

**NATIONAL ACTIVE & RETIRED FEDERAL EMPLOYEES  
ASSOCIATION**

**NEW MEXICO FEDERATION BYLAWS**

**Date: 30 October 2017**

**Amended Last: 19 March 2014**

**ARTICLE I  
Name**

The name of this organization shall be the New Mexico Federation of the National Active and Retired Federal Employees Association (NARFE).

**ARTICLE II  
Objectives**

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation, to organize an effective political communication process, provide resources for personnel related questions of members in New Mexico, and to promote growth of NARFE.

**ARTICLE III  
Members**

**Section 1.**

All members of the National Active and Retired Federal Employees Association in New Mexico (as well as those Chapter members residing out-of-State) shall be voting members.

**Section 2.**

Chapters that wish to affiliate with the Federation will pay dues.

**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 members.

**ARTICLE IV  
Officers**

**Section 1.**

The officers of the Federation shall be a President, an Executive Vice President, Vice President, Secretary, and a Treasurer. These officers shall perform the duties prescribed by these Bylaws and Standing Rules, and the parliamentary authority adopted by the Federation.

**Section 2.**

The President, Executive Vice President, Vice President, Secretary, and Treasurer shall be elected by ballot (electronic and/or paper) by a majority vote, results to be announced at the Biennial Conference held in odd-numbered years, to serve a term of two years and shall serve until their successors are installed. A President may not serve more than two consecutive terms. They shall perform duties as stated in the Standing Rules and Section III: Federation Officers & Operations in the current Chapter and Federations Officers Manual.

**ARTICLE V  
Meetings**

**Section 1.**

The Federation shall hold a Biennial Conference (held in odd-numbered years), and a Federation Biennial Meeting/Workshop (held in even-numbered years).

**Section 2.**

In all votes (via electronics and/or paper ballot) including all elections, each member shall vote secretly and independently.

**Section 3.**

One percent of total Federation membership (including National Only Members residing in New Mexico) shall constitute a quorum at a Biennial Conference (held in odd-numbered years).

**ARTICLE VI  
Executive Board**

**Section 1.**

The elected officers of the Federation and the immediate past President shall constitute the Executive Board. Provided, however, that the immediate past President shall serve only during the first year following his/her term as President.

**Section 2.**

A vacancy may be declared in any elected office for failure to perform duties and responsibilities of the office. Such declaration shall be made only by a two-thirds vote of the Executive Board, but only after the Secretary has notified said

officer by certified, return receipt mail of the Board's decision and that officer has been given, with thirty (30) days after receipt of notice, reasonable opportunity to show cause why such action should not be taken.

### **Section 3.**

The Executive Board shall have authority to recommend to the NARFE National Secretary/Treasurer the withdrawal of the charter of any New Mexico 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 4.**

The Executive Board shall meet at least three times annually, in addition to pre- and post-Biennial conference, or more frequently at the call of the President. A majority of members shall constitute a quorum at Executive Board meetings.

## **ARTICLE VII Standing Committees**

### **Section 1.**

There shall be a Legislative Committee consisting of the Executive Vice President, as chair and serves as National Legislative Officer and State Legislative Officer. Members shall consist of the Senatorial Leaders (SLs) and Congressional District Leaders (CDLs). All members shall serve until the end of their term. The purpose of the Legislative Committee shall be to promote relationships with all New Mexico legislators and increase participation in legislative advocacy by all members by encouraging members to become active in telephone calls, letter writing, and immediate responses to NARFE legislative alerts.

### **Section 2.**

There shall be a Membership Committee consisting of the Vice President as chair and two members approved by the Executive Board. All members shall serve until the end of their term. The purpose of the Membership Committee shall be to encourage eligible annuitants and employees of the federal civilian service to become members of the National Active and Retired Federal Employees Association and their local Chapter, and to retain membership therein.

### **Section 3.**

There shall be a Bylaws/Standing Rules/Resolutions Committee composed of a presidential appointed chair and two members, and approved by the Executive Board.

### **Section 4.**

An Audit Committee shall be composed of the chair and two members with the exception of the officers, and approved by the Executive Board. The President shall appoint the chairperson. 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 to be given at both annual meetings and published on the Federation web site. The President shall publish the report in the first issue of the Federation newsletter after a meeting. Members shall serve until the completion of the audit.

