

MARYLAND FEDERATION OF CHAPTERS, NARFE 2009

CONSTITUTION

ARTICLE I - NAME

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

ARTICLE II - OBJECTIVES

As a subsidiary of NARFE which is incorporated under the laws of the District of Columbia, the Objectives of this Federation shall be to aid and support the National Association activities and programs established to promote the objectives set forth in the Articles of Incorporation governing all of NARFE.

1. To encourage and assist in the strength and development of Chapters within Maryland
2. To organize new Chapters and assist in closing Chapters within Maryland when necessary
3. To promote and actively participate in the retention of current members and recruitment of new members
4. To reactivate weak and closed Chapters
5. To unite all Chapters of NARFE in Maryland into an effective organization for the mutual benefit of all members
6. To coordinate the State-wide activities of Maryland Chapters in safeguarding and improving the interests and welfare of all persons within the State of Maryland who are eligible to be members of NARFE
7. To maintain constant vigil upon the status of legislation in the various legislatures in the area, and to take such action with respect to any such legislation as is beneficial to retirees.

ARTICLE III - MEMBERSHIP

All Chapters of NARFE within the State of Maryland are Members of the Federation and retain their voting representation rights upon payment of the annual per capita dues as prescribed in the Bylaws.

ARTICLE IV - CONVENTIONS AND MEETINGS

Section 1. A Biennial Convention of the Federation shall be held at such time and place as shall have been fixed by the previous Convention or by the Federation Executive Board, in the absence of previous designation, and provided sixty [60]

days' notice of such dates and places shall be given to all Chapters.

The Convention shall be for the purpose of electing officers and transacting other business pertinent to the welfare of the Federation, and to the promotion of its objectives. Each Chapter shall be entitled to representation at the Convention by one or more delegates, on such basis as the Federation Bylaws shall prescribe.

Section 2. The Federation shall hold such other regular or special meetings and shall conduct such business at such times and places as prescribed in the Bylaws.

Section 3. The Federation President shall be a Delegate-at-Large to all National Conventions.

ARTICLE V - OFFICERS AND FEDERATION EXECUTIVE BOARD

Section 1. The Officers of the Federation shall be: President, one or more Vice-Presidents, a Secretary [or a Recording Secretary and Corresponding Secretary], a Treasurer [or Secretary-Treasurer], and such other Officers as may be prescribed in the Bylaws. They shall be selected as prescribed in the Bylaws.

Section 2. The Federation Executive Board (hereinafter: the Board) shall consist of the Officers, all Past Federation Presidents, all Chapter Presidents representing Chapters in good standing with respect to payment of the annual per capita dues to the Federation, and such other Officers as may be prescribed in the Bylaws.

ARTICLE VI - AMENDMENTS

Amendments to the Constitution shall follow the procedures for amending the Federation Bylaws as contained in those Bylaws except that amendments to the Constitution may only be changed by a vote at a Convention. In addition, prior to consideration by a Convention, any amendments to the Constitution must have preliminary approval by the National Association Headquarters. All amendments to either the Constitution or the Bylaws are contingent upon approval by the National Association Headquarters.

This Constitution, as amended, was approved by the delegates at the Federation Convention in Ocean City MD, on May 6, 2009.

Certified by:

(Signed) _____
Jeanette Green
Secretary

(Signed) _____
Theodore J. Jensen
President

BYLAWS

ARTICLE I - ELECTION AND TENURE OF OFFICERS AND FEDERATION EXECUTIVE BOARD

Section 1. The Officers of the Federation shall be: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President and any Past President who accepts appointment to chair any committee established under Article VII or to any position under Article VII, section 4. The Federation Executive Board (hereinafter: the Board) shall consist of the Officers, all Chapter Presidents representing Chapters in-good-standing and all Past Federation Presidents. The Chapter Presidents shall be designated as Board Members. Each Chapter shall designate another officer to represent the Chapter if its President is unable to attend a particular Board meeting, or other member if no officer is available for the Board meeting.

Section 2. The Officers of the Federation, with the exception of the Past Presidents, shall be elected at the Federation's Biennial Convention, during odd-numbered years, to serve a term of two [2] years, or until their successors are elected and installed; their terms of office to begin on the day of being installed. However, the outgoing Treasurer is authorized to continue making payments of the Federation's obligations for up to forty-five [45] days after the Convention is held. The outgoing Treasurer's records shall be transferred to the new Treasurer as soon as practicable; but in no case later than forty-five [45] days after the Convention. The outgoing Officers shall serve as consultants to and work with their successors for one month after the swearing in, in order to maintain continuity and to prevent a void. The tenure of President shall be limited to two [2] successive elected terms.

