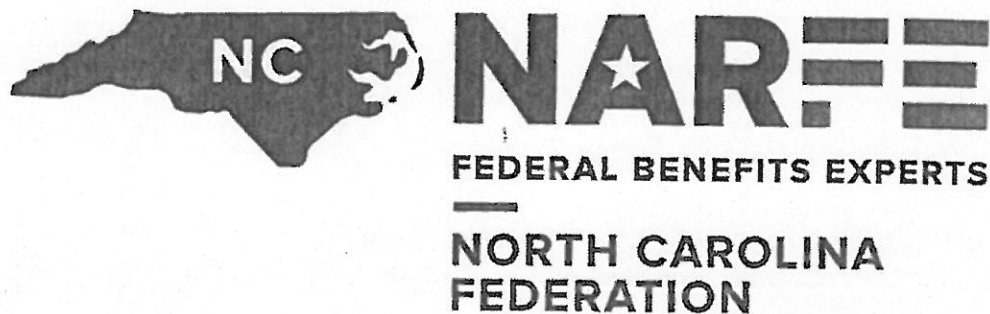


**NORTH CAROLINA
FEDERATION OF THE NATIONAL ACTIVE AND
RETIRED FEDERAL EMPLOYEES ASSOCIATION**

BYLAWS



APPROVED JULY 2019

ARTICLE I

Name

The name of this organization shall be the North Carolina Federation of the National Active and Retired Federal Employees Association and will be referred to below as NCNARFE or the Federation.

ARTICLE II

Objectives

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association (NARFE) as set forth in its Articles of Incorporation; *protect* our earned benefits by organizing an effective political communication process; *provide* resources for personnel related questions of members in North Carolina; and *promote* the growth of NARFE.

ARTICLE III

Members

Section 1.

Any NARFE member residing in North Carolina or any NARFE member outside of North Carolina but belonging to an affiliated North Carolina Chapter is a member of the North Carolina NARFE Federation. All but supporting members, as defined by National Bylaws, are eligible to vote, to run for Federation elected office, and to be appointed to any Federation appointed position.

Section 2.

Chapters that wish to be affiliated members of the Federation will pay dues. The annual dues for chapter membership in the Federation shall be an amount approved by the Federation for each chapter member who, as of December 31, has paid National and chapter dues, including Honorary members whose chapter dues have not been waived by the chapter. Excluded from paying chapter dues are members in the free year of a membership plan. Each chapter treasurer shall remit to the Federation Treasurer the total chapter dues owed the Federation prior to the last day of February of the next year. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes.

Section 3.

Any chapter dropped for failure to pay its dues shall be re-admitted upon payment of current year's dues and approval by a two-thirds vote of the Federation Executive

Board.

ARTICLE IV

Officers

Section 1.

The officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer, and an Area Vice President from each of the designated Areas of the State of North Carolina. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

Section 2.

The President, Executive Vice President, Secretary and Treasurer shall be elected by ballot to serve a term of two years and shall serve until their successors are installed. A President may not serve more than one two-year term, but after two years have elapsed, the same person may be elected for another term as President.

Each Area Vice President shall be a resident of the Area represented, shall be elected for a two-year term by ballot vote of the members from the Area and shall serve until a successor has been installed.

When there are more than two persons running for any elected position, preferential voting to determine the winner is required.

Section 3.

The President shall preside at all meetings including Executive Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers, subject to approval of the Executive Board. The President shall designate the chairman of all committees except the Membership and Nominating Committees. He/she shall serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee. The President shall submit at each annual-meeting, or prior, a recommended budget for the ensuing year subject to consideration and approval by the membership.

Section 4.

The Executive Vice President shall act as general assistant to the President and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume the position of the President for the remainder of the unexpired term. Such assumption of position does not prevent the individual from candidacy at the next scheduled election. Under the direction of the President, the Executive Vice President shall be responsible

for the guidance and overall direction of the field activities.

Section 5.

