation President may direct or as described in the Federation Policy Manual. Appointees may succeed themselves and may attend Federation Executive Board meetings as non-voting members subject to budget limitations.

ARTICLE X. COMMITTEES

Section 1. Conference Committees

The Federation President shall appoint the chairs and members of all conference or special committees with approval of the Executive Board. Appointments to special committees as needed shall be requested through the Federation newsletter with 30 days to respond by mail, e-mail, or phone call to the Federation Secretary.

Conference committees shall include but not be limited to: Registration, Rules, Sergeant-at-Arms, Bylaws & Resolutions, Audit, Budget, Legislative, Elections, Membership, and Time & Place.

Any Federation member may declare their interest in serving on a conference committee during the call for candidates in the Federation newsletter. Appointments will be made on a first come basis to serve on the indicated committee and shall serve for two years. No committee shall have more than five members plus a chair.

Notification of members appointed to conference committees shall be sent to them and all Chapter Presidents at least sixty days prior to convening the Federation Conference. Members of conference committees must be registered for the annual conference.

ARTICLE XI. THE FEDERATION CONFERENCE

Section 1. Annual Meeting

The Federation shall hold an annual conference. The purpose of the conference shall be to report on legislative activities, member recruitment, Alzheimer's and NARFE PAC efforts, training as needed, networking and to report results of biennial Federation elections and appointments, as well as voting results on resolutions and amendments to the Federation or National Bylaws and Rules, as applicable, and for installation of officers.

Section 2. Quorum

A quorum shall exist when 20% of the registered Association members are present at the call to order of the Federation Conference.

Section 3. Annual Report

The Federation Secretary shall prepare an annual report immediately following the close of the Federation Conference. This report shall cover the actions taken at the Conference. It shall be distributed to the Region Vice President, and to the headquarters of the National Active and Retired Federal Employees (NARFE) Association.

Minutes of the Federation Conference shall be distributed to all NARFE Association members via the Federation newsletter and website.

ARTICLE XII. PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert's Rules of Order, Newly Revised shall govern the Federation in all cases to which they are applicable unless they are inconsistent with these or with National Bylaws.

ARTICLE XIII. AMENDMENT OF BYLAWS

Section 1. Call for Proposals

A call for Bylaws Amendments & Resolutions shall be printed in the Federation Newsletter. Submissions by mail or e-mail shall be due to the Federation Secretary within 30 days of publication.

Proposed amendments to Federation and National Bylaws may be initiated by any member, any chapter group of members, the Federation Executive Board, or the Bylaws & Resolutions Committee and submitted to the Federation Secretary on NARFE Form F-3C “Proposed Bylaw/Standing Rule Amendment” or on NARFE Form F3-A “Proposed Resolution”.

Section 2. Review of Proposals

The Federation Conference Bylaws & Resolutions Committee shall determine that proposed amendments are not in conflict with the Bylaws of the National Association. Proposed amendments to Missouri Federation or to National Association Bylaws and general resolutions may be amended with no increase in scope, combined with similar amendments, or have a single substitute prepared by the Bylaws Committee prior to the dissemination in the Federation newsletter for a vote by the members.

Section 3. Voting

Ballots for proposed amendments to Federation or National Bylaws or Resolutions shall be printed in the Federation Newsletter. Votes on these ballots by mail, e-mail or phone call shall be due to the Federation Secretary within 30 days of publication.

All financial decisions affecting the Federation and all Federation and National Bylaws & Resolution amendments shall be decided by ballot and shall require 2/3 favorable votes of members voting in order to be adopted.

A ballot response by 1% of the Federation membership shall validate the outcome.

Section 4. National Headquarters Role

The Federation Secretary shall transmit to National Headquarters by their specified deadline a copy of each National Bylaws Amendment or National Resolution proposed regardless of whether or not the Federation membership adopted the same.

The Federation Secretary shall forward the Bylaws Amendment or National Resolution ballot results to National Headquarters by the National deadline or as soon as they are available but no later than required by National Headquarters.

_____ Date _____
Federation Secretary

Approved at National Headquarters

_____ Date _____
National Secretary

The Federation Secretary shall forward the Bylaws Amendment or National Resolution letter
copies to National Headquarters by the National Executive or as soon as they are available but no
later than required by National Headquarters.


Federation Secretary

Date 5/16/12

Approved at National Headquarters

National Secretary _____

Date _____

The Federation Secretary shall forward the By-laws Amendment or National Resolution letter
to the National Headquarters by the National deadline or as soon as they are available but no
later than required by National Headquarters.

Federation Secretary _____

Date _____

Approved at National Headquarters


Federation Secretary

Date 02/11/17

Bylaws Amendment or National Resolution letter must be submitted to the National Headquarters by the National deadline or as soon as they are available but no later than required by National Headquarters. The Federation Secretary shall forward the By-laws Amendment or National Resolution letter to the National Headquarters by the National deadline or as soon as they are available but no later than required by National Headquarters. The Federation Secretary shall forward the By-laws Amendment or National Resolution letter to the National Headquarters by the National deadline or as soon as they are available but no later than required by National Headquarters.