Section 3. If a vacancy occurs in any elective office, excluding that of the President, the Board shall determine who will fill such vacancy. A vacancy in the office of President shall be filled by the First Vice-President. A vacancy in the office of the First Vice-President shall be filled by the Second Vice-President, unless that person declines.

Section 4. There shall be a Federation Executive Committee to consist of the Federation Officers. The Committee shall advise the President on pertinent matters related to the planning for development and execution of Federation programs and related activities.

Section 5. The Board shall have the authority to declare any elected office vacant because of misfeasance, malfeasance, or other act of impropriety that would justify such removal, by a vote not less than two-thirds of the Board; but the Officer or Board Member involved shall be given reasonable opportunity to show cause why such action should not be taken.

Section 6. Eligibility for Federation office shall be restricted to NARFE Chapter members in-good-standing who are also legal residents of the State of Maryland.

ARTICLE II - THE PRESIDENT

Section 1. The President shall preside at all meetings, performing all the duties normally pertaining to the presidential office; and shall call special meetings when necessary, or when requested by five [5] or more of the member Chapters.

Section 2. The President shall try to visit each Chapter at least once during his/her term of office, and reimbursement shall be made for such travel expense.

Section 3. The President shall submit a written report to the Convention summarizing the President's activities and recommendations.

Section 4. In the event of the illness or death of a Federation Officer, the President is authorized to provide flowers, or other suitable expression of the Federation's condolence, at Federation expense.

Section 5. The President shall be responsible for seeing that the financial records of the Federation are audited annually and that such audit is reported to the Board.

Section 6. In the event that any Federation Chapter is unable to replace a President who has left the office or who may be prohibited from re-election because of term limits, the Federation President may appoint a Member of that Chapter or of any other Chapter to serve as Acting President of the Chapter for a period not to exceed one year or until such time as a President may be nominated and voted on by the Chapter membership. Such appointment shall be effective immediately and may be made without regard to term limits contained in the Chapter's Bylaws.

Section 7. The President shall establish committees and appoint members and a Chairperson of each such committee in accordance with Articles of the Federation Bylaws which pertain to Committees or Conventions. The President shall be an ex officio member of any Committee except a Nominating Committee.

ARTICLE III - VICE PRESIDENTS

Section 1. The First Vice-President shall assume such duties as assigned by the President, shall preside in the absence of the President, and shall perform all presidential functions in case of vacancy in the Office of the President.

Section 2. The Second Vice-President shall assume such duties as assigned by the President, and shall preside in the absence of the President and First Vice-President.

Section 3. The Vice-Presidents shall submit written reports to the Convention summarizing their activities and recommendations.

ARTICLE IV - THE SECRETARY

Section 1. The Secretary shall keep a true record of all proceedings and forward a copy of the minutes of each Board meeting or Convention to every member of the Board, to every Federation Chairperson, and to the National Secretary.” The duties of the Secretary shall also include, but not be limited to, the following: maintaining a current record of Federation Officers, Board members, Committee Chairpersons and members of each Committee, and Chapter Secretaries; distributing such rosters to every member of the Board and every Federation Chairperson; calling the roll of Board Members at Federation meetings and Conventions, calling the roll at Federation meetings, recording the attendance of all Board members, maintaining the official correspondence of the Federation, and performing such other duties as may be required by that office, as determined by the Federation President.

Section 2. The Secretary shall be provided an allowance for each regular Federation meeting and Convention to cover incidental expenses incurred in performing the duties of the office, the amount of such allowance shall be as approved by the Board This allowance shall be in addition to the regular allowance now authorized for all members of the Board when attending an official meeting and their private vehicle is used.

ARTICLE V - THE TREASURER

Section 1. The Treasurer shall receive all monies due the Federation, keep a true account of all monies received and paid out, deposit all monies in a Federally-insured bank or financial institution doing business in the State of Maryland, draw checks against the same, and perform such other duties as required by the office.

Section 2. The Treasurer shall be responsible for the prompt and proper payment of all just obligations of the Federation, subject to the availability of funds and the following limitations:

[a]. The Treasurer shall not disburse funds in excess of any limitation on any category of the Federation budget for any past or current year until a reprogramming decision is approved under the procedures contained in Article VI.

