

**NATIONAL ACTIVE & RETIRED FEDERAL EMPLOYEES ASSOCIATION  
NEW MEXICO FEDERATION OF CHAPTERS  
BYLAWS**

**ARTICLE I MEMBERSHIP**

**SECTION 1.** Membership consists of all chapters within the New Mexico Federation area who meet the following conditions.

a Have been granted a charter by the National Active & Retired Federation Employee Association

b Have paid by January 31<sup>st</sup> the annual per capita assessment of one dollar and seventy-five cents(\$1.75). The per capita assessment will be calculated based on the number of national/chapter members in good standing as of December 31<sup>st</sup> of the previous year. The per capita assessment is not required of new chapters for the calendar year of organization.

c National Honorary Members who are members of a chapter shall not be counted in the total membership when computing per capita assessment for the chapter, but will be counted in the delegate strength.

**SECTION 2.** Late per capita assessment of one dollar and eighty-five (\$1.85) will be accepted through the last day of February. When due to extenuating circumstances, the Executive Board may grant an extension of either the January 31<sup>st</sup> or last day of February deadline to alleviate hardship of problems of stated cause. Extension is not automatic.

**SECTION 3.** Delegate representation at annual convention is denied to any chapter whose per capita assessment is unpaid the last day of February

**SECTION 4.** Equal opportunity of membership in all chapters and the New Mexico Federation of Chapters shall exist and be encouraged

**ARTICLE II OFFICERS**

**SECTION 1.** The officers of this Federation are President, Executive Vice President, Vice President, Secretary, Treasurer, and District Vice Presidents. With the exception of the District Vice Presidents, the aforementioned officers shall be elected by a majority vote of delegates at an annual convention.

District Vice Presidents are elected by a majority vote of the delegates of their respective districts, in caucus, at an annual convention.

**SECTION 2.** Any member in good standing in both the National Association and a chapter affiliated with the Federation is eligible to hold any office in the Federation. No person may be elected to more than one office at any one convention. No person may be excluded from holding office because of race, religion, or sex.

**SECTION 3.** All officers are elected for a term of two years or until their successors are elected. The term of office shall begin at the close of the convention at which elected.

**SECTION 4.** Presidential terms are limited to two consecutive terms. After not serving in that position for at least one term, an individual may again serve as president for up to two consecutive terms. Acting or serving as President to complete more than one-half an un-expired term of an elected President is considered a full term

**SECTION 5.** A vacancy in the office of President by resignation or death shall be filled by the Executive Vice President. The Executive Board shall fill a vacancy occurring in all other elective officers.

**SECTION 6.** 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-third vote of the Executive Board, but only after the secretary has notified said office 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.

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**ARTICLE III DUTIES OF OFFICERS**

**SECTION 1.** The President shall:

- a. Preside at Conventions and Executive Board meetings.
- b. Approve all vouchers, bills and warrants, and authorize the payment thereof, in writing, subject to such restrictions as may be set by either the Federation or the Executive Board. The President is authorized to sign for the Treasurer all checks drawn on the Treasury of the Federation.
- c. Appoint all committees and is an ex-officio members, except as provided herein.
- d. Appoint a Chaplain, a Parliamentarian and a Sergeant-at-Arms prior to the annual convention. The President is authorized to appoint assistant secretaries, as needed, to handle day-to-day correspondence or short deadline items.  
These assignment do not convey the right to serve on the Executive Board.
- e. Prepare a proposed budget with assistance of the treasurer, for submission at the first scheduled meeting of the Executive Board, for consideration and approval. Additional assistance may be solicited from other present and immediate past officers, as desired.
- f. Brief the Executive Vice President on activities plans in progress, and other current information, thus permitting the Executive Vice President to assume responsibilities with knowledge and efficiency should the President become incapacitated. Assign special projects of phases of Federation activities to the Executive Vice President and the Vice President.
- g. Shall assign Logistic Support Areas for each Federation Chapter.
- h. Provide a report to be printed in each issue of the Federation newsletter which includes a summary statement of receipts and disbursement of Federation funds.
- i. Perform all other duties pertaining to the office of the President and such duties as are delegated by either the Executive Board of members of the Convention.

