

**BYLAWS
HEART OF AMERICA CHAPTER
FEDERALLY EMPLOYED WOMEN**

ARTICLE I NAME

The name of this organization is the Heart of America Chapter, hereinafter referred to as Chapter, of Federally Employed Women (FEW), a non-profit organization for opportunity and equality for women in Federal government employment.

ARTICLE II PURPOSE

The purpose of the Heart of America Chapter of FEW is to take action to end sex discrimination in employment in the Federal government service; to increase job and training opportunities for women in the Federal government services and to further the use of potential of women in the Federal government; to improve the merit system in Federal government employment; and to assist Federal government employees and applicants for Federal government employment who are discriminated against because of sex. This chapter will also cooperate with and assist other organizations and individuals concerned with equal employment opportunity in the government without discrimination because of sex, race, color, age, marital status, national origin, political affiliation, religion, or physical handicap.

ARTICLE III MEMBERSHIP

Section 1. Eligibility – Membership shall be open to any person who supports the purposes of the organization upon payment of the dues.

Section 2. Restrictions – A majority of the membership shall be current or retired employees of the Federal Government; however, no person shall be restricted from membership, segregated or otherwise discriminated against within the organization on the grounds of sex, race, color, age, marital status, national origin, political affiliation, religion, mental or physical handicap.

Section 3. Honorary Members – Honorary memberships, for one year, may be bestowed on persons outside the FEW organization. These awardees shall be selected by a two-thirds vote of the Executive Committee. An honorary member is exempt from payment of all dues and is not eligible to hold office or vote.

Section 4. National Lifetime Members - Any person eligible for membership in the national organization, may, upon payment, be granted national lifetime membership provided the member has met the established criteria. National lifetime membership is a one-time payment the amount set by the National Board of Directors. National lifetime members shall be entitled to enjoy all rights and privileges of members, without further payment of national dues but are still obligated for chapter dues and the regional assessment, paid directly to the chapter to remain in good standing with the chapter and the region.

Section 5. The chapter shall maintain a minimum membership of 15.

Section 6. Membership in Federally Employed Women may be terminated by (1) voluntary resignation, (2) failure to pay dues, or (3) expulsion from the organization for unprofessional conduct. *[Comment: need to spell what constitutes “unprofessional conduct” in some type of a policy and procedures document or here in these bylaws]*

ARTICLE IV STRUCTURE

Section 1 - Membership. The membership shall be the governing authority of the Chapter, subject to the authority of the national organization.

Section 2 - Officers. See Article V.

Section 3 - Executive Committee. The Executive committee will be officers and the chairpersons of the standing committees. The immediate past president of the chapter shall be an ex-officio member of the Executive Committee.

The Executive Committee shall be the administrative arm of the Chapter and shall have the power and authority to act between meetings of the Chapter. A majority of the Executive committee will constitute a quorum. All such acts shall be reported promptly to the membership and ratified if necessary.

The Standing Committee Chairpersons are to be either Voting or Non-voting as follows:
Voting - Awards, Bylaws, Compliance, Finance, Legislative, Membership, Public Relations and Training.
Non-voting – Nominations and Elections and Sunshine.

Section 4 - Standing Committees. See Article VII.

ARTICLE V OFFICERS

Section 1 - Elected Officers. The elected officers of the organization shall be a President, Vice-President, Secretary and a Treasurer.

Section 2 - Qualification of Officers.

The candidate for the position of President shall have some leadership experience either at the FEW level, the job level or in the community, and shall have been an active member in good standing for at least one year as well as have served as a member of the Executive Committee for a least one year.

The candidate for the position of Treasurer shall have had experience in some aspect of financial management.

All candidates shall be current members in good standing for at least the past two years; however this may be waived by a majority vote of the membership. Members may hold, or be a candidate for, more than one position at the same time: one at the Chapter level and one either at the region or national level as long as the member only has one vote.

Section 3 - Term of Office. Officers shall take office at the close of the July meeting and serve for a term of two years.

Any member filling an unexpired term of six months or less shall be eligible for election for two full consecutive terms.

Section 4 - Vacancies in Office. Any Officer or Standing Committee Chairperson who has failed to perform the duties of the office may be required to resign at the request of the Executive Committee and the office shall be declared vacant. All vacancies occurring for any reason shall be filled by majority vote of the Executive Committee within one month after the notice of vacancy is received except that in the event of the resignation, death, or incapacitation of the President, the Vice-President shall succeed to the President's duties and responsibilities.

Section 5 - Duties of Officers.

- President shall:
 - ⇒ be the chief executive of the Chapter
 - ⇒ have general supervision and control of the affairs and business of the Chapter
 - ⇒ preside at membership and Executive Committee meetings
 - ⇒ be an ex-officio member of all committees, except the Nominations/Elections Committee'
 - ⇒ appoint Standing Committees, except the Nominations/Elections Committee, with the approval of the other officers.

 - Vice-President shall:
 - ⇒ perform the duties of the President in the absence or inability of the President, or at her request
 - ⇒ be responsible for presenting Executive Committee recommendations to the membership at the monthly meetings
 - ⇒ serve as ex-officio member of the Awards and Training Committees.

 - Secretary shall:
 - ⇒ record meetings of the membership and Executive Committee
 - ⇒ maintain an attendance record of each meeting
 - ⇒ shall prepare correspondence of the Chapter not specifically assigned to others.

