

NATIONAL ACTIVE AND RETIRED
FEDERAL EMPLOYEES ASSOCIATION
TENNESSEE FEDERATION
BYLAWS



Revised April 17, 2018

ARTICLE I
NAME

This organization shall be known as the "TENNESSEE FEDERATION" 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 and members 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 shall conflict with said ARTICLES OF INCORPORATION, or in the Bylaws of the National Association.

ARTICLE III
MEMBERSHIP

Section 1. 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.

Section 2. Membership in this Federation shall include; members of affiliated chapters, members of non-affiliated chapters in Tennessee, and Tennessee National Division members.

ARTICLE IV
OFFICERS, TERMS, AND DUTIES

Section 1. Elected officers of the Tennessee Federation 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 by a plurality vote of the members according to Article VIII. They shall be installed at the Annual Meeting 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 meetings of the Federation and all meetings of the Executive Board; perform all other duties normally pertaining to the presidential office;
2. Call special meetings when deemed necessary by the Executive Board.
3. Arrange seminars for chapter officers when deemed advisable by the Executive Board for training and updates 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 Federation 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 is authorized to ask the Federation Executive Board Members to cast their vote on any issue before the Executive Board by means of e-mail, fax or other written communication. This type vote may be taken when the time is of the essence and a vote cannot be postponed to the next Federation Executive 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 needed, 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 a 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 Federation meetings, attend to correspondence and perform other duties required of the office. The Secretary shall prepare the Annual Report immediately after the Annual Meeting using Form F-22, covering all activities of the Federation Annual Meeting, 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 Annual Meeting.

Section 9. The Treasurer shall receive all monies due to 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 Executive 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 the 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. The Legislative Chair 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 by 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 shall be appointed for each District.

1. Congressional District Liaisons shall be appointed by the President, after consultation with the area Vice President mentioned above and the Federation Legislative Chair.

2. The Congressional District Liaison shall 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 and members of current legislative and membership initiatives
 - c) Encourage chapters and members to assist in legislative, membership recruitment and retention, public relations and service activities
 - d) Provide other support as outlined in the Federation Policy Manual

ARTICLE V REVENUES

Section 1. The revenues of the Federation shall be obtained from per capita dues paid by each affiliated chapter for members listed on the current membership report provided by NARFE Headquarters in October of each year and the Ten Percent Fund rebated by the National Headquarters monthly for all new and renewing Federation members.

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 October of each year to the Chapter Presidents and Treasurers. Per capita dues should be paid to the Federation Treasurer by December 10th of the year due.

Section 4. Dues payments and gifts or contributions to the Tennessee Federation are not deductible as charitable contributions for federal income tax purposes.

ARTICLE VI EXECUTIVE BOARD

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

ARTICLE VII MEETINGS

Section 1. Annual Meetings shall be held in such time and place as shall have been fixed by the previous meeting. The Federation Executive Board shall fix the time and place if the previous meeting failed to fix the time and place. In the event of an emergency, the Federation Board shall fix the time and place. The Annual Meeting 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. As well as, to announce the elected officers and votes on resolutions and bylaws amendments. The Annual Meetings are to be held during the month of April or May as per the Policy Manual.

Section 2. A quorum necessary to transact any business coming before a meeting of this Federation shall consist of at least 25 members as determined by the Membership Rosters as stated in Article VIII and certified by the Credentials Committee.

Section 3. The location of the Annual Meeting of this Federation shall be determined two years in advance. Under normal circumstances, the site of the Annual Meeting shall be rotated to place the meeting in each Grand Division once every third year, the 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 Annual Meeting expense. The Parliamentarian is not required to be a member of the host chapter(s). The host chapter(s) shall select a Chaplain and Sergeant at Arms, who shall serve the meeting without cost to the Federation. The Sergeant at Arms shall keep order at the meeting and be available at all times to assist the presiding officer in discharging his duties. Should the preceding selection not be accomplished, the President shall select from the members present.

Section 5. General resolutions that do not amend the Bylaws may be adopted by the majority vote of those members voting on the resolution. These resolutions must be submitted to the Federation Secretary by December 1st prior to the Annual Meeting. Resolutions shall be published in the Federation Newsletter and posted on the Federation website. They shall become effective upon adoption unless otherwise specified in the resolution or an accompanying proviso statement.

Sections 6: Electronic meetings as defined by Robert's Rules of Order shall be permitted to replace any traditional meeting. The Federation Executive Board shall adopt such rules as may be needed.

ARTICLE VIII VOTING

Section 1. All members shall have one vote on all matters of business brought before the Federation. All members listed on the Tennessee Federation Member Rosters shall be eligible to vote.

Section 2. When voting on resolutions that amend these Bylaws, resolutions, ballots and the voting period shall be made available in the Federation newsletter and on the Federation website.

Section 3. When voting on Federation Officers, nominations and ballots and the voting period shall be made available in the Federation newsletter and on the Federation website. In the case where there is only one candidate for an office, a ballot for that office shall not be required.

Section 4. Voting results on Federation Officers and resolutions on ballots shall be determined by the ballots that are returned to the Ballot and Teller Committee in accordance with other provisions stated in these Bylaws.

ARTICLE IX 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 shall 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 shall receive extra expenses when acting in more than one capacity.

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

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

ARTICLE X
RULES

Section 1. Rules, as approved at the most recent Annual Meeting, may be used as standing rules for the next meeting. The Rules Committee shall 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 XI
ORDER OF BUSINESS

Section 1. The Annual Meeting 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 Annual Meeting Program shall be followed unless changed by a majority vote of the members 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 Rules
6. Roll call of Federation Officers and Chapters
7. Approval of minutes of the previous meeting
8. Reports from the Federation Officers and Committees
9. Unfinished business
10. New business
11. Installation of Federation Officers

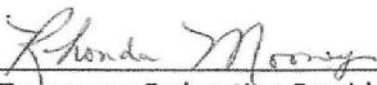
ARTICLE XII
AMENDMENTS

Section 1. These Bylaws may be amended by a 2/3rds vote of members casting a vote on any resolution presented to the membership and shall be subject to a quorum of 20 ballots returned.

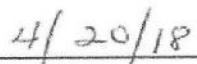
Section 2. The resolution proposing such amendment or amendments must be submitted to the Federation Secretary by December 1st prior to the Annual Meeting. Resolutions and ballots shall be made available to all members as stated in Article VIII of these Bylaws.

Section 3. The amendments thus adopted shall become effective upon approval of National Headquarters.


Adopted at the 2018 Convention of the Tennessee Federation.



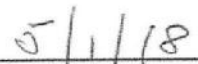
Tennessee Federation President



Date



National Secretary/Treasurer



Date