

**FEDERALLY EMPLOYED WOMEN  
HOOSIER HILLS CHAPTER**



**NAVAL SURFACE WARFARE CENTER**

**CRANE, INDIANA 47522-5001**

**BYLAWS**

**AS AMENDED January 26, 2007**

## **SECTION 1 - NAME**

The name of this organization is FEDERALLY EMPLOYED WOMEN, hereinafter referred to as FEW. This organization is Chapter No. 45 of FEW, and shall be known as the Hoosier Hills Chapter or Chapter.

## **SECTION 2 – PURPOSE**

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 Government. Some specific activities are as follows:

- to increase job opportunities for women in the Government services;
- to further the use of the potential of women in Government;
- to improve the merit promotion system in Government employment;
- to assist Government employees who are discriminated against because of sex;
- to develop and to provide training programs which address the special needs and problems of women employees in the Government and which will enable women to increase their skills and enhance their potential for career advancement; and
- to provide a description of such programs 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;
- to promote mutual respect and understanding of the varied cultural and ethnic groups in our membership;
- to establish supportive networks to help women better equip themselves to advance in the federal system and by creating mentoring relationships through our Chapter; and
- to do all things necessary and proper to accomplish the above purpose without discrimination because of sex, race; color, age, marital status, national origin, political affiliation religion, mental or physical handicap.

## **SECTION 3 – MEMBERSHIP**

**a. Eligibility.** Membership shall be open to any person who supports the purposes of the organization and is a citizen of the United States shall be eligible to become a member of the Hoosier Hills Chapter of FEW and, upon payment of both local and national dues shall be enrolled as a member of this Chapter. A member may continue membership in this Chapter as long as payment of dues (both national and local) is continued. 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, mental or physical handicap, or any other non-merit factor.

**b. Honorary Members.** Honorary membership may be bestowed on persons outside the FEW and selected by a two-thirds vote of the Executive Committee of the Chapter. An honorary member shall be exempt from payment of all annual dues and may not hold office or vote.

**c. Lifetime Members.** Any person eligible for membership may, upon payment, as specified in Section 10, be granted National Lifetime membership. Lifetime members shall enjoy all the rights and privileges of membership without further payment of National dues, however are still subject to payment of annual Chapter and Regional dues.

## **SECTION 4 – STRUCTURE**

The structure of the Hoosier Hills Chapter of FEW shall be as follows:

a. The Executive Committee, which is the governing authority of the Chapter, shall consist of elected officers, the immediate past President, the Chairpersons of the Standing Committees, and the Crane Division, NSWC Federal Women’s Program Manager. All members of the Executive Committee are voting members. The Executive Committee shall manage the affairs, set policy, and control the funds and property of the Chapter.

b. The elected officers of the Hoosier Hills Chapter. The Chapter President shall be a member of the Board of Directors of the Great Lakes Region Council.

c. The standing committees chairpersons and standing committee members of the Hoosier Hills Chapter.

d. The membership, regular and honorary membership of the Hoosier Hills Chapter.

## **SECTION 5 – OFFICERS AND ELECTIONS**

a. **Elected Officers.** Elected Officers of the Hoosier Hills Chapter of FEW shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

**b. Duties of Elected Officers.**

1. **The President shall:**

- (a) Have general control of the affairs and business of the Chapter, within the bylaws.
- (b) Preside at all membership and Executive Committee meetings.
- (c) Appoint Standing Committee Chairs (except the Nominating Committee) and Chairs of Special Committees as indicated in these bylaws.

2. **The Vice President shall:**

- (a) Assist the president in performance of presidential duties and in the absence or inability of the President shall perform the duties of the President.
- (b) Keep the presiding officer of membership meetings advised of conformance to Roberts' Rules of Order and National, Regional and Chapter bylaws.
- (c) Serve as a permanent member of the Programs Committee.

3. **The Recording Secretary shall:**

- (a) Record meetings minutes of all Chapter membership and Executive Committee meetings.
- (b) Have copies of all previous minutes available at all meetings
- (c) Keep up-to-date copies of Chapter, Regional, and National FEW bylaws and standing rules.
- (d) Send out notices of Membership and Executive Committee meetings.

4. **The Corresponding Secretary shall:**

- (a) Conduct correspondence for the Chapter, including correspondence for other officers when requested.
- (b) Be editor and distributor of the Chapter Newsletter.
- (c) Prepare Chapter quarterly and annual reports, and other reports as requested by the president, in accordance with Regional and/or National requirements.
- (d) Serve as a permanent member of the Public Relations Committee.

