



William Shackelford
National President

Cindy Renee Blythe
National Secretary/Treasurer

*Approved By Laws
for "Southwest
Federation"*

March 5, 2025

Ms. Etta Bryant
Southwest Federation Secretary
5175 W Ajo Hwy., #B012
Vail, AZ 85735-9723

Dear Ms. Bryant:

We have carefully reviewed your revised bylaws for the **Southwest Federation**, and they are hereby approved. We have a copy on file here at NARFE Headquarters and are returning the original to you for your files.

If you have any questions, please contact Towanda Franklin at fedchpsrvcs@narfe.org. Thank you for your cooperation in this matter and your continued support of NARFE.

Sincerely,

Cindy Renee Blythe
National Secretary/Treasurer

Enclosure

SOUTHWEST FEDERATION BYLAWS

ARTICLE I -- NAME

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

ARTICLE II – PURPOSES

The purposes of the Federation are to promote the aims and objectives of the association and ensure the concerns of its chapters and members are presented to the National Executive Board (NEB). The bylaws of the Federation shall not be in conflict with the National Association Bylaws. The Federation shall not enter into activities, arrangements, or agreements that conflict with programs or activities of NARFE.

ARTICLE III – MEMBERS

Eligibility

The Federation shall be composed of members belonging either to chapters chartered within the Arizona and New Mexico borders or as national members residing within their borders. A chapter of NARFE members approved by National NARFE may apply to be an affiliated chapter in the Federation. The Vice President or other appropriate officers designated by the Federation Executive Board/Committee shall assist and advise the members in organizing, electing officers, preparing bylaws or other steps necessary to obtain a charter from NARFE and to function as an Affiliated Chapter of the Federation.

ARTICLE IV – OFFICERS

Section 1. Elected Officers

The elected officers shall at a minimum include a President, Vice President, Secretary, and a Treasurer elected from NARFE Federation members. The Secretary and Treasurer may be held by one person.

Section 2. Terms and Term Limits

Terms shall begin at the close of the meeting at which those elected are announced and continue for a term of two years or until a successor is elected and assumes office. Records transfer will occur within 30 days of taking office. There are no term limits.

Section 3. Duties of Officers

- A. The President shall preside at meetings of the Executive Board and Federation, serve as the official spokesperson for the Federation, appoint with approval of the Executive Board a Membership Chair, National Legislative Chair and State Legislative Chair for both Arizona and New Mexico, Nominating and Audit Committees, serve as an ex-officio member of all committees except the Nominating and Audit Committees, and perform other such duties

specified in these bylaws, the Parliamentary Authority, and any rules adopted by the Executive Board.

- B. The Vice President shall preside in the absence of the President, serve as an assistant to the President, approve vouchers for payment, and perform other duties as assigned by the Executive Board.
- C. The Secretary shall maintain all records and books of the Federation, take minutes of Executive Board meetings and annual meetings, prepare and distribute them to the Executive Board, and prepare any required reports, such as the F-22. Copies shall be provided to the Federation elected officers, the Regional Vice President and the National Secretary/Treasurer, and made available to all Federation members through either the Federation newsletter, or website.
- D. The Treasurer shall receive all monies of the Federation, deposit them in a federally insured bank, or credit union as approved by the executive board, and pay all orders issued by the President. As a minimum the signatures of the Treasurer and President shall be on the financial institution signature card upon opening a bank account. Only one signature is required for signing of checks. The Treasurer shall make a report at each Executive Board meeting and an annual report to the annual meeting showing income and expenditures by category. This report shall be made available to members through the Federation newsletter or website. The Treasurer shall prepare a line-item budget and submit it to the Executive Board within 30 days of taking office and each fiscal year thereafter. The Federation may require the Treasurer to give bond for the faithful performance of his/her duties. The expense of obtaining a bond shall be paid from Federation funds.

Section 4. Appointed Positions

The appointed positions may include a National Legislative Chair and State Legislative Chair for both Arizona and New Mexico. The National Legislative Chair and State Legislative Chairs in each state may be held by the same person. Other appointed positions may include a Membership Chair, Service Officer, FEEA Coordinator, Alzheimer's Chair, NARFE-PAC Chair, Congressional District Leader (CDL) for each Arizona and New Mexico Congressional Districts, and Senatorial Leader (SL) for each Arizona and New Mexico U. S. Senator, Parliamentarian, and any other officer as deemed necessary. The SLs and CDLs in each state will report to the designated National Legislative Chair for their state. All officers are to be appointed, in writing, by the Federation President. These officers report to the President and the Federation Executive Board. These appointed officers may hold chapter officer positions.

Section 5. Nominations and Election

- A. The Nominating Committee shall be composed of at least three members. The Nominating Committee shall nominate at least one candidate for each elected office and shall report the nominees to the Executive Board to determine the ballot method.
- B. The officers shall be elected by ballot vote. A majority of the members voting is required to elect. In case of a tie, the winner shall be chosen by lot. If there is only one candidate

SECTION 6. Removal and Vacancy

A vacancy in the Office of President shall be filled by the Vice-President for the unexpired term. A vacancy in any other office shall be filled by the Executive Board for the unexpired term. By a two-thirds vote of the entire Executive Board, any person may be removed from any elected office for failure to perform the duties and responsibilities of the office, following a hearing and the affected officer being given the right to speak in his or her own defense.

