

# **NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES**

## **NEBRASKA FEDERATION BYLAWS**

### **ARTICLE I – NAME**

The name of this organization shall be the NEBRASKA FEDERATION OF THE NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES hereinafter referred to as the Federation.

The Federation was chartered by the National Active and Retired Federal Employees (NARFE) on June 10, 1963. The Constitution and Bylaws as previously amended are now combined into this single document. The Federation Bylaws shall not conflict with the Articles of Incorporation and Bylaws of the National Active and Retired Federal Employees.

### **ARTICLE II – AUTHORITY AND OBJECTIVES**

#### **Section 1. AUTHORITY**

The Federation shall support the objectives of NARFE as set forth in the Articles of Incorporation, to organize an effective political communications process, provide resources for related questions of Nebraska members, and promote growth to NARFE.

#### **Section 2. OBJECTIVES**

- A. Organize and support Chapters as defined by the National Association Bylaws.
- B. Provide assistance to the Chapters, their members and the National Association as defined by the Objectives of the National Association Articles of Incorporation.
- C. To coordinate legislative activities at the Nebraska and National governmental levels.
- D. Provide assistance to NARFE members upon request.

### **ARTICLE III – MEMBERSHIP**

**Section 1.** All members of Nebraska NARFE shall be voting members.

**Section 2.** Chapters that wish to be affiliated with the Federation will pay per capita. The annual per capita 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 per capita 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.

Section 3. Any Chapter dropped for failure to pay its per capita shall be re-admitted upon payment of current year per capita.

#### **ARTICLE IV – OFFICERS**

##### Section 1. OFFICERS

The Officers of this Federation shall be President, Vice President, Secretary, Treasurer (Secretary/Treasurer, if it is desired to combine these two offices), Immediate Past President, and three (3) District Representatives. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

##### Section 2. TERM OF OFFICE

The President, Vice President, Secretary, and Treasurer shall be elected by ballot to serve a term of two years and shall serve until their successors are installed.

##### Section 3. DISTRICT REPRESENTATIVES

Three District Representatives shall serve in an area designated by the President under the guidance of the Executive Board. The District representatives 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.

The three (3) District Representatives represent the Chapters as follows:

- District 1 includes Chapters 144 of Omaha, 199 of Lincoln, 1370 of Omaha.
- District 2 includes Chapters 362 of Hastings, 1509 of Grand Island, 1239 of Norfolk.
- District 3 includes Chapters 1064 of Scottsbluff, 1717 of Chadron, 2110 of North Platte.

Future Chapters shall be as assigned by the Executive Board.

#### **ARTICLE V – EXECUTIVE BOARD**

##### Section 1. Executive Board

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer (Secretary/Treasurer, if it is desired to combine these two offices), Immediate Past President, District Representatives, and Appointed Chairs, and shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, and perform *other duties as necessary*. *The Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary.* The President shall preside at all meetings of the Executive Board.

Section 2. 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 just cause why such action should not be taken. The Executive Board shall fill a vacancy in any office for the unexpired term.

Section 3. The President shall appoint an Audit Committee of at least two members or accountant to conduct an annual audit of the Federation financial records.

Section 4. When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or email 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 may also call for a canvass.)

Section 5. The Executive Board shall meet at least four (4) times annually or more frequently at the call of the President. A majority of members shall constitute a quorum at Executive Board meetings.

Section 6. The Executive Board shall have the authority to establish Policy and Procedures for the efficient operation of the Federation. Policy and Procedures shall be in accordance with the Federation and National Bylaws.

Section 7. Order of Succession. In the event of a vacancy in the Office of President, the Vice President shall succeed to that office. In the case of a vacancy in both offices, the Secretary shall succeed to that office until properly relieved by the election of a new President.

Section 8. Appointed Officials. Federation Appointive Officials may include a Legislative Chairperson, NARFE/PAC Coordinator, Alzheimer's Chairperson, Service Officer, Parliamentarian, and NARFE-NET Coordinator. Other officials may be appointed as deemed necessary by the President and approved by the Executive Board. Appointed Officials shall serve on the Executive Board.

#### **ARTICLE VI – NOMINATING COMMITTEE**

The Nominating Committee shall consist of three (3) members appointed by the Federation Board. The Chairman shall be determined by the Committee members.

#### **ARTICLE VII - ELECTIONS AND VOTING**

Section 1. The voting body is composed of all Nebraska Federation members.

Section 2. Each member of the voting body is entitled to one vote.

Section 3. Ballots will be distributed by mail and/or electronic process (email or on website) in advance of the conference.