5. **The Treasurer shall:**

- (a) Receive all funds of the Chapter and disburse such funds as authorized by the bylaws, budget, or the Executive Committee.
- (b) Maintain all accounting records of the Chapter in accordance with accepted accounting procedures.
- (c) Prepare regular financial reports as required for submission to the Chapter members, Regional Office, and National Office.
- (d) Serve as a permanent member of the Finance Committee.

c. **Special Committees:** The President may appoint other officers as necessary with approval of the Executive Committee.

d. **Elections.** Officers shall be elected by the regular membership at the May meeting and shall be installed at the annual June meeting.

- 1. Elections shall be by majority vote of the members in good standing and voting.
- 2. Absentee voting will be allowed subject to the following:
  - a) Absentee ballots must be picked up and delivered personally by

the member voting. Ballots may be picked up two weeks prior to the election and must be delivered to the Nominating Chair (or their designee) no later than one week prior to the election.

- b) No absentee ballots will be accepted if sent through the Guard Mail. They must be delivered personally.
- c) Absentee ballots will be placed in sealed envelopes for privacy and initialed by the Nominating Chair (or their designee).

e. **Qualifications of Officers.** All officers shall have been members in good standing for the immediate past year.

(1) The President shall have served on the Executive Committee for at least one year.

(2) Members may hold or be candidate for a chapter office and either the regional or national level at the same time.

f. **Term of Office.** Officers shall take office at the beginning of the fiscal year and serve for a term of one year or until their successors are elected. The President and the Vice President shall not be elected to more than two full consecutive terms.

g. **Vacancies.** Any vacancy in office shall be filled by a special election except that, in the event of the resignation, death, or incapacitation of the President, the Vice President shall succeed.

h. **Removal from office.** Any elected official may be removed from office for non-performance of duties, malfeasance, or by a two-thirds consensus of the Executive Committee.

## **SECTION 6 - MEETINGS**

a. **Regular Meetings.** The Hoosier Hills Chapter of Few shall hold its general membership meetings as determined necessary, by the Executive Committee. A minimum of six general membership meetings will be held each calendar year.

b. **Annual Meeting.** The annual meeting of the Hoosier Hills Chapter of FEW shall be held in June; time and place shall be determined by the Executive Committee. The primary purpose shall be the installation of officers for the following fiscal year. Any other activities to be carried on at this meeting shall be determined by the Program Committee.

c. **Executive Committee Meetings.** The Hoosier Hills Chapter Executive Committee will meet at least once every month, time and place will be determined prior to meeting.

d. **Quorum.** A quorum of the regular membership is defined as the minimum number of members, in good-standing, who must be present in order to transact

any type of business which requires a vote by the membership. A quorum of the membership is defined as one-fourth of the membership. Elections and other business shall be determined by the majority vote.

## SECTION 7 – STANDING COMMITTEES

a. Standing Committees shall be Membership, Finance, Programs, Public Relations, Policy and Long Range Planning, Historical, Legislative, Diversity, Compliance and Awards.

b. Standing committee chairpersons shall be appointed by the President with the approval of the Executive Committee. Standing Committee Chairpersons shall be responsible for the appointment of respective committee members, and each Chairperson shall advise the President of names of members appointed.

c. Chairpersons and members of all standing committees shall perform duties listed within these bylaws, and shall transfer all files to successors by 1 August. Chairpersons shall not be appointed to more than two full consecutive terms.

d. Duties of the Standing Committees:

a. **Membership Committee** shall promote and solicit membership in the chapter; develop membership recruiting aids and techniques; maintain roster of current members; receive information packets and plan of action from appointed Regional and National officials; shall detail specific tasks for individual members of the chapter as a whole; and shall establish mechanism for feedback on action taken, subject to the approval of the Executive Committee.

b. **Finance Committee and Treasurer** shall study receipts and expenditures from previous years and propose annual budget to the Executive Committee for approval at its first meeting of the fiscal year; and shall sponsor fund-raising activities throughout the year, subject to the approval of the Executive Committee.

c. **Program Committee** shall plan training programs and other activities for non-business portion of Membership meetings, subject to the approval of the Executive Committee.

d. **Public Relations Committee** shall handle public relations and publicity for the Chapter, prepare the Chapter newsletters, and publicize meetings in local media, subject to the approval of the Executive Committee.

e. **Policy and Long Range Planning Committee** shall recommend fiscal and long-range projects to be undertaken by the chapter; handle the preparation and update of any and all policy and procedure manuals; review and recommend action to the Executive Committee on Chapter suggestions, bylaws revisions and amendments,

organization growth and development, publications policy, and other policy and planning issues, subject to the approval of the Executive Committee.

