

# NARFE FLORIDA, INC. BYLAWS

## ARTICLE I. LIMITATIONS, RESPONSIBILITIES AND OBJECTIVES

Section 1. Limitations. These Bylaws relate to matters of concern and/or convenience to NARFE Florida, Inc. (hereinafter "NARFE FLORIDA"). They shall not conflict with any of the provisions set forth in the Articles of Incorporation of NARFE FLORIDA, or the Articles of Incorporation, the Bylaws or the Standing Rules (hereinafter referred to collectively as "rules") of the National Active and Retired Federal Employees Association (hereinafter "Association").

Section 2. Responsibilities. It is the responsibility of NARFE FLORIDA to support the Association's stated goals and objectives, to adhere to and abide by the rules of the Association, and to act in concert with its members (defined below) in order to foster and achieve those goals and objectives.

Section 3. Objectives. The objectives and purposes of NARFE FLORIDA shall be:

- (a) to unite all of its members for their mutual benefit;
- (b) to serve and advise its members in improving and strengthening the Association at all levels through a united effort;
- (c) to support legislation, rules and regulations beneficial to Federal employees, annuitants and potential annuitants of the civilian public service, and their survivors (hereinafter collectively referred to as "Federal Civilian Employees), to maintain a constant vigil on the status of legislation in the various legislatures, and to take such action with respect to any such legislation as may be deemed beneficial to Federal Civilian Employees;
- (d) to oppose all legislation, rules and regulations contrary to the interests of all Federal Civilian Employees;
- (e) to cooperate with its members to promote their general welfare, to preserve the rights of its members under federal retirement laws, and to encourage fraternalism and mutual helpfulness among its members;
- (f) to cooperate throughout Florida with the Regional Vice-President of the Association having jurisdiction over Florida to create new chapters and re-activate weak or closed ones; and
- (g) to cooperate with other organizations and associations in furtherance of the general objectives of NARFE FLORIDA and the Association.

Section 4. Calendar Dates. With respect to any deadline for a specified action set forth in these Bylaws, if that date falls on a weekend or holiday, the effective date shall be the next business day.

## **ARTICLE II. MEMBERSHIP REQUIREMENTS AND ASSESSMENT OF DUES**

Section 1. NARFE FLORIDA is a federation within the Association in accordance with the definition and requirements of “federation” as set forth in the Association’s Bylaws.

Section 2. Individual Membership. The membership of NARFE FLORIDA shall consist of two categories of members: (a) individual members of one or more duly affiliated, chartered NARFE FLORIDA Chapters in accordance with the definition and requirements of “Chapter” as set forth in the Association’s rules; and (b) individual NARFE “national only” Association members who have administratively been assigned to NARFE FLORIDA by the Association (both categories hereinafter referred to collectively as “members”). Unless specifically stated otherwise, any reference to “member” in these Bylaws or Standing Rules assumes that the member is in good standing.

Section 3. Chapter Affiliation. Any Chapter in the State of Florida that is duly chartered by the Association shall be eligible to become an affiliated Chapter in NARFE FLORIDA without the submission of any separate application.

Section 4. Once admitted, a Chapter shall maintain its affiliation with NARFE FLORIDA so long as it operates in accordance with the provisions set forth in these Bylaws and the rules of the Association.

Section 5. Closing a NARFE FLORIDA Chapter. A NARFE FLORIDA affiliated Chapter may be closed and its charter canceled pursuant to the applicable rules of the Association. NARFE FLORIDA shall participate in the closing process in accordance with closing procedures established by the Association.

## **ARTICLE III. NARFE FLORIDA DISTRICTS**

Section 1. Districts. NARFE FLORIDA shall be divided into Districts, the number and composition of which shall be determined by the NARFE FLORIDA Executive Board (defined below). Such determination shall be based on the number of Affiliated Chapters located within a geographical area, the extent of which will permit convenient and economical visitations and meetings between or among said Chapters, or officers and individual members thereof, individual “national only” members assigned to that District as set forth below, and the District Vice-President or other members of the Executive Board, when requested, required or necessary.

