

KENTUCKY FEDERATION OF CHAPTERS
OF THE
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES
ASSOCIATION'

CONSTITUTION and BYLAWS

ARTICLE I—NAME

This organization shall be known as the Kentucky Federation of Chapters (hereinafter referred to as the "Federation") of the National Active and Retired Federal Employees Association (NARFE) (hereinafter referred to as the "Association")

ARTICLE II—OBJECTIVES

The purpose of this Federation is to assist in achieving the goals and objectives of the Association as they pertain to all federal annuitants and potential federal annuitants, which are set forth in the Articles of Incorporation of the Association by: (1) sponsoring, supporting, and promoting legislation, rules, regulations, and all such other matters of their common interest; (2) opposing legislation, rules, and regulations detrimental to their interests; (3) serving and advising them with respect to their rights under Civil Service regulations; (4) cooperating with other organizations in furthering the general objectives of the Association; (5) promoting membership and organizing new Chapters within the Federation; and (6) fostering and promoting active participation by the members in their respective local, state, and national elections and civic affairs.

ARTICLE III—MEMBERSHIP

Each duly organized Chapter of NARFE within the State of Kentucky shall be eligible for membership in the Federation and may become a member by submitting an application, paying the applicable dues, and upholding the Constitution and Bylaws of the Federation.

Individual membership in NARFE is open to any person who is or will be eligible to receive an annuity or a survivor annuity from any of the civilian retirement programs of any agency of the Government of the United States or of the District of Columbia, without regard to race, color, creed, national origin, sex, or age, and upon application shall be accepted as a member unless excluded by the National Executive Board for reasons deemed by them to be detrimental to the Association.

ARTICLE IV — FEDERATION DISTRICTS

The Federation may be divided into geographical Districts to facilitate communication and administration between the Federation officers and the member Chapters. Each District shall be represented on the Executive Board by a Vice President duly elected from the membership of the Chapters of that District.

ARTICLE V — OFFICERS OF THE FEDERATION

The elected officers of the Federation shall be a President, a Vice President, a Secretary, a Treasurer (or a Secretary/Treasurer), and a District Vice President for each District in the Federation. The Immediate Past President, who is not elected as such, but serves in that office by virtue of having served previously as President, is also an officer of the Federation.

The appointed officers of the Federation shall be a Parliamentarian, a Sergeant-At-Arms, a Chaplain, and such other Committee Chairpersons, Committee Members, or appointees as are deemed necessary by the Federation President to provide for the efficient and effective operations and functioning of the Federation.

ARTICLE VI — ELECTION OF OFFICERS

The delegates, at each annual Convention of the Federation, shall elect the officers, who will serve for a term of one (1) year or until their respective successors are installed in office, except the term of the President and the Immediate Past President shall be two (2) years. An incumbent President shall not be eligible for re-election to that office, but there are no such restrictions on the other elected officers.

Each of the District Vice Presidents shall be elected by an individual caucus of the duly elected delegates from their respective Districts.

ARTICLE VII — REMOVAL/RESIGNATION OF OFFICERS

If a duly elected President should resign or should neglect or fail to discharge the duties of that office to the detriment of the Federation and/or one or more Chapters thereof, the Executive Board may be called into session by the Federation Secretary and, by a two-thirds (2/3) vote of its members, declare the office vacant and direct the Vice President to assume the office of President, who will serve out the balance of the President's term. If there is one (1) year or less remaining of the President's term of office when it is assumed by the Vice President, the new President would be eligible for election to a full two-year term of office as President.

The Vice President, Secretary, and Treasurer may be removed from their respective offices for cause in the same manner. If any of these officers should resign or be removed for just cause, they shall be replaced by persons selected and approved by a quorum of the Executive Board. For this purpose, a quorum is one-half (1/2) of the total membership of the Board plus one (1).

If any of the District Vice Presidents should resign or be removed from office for just cause, the Executive Board shall call for a caucus of the Chapter Presidents of that District who shall elect an interim District Vice President to serve until the next Convention.