**ARTICLE VIII  
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 IX  
Amendment of Bylaws**

**Section 1.**

Proposed amendments to these Bylaws may be initiated by a member, Chapter, the Federation Executive Board, or the Bylaws/Standing Rules/Resolutions Committees and submitted to the Federation Secretary and Chairperson and may be amended at a Biennial Conference (held in odd-numbered years) by a two-thirds affirmative ballot (electronic and/or paper).

**Section 2.**

In an emergency, where action either is necessary between Biennial Conference (held in odd-numbered years) or because no Conference is held, the Executive Board may order a referendum to amend these Bylaws. The President shall convene the Credentials, Bylaws/Standing Rules/Resolutions and Ballot and Teller Committees. Notice of the proposed amendment is forwarded to all Federation members (including National Only Members residing in New Mexico) sixty (60) days prior to the receipt of ballots (electronic and/or paper). Adoption of a proposed amendment requires a two-thirds (majority) affirmative vote of the total secret votes cast.

**Section 3.**

Amendments to Federation Bylaws shall be approved at National Headquarters and become effective upon signature of the National Secretary/Treasurer.

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Federation Secretary

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Date

APPROVED at National Headquarters

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National Secretary/Treasurer

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Date

FINAL DRAFT

**NATIONAL ACTIVE & RETIRED FEDERAL EMPLOYEES  
ASSOCIATION  
NEW MEXICO STATE FEDERATION**

**STANDING RULES**

**Rule I  
Membership and Dues**

Section 1. Membership Classes and Categories:

- A. Membership consists of all members of chartered Chapters within the New Mexico Federation area and National Only members residing in New Mexico.
- B. Federation affiliation shall consist of all Chapters within New Mexico who meet the following conditions:
  1. Have been granted a charter by the National Active and Retired Federal Employees Association.
  2. Have paid by January 31<sup>st</sup> the annual per capita assessment of one dollar and seventy-five cents (\$1.75).
- C. National-Only Members in good standing.
- D. A member may be recognized as a Distinguished Member upon request that the criteria have been met.
- E. Associate Members may hold office within an affiliated Chapter.

Section 2. Membership Recruitment:

Each member retains the right to belong to any Chapter or National-Only membership.

Section 3. Dues

The annual dues for Chapter affiliation with the Federation shall be an amount approved by the Federation (\$1.75) for each Chapter member who, as of December 31, has paid National and Chapter dues. 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.

## **Rule II Officers and their Duties**

Officer duties shall be as described in the current Chapter and Federation Officer Manual in Section III: Federation Officers & Operations.

### **Executive Board**

- A. The Executive Board shall have general supervision of the affairs of the Federation, fix the date and place of meetings, perform such other duties as are specified in these Bylaws and Standing Rules, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National Bylaws or Standing Rules, or action taken by the Federation.
- B. The Executive Board annually shall approve the appointed Audit Committee chairman, whose committee will conduct an annual audit of the Federation's financial status.
- C. 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; the business so transacted shall be recorded in the minutes and reported by the Secretary at the next regular meeting of the Executive Board. A majority of the Executive Board members may also call for a canvass. The exception being Bylaws/Standing Rules amendments which requires secret voting by all members.

## **Rule III Voting**

For One Member-One Vote secret ballot vote (electronic and/or paper format) by the membership, National-Only members residing in New Mexico and all New Mexico Chapter members in good standing (including out of State Chapter members), shall have 30 days after the posting (postmarked or email date) of the ballot to vote.

## **Rule IV Committees**

- A. Nominating Committee:
  1. The Nominating Committee consists of at least four members. No two members shall be from one Chapter. No currently serving state-wide Federation officer may be a member of this committee. The committee elects its own chairperson and reports their choice at the next Federation Biennial Meeting/Workshop (held in even-numbered years).
  2. The Nominating Committee sends a copy of its report to all members not less than ninety (90) days prior to the convening of the Federation

Biennial Conference (held in odd-numbered years). This report contains a brief statement of each nominee's qualifications and verification of willingness to serve.

## B. Biennial Conference Committees (held in odd-numbered years)

Conference committees perform functions preceding and during the Conference. They are Chaplain and Memorial, Credentials, Bylaws/Standing Rules/Resolutions, Sergeant-at-Arms, Audit, Ballot and Teller, and Time and Place. Their duties shall be described in the Biennial Conference Committees Policy and Biennial Conference Agenda Policy documents which the Executive Board will adopt for that purpose.