Section 2. The geographical area and composition of each District, and the Affiliated Chapters assigned thereto, may be reviewed periodically by the Executive Board, and may be altered or adjusted by the Executive Board if deemed to be in the best interests of NARFE FLORIDA.

Section 3. Composition of Members. The composition of the members in each District shall consist of the members of the Affiliated Chapters located in the District and “National only” members whom NARFE FLORIDA or the Association has administratively placed within the District based on the address or contact information they have provided the Association (hereinafter collectively referred to as “District members”).

#### **ARTICLE IV. ELECTED OFFICERS AND THEIR AUTHORITY AND DUTIES; ELIGIBILITY FOR POSITION**

Section 1. Officers. The elected officers of NARFE FLORIDA shall be a President, a Vice-President, a Secretary, a Treasurer and, for each District, a District Vice-President.

Section 2. Eligibility. Any person who is a member of the Association and a NARFE FLORIDA member shall be eligible to serve as an elected officer of NARFE FLORIDA, unless that person has been made otherwise ineligible pursuant to these Bylaws or the rules of the Association. With respect to the office of District Vice-President, that person must also be a District member of the District that person represents.

Section 3. Authority. The elected officers shall have the authority, and shall perform the duties, prescribed by these Bylaws, Standing Rules or any directions or resolutions duly approved by NARFE FLORIDA members or by action of the Executive Board (defined below).

Section 4. General Powers and Duties. The elected officers shall have the following general powers and duties:

(a) The President shall be the Chief Executive Officer of NARFE FLORIDA, and shall have the additional powers to (i) call special meetings of the Executive Board, (ii) create Special Committees as are deemed necessary and appropriate to circumstances not otherwise provided for in the Bylaws, (iii) appoint a Certified Parliamentarian for NARFE FLORIDA proceedings subject to other provisions in these Bylaws, and (iv) appoint Chairpersons for NARFE FLORIDA Standing Committees subject to other provisions of these Bylaws;

(b) The Vice-President (i) shall serve as President when the President is unavailable or absent, (ii) shall oversee all the District Vice Presidents in the performance of their duties and to provide advice and assistance as appropriate, and (iii) shall have the additional duty to oversee the NARFE FLORIDA, Legislative, Membership, Recruitment, Retention and Service Officer programs and to provide advice and assistance as appropriate;

(c) The Secretary (i) shall be responsible for the safekeeping of all NARFE FLORIDA records and papers, and (ii) shall prepare and maintain an accurate and complete set of minutes of all NARFE FLORIDA proceedings;

(d) The Treasurer (i) shall be responsible for all NARFE FLORIDA funds, (ii) shall have custody of all NARFE FLORIDA funds, and (iii) shall keep and maintain accurate and complete records of all receipts and disbursements; and

(e) The District Vice-Presidents shall (i) represent the President in all matters pertaining to NARFE FLORIDA business in their respective Districts, except for policy-making, (ii) consult other federation officers and the Regional Vice-President to help achieve established goals of NARFE FLORIDA and the Association, and (iii) function as a liaison between the NARFE FLORIDA Executive Board and the members in their respective Districts through appropriate and effective means and methods.

#### **ARTICLE V. COMPOSITION, AUTHORITY AND DUTIES OF THE EXECUTIVE BOARD**

Section 1. Composition. There shall be established an Executive Board (hereinafter "Board") consisting of the President, Vice-President, Secretary, Treasurer and the District Vice-Presidents, each member having one vote on business brought before the Board.

Section 2. Authority. The Board shall have the authority to conduct the business of NARFE FLORIDA, to carry out the mandates of the NARFE FLORIDA Articles of Incorporation and Bylaws, to perform all duties and responsibilities as set forth in these Bylaws or Standing Rules, which duties and responsibilities are necessary to maintain a proper and efficient functioning of NARFE FLORIDA business.

