

FEDERAL MANAGERS ASSOCIATION



BYLAWS

Chapter 78

Tinker AFB, Oklahoma

Approved May 2009

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FEDERAL MANAGERS ASSOCIATION

Tinker Air Force Base, Tinker Oklahoma
Chapter Number 78

Article I – NAME

This body shall be known as the **FEDERAL MANAGERS ASSOCIATION**, Chapter Number 78, (located at Oklahoma City Air Force Material Command, Tinker Air Force Base, Oklahoma, USA)

Article II – OBJECTIVES

Section 1. Purpose: The purpose of the Chapter shall be to advocate excellence in public service and to further the cause of the Association.

Section 2. Objectives: The objectives of the Chapter shall be:

- To abide by the Constitution and Bylaws of the Federal Managers Association
- To increase the efficiency and the effectiveness of the managerial force
- To promote the social, intellectual and material welfare of the membership
- To establish mutual understanding, respect and working relationships with responsible representatives of community, city, county, state, and federal government
- To promote, support and defend legislation clearly beneficial to the membership and to the nation
- To vigorously oppose legislation clearly detrimental to the welfare of the membership and the nation's security
- In every endeavor promote justice, maintain integrity, and assure equality for all

Article III – POLICY

- This chapter shall be free of restrictions or practices denying membership because of race, sex, color, age, religion, national origin, or physical disability
- This organization does not assert the right to strike against the Government of the United States or any agency thereof or to; assist, or participate in any such strike and does not impose a duty or obligation to conduct, assist, or participate in any such strike
- This organization is not subject to the influence of any group which is opposed to the basic constitutional form of government in the United States. (Refer to National Bylaws Article III, Section 3.)

Article IV – MEMBERSHIP

Section 1. Membership: The membership of this Chapter shall be comprised of regular members, retired members, members-at-large, associate members, and honorary members.

- (a) **Regular Member:** This chapter will accept for membership those civilians who perform the full range of supervisory duties and/or are defined by law, the Office of Personnel Management, management responsibilities and therefore exempt from the Fair Labor Standards Act, providing that none of the above are eligible for representation by a labor organization having exclusive bargaining rights.
- (b) **Retired Members:** Any retired or retiring member may petition for retired membership in the chapter, and if accepted, will be entitled to all rights, benefits, and privileges of the Federal Manager's Association. Retired members may not hold elective office in this Chapter.
- (c) **Member-at-large:** Members-at-large shall be permitted when neither the applicant's residence nor place of employment is within the accepted jurisdiction of a recognized chapter.
- (d) **Associate Member:** This category includes all individuals not otherwise recognized in this Article who profess an interest in the purpose and goals of the Association. Associate members shall be entitled to all benefits and services offered by the Association. Associate Members may hold an elective office in this Chapter; however they may not hold any elected office above the chapter level in this Association.
- (e) **Honorary Member:** This category includes any person whose extraordinary service or contributions to the Federal Managers Association is deemed worthy of this honor. Honorary members may not hold any elected or appointed office in the Association.

Section 2. Application: Membership shall be obtained by application in writing and approved by a majority vote of the members present at any regular meeting.

Section 3. Misconduct: A member may be expelled for misconduct by a two-thirds majority vote of members present at a regular scheduled or special meeting after having been duly notified to be present at the next meeting.

- (a) A charge of misconduct against any member of the Association must be presented to the President in writing prior to the next scheduled meeting. The President will notify the accused to be present. The charges will be presented by an officer of the Association, as designated by the President.

Article V – MEETINGS

Section 1. There may be a meeting each month or quarter, as appropriate for the purpose of carrying on whatever business that may come before the Chapter.

Robert's Rules of Order shall prevail in all instances not specifically referred to in this document.

Section 2. A quorum shall be present before a meeting can be held. Such a quorum shall consist of 5% of the current membership.

ARTICLE VI – OFFICERS

Section 1. The Officers shall be elected for a two (2) year term at the regular November meeting of each year and their term shall begin on January 1 of the following year in which they are elected. The President and Secretary shall be elected on even numbered years. The Vice President, and Treasurer shall be elected on odd numbered years.

Section 2. Nomination(s) for each office will be made by the Nomination Committee, which is appointed in September by the Chapter President. Prior to balloting for each office and after the report from the nominating Committee, the delegates will be allowed to make nominations from the floor.

Section 3. After the nominations have been closed for each office, the nominees or their chosen representatives will be given an opportunity to address the delegates, but such time shall not exceed five (5) minutes per speaker. If there is only (1) nominee for a particular office, all speeches will be disallowed for that office.