**SECTION 2.** The Executive Vice President shall:

- a. In the absence of the President, preside at all meetings and perform all other duties as assigned by the President. If a vacancy occurs in the Office of the President under Article II, Section 5 or 6, the Executive Vice President shall vacate that office and assume the Presidency.
- b. Develop and accomplish special program and continuing Federation activities that are assigned by the President.
- c. Perform other duties delegated by the Executive Board.

**SECTION 3.** The Vice President shall:

- a. In the absence of the President and Executive Vice President preside at all federation meetings and perform all other duties as assigned by the President.
- b. Accept, plan, and coordinate the accomplishment of specific assignment during the convention year and other projects that are assigned by the President.
- c. Perform duties delegated by the Executive Board.

**SECTION 4.** The Secretary shall:

- a. Keep an accurate record of the proceedings of each Federation and Executive Board meeting, attend to correspondence, maintain a record of chapters affiliated with the Federation, and keep current copies of the Federation Constitution and Bylaws.
- b. Forward a NARFE Form 7A (Roster of Officers) following the close of the annual convention to the National Association with a copy to the Region VII Vice President and to each Federation Executive Board member.
- c. Prepare NARFE Form F-22 (State Federation Convention Report) as soon as practicable after the annual Convention and forward to the National Association.

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d. If amendments to the Constitution result from action taken by the convention, the Secretary forwards a copy of the amended constitution to the National Association for signature and dated approval which will be shown on the final page of the constitution.

e. Forward within sixty (60) days after the convention an amended copy of the Constitution and Bylaws and the convention minutes to the National association, each Executive Board Member, Chapter President, and Secretary. Provided, however, that if the Constitution and Bylaws are amended by mail referendum, sixty (60) days are allowed after the Referendum Vote is complete.

f. Sign all resolutions, For F-3, which were adopted by vote of the delegates. Retain the original copy of these resolutions which affect only the State Federation Constitution and Bylaws or pertain strictly to New Mexico affairs. Immediately forward to NARFE Headquarters the original signed copies of resolutions which need to be considered at the next National Convention. Resolutions non-adopted by the delegates should not be signed but filed separately and identified as non-adopted resolutions.

g. Distribute the current list of Chapter Officers, addresses and telephone numbers to each Executive Board member, Chapter President, and Secretary.

h. Perform all other duties as assigned by the President and/or Executive Board, as prescribed elsewhere in the Constitution and Bylaws and all other National Association and Federation directives and procedures .

i. Maintain a record listing each pieces of accountable property belonging to the Federation, its location and the name of the person currently responsible for it safekeeping.

**SECTION 5.** The Treasurer shall:

a. Receive all Federation monies, deposit same in a Federally Insured Financial Institution approved by the Executive Board, invest funds excess to the operations through an insured bank in instruments, the collateral of which is the credit of the U.S. Government, and keep a cords of all monies received and expended.

b. Draw and sign checks against the accounts when expenditures are approved in writing by the President, by direction of the Executive Board, or in accordance with Federation Bylaws.

c. Maintain signature cards at the financial institution whereby the Federation President, the Treasurer, or the appointed third person may draw, endorse and sign checks, withdraw or deposit funds, and transfer funds between accounts.

d. With prior approval of the President, is authorized to advance up to \$200.00 in increments as needed to the chapter (s) hosting the annual convention. Repayment to be made within sixty days after the convention.

e. Present a summary financial report as each Federation Executive Board meeting except for the meeting immediately following the close of the convention. Provide an annual financial report to the convention for the Federation fiscal year beginning May 1 and ending April 30 of the convention year. The annual report to include an account of the amount received from the National Association, expenditures of these funds and the balance. All Treasurer's reports and records are to be available for audit by the Audit Committee as scheduled during the convention.

f. Perform other duties as required by the office of Treasurer.

**SECTION 6.** District Vice Presidents shall:

a. Represent the Federation President concerning Federation Activities in their respective districts.

b. Be familiar with the problems and needs of each chapter in their district and help resolve chapter problems and needs.

c. Visits each chapter in the district as least once a year to provide assistance and encourage chapter's participation in membership recruitment, service activities and NARFE legislative issues.