Section 3. General Powers and Duties. The general powers and duties of the Board are:

- (a) to establish and approve an annual budget for NARFE FLORIDA for each fiscal year;
- (b) to request and receive financial reports and recommendations relating thereto from the Treasurer and to act on the same;
- (c) to adopt, publish and enforce a fiscal policy for NARFE FLORIDA which clearly establishes all occasions and circumstances for which expenditures of NARFE FLORIDA funds may be made, together with the rates and amounts authorized for each such occasion and circumstance;
- (d) to meet regularly at least three times a year, as scheduled by the Board, or by the President when the Board has not scheduled a meeting, to carry out the business of NARFE FLORIDA;

(e) to establish and oversee Standing Committees and/or Appointed Officers, including, but not limited to, Alzheimer's, Automation, Ballot and Tellers, Budget and Finance, Bylaws, Chaplain, Conference, Financial Audit, Historian, Legislative, Membership, Newsletter Editor, Public Relations, Recruitment, Resolutions, Retention, Service, Time-Place-Site, Training, and Zip-Code; and to approve Standing Committee Chairpersons nominated by the President;

(f) to approve the Certified Parliamentarian appointed by the President; and

(g) to review and approve resolutions for a vote by the membership.

Section 4. Quorum. A quorum necessary to transact any business coming before the Board shall consist of a majority of the members of the Board.

Section 5. Removal. The Board shall have the authority to declare any elective office of NARFE FLORIDA vacant because of misfeasance or malfeasance by the incumbent, or any other justifiable cause, determined by such Board at a meeting by a vote of not less than two-thirds (2/3) of the Board members present and voting, exclusive of the incumbent. However, the incumbent involved shall be given notice of the grounds for removal and a reasonable opportunity to show cause why such action should not be taken.

Section 6. Board Meetings. All meetings of the Board may be conducted in-person or electronically. Regardless of the type of meeting, all meetings of the Board shall be open to attendance by any member. The Board shall provide reasonable notice to the members of the date, time and location of such meetings. Notwithstanding the above, the President shall have the authority to conduct a telephonic or e-mail canvass of Board members when necessary to transact urgent or emergency business, with the business so transacted to be recorded in the minutes and reported by the Secretary at the next regular Board meeting.

## **ARTICLE VI. NARFE FLORIDA MEETINGS**

Section 1. Annual Federation Meeting. NARFE FLORIDA shall hold an annual Federation-wide meeting, which meeting may be conducted electronically. If the NARFE FLORIDA annual meeting is conducted in-person, the meeting shall not be held in even-numbered years. The purpose of the annual meeting shall be (a) to announce the results of the election of officers and of votes on resolutions, if any, (b) to conduct training, and (c) to discuss matters of interest or concern to members. No NARFE FLORIDA business requiring a vote shall be conducted at such a meeting.

Section 2. Other Events. NARFE FLORIDA may periodically conduct conferences, training seminars and other special events (hereinafter collectively referred to as "special events") for the benefit of its members. These events may be conducted in-person or electronically. All NARFE FLORIDA members are eligible to participate in these events.

Section 3. District Meetings. NARFE FLORIDA, through its District Vice-Presidents, shall conduct in-person District meetings annually and complete them by March 1<sup>st</sup> in odd-numbered years. The purpose of these meetings is to (a) receive reports from NARFE FLORIDA officers, (b) discuss issues and problems relating to the specific affairs of the District and NARFE FLORIDA generally, (c) discuss mission-related problems and other matters of interest to Federal Civilian Employees, (d) discuss and/or proposed resolutions and bylaw amendments for consideration by all NARFE FLORIDA members, (e) nominate members to be candidates for state-wide elected offices, (f) select members to participate on NARFE FLORIDA committees, and (g) provide and promote social, fraternal, educational and such other programs as deemed appropriate. All NARFE FLORIDA members are eligible to participate in these meetings.

