

MARYLAND FEDERATION OF THE NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION

BYLAWS

**Adopted at
MD Federation Convention
May 1, 2017
Ocean City, Maryland**

ARTICLE I - NAME

This organization (hereinafter referred to as the "Federation") shall be known as the Maryland Federation 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 its National Members, Chapter Members, and 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 the National Members, Chapter Members, and Chapters of NARFE in Maryland into an effective organization for the mutual benefit of all members
6. To coordinate the statewide 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 active employees and retirees.

ARTICLE III – MEMBERSHIP

Section 1. All NARFE members residing within the State of Maryland are members of the Federation and retain all membership rights upon payment of dues as prescribed in the NARFE Bylaws. Additionally, NARFE members residing outside the state of Maryland who elect to join chapters within Maryland shall be Members of the Federation with all membership rights.

Section 2. Those members who choose to belong to Chapters within Maryland shall be referred to as Chapter Members.

Section 3. Those members unaffiliated with Chapters shall be referred to as National Members.

ARTICLE IV – OFFICERS, EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section 1. Officers

The Officers of the Federation shall be: President, a First and a Second Vice-President, a Secretary, a Treasurer, the Immediate Past President, and any Past President who accepts appointment to chair any Standing Committee established under Article XI, Section 1, or to any position under Article V, Section 8.

Section 2. Executive Board

The Executive Board (hereinafter the Board) shall consist of the Officers, Chapter Presidents from all Chapters not in arrears with respect to payment of dues to the Federation, Article XII, Section 1, and a Board Member At Large elected by and from the National Members. The Chapter President may designate another chapter member to serve on the Board, with full voting privileges, if the Chapter's President is unable to attend a particular Board meeting.

The Executive Board shall have full power and authority over the affairs of the Federation pursuant to resolutions adopted by the membership.

Section 3. Nomination and Election

- A. Any member wishing to run for any office shall notify the Federation secretary of his or her intent, in sufficient time to prepare the election ballots to be sent to all members.
- B. The Officers and the Board Member At Large, excepting Past Presidents, shall be elected by ballot, prior to the Federation's Biennial Membership Meeting, held during odd-numbered years, to serve a term of two years or until their successors are elected and installed, their terms of office to begin on the day of installation. However, the immediate past Treasurer is authorized to continue making payments of the Federation's obligations for up to forty-five days after the installation of his successor. The past Treasurer's records shall be transferred to the new Treasurer as soon as practicable; but in no case later than forty-five days after the Biennial Membership Meeting. The immediate past Officers shall serve as consultants to and work with their successors for one month after their installation.
- C. The tenure of President shall be limited to two successive elected terms. A past president may serve an additional two successive terms as President after a period of at least two years after the end of his last term in the presidential office.

Section 4. Vacancies

- A. If a vacancy occurs in any elective office, excluding that of the President or First Vice-President, the Board shall fill such vacancy for the remaining portion of the term. A vacancy in the office of President shall be filled by the First Vice-President for the remaining portion of the term and a vacancy in the office of the First Vice-President shall be filled by the Second Vice-President for the remaining portion of the term.
- B. The Board shall have the authority to declare any office vacant because of misfeasance, malfeasance, or other act of impropriety that would justify such removal, by a vote of two-thirds of the Board; but the Officer or Board Member involved shall be given reasonable opportunity and time to show cause why such action should not be taken.

Section 5. Eligibility

Eligibility to hold any Federation office shall be restricted to NARFE members whose legal residence is in the State of Maryland.

Section 6. Meetings of the Executive Board

The Federation shall hold at least two regular Board meetings during each year, on the call of the President, who shall set the date. A quorum necessary to transact business at a Board meeting shall consist of at least fifty percent of the Board members.

Resolutions on any topic pertinent to NARFE and Federation objectives may be submitted for action at a Board meeting by any member. Such Resolutions must be received by the Federation Secretary not less than 15 days prior to the meeting of the Board unless they are specified in the call for the meeting. The Executive Committee may 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.