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d. Organize and chair an annual district wide meeting of chapter officers, committee chairs and other interested chapter members for training and discussion of chapter's problems

e. Assist in the formulation of new chapters in their area and solicit support from their district presidents in an effort to strengthen struggling chapters and reactivate closed chapters.

f. Serve as the liaison officer between the district chapters and the Federation. Coordinate Legislative Alerts and NARFE-PAC requests for input from chapters and report responses to the appropriate officer and/or committee chairman.

g. Present a written report summarizing chapters activities at the annual convention.

**ARTICLE IV EXECUTIVE BOARD**

**SECTION 1.** The Executive Board is composed of all elected officers and the Immediate past President, provided, however, that the immediate past President shall serve on the Executive Board only during the first year following his/her term as President.

**SECTION 2.** The Executive carries out the orders of the convention.

**SECTION 3.** The Executive Board has the power and authority to conduct the affairs of the Federation between conventions, to fill any office except the President including any nomination committee membership that becomes vacant, and to appoint a third person authorized to sign checks when both the President and the Treasurer are absent or otherwise unable to sign.

**SECTION 4.** The Executive Board recommends district boundaries after consultation with affected chapters. The Board notifies all chapters of any proposed district boundary changes, at least thirty (30) days prior to the annual convention preceding the realignment date. Realignment is subject to convention approval.

**SECTION 5.** Meetings of the Board are held at least five times a convention year at such times and places as either called by the President or a majority of the Board. One meeting will be held just prior to the convention and a joint meeting of the retiring and newly elected Executive Board shall be held in the convention city immediately following close of the convention for the exchange of files and information. The other three required meetings shall be appropriately spaced over the remainder of the convention year. A majority of members constitutes a quorum for conduct of business.

**SECTION 6.** A vote by mail is authorized when necessary and is verified at the next meeting. The mail vote and resulting action are made a part of the minutes of the next board meeting.

**SECTION 7.** The Executive Board shall appoint an Editor to prepare and publish a quarterly Federation Newsletter. The timing of the publication of these issues of the newsletter will be such to allow the printing of a summary of the proceedings of the three required Executive Board meetings held between Federation conventions.

**ARTICLE V COMMITTEES**

**SECTION 1. NOMINATING COMMITTEE**

a. The Nominating Committee consists of one member from each district and one member-at-large. Each district member is elected by delegates of hi/her district in caucus. The member-at-large is elected by delegates at the convention as a whole. No two members shall be elected from one chapter. The committee elects its own chairman and reports their choice prior to the close of the convention.

b. Nominating Committee sends a copy of its report to all chapters not less than sixty days prior to the date of the annual convention is scheduled to convene. This report contains a brief statement of each nominee's qualifications and verification of willingness to serve.

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**SECTION 2. DISTRICT NOMINATING COMMITTEES**

District caucuses at each State Convention shall elect a District Nominating Committee of three persons to serve during the ensuing year. The committee shall select chairman. Each such committee shall nominate a least one person for District Vice President to that district and notify each Chapter in the district of such committee (s) not less than sixty (60) days prior to the convening of the next State convention. The notice to the Chapter shall contain a brief statement of qualifications and verification of willingness to serve.

In the event district realignment is approved at a State Federation Convention, this section of the bylaws may be suspended by a two-thirds vote of delegates.

**SECTION 3. COMMITTEES APPOINTED:**

The President appoints all standing, ad hoc, and convention committees, except the Nominating Committee, and is ex-officio member of all committees except the Nominating and Audit Committees. The Federation Legislative Chair and Membership shall be appointed by the President no later than 25 days after the Federation convention adjournment. All other committee appointments will be made within ninety (90) days of the Federation President accepting office.

**SECTION 4. STANDING COMMITTEES:**

Standing committees of the Federations are Audit, Extension, Legislative, Membership, Public Relations, and Service. Chapter Presidents are notified as standing committee appointments are made.

a. Audit Committee conducts annual audit of Treasurer's books and accounts per Article III, Section 5e, and conducts special audit in the event of change in the office of Treasurer during the fiscal year.

b. Extension Committee. With the assistance of the District Vice President, the committee will 1) identify those geographical areas and Federal Agencies which will support new chapters; 2) investigates what are the strengths and weaknesses of establishing chapter (s) in those areas and agencies; and 3) report findings and commendations to the Executive Board.

