

# **NEVADA STATE FEDERATION'S BYLAWS**

**Dated: May 17, 2017**

## **ARTICLE I Name**

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

## **ARTICLE II Objectives**

The objectives of this organization shall be to support the mission and objectives of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation and stated in its By Laws. To organize an effective political communication process within Nevada, provide resources for personnel related questions of members residing in Nevada, and to promote growth of NARFE.

## **ARTICLE III Members**

### **Section 1.**

All members of the National Active and Retired Federal Employees Association residing in Nevada 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

## **ARTICLE IV Officers**

### **Section 1.**

The officers of the Federation shall be a President, an Executive Vice President, a Secretary and, a Treasurer.

### **Section 2.**

The President, Executive 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. A President may not serve more than two consecutive terms.

### **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. He/she shall serve as ex-officio member of all committees except the Audit Committee. The President shall submit at each annual meeting, or prior, a recommended budget for the ensuing year subject to consideration and approval by the membership.

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## **Section 4.**

The Executive 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 Executive Vice President shall assume all the duties of the President until a new President is elected and takes office at the next Federation Annual Meeting.

## **Section 5.**

The Secretary shall maintain all records and books of the Federation, take minutes of Executive Board meetings and annual meetings, 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 an annual meeting, 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 all Board members and Chapter Presidents. It will be published in the Federation newsletter and posted on the narfenv.org web site. A copy must be sent to the National Secretary Treasurer.

## **Section 6.**

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 or Executive Vice President. The Treasurer shall secure the signature of the Secretary upon the bank signature card. to enable the Secretary to sign checks in the event of death or disability of the Treasurer. The Treasurer shall make a quarterly report to the Executive Board and an annual report to the annual meeting showing receipts and expenditures, which shall be published in the Federation newsletter promptly after a meeting. He/she shall prepare a line item budget in time for the President to submit it to the Executive Board for approval at its meeting, and for inclusion in the Federation newsletter prior to an annual meeting. The Treasurer shall be the trustee and have custody 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 Nevada.

## **Section 7.**

Appointed officers of the Federation may be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Historian, Public Relations Officer, Service Officer, Web Master, Editor of Federation newsletter and Alzheimer Coordinator, 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 8.**

The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at the annual meeting and throughout the year, as required.

## **ARTICLE V Meetings**

### **Section 1.**

The Federation shall hold an annual meeting. The purpose of the annual meeting shall be to announce the results of the election of officers and the voting on resolutions and by-law amendments. Transact business of the Federation, conduct training, and discuss matters of interest to members.

### **Section 2.**

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

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## **Section 3.**

Annual committees shall be composed of members registered at the annual meeting and shall include: Sergeant-at-Arms, Rules, Budget, Resolutions,, and others the President requires. Some may meet and complete their duties prior to creation of a ballot. There shall be an Audit Committee appointed by the President in time to complete an audit prior to the first Executive Board meeting following the annual meeting. No elected officer may serve as chairman of an annual meeting committee nor shall elected officers constitute a majority of any committee.

## **Section 4.**

Two percent of Nevada membership shall constitute a quorum at a Federation meeting.

## **ARTICLE VI Executive Board**

### **Section 1.**

The elected officers of the Federation and the National Legislative Officer shall constitute the Executive Board.

### **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 four fifths 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 chapter for cause, on 30 day notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

### **Section 5.**

The Executive Board annually shall appoint an Audit Committee or select an accountant to conduct an audit of the Federation's financial status 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 2 times annually or more frequently at the call of the President. A majority of members shall constitute a quorum at Executive Board meetings.

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### **Article VII Standing Committees**

#### **Section 1.**

The National Legislative Officer shall appoint a Congressional Liaison for each Congressional District and a Senate Liaison for each Senator in the State of Nevada. The chairman shall provide guidance and coordinate the activities of the CDL's and SL's. The Chairman shall communicate directly with all NARFE members residing in Nevada.

#### **Section 2**

There shall be a Membership Committee consisting of the Executive Vice President as chair as well as chapter presidents and one National member. 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 3**

There shall be a Bylaws Committee composed of one member from each chapter and at least one National member approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of 2 years.

#### **Section 4.**

An Audit Committee shall be appointed by and approved by the Executive Board. The committee shall be composed of one Chapter and one National member. 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 for approval. After approval, the Executive Board shall publish the report in the first issue of the Federation newsletter after a meeting. Members shall serve until the publication of the audit.

#### **Section 5.**

A Resolutions Committee shall be composed of one member from each chapter and at least one National member. The President shall designate the chairperson. Members shall serve until the end of the membership vote on resolutions.

#### **Section 6.**

A Nomination and Election Committee shall be appointed by the Executive Board. The committee must be at least three members and one shall be a chapter member and one shall be a National member. Ballots must be made available to all members residing in Nevada at least 90 days before the annual meeting. Ballots must include instructions on voting. The results will be reported at the annual meeting.

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

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## Section 2.

The Resolutions 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.

## 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 Nevada Federation Bylaws may be initiated by a member, a chapter, the Federation Executive Board, or the Bylaws Committee and submitted to the Federation Secretary and Chairman, Bylaws Committee on NARFE form F-3C four months prior to the creation of ballot.

### Section 2.

The Committee presenting amendments to Bylaws shall determine that the amendments are not in conflict with the Bylaws of the National Association. Proposed amendments to the Nevada Federation 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 Federation shall published the Voting Ballot in the Federation newsletter and WEB Site at least 60 days prior to the announced deadline for voting. Publication/website posting constitutes member notification to the proposed amendment(s)

### Section 4.

Passage of the amendment(s) to these By-Laws requires two-thirds concurrence of the voting members.

Federation Secretary

*Love Vaughan-Morris* Date: 2 August '17

Approved by National Headquarters

National Secretary/Treasurer

*Jim W. Davis* Date: 19 October 17

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OFFICE OF THE PRESIDENT