

**KENTUCKY FEDERATION OF CHAPTERS  
OF THE  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES  
ASSOCIATION**

**CONSTITUTION and BYLAWS**

**ARTICLE I -- NAME**

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

**ARTICLE II -- OBJECTIVES**

The purpose if this Federation is to assist in achieving the goals and objectives of the Association as they pertain to all federal annuitants and potential federal annuitants, which are set forth in the Articles of Incorporation of the Association by: (1) sponsoring, supporting, and promoting legislation, rules regulations, and such other matters of their common interest; (2) opposing legislation, rules, and regulations detrimental to their interest; (3) serving and advising them with respect to their rights under Civil Service regulations; (4) cooperating with other organizations in furthering the general objectives of the Association; (5) promoting membership and organizing new Chapters within the Federation; and (6) fostering and promoting active participation by the members in their respective local, state and national elections and civic affairs.

## **ARTICLE III -- MEMBERSHIP**

### **Section 1.**

Each duly organized Chapter of NARFE with in the Commonwealth of Kentucky shall be eligible for membership and may become a member by submitting an application, paying the applicable dues, and upholding the Constitution and Bylaws of the Federation.

### **Section 2.**

Individual membership in NARFE is open to any person who is or will be eligible to receive an annuity or a survivor annuity from any civilian retirement programs of any agency of the Government of the United States or of the District of Columbia, without regard to race, color, creed, national origin, sex, or age, and upon application shall be accepted as a member unless excluded by the National Executive Board for reasons deemed by them to be detrimental to the Association.

### **Section 3.**

All national members of the Association residing the the Commonwealth of Kentucky and all chapter members of the Federation shall be voting members.

## **ARTICLE IV -- FEDERATION DISTRICTS**

The Federation may be divided into geographical Districts to facilitate communications and administration between the Federation and the member Chapters. Each District shall be represented on the Executive Board by a Vice President duly elected from the membership of the Chapters of that District.

## **ARTICLE V -- OFFICERS OF THE FEDERATION**

### **Section 1.**

The elected officers of the Federation shall be a President, a Vice President, a Secretary, a Treasurer (or a Secretary/Treasurer), and a District Vice President for each District in the Federation. The immediate Past President, who is not elected as such, but serves in that office by virtue of having served previously as President, is also an officer of the Federation.

### **Section 2.**

The appointed officers of the Federation shall be a Parliamentarian, a Sergeant-At-Arms, a Chaplain, and such other Committee Chairpersons, Committee Members, or appointees as are deemed necessary by the Federation President to provide for the efficient and effective operations and functioning of the Federation.

## **ARTICLE VI – TERMS OF ELECTED OFFICERS AND VACANCIES**

### **Section 1.**

All elected federation Officers and District Vice Presidents shall serve two year terms or until their successors are elected, appointed, and are installed, whichever comes later. Officers shall begin their terms immediately following their installation at the Biennial Federation Conference.

## **Section 2.**

All elected officers shall serve a two year term. The President shall a two-year term or until a successor is installed in the office. The incumbent President shall be restricted to be re-elected for one additional two year term. The President is restricted to no more then four consecutive years in office, even if the President has filled an uncompleted term of another elected President, as described in Article VII, Section 1, while serving as President. The immediate Past President shall remain in office for the succeeding President serves in this office.

## **Section 3.**

If the Office of President becomes vacant, the Vice President shall automatically become President for the remainder of the term; thereby vacating the Office of Vice President. If the Vice President, Secretary, Treasurer, or District Vice President becomes vacant, the President shall fill the vacancy by appointing a Federation member to serve for the unexpired term subject to approval by the Executive Board. Appointed fill of a vacant District Vive President must be by a member from that District.

## **ARTICLE VII — ELECTION OF FEDERATION OFFICERS**

### **Section 1.**

General Elections: General elections shall be held every two years in the off numbered years. Such elections shall be by either an electronic ballot or paper ballot or a combination thereof. The voting method must be reliable, secure, and efficient.

## **Section 2.**

Candidates for Federation Officers and District Vice Presidents: Not later than December 1st of the year prior to the elections, the upcoming elections will be announced on the Federation Website, via NARFE E-Mail System (NES), and other available means. Interested candidates for the various Federation Officer and District Vice President positions must submit a 200 word or less candidate statement to the Federation Secretary not later than January 1st of the election year. Candidates for District Vice president must be a Chapter member of that District.