ARTICLE V – MEETINGS

Section 1. Federation Annual Meetings

In odd numbered years, the Federation shall hold a conference/annual meeting to provide for election of officers, votes on Federation bylaws amendments, financial report and such other reports as designated by the Executive Board, and additional training on NARFE's programs.

In even numbered years, the Federation shall hold an annual meeting for training, legislative priorities, membership, recruitment, administrative skills, and elected officer reports.

Section 2. Federation Conference

- A. When a conference is held (odd numbered years), the call for the meeting shall be at least sixty days prior to the date of the meeting. The Federation Executive Board shall determine the procedures to be used for planning Federation meetings, selection process, fundraising, reports, program content and all other meeting arrangements.
- B. The quorum for the meeting shall be 30 Federation members.
- C. The voting body shall be composed of all Federation members, each entitled to cast one vote on any matter brought before the meeting. Ballots may be distributed by mail, Federation newspaper or electronic process (e-mail or on website) in advance of the conference or at the conference. Upon request, a paper ballot will be made available. Allowance will be made for write-in candidates or nomination from the floor if voting is held at a meeting. The method of voting shall be determined by the Executive Board and included in Internal Federation Operating Procedures.
- D. The Executive Board may postpone or cancel a conference by a majority vote. All members shall be promptly notified of the postponement or cancellation with an explanation. In the event of a cancellation, the Executive Board may set a new date for the conference. If a new date is not set, new officers and any pertinent information may be distributed to all members by the most appropriate means as determined by the Executive Board.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Composition

At a minimum, the Executive Board shall consist of the elected Federation Officers. If possible, there may be one elected National Only member. Additional voting members may be added with approval of the Executive Board. Any others appointed to the board shall be ex-officio nonvoting members.

Section 2. Authority and Duties

The Executive Board shall have full power and authority over all affairs of the Federation between annual meetings or conferences. The Executive Board shall: (1) adopt an annual budget, by two-thirds majority vote, at the last Executive Board meeting of the preceding fiscal year; (2) fill vacancies except for the Office of President. In addition, the Executive Board shall determine by majority vote the fiscal year of the Federation and the procedures for filing the appropriate IRS form for a tax-exempt organization.

Section 3. Executive Board Meetings

The Executive Board shall meet at least three times per year at a time and place designated by the President after consultation with a majority of Executive Board members. Additional meetings may be held and scheduled at least 60 days in advance or at the call of a majority of the board members. A meeting may be cancelled or postponed by a majority vote of the Executive board. A quorum for a board meeting shall be a majority of the board members, three of whom must be officers. Meetings may take place in person or by electronic means, i.e. zoom.

The act of a majority of board members present shall be the act of the Executive Board. A vote of the board may be taken by telephone, ballot, mail, or e-mail. If a vote taken is not at a regular board meeting, the action taken shall be recorded in the minutes of the next meeting. The board can only take action by e-mail if there is unanimous written consent. That means that every board member must send their consent to take this action without having a meeting or the opportunity to discuss. However, a conference call may be held with a quorum of the board and then the vote required is a majority of board members present. A two-thirds vote of the entire Executive Board shall be required to amend an adopted budget.

ARTICLE VII – COMMITTEES

Section 1. Standing and Special Committees

The Executive Board shall establish such other standing and special committees as they deem necessary to further the work of the Federation. Subject to the approval of the Executive Board, the President shall appoint the Chair and Members of the Committee.

Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed, as the need arises, to carry out a specified task.

Section 2. Audit Committees

The Audit Committee shall be appointed by the President to annually perform an audit of the financial records of the Federation.

Section 3. Ex-officio Member

The President shall be an ex-officio member of all committees except the Nominating and Audit Committees.

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 in conflict with these bylaws, NARFE Articles of Incorporation, NARFE bylaws, and any Special Rules of Order the Federation may adopt.

ARTICLE IX – AMENDMENTS

Section 1. Amendments

- A. Proposed amendments to these bylaws may be initiated by an affiliated chapter, any group of 10 members, the Federation Executive Board, or the Bylaws Committee, and shall be submitted to the Federation Secretary and Bylaws Committee Chair by a date established by the Executive Board.
- B. Notice of Bylaws Amendments shall be sent to all members at least sixty days prior to a vote. These bylaws may be amended by a two-thirds vote of the members voting.
- C. Amendments shall be approved at National Headquarters before becoming effective.

ARTICLE X – ADDITIONAL PROVISIONS

Federation Guidelines and Procedures

Additionally, guidelines and procedures on implementation of these bylaws may be contained in a separate document approved by the Federation Executive Board. The Federation is responsible for making governance documents available to its membership.

Ella H Bryant

12/05/2023

Southwest Federation Secretary Signature

Date

Cindy Renee' Blythe

3/5/2025

Cindy Renee' Blythe, National Secretary/Treasurer Signature

Date