

BYLAWS

Washington State Federation of Chapters

National Active and Retired Federal
Employees Association
(NARFE)

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BYLAWS

Article I – Name

The name of this organization shall be the Washington State Federation of Chapters of the National Active and Retired Federal Employees (NARFE), hereinafter referred to as the “Federation”.

Article II - Object

The object of this Federation shall be to

- (a) Unite the Washington State Chapters into a single organization,
- (b) Coordinate activities of member Chapters in safeguarding and advancing the local, state and national interests and welfare of Federal civilian employees, retirees, and survivor annuitants.
- (c) Assist the National Association in carrying out its authorized objectives,
- (d) Encourage the formation of new Chapters and maintain existing chapters within the State of Washington.

Article III – Membership

Section 1. Eligibility for Membership

All NARFE Chapters in the State of Washington and their members shall be members of this Federation.

Section 2. Chapter Affiliation

Chapter affiliation shall be by application for affiliation filed with the Federation.

Section 3. Per Capita

Chapters shall retain membership upon payment each year of the annual per capita assessment as stated in Article VII, Revenues and Disbursements.

Section 4. Honorary Members

Honorary members shall be exempt from all dues and assessments.

Section 5. Dues Payments and Gifts

Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

Article IV – Officers

Section 1. Officers:

The elective officers shall be President, Vice President, Secretary, Treasurer, and District Vice Presidents. These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the Federation.

Section 2. Terms of Office:

The officers shall be elected by majority ballot to serve for one year or until their successors are elected, and the term of office shall begin July 1.

Section 3. Vacancies:

Vacancies in the Federation elective offices shall be filled by a majority vote of the Executive Committee, and all such appointments shall terminate on July 1, however:

- (a) Should the President be incapacitated and/or otherwise permanently prevented from performing the duties of that office, the Vice President shall assume the Presidency.
- (b) Vacancies in the District Vice President offices shall be filled by the Executive Committee from recommendations submitted by the Chapters from the District in which the vacancy occurs.

Section 4. Qualifications for Officers:

Any member in good standing in both the National Association and a Chapter affiliated with this Federation is eligible to hold an elective office in this Federation, with the following exception:

- (a) A nominee for District Vice President must be a member of a Chapter within the District for which he or she is being nominated and must be nominated by a Chapter within the same District.

Section 5. Duties of the President:

- (a) The President, as the chief executive officer of the Federation, shall officially represent the Federation and provide leadership to programs designed to attain Federation goals.
- (b) Through the District Vice Presidents, the President shall maintain a liaison with all segments of the Federation.
- (c) The President shall preside over all Conventions or meetings of the Federation and, except as otherwise provided, appoint all committees and be an ex-officio member of all committees, except the Nominating and Audit committees.
- (d) The President shall sign all orders on the Treasury for disbursement of funds unless the expenditure is within an approved budget as provided herein.
- (e) The President shall, in cooperation with the District Vice Presidents, give special attention to the formation of new chapters, aid weak or ailing Chapters, attend Chapter meetings when deemed advisable, and attend District meetings as necessary.
- (f) The President shall perform such duties as may be directed or authorized by the Executive Committee, or by a State or National Convention.

Section 6. Duties of the Vice-President:

Under the general direction of the President, the Vice-President shall:

- (a) Perform such duties as assigned by the president.
- (b) Serve as President whenever the President is unable to serve for any reason.

Section 7. Duties of the Secretary:

- (a) Under the general direction of the President, the Secretary shall have charge of all papers and records of the Federation, except the accounting records maintained by the Treasurer and the bonds of Officers. The

Secretary shall conduct the general correspondence of the Federation, and keep a true and correct record of all official proceedings of the Federation Executive Committee and Advisory Board.

- (b) The Secretary shall, within sixty (60) days after adjournment of a Federation Convention, transmit to member Chapters of the Federation copies of the minutes of the Convention.
- (c) The Secretary shall be allowed to submit to the Executive Board for approval, charges for the maintaining, upgrading, purchasing of software and use of personal computer, printer, fax, or scanning equipment to support the accomplishment of the position.
- (d) The Secretary shall perform such other duties as may be consistent with this office.

