

NATIONAL ACTIVE AND RETIRED
FEDERAL EMPLOYEES ASSOCIATION

TENNESSEE FEDERATION OF CHAPTERS

CONSTITUTION AND BYLAWS



Revised – April 26, 2016

CONSTITUTION

ARTICLE I NAME

This organization shall be known as the "TENNESSEE FEDERATION OF CHAPTERS" of the NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION (NARFE)

ARTICLE II OBJECTIVES

The objectives and purposes of this Federation shall be to support the NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION in its aims as set forth in the ARTICLES OF INCORPORATION thereof, to adhere to and abide by the Bylaws of the National Association and shall be such as to enable chapters within the area of this Federation to act in concert in forwarding therein the aims and objectives of the National Association. No provisions set forth herein, or in the Bylaws of this Federation shall conflict with said ARTICLES OF INCORPORATION, or in the Bylaws of the National Association. The objectives and purposes shall further be:

1. To unite all chapters in the State of Tennessee that are duly chartered by the NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION;
2. To serve and advise member chapters in every possible way toward improving and strengthening the Association at all levels through a unified effort;
3. The phrase "Active and Retired under any of the Civilian programs of the Federal Government" is hereby defined to include any Federal Employee who meets the requirements for membership in the National Articles of Incorporation and Bylaws;
4. To sponsor and support legislation, rules and regulations beneficial to persons active and retired under any of the Civilian programs of the Federal Government and their survivors, maintaining a constant vigil upon the status of legislation in the various legislatures, and to take such action with respect to any legislation as may be deemed beneficial for said active and retired employees and their survivors;
5. To oppose all legislation, rules and regulations contrary to the best interest of all persons active and retired under any of the Civilian programs of the Federal Government and their survivors;
6. To cooperate with member chapters in promoting the general welfare of their members with respect to preserving the individual rights of members under active and retirement laws and to encourage fraternalism and mutual helpfulness among member chapters;
7. To cooperate throughout the Federation area with the Regional Vice President for this Region in creating new chapters and reactivating weak and closed ones;
8. To cooperate and support non-political civic and patriotic activities of other organizations within the Federation area that are deemed to uphold American institutions and ideals.

ARTICLE III MEMBERSHIP

All chapters in the State of Tennessee that are duly chartered by the NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION shall be eligible for membership in this Federation. Their affiliation with and continuance of membership in this Federation shall be in accordance with the provisions set forth in the Federation Bylaws.

ARTICLE IV
CONVENTIONS

Conventions shall be held in such time and place as shall have been fixed by the previous convention. The Federation Executive Board shall fix the time and place if the previous convention failed to fix the time and place. In the event of an emergency, the Federation Board shall fix the time and place. The convention shall be held for the purpose of transacting business, discussing chapter problems and other matters of interest to active and retired federal employees, and to provide social, fraternal and educational programs. Each chapter shall be entitled to representation at the convention by one or more delegates on such basis as the Federation Bylaws shall prescribe.

ARTICLE V
OFFICERS AND EXECUTIVE BOARD

The officers of the TENNESSEE FEDERATION OF CHAPTERS SHALL BE BUT NOT LIMITED TO, a President, one or more Vice Presidents, a Secretary-Treasurer or Secretary and a Treasurer. Any other officers decided as necessary by the Federation membership will be indicated only in ARTICLE I, Section 1 of the Federation Bylaws. Any change must be made in accordance with ARTICLE X of the FEDERATION Bylaws.

The Executive Board shall be composed of the elected officers and the Immediate Past President.

ARTICLE VI
AMENDMENTS

Section 1. These Bylaws may be amended by a 2/3rds vote of delegates, including delegates carrying proxy votes, present and voting at any convention of the Federation.

Section 2. The resolution proposing such amendment or amendments must be submitted to the Federation Secretary at least sixty (60) days prior to the next convention for presentation to the Federation Board and subsequent transmittal to the Constitution and Bylaws Committee Chair. The Federation Secretary shall transmit a copy of these resolutions to each Chapter President at least forty-five (45) days prior to the next convention.