Section 4. Special Committees and Appointed Officers for Meetings and Other Events. Prior to the start of a Federation meeting or other event, such Special Committees and Appointed Officers that the Board deems necessary for the proper preparation and operation of such meetings and other events shall be established to assist in the planning and carrying out of said business. All such Committees and Appointed Officers shall function in accordance with all established operating procedures. Each District shall have the opportunity to select one or more of its members to sit on said Committees or to be an Appointed Officer. Members selected shall attend the meeting or other event. The President shall nominate members to be Chairpersons and Appointed Officers, subject to the approval of the Board. Substitutions shall be permitted in accordance with procedures established by the Board.

## **ARTICLE VII. NOMINATIONS AND ELECTIONS OF OFFICERS**

Section 1. Nominations for NARFE FLORIDA Elected Offices. Any member may nominate such NARFE FLORIDA members deemed qualified for office as candidates for any of the NARFE FLORIDA state-wide elected Offices. With respect to the Office of District Vice-President, any District member may nominate any other member of that District for the position of District Vice-President of that District. Each nomination shall be accompanied by a statement of the qualifications of the candidate for such office. Such nominations shall be forwarded to the NARFE FLORIDA Secretary no later than March 1<sup>st</sup> in the year of the election. Said nominations shall not require a second, and the Secretary shall place the names of the candidates into nomination.

Section 2. Elections. The election of all NARFE FLORIDA Officers shall be by ballot. All NARFE FLORIDA members may vote for the positions of President, Vice-President, Secretary, and Treasurer. With respect to the position of District Vice-President, the District members of each District may vote only for the District Vice-President for that District. The candidate who receives a plurality of all votes cast shall be declared the winner. In the case of a tie among the candidates for the most votes, the winner shall be determined by a coin-toss.

Section 3. Unopposed Candidate. When there is only one candidate for a particular Office, the President shall declare that candidate elected without the need for a vote.

#### **ARTICLE VIII. ELECTIONS; TERMS OF ELECTED AND APPOINTED OFFICES; AND VACANCIES**

Section 1. Terms of Office. All elected Officers shall serve two year terms or until their successors are installed, whichever comes later. The term of office shall commence on October 1<sup>st</sup> in odd-numbered years.

Section 2. Limits. No person shall be elected to the Office of the President more than twice, and no person who has held the Office of President, or acted as President, for more than one-half of a term to which some other person was elected President, shall be elected more than once.

Section 3. Vacancies in State-wide Offices. In the event of a vacancy in the Office of President, the Vice-President, if otherwise eligible, shall automatically become President for the remainder of the term, thereby vacating the Office of Vice-President. Any vacancy occurring in the Offices of Vice-President, Secretary or Treasurer shall be filled by action of the Board.

Section 4. Vacancies in District Vice-President. In the event of a vacancy in one of the Offices of District Vice-President, the President shall first consult with the Presidents of the Affiliated Chapters in that District regarding the vacancy, and with District members if practicable; and then, subject to the approval of the Board, shall appoint an interim District Vice-President to serve for the remainder of the unexpired term.

Section 5. Appointed Standing Positions. A person holding a standing position by virtue of an appointment by the President shall serve at the pleasure of said President, and that person's term of office shall expire with the expiration of the term of said President, or until that person's successor is appointed by the newly installed President, whichever occurs later.

Section 6. General Elections. General elections shall be held every two years in the odd-numbered years. Such elections shall be by ballot, by any method, combination of methods, which are reliable, secure and efficient. Balloting shall commence no sooner than June 1<sup>st</sup> of the year of the election and conclude no later than August 1<sup>st</sup>. The results of the elections shall be announced no later than September 1<sup>st</sup>. Proxy voting shall not be permitted.