Section 8. Duties of the Treasurer:

- (a) The Treasurer shall receive all monies of the Federation and deposit them in the name of the Federation in a bank or credit institution having membership in the Federal Deposit Insurance Corporation or its equivalent.
- (b) The Treasurer and authorized persons with signature authority on Federation accounts shall be bonded for an amount equal to at least 75% of the average Federation net worth as of January 1, for the year of the bond anniversary. The Federation shall pay the premium for such bond.
- (c) The Treasurer shall pay by check all properly documented vouchers that are within the budgeted amounts.
- (d) The Treasurer shall prepare a financial report to the Convention and a full financial report shall be published in the first issue of the Federation's publication following the Convention.
- (e) The Treasurer shall be allowed to submit to the Executive Board for approval, charges for the maintaining, upgrading, purchasing of software and use of personal computer, printer, fax, or scanning equipment to support the accomplishment of the position.
- (f) The Treasurer shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Federation.
- (g) The Treasurer shall perform such other duties as may be consistent with this office.

Section 9. Duties of the District Vice-Presidents:

- (a) Under the general direction of the President, but with wide latitude for independent action within their respective Districts, they shall establish and carry out a program of Chapter visitation with special emphasis on recruitment, membership retention, stimulation of weak or troubled Chapters, and promotion of the legislative aims of the Federation.
- (b) They shall keep abreast of conditions within their Districts and advise the President of special problems, seeking the President's assistance and advice when necessary.
- (c) With the approval of the President, they will develop District meetings and encourage participation in Federation conventions, and seek out qualified people for advancement.

- (d) They shall report to Executive Committee meetings and the Federation Convention, and perform such other duties as may be assigned by the President.

Article V - Standing Committees

Section 1. Executive Committee:

- (a) The elected officers of the Federation and the immediate Past President shall constitute the Executive Committee. The Federation President shall chair the Executive Committee.
- (b) The Executive Committee shall carry out the policy instructions of the Federation Convention, and shall attend to necessary Federation business between Conventions.
- (c) A quorum of the Executive Committee shall consist of five (5) members.
- (d) The Executive Committee shall meet at the call of the Federation President or at the request of the majority of Committee, or on petition of not less than four (4) chapters, representing not less than two (2) Districts.
- (e) The Executive Committee shall meet not less that two (2) times a year.

Section 2. The Advisory Board:

- (a) The Federation Advisory Board, hereinafter referred to as "the Advisory Board", shall consist of the Executive Committee and appointed Representatives and Committee Chairs. The Federation President shall chair the Advisory Board.
- (b) The Advisory Board shall meet at the call of the President or at the request of a majority of the Executive Committee.

Section 3. Legislative Committee:

- (a) The Legislative Committee shall consist of a Chair, appointed by the Federation President, all Chapter Legislative Chairs, the Federation representative to the Senior Citizens Lobby, and District Vice Presidents.
- (b) The duties of the Legislative Chair will be to study local, state, and national issues that affect the lives of members, and to formulate policy positions relating to those issues for presentation to the members, Chapters, and District Workshops, and the training of Chapter Legislative Chairs.
- (c) The Federation Legislative Chair shall be provided with a budget to meet expenses of official travel and other legislative support activities.

Section 4. Service Committee:

- (a) The Federation Service Committee shall consist of a Federation Service Officer, appointed by the Federation President, all Chapter Service Officers, the Federation representative to the Senior Health Insurance Benefits Advisors (SHIBA), and District Vice Presidents.
- (b) Duties of the Federation Service Officer shall consist of coordinating all services to the retired federal employees in the state, training of Chapter Service Officers, coordinating establishment of Service Centers, and developing service policies, goals, and training aids.
- (c) The Federation Service Officer shall coordinate activities of established Service Centers.

- (d) The Federation Service Officer shall be provided with a budget to cover official expenses.

Section 5. Membership Committee:

- (a) The Federation Membership Committee shall consist of a Chair, appointed by the Federation President, the Membership Chairs of the Chapters, and Federation Officers.
- (b) The duties of the Membership Committee shall include planning recruitment programs, training of Chapter Membership Chairs, promoting the retention of current members, coordinating National, State, and Chapter recruitment programs.
- (c) The Federation shall provide a budget to assist the Chair, Committee, and Chapters to accomplish recruitment and retention goals under guidelines established by the Executive Committee and Federation President.

Section 6. Finance Committee:

- (a) The Finance Committee shall consist of the elected officers of the Federation. The Chair shall be appointed by the Federation President.
- (b) The duties of the Finance Committee shall be to prepare a proposed budget for the ensuing year, comparing it with a current 12 month record of Federation Expenses (i.e. April 1 past year to March 31 present year), for presentation to the Convention. The Committee also shall recommend to the Federation changes in assessments and special levies. The Committee also shall consider any other financial matters referred to it by the Federation President or Executive Committee.

