



BYLAWS
Washington State Federation
National Active and Retired Federal
Employees Association

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(WSF)
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Employees Association
(NARFE)

Total revision: **March 26, 2018**

Article I – Name

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

Article II – Objectives

The Federation’s objectives shall be to: support NARFE’s objectives as set forth in its Articles of Incorporation; organize an effective political communication process; provide resources for personnel-related questions of Chapters and Chapter members, and all NARFE or prospective NARFE members residing in Washington; and, promote NARFE’s growth and effectiveness.

Article III – Membership

All NARFE members residing in Washington, or members of a Federation chapter not residing in Washington, shall be Federation members. They are considered voting members, if they are in good standing; that is, NARFE dues, and Chapter dues, if applicable, must be current.

NARFE is tax exempt under IRS 501(c)(5). Dues payments and donations to the Federation are not deductible as charitable contributions for income-tax purposes.

Article IV - Operating Funds

The Federation receives “Ten-Percent Funds” from NARFE based on the membership assigned to Federation membership records.

The Federation may impose a direct per-capita assessment on Chapters to fund programs and activities not covered by National's Ten-Percent Funds. Such assessment is subject to approval by a majority vote of the Executive Committee and details are included in the Federation Standing Rules.

Article V – Officers

Section 1. Officers

- (a) The Federation's elected officers are: President; Vice President; Secretary; Treasurer; and, a District Vice President for each Federation District. These officers are the Federation Executive Committee. Six of the elected officers shall constitute a quorum for a meeting.
- (b) District Vice Presidents are elected to coordinate activities within their Districts, and to represent the Chapters and all members of their Districts.
- (c) Any Federation voting member may run for any Federation office.

Section 2. Elections and Terms of Office

- (a) Federation Elected Officers. The President, Vice President, Secretary and Treasurer shall be elected prior to the WSF Biennial Conference by ballot and a majority vote of Federation members voting. They shall 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 District Chapter members at the WSF Biennial Conference. They shall serve for two years, or until their successors are elected and installed.
- (c) The term of office shall begin immediately following the event at which the officer is elected and installed. Terms of office shall be limited to two, full, consecutive, two-year terms, or until their successors are elected and installed.

Section 3. Vacancies

Vacancies in Federation elected offices shall be filled by a majority vote of the Executive Committee, and all such appointments shall terminate at the next WSF Conference. 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 elected by a majority vote of the Executive Committee.
- (b) The Executive Committee shall fill any District Vice President position by a majority vote, with input from the District with the vacancy.

Section 4. Removal from Office

The Executive Committee, by a majority vote, may remove an officer for failure to fulfill duties of the office, or for any act that could result in felony conviction, a lawsuit or litigation.

Section 5. Officer Duties

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

Article VI – Standing Committees

The Federation President shall appoint Standing Committee chairmen, subject to a majority vote by the Executive Committee. They shall perform such duties as set forth in the Federation’s standing rules.

Standing Committees may include, but are not limited to, the following:

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| Alzheimer’s | NARFE-PAC |
| Audit | Public Relations |
| Finance | Service |
| Legislative | Training |
| Membership | Webmaster |

The Executive Committee may establish Special Committees such as: Bylaws; Resolutions; Nominating; and, Conference.

The Federation Executive Committee, and its Standing and Special Committees, comprise the Federation Advisory Committee.

Article VII– Federation Conferences and Meetings

A WSF Conference shall be held biennially at such time and place as approved by the Executive Committee. It also shall be considered the WSF annual meeting with reports by elected officers and Standing Committee chairmen.

On alternate years, annual meetings may be held in conjunction with a scheduled Executive Committee meeting or in conjunction with a mid-term event that may be held at such times and places as determined by the Executive Committee.

A minimum of 25 Federation voting members, as of the prior December 31 NARFE membership report, shall constitute a quorum for annual meetings, including for the WSF Biennial Conference.

Article VIII– Standing Rules

The Executive Committee shall issue standing rules, and any amendments thereto, containing routine rules, bylaws implementation, and such other managerial and administrative guidelines as are appropriate.

Any Federation Chapter, or Federation voting member, may propose new or changes to standing rules for the Executive Board to consider. In the event a proposal is not accommodated by that Committee, the petitioning Chapter or member, as their option, may offer a resolution for consideration at the WSF Biennial Conference. In such case, the resolution must comply with Conference resolution submission requirements.

Article IX – Bylaws Amendments

Any Federation Chapter, or group of at least 20 Federation voting members, may propose amendments to these bylaws provided such proposed amendments are submitted in writing to the Federation Secretary not less than 30 days prior to the start of a WSF Biennial Conference.

The Federation Secretary shall furnish each Chapter and the Federation Webmaster a copy of all proposed amendments not less than 30 days prior to the WSF Biennial Conference.

The bylaws may be amended prior to any WSF Biennial Conference by a majority vote of members voting.

Article X– Parliamentary Authority

Robert’s Rules of Order, most recent edition, shall govern Federation deliberations in all cases in which they are not inconsistent with these bylaws, and any Federation Standing Rules and/or Federation Special Rules of Order.

_____/2/ Ida Sevier_____
Ida Sevier, WSF Secretary

____March 26, 2018_____
Date

Jon Dowie, NARFE Secretary/Treasurer

Date

Revised: March 26, 2018