ARTICLE VIII - EXECUTIVE BOARD

The Executive Board of the Federation shall be comprised of all the elected Federation Officers, i.e., the President, the Vice President, the Secretary, the Treasurer (or Secretary/-Treasurer), the District Vice Presidents, and also the Immediate Past President who shall serve as a member of the Board for two (2) years following the completion of his or her term as President. The Executive Board shall conduct the business of the Federation between Conventions. The President of the Federation shall preside at all meetings of the Executive Board except as may otherwise be provided within the Federation Constitution and Bylaws.

ARTICLE IX - DUTIES OF OFFICERS

- A. **President:** It shall be the duty of the President to carry out all of the administrative and other responsibilities pertaining to this office, including but not limited to: organizing new Chapters when appropriate; acknowledging and accepting invitations to visit the Chapters within the Federation; presiding over the annual Federation Convention, at all meetings of the Executive Board, or other special meetings; attending and representing the Federation at the biennial National Convention; countersigning all Federation checks; and at all times promoting the interests of the Federation as they relate to State and National issues. The President shall have the authority to appoint and/or relieve non-elected officers whenever he or she shall deem it to be in the best interest of the Federation.
- B. **Vice President:** It shall be the duty of the Vice President to perform the duties which shall be assigned by the President, and to also perform the duties *of* the President during the temporary absence *of* the President, or in case of the temporary disability of the President. The Vice President shall immediately succeed to the office of the President in the event of a vacancy in that office for any reason.
- C. **Secretary:** The Secretary shall have charge of all the books, seals, papers, and records of the Federation, but this shall not preclude the President of the Federation from maintaining such of the records in his or her office as may be necessary in the administration of that office. It shall be the duty of the Secretary to keep a true and correct record of all proceedings of the Federation and to prepare and submit to the National Association appropriate and necessary reports as are required/requested; to assist the President in preparing and maintaining files of correspondence; to keep and maintain records pertaining to the Chapters and the membership thereof; and to perform all other duties required of the office of Secretary.
- D. **Treasurer:** The Treasurer shall receive all moneys of the Federation and deposit the moneys received in the name of the Federation in a federally insured financial institution wherein the funds of the Federation are on deposit. It shall be the duty of the Treasurer to pay by check all vouchers, including travel expense vouchers, which are approved by the President; to furnish the President of the Federation with a financial statement upon request; to present all paid vouchers, other financial records, and a financial statement covering the current Federation calendar year at each annual Convention for the action of the Audit Committee; and to perform all other duties required of the office of Treasurer.
- E. **District Vice Presidents:** It shall be the duty of each District Vice President to represent the Federation President in his or her respective District, and to assist the Federation President in forming new Chapters in that District; to preside at District meetings; to give counsel and assistance to Presidents of the Chapters in the District; and after

consultation with the Federation President, deal with all matters pertaining to the Federation arising in the District.

- F. Immediate Past President: The Immediate Past President serves as an advisor/counselor to the President and Executive Board for a period of two (2) years following his/her term as President to provide continuity from the former administration to the present administration, and is a voting member of the Executive Board.
- G. Parliamentarian: The Parliamentarian shall be responsible for ensuring that proper parliamentary procedures are followed during all Federation meetings he or she is asked to attend, and especially during the annual Convention. This office shall be filled by appointment from the Federation President, and the Parliamentarian shall serve at the pleasure of the Federation President.
- H. Chaplain: The Chaplain shall provide a spiritual tenor at the annual Convention of the Federation; pronounce the invocations and benedictions for the various sessions of the Convention; participate in the memorial service for decedent members, and; perform all other duties and responsibilities of a Chaplain during the Convention. The office of Chaplain shall be filled by appointment made by the host Chapter(s) of the Convention and he or she shall serve for the duration of the Convention.
1. Sergeant-At-Arms: The Sergeant-At-Arms shall be responsible for maintaining order at all annual Conventions of the Federation and/or other special meetings called by the Federation President and/or Executive Board. The Sergeant-At-Arms shall ensure that attendees at annual Conventions and/or other special meetings abide by all rules established for those meetings. The Sergeant-At-Arms shall also provide assistance to the Federation President and other officers of the Federation, and perform all other unspecified duties pertinent to that office during such meetings. The office of Sergeant-At-Arms shall be filled by appointment from the Federation President, and serve at his or her pleasure.