Section 7. Public Relations Committee:

- (a) The Federation Public Relations Committee shall consist of a Chair, appointed by the Federation President, and all Chapter Public Relations Chairs.
- (b) The duties of the Federation Public Relations Committee will be to promote the public image of the Federation, the Chapters, and members of the Federation.
- (c) The Federation Public Relations Chair shall coordinate statewide public relations programs, and train and advise Chapter Public Relations Chairs and committees.
- (d) The Federation shall provide a budget to assist the Chair, Committee, and Chapters to accomplish public relations business and goals under guidelines established by the Executive Committee.

Section 8. Internet Committee:

- (a) The Federation Internet Committee Chair will have the title Webmaster, and be appointed by the Federation President. The committee members will be appointed by the Webmaster, with the concurrence of the Federation President, as needed to insure effective performance.
- (b) The duties of the Internet Committee will be to maintain a Federation web site with links to National, Regional and Chapter web sites.
- (c) The Webmaster shall be provided with a budget sufficient to cover expenses associated with the web site, official travel, and administrative costs.

Article VI - Special Committees

Section 1. Audit Committee:

- (a) The Audit Committee, appointed by the Executive Committee, shall consist of a Chair and two (2) members of the Federation.
- (b) The Audit Committee shall conduct an audit of Federation financial records for the period from May 1 of the preceding year to April 30. Such records to include budgets, Treasurer's books, and other pertinent documents. Results of the audit shall be reported to the Federation Convention and transmitted to the Federation President.
- (c) The Audit Committee also shall conduct an audit of the Federation accounts at the request of a majority of the Executive Committee, or at the request of at least four (4) Federation Chapters, representing at least two (2) Districts.

Section 2. Bylaws Committee:

- (a) The Bylaws Committee shall consist of a Chair and at least four (4) members appointed by the Federation President.
- (b) The duties of the Bylaws Committee shall be to consider amendments to the Federation Bylaws proposed by the Executive Committee or Chapters, and to recommend a revision when appropriate, and to report the Committee's recommendations to the Federation Convention.
- (c) Chapters shall provide copies of proposed bylaws amendments passed by the Chapters to the Federation Secretary not less than sixty (60) days prior to the Federation Convention.

Section 3. Resolutions Committee:

- (a) The Resolutions Committee shall consist of a Chair and at least four (4) members appointed by the Federation President.
- (b) The duties of the Resolutions Committee are to consider resolutions submitted to it for action by the Executive Committee or Chapters, and to report its recommendations to the Convention. Such consideration may include combining resolutions of similar intent.
- (c) Chapters shall provide copies of resolutions passed by the Chapters to the Federation Secretary not less than sixty (60) days prior to the Federation Convention.
- (d) A resolution may also be brought to the Federation Convention floor, provided at least four (4) Chapter delegations agree to presentation of the resolution.

Section 4. Rules Committee:

- (a) The Rules committee shall consist of three (3) members, including a Chair, appointed by the Federation President. The rules committee shall recommend the rules of procedure for conducting business at the annual Federation Convention.

Section 5. Nominating Committee:

- (a) The Nominating Committee shall consist of five (5) members and a first and second alternate elected at a Federation Convention. Alternates shall

be elevated to member status when any member is unable to serve. The Chair and Vice-Chair shall be determined by the Committee members.

- (b) The Nominating Committee shall accept nominations or declarations of intent to run for a Federation office at least sixty (60) days prior to the next Federation Convention and present those names to the Convention.
- (c) The Nominating Committee shall examine the eligibility of declared candidates to serve, if elected, and to report the results of those examinations to the Convention.
- (d) Nominations for Federation office also may be made from the Convention floor, if duly seconded.

Section 6. Ad Hoc Committees:

The Federation President may, from time to time, appoint temporary, or ad hoc, committees for special purposes.

Article VII - Revenues and Disbursements

Section 1. General Fund:

