



**BYLAWS and STANDING RULES  
Washington State Federation of Chapters**

**National Active and Retired Federal  
Employees Association (NARFE)**

**Total Revision of Bylaws: May 18, 2010**  
**Adopted Standing Rules: May 18, 2010**

# BYLAWS

## Washington State Federation of Chapters

### National Active and Retired Federal Employees Association (NARFE)

**Total revision May 18, 2010**

#### **Article I – Name**

Washington State Federation of Chapters of the National Active and Retired Federal Employees (NARFE), referred to as the “Federation”.

#### **Article II – Objectives**

The objectives of the Federation are to:

- (a) Enhance the voice of NARFE by uniting 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) Promote the recruitment and retention of NARFE membership from among active and retired federal employees.
- (d) Assist the National Association in carrying out its authorized objectives, including National legislative agenda.
- (e) Encourage the formation of new Chapters and the successful operation of existing Chapters within the State of Washington.

### **Article III – Membership**

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

### **Article IV - Operating Funds**

Payment from National office designated as Ten Percent Fund is deposited monthly based on the membership assigned to the State Membership records.

The Federation may also impose a direct per capita assessment on Chapters to fund programs and activities not covered by the National Ten Percent Fund. Such assessment is subject to approval by a majority vote of delegates at the State Convention (in even years) or at a midterm Federation event (in odd years).

### **Article V – Officers**

#### **Section 1. Officers**

The elective officers within the Federation are: President, Vice President, Secretary, Treasurer, and a District Vice President for each of the Districts in the Federation.

District Vice Presidents are nominated and elected to coordinate activities within their Districts and to represent the Chapters and members of those Districts as members of the Federation's Executive Committee

Any member in good standing may run for any office in the Federation. The member's Chapter dues, and any of his or her Chapter accounts with NARFE and the Federation, must be current in order for a candidate to be in good standing.

#### **Section 2. Election and Terms of Office**

- (a) Federation Officers. The President, Vice President, Secretary, and Treasurer shall be elected by majority vote at the Biennial State Convention, held in odd-numbered years, to serve for two years or until their successors are elected and installed.
- (b) District Vice Presidents. District Vice Presidents shall be elected by a majority vote of Chapter delegates at District conferences, held in even-numbered years, to serve for two years or until their successors are elected and installed.
- (c) The term of office will begin immediately following the event at which the officer was elected and terms of office will be limited to two full consecutive two-year terms.

#### **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 at the next biennial State Convention,

however:

- (a) Should the President be incapacitated and/or otherwise unable to serve, the Vice President shall assume the office and a new Vice President shall be selected by the Executive Committee.
- (b) Any vacancy in a District Vice President office shall be filled by the Executive Committee with input from the Chapters from the District in which the vacancy occurs.

#### **Section 4. Removal from Office**

The Executive Committee by a vote of two-thirds of its total membership may remove an elected officer from office for failure to fulfill the duties of the office or for any act which could result in felony conviction, a law suit, or litigation.

#### **Section 5. Duties of Officers**

The duties of the Federation officers shall be as outlined in NARFE Publication F-10, *Chapter and Federation Officer's Manual*, as it may be modified, extended, or amended by these bylaws and the Federation's Standing Rules.

#### **Article VI – Standing Committees**

Committee Chairs shall be appointed by the Federation President subject to approval by the Executive Committee to perform such duties as are set forth in the Standing Rules of the Federation.

- (a) In addition to the Executive Committee composed of the elective officers, and the Advisory Committee composed of the elective officers and standing committee chairs, standing Committees shall be:

- Legislative
- Service
- Membership
- Finance
- Public Relations
- Audit

- (b) Special Committees may be established as determined by the Executive Committee. Such Committees may include, without limitation: Bylaws, Resolutions, Nominating, Political Action, and Convention.

#### **Article VII– Federation Conventions**

- (a) A State Federation Convention shall be held biennially in even numbered years at such time and place as approved by the Executive Committee, or two years in advance.

Such Conventions shall be "hosted" by one or more Chapters of the Federation. "Hosting" means planning and conducting the Convention with a convention oversight committee appointed by the Executive Committee.

Chapters may apply to their District Vice President to host a convention. All applications will be fully considered by the Executive Committee in making the final selection.

- (b) Midterm events may be held for such purpose and at such times and places as determined by the Executive Committee.

**Article VIII– Standing Rules**

The Executive Committee shall issue Standing Rules, and any amendments thereto, containing routine rules and bylaw implementations covering the duties of officers and committees and such other managerial and administrative guidelines as are appropriate.

Any Chapter in good standing may propose new or changed rules for consideration by the Executive Committee. In the event a proposal is not accommodated by that Committee, the petitioning Chapter may, at its option, offer a resolution for consideration at the State Convention. In such case, the resolution must comply with the requirements for the submission of convention resolutions.

**Article IX– Parliamentary Authority**

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 Standing or Special Rules of Order of the Federation.

**Article X – Amendments**

- (a) These bylaws may be amended at any Federation Convention by a two-thirds (2/3) affirmative vote, 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 a copy of the proposed amendments not less than fifty (50) days prior to the Annual Convention.

/s/  
Paul Shell, WSFC Secretary

5/27/10  
Date

/s/  
Approved at National Headquarter  
Nathaniel L. Brown, National Secretary

8 Jun 2010  
Date