



# MID-AMERICA CHAPTER Federally Employed Women (FEW)

## Bylaws

### ARTICLE I – NAME

The name of this organization shall be Mid-America Chapter, Federally Employed Women (FEW) hereinafter referred to as the chapter.

### ARTICLE II – PURPOSE

This chapter of FEW is a non-profit organization and shall be operated exclusively for the charitable and educational purposes of taking action to end sex discrimination and toward the advancement of women in employment in the federal service. The specific activities which the organization shall undertake in furtherance of these charitable and educational purposes shall be: to increase job opportunities for women in the government service; to further the use of the potential of women in government; to improve the merit system in government employment; to assist government employees and applicants for government employment who are discriminated against because of sex; to develop and provide training programs to enable women to increase their skills and enhance their potential for career advancement; to develop and to provide training programs which address the special needs and problems of women employees in the government and provide a description of programs targeted to meet those needs; to educate the general public and policy makers about issues of concern to women with an emphasis upon those of concern to women government employees; and to do all things necessary and proper to accomplish the above purposes without discrimination because of sex, race, color, age, marital status, national origin, political affiliation, religion and mental or physical handicap.

### ARTICLE III – MEMBERSHIP and DUES

Section 1. No applicant for membership shall be enrolled as a member until all dues are paid. No person may be excluded 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 2. Honorary Members. Honorary membership may be bestowed on persons outside of the FEW organization and selected by a majority vote of the Executive Committee. An honorary member shall be exempt from payment of dues and may not hold office or vote.

Section 3. Lifetime Membership. 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 4. 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 Western 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.

Section 5. The chapter shall maintain a minimum membership of 15 to stay in good standing per the National Bylaws.

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 - OFFICERS

Section 1. The elected officers of the organization shall be a President, Vice President, Secretary, Treasurer and Nominations and Elections Officer.

Section 2. Qualifications and Duties of the elected positions:

All candidates shall be 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.

The candidate for the position of President shall have some leadership experience either at the FEW level, the job level or in the community. The candidate for the position of Treasurer shall have had experience in some aspect of financial management.

Section 3. Duties of Officers.

a. The President shall be the chief executive officer of the organization; oversee activities of the organization; follow all bylaws and procedures as required; maintain contact with regional and national officers; preside at chapter and Executive Committee meetings, prepare and distribute agenda, and ensure all actions are carried out in accordance with Robert's Rule of Order, Newly Revised; attend regional and national meetings/training programs whenever possible; appoint standing and special committee chairpersons with the approval of the Executive Committee; and serve as ex-officio member of all committees, except the Nominations and Election Committees. Ensure the Vice President is kept fully informed of all actions/activities of the chapter to ensure continuity during the absence of the President. Be responsible for providing inputs to the chapter newsletter regarding items of importance, actions forthcoming and national/regional actions.

b. The Vice-President shall act at the request, in the absence or inability of the President. She/he will attend all chapter, regional and national meetings with the President whenever possible and keep fully informed of all actions/activities of the chapter. The Vice President also serves as Chair of the Programs Committee.

c. The Secretary shall record the minutes of chapter and Executive Committee meetings and forward them to the President for review prior to the next scheduled meeting; present all minutes at the next appropriate meeting for approval; conduct the correspondence of the chapter not specifically assigned to others and maintain a master correspondence file. Prepare and distribute all quarterly reports as required according to National. Prepare and coordinate preparation of Scott AFB Private Organization (PO) documents annually.

d. The Treasurer shall receive and disburse funds in accordance with a budget approved by the membership or otherwise at the direction of the Executive or Finance Committees. For members unable to use the FEW online renewal system, collect and forward all dues to the appropriate national office. Report status of chapter treasury at each meeting and provide secretary and president a copy of such reports. Prepare and ensure all tax reports and filings are forwarded in accordance with IRS, State of Illinois and national/regional regulations and procedures. Prepare a written annual report of receipts and disbursements at the end of each fiscal year and for the annual meeting. Either the President or Vice-President is designated to cosign all checks. The Treasurer will serve as an ex-officio member of the Finance Committee.

e. Nominations and Elections Officer shall chair both the Nominations Committee and the Elections Committees. The Nominations Committee consisting of two members (the chair and one other person) shall be elected by the membership. The person receiving the highest number of votes shall be the chair. The Elections Committee shall consist of two members (not including the chair). The Nominations and Elections Officer shall not count the ballots.

Section 4. Term of Office. All officers shall serve for two year(s).

Section 5. Vacancies in Office. All vacancies, except the office of President, occurring for any reason shall be filled by a majority vote of the Executive Committee within 30 days after the position is actually vacated, or notice of the vacancy or resignation is received in writing. For a vacancy in the office of President, the Vice President shall assume the office of President and the office of Vice President is considered vacant. The Nominations and Elections Officer will fill vacancies on the Nominations or Elections Committees within 14 days of the notification of the vacancy. If the Nomination and Elections Officer position becomes vacant the Executive Committee will appoint a person to fill the vacancy within 14 days.

