

CONSTITUTION

ARTICLE I - NAME

This organization shall be known as Texas Federation of Chapters, National Active and Retired Federal Employees Association (NARFE).

ARTICLE II - OBJECTIVES

The purpose of this Federation shall be to aid and support the National Association and to promote the objectives set forth in its Bylaws and Articles of Incorporation; to unite fraternally for mutual benefit all Chapters within the area of the Federation; to cooperate in the organization of new chapters and in stimulating greater chapter activity; to initiate and carry on campaigns for securing new members throughout the area to work with State Legislature and local governments in seeking laws and ordinances favorable to retirees and their dependents and survivors; to promote the general welfare of all older persons; and to support civic and patriotic activities upholding American institutions and ideals.

ARTICLE III - MEMBERSHIP

All Chapters within Texas shall be eligible for membership in the Texas Federation of Chapters, NARFE.

ARTICLE IV - OFFICERS

Section 1. The elective officers of the Texas Federation of Chapters shall be; President, Executive Vice President, four (4) Area Vice Presidents, Secretary, and Treasurer. These officers shall be elected at the State convention. Area Vice Presidents shall be elected by delegates from their respective areas.

Section 2. The newly elected officers shall be installed, however, the outgoing officers shall serve until the end of the month in which the state convention is held except when said convention adjourns sine die on or after the 17th day of the month, the incumbent officers shall continue in office until the end of the month following the month in which the convention is held.

ARTICLE V - CONVENTION

The Texas Federation of Chapters, NARFE, biennial convention shall be held at a time and place to be selected by the previous convention, or set by the Federation Executive Board in the event the said convention does not provide the selection.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, Executive Vice President, four (4) Area Vice Presidents, Secretary, and Treasurer.

Section 2. The President shall fill all vacancies due to resignations, death, or failure to perform, between conventions, subject to ratification of a majority vote of the Executive Board.

ARTICLE VII - AMENDMENTS AND BYLAWS

Section 1. Amendments to this Constitution may be adopted by two-thirds vote of delegates to a convention, provided sixty (60) days advance notice is given to Chapters, and will become effective upon approval by the National Executive Committee. In the absence of advance notice, a proposed amendment adopted by a two-thirds vote of the delegates to said convention may become effective upon approval by the National Executive Committee and ratification by a two-thirds vote of the Chapters, with each chapter having the same number of votes as the number of delegates to which it is entitled at said convention.

Section 2. Bylaws of the Federation, as distinct from the Constitution and relating to matters of local concern or convenience, may be adopted or amended by two-thirds vote of any convention, provided sixty (60) days advance notice has been given to the chapters, or by unanimous consent in the absence of such advance notice.

END OF CONSTITUTION

(Revised May 2009)

BYLAWS

ARTICLE I - DUTIES OF OFFICERS

Section 1. It shall be the duty of the President to preside at all meetings and to perform all duties pertaining to the office. He shall have charge of the charter; promote the general welfare and growth of the chapters; enforce the rules of the Constitution and Bylaws; appoint all committees; have charge of the bonding of the Treasurer and shall keep the bond in his possession during his tenure of office. At the end of each convention, an Executive Board meeting shall be held and all incoming and outgoing board members shall be present. He shall call at least one Executive Board meeting between conventions. The President shall serve one elective, two-year term, but may be elected to serve as President again after being out of office for at least two (2) years.

Section 2. If the President or Executive Board determines that an absence or incapacity of the President causes the duties of that office to be unattended, the Executive Vice President shall be directed to assume the duties of Acting President until the President and the Executive Board determine the President is reasonably available, ready, willing, and able to resume performance of the duties of the office. If a vacancy should occur in the office of President for any reason, the Executive Vice President shall immediately succeed to that office for the balance of the un-expired term of that office. The vacancy created in the office of Executive Vice President shall be filled by presidential appointment under provisions of Article VI, Section 2, of the Federation Constitution. A meeting of the Executive Board will be promptly called by the new President for the purpose of ratifying the appointment of the new Executive Vice President and any other appointments required to fill vacancies involved at the time and to administer the oath of office to all assuming new officers.

Section 3. The Secretary shall keep records of the proceedings of the Convention and Executive Board meetings. The Secretary shall promptly advise the chapters of action taken at Board meetings and at the end of the convention and take care of all correspondence under the direction of the President. At the expiration of his/her term of office, all records, seal, papers, and other property in his/her possession shall be turned over to his/her successor. The Secretary's books are open to inspection at any time under the direction of the President with due notice. The minutes of the convention must be approved by the Executive Board. A complete brief of all actions of the convention and Executive Board meetings shall be published in the Texas Federation newspaper for the information of members not present, within the next two (2) issues.