Section 4. One ballot shall be used for the election of officers and one ballot for resolutions and amendments to these bylaws shall be submitted to all members at least forty-five (45) days preceding the opening of the conference.

Section 5. The officers shall be elected by ballot vote in advance of the conference. A majority of votes received shall determine the results.

Section 6. A quorum for a valid election will be 1% (one percent) of total membership in Nebraska.

Section 7. In case of a tie in the election, the Executive Board will determine the necessary procedure to break the tie.

### **ARTICLE VIII – FEDERATION CONFERENCE**

#### **Section 1. Federation Conference**

A. The Federation shall meet biennially in even numbered years for the purpose of announcing and installing officers elected prior to the conference, receiving reports of officers, the executive board and committees, and for providing educational, social programs and for any other business which may properly come before the conference.

B. A Conference Coordinator shall be appointed by the President. The Conference Coordinator shall appoint all necessary committees to organize and execute the conference.

Section 2. Call to Conference. The Call to the Conference, giving time and place, shall be provided at least 180 (one hundred eighty days/six months) prior to the opening of the conference.

### **ARTICLE IX - REVENUE**

#### **Section 1. Dues and Fees**

A percentage of National Dues collected within the area of the Nebraska Federation shall be returned to the Federation and used in accordance with the National Bylaws and policies.

#### **Section 2. Per Capita Tax**

Each Chapter Treasurer of the Federation shall remit an annual per capita tax of \$1.50 (one dollar and fifty cents) for each voting Chapter member of record as of December 31st of the year prior to the annual Federation Conference. Per capita shall be remitted by March 1st of that year.

## **ARTICLE X - EXPENSES**

### **Section 1. Normal Expenses**

All normal expenses incurred in transacting Federation business by the Executive Board and other members approved by the Executive Board, shall be reimbursable. All expense vouchers, with receipts attached, must be submitted to the Federation President for approval. The Federation President shall present all approved vouchers to the Treasurer for payment and shall designate the fund from which each part of the voucher will be paid.

### **Section 2. Honorarium**

The Federation President and Vice President shall be granted an honorarium in the amount of \$100.00 (one hundred dollars). The Federation Secretary shall be granted an honorarium in the amount of \$250.00 (two hundred fifty dollars). The Federation Treasurer shall be granted an honorarium in the amount of \$150.00 (one hundred fifty dollars). The honoraria is to be paid annually per fiscal year.

## **ARTICLE XI – 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 By-Laws or any special rules of Order the Federation may adopt.

## **ARTICLE XII – COMMITTEES**

The following committees may be appointed by the Federation President: Auditing, Balloting, Constitution/Bylaws, Legislative, Membership, Resolutions, Service Officer, Standing Rules, and other committees as deemed necessary. The committees shall be provided all necessary materials and instructions incident to their committee assignment when those assignments are made.

## **ARTICLE XIII – AMENDMENTS**

These Bylaws may be amended by two-thirds (2/3) majority vote of all Members voting by the postmarked deadline, subject to the following conditions:

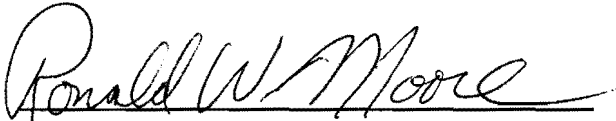
- Submitted to the Federation President at least one hundred eighty (180) days prior to *the Conference for review by the Constitution/Bylaws Committee.*
- Submitted to each Member at least 45 (forty five) days prior to the Federation Conference.
- Not in conflict with the National Association Articles of Incorporation or Bylaws.

**ARTICLE XIV – BY-LAWS APPROVAL**

These Bylaws for the Nebraska Federation of NARFE were approved at the Federation Convention held in Grand Island, Nebraska, May 7, 2018.

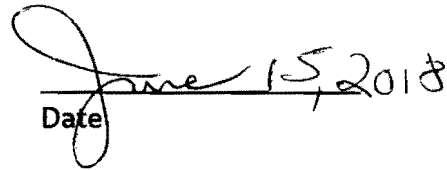
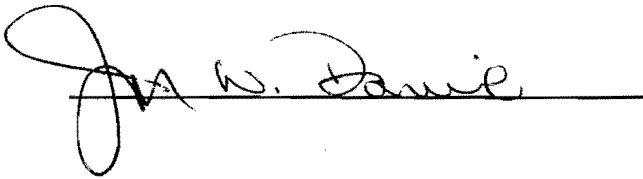


Nancy C Stenger, Federation Secretary



Ronald W Moore, Federation President

**NATIONAL APPROVAL**



Date

Revised: May 7, 2018