Section 6. Removal from Office. Any elected officer may be removed from office for nonperformance of duties, malfeasance, or misfeasance by a two-thirds vote of the Executive Committee. A successor can thereafter, be appointed by the Executive Committee for the remainder of the term.

#### ARTICLE V - MEETINGS

Section 1. Regular Meetings. The chapter shall meet at least four times each year. Dates, times, and places of meetings shall be determined by the Executive Committee.

Section 2. Annual Meeting. The June membership meeting shall be known as the annual meeting and shall be for the purpose of receiving reports of officers and committees and for any other business that may arise. In election years, this meeting shall also be the installation of officers.

Section 3. Special Meetings. Special meetings may be called by the President or by the Executive Committee and shall be called upon the written request of at least three 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 for all membership meetings shall be  $\frac{1}{4}$  of the chapter members in good standing.

#### ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. Composition. The Executive Committee shall consist of the elected officers, the Immediate Past President, and the standing committee chairpersons.

Section 2. Duties and Powers. The Executive Committee shall be responsible for administration of the organization to include planning, advising, reviewing chapter progress, making recommendations to the membership for improvement, carry out all activities of the chapter, and shall have the power and authority to act between membership meeting. All such actions shall be reported promptly to the membership. The membership will be the governing authority of the chapter. Each member shall have no more than one vote.

Section 3. Meetings. The Executive Committee shall meet at a minimum eleven times per year and at such other times as committee action is required.

Section 4. Quorum. Four members of the Executive Committee in good standing shall constitute a quorum.

## ARTICLE VII – COMMITTEES

Section 1. Standing Committees. Standing Committees of the chapter, appointed by the President with approval of the Executive Committee shall be: Bylaws, Compliance, Diversity, Finance, Historian, Legislative, Membership, Newsletter, Parliamentarian, Private Industry, Programs, Publicity, Scholarship, and Ways and Means.

Section 2. Special Committees. With consent of the Executive Committee, the President shall appoint such special committees as may be appropriate.

## ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section 1. Nominations. The Nominations Committee shall solicit candidates for office ensuring all members have an opportunity to consider running for an office, verify candidates are in good standing and qualified, build a ballot of candidates and mail the ballot to the members. The ballot shall be distributed no later than 30 April in the election year.

Section 2. Elections. The Election Committee shall receive the ballots, verify they are from chapter members in good standing, count and report their counts. No write-ins are accepted on the ballot. If the ballot contains only one member per office for all offices the Secretary shall cast a unanimous vote for all the candidates on the ballot and no election shall be held. In this case the general membership will be informed of this action. Officers and the nominating committee shall be elected by the general membership.

## ARTICLE IX - AUDIT

An audit of the financial records of the chapter shall be performed annually at the close of each fiscal year and at anytime when financial records and accounts are transferred to a newly elected or appointed Treasurer. The President shall appoint a Special Committee to perform the audit or obtain services of an external auditor.

## ARTICLE X - FISCAL YEAR

The fiscal year of the chapter shall be October 1 – September 30.

## ARTICLE XI – GENERAL PROVISIONS

Section 1. FEW is a non-profit, Type 3Z private organization.

Section 2. FEW will operate on Scott AFB only with the written permission of the Installation Commander. This organization is not a non-appropriate fund instrumentality nor is it entitled to the privileges and immunities of the federal government. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force regulations.

Section 3. The membership is liable under the laws of the State of Illinois for organization debts in the event the organization's assets are insufficient to discharge liabilities.

Section 4. All fund raising activities held on Scott AFB shall be coordinated with the 375 SVS/SVF. At no time will the Chapter operate games or chance, lotteries, raffles or other games of chance on Scott AFB.

Section 5. Individual members may not derive income from the activity except for specific performed services.

Section 6. The governing directive for private organizations (PO) on Scott AFB is AFI 34-223. All requirements will be met. Within 30 days after the end of the fiscal year POs are required to file an annual report.

#### ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, national FEW bylaws, and any special rules of the order the organization may adopt.

#### ARTICLE XIII - AMENDMENTS

These bylaws may be amended at any regular meeting or via a mail-in ballot by a two-thirds vote providing the amendment has been submitted to the membership in writing a minimum of 30 days in advance of the vote. Approved bylaws changed become effective immediately. Bylaws will be automatically updated without additional membership approval for compliance with changes in national FEW bylaws. Members will be notified of these changes.

#### ARTICLE IVX - DISSOLUTION

This chapter may be dissolved voluntarily only upon approval by ballot vote (in person or by mail) of not less than 2/3 of the members in good standing. Members in good standing will continue membership in the National organization. After paying or making provisions for the payment of all liabilities of the chapter, the Executive Committee shall transfer all remaining funds to the Mid-Continent Region FEW.

*Updated and approved by the National Bylaws Chair, March 1, 2010*