Based on the report the Committee will develop specific plans for organizing new chapters.

c. Legislative Committee follows pertinent legislative developments, keeps the Federation and Chapters informed and recommends appropriate legislative activity.

d. Membership Committee develops general and special plans for increased membership and chapter enhancement.

e. Public Relations Chair shall report at every Federation Executive Board meeting, listing plans and accomplishments. He/she should conduct a proactive public relations campaign with press releases, to show what NARFE is doing around the State, Coordination with Chapters and District Vice Presidents should help "market" NARFE to the public and to future members.

f. Service Committee develops educational programs for Chapter Service Officers to keep abreast of developments and existing laws, rules, and procedures as outlined in the Nation Association Service Officer Handbook. The committee provides workshop and seminar leaders and functions as consultants for Chapter Service Officers.

**SECTION 5. STANDING COMMITTEE CHAIRMEN:**

Prepare reports of committee activities for presentation to the annual convention.

**SECTION 6. SPECIAL COMMITTEES:**

Ad hoc or special committees are created by the Executive Board to perform a function of limited duration, usually completed within the Federation fiscal year.

**SECTION 7. CONVENTION COMMITTEES:**

Convention committees perform functions preceding and during the annual convention. They are Chaplain and Memorial, Credentials, Resolutions, Convention standing Rules, Sergeant-at-Army, and Time and Place. Duties are as follows:

a. Chaplain and Memorial Committee arranges for Invocation and Benediction and conducts memorial services as well as other pertinent functions.

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b. Credentials Committee verifies the delegates in accordance with Articles I and VII and provides a preliminary and final official count of registered delegates to assembled convention.

c. Resolutions Committee receives all resolutions submitted for consideration at the annual convention/ reviews submissions, distributes copies to chapter and delegates, and recommends action to convention.

d. Sergeant-at-Arms Committee assures orderly proceedings and arranges seating to separate voting delegates and observers.

e. Time and Place Committee receives and evaluates chapter proposals for hosting future annual conventions.

f. Convention standing Rules Committee shall draft and submit for consideration, a group of rules which, if adopted, will apply to that one convention only

#### **ARTICLE VI CONVENTIONS**

**SECTION 1.** Conventions are for the purpose of transacting business, discussing chapter problems, matters of interest to retirees, and providing education and social programs.

**SECTION 2.** Each chapter in good standing shall be entitled to send to the annual convention of the Federation one delegate for each twenty-five (25) members or fraction thereof to be based upon the chapter membership report as of December 31<sup>st</sup> preceding, upon which per capita assessment was paid. Plus two (2) delegates, one of whom shall be the Chapter President, at the President's option. Newly organized chapters may send delegates based upon membership 30 days prior to the convening of the convention though not required to per capita assessment.

**SECTION 3.** Statistical data, such as annual chapter report provided by chapter on the current year activities is based on a time period from April 1 to March 31.

**SECTION 4.** Voting members of the convention are accredited chapter delegates, elected Federation officers, and past Federation Presidents in good standing. Each is entitled to one vote and is limited to voting in one capacity only.

**SECTION 5.** When a roll call or written ballot is taken, the delegate or delegates from any affiliated chapter may together cast as many votes as the number of delegates to which the chapter is entitled. One delegate may cast the voting power of the chapter represented.

**SECTION 6.** A chapter not represented on the floor when the convention is in business session cannot issue proxy votes.

**SECTION 7.** The quorum necessary to transact business is twenty-four elected delegates representing eight or more chapters.

**SECTION 8.** The President shall appoint a Federation Parliamentarian. The Parliamentarian will be available when requested as a consultant to the President, Federation convention Committees or delegates at the convention.

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, Federation Rules of Order or convention directives.

**SECTION 9.** The Federation at its annual convention shall report and appropriately recognize those who have been newly designated National Honorary Members since the last convention and who meet the National criteria for Honorary Membership, by not assessing the chapter per capita assessment for those so designated by the National Office.