## **Section 3.**

### Voting:

- a. In all voting elections, each member shall vote independently.
- b. Balloting shall commence not later than March 1st of the year in which the election is held and shall conclude no later than April 1st of the same year.
- c. The candidate for each office receiving the plurality of the ballots returned will be the winner. If there is a tie, the Federation Executive Board shall determine the winner.
- D. If there is no candidate for a Federation Officer position , with the exception of the Federation President, the Federation President shall appoint, with Executive Board approval, a member to fill the position. If there is no candidate for Federation President, the current Federation President will remain in the position until the Executive Board can appoint an individual to fill the position.
- E. Unopposed Candidate: When there is only one candidate for a particular office, the President shall declare that that candidate elected without the need for a vote

## **ARTICLE VIII -- REMOVAL/RESIGNATION OF OFFICERS**

### **Section 1.**

If a duly elected President should resign or should neglect or fail to discharge the duties of that office to the detriment of the Federation and or one or more Chapters thereof, the Executive Board may be called into session by the Federation Secretary and, by a two-thirds (2/3) of its members, declare the office vacant and direct the Vice President to assume the office of President, who will serve out the term of the President's term. If there is one (1) year or less remaining of the President's term of office when it is assumed by the Vice President, the new President would be eligible for re-election to a full two-year term of office as President.

### **Section 2.**

The Vice President, Secretary, Treasurer may be removed from their respective offices for cause in the same manner. If any of these offices shall resign or be removed for just cause, they shall be replaced by persons selected and approved by a quorum of the Executive Board. For this purpose, a quorum is one-half of the total membership of the Board plus one (1).

### **Section 3.**

If any of the District Vice Presidents should resign or be removed from office for just cause, the Executive Board shall call for a caucus of Chapter Presidents of that District who shall elect an interim District Vice President to serve until the next biennial Conference.

## **ARTICLE IX -- EXECUTIVE BOARD**

The Executive Board of the Federation shall be composed of all the elected Federation Officers, i.e., the President, the Vice President, the Secretary, the Treasurer (or Secretary/Treasurer), the District Vice Presidents, and also the immediate Past President who shall serve as a member of the board for two (2) years following the completion of his/her term as President. The Executive Board shall conduct the business of the Federation between Conferences. The President of the Federation shall preside at all meetings of the Executive Board except as may otherwise may be provided with the Federation Constitution and Bylaws.

## **ARTICLE X -- DUTIES OF OFFICERS**

### **Section 1.**

President: It shall be the duty of the President to carry out all of the administrative and other responsibilities pertaining to this office, including but not limited to: organizing new Chapters when appropriate; acknowledging and accepting invitations to visit Chapters within the Federation; presiding over the biennial Federation Conference; at all meetings of the Executive Board, or other special meetings; attending and representing the Federation at the biennial National Conference; countersigning all Federation checks; and at all times promoting the interests of the Federation as they to State and National issues. The President shall have the authority to appoint and/or relieve no-elected officers whenever he or she shall deem it to be in the best interest of the Federation.

## **Section 2.**

Vice President: It shall be the duty of the Vice President to perform the duties which shall be assigned by the President, and to also perform the duties of the President during the temporary absence of the President, or in case of the disability of the President. The Vice president shall immediately succeed to the office of the President in the event of a vacancy in that office for any reason.

## **Section 3.**

Secretary: The secretary shall have charge of all books, seals, papers, and records of the Federation, but this shall not preclude the President of the Federation from maintaining such of the records in his or her office as may be necessary in the administration of that office. It shall be the duty of the Secretary to keep a true and correct record of all proceedings of the Federation and to prepare and submit to the National Association appropriate and necessary reports as are required/requested; to assist the President in preparing and maintaining to the Chapters and the membership thereof; and to perform all other duties required of the office of Secretary.

## **Section 4.**

Treasurer: The Treasurer shall receive all monies of the Federation and deposit the monies received in the name of the Federation in a federally insured financial institution wherein the funds of the Federation are on deposit. It shall be the duty of the Treasurer to pay by check all vouchers, including travel expense vouchers, which are approved by the President; to furnish the President of the Federation with a financial statement upon request; to present all paid vouchers, other financial records, and a financial statement covering the current Federation calendar year at the end of each calendar year for the action of the Audit Committee; make a financial report at each biennial Federation Conference; perform the duties of Treasurer at all biennial Federation Conferences; and to perform all duties required of the office of treasurer.