Section 3. If the above notice as per Section 2 is not given, then the vote on the amendment must be by unanimous consent.

Section 4. The amendment thus adopted shall become effective upon approval of the National Headquarters.

BYLAWS

ARTICLE I OFFICERS, TERMS AND DUTIES

Section 1. Elected officers of the Tennessee Federation of Chapters shall be the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Legislative Chair, and Membership Chair. These officers shall be elected and installed at the annual convention of the Federation and shall hold office for one year or until their successors are elected and installed. The Immediate Past President shall be allowed officer status and benefits. The Executive Board shall be composed of the elected officers and the Immediate Past President.

Section 2. The President shall be the presiding officer of all Federation activities and shall:

1. Preside at conventions of the Federation and all meetings of the Executive Board; perform all other duties naturally pertaining to the presidential office;
2. Call special conventions when deemed necessary by the Executive Board or at the request of thirty percent (30%) of the member chapters;
3. Arrange seminars for chapter officers when deemed advisable by the Executive Board for training and updating on issues and operations, the time and place of such seminars to be determined on the basis of needs and conditions;
4. Make assignments of such duties and responsibilities to the officers as may be deemed appropriate to the best interests of the Federation;
5. Call upon the Executive Board for guidance in Federation matters, and abide by all rules and edicts as may be prescribed by the National Association.

Section 3. The Federation President in his or her discretion is authorized to ask the Federation Board Members to cast their vote on any issue before the Board by means of e-mail, fax or other written communication. This type vote may be taken when time is of the essence and a vote cannot be postponed to the next Federation Board meeting.

Section 4. The President, (subject to the Board's approval) may appoint all committees and positions as deemed necessary for conducting the business affairs of the Federation.

Section 5. In the event any officer is unable to fulfill the term of the office to which elected, the President shall have the power to fill such vacancy if he decides it advisable, but only after the concurrence of the Executive Board.

Section 6. The First Vice President shall preside in the absence of the President, and perform presidential functions in case of vacancy in the office of President. The Second Vice President shall thus serve in the absence of both President and First Vice President; The Third Vice President shall thus serve in the absence of the President, the First Vice President and the Second Vice President. The Vice Presidents shall also perform, or have performed, any other NARFE duties assigned by the President.

Section 7. As to the three Vice Presidents mentioned above, one residing in East Tennessee shall represent Congressional Districts 1, 2 and 3. One residing in Middle Tennessee shall represent Congressional Districts 4, 5 and 6. One residing in West Tennessee shall represent Congressional Districts 7, 8 and 9. They shall act as field representatives of the Federation and shall comply with and endeavor to further the objectives and purposes of the Federation and the National Association as set forth in the National Articles of Incorporation.

Section 8. The Secretary shall: keep a true record of all proceedings, including all Executive Board Meetings and Conventions, attend to correspondence and perform other duties required of the office. The Secretary shall prepare the Annual Report immediately after the convention using Form F-22, covering all activities of the Federation Convention, submitting one copy to the National Office. The Secretary shall maintain all the books, papers and records of the Federation. The Secretary shall make an "In Memoriam" book of deceased members and display the same at the convention.

Section 9. The Treasurer shall receive all monies due the federation, deposit all monies in a bank or other appropriate financial institution carrying the Federal insurance and approved by the Executive Board, and draw checks against the account based on authorized invoices, directives of the Board or approved vouchers. The Treasurer shall keep a true account of all monies received and paid out, make such records available for audit as required and perform all other duties of the office.

Section 10. The Legislative Chair shall act as a representative of the Federation in contacting Senators and Representatives pertaining to legislation of benefit to, or contrary to the best interest of all persons active and retired under any of the Civilian Retirement programs of the Federal Government and their survivors. He shall, at the beginning of each year, formulate a communications grid whereby every Chapter Legislative person can be contacted, in the shortest time, to take necessary action required of the chapter.