- (a) The Federation shall establish and maintain a fund, which shall be known as the "General Fund", into which all revenues and monies of the Federation shall be deposited.
- (b) All Federation disbursements shall be made from the General Fund.
- (c) Payment will be based on the NARFE Quarterly Report # M-114 (Membership List). Note that if a smaller number of voting members or higher number of honorary members appear on the A-110 Report, those numbers will be used to make the calculations. Per Capita tax will be calculated using the chapter members voting minus the number of life members and honorary members. (This number will be provided to each chapter by the Federation Treasurer from National Report A-110 and will be included on the per capita tax call form each quarter.) The Federation Treasurer will forward the numbers to each chapter treasurer by the 12th day following the end of each quarter. Chapter Treasurer will identify all active federal employees (AFE) category AB and AC that appear on the Chapter Monthly Dues Report A-220 for the months of the per capita tax quarter. The per capita tax is not required for these multi-year incentive members for which the first year of their membership is free. Payments by chapters with less than 150 voting members may pay the per capita tax semi-annually at the discretion of the chapters or quarterly to allow reduction of paperwork by the chapters. If adopted the chapters with less than 150 member will be required to deduct any category AB and AC AFE members for the semi-annual period of the calculation. The Federation Treasurer will provide a per capita tax Call Form for each quarter reflecting the required calculations for the Chapter Treasurers. The amount of per capita tax will be \$0.40 per quarter or \$0.80 per semi-annual payment.
- (d) Per capita tax levy shall be paid no later than 30 days following the tax notification of the Federation Treasurer (approximately Apr 15, Jul 15, Oct 15, and Jan 15).
- (e) Chapters that remain delinquent in payment of the per capita tax levy for more than 15 days (May 15, Aug 15, Nov 15, and Feb 15) shall be notified by the Federation Treasurer of their delinquent tax payment.

- (f) Chapters that are delinquent in paying their per capita tax on the date of the Federation Convention shall not be eligible to vote, including those by Proxy.
- (g) The Federation Treasurer will verify the ineligible Chapters who have not paid their per capita tax.
- (h) Chapters shall not be required to pay such a levy for one year from the date of charter of their Chapter.

Section 2. Operating Expenses:

- (a) The Executive Committee is authorized to approve expenditures out of the General Fund not to exceed ten percent (10%) more than the amounts approved by the Convention for the Federation budget. Expenditures exceeding the ten percent (10%) ceiling must be ratified by a majority of the delegates present and voting at the next Federation Convention.
- (b) The Executive Committee is authorized to re-allocate unexpended funds between General Fund items during the year so long as total expenditures for any purpose do not exceed General Fund budget totals for that year, except as noted in clause (a) of this section.

Article VIII - Federation Conventions

Section 1. Time and Place:

- (a) A Federation Convention shall be held annually at a time and place recommended by the "Time and Place Committee" which shall consist of the District Vice Presidents.

Section 1. Time and Place:

- (b) Federation Conventions shall be "hosted" by one or more Chapters of the Federation, or in the case of a Regional Convention, one or more Chapters of the participating Federations. "Hosting" means planning and conducting the Convention.
- (c) The time and place of Federation Conventions shall be determined three (3) years in advance of the event by majority vote of delegates to a Convention, acting on the recommendation of the Time and Place Committee.
- (d) Should a convention reject the recommendation of the time and Place Committee for a future convention, or should a designated "host" Chapter or Chapters decline to conduct a future convention approved by a Convention, the Executive Committee shall determine the time and place and name an alternate "host" Chapter/s and inform all federation Chapters not less than one hundred and eighty (180) days prior to the date of the future convention.
- (e) Chapters may apply to their District Vice President for the privilege of hosting a convention. The Time and Place Committee shall consider such applications prior to making its recommendations to the Executive Committee and the ensuing Federation Convention.

Section 2. Convention Financing:

- (a) A sum of one thousand dollars (\$1,000.00) shall be included each year in the Federation budget to assist the Host Chapter or Chapters to help

defray costs of planning and conducting a convention. The sum of one thousand dollars (\$1,000.00) shall be given to the Host Chapter(s) no later than January 31st of the year of the Convention.

- (b) All persons attending a convention meeting shall be subject to the convention registration fee, with the exception of honored guests invited by the Federation President with the concurrence of the Executive Committee.
- (c) Persons who are attending only the Federation convention banquet shall be exempt from the convention registration fee. They will pay only the banquet fee and any additional fee imposed by the host chapter.
- (d) Chapter delegates attending a Federation or National convention and accepting financial assistance from the Federation shall attend all regular business sessions of the convention(s).

Section 3. Convention Staffing:

The Host Chapter(s) shall designate the Convention Chair, who will appoint the convention committee and collaborate with the Federation President to plan and conduct the convention.

Section 4. Effective Date of Policy Actions:

All actions by the Convention shall take effect on the first day of the following fiscal year unless otherwise specified by the Convention.

Article IX - Federation Elections

Section 1. Election of Officers:

- (a) The Federation President, Vice President, Secretary, and Treasurer shall be elected by the assembly of delegates.
- (b) District Vice Presidents shall be elected by the members present at the annual District meeting.