Section 4. All officers shall be elected by a majority ballot of the nominees for that office, unless otherwise specified in this Article. If there is only one nominee for a particular office, the Secretary shall be instructed to cast a unanimous ballot for the nominee and the nominee shall be declared duly elected.

Section 5. A majority ballot shall be one (1) more than half of the total votes cast, except that votes cast for other than the nominees as stated by the Chair for the particular office shall be ruled invalid and shall not be used in computing the majority.

Section 6. In the event that there are more than two (2) nominees for a particular office and none of the nominees receive a majority on the first ballot, the balloting will continue until a nominee receives a majority, with the nominee with least number of votes being eliminated after each ballot until a nominee receives one (1) more than half of the total votes cast.

Section 7. The Secretary shall immediately inform the National Secretary, Zone President, and National Office of the election or appointment of a new Chapter President, Secretary, and Treasurer, including address, work and home phone numbers.

ARTICLE VII – DUTY OF OFFICERS

Section 1. It shall be the duty of the President to carry out the directives of the National President, to serve as representative of the chapter at all appropriate functions, call special meetings, approve all vouchers drawn on the Treasury, and appoint committees not otherwise provided for in the bylaws. The President shall preside over all meetings of the Association, ensuring compliance with National and Chapter Bylaws.

Section 2. It shall be the duty of the Vice President to preside in the absence of the President and to perform such duties as may be required. In the event of a vacancy occurring in the office of the President for any reason, the Vice President will advance to President and serve out the unexpired portion of the term. Serves as the Membership Committee Chairperson and, with the assistance of the Treasure, keep an up-to-date roll of all members and their addresses and forwards the required information to the National Office for direct mailing purposes, and is to provide new members with a copy of the Constitution and Bylaws.

Section 3. The duties of the Secretary shall be to obtain a record of proceedings at each regular and special meeting; to maintain custody of all records and other valuable effects instituted in the name of the organization; to prepare such correspondence as may be required; to issue advance notices of regular or special meetings; and such other duties as the President may direct. The Secretary will also receive and properly file all incoming correspondence received by the organization. Inform the Nation President, National Secretary, Zone President and National Executive Director of the election or appointment of a new Chapter President, Treasurer, or Legislative Action Team Leader, including their addresses and telephone numbers, both work and home. At the close of term of office, deliver to the successor all of the property and correspondence of the Chapter.

Section 4. The duties of the Treasurer shall be to maintain custody of the funds and securities and to keep full and accurate accounts of receipts and disbursements; to receive from the Secretary, after recording, all monies and other valuable effects in the name of the organization and appropriately deposit the same in the established depository. These monies and securities may be withdrawn from such depositories by the Treasurer and in the case of checks, must be authorized by the President. In the absence or disability of the President, the Vice President may authorize the issuance of checks. In any event, all checks must be authorized by two (2) duly elected officers (one being the Treasurer). Authorization can be done e-mail. The Treasure with assistance of the Vice President will validate the current roster of members with National Office. A Petty Cash fund not to exceed twenty-five dollars (\$25.00) may be established and maintained by the Treasurer. The Treasurer will be responsible to prepare any and all financial reports required by the National Headquarters or the Internal Revenue Service. Keep an accurate financial ledger. Submit the ledger for examination to the auditing committee at the time of closing accounts or period of auditing. Render a report on the financial

status of the Chapter at each meeting. At the close of term of office, deliver to the successor all moneys, securities, ledgers and records of the Chapter.

ARTICLE VIII – DUES

Section 1. Chapter member shall pay dues of \$156.00 per annum except Retired Members shall pay half of that amount per annum.

Section 2. Dues will be collected by the following methods:

- (a) Payroll deduction for Regular & Associate Membership.
- (b) For all other members, the annual amount is due prior to the first quarter of the calendar year. A letter of invoice shall be sent by the Secretary prior to October 31 with a must pay date of no later than 31 December.

Section 3. A member shall stand suspended when he/she is three months in arrears in payment of dues and has been so notified by the Treasurer. Any action to grant additional time shall be limited to the next monthly meeting. A member suspended under this section shall pay the amount of delinquent dues in cash.

ARTICLE IX – COMMITTEES

Section 1. Membership Committee. The Membership Committee shall handle all requests for membership, evaluate individual applications to meet FMA membership qualifications and make recommendations regarding those applications to the membership, initiate and implement programs to increase membership.

ARTICLE X – BYLAWS

Section 1. These Bylaws may be altered, amended, or new ones adopted per resolution presented in writing at a regular meeting. These changes will be voted on at the next regular meeting providing previous notice has been given in the call for the meeting. Approval requires a 2/3 vote of those members present voting.

Section 2. In the event of conflict between these Bylaws and the National Bylaws, the National Bylaws shall prevail.