 - Treasurer shall:
 - ⇒ receive all funds of the chapter
 - ⇒ disburse funds in accordance with a budget approved by the membership or otherwise at the direction of the Executive Committee
 - ⇒ serve as a member ex-officio of the Finance Committee
- Note: The books of the chapter shall be subject to an annual audit.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1 - Committee Selection. Nominations and elections shall be handled by a Nominations and Elections Committee consisting of three (3) members elected from the membership at the May meeting to serve for the ensuing year. The person receiving the largest number of votes shall be designated the Chairperson. No candidate for office may be a member of the Nominations and Elections Committee.

Section 2 - Nominations. Nominations shall be solicited from the membership and a single slate of candidates presented to the membership at the annual May meeting. There may be nominations from the floor in May.

Section 3 - Elections. Elections shall be by majority vote of the members in good standing present and voting at the annual meeting in May. The vote shall be by secret written ballot if there is more than one candidate for office. The Nominations and Elections Committee shall conduct the election, tally the votes, and return the results to the President and the membership [Ballots shall be held in a sealed envelop for two years with signature affixed on the outside of the envelope].

ARTICLE VII COMMITTEES

Section 1 - Standing Committee Chairpersons shall be appointed by the President with the approval of the other officers. Members of all Committees shall perform the duties listed in these Bylaws. All Standing Committee files shall be transferred to successors within 30 days after the close of the annual meeting.

Section 2 - The Standing Committees shall be:

Awards Committee - shall develop criteria for selecting scholarship recipient(s); shall coordinate the applicant review process; and shall present the committee's recommendation. The Vice-President shall serve as an ex-officio member.

Bylaws Committee - shall study amendments submitted, coordinate similar amendments, initiate amendments as necessary, and submit coordinated amendments to the membership for action.

Compliance and Diversity Committee - shall keep the members informed of upcoming events and programs and works with their national and regional counterparts to keep the membership informed and provide help should they request it.

Finance Committee - shall propose the annual budget and fund raising project(s) to the membership of the Chapter for approval. The Treasurer shall serve as an ex-officio member of this committee.

Legislative Committee - shall advise the members and the Executive Committee on legislation.

Membership Committee - shall promote and solicit membership in the Chapter.

Nominations and Elections Committee - shall perform duties as specified in Article VI.

Public Relations Committee - shall handle the publicity for the Chapter and publication of the Newsletter.

Sunshine Committee - shall send cards or other appropriate acknowledgement as needed to members, and upon notification of illness or death of a member, the committee shall notify all members.

Training Committee - shall plan the programs and other activities (except the business portion) for membership meetings. Programs shall include developing strategies to promote diversity, compliance, upcoming legislations, identifying and eliminating barriers, and shall promote FEW's commitment to providing equality of opportunity within and outside the organization. The Vice-President shall serve as an ex-officio member.

Section 3. SPECIAL COMMITTEES - The President may appoint such special committees and special assistants as may be appropriate, with the consent of the Executive Committee. The President shall appoint a Parliamentarian to advise on parliamentary procedure, a Yearbook Chairperson to compile the history of the Chapter and publish the Chapter Yearbook, and an Audit Committee.

ARTICLE VIII FINANCE

Dues and Assessments – Membership dues shall be set and collected by the national office annually; National FEW will then refund to the Chapter a portion of these dues collected (\$20.00) per member. National FEW makes no recommendation regarding the use of this money over and above paying the chapter dues and regional assessments. The Chapter may retain the balance, refund a portion to the member, or take other action. The Mid-Continent Region determines the regional assessment and the Chapter determines an amount for chapter dues. New memberships and renewals shall be submitted as determined by National and as described in policies and procedures.

ARTICLE IX FISCAL YEAR

The fiscal year of the Heart of America Chapter shall be from October 1 through September 30.

ARTICLE X PARLIAMENTARY AUTHORITY

Except as herein provide, all proceedings of the organization shall be governed by Roberts Rules of Order, Newly Revised.

ARTICLE XI DISSOLUTION

Section 1. The Chapter may only be voluntarily dissolved only upon the vote (personal or mail) of not fewer than two-thirds (2/3) of the members in good standing.

Section 2. After vote to dissolve the Chapter, the Executive Committee shall, after paying or making provisions for the payment of all liabilities of the Chapter, forward any remaining funds to the Treasurer of the Mid-Continent Region.

ARTICLE XIII AMENDMENTS

Section 1. The Bylaws may be amended by a majority vote of those members present and eligible to vote at the annual meeting or at any regular monthly meeting, provided that notice of such proposed amendments shall have been sent to each member 30 days in advance.

Section 2. Bylaws shall be automatically updated without additional membership approval for compliance with changes in National FEW bylaws. Members shall be notified of these changes.

Section 3. An amendment to the bylaws shall go into effect immediately upon adoption unless otherwise specified at the time of adoption.

ARTICLE XIV MEETINGS

Section 1. Regular Meetings. The chapter shall meet monthly; dates, time and place of meeting shall be determined by the membership.

Section 2. Annual Meeting. The membership meeting in June shall be known as the annual meeting and shall be for the purpose of installing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special Meetings. Special meetings may be called by the President, the Executive Committee, or upon the written request of at least five members of the chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 4. Quorum. A Quorum is ten (10) members attending a meeting and eligible to vote.