f. **Historical Committee** shall be responsible for accumulating items and pictures of interest for the Historian's account of the Chapter's official history; and shall prepare an account of the Chapter's activities which, subject to the approval of the Executive Committee, will become a permanent part of the Chapter's official history. The historian will serve as chairperson of the Historical Committee.

g. **Legislative Committee** shall be responsible for keeping the Membership informed of local and national legislative issues, and recommending action to the Chapter on those issues, subject to the approval of the Executive Committee.

h. **Diversity Committee** shall be responsible for presenting at least one major awareness program a year for the Chapter; and shall have a continuing responsibility, through discussion and newsletter articles, to maintain a sensitivity within and outside the membership in the area of cultural awareness; and shall be responsible for assuring that the special needs of all handicapped are considered with respect to meetings and programs of the chapter; and for ensuring that an interpreter for the hearing impaired members is present at meeting, if applicable, subject to the approval of the Executive Committee.

i. **Compliance Committee** shall be responsible for monitoring policies and practices of the Crane Division, Naval Surface Warfare Center, both published and unwritten, to determine whether the policies and practices are in conformance with the requirements and original purpose of the underlying statutes, executive orders and regulations and whether the policies and practices are implemented as written or understood, subject to the approval of the Executive Committee. In instances where deficiencies continue after assistance is offered, the Compliance Committee shall be responsible for assuring compliance through coalition actions, testimony before Congress media releases, other actions as appropriate; and shall provide official representation, when requested in writing, in accordance with the FEW Policy and Procedures Manual. The Policies and practices of primary concern to the Compliance Committee are in the following areas:

- Equal Employment Opportunity and Affirmative Action
- Merit Promotion and Upward Mobility
- Recruitment, Selection and Placement
- Reassignment and Reduction-In-Force
- Position Classification and Pay Administration
- Grievance, Adverse Action and Appeal Procedures
- Disciplinary Action and Awards
- Training, Details and Reorganizations
- Sexual Harassment and Sexual Discrimination

j. **Awards Committee** shall be responsible for compiling, reviewing, and submitting the award packages for the National Awards presented at the National Training Program each year.

### **SECTION 8 – NOMINATING COMMITTEE**

The Nominating Committee, which shall consist of five members, shall be elected at the annual June meeting to serve for the ensuing year, the member garnering the most votes will serve as the committee Chair. The committee shall solicit nominations from the membership. Any member of the Nominating Committee whose name is submitted as consideration as a nominee for elected officer, and who plans to seek such office shall no longer be able to serve on the committee. It shall then present a slate of qualified candidates for offices to the membership of the Chapter 30-days before the date of election. Election shall be by majority vote of the members in good standing present and voting at the May meeting and by absentee ballot. .

### **SECTION 9 – SPECIAL COMMITTEES**

With the consent of the Executive Committee, the president may appoint such special committees, for specific purposes, as may be appropriate. When its work is complete and final report made, special committees shall automatically be disbanded.

### **SECTION 10 – FINANCE**

Membership dues shall be \$35.00 per year, renewable 1 March of each year. The treasurer shall collect all dues and forward National dues of \$25.00 to the National office and Regional dues of \$2.00 to the Region Treasurer, as required. National Life membership dues shall be a one-time payment of \$250.00 to the National office and annual \$10.00 payment for Chapter and Regional dues. Renewals shall be due on 1 March of each year.

- a. The Fiscal Year of the Hoosier Hills Chapter shall be from August 1 through July 31.
- b. An audit of the financial records and accounts will be performed annually at the end of each fiscal year, July 31. The President will appoint a committee of Chapter members who are not incumbent officers to perform the audit. In the event the Treasurer does not complete a full term of office, an audit of the records will be performed prior to installation of a new Treasurer.

### **SECTION 11 - DISSOLUTION**

The chapter shall be dissolved only upon approval by ballot of not less than 2/3 of the members in good standing.

Upon vote to dissolve the chapter, after paying or making provisions for the payment of all liabilities of the chapter, any remaining funds shall be forwarded to the Great Lakes Regional Finance Chairperson.

## **SECTION 12. PARLIAMENTARY AUTHORITY**

Except as herein provided, all proceedings of the chapter shall be guided by Roberts Rules of Order.

## **SECTION 13 – AMENDMENTS**

These bylaws shall be amended by a majority vote of those members in good standing, present and voting, providing that notice of such proposed amendments shall have been sent to each member 30-days in advance.

Reviewed, revised and re-approved by National: January 26, 2007