

BYLAWS
Colorado Federation of Chapters

ARTICLE I: NAME

The name of the organization shall be the Colorado Federation of Chapters of the National Active and Retired Federal Employees Association.

ARTICLE II: OBJECTIVES

The purpose of the Federation shall be:

1. To promote the objectives and purposes of the National Active and Retired Federal Employees Association set forth in the Articles of Incorporation and Bylaws;
2. To unite for mutual benefit of all Chapters within the State of Colorado;
3. To promote the welfare of annuitants and potential annuitants of the civilian public service;
4. To support legislation beneficial to retired and active civilian federal employees;
5. To support civil and patriotic activities (nonpartisan) within the area.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility

All chapters within the State shall be eligible for membership in the Federation and shall retain membership provided they have:

1. Been granted a charter by the National association; and
2. Paid an annual per capita assessment based on Chapter records from National Headquarters.

Section 2. Revenues

Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

The Federation revenue shall be obtained by;

1. Assessment of each member Chapter a per member fee, excluding Honorary and Social members, based on Chapter active records as of December 31 each year; fees payable February 1 and becoming delinquent March 31;
2. The ten (10) percent rebate of the National Dues and National Membership Fees from the National Association; and
3. Income derived from various interest-bearing accounts.

ARTICLE IV: OFFICERS

Section 1. Elected Officers

The elected officers of the Federation shall be a President, First Vice President, Second Vice President, Treasurer, Secretary, and a District Vice President from each District.

Section 2. Appointed Officers

The appointed officers may be but are not limited to: Assistant Secretary, Chaplain, Sergeant-at-Arms, Service Officer, Parliamentarian, and others as deemed necessary to operate the Federation.

Section 3. Qualifications

To be eligible for elected or appointed office, a person shall be a voting member of a chapter of the Colorado Federation in good standing.

Section 4. Election of Officers

The officers shall be elected by ballot at the Convention, biennially. Nominees, except District Vice President, are provided by the Federation Nominating Committee or nominated from the floor.

Members nominated from the floor must be present or have provided a statement of eligibility and willingness to serve. Should there be only one nominee for an office, the vote may be by acclamation. A majority vote is required to elect. Should a majority vote not be obtained, time for revote will be set.

The District Vice Presidents shall be elected by respective District Delegates in caucus at the Convention biennially.

Section 5. Term of Office

All officers shall be elected to a two year term or until their successors are elected. Their term of office shall begin at the close of the convention at which they are elected. However, in case of the President, no person shall be elected for more than two (2) successive terms. Acting or serving in the Office of President for more than one half-term shall constitute a full term. After an interim of two years from office, a Past President may be elected to another term, including a successive term.

Section 6. Vacancy in Office

A vacancy in the office of President shall be filled by the First Vice President. The Executive Board shall appoint individuals who qualify to all other vacancies.

A vacancy may be declared in any elected office for failure of the current office holder to perform expected duties and responsibilities of that office. Such a declaration shall be made by a two-thirds vote of the executive Board after the Secretary has notified said officer by certified return receipt mail of the Board's decision and that officer has been given thirty (30) days, after notice, to show cause why such action should not be taken.

Section 7. Duties of Officers

Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these Bylaws and in the adopted Parliamentary Authority.

A. The President shall:

1. Preside at all conventions of the Federation and all meetings of the Executive Committee and the Executive Board
2. Be the Chief Executive Officer and official spokesperson for the Federation.
3. Appoint, subject to approval of the Executive Board, the following appointive positions:
 - a. An Assistant Secretary.
 - b. A Chaplain.
 - c. A Sergeant-at-Arms.
 - d. A Service Officer.
 - e. A Parliamentarian.
 - f. An Alzheimer's/FEEA Program Coordinator.
 - g. Other officers deemed necessary for the operation.
 - h. Chairmen of Standing Committees except the Nominating and Audit Committees.
 - i. Special Committees as the need arises.
 - j. A member of the Executive Board to establish an Audit Committee.
4. Serve as ex-officio member of all committees except the Nominating and Audit Committees.
5. Co-sign contracts as needed and required.
6. Be authorized to take action on unanticipated policy and/or critical business between Executive Board meetings following majority approval of the Executive Committee and District Vice Presidents secured by telephone call, email, fax, or other communications.
7. Be an authorized signatory on checks and, when required, approve disbursements to be made by the Treasurer, subject to restrictions set by the Executive Board.
8. Perform other duties pertaining to the office of the President as delegated by the Executive Board or Convention of Delegates.

B. The First Vice President Shall:

1. In the absence of the President, preside at all conventions of the Federation and all meetings of the Executive Committee and the Executive Board.
2. Perform other duties as assigned by the President, the Parliamentary Authority and/or these Bylaws.

3. Serve as Membership Committee Chairman.

C. The Second Vice President Shall:

1. In the absence of the President and First Vice president, preside at all conventions of the Federation and all meetings of the Executive Committee and the Executive Board.
2. Perform other duties as assigned by the President, the Parliamentary Authority and/or these Bylaws.
3. Serve as Legislative Committee Chairman.