The Secretary shall maintain all records and documents of the Federation, take minutes of Executive Board meetings and annual meetings, and prepare and distribute them to Executive Board members. Within 15 days after the close of an annual meeting the Secretary shall prepare a report of the meeting highlights, including significant actions taken at a business meeting. Copies shall be sent to the Federation newspaper, the Federation website, the President, the Regional Vice President, and the National Secretary/Treasurer.

Section 6.

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union or federal savings bank, as approved by the Executive Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a quarterly report to the Executive Board and an annual report to the annual meeting showing receipts and expenditures, which shall be published in the Federation newspaper promptly after a meeting. The Treasurer shall be the trustee and have custody of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of North Carolina.

The Treasurer, in collaboration with the President, shall prepare and submit a line item budget to the Executive Board for consideration and approval at its February meeting, and include the Board's proposed budget in the Federation newspaper prior to the annual meeting.

Section 7.

Each Area Vice President shall serve in an Area designated by the President under the guidance of the Executive Board. The Area Vice Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

With the exception of the Membership Committee, each Area Vice President shall nominate a member from his/her Area for each standing committee; the Executive Board will review and approve the candidates

Section 8.

In the event of a vacancy in any elected office, the President shall fill such vacancy for the unexpired term, subject to subsequent approval by the Federation Executive Board. In the event that both the President and Executive Vice President are unable to serve, the Immediate Past President will call an emergency meeting of the Executive Board and will conduct a vote of the Executive Board to fill the office of President. The new President will then fill the office of Executive Vice President as set forth in this section.

Section 9.

Appointed officers of the Federation may be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer's Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

Section 10.

The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at the annual meeting and throughout the year, as required.

Section 11.

The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Executive Board

Article V

Meetings

Section 1.

The Federation shall hold an annual meeting. The purpose of the annual meeting shall be to transact business of the Federation, conduct training, and discuss matters of interest to members.

Section 2.

In all votes, including all elections, each member shall vote individually.

Section 3.

Annual meeting committees shall be composed of members registered at the annual meeting and shall include: Ballot and Teller, Budget, Courtesy, Registration, Host, Legislative, Rules, and Sergeant-at-Arms. Some may meet and complete their duties prior to creation of a ballot. No elected federation officer may serve as chair of an

annual meeting committee.

Section 4.

Members representing four (4) areas shall constitute a quorum at an annual meeting.

Section 5.

Elected federation officers shall not constitute a majority of any annual meeting or standing committee, except for the Membership Committee

Section 6.

Electronic meetings, as defined by Robert's Rules of Order, are permitted to replace traditional meetings at all levels of the Federation, when approved by the meeting chair. Rules for the conduct of electronic meetings shall be adopted by the Executive Board as necessary.

ARTICLE VI

Executive Board

Section 1.

The elected officers of the Federation, the Immediate Past President, the Membership Coordinator, the National Legislative Officer, and the State Legislative Officer shall constitute the Executive Board.

Section 2.

The Executive Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation. The Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

Section 3.

The Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but the officer shall be given reasonable opportunity to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to subsequent approval by the Executive Board.

Section 4.

The Executive Board shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any North

Carolina chapter for cause, on 30 days' notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

Section 5.

The Executive Board annually shall appoint an Audit Committee or select an accountant to conduct an audit of the Federation's financial status

Section 6.

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or e-mail canvass of Executive Board members which shall be recorded in the minutes and reported by the Secretary at the next regular Executive Board meeting.

A majority of the Executive Board members also may call for a canvass. Summaries of the minutes of any telephone or email canvass of Executive Board members shall be sent to the Federation newspaper for publication in the next issue with the full minutes being posted on the Federation website to allow for review by all Federation members.

Section 7.

The Executive Board shall meet at least three times annually or more frequently at the call of the President. A majority of members shall constitute a quorum at Executive Board meetings.

Section 8.

No Federation Executive Board member may hold more than one elected Federation office at a time or hold a chapter office without the approval of the Federation Executive Board.

ARTICLE VII

Standing Committees

Section 1.

There shall be seven Federation standing committees: Membership, Bylaws, Audit, Resolutions, Nominating, Ballot and Teller and Budget.