[b]. None of the foregoing limitations shall be construed to limit the Treasurer from making disbursements involving transfer of funds such as: remittances of dues to the National Treasurer from newly organized Chapters, or to Chapter Treasurers, or to other Federation funds such as those used for Membership and Conventions.

ARTICLE VI - REVENUES AND EXPENDITURES

Section 1. The revenues of the Federation shall include a payment by each Maryland Chapter of fifty cents for each voting member of the Chapter as defined in the National Bylaws (excluding honorary members) and as reported on the Membership Summary Report By State and Chapter for the month of September preceding the new year. These per capita dues shall be paid to the Federation Treasurer no later than December 31 of the same year. Newly-organized Chapters shall not be required to pay per capita dues to the Federation for any period of the calendar year in which their charter is dated.

Section 2. Revenues of the Federation are also provided by a ten-percent refund of National dues [paid by Maryland members] which is returned to the State Federation in accordance with the National Association Bylaws.

Section 3. Additional revenues to support the activities of the Federation may be obtained from such fund-raising campaigns as may be conducted by the Chapters for the purpose of financing legislative and other programs to promote the objectives of the Federation, as may be approved by the Board.

Section 4. After the first of January of each year the Budget Officer shall prepare a two-year budget in sufficient time to be approved by the Federation Executive Committee and the Board at the first meeting of the Board in that year. The preliminary budget shall be transmitted to the Board members at least two (2) weeks before that Board meeting.. The Budget shall be based on the anticipated revenues and expenditures for Federation activities, and shall remain in force and effect until amended or revised by the Board. In the event that a Budget is not approved by the beginning of the fiscal year, the Treasurer is authorized to make payment of claims based on the same levels as the prior year's budget.

Section 5. The Budget adopted by the Board may be reprogrammed by the Executive Committee provided that such reprogramming is consistent with the budgetary goals adopted by the Board, and the total of the budget is not changed. If changes to the total amount are necessary, the Executive Committee shall submit a proposed Revised Budget for approval by the Board at its next meeting.

Section 6. Reimbursement of necessary travel expenses shall be allowed to each member of the Board attending such meetings, or to a designated alternate [in the absence of the Board Member], Chairpersons of the Federation Committees and those appointed under Article VII and Article VIII. The mileage rate for reimbursement of all official travel, including travel to Federation meetings and Conventions by members of the Board, shall be established by the Federation Executive Committee. Such rate shall not exceed the rate established by the National Executive Board of NARFE for reimbursement of travel by National Officers.

Section 7. The Federation shall appropriate to the President, as Delegate-at-Large for National Convention purposes, a sum of money not to exceed one thousand (\$1000) for Hospitality Funds, plus the actual cost of transportation, meals, and hotel accommodations.

Section 8. The Treasurer, and all other persons charged with the receipt, custody, and disbursement of Federation funds, shall be covered by a fidelity bond of appropriate amount, the amount to be determined by the Board.

ARTICLE VII - COMMITTEES

Section 1. [a] The President shall appoint the following Standing Committees upon assuming office, subject to approval by the Board. Chairpersons of these committees shall be selected from members of the Board, unless an exception is approved by the Board:

1. Resolutions Committee
2. Federal Legislative Committee [FLC]
3. State Legislative Committee [SLC]
4. Membership
5. Publicity and Public Relations

[b] Any Chairperson of a Standing Committee shall serve from the date that the appointment has been approved by the Federation and continue until the successor has been approved by the Board. Outgoing Chairpersons shall continue to serve on their respective committees for an additional month in the role of consultants to their successors, in order to assist in the orderly transition of the committees' leadership and provide continuity in the conduct of the Federation's business.

Section 2. The President may, with consent of the Executive Committee and subsequent ratification by a majority vote at the next Board meeting, establish and appoint such permanent committees and subcommittees as the work of the Federation may require; and may designate the Chairperson of any such committee or subcommittee.

Section 3. The President, with consent of the Executive Committee, may establish and appoint such ad hoc committees and subcommittees as the work of the Federation may require; and may designate the Chairperson of any such committee or subcommittee. The President shall terminate any such ad hoc committee or subcommittee when it is no longer needed. By the request of three Chapter Presidents and with consent of the Executive Committee, the President may establish and appoint an Area Council for the purpose of fostering coordination among the Chapters to advance the objectives of NARFE and the Maryland Federation. The members of the Area Council shall be the Presidents of its member

Chapters or their designated alternates. The Chairman of an Area Council shall be appointed by the President after considering recommendations of the Area Council members.

Section 4. The President shall appoint persons to serve in such capacities as Auditor, Budget Officer, Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, and in other assignments as the President deems necessary.