Section 7. Special Elections. Notwithstanding any other provision in these Bylaws, the Board, upon a finding of necessity, may conduct a special election relating to any business of NARFE FLORIDA. The timing and procedures for such an election shall be established by action of the Board. All matters upon which there is to be a vote shall be by ballot.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern NARFE FLORIDA in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws, Standing Rules or special Rules of Order which NARFE FLORIDA may adopt.

## **ARTICLE X. FINANCIAL MATTERS**

Section 1. Fiscal Year. The NARFE FLORIDA fiscal year shall begin on June 1<sup>st</sup> and end on May 31<sup>st</sup> of the following calendar year.

Section 2. Assessment of Dues. The revenues for NARFE FLORIDA shall be mainly derived from funds received from the Association in accordance with the Association's rules. NARFE FLORIDA shall not impose a separate per capita assessment on affiliated chapters or individual members.

Section 3. Registration Fee. NARFE FLORIDA is authorized to charge a Registration Fee for all persons registering to attend any NARFE FLORIDA meeting or special event as a participant. The Board shall determine the amount of the Registration Fee to be charged a reasonable amount of time prior to the first day of the meeting or event.

Section 4. Supplemental Revenue. The revenues provided for herein may be supplemented by receipts from vendors, social activities, gifts, donations, and/or voluntary contributions, as authorized by law. The Treasurer shall advise those individuals or organizations making gifts, donations or other voluntary contributions that such payments are not deductible as charitable contributions for Federal income tax purposes.

## **ARTICLE XI. RESOLUTIONS AND AMENDMENTS**

Section 1. Proposed Resolutions and Amendments. Any general resolution or a resolution to amend these Bylaws or Articles of Incorporation may be submitted by any member, Affiliated Chapter, duly authorized NARFE FLORIDA Committee, or the Board. Upon approval, such resolution shall be placed on a ballot for a vote at an election.

Section 2. Notice Requirements. To be placed on the ballot, such resolutions must meet the following requirements:

(a) The resolution must be submitted to, and received by, the NARFE FLORIDA Secretary by March 1<sup>st</sup> in the year of the election;

(b) Such resolution must be transmitted to the members for consideration and comment by May 1<sup>st</sup> in the year of the election; and



(c) Such resolution must be in proper form and written with clarity, must not be inconsistent with other written NARFE FLORIDA bylaws or resolutions not subject to the purpose of the resolution, and must not be in violation of any law, or public or Association policy.

Section 3. Submission to the Resolutions Committee. Upon submission of the resolution to the NARFE FLORIDA Secretary, the proponent shall simultaneously submit the resolution to the Resolutions Committee. In accordance with procedures set forth elsewhere within these Bylaws, Standing Rules, or by action of the Board, the Resolutions Committee shall have the authority to combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when submitting its report and recommendation to the Board.

Section 4. Review and Approval. The Board shall retain the authority to review and approve any resolution to be placed on the ballot.

Section 5. Voting. Resolutions submitted to amend the Articles of Incorporation or the Bylaws shall require a two-thirds majority vote to be approved. All other resolutions shall require a majority vote to be approved.

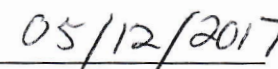
Section 6. Effective Date. Resolutions shall become effective immediately unless the resolution contains a different effective date. Amendments to the Bylaws shall become effective when approved by the Association, but shall not be applied retroactively. Amendments to the Articles of Incorporation, if approved by the Association, shall become effective when filed and accepted by the Department of State of the State of Florida.

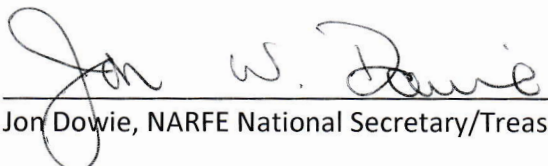
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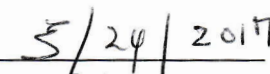
  
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Pamela Busch, Secretary

  
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Terry A. Zitek, President

  
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Jon Dowie, NARFE National Secretary/Treasurer

  
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