Section 11. The Membership Chair shall provide guidance to all chapter presidents and membership chairs on matters pertaining to membership, recruitment and retention. This assistance shall be in the form of guidelines, suggestions, ideas and recruitment and/or promotional material.

Section 12. The State is divided into the nine Congressional Districts. A Congressional District Liaison will be appointed for each District. Because of the size and spread of some Districts there may be more than one Congressional District Liaison in a single district.

1. Congressional District Liaisons will be appointed by the President, after consultation with the area Vice President and the Federation Legislative Chair.
2. The Congressional District Liaison will act as a liaison for the Federation in their Congressional District:
 - a) Promoting the aims and objectives of the National Association
 - b) Informing the chapters of current legislative and membership initiatives
 - c) Encourage chapters to assist in legislative, membership recruitment and retention, public relations and service activities
 - d) Assist the area Vice President in the creation of new chapters
 - e) Provide other support as outlined in the Federation Policy Manual

ARTICLE II REVENUES

Section 1. The revenues of the Federation shall be obtained from per capita dues paid by each chapter for members listed on the current membership report provided by NARFE Headquarters in October of each year.

Section 2. The amount of the per capita dues paid by each chapter shall be \$3.00 per voting member, with exception of honorary members whose chapter dues are waived.

Section 3. The payment of per capita dues is payable upon receipt of the Dues Letter sent out in November of each year. Per capita dues should be paid to the Financial Secretary by December 10th of the year due and no later than January 1st of the next year.

ARTICLE III
EXECUTIVE BOARD

The Executive Board shall be composed of the elected officers and the Immediate Past President. Between conventions, the conduct of the business of the Federation shall rest with the Executive Board. The authority of the Board to act shall be limited by the Federation Constitution and Bylaws, and by the general affirmation of policy enacted by the convention of the Federation. In addition to their other duties, the Executive Board members shall provide criteria and standards of policy guidance to the President.

ARTICLE IV
CONVENTIONS

Section 1. Conventions of this Federation shall be held annually in accordance with ARTICLE IV of the Federation Constitution, and for the purposes set forth therein. The conventions are to be held during the month of April or May as per ARTICLE VIII of the Policy Manual.

Section 2. A quorum necessary to transact any business coming before a convention of this Federation shall consist of delegates, and/or proxies, representing at least one-third (1/3) of the total voting strength of all member chapters in good standing as determined by the Federation Secretary and Treasurer and certified by the Credentials Committee.

Section 3. The annual convention of this Federation will be arranged, as to location, two years in advance. Under normal circumstances, the site of the annual convention will be rotated to place the convention in each Grand Division once every third year, order of rotation being from West to East to Middle to West, etc.

Section 4. The host chapter(s) shall provide for a Parliamentarian at Convention expense. The host chapter(s) will select from their members a Chaplain, Sergeant at Arms, who will serve the convention without cost to the Federation. The Sergeant at Arms will keep order at the convention and be available at all times to assist the presiding officer in discharging his duties. Should the preceding selection not be accomplished, the President will select from the convention delegates.

Section 5. Resolutions that do not amend the Constitution or Bylaws may be adopted by the delegates present and voting at any convention of the Federation.

1. These resolutions must be submitted to the Federation Secretary at least sixty (60) days prior to the next convention for presentation to the Board and subsequent transmittal to the Resolutions Committee Chair. The Federation Secretary shall transmit a copy to each Chapter President at least forty-five (45) days prior to the next convention.
2. If the above notice is not given, then the vote on these resolutions must be by unanimous consent.
3. They shall become effective upon adoption unless otherwise specified in the resolution or an accompanying proviso statement.

ARTICLE V
DELEGATES AND PROXIES

Section 1. Each chapter in good standing shall be entitled to send to the convention of the Federation one (1) delegate for each twenty-five (25) active members or fraction of twenty-five (25), as shown by the last per capita dues report. One delegate may cast the voting power of the chapter he or she represents. Chapters not represented by a delegate should give their proxy vote to another chapter.

