

**TENNESSEE FEDERATION CONSTITUTION AND BYLAWS**

**TENNESSEE FEDERATION OF CHAPTERS**

**NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES**



Revised: September 15, 2009  
Corrected: Typos: 11/5/09

**TENNESSEE FEDERATION CONSTITUTION AND BY LAWS**

**TENNESSEE FEDERATION OF CHAPTERS**

**NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES  
ASSOCIATION**

**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:

- (a) To unite all Chapters in the State of Tennessee that are duly chartered by the NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION;
- (b) To serve and advise member Chapters in every possible way toward improving and strengthening the Association at all levels through a unified effort;

- (c) To sponsor and support legislation, rules and regulations beneficial to persons active and retired under any of the Civilian Retirement 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;
- (d) To oppose all legislation, rules and regulations contrary to the best interest of all persons active and retired under any of the Civilian government programs of the Federal Government and their survivors.
- (e) The phrase “Active and Retired under any of the Civilian government 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;
- (f) To cooperate with member Chapters in promoting the general welfare of their members with respects to preserving the individual rights of members under active and retirement laws and to encourage fraternalism and mutual helpfulness among member chapters.
- (g) To cooperate throughout the Federation area with the Regional Vice President for this Region in creating new Chapters and reactivating weak and closed ones;
- (h) To cooperate and support civic and patriotic activities (not political) 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.** This Constitution may be amended by a 2/3rds vote of delegates and/or proxies present and voting at any convention of the FEDERATION.

Resolutions proposing an amendment or amendments shall be in the hands of the State Secretary at least sixty (60) days prior to the next convention for transmittal

to each members of the Bylaws Committee. The State Secretary shall transmit a copy to each Chapter President forty-five (45) days prior to the next convention.

**Section 2.** Amendments thus adopted shall become effective upon approval by 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 Officer. 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. He/She shall preside at conventions of the Federation, and all meetings of the Executive Board. He/She shall perform all other duties naturally pertaining to the presidential office. He/She shall call special conventions when deemed necessary the Executive Board or at the request of thirty percent (30%) of the member Chapters. He/She shall 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. He/She shall make assignments of such duties and responsibilities to the officers as may be deemed appropriate to the best interests of the Federation. He/She shall sign all requests for expenditures (as submitted on an expense Voucher) requested by the Treasurer representing payment of Federation money subject to such policies and restrictions as may be set forth by the Federation and/or Executive Board or provided by these Bylaws. He/She shall approve the Secretary's report of the proceedings of all Conventions, Seminars, and Executive Board and Federation meetings before distribution by the Secretary. He/She shall call upon the Executive Board for guidance in Federation matters, and abide by all rules and edicts as may be prescribed 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-mails, 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/she 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 the taking of minutes at all Executive Board Meetings and Conventions. He/She shall 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 Secretary.

**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 on the basis of approved vouchers. He/she shall keep a true account of all monies received and paid out, make his/her records available for audit as required and perform all other duties of his/her office.

**Section 10.** The Legislative Chair shall act as a representative of the Federation in contacting Senators and Representatives pertaining to legislation of benefits 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/she 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 Officer shall provide guidance to all Chapter Presidents and membership Chair Person on matters pertaining to membership, recruitment and retention. This assistance shall be in the form of guidelines, suggestions, ideas and recruitment promotional material.

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

(a) District Officers will be appointed by the Federation Legislative Chair, after consultation with the area vice president mentioned above and the Federation President.

(b) The District Officer will act as a liaison for the Federation in:

- Promoting the aims and objectives of the National Association
- Informing the Chapters of current Legislative and Membership initiatives
- Encourage Chapters to assist in Legislative, Membership recruitment and retention, public relations and service activities
- Assist the area Vice President in the creation of new Chapters
- 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 M-114 membership roster as published by NARFE Headquarters in October of each year.

**Section 2.** The amount of the per capita dues shall be determined by the delegates at the Federation Convention and this amount shall be published in the Federation Policy Manual. See ARTICLE VII of Policy Manual.

**Section 3.** The payment of per capita dues for the current year shall be received by the Federation Treasurer by January first 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 fifty-one percent (51%) of the total voting strength of all member chapters in good standing as determined by the Federation secretary and Treasurer and Certified to the Credentials Committee.

**Section 3.** The annual convention of this Federation will be arranged, as of 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 or hosting Chapters shall provide for a non-NARFE Parliamentarian at Convention expense. The host or hosting chapters 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/her duties. Should the preceding selection not be accomplished, the President will select from the convention delegates.

## **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 may give their proxy vote to another chapter.

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

**Section 3.** Newly formed Chapters shall be entitled to delegates to the State Convention by paying per capita dues as reflected in the Federation Policy Manual. The per capita dues will be paid to the State 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 January or at the first meeting thereafter.

**Section 2.** All chapters will submit a list (not credentials) of the names of their delegates who will attend the state Convention to the Federation President not later than January 15<sup>th</sup>. The submitting of this list will facilitate the committee assignments at the State 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 elected officers, including the immediate past president, doing federation business within the state or at the national level 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.** The Federation Secretary, Treasurer, Financial Secretary and Newsletter Editor shall receive a monthly stipend and any other cost as approved by the Federation President and as outlined in the Policy Manual. No official will receive extra expenses when action in more than one capacity.

**Section 3.** Policy on reimbursement of expenses incurred by District 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 District Officers 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 at a previous annual convention may be used as standing rules. The convention rules must be presented to the Delegates at the beginning of the Convention.

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

## **ARTICLE IX**

### **ORDER OF BUSINESS**

**Section 1.** The following ORDER OF BUSINESS shall be observed unless changed by a majority vote of the delegates present:

- (1) Invocation and Pledge of Allegiance to the Flag
- (2) Report of the Credentials Committee
- (3) Roll call of Federation Officers and Chapters
- (4) Reading of the minutes of the previous convention
- (5) Reading of communications
- (6) Report of Federation Officers and Committees
- (7) Unfinished business
- (8) New business
- (9) Election of Officers and installation
- (10) Good of the Federation
- (11) Adjournment

**ARTICLE X**

**AMENDMENTS**

**Section 1.** These Bylaws may be amended by a two-thirds (2/3) 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 State Federation Secretary at least sixty (60) days prior to the next convention for transmittal to each member of the Constitution and Bylaws Committee.

**Section 3.** The State Federation Secretary shall transmit a copy of these resolutions to each Chapter President forty-five (45) days prior to the next convention.

**Section 4.** If the above notice as per Section 2 is not given, then the vote on the amendment must be by unanimous consent.

**Section 5.** The Amendments thus adopted shall become effective upon approval of National Headquarters.

**Approved and adopted at the 2009 Convention of the Tennessee Federation of Chapters**

Carey Krazier  
Federation President

September 11, 2009  
Date

Nathanal P. Brown  
NARFE National Secretary

15 Sep 2009  
Date