## **Section 5.**

District Vice President: It shall be the duty of each District Vice President to represent the Federation President in his or her respective District, and to assist the Federation President in forming new Chapters or closing Chapters with in the District; to preside at District meetings; to give counsel and assistance to Presidents of the Chapters in the District; and after consultation with the Federation President, deal with all matters pertaining to the Federation arising in the District.

## **Section 6.**

Immediate Past President: The Immediate Past President serves as an advisor/counselor to the President and Executive Board, for a period succeeding President services in this office, to provide continuity from the former administration to the present administration, and is a voting member of the Executive Board.

## **Section 7.**

Parliamentarian: The Parliamentarian shall be responsible for ensuring that proper parliamentary procedures are followed during all Federation meetings, and especially during the biennial Conference, and is a voting member of the Executive Board.

## **Section 8.**

Chaplain: The Chaplain shall provide tenor at the biennial Conference of the Federation; pronounce the invocations and benedictions for the various sessions of the Conference; participate in memorial services for deceased members, and; perform all other duties and responsibilities of a Chaplain during the Convention. The office of Chaplain shall be filled by appointment made by the host District of the Conference and he or she shall serve for the duration of the Conference.

## **Section 9.**

Sergeant-At-Arms: The Sergeant-At-Arms shall be responsible for maintaining order at all biennial Conferences of the Federation and/or other special called meetings called by the Federation President and/or Executive Board. The Sergeant-At-Arms shall ensure that attendees at biennial Conferences and/or other special meeting abide by all rules established for those meetings. The Sergeant-At-Arms shall also provide assistance to the Federation President and other officers of the Federation, and perform all other unspecified duties to that office during such meetings. The office of Sergeant-At-Arms shall be filled by appointment from the Federation President, and serve at his or her pleasure.

## **ARTICLE XI -- COMMITTEES**

Committees, both permanent and temporary in tenure, are essential to the program and process of the Federation. The Federation President shall be responsible for naming and appointing the Committee Chairs and the personnel comprising such Committees. An audit committee shall be appointed by the president to annually perform an audit of the financial records of the Federation.

## **ARTICLE XII-- FINANCES**

### **Section 1.**

The Federation Treasurer shall maintain one account and other bank accounts as necessary in the official bank of the Federation, which shall be a federally insured financial institution. All funds received in the name of the Federation shall be used for payment of approved Federation operating expenses, including office expenses, officers' travel expenses that are approved by the Federation President.

## **Section 2.**

The revenues of the Federation shall be derived from two primary sources:

- A)** Not later than December 1st annually, each Chapter Treasurer shall remit per capita dues for each member of record of their Chapter as of August 31st of the previous year (excluding Honorary Life members), as shown by the M-110 membership Summary Report, in an amount as determined by the Executive Board, to the Federation Treasurer. Chapters which have been in existence less than a full calendar year are exempt from such dues until the second January after the Chapter was organized.
  
- B)** Ten percent (10%) of the national dues paid by all Federation members is returned to the Federation treasury by the Association.

## **Section 3.**

Dues payment and gifts or contributions the NARFE are not deductible as charitable contributions for Federal Income Tax purposes.

## **ARTICLE XIII – RATES AND ALLOWANCES**

### **Section 1.**

The Executive Board shall determine the rates and amounts to be allowed for Official travel and related expenses of Federation officers, including attendance of the president and Vice President at the national Convention; allowance to be paid to the President, Secretary, and Treasurer for reasonable and legitimate expenses incidental to the work of these offices and for attendance at the Federation Conference; the amount to be paid to the District hosting a Federation Conference; and such matters involving the expenditure of Federation funds.

## **Section 2.**

The Executive Board shall maintain a schedule of rates and allowances, copies of which shall be available from the Federation treasurer. If and when changes are made to the schedule, copies shall be distributed promptly to all Federation officers and Chapter presidents by the Federation Secretary.

## **Section 3.**

A startup fund, in an amount set by the Executive Board, shall be provided upon request by the host District, to the District sponsoring the biennial convention of the Federation to be used to help defray any deficit that may result. Funds collected for Conference expenses in excess of costs shall be returned to the Federation Treasurer and shall not accrue as a profit to the host District.