Section 4. The Treasurer shall receive all moneys of the Texas Federation and keep an accurate record of all receipts and disbursements; deposit all money in a financial institution or institutions that are members of FSLIC, FDIC, or NCUA; and draw all checks against same when approved by a Texas Federation convention or by the Executive Board between conventions. All bills shall be itemized before payment is made. The Treasurer shall pay routine office expenses, not to exceed \$100.00, without approval. The Treasurer's bond shall not be less than twenty-five hundred dollars (\$2,500.00).

Section 5. The Chaplain shall perform all duties of his office, and conduct a Memorial Service at the convention.

Section 6. The District Representative shall promote and coordinate the purposes and objectives of the Texas Federation of Chapters in the district to which elected, under the direction of the President and the Vice President of each Representative's area.

Section 7. (A) The Executive Board shall determine the boundaries of each area and district in the State. There shall be not more than twenty (20) districts, and a District Representative shall reside within and be a member of a chapter in his District. The District Representative shall be nominated by the chapters in his district, preferably at a district convention, otherwise by a caucus of the delegates from the chapters in the respective districts at the Federation convention. The election of each district nominee shall be confirmed by the convention.

(B) Vice President's areas shall be divided by the Executive Board to provide an equitable distribution of responsibilities between the four Vice Presidents. Each Area Vice President will work with and assure acceptable performance by District Representatives in the assigned area to maintain adequate contact with and support of chapters; to properly plan and conduct district conventions; to arrange or coordinate Chapter Officer Training Seminars, periodic recruiting campaigns, revitalization of dormant chapters, activation of new chapters and closing of inactive chapters. Area Vice Presidents are responsible for securing timely and proper Activity and Expense Reports from District Representatives in their area, evaluating their performance and submission of required reports to the Federation President or other Federation officers. Any officer shall perform such other duties as may reasonably be assigned them by the President.

Section 8. Expenses. Persons working under the direction of the Executive board or the Federation convention shall be paid their necessary expenses as determined by the Executive Board.

Section 9. The Texas Federation Manual for Officers shall be kept up to date with any changes deemed necessary by the Executive Board, and the copy in possession of each officer be delivered to the successor when term is ended.

Section 10. (A) National Legislative Representative shall be in close contact with the National Legislative Director and the mood and actions of the National Congress, advising the Federation President, and through him, all officers and chapter officers in actions that need to be taken and when with respect to bills and votes of Congress.

(B) State Legislative Representative shall be thoroughly familiar with State legislative matters and with the State Senators and State Representatives in connection with legislation in the Texas Legislature on bills needed and introduced and actions relating to needs of senior citizens, which includes members of NARFE as Texas citizens. The Representative shall advise the Federation President, and through him, all officers and chapter officers in actions that need to be taken and when with respect to bills and votes of the Legislature.

ARTICLE II - STATE PUBLICATION

The Texas Federation shall publish a periodic newspaper or newsletter and send same to each family at their address of record at NARFE headquarters, with frequency of publication adjusted by the executive board as necessary to avoid a need to increase federation per capita dues, but not less than four issues per annum. The editor of the newspaper/newsletter will be appointed by the Executive Board.

ARTICLE III - REVENUE

Section 1. Each chapter of the Federation shall remit \$4.00 per capita dues to the Federation Treasurer per annum for each chapter member (excluding chapter honorary life members, associate members, and social members), of which \$2.00 is for subscription to the federation newspaper or

newsletter. For chapter members assigned under National Executive Board recruiting initiatives, for the life of each such initiative program, the Texas Federation Executive Board shall adjust the per capita dues for a member recruited under the initiative to be not less than \$1.00 and not more than \$4.00, depending upon the conditions of the initiative. Chapter honorary life members will receive the publication without charge. In the event the publication is discontinued, the dues shall revert to \$2.00 per annum.

Section 2. Chapters shall remit their per capita dues in one or two installments per year based upon the NARFE Form M 110 for their chapter for the month ending December 31 of each year. Per capita dues will be collected only for chapter members who pay chapter dues.

Section 3. The 10% dues rebate from the National office shall be placed in general funds but restricted to those uses authorized by Article V, Section 3, of the National Bylaws. The Federation Treasurer shall record such expenditures by purpose.

ARTICLE IV - CONVENTION AND ELECTION

Section 1. The biennial convention, beginning in the year 2005, shall be held in odd-numbered years; and the date thereof shall be set at least four (4) months prior to the next National Convention for the election of officers, the receiving of reports, and all other business that may properly come before the convention. All federation officers shall be elected for two (2) year terms.

Section 2. When financial assistance has been provided by the Federation, a full written accounting shall be rendered to the Texas Federation of Chapters within 90 days following the convention, showing all receipts and disbursements. If receipts exceed disbursements, the advance of \$200.00 or necessary portion, shall be returned. If the disbursements exceed receipts, a full written accounting shall be rendered the Texas Federation of Chapters within ninety (90) days following the convention, showing all receipts and disbursements. The Executive Board shall make further necessary determination of assistance, including the \$200.00 advance, at any amount up to \$750.00.