Section 5. A Chaplain or other person acting as Chaplain of the Federation shall pronounce only non-denominational invocations or benedictions at any meeting or convention convened for the conduct of NARFE business or sponsored by NARFE.

Section 6. There shall be a Federation Newsletter, the frequency of issuance and extent of distribution to be determined by the Executive Committee.

Section 7. There shall be a Federation web site for the purposes of providing members timely information about Federation matters. The Executive Committee shall establish the publication policies for the Federation web site.

ARTICLE VIII - STATE CONVENTIONS

Section 1. The President shall designate the Federation Executive Committee and such others as may be necessary to conduct its business, as the Convention Planning Committee, the Chairperson to be named by the President. The President, with the advice of this committee, shall appoint such other Committees, Chairpersons, and special functionaries as may be appropriate at biennial Conventions to:

- [a] manage such functions as programs and entertainment
- [b] nominate a slate of candidates for elected offices
- [c] examine credentials and conduct elections
- [d] recommend a time and place for the next biennial convention
- [e] perform other functions as the President may deem appropriate.

Section 2. Chapters which have paid their annual per capita dues to the Federation in accordance with Article VI, Section 1 for the Convention year shall be considered in good standing and shall have the right to representation of delegates and voting rights at the biennial Convention. Any newly formed Chapter whose per capita dues have been waived for the Convention year shall be entitled to all rights and privileges of any other Chapter in good standing. Any Chapter that is delinquent for not paying their per capita dues to the Federation shall not have any right to delegates or representative voting rights at the Convention. Delinquency shall end upon receipt of full payment of per capita dues by the Treasurer.

Section 3. Voting at a Federation Convention shall be by duly accredited delegates

representing Chapters in good standing. Each such Chapter shall be entitled to one delegate for each twenty-five (25) voting members, or fraction thereof, of the Chapter as reported on the Membership Summary Report By State and Chapter for the month of January of the current year. Each Chapter shall designate the ranking officer attending the Convention as Lead Delegate. If no Chapter officer is attending, the Chapter shall name another Delegate as Lead Delegate.

Section 4. For election of officers, each Chapter may cast as many votes by ballot for each position to be filled by election as the number of delegates to which the Chapter is entitled. The Lead Delegate will be the Voting Delegate for the Chapter. If a Chapter does not intend to have any delegates at the Convention, it may designate another Delegate from any other Chapter to cast the Chapter's vote. If for any reason, a Lead Delegate or proxy is unable to vote, the other delegates representing the Chapter may select one of their Delegates to act as Lead Delegate. If no other Delegate from the Chapter is available, the President of the Federation may designate any other Delegate to cast the votes. Voting for all other matters brought before the Convention shall be by the delegates present and voting as individuals.

Section 5. Registration fees, banquet charges and any other Convention charges shall be recommended by the Convention Planning Committee and any payments or reimbursements for Convention expenses of Federation officers and Board members, Committee members or other persons serving under Article VII or VIII, shall be recommended by the Executive Committee and approved by the Board as part of the annual budget for the year in which the Convention is held.

Section 6. The members of the Board, when attending a Federation Convention, shall have the status of Delegate if not otherwise a Delegate, and be entitled to a vote.

ARTICLE IX - MEETINGS AND ORDER OF BUSINESS

Section 1. In addition to the Biennial Convention, the Federation shall hold at least two regular Board meetings during each year, on call of the President, who shall set the date. Chapters which have not paid per capita dues in accordance with Article VI, Section I shall be considered delinquent and shall forfeit the right of representation. The Federation in Convention assembled shall name and determine the place and time of the next State Federation Convention. If the Convention fails to set the time and place of the next State Convention, the Board is empowered to set the time and place for such Convention.

Section 2. A quorum necessary to transact Convention business shall consist of at least one-hundred [100] delegates representing fifteen [15] or more Chapters.

Section 3. A quorum necessary to transact business at a Board meeting shall

consist of at least fifty [50] percent of Board members.

Section 4. [a] The President may solicit approval by e-mail, fax, or regular mail, of any decision delegated to the Board provided that all Members of the Board be sent written explanation of the matter to be decided either by e-mail, fax, or regular mail. The Secretary will prepare a report of any such transactions.

[b] The President may solicit by telephone, e-mail, fax, or regular mail, of any decision delegated to the Executive Committee. The Secretary will prepare a report of any such transactions.

