

Standing Rules

Washington State Federation of Chapters

National Active and Retired Federal Employees Association (NARFE)

Article I - Purpose

These Standing Rules are designed to provide guidelines for the conduct of business and operations of the Washington State Federation of Chapters (Federation) of the National Active and Retired Federal Employees Association (NARFE).

Article II - Duties of Officers

Section 1. General

Officers shall perform the duties as set forth in the *Chapter & Federation Officers Manual*, F-10, except as may be modified by the Federation's By-Laws or these Standing Rules.

Section 2. President

- (a) As the chief executive officer of the Federation, officially represents the Federation and provides leadership to programs designed to attain Federation goals.
- (b) Through the District Vice Presidents, maintains liaison with all segments of the Federation.
- (c) Is an ex-officio member of all committees, except the Nominating and Audit committees.
- (d) Signs all orders on the Treasury for disbursement of funds unless the expenditure is within an approved budget.
- (e) In cooperation with the District Vice Presidents, gives special attention to the formation of new chapters and to the aid of weak or ailing Chapters, attends Chapter meetings when deemed advisable, and attends District meetings as necessary.

- (f) Performs such additional duties as may be directed or authorized by the Executive Committee, or by a State or National Convention.

Section 3. Vice-President

- (a) Performs the duties outlined for the First Vice President in *Chapter & Federation Officers Manual*, F-10.

Section 4. Secretary

- (a) Under the general direction of the President, has charge of all papers and records of the Federation, except the accounting records maintained by the Treasurer.
- (b) Conducts the general correspondence of the Federation, and keeps a true and correct record of all official proceedings of the Federation Executive Committee and Advisory Board.
- (c) Within sixty (60) days after adjournment of a Federation Convention, transmits to member Chapters of the Federation copies of the minutes of the Convention.
- (d) Performs such other duties as may be consistent with this office.

Section 5. Treasurer

- (a) Pays by physical or electronic check all properly documented vouchers that are within the budgeted amounts.
- (b) Causes publication of a summary financial report in the first issue of the Federation's publication following the Convention and, upon request, provides a copy of the full report to any Federation or Chapter officer.
- (c) Performs such other duties as may be consistent with this office.

Section 6. District Vice-Presidents

- (a) Under the general direction of the President, but with wide latitude for independent action within their respective Districts, 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) 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, develops District meetings and encourage participation in Federation conventions, and seek out qualified people for advancement.
- (d) Report to Executive Committee meetings and the Federation Convention, and perform such other duties as may be assigned by the President.
- (e) Represent the interests of chapters in their districts as members of the Federation Executive Committee.

Article III - Standing Committees

Standing Committee chairs, except for the Executive, Advisory, and Finance Committees and within such limitations as may be indicated in the following paragraphs, select additional

committee members as may be appropriate to the assigned tasks. Chairs shall communicate and consult with the District Vice Presidents and their committee counterparts in the Chapters in accomplishing their assigned tasks.

Section 1. Executive Committee

- (a) Chaired by the Federation President, membership includes the four elective Federation officers, the Immediate Past President, and the District Vice Presidents.
- (b) Carries out the policy instructions of the Federation Convention, and attends to necessary Federation business between Conventions.
- (c) A quorum consists of five (5) members.
- (d) Meets not less than two (2) times a year, at least one meeting of which shall be in person. Other meetings may be by electronic means as determined by the President or the Executive Committee.
- (e) Additionally meets at the call of the Federation President or at the request of a majority of Committee, or on petition of not less than four (4) chapters, representing not less than two (2) Districts.

Section 2. Advisory Committee

- (a) Chaired by the Federation President,, membership consists of the Executive Committee and appointed or Committee Chairs.
- (b) Meets at the call of the President or at the request of a majority of the Executive Committee.

Section 3. Legislative Committee

- (a) Studies local, state, and national issues that affect the lives of members, and formulates policy positions relating to those issues for presentation to members, Chapters, and District Workshops, and for use in training Chapter Legislative Chairs.

Section 4. Service Committee

- (a) Coordinates the activities of established Service Centers and the provision of 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.

Section 5. Membership Committee

- (a) Coordinates National and State programs for the recruitment and retention of members and develops and coordinates the training of Chapter Membership Chairs.

Section 6. Finance Committee

- (a) Chaired by the Federation Treasurer, prepares 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.
- (b) Recommends assessments and special levies as required to accomplish the programs and activities approved by the Executive Committee.

Section 7. Public Relations Committee

- (a) Promotes the public image of the Federation, the Chapters, and members of the Federation.
- (b) Coordinates statewide public relations programs, and trains and advises Chapter Public Relations Chairs and committees.

Section 8. Audit Committee

- (a) A chair, and two members of the Federation who have financial knowledge or experience, are appointed by the Executive Committee.
- (b) Annually audits the Federation's financial records including budgets, Treasurer's books, and other pertinent document for the annual period ending on April 15.
- (c) Reports annual audit results to the Federation President and at the Federation Convention or such other venues as directed.
- (d) Conducts other audits of Federation accounts as may be requested by the Executive Committee, or at least four (4) Federation Chapters, representing at least two (2) Districts.

Article IV - Other Committees

Section 1. Bylaws Committee

- (a) Maintains a continuing review of Federation Bylaws
- (b) Considers amendments to the Federation Bylaws proposed by the Executive Committee, Chapters, or the committee itself and develops revisions as appