

GREATER OKLAHOMA CITY CHAPTER OF FEDERALLY EMPLOYED WOMEN BYLAWS

ARTICLE I – NAME

The name of this non-profit Chapter for opportunity, equality and professionalism for women in government is the Greater Oklahoma City Chapter of Federally Employed Women, hereinafter referred to as the Greater Oklahoma City Chapter of FEW.

ARTICLE II – PURPOSE

The Greater Oklahoma City Chapter of FEW will be operated exclusively for the charitable and educational purposes of taking action to end sex discrimination in employment in federal service. The specific activities which the Chapter shall undertake in 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; 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

SECTION 1 – Regular Member

Any person who is an employee of the United States Federal Government and who subscribes to the purposes of the Chapter shall be eligible to become a member of the Greater Oklahoma city Chapter of FEW and, upon payment of dues as established under Article X, shall be enrolled as a member. A member may continue membership after separation from government employment as long as payment of membership dues (national, regional, and local) is continued. Any former government employee may become a member within one year of separation from government service. No person shall be excluded from membership, segregated, or otherwise discriminated against within the Chapter on the grounds of sex, race, color,

age, marital status, national origin, political affiliation, religion, physical handicap or grade/classification.

Section 2 – Associate Member

Upon payment of national dues as established under Article III Section 2 and Article XIV, Associate Members, of FEW National Bylaws, Chapter and region dues are required as of any regular member. Associate Membership shall be extended to anyone who supports the aims of FEW. Associate members shall enjoy all rights and privileges of regular members except the right to hold national office.

Section 3 – Honorary Members

Honorary membership may be bestowed on persons selected by the Chapter Executive Committee. The Chapter will pay the national and regional dues for the honorary member. Honorary members shall have none of the obligations of membership in the Chapter, but shall be entitled to all the privileges except those of making motions, voting, and holding office.

Section 4 – Life members

- a. Any person eligible for regular membership, upon payment as specified in Article III Section 1 and Article XIV of FEW's National Bylaws, will be granted Life Membership. Regular life members shall be entitled to enjoy all rights and privileges of regular members without further payment of national or Chapter dues. Regional dues are required and are paid annually 30 June.
- b. Any person eligible for Associate Membership, upon payment as specified in Article III Section 1 and Article XIV of FEW's National Bylaws, will be granted Associate Life Membership. Associate life members shall be entitled to enjoy all rights and privileges of regular members, except the right to hold national office, without further payment of national or Chapter dues. Regional dues are required and are paid annually 30 June.

ARTICLE IV – STRUCTURE

Section 1

The membership of the Greater Oklahoma City Chapter of FEW shall be the governing authority of the Chapter, subject to the authority of National FEW.

Section 2 – Executive Committee

- a. Composition – the Executive Committee shall consist of the elected officers, the immediate past President and all Standing Committee chairpersons (see Article VII, Section 2, Paragraph a.). The voting members shall be all members of the Executive Committee in attendance.
- b. Duties and Powers – the Executive Committee shall be the administrative arm of the Chapter and shall have the power and authority to conduct the Chapter’s business. Actions having major impact on the membership will be ratified by the Chapter membership at the first business meeting occurring thereafter. Each member of the Executive Committee shall prepare a written activity report and submit at each board meeting. If not able to attend, the report shall be sent with another board member or sent electronically to the President before the meeting.
- c. Quorum – a majority of the voting Members of the Executive Committee shall constitute a quorum to conduct business.
- d. Meetings. – The Executive Committee shall meet as required (normally one week prior to the Chapter meeting) to handle Chapter business. Meetings of the Executive Committee may be called at any time by the President or upon written request of any four members of the Committee.

ARTICLE V – OFFICERS

Section 1 – Elected Officers

- a. The elected officers shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and the Nominations Committee Chairperson. The officers shall perform the duties prescribed by these Bylaws, Standing Rules of Order, and those of Region and National FEW as applicable.
- b. Oversight Committee – The Oversight Committee consists of five (5) members; four (4) executive board members and will be chaired by the Treasurer.

Section 2 – Qualifications of Officers

Officers shall have been members in good standing for at least one year and shall have attended at least three meetings during the current fiscal year.

The President shall have served as an elected officer or chairperson of a Standing Committee. Members may hold or be a candidate for an office at Chapter level and an office at either Regional or National level concurrently.

Section 3 – Term of Office

- a. Officers shall be installed at the Chapter Annual Meeting, shall assume office at the beginning of the fiscal year and shall serve for a term of two years or until their successors are elected.
- b. No officer shall be elected to the same office for more than one term. Any officer filling an unexpired term of less than one year shall be eligible for election for one complete term.
- c. Upon vacating office, all officers shall deliver to their successors all funds, records, books, papers, and other property belonging to the Chapter or to that office.

Section 4 – Duties of Elected Officers

- a. President – The President shall be chief executive of the Chapter. The President shall preside at all meetings of the Chapter and the Executive Committee; shall be an ex officio member of all committees except the Nominations Committee; shall appoint Standing Committee chairpersons (except Membership, Programs and Nominations/Elections), and any special committee determined by the Executive Committee to be necessary for the proper function of the Chapter, shall, using the quarterly reports from the Executive Committee members, make the quarterly Chapter Report to the National Office and the Regional Manager, and shall present the Annual Report at the Chapter Annual Meeting. The outgoing President shall be responsible for the installation of officers at the Annual Meeting.
- b. First Vice President – The First Vice President shall assist the President and, in the absence, disability, or upon request of the President, shall perform the duties of the President; shall be chairperson of the Membership Committee; and shall, in the absence of the Treasurer, receive payment of dues. The First Vice President shall be responsible for forwarding National dues not later than thirty (30) days after receiving them; shall send member applications and renewals to the National Office; shall report changes of name, address and membership status to the National Office.
- c. Second Vice President – The Second Vice President shall assist the President and, in the absence or disability of both the President and

the First Vice President shall perform the duties of the President; shall be chairperson for the Programs Committee; and shall conduct the scheduled programs at regular Chapter meetings.

- d. Secretary – The Secretary shall record the minutes of all meetings of the membership and the Executive Committee; shall submit copies of minutes to the President for approval within 15 days after the meeting and, after approval shall file the minutes in a permanent minutes book of the Chapter; and shall prepare the correspondence of the Chapter not specifically assigned to others and shall keep a copy of all official correspondence in a permanent file which is accessible to the Chapter membership.
- e. Treasurer – The Treasurer shall receive all funds of the Chapter; shall disburse funds in accordance with the budget approved by the membership or otherwise at the direction of the Executive Committee; and shall present books to the Auditing Committee at the end of the term or every 2-years. The books shall be presented to the Auditing Committee 30 days after closing of the fiscal year, i.e. 01 July – 30 July. In the absence of the Vice President/Membership the Treasurer will forward appropriate dues/applications/notifications to the National Office for processing. The Treasurer shall ensure Regional dues are paid annually and are due 01 July and considered past due 01 September. The Treasurer shall send a check for the regional dues to the Regional Treasurer. Serves as chair of the Oversight Committee.
- f. Oversight Committee – The Oversight Committee consists of a total of five (5) members; four (4) executive board members and the Chairperson. The committee will be organized, as needed, to review, oversee, monitor, etc efforts/situations which may arise in association with the Bingo operation and GOKCFEW. The responsibility of the Oversight Committee is to periodically audit the books of the Bingo operation and to ensure the Chapter is meeting all the legal requirements.

ARTICLE VI – VACANCIES IN OFFICE

Section 1 – Filling of Vacancies

In the event of resignation, death or incapacitation of the President, the First Vice President shall succeed to that office. In the unlikely event that the President and First Vice President/Membership are unable to fulfill the duties of the President, the Second Vice President/Programs shall succeed to that office. All other vacancies occurring for any reason shall be filled by a majority vote of the Executive Committee within thirty (30) days after the

office is actually vacated; except that a vacancy occurring on the Nominations Committee shall be filled within ten (10) days.

Section 2 – Declaration of Vacancies

The position of any officer or Standing Committee chairperson who has failed, without valid reason, to attend two (2) consecutive meetings or who has failed to perform the duties of office may be declared vacant by the Executive Committee and the position filled as any other vacancy.

ARTICLE VII – COMMITTEES

Section 1

Committee members shall perform the duties prescribed by these bylaws.

Section 2 – Standing Committees

- a. The Standing Committees shall be Bylaws, Newsletter/Publicity, Finance, Legislative, Membership, Nominations/Elections, Programs, Ways and Means, Resolution/Awards, Compliance/Diversity, and Parliamentarian.
- b. Chairpersons and Composition:
 - (1) The chairpersons of the Membership and Programs Committees shall be the First Vice President and the Second Vice President, respectively.
 - (2) The Nominations Committee shall consist of three (3) members. The person receiving the largest number of votes shall be designated as the Chairperson and will be considered as holding the elected office. Any committee member whose name is submitted for consideration as a nominee for any other elected office and whom plans to seek such an office shall no longer be able to serve on the Nominations Committee.
 - (3) The President shall appoint, all other Standing Committee chairpersons.
 - (4) The President shall appoint the two (2) additional members of the Finance Committee promptly after each Annual Meeting.

- (5) The chairperson for all other committees shall select the members required for the committee to function properly and shall advise the President of the committee's composition.

a. Duties of Standing Committees:

- (1) Bylaws Committee shall review the Chapter bylaws annually for compliance with national and regional bylaws; shall study and coordinate amendments submitted by the membership; shall initiate amendments as necessary; and shall submit amendments to the membership for action.
- (2) Newsletter/Publicity Committee shall edit and publish the Chapter newsletter. The chairperson shall serve as the Chapter newsletter editor and the point of contact with our Webmaster. The Newsletter/Publicity Committee shall coordinate the public relations and shall be responsible for publicity.
- (3) Finance Committee shall prepare the budget for the fiscal year; shall present the budget at the first meeting of the fiscal year for approval of the Executive Committee. The budget shall be presented to the general membership at the first Program/Membership meeting for discussion. The budget may be amended and/or changed throughout the year as voted by the Executive Committee.
- (4) Legislative Committee shall advise the members and the Executive Committee on pertinent legislation. The chairperson shall serve as the Chapter's liaison with national and regional Legislative Committee chairpersons.
- (5) Membership Committee shall promote membership development.
- (6) Nominations Committee shall perform the duties as specified in Article VIII.
- (7) Programs Committee shall plan the programs and other activities (except the business portion) for Chapter meetings and shall coordinate and make recommendations for special events such as training/educational seminars and cultural/social events.

- (8) Ways and Means Committee shall propose methods of raising funds to meet the proposed budget; shall submit proposals to the membership for approval; and shall insure the timely accomplishment of such activities.
 - (9) Compliance/Diversity Committee shall present at least one major awareness program per year for the Chapter. According to the National Policy and Procedures Manual (NPPM), April is designated as National Diversity Awareness month and special emphasis shall be placed on diversity in some manner during the month of April.
- b. All Standing Committee files funds, records, books, papers, and other property belonging to the Chapter shall be transferred to successors within thirty (30) days after the close of the Chapter Annual Meeting. All Standing Committees will remain in force for the first month of the next fiscal year to facilitate transition of Executive Committee responsibilities and to insure continuity of Chapter business.

Section 3 – Auditing Committee

An Auditing Committee of three (3) members shall be appointed by the President to audit the Treasurer's books at the close of the fiscal year and to report to the Chapter within thirty (30) days after receipt of the Treasurer's books.