Section 7. Executive Committee

There shall be an Executive Committee consisting 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. The Executive Committee may act on behalf of the Board on Federation matters that require immediate attention and shall report all such actions to the Board at the next Board meeting. Meetings of the Executive Committee shall be held at the call of the President or any three members of the Executive committee and any such meetings shall be construed as "regular" meetings.

Section 8. There shall be a Federation Newsletter, the frequency of issuance and extent of distribution to be determined by the Executive Committee.

Section 9. There shall be a Federation website for the purposes of providing members timely information about Federation matters. The Executive Committee shall establish the publication policies for the Federation website.

ARTICLE V - 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 or more Board Members.

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 Biennial Membership Meetings summarizing the President's activities and recommendations.

Section 4. In the event of the illness or death of a Board member, 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 the Chairperson and members of the committees specified in Article XI, Section 1 of these Bylaws. The President shall be an ex officio member of all Committees.

Section 8. 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 9. A Chaplain or other person acting as Chaplain of the Federation shall pronounce only non-denominational invocations or benedictions at any meeting convened for the conduct of NARFE business or sponsored by NARFE.

ARTICLE VI - VICE PRESIDENTS

Section 1. The First Vice-President shall undertake such duties as assigned by the President, shall preside in the absence of the President, and shall assume the Presidency in the case of a 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 Biennial Membership Meeting summarizing their activities and recommendations.

ARTICLE VII - 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, Annual and Biennial Membership Meetings 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 Chapter Secretaries; distributing such rosters to every member of the Board and every Federation Chairperson; calling the roll of Board Members at Federation meetings, Annual Meetings, and Biennial Membership 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 or special Board meeting, Annual Meeting and Biennial Membership Meeting 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 authorized for all members of the Board when attending an official meeting and any compensation for using their private vehicle.

Section 3. The Secretary shall prepare a meeting report as soon as possible after the close of each Federation Board meeting, Federation Executive Committee meeting, Annual Meeting, and Biennial Membership Meeting, covering all of its activities, and shall send copies of such report to each member of the Board, to the NARFE National Secretary/Treasurer, and to such others as the Executive Committee may determine. The Secretary shall submit the minutes of the Biennial Membership Meeting for approval by the Board at the Board's next meeting following the Biennial Membership Meeting.

ARTICLE VIII - 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 XII, Section 5.

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 Secretary/Treasurer from newly organized Chapters, or to Chapter Treasurers, or to other Federation funds such as those used for Board and Biennial Membership Meetings.

ARTICLE IX – BIENNIAL AND ANNUAL MEMBERSHIP MEETINGS

Section 1. The Federation shall hold a Biennial Membership Meeting in odd numbered years at such a date and location as shall have been set by the Federation Executive Board, for the purpose of announcing the election of officers and the Board Member at Large, announcing ballot decisions, receiving reports of officers and committees, and conducting such other business of the Federation as may properly come before it.

The Federation shall hold an Annual Meeting in even numbered years, in conjunction with the Spring meeting of the Federation Board, for receiving reports of officers and committees and conducting such other business of the Federation as may properly come before it.

Sixty days' notice of the Annual and Biennial Meetings and their dates and places shall be given to all National Members and Chapters for subsequent distribution to Chapter Members.

Section 2. The President shall designate the Executive Committee and such other members as may be necessary to serve as the Biennial Meeting Planning Committee and appoint its Chairperson. The President, with the advice of this committee, shall establish and appoint such other Committees, Chairpersons, and individuals as may be necessary to:

- A. Register attendees and verify membership
- B. Manage such functions as programs and entertainment
- C. Manage the ballot voting on officers and resolutions and serve as Tellers
- D. Recommend a time and place for the next Biennial Membership Meeting
- E. Perform other duties as the President may deem appropriate.

Section 3. All Chapter and National Members shall be entitled to attend and fully participate in the Biennial Membership Meeting and Annual Meeting upon registration and payment of required fees and charges.

Section 4. Registration fees, banquet charges, and any other meeting charges shall be set by the Meeting Planning Committee for the Biennial Membership Meeting.