D. The Secretary shall:

1. Keep accurate records of the proceedings of all Federation and Executive Board meetings, attend to correspondence, record of Chapters affiliated with the Federation, and retain current copies of the Federation Bylaws.
2. Forward a NARFE Form F-7A (Roster of Officers) following close of the Convention, biennially, to the National Association with a copy to the Region VII Vice President.
3. Prepare NARFE Form F-22 (State Federation Convention Report) after the Federation Convention, biennially, and forward it to the National Association.
4. Within ninety (90) days after the Federation Convention, forward an updated copy of the amended Federation Bylaws to the National Association to ascertain compliance with the National Bylaws.
5. Forward Convention minutes to each Executive Board member within ninety (90) days after the Convention.
6. Complete Form F-3 for all resolutions pertaining to changes in National Bylaws adopted by the Federation Convention and forward to the National Association. Non-adopted resolutions shall be retained in the Federation files for reference.
7. Distribute the current list of Chapter Officers, including mail and email addresses and telephone numbers to each Executive Board member.
8. Perform other duties as assigned by the President and/or Executive Board and as prescribed by these Bylaws and other National Association and Federation directives and procedures.

E. The Treasurer shall:

1. Receive all Federation monies and deposit them in a federally insured financial institution approved by the Executive Committee.
2. Draw and sign checks against Federation accounts when expenditures are approved in writing by the President, by direction of the Executive Board, or are included in amounts in specific items of the approved Federation Budget.
3. Transfer funds among Federation accounts when deemed appropriate and necessary by the Executive Committee.
4. Advance funds approved by the Executive Committee to the District hosting the Convention. Repayment from the receiving District to the Federation will be made from Convention receipts within sixty (60) days after the Convention.

5. Maintain up-to-date records of receipts and expenditures of the Federation. Provide detailed financial statements for the Executive Board and at other times as may be requested by the President.
6. Perform other duties as assigned by the President and/or Executive Board and as prescribed by these Bylaws and/or other National Association and Federation directives and procedures.

F. The District Vice Presidents shall:

1. Maintain regular contact with District Chapters for the purpose of transferring National and Federation information requests and updated and relaying Chapter concerns and needs to the Federation and senior NARFE officials.
2. Be available to counsel and provide guidance to Chapters in their associated District and encourage Chapters to increase membership and service activities.
3. Attend Federation Executive Board meetings and provide reports concerning Chapter and District activities to both the Executive Board and the Convention.

G. Other Officers and Committee Chairmen:

Appointed Officers not listed above and Committee Chairmen shall perform such duties as directed by the President, executive Board, and/or Federation policies.

ARTICLE V: EXECUTIVE BOARD

Section 1. Composition

1. The official Executive Board of the Federation shall be the elected Federation Officers, the District Vice Presidents, and the Chapter Presidents. Appointed Officers and others deemed appropriate by the Federation President shall be ex-officio nonvoting members of the Executive board.
2. If any official Executive Board members is unable to participate in a Board meeting, that official may designate a member in good standing to act on his/her behalf with all authorized privileges. A District Vice President designate must be a member of a Chapter associated with the District.

Section 2. Authority and Duties

1. The Executive Board shall have full power and authority over all Federation affairs between Conventions except those matters covered by the Bylaws.
2. The duties of the Executive Board shall include, but not be limited to:
 - a. Adoption of an Annual Budget at the first Executive Board meeting of the calendar year.
 - b. Cause audits to be made of the receipts, disbursements, assets, and liabilities of the Federation by establishing an Audit Committee.
 - c. Carry out the orders of the Convention.
 - d. Adopt special rules of order or Standing Rules to govern its proceedings and making them available to Federation members.

- e. Fill any Federation office except the office of President, including any Nominations Committee membership that becomes vacant.
- f. Recommend District boundary changes after consultation with affected Chapters. Chapters must be notified of boundary realignment proposals thirty (30) days prior to the Convention with realignment subject to Convention approval.
- g. Provide a forum to mediate grievances brought against Federation officers by NARFE members for alleged misconduct.
- h. Establish the Chapter per member assessment fee.

Section 3. Executive Board Meetings.

The Executive Board shall meet at least one (1) time a year at a time and place designated by the President or at the call of a majority of the Board. A meeting may be cancelled or postponed by a majority vote of the Executive Committee.

A quorum for a Board meeting shall be:

- 1. Three (3) Elected Federation Officers
- 2. The Secretary, the Secretary pro-tem, if serving
- 3. Three (3) District Vice Presidents
- 4. Five (5) Chapter Presidents or their designees.

Section 4. Voting

- 1. Votes shall be taken by voice vote or ballot unless otherwise ordered by the voting body.
- 2. Vote by mail may be taken when necessary. Action taken by mail shall be verified and made part of the minutes of the next meeting of the Board.
- 3. A simple majority vote shall be required to amend an adopted budget.
- 4. Roll call voting on issues such as Federation policy, Federation or National Bylaws, or other items of significance may be determined by a two-thirds vote of the votes cast.