Section 4 – Special Committees

Special Committees shall perform duties as requested by the President/Executive Committee.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1 – Nominations

- a. Nominations shall be solicited by mail from members in good standing.
- b. The envelopes containing the nominations shall be opened by the Nominations Committee.
- c. Nominations Committee will verify those nominated for office are current members in good standing. If nominees are not members in good standing their nominations are null and void.

- d. Nominations shall be announced by mail to the members in good standing in the form of an election ballot.

Section 2 – Elections

- a. Ballots shall be returned by members to the Nominations Committee within 15 days.
- b. The envelopes containing the ballots/votes shall be opened by the Nominations Committee in a manner which will ensure secrecy of the ballots.
- c. Persons with the majority of votes shall be declared elected.
- d. Results of the election shall be announced by mail to the members in good standing.

ARTICLE IX – MEETINGS

Section 1 – Regular Chapter Meetings

The Chapter shall hold its regular meetings at least quarterly, the time and place to be determined by the Executive Committee. At least one (1) of these meetings shall be a business meeting.

Section 2 – Special Chapter Meetings

Special chapter meetings may be called by the President or by four (4) members of the Executive Committee upon written request to the President or shall be called upon written request of ten (10) members of the Chapter. The purpose of the special meeting shall be stated in the call. Except in cases of extreme emergency, at least three (3) days notice shall be given.

Section 3 – Annual Chapter Meeting

- a. The Chapter Membership shall hold an Annual Meeting in June.
- b. The Annual Report (reports of the progress and achievements of the past fiscal year) shall be presented at the Annual Meeting.
- c. Newly elected officers shall be installed at the Annual Meeting.

Section 4 – Quorum

One-fourth of the Executive Committee, two of which must be elected officers in good standing, shall constitute a quorum to do business.

ARTICLE X – FINANCES

Section 1 – Fiscal Responsibility

The Membership shall assume fiscal responsibility of the Chapter.

Section 2 – Dues

- a. Dues shall be \$7.00 per year for Chapter dues, plus national and regional dues.
- b. All annual membership dues are due on the first day of March. Any member joining after March shall pay prorated dues as stated on the membership application.
- c. The Membership Committee shall notify members whose dues are delinquent. Members whose dues are not paid within thirty (30) days of the due date (March 1st) shall be dropped from the membership in the Chapter.

Section 3 – Disbursement of Funds

- a. Funds are disbursed in accordance with the budget approved by the Executive Committee.
- b. Disbursement of funds shall be made by check, which requires any two signatures of those on record with our financial institutions or by debit card as coordinated/agreed to between debit cardholders.

Section 4 – Reimbursable Expenses

The Chapter President (or designated representative, so authorized by the Executive Committee) attending or participating in a FEW conference, convention or workshop/seminar may be reimbursed for registration, transportation and lodging expenses. If driving, transportation expense shall be at current Government rate per mile not to exceed the cost of round-trip airfare.

Section 5 – Fiscal Year

The fiscal year shall be July 1 through June 30.

ARTICLE XI – AMENDMENTS

These Chapter bylaws may be amended by a majority vote of returned ballots of those members in good standing and voting, provided that notice of such proposed amendments have been sent to each member thirty (30) days in advance. An amendment to the bylaws will go into effect immediately upon adoption unless otherwise specified at the time of adoption.

ARTICLE XII – DISSOLUTION

Section 1

The National Executive Committee/Board of Directors, by a two-thirds (2/3) vote, may revoke or suspend the charter of the Chapter if it fails to comply with the National Bylaws.

Section 2

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

Section 3

Upon dissolution, the Chapter Executive Committee shall, after paying or making provision for the payment of all the liabilities of the Chapter, transfer any remaining assets of the Chapter to the Regional Finance Chairperson for inclusion in the general fund of the Southwest Region of FEW.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Except as herein provided, all proceedings of the Chapter shall be governed by the Robert's Rules of Order, Newly Revised.

Date Approved: _____