Section 2. Election of the Nominating Committee:

The Nominating Committee shall be elected immediately following the election of Federation Officers.

Article X – Delegates

Section 1. Voting Eligibility:

- (a) Only duly accredited delegates, in good standing, whose chapter's per capita assessment has been paid and is in good standing with the Federation, shall be entitled to vote at a Federation Convention or to serve on a Convention committee.
- (b) Each Chapter in good standing (i.e., whose assessments are not in arrears, as shown by the fourth quarter of October-November-December assessment report) shall be entitled to send accredited delegates to the Convention.
- (c) Chapters in good standing shall be entitled to one (1) delegate for each twenty-five (25) paid-up members, or a fraction thereof, up to a total of ten (10) delegates, and thereafter, one delegate for each additional two hundred and fifty (250) members, or fraction thereof. Paid-up members

(Chapter Members Voting) will be obtained from the November M-110 Report, NARFE Membership Summary by State and Chapter.

- (d) The delegation from any Chapter may together cast votes totaling the number of delegates to which that Chapter is entitled.
- (e) Each member of the Federation Executive Committee shall have the status of "Delegate-at-Large" at a Federation Convention, and shall be entitled to one (1) vote on the Convention floor, provided such Delegate-at-Large is a member in good standing of a Chapter which is in good standing with the Federation.
- (f) Each Chapter President in good standing shall have one (1) vote as a Delegate-at-Large. A Chapter Vice President in good standing may serve as Delegate-at-Large in the event the Chapter President is unable to attend the Convention.
- (g) Past Federation Presidents, Past Federation Vice Presidents, Past Federation Secretaries, Past Federation Treasurers, and Past Federation Secretary/Treasurers shall have the status of "Delegate-at-Large, and each shall have one (1) vote.
- (h) No Delegate-at-Large shall have more than one (1) vote.

Section 2. Proxies:

- (a) A Chapter in good standing is entitled to grant its proxy to a delegate from another Chapter in good standing within the Chapter's District.
- (b) All delegates, alternates, and proxies shall be certified with the Federation Credentials Committee prior to the Convention.
- (c) No delegate shall carry proxies for more than three (3) chapters.

Section 3. Delegate Lists:

- (a) Each Chapter shall, not less than sixty (60) days prior to a Convention, send a list of the names, addresses, and telephone numbers of all accredited delegates and alternates to the Federation Secretary.
- (b) The Federation Secretary shall check the lists against the allowed delegate strength and authorized delegates-at-large, and furnish the Federation President and Convention Host Chair with a consolidated list not less than forty-five (45) days prior to the Convention. The lists shall include Federation Officers, Past Federation Presidents, Vice Presidents, Secretaries, and Treasurers, delegates and alternates.

Section 4. Quorum:

A Federation Quorum shall consist of a majority of accredited delegates representing a majority of Chapters in the Federation, present and seated on the Convention floor when a quorum call is ordered, provided that the number of seated delegates is a majority of the total number of delegates accredited to that Convention.

Article XI – Annual Report

Immediately following the adjournment of the annual Federation Convention, a report shall be submitted to the National office and to each of the local Chapters of the Federation.

Article XII - Publications

Section 1. Federal Reporter:

- (a) The official publication of the Federation shall be known as the Federal Reporter.
- (b) The Federal Reporter shall be mailed to each Chapter's elected officers unless individual chapters arrange for another method of receipt.
- (c) The Federal Reporter shall be published on a schedule to be determined by the Executive Committee.
- (d) The cost of printing and mailing the Federal Reporter shall be borne by the Federation General Fund.

Article XIII - Parliamentary Authority

Section 1.

The Rules contained in Robert's Rules of Order, most recent edition, shall govern the deliberations of the Federation in all cases in which they are not inconsistent with these Bylaws, and any Special Rules of Order the Federation may adopt.

Article XIV - Amendment of Bylaws

Section 1. Amendment Procedures:

- (a) These bylaws may be amended at any Federation Convention by a two-thirds (2/3) affirmative vote of the total number of votes cast on the question, provided such proposed amendment is submitted in writing to the Federation Secretary not less than sixty (60) days prior to the date of the Convention.
- (b) The Federation Secretary shall furnish each Chapter with two copies of the proposed amendments not less than fifty (50) days prior to the Annual Convention.
- (c) Resolutions to amend the Bylaws will be accepted from the convention floor for debate and consideration; provided that a majority of the delegates from each of at least four (4) Chapters agree to the submission.

Victor J. Rohret

Federation Secretary

May 21, 2008

Date