ARTICLE V - DELEGATES

Section 1. All Federation Officers, including District Representatives, shall be entitled to one vote each. No Federation Officer, including District Representative, shall serve as a delegate from his chapter.

Section 2. Each chapter in good standing shall be entitled to one delegate for each ten (10) members, or fraction thereof according to the total number of members on which Federation per capita dues have been paid to the Federation Treasurer during the period beginning January 1 and ending December 31 of the prior year, plus the number of honorary members listed on the NARFE Form M110 as of December 31 of that year. The delegate or delegates in attendance from any chapter may cast as many votes as the number to which their chapter is entitled.

Section 3. (A) Chapter delegates or proxies shall be elected by their respective chapter at least thirty (30) days prior to the State convention. Chapters shall immediately complete Delegate/Proxy form TF-13. Send the original to the Federation Secretary, keep a copy for chapter files, and give a copy to the chapter's voting delegate.

(B) Any chapter unable to send delegates to the State convention may select a delegate from another chapter or a Federation Officer to represent them in voting as permitted. The selection of a proxy shall be by chapter membership. Complete form TF- 13. Send the original to the Federation

Secretary, keep a copy for chapter files, and give a copy to the proxy.

(C) The Credentials cards for delegates/proxies will be issued at the convention Credentials committee location.

(D) Chapters will complete Texas Federation form TF-13A, listing of delegates or proxies desiring or willing to serve on convention committees, and send to the Federation President for his selection to serve on the committees. [Note: Refer to Federation Bylaws, Article VI, for names of the committees.] The convention host chapter or chapters may be authorized to fill some of these committees.

Section 4. No delegate or Federation Officer shall hold proxy for more than three (3) chapters.

ARTICLE VI - COMMITTEES

Section 1. The President shall appoint the following committees: Audit, Constitution and Bylaws, Credentials, Courtesy, Hospitality, Registration, Resolutions, Rules, Sergeant-at-Arms, Tellers, Time and Place, and such others as may be deemed necessary.

Section 2. The President shall appoint a Chaplain, a Parliamentarian, a State Legislative Representative, a National Legislative Representative, and such other positions as the Executive Board may approve.

Section 3. A Nominating Committee of five (5) members shall be elected on the second full business day of the convention, and work through the ensuing two (2) years, reporting to the following convention. One member shall be elected from each of the four (4) areas by the delegates from such area and one member shall be elected at large. The member elected at large by all delegates shall be the Chairman of the Committee. The Chairman of the Committee first shall secure the nominee's agreement to serve and work for the Texas Federation and all NARFE members. Report of the Nominating committee shall be made the day prior to the election and the election shall be the day prior to the adjournment of the convention. Sufficient time shall be allowed for nominations from the delegates assembled. Nominees presented from the convention floor shall also agree to serve and work for the Federation. If two (2) or more persons are nominated for any office a written ballot shall be prepared.

Section 4. A Budget Committee shall be composed of the Executive Vice President, the Federation Treasurer, and one member appointed by each of the four (4) Area Vice Presidents from among the chapter members within their respective areas. The Committee shall bring the budget report that will correspond to the term for federation officers for the ensuing two years on the second day of the convention.

ARTICLE VII - QUORUM

Section 1. A quorum shall consist of twenty-five (25) or more delegates registered at the Federation convention, representing ten (10) or more chapters.

Section 2. A quorum of Executive Board members shall be five (5) members.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended by a two-thirds vote of members present and voting, provided sixty (60) days notice to chapters in good standing has been given, or by unanimous consent of the convention in absence of such notice.

ARTICLE IX - RULES

Robert's Rules of Order, Revised, shall be the authority in all questions of parliamentary law not covered by these Bylaws, except such rules may be supplemented by the Rules Committee as deemed necessary for each convention.

ARTICLE X - ORDER OF BUSINESS

1. Meeting called to order
2. Invocation
3. Pledge of Allegiance to the Flag
4. Introduction of visitors
5. Presentation of gavel to Federation President
6. Report of Credentials Committee
7. Adoption of Convention Rules
8. Reading of minutes and communications
9. Roll Call of Officers and Chapters
10. Reports
11. Unfinished business
12. New business
13. Selection of Convention City
14. Election of Officers
15. Installation of Officers
16. Meeting of Executive Board

ARTICLE XI - NATIONAL CONVENTION

The Federation President or alternate shall be a delegate to the National convention as provided in the National Bylaws. Expenses allowed shall be determined by the action of the preceding State convention.

END OF BYLAWS

(Revised May 2009)