ARTICLE XI – ORDER OF BUSINESS

The following order of business is to followed during regular meetings of this chapter:

- a. Meeting called to order.
- b. Invocation.
- c. Pledge of Allegiance to flag.
- d. Introduction of membership and new members.
- e. Reading (or distribution) of the minutes of the previous meeting.
- f. Committee reports. (If necessary)
- g. Communications. (If necessary)
- h. Unfinished business.
- i. New business.
- j. Good and welfare.
- k. Benediction.
- l. Adjournment.

All questions, unless otherwise provided for, shall be decided by Robert’s Rules of Order.

ARTICLE XII – DUTIES OF MEMBERS

It shall be the duty of each member to support the Bylaws of the Federal Managers Association and of this chapter in their entirety, to attend chapter meetings, and to keep the Secretary informed as to changes of addresses or other essential information.

ARTICLE XIII – OBLIGATIONS CREED

Section 1. Obligations for Officers.

I, _____ do solemnly and sincerely promise on my sacred honor as a member of this Association, that I will faithfully discharge the duties of my office as _____ of Chapter 78 of the FMA. I further promise that I will, to the extent of my ability, enforce the laws of the Federal Managers Association.

Section 2. Obligations for Members.

I, _____ do voluntarily become a member of this Association, and pledge myself, upon my sacred honor, before the members here present, to abide by the Constitution, Bylaws, and regulations of the Federal Managers Association. I further pledge myself, that I will do all in my power to advance the interests of these United States and the Federal Managers Association.

ARTICLE XIV – PRAYERS (Optional)

Section 1. Invocation. (Opening – can be replaced by other appropriate prayers):

Almighty God, Father of all people and Judge of all nations, we pray Thee to guide our work in this meeting and in all our days. Send Thy peace to our nation and to all nations; hasten the fulfillment of Thy promise of peace that will have no end.

We pray for those who serve the people, and may Thy blessing enable them to discharge their duties honestly and well.

Finally, O God of Mercy, we remember lovingly before Thee our departed, who receive with Thee the reward of Life Everlasting, and may their splendid example guide us, now and forever more. Amen.

Section 2. Benediction. (Adjournment – Can be replaced by other appropriate prayers):

Almighty God, we thank Thee for the wisdom given us this day, and we pray for Thy guidance and protection so that we can better serve Thee throughout our lives. Amen.



Federal Managers Association

Chapter 78 Tinker AFB
P.O. Box 10824
Midwest City, OK 73140

Membership Application

Zone: 05 Member Status: _____ Member Type: _____

Name: (First MI Last) _____

Title: _____ Additional Title: _____

Home Address: _____

City/State/zip code + 4: _____

Home phone: (____)____ - _____ Work Phone: (____)____ - _____

Fax Number: (____)____ - _____ Mobil Phone: (____)____ - _____

Work Email: _____ Home Email: _____

Birth Date: _____ (dd/mm/yyyy) Date Joined: _____ (dd/mm/yyyy)

Recruited By: _____

Congressional District: _____ Congressional Representative: _____

Agency: United States Air Force

Position: _____

Occupation: _____

Submitted By: _____

Application Approved By: _____

Date the above individual was accepted into FMA Chapter 78 _____

Scheduled Installation Date: _____ Date Installed: _____

Payroll Deduction Form Submittal Date: _____

FEDERAL MANAGERS ASSOCIATION

CHAPTER NO. 78
P.O. BOX 10824
MIDWEST CITY, OKLAHOMA 73140



Day Month Year

Retired Member
123 Simple St.
Somewhere Over the Rainbow, America, 01842

Article VIII Section 1 Chapter members shall pay dues of \$156.00 per annum except retired members shall pay half of that amount per annum.

Section 2 b. Dues will be collected by the following method:

For all other members, the annual amount is due prior to the first quarter of the calendar year. A letter of invoice shall be sent by the Secretary prior to October 31 with a must pay date of no later than 31 December.

If you desire to remain a member in good standing of FMA, Chapter 78, it is requested that you submit your annual dues of \$78.00 prior to -- --- ----. If you do not wish to continue with being a member of FMA please inform the Chapter Secretary as soon as possible to have your name withdrawn from the rolls. Checks should be made out to: Federal Managers Association Chapter 78. Checks and other correspondence should be mailed to:

FMA Chapter No. 78
P.O. BOX 10824
MIDWEST CITY, OKLAHOMA 73140

Thank you for your time on this matter and we hope that you enjoy your retired status. If there is anything that the Chapter can do for you please contact us at the below listed address.

Brian Linley

President, Chapter 78
Federal Managers Association
Tinker AFB OK
(405) 736-3030 DSN 336-3030