ARTICLE X — COMMITTEES

Committees, both permanent and temporary in tenure, are essential to the program and progress of the Federation. The Federation President shall be responsible for naming and appointing the Committee Chairs and the personnel comprising such Committees. An audit committee shall be appointed by the president to annually perform an audit of the financial records of the Federation.

ARTICLE XI — FINANCES

The Federation Treasurer shall maintain one account and other bank accounts as necessary in the official bank of the Federation, which shall be a federally insured financial institution. All funds received in the name of the Federation shall be used for the payment of approved Federation operating expenses, including office expenses, officers' travel expenses, and other expenses that are approved by the Federation President. The revenues of the Federation shall be derived from two primary sources:

- A. Not later than January 31st annually, each Chapter Treasurer shall remit per capita dues for each member of record of their Chapter as of August 31st of the previous year (excluding Honorary Life Members), as shown by the M-110 Membership Summary Report, in an amount as determined by the Executive Board, to the Federation Treasurer. Chapters which have been in existence less than a full calendar year are exempt from such dues until the second January after the Chapter was organized.

B. Ten percent (10%) of the National dues paid by Federation members is returned to the Federation treasury by the Association.

Dues payment and gifts or contributions to NARFE are not deductible as charitable contributions for Federal Income Tax purposes.

ARTICLE XII — RATES AND ALLOWANCES

The Executive Board shall determine the rates and amounts to be allowed for official travel and related expenses of Federation officers, including attendance of the President and Vice President at the National Convention; the allowance to be paid to the Secretary and Treasurer for reasonable and legitimate expenses incidental to the work of these offices and for attendance at the Federation Convention; the amount to be paid to the Chapter(s) hosting a Federation Convention; and other such matters involving the expenditure of Federation funds.

The Executive Board shall maintain a schedule of the rates and allowances, copies of which shall be available from the Federation Treasurer. If and when changes are made to the schedule, copies shall be distributed promptly to all Federation Officers and Chapter Presidents by the Federation Secretary.

A startup fund, in an amount set by the Executive Board, shall be provided each year upon request by the host Chapter, to the Chapter(s) sponsoring the annual Convention of the Federation to be used to help defray any deficit that may result. Funds collected for Convention expenses in excess of costs shall be returned to the Federation Treasurer and shall not accrue as a profit to the host District or host Chapter(s).

ARTICLE XIII - FEDERATION CONVENTIONS

- A. Purpose: The Federation shall meet in Convention annually to transact business relating to the Federation; discuss pending and proposed legislation at both the State and Federal levels pertinent to the interests of all federal annuitants and potential federal annuitants; discuss and dispose of matters of common interest to the Chapters of the Federation and their members; nominate and elect the officers of the Federation; and provide for a social, fraternal, inspirational, and educational get-together. Each Chapter of the Federation shall be entitled to representation at the Convention by two or more delegates, as hereinafter prescribed.
- B. Order of Business: The order of business for the Convention shall be as published in the Convention program.
- C. Time and Place: At each Federation Convention, the Time and Place Committee shall designate where and when the Convention will meet in each of the next two consecutive years. In the event the Time and Place Committee fails to designate the time and place, or for good cause it becomes impossible to meet at the time and place designated, the Executive Board shall determine the time and place for the Convention.
- D. Dinner and Social Activities: The dinner and other social events of each Convention shall be the joint responsibility of the Federation President, the Convention Chairperson, and the host Chapter(s).