1. Chaplain and Memorial Committees arrange for invocation and benediction and conducts memorial services as well as other pertinent functions.
2. Credentials Committee verifies the members and provides number of members voted and states that a quorum is confirmed to the assembled Conference.
3. Bylaws/Standing Rules/Resolutions Committee receives all resolutions submitted for consideration for ballot, reviews submissions, and distributes copies with recommended actions to members.
4. Sergeant-at-Arms Committee assures orderly proceedings.
5. Time and Place Committee receives and evaluates Chapter proposals for hosting future Federation Biennial Conferences (held in odd-numbered years).
6. Ballot and Teller Committee shall prepare the ballots for officer elections and amendments to Bylaws and Standing Rules/Resolutions. Ballots to be disseminated to membership electronically and/or by paper, 45 days prior to the Conference. Count the ballots and announce officer election results and Bylaws/Standing Rules/Resolutions results.
7. Audit Committee shall present audit of Federation accounts.

## **Rule V Conferences**

**Section 1.** Federation Biennial Conferences (held in odd-numbered years) are for the purpose of reporting voting results (by-laws, officers, etc.), receiving reports from the President, Executive Vice President, Vice President, Secretary, and Treasurer.

**Section 2.** The quorum necessary to transact business is one percent (1%) of total Federation membership.

**Section 3.** The President shall appoint a Federation Parliamentarian. The Parliamentarian will be available when requested as a consultant to the



President, Federation Conference Committees, or Chapters on a voluntary/unpaid basis. The rules contained in the current edition of Robert's Rules of Order Newly Revised govern all cases not specifically covered by the Constitution, Bylaws, and Federation Rules of Order or Conference directives.

#### **Section 4.**

- a. Should there be a shortfall of funds to pay Biennial Conference expenses (held in odd-numbered years), the host Chapter(s) may submit a request to the Federation Executive Board for reimbursement of the loss. The request will include a detailed explanation of the circumstances resulting in the loss. The Executive Board will decide the amount of the shortfall to be paid to the host Chapter(s).
- b. If the host Chapters(s) collects more money for the Federation Biennial Conference (held in odd-numbered years) than is required to pay expenses, the Chapter(s) may retain seventy-five (75) percent of these profits with the remainder to be transferred to the Federation.

**Section 5.** The Biennial Meeting/Workshop (held in even-numbered years) will receive no advanced funding for the Workshop from the Federation. Any profit realized at the Workshop will stay with the hosting Chapter(s).

#### **Rule VI RECORDS**

Permanent Federation records are to be maintained in accordance with the current NARFE National Records Management Schedule Quick Reference Chart in the current Chapter and Federation Officers Manual.

#### **Rule VII PARLIAMENTARY AUTHORITY**

The provisions found in the current edition of *Robert's Rules of Order Newly Revised* shall govern Federation business in all matters not in conflict with the Federation Bylaws or NARFE's Articles of Incorporation.

#### **Rule VIII AMENDMENTS**

##### **Section 1.**

Proposed amendments to these Standing Rules may be initiated by a member, Chapter, the Federation Executive Board, or the Bylaws/Standing Rules/Resolutions Committees and submitted to the Federation Secretary and Chairperson and may be amended at a Biennial Conference (held in odd-numbered years) by a majority affirmative ballot (electronic and/or paper).

**Section 2.** In an emergency, where action either is necessary between Biennial Conference (held in odd-numbered years) or because no Conference is held, the Executive Board may order a referendum to amend these Standing Rules. The President shall convene the Credentials, Bylaws/Standing Rules/Resolutions and Ballot and Teller Committees. Notice of the proposed amendment is forwarded to all Federation members (including National Only Members residing in New Mexico) sixty (60) days prior to the receipt of ballots (electronic and/or paper). Adoption of a proposed amendment requires a majority affirmative vote of the total secret votes cast.

**Section 3.** Amendments to Federation Standing Rules shall be approved at National Headquarters and become effective upon signature of the National Secretary/Treasurer.

\_\_\_\_\_  
Federation Secretary

\_\_\_\_\_  
Date

APPROVED at National Headquarters

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National Secretary/Treasurer

\_\_\_\_\_  
Date

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Legend:

(B) Represents Bylaws

(SR) Represents Standing Rules