Section 2. Present elective officers and past Presidents of the Federation shall be entitled to one vote at the Federation Conventions.

Section 3. Newly formed chapters shall be entitled to delegates to the Federation Convention by paying per capita dues as reflected in Article II, Section 2 of these Bylaws. The per capita dues will be paid directly to the Federation Treasurer at least thirty (30) days prior to the convention date.

ARTICLE VI CHAPTERS

Section 1. All chapters should elect their officers on an annual basis. The Chapter Officers are encouraged to assume their office in accordance with the Chapter Bylaws or at the first meeting after election.

Section 2. All chapters will submit a list (not credentials) of the names of their delegates who will attend the Federation Convention to the Federation President not later than January 15th. The submitting of this list will facilitate the committee assignments at the Federation Convention. The list of names of delegates may be changed by the chapter where it is deemed necessary.

ARTICLE VII OFFICERS EXPENSE

Section 1. All Federation Officers, including the Immediate Past President, doing federation business shall be on an expense basis for travel and lodging with an allowance for food as specified in the Federation Policy Manual. Travel will be by the most economical means and mileage shall be reimbursed at the current rate not to exceed that authorized by the Internal Revenue Code.

Section 2. Monthly stipends and any other cost approved by the Federation President shall be paid to certain officers as outlined in the Policy Manual. No official will receive extra expenses when acting in more than one capacity.

Section 3. Policy on reimbursement of expenses incurred by Appointed Officers will be determined by the Executive Board, but in any case will not exceed that specified in Section 1 above.

Section 4. Policy on reimbursement of expenses incurred by the appointed Congressional District Liaisons will be approved by the Federation President and said expenses will not exceed that specified in Section 1 above.

ARTICLE VIII CONVENTION RULES

Section 1. Rules as approved at the most recent annual convention may be used as standing rules for the next convention. The Rules Committee will recommend any needed revisions.

Section 2. In the absence of a specific rule or ruling, *Roberts Rules of Order Newly Revised* shall be observed.

ARTICLE IX ORDER OF BUSINESS

Section 1. The Convention Program shall be used as the Order of Business. The Federation President shall see that it includes, at least the list of items in this section. The Convention Program shall be followed unless changed by a majority vote of the delegates present.

1. Invocation and Pledge of Allegiance to the Flag

2. Introduction of Guests
3. Reading of Communications
4. Report of the Credentials Committee
5. Adopt the Convention Rules
6. Roll call of Federation Officers and Chapters
7. Approval of minutes of the previous convention
8. Reports from the Federation Officers and Committees
9. Unfinished business
10. New business
11. Election and installation of Federation Officers

ARTICLE X
AMENDMENTS

Section 1. These Bylaws may be amended by a 2/3rds vote of delegates, including delegates carrying proxy votes, present and voting at any convention of the Federation.

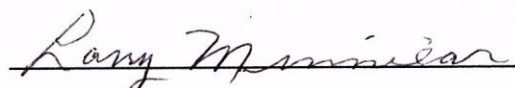
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Section 3. If the above notice as per Section 2 is not given, then the vote on the amendment must be by unanimous consent.

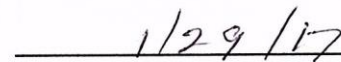
Section 4. The amendments thus adopted shall become effective upon approval of National Headquarters.

Approved and adopted at the 2016 Convention of the Tennessee Federation of Chapters

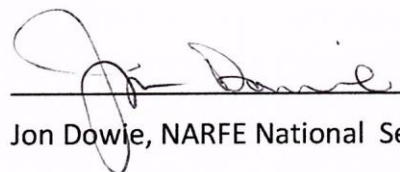
Signed by:



Larry Minniear, Tennessee Federation President



Date



Jon Dowie, NARFE National Secretary/Treasurer



Date