Section 5. Any payments or reimbursements for meeting expenses of Federation Officers and Board members, Committee members or other persons serving under Article XI, Section 1, or Article V, Section 8, shall be recommended by the Executive Committee and approved by the Board as part of the annual budget for the year in which the Biennial Membership Meeting is held.

Section 6. The quorum for the Biennial Membership Meeting shall be 25 registered members.

Section 7. The registered members at the Biennial Membership Meeting may recommend the date and location for the next Biennial Membership Meeting. The Board shall set the date and location for the next Biennial Membership Meeting.

ARTICLE X – RESOLUTIONS

Section 1. Resolutions intended for consideration by the Federation may be initiated by a member, a chapter, the Federation Executive Board, or by the

Resolutions Committee. The text of the Federation specific resolution shall be submitted to the Federation Secretary and to the Chairperson, Resolutions Committee three months prior to the creation of the ballot to be sent to all Federation members.

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 a committee.

Section 3. The resolutions shall be sent out to all Federation members in sufficient time to allow for the return of ballots to the Federation Secretary for tabulation and preparation of a report of the decisions reached to be presented to the next Biennial Membership Meeting.

Section 4. Any member is free to transmit directly to NARFE National Headquarters, by a deadline set by National Headquarters, a resolution intended for national consideration, whether or not adopted by the Federation ballot.

ARTICLE XI - COMMITTEES

Section 1. Establishment and Appointment

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
2. Federal Legislative
3. State Legislative
4. Membership
5. Publicity and Public Relations

Any Chairperson of a Standing Committee shall serve from the date that the appointment has been approved by the Board and continue until the successor has been approved by the Board. Immediate past Chairpersons shall continue to serve on their respective committees for an additional month in the role of consultants to their successors without vote, 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 approval at the next Board meeting, establish and appoint such additional Standing and Special Committees as the work of the Federation may require and may designate the Chairperson of any such committee.

Section 3. 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 Chairperson of an Area Council shall be appointed by the President after considering recommendations of the Area Council members.

ARTICLE XII – FINANCIAL MATTERS

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. Additional revenues to support the activities of the Federation may be obtained from such fundraising campaigns as may be conducted by the Federation and/or Chapters for the purpose of financing legislative and other programs to promote the objectives of the Federation, as may be approved by the Board. Donations to such fundraising are not deductible for Federal Income Tax purposes.

Section 3. After the first of January of each year the Budget Officer shall prepare a 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 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 at the first Board meeting 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 4. 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 5. Reimbursement of necessary travel expenses shall be allowed to each member of the Board attending such meetings or to a designated alternate, Chairpersons of the Federation Committees and those appointed under Article XI, Section 1 and Article V, Section 8. The mileage rate for reimbursement of all official travel, including travel to Federation meetings and Biennial Membership Meetings by members of the Board, shall be established by the 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 6. The Federation shall appropriate to the President, for purpose of attendance at the National Convention/Conference, a sum of money not to exceed one thousand dollars (\$1,000) for hosting discussions among National Convention/Conference attendees on mission support and strategic issues, plus the actual cost of transportation, meals, and hotel accommodations at the National Convention/Conference.

Section 7. 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.

Section 8. The Fiscal Year of the Federation shall be the calendar year, January 1 through December 31.

ARTICLE XIII – 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 Bylaws or any Special Rules of

Order the Federation may adopt.

ARTICLE XIV - AMENDMENTS TO THE BYLAWS

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the members returning ballots following the Resolutions procedure of Article X.

Section 2. These Bylaws may also be amended, at any time, by a resolution adopted by a two-thirds vote of the Board members present and voting, subject to a ballot referendum submitted to all Federation members and approved by a two-thirds vote. Members shall have a period of three months in which to vote on such amendments.

STANDING RULES

Rule 1. The Maryland Federation of Chapters of the National Active and Retired Federal Employees Association is a nonpartisan 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

Rule 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

Certification and Approval

Patricia A. Farmer

Federation Secretary

May 6, 2017

Date

Approved at National Headquarters

Ja W. Davis

National Secretary/Treasurer

May 15, 2017

Date