

# CHAPTER BYLAWS



**Federally Employed Women**  
NEBRASKA HEARTLAND CHAPTER

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**ARTICLE I - NAME**

The name of this organization is the Nebraska Heartland Chapter of Federally Employed Women (FEW), hereinafter referred to as this chapter. This chapter is a non-profit organization.

**ARTICLE II - PURPOSE**

This chapter of FEW 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 - GENERAL PROVISIONS**

SECTION 1. The Nebraska Heartland FEW Chapter operates exclusively for charitable and educational training purposes; to improve, assist and to increase skills and enhance the potential for career advancement of women in government.

SECTION 2. This chapter operates under the authority of FEW National.

SECTION 3. This chapter is not an instrumentality of the U.S. Government and shall be self-sustaining.

SECTION 4. The chapter shall be voluntarily dissolved only upon the vote (personal or by mail/email) of not less than two-thirds of the membership. Upon a vote to dissolve the chapter, and after paying all outstanding debts or making provisions for the payment of same, any remaining funds shall be forwarded to the Regional Treasurer for inclusion in the general fund of the Mid-Continent Region.

**ARTICLE IV - STRUCTURE AND GOVERNING BODY**

SECTION 1. The membership shall be the governing authority of this chapter.

SECTION 2. The Executive Committee, consisting of the elected officers and the immediate past President of this chapter, shall be the administrative arm of this chapter and shall have the power to act between meetings of the membership. The Chapter Board, consisting of the Executive Committee and the Chairs of the Standing Committees, shall be the planning, advisory, and reviewing arm of this chapter. Quorum will be 51% of chapter members present and in good standing.

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**ARTICLE V - MEMBERSHIP**

SECTION 1. Eligibility – Membership shall be open to any person who supports the purposes of the organization upon payment of the dues as outlined in ARTICLE X, Section 1 and policy and procedures.

SECTION 2. Restrictions – A majority of the membership will be current or retired employees of the Federal Government; however, no person will 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 Chapter Board. An honorary member is exempt from payment of 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. This chapter shall maintain a minimum membership of at least 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 VI - OFFICERS**

SECTION 1. The elected positions of the chapter shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall perform duties described in these bylaws. These officers shall serve from July to June; this term shall be called the program year.

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 are, but not limited to:

- a. President - 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, Chapter Board and Executive Committee meetings, and ensure all actions are carried out in accordance with these bylaws as well as the region’s and national’s; attend regional and national meetings/training

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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 Nominating 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. Vice-President - shall act at the request or in the absence/inability of the President. Attend all chapter, regional and national meetings with the President whenever possible and keep fully informed of all actions/activities of the chapter.
- c. Recording Secretary - shall record the minutes of the membership meetings, the Executive Committee and Chapter Board Meetings and shall maintain the files of the chapter.
- d. Corresponding Secretary - shall conduct the correspondence of the chapter and reporting functions.
- e. Treasurer - shall receive and disburse funds in accordance with a budget approved by the membership or otherwise at the direction of the Chapter Board or Executive Committees. For members unable to use the FEW online renewal system, collect and forward all dues to the 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 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.

**SECTION 4. Vacancies in Office.** All vacancies, with the exception of the President, occurring for any reason shall be filled by a majority vote of the Chapter Board within 30 days after the position is actually vacated, or notice of the vacancy or resignation is received in writing. In the event the position of President becomes vacant, the Vice President shall assume this position; the vacancy in the Vice President's position will be filled as stated above.

**SECTION 5. 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 VII - ELECTIONS**

**SECTION 1.** Officers shall be elected by the membership and installed at the June meeting in election years. Officers shall assume office at the first meeting following installation, and serve for two years.

**SECTION 2. Nominating Procedure.** In the election year, prior to the regular April meeting, a Nominating Committee will be elected consisting of three members; the member receiving the most votes shall serve as the chair. The committee shall solicit qualified nominations from the members in good standing and present a slate of candidates for offices 30 days before the date of the election.

**SECTION 3. Ballot Election.** Officers shall be elected by plurality ballot vote by the members and installed at the June chapter meeting in the election year.

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**ARTICLE VIII - MEETINGS AND QUORUM**

SECTION 1. Regular Meetings. The chapter shall meet at least four times each year. Dates, time and place of meeting shall be determined by the membership.

SECTION 2. Chapter Board Meetings. The Chapter Board shall meet monthly, as warranted. The Chapter Board meetings are open to all chapter members. Dates, times, and place of meeting shall be determined by the Board.

SECTION 3. Executive Committee Meetings. The Executive Committee shall meet monthly, in conjunction with the Chapter Board meeting. Special meetings may be called by members of the Executive Committee as needed to act between meetings of the membership.

SECTION 4. Annual Meeting. The June membership meeting shall be known as the annual meeting and shall be for the purpose of installing officers (in election years), receiving reports of officers and committees, and for any other business that may arise.

SECTION 5. 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 3 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 6. Quorum consists of a simple majority of all chapter members present including President and one other elected officer.

SECTION 7. When a question of procedure arises, 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.

**ARTICLE IX - COMMITTEES**

SECTION 1. The chair and members of a committee shall be selected on the basis of their qualifications and interest in the tasks assigned to the committee. New and inexperienced FEW members ought to be included as committee members and if possible, assigned to the committee of their choice.

- A. Membership Committee will promote and solicit membership in this chapter.
- B. Finance Committee will formulate the annual budget and sponsor fundraising activities.
- C. Public Relations Committee will handle publicity for the chapter and is responsible for preparing and posting notices of monthly meetings and guest speakers. The Public Relations Committee will coordinate community service projects.
- D. Newsletter Committee will be responsible for collecting articles and publishing chapter newsletter.
- E. Legislative Committee will keep the members informed of pending legislation affecting federal employees and the status of women in general. The Legislative Committee will be responsible for chapter bylaws and amendments.
- F. Programs Committee will plan chapter programs and other activities (except business meetings) to include scheduling guest speakers and coordinate meeting places.

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- G. Diversity Committee will educate members on topics related to diversity.
- H. Compliance Committee will monitor the progress made by federal agencies in achieving regulatory employment opportunity laws and regulations. The Committee will also assist individuals who are considering submitting EEO or other discrimination complaints.
- I. Awards Committee will prepare and submit national and regional award applications.

SECTION 2. With consent of the Executive Committee, the President shall appoint any special committees as may be appropriate.

**ARTICLE X – FINANCE AND AUDIT**

SECTION 1. 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.

SECTION 2. All checks shall be signed by the President or Vice-President and the check book will be maintained by the Treasurer.

SECTION 3. An annual review of the chapter’s financial activity will be completed within 60 days of the fiscal year end. A financial review will also be conducted if the Treasurer position is vacated before the end of the term. The results of the review will be presented to the membership.

SECTION 4. With any financial report given to the chapter, a copy of the current bank statement will be provided to the Executive Committee.

**ARTICLE XI- FISCAL YEAR**

The Fiscal Year shall begin on October 1 and close on September 30.

**ARTICLE XII - AMENDMENTS**

These bylaws shall be amended by a vote of a majority of those members who vote by ballot. Thirty (30) days must be given for a vote in person or by mail/email. If any amendments to the National organization’s bylaws make a corresponding amendment to these bylaws necessary, or causes them to be in conflict with the National organization’s rules, these bylaws shall be deemed to be amended automatically according to the amendments adopted by the National organization. Such changes become effective immediately and shall be reflected in the next publication of the bylaws.