ARTICLE XIV - FEDERATION CONVENTION DELEGATES

- A. Each eligible Chapter shall be authorized two (2) delegates for the first twenty-five (25)

members, or fraction thereof, in good standing, two (2) additional delegates for the second twenty-five (25) members, or fraction thereof, in good standing, and one (1) additional delegate for each subsequent twenty-five (25) members, or fraction thereof, in good standing, as certified by the Chapter Secretary and confirmed by the payment of both Chapter dues and National dues. Whenever during a Convention an issue or matter must be resolved by vote, those eligible to vote shall be the delegates registered at the Convention.

- B. Each currently elected Federation Officer and each Federation Past President shall be a delegate-at-large at each annual Convention, or at any special meeting called by the Federation President, and shall be entitled to one (1) vote at such meetings.

ARTICLE XV QUORUM

A quorum of an annual Convention or any special meeting called by the Federation President for the transaction of Federation business shall be a majority of the delegates registered at the Convention or meeting and representing at least 25% of the Chapters in the Federation.

ARTICLE XVI - RULES OF ORDER

The Rules Committee shall prepare rules necessary to supplement the Federation Constitution and Bylaws in governing a Convention or other meeting. In the absence of such committee or in the event of a conflict, *Robert's Rules of Order (Newly Revised)* shall be the authority on parliamentary procedures. To vote by secret ballot shall require a two-thirds vote of all delegates registered at a Convention or other such meeting.

ARTICLE XVII - AMENDMENTS

Article V. Section 1.C. of the National Bylaws states that, "The Bylaws, or Constitution if a separate document, of a Federation shall not be amended without a determination by National Headquarters that amendments are not in conflict with the Articles of Incorporation and Bylaws of the Association."

The Constitution and Bylaws of this Federation, therefore, shall not be amended without the approval of the National Secretary, which approval shall be requested by the Federation Secretary after any proposed amendment(s) has been accepted by a two-thirds (2/3) vote of the delegates assembled at a Federation Convention. -

Proposals to amend the Constitution and Bylaws may be initiated by the Federation Board or by any Federation member in good standing with the Association, the Federation, and the member's Chapter. A copy of any proposed amendment must be submitted to each Chapter of the Federation at least sixty (60) days prior to the official convening date of the next Executive Board meeting and/or Federation Convention.

Any proposed amendment must be submitted in writing. If the proposed amendment is initiated by a member it shall be submitted to the member's Chapter Secretary, who will forward it to the Federation Secretary. A proposed amendment initiated by the Executive Board shall be submitted directly to the Federation Secretary. The Federation Secretary shall then distribute copies to each member of the Executive Board, to each member of the Constitution and Bylaws Committee, and to each Chapter President and Chapter Secretary in the Federation. The proposed amendment(s) shall be presented at the next Federation Convention for acceptance or rejection by the membership. If the proposed amendment is accepted by a two-thirds vote of the delegates assembled at the Convention, it will then be

forwarded by the Federation Secretary to the National Secretary for approval.

If a proposed amendment is initiated within three (3) months after the annual Convention has adjourned and is deemed urgent by the Executive Board, then upon acceptance by a two-thirds vote of the Chapter Presidents, it will be forwarded to the National Secretary for approval. The requirement for distributing copies to each Chapter at least sixty (60) days prior to the Executive Board meeting is still applicable.

Amendment(s) shall become effective immediately upon approval by the National Secretary and a formal notice of the changes shall be sent promptly to all Chapters of the Federation by the Federation Secretary.

Any proposed amendment(s) to the Federation Constitution and Bylaws which is found to be in conflict with the National Association Articles of Incorporation and Bylaws shall not be considered for acceptance by the Executive Board nor by the delegates assembled at a Federation Convention.

This Constitution and Bylaws, as above written, was accepted and recommended for presentation to the next Federation Convention by the Executive Board of the Kentucky Federation of Chapters of NARFE on March 16, 2010. It was presented to the delegates at the Federation Convention held April 15, 2010, where it was accepted and recommended for presentation for approval by the National Secretary.