Section 2.

There shall be a Membership Committee consisting of the Executive Vice President as chair and the Area Vice Presidents as members. All members shall serve until the end of their term. The purpose of the Membership Committee shall be to encourage eligible annuitants, spouses, and employees of the federal civilian service to become members of the NARFE and their local chapter, and to retain membership therein.

Section 3.

There shall be a Bylaws Committee composed of one member from each Area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of three years with the exception that membership shall rotate with two members to be replaced each year so the committee will retain a majority of experienced members annually

Section 4.

The Audit Committee shall be composed of one member from each area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the Chairman. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the membership for approval. After approval, the Executive Board shall publish the report in the first issue of the Federation newspaper after an annual meeting. Members shall serve until the completion of the audit.

Section 5.

A Resolutions Committee shall be composed of one member from each area, nominated by the respective Area Vice President, and approved by the Executive Board. The President shall designate the chairperson. Members shall serve until the end of the membership vote on resolutions.

Section 6.

A Nominating Committee shall be composed of one member from each Area to be selected by the respective Area Vice President, and one member-at-large to be selected by the Executive Board. The committee shall select one of its members to serve as chairman. No member of the Executive Board may serve on the Nominating Committee. Members shall serve until the end of the nomination process.

Section 7.

There shall be a Ballot and Teller Committee comprising one member from each Area nominated by the respective Area Vice President to be approved by the Executive Board. The President shall designate the chairperson from the committee and also appoint the adviser. The members shall serve until the completion of the voting process.

Section 8.

There shall be a Budget Committee composing one member from each Area nominated by the respective Area Vice President to be approved by the Executive

Board. The President shall designate the chairperson from the committee members and also appoint the adviser. Members shall serve until the membership vote on the budget.

Section 9.

Such other committees, standing or special, shall be appointed by the President, with approval by the Executive Board, as shall be deemed necessary to carry on the work of the Federation

Article VIII

Resolutions

Section 1.

Resolutions addressed to the Federation or to National Headquarters may be initiated by a member, a chapter, the Federation Executive Board or by the Resolutions Committee and submitted to the Federation Secretary and Chairperson, Resolutions Committee on NARFE Form F-3A, Proposed Convention Resolution, four months prior to the creation of the ballot for National Resolutions; two months prior for Federation Resolutions. Courtesy resolutions will be presented and voted on at the annual meeting. All resolutions require a majority vote for approval.

Section 2.

The Resolutions Committee shall see that resolutions are prepared in proper form. The Committee may, with no increase in scope, combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when it reports to the membership.

When the committee deems the content of a resolution to be more appropriately handled by another standing or special committee, it may refer the resolution to such committee.

Section 3.

The Secretary, as required by National Headquarters, shall transmit to National Headquarters, by the date of a Federation deadline set by National Headquarters, a copy of each National resolution

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Federation in all cases to which they are applicable and in which they are not inconsistent with these or National's bylaws and any special rules of order the

Federation may adopt.

ARTICLE X

Amendment of Bylaws

Section 1.

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

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 Bylaws either shall be published in the Federation newspaper or posted on the Federation website 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. Bylaws amendments shall take effect immediately upon adoption

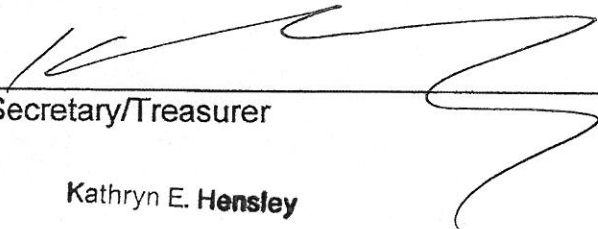
Section 5.

The Secretary, as required by National Headquarters, shall transmit to National Headquarters by the date of a Federation deadline set by National Headquarters, a copy of each proposed amendment to National Bylaws.

David L. Phillips
David L. Phillips
Federation Secretary

8/05/2019
Date

Approved at National Headquarters


Secretary/Treasurer
Kathryn E. Hensley

1/8/2020
Date

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