[c] A minimum return of a majority of the solicited members, including "Yes" votes, "No" votes, and blanks (abstentions) shall be required for the decision to be valid.

Section 5. 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 Bylaws or any Special Rules of Order the Federation may adopt.

ARTICLE X - REPORTS

The Secretary shall prepare a report as soon as possible after the close of each Federation meeting or Convention, covering all of its activities, and shall send copies of such report to each member of the Board, to the National Secretary, and to such others as the Executive Committee may determine. The Secretary shall submit the minutes of the biennial Convention for approval by the Board at its next meeting following the Convention.

ARTICLE XI - RESOLUTIONS

Section 1 [a]. Resolutions shall be submitted in duplicate to the Federation Secretary by a Chapter of the Federation, Executive Committee, or a Committee Chairperson and shall bear the date of approval and appropriate signatures.

[b]. Each Resolution shall be restricted to a single subject and related changes.

[c]. All Resolutions shall be mailed in time to be received by the Federation Secretary not less than sixty [60] days prior to the opening date of a Convention.

Section 2. Upon receipt of each Resolution in proper form and composition, the Secretary shall give it an identifying number and forward copies to all members of the Federation Resolutions Committee.

Section 3. After the Resolutions Committee has reviewed each Resolution, the

Federation Secretary shall forward copies of each Resolution, with recommendations for each Resolution, to each Board Member, not less than thirty-five [35] days prior to the opening date of a Convention. Sufficient copies of each Resolution, with its recommendation, shall also be made for distribution to all delegates and interested persons upon registration at the Convention.

Section 4. If a member of the Board either objects to consideration of a Resolution for cause or wishes to amend the Resolution for clarity, a statement of the objection or amendment and the reasons therefor must be received by the Federation Secretary not less than 15 days prior to the Convention. The Federation Secretary will forward copies of each such document to the members of the Resolutions Committee for action. The Resolutions Committee will include the objection or amendment and their recommended action as part of their report at the Convention.

Section 5 [a]. Amendments to any Resolution pertaining to changes in the Federation Constitution or Bylaws will not be accepted at the Convention. Amendments to other Resolutions will be governed by the Standing Rules adopted for the Convention.

[b]. Resolutions on any topic pertinent to NARFE objectives may be submitted for action at a Board meeting by any member of the Board. However, such Resolutions must be received by the Federation Secretary not less than 15 days prior to the meeting of the Executive Committee held on the day preceding the Board meeting unless otherwise specified in the call for the meeting. The Executive Committee will recommend action to the Board. The Executive Committee may introduce any Resolution it may develop at any of its meetings without regard to the time requirements. Exceptions to this process may be made with approval of the majority of the Board at the meeting.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section 1. The Constitution and these Bylaws may be amended by a two-thirds (2/3) vote at a Biennial State Convention following the Resolutions procedure of Article XI.

Section 2. These Bylaws may also be amended, at any time, by a resolution initiated by a two-thirds vote of the Board, subject to referendum approval by two-thirds of the total per capita votes of all Federation Chapters as determined under Article VIII, Section 1 [b]. Each Chapter in good standing shall be entitled to one vote for each twenty-five (25) voting members, or fraction thereof, of the Chapter as reported on the Membership Summary Report By State and Chapter for the month designated by the Executive Committee at the time the Referendum is sent to the Chapters. Referendums shall be by ballots furnished by the Federation Secretary to the Chapters with the referendum proposals. Chapters shall have a period of three (3) months in which to vote on such amendments and each shall certify its votes to the Federation Secretary.

These Bylaws, as amended, were approved by the delegates at the Federation Convention in Ocean City MD, on May 6, 2009.

Certified by:

(Signed) _____
Jeanette Green
Secretary

(Signed) _____
Theodore J. Jensen
President

[Change from 75 to 60 days in Article XI Resolutions, Section 1 C was reported to National Headquarters and no comments or objections were received]

MARYLAND FEDERATION POLICIES

Section 1. The Maryland Federation of Chapters of the National Active and Retired Federal Employees Association is a non-partisan organization not affiliated with any political party. Individual members of the Association have every right and are encouraged to actively support or oppose any candidate for election or issue under consideration as they see fit. However, they should not state or imply that their actions represent a NARFE position unless the position has been stated by NARFE or the Federation.

Adopted May 23, 1995

Section 2. The Maryland Federation Policy is to encourage each of its members to not only vote, but to actively support the candidates and issues of their choice, and lacking official Federation or Chapter endorsement to do it as an individual and not as a representative of NARFE.

Adopted May 13, 1997