## **ARTICLE XIV – FEDERATION CONFERENCES**

### **Section 1.**

Purpose: The Federation shall meet in Conference biennially to discuss pending and proposed legislation at both the State and Federal levels pertinent to the interests to all federal annuitants and potential federal annuitants; discuss and dispose of common interests to the Chapters of the Federation and their members; and provide for a social, fraternal, inspirational, and education get-together.

### **Section 2.**

Order of Business: The order of business for the Conference shall be as published in the Conference program.

### **Section 3.**

Time and Place: At each Federation Conference, the Time and Place Committee shall designate where and when the Conference will meet. In the event the Time and Place Committee fails to designate the time and place, or for good cause it becomes impossible to meet at the time and place designated, the Executive Board shall determine the time and place for the Convention.

### **Section 4.**

Dinner and Social Activities: The dinner and other social events of each conference shall be the joint responsibility of the Federation President and the Host Convention Chairperson.

## **ARTICLE XV – RULES OF ORDER**

The Rules Committee shall prepare rules necessary to supplement thenFederation Constitution and Bylaws in governing a Convention or there meeting. In the absence of such committee or in the event of a conflict, Robert’s Rules of Order (newly Revised) shall be the authority on parliamentary procedures.

## **ARTICLE XVI – RESOLUTIONS**

### **Section 1.**

Proposed Resolutions: Any general resolution may be submitted by any Federation Member, Affiliated Chapter, the Federation Executive Board, or duly authorized Federation Committee. Resolutions applicable to the Federation and National Headquarters should be submitted of Form F-3A The resolutions must be submitted to the Federation Secretary and the Resolutions Committee.

## **Section 2.**

Notice Requirements: To be placed on the ballot, such resolutions must meet the following requirements:

- a. Resolutions must be submitted to and received by the Federation Secretary not later than December 1st of the year prior to the creation of the ballot.
- b. Such resolutions must be transmitted to the members for consideration and comment by March 1st in the year of the voting.
- c. Such resolutions must be transmitted in proper format and written with clarity, must not be inconsistent with Federation Bylaws and must not be in violation of any law, or public or Association policy.

## **Section 3.**

Resolutions Committee: The Committee shall see that resolutions are prepared in proper format and meet the other requirements specified in the Federation Bylaws. The Committee has the authority to combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when submitting its report and recommendations to the Executive Board. Resolutions shall be presented to the Executive Board not later than February 1st of the year the resolutions will be placed on the ballot.

## **Section 4.**

Review and Approval: The Executive Board shall retain the authority to review and approve any resolution to be placed on the ballot.

## **Section 5.**

Voting: Resolutions shall require a plurality of all members voting (returned ballots) to be approved.

## **Section 6.**

Effective Date: Resolutions become effective immediately unless the resolution contains a different effective date.

## **ARTICLE XVII – AMENDMENTS**

### **Section 1.**

Proposed amendments to these Bylaws and to the national Bylaws may be initiated by a member, chapter, the Federation Executive Board, or the Bylaws Committee, and submitted to the Federation Secretary and Chairman of the Bylaws Committee, on NARFE form F-3C, Proposed Bylaw/Standing Rule Amendment, four months prior to the creation of ballot.

### **Section 2.**

The Committee presenting amendments to National Bylaws to a ballot call shall determine that the amendments are not in conflict with the Bylaws of the National Association. Proposed amendments to the Federation and national 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 proposed amendments to the Federation or national Bylaws either shall be published in Federation newsletter and/or sent by ballot to each member at least 30 days prior to the announced deadline for voting.

### **Section 4.**

A two-thirds favorable vote of the members voting shall be required for adoption.

**Section 5.**

The Secretary, as required by National Headquarters, shall transmit to National headquarters by the date a Federation deadline set by National Headquarters, a copy of each National resolution, whether or not adopted by our Federation ballot.

This Constitution and Bylaws. as above written was presented by the Federation Executive Board on July 25, 2017 and approved by a two-thirds vote of the Chapter presidents and recommended for presentation for approval by the National Secretary/Treasurer.

Attested: \_\_\_\_\_ Approved: \_\_\_\_\_  
Kentucky Federation Secretary NARFE Secretary/Treasurer

Date: \_\_\_\_\_ Date: \_\_\_\_\_

(LAST PAGE)