Section 5. Executive Committee

The executive Committee may meet at the call of the President to discuss Federation matters and recommendations. The Committee shall consist of the President, First Vice President, Second Vice President, Secretary, and Treasurer. The Executive Committee shall be authorized to take action as stated elsewhere in these Bylaws or the Standing Rules of the Federation and the take emergency action in behalf of the Federation. All Executive Committee actions must be ratified by the full Executive Board and be recorded and filed in the official records of the Federation.

ARTICLE VI: COMMITTEES

Section 1. Standing Committees

1. The Standing Committees of the Federation shall be; Audit, Awards, Budget and Finance, Bylaws, Legislation, Membership, Public Relations, Rules, Service Officer.
2. Standing Committee Chairmen shall be as named in these Bylaws or as appointed by the President and approved by the Executive Board.

Section 2. Nominating Committees

The Federation Nominating Committee, established for the full period between election year Conventions, shall be the District Vice Presidents and one member-at-large, elected at the Federation Convention. The Committee shall send its list of two or more candidates, if possible, for each Federation office to all chapter Presidents not less than sixty (60) days prior to the election year Convention. Nominations from the floor of the Convention will be accepted. Written ballots will be prepared by the Ballot and Teller Committee for the election of officers.

Nominations for District Vice President shall be made by a District Nominating Committee composed of the Chapter Presidents of the District, one of which shall serve as chairperson by concurrence.

The incumbent District Vice President shall assure that the nomination process is initiated on a timely basis. Biennially, in Federation election years, the Committee shall present one or more candidate for District Vice President for election by the District's delegates in caucus at the Federation Convention. The Committee shall notify the District's Chapters of the candidate or candidates it will nominate not less than 30 days prior to the opening of the Convention.

The Committee shall assure that all nominees understand the duties and responsibilities of the office and have agreed to fully exercise those duties and responsibilities if elected. Additional nominations may be made from the floor provided the nominator can assure District delegates that the nominee agrees to the same conditions.

Section 3. Reports

All Standing Committee and the Nominating Committee Chairmen shall prepare reports of Committee activities for presentation at the Convention. All reports shall be maintained in the Federation permanent records file.

ARTICLE VII: FEDERATION CONVENTION

Section 1. Meeting

The Convention of the Colorado Federation of Chapters shall meet annually as required by the Federation Standing Rules for the purpose of receiving reports, discussing and acting upon resolutions of Federation and National Association significance, discussing Chapter matters of interest, and providing educational and social programs. Biennially the Federation will elect officers.

Section 2. Convention Call

The official Call of the Convention, giving the time and place for the Convention, shall be at least ninety (90) days prior to the Convention.

Section 3. Voting Body

The voting body of the Convention shall be composed of: Federation Elected Officers, District Vice President, Chapter Presidents, and Chapter Delegates.

1. Delegates representation from each Chapter shall include the Chapter President and one Delegate for each twenty-five (25) members or fraction thereof, as shown by the last official membership report from the National Association.
2. Newly organized Chapters may send delegates based on membership thirty (30) days prior to the Convention.
3. Each member of the voting body shall be entitled to one vote and may vote in one capacity.
4. Proxy voting for Chapters is exercised only by ballot in response to a majority Roll Call vote on demand by the Delegates at the Federation Convention.

Section 4. Quorum

The quorum at any meeting of the Convention shall be a majority of the voting members who have been registered with the Credentials Committee, provided that voting members from at least six (6) Chapters and two (2) elected officers are present.

Section 5. Postponement or Cancellation

In the event of an emergency, the Executive Committee, by a two-thirds vote in a session or by mail or telephone, may postpone or cancel a Convention. All Chapters shall be notified of the postponement or cancellation; and in the event of cancellation, the Executive Board shall provide for election of officers by mail.

Section 6. Convention Committees

1. A Convention Coordinator for any future Convention shall be appointed by the President in office at the time of that Convention.
2. The Convention Coordinator shall be responsible for appointment of all committees except those appointed by the President (see 3 below).
3. Convention Committees appointed by the President shall be: Ballot and Teller, Credential, Program, Resolutions, and Standing Rules. These Committees shall be guided by the Parliamentary Authority.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Federation when applicable and not in conflict with these Bylaws and any special rules of order the Federation may adopt.

ARTICLE IX: AMENDMENT of BYLAWS

Section 1. Procedure

These Bylaws may be amended at the Annual Convention by a two-thirds vote of the Convention Delegates, provided the amendment has been submitted in writing to the Bylaws Committee and postmarked at least ninety (90) days prior to the Convention, and that previous notice has been provided to the Chapters sixty (60) days prior to the Convention. In the absence of such notice, these Bylaws may be amended by unanimous consent of Convention Delegates.

Section 2. Executive Board Authority

The Executive Board shall make necessary changes in these Bylaws to conform with changes in the National Bylaws that are binding upon the Federation. All Federation Chapters shall be notified of such action.

Revised Bylaws adopted unanimously by the Colorado Federation of Chapters on May 16, 2010.