#### **ARTICLE VII ORDER OF BUSINESS**

The following agenda serves as a guide for the presiding officer of the Convention.

1. Call to order by Host Chapter President
2. Invocation and Pledge of Allegiance
3. Report of Credentials Committee
4. Welcome address
5. Response to Welcome
6. Memorial Service
7. Adoption of printed program and rules of the convention.

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- .. Reading of communications
- 9. Updated report of Credentials Committee to certify the number of votes.
- 10. Report of Nominating Committee, nominations from the floor, election of officers and announcement of time of installation.
- 11. District caucuses to elect District Vice Presidents and District Nominating Committee members
- 12. Convention reconvenes
- 13. Election of Nominating Committee member-at-large
- 14. Report of Resolutions Committee and action by delegates.
- 15 Committee meeting and seminars
- 16. Remarks by Regional vice President
- 17. Reports of Officers and committees (except Nominating and Resolutions Committees)
- 18 Unfinished business
- 19 New Business
- 20 Adjournment

**ARTICLE VIII RESOLUTIONS**

**SECTION 1.** All resolutions are to be approved by the originating chapter or the Federation Executive Board before submission to the Resolutions Committee and to be delivered no less than seventy-five (75) days prior to the convention. The Resolutions committee forwards copies of resolutions to the chapters not less than forty-five (45) days before the convention. Consideration of any resolution which does not meet the above time requirements shall be considered only after a two-thirds vote of the convention without debate.

**SECTION 2.** Chapters or the Federation Executive Board submitting new resolutions of immediate concern from the floor of convention assembly will be responsible for distribution of copies of these resolutions to the chairman of each chapter delegation , as well as the Federation Resolutions Chairman, prior to the first day's convention business session.

**SECTION 3.** The Resolutions Committee is authorized, on a majority vote of the committee, to take the following actions: to disregard any resolution deemed to be improper, frivolous, or not germane to Chapters, Federation, or NARFE, and to amend, combine similar submissions, or prepare substitute resolutions.

**SECTION 4.** To be considered at a National Convention, all resolutions or proposed changes to National bylaws must be approved by either the Federation Convention or the Federation Executive Board prior to Federation submission to National Headquarters.

Resolutions or proposed bylaws changes not approved by either the Federation Executive Board or the Federation Convention or affecting only the New Mexico Federation will not be submitted by the Federation to National Headquarters. Chapters, on their own initiative, may elect to directly submit resolutions and proposed changes to the National bylaws to National Headquarters for consideration at a National Convention.

**SECTION 5.** Resolutions are placed on the agenda for the first day of the convention.

**ARTICLE IX RECORDS**

Permanent Federation records including minutes, are retained indefinitely. Accounting, bank, budget, and other financial records are retained for the (5) fiscal years preceding the current fiscal year. Other records are retained for the three (3) years preceding the current fiscal year. Disposal of all records beyond the retention period shall be the responsibility of each Federation Officer.

**ARTICLE X AMENDMENTS**

**SECTION 1.** These bylaws may be amended at an annual convention either by a two-thirds affirmative vote, provided the proposed amendment (s) had been submitted in writing to all chapters at least forty-five (45)days prior to the convention, or by unanimous consent in the absence of such advance notice.

**SECTION 2.** In an emergency, where action either is necessary between annual convention or because no convention is held, the Executive Board may order a referendum to amend these bylaws. Notice of the proposed amendment is forwarded to each chapter, elected Federation Officers, and Federation past presidents ninety (90) days prior to the effective date of the amendment.

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Chapters are entitled to the same number of votes as the number of delegates to which they were entitled as of the last December 31<sup>st</sup>. Adoption of a proposed amendment requires a two-thirds affirmative vote of the total votes cast.

**SECTION 3.** The Executive Board makes necessary changes in these bylaws to conform with any changes in the National Bylaws that are binding upon the Federation. All chapters are to be notified of such action.

Revised by the 2007 New Mexico Federation of Chapters Convention at Roswell, New Mexico, April 20, 2007.

  
HARRY MATTOX

Secretary, New Mexico Federation of Chapters

Date: May 11, 2007

Approved by National Headquarters:

  
NATHANIEL BROWN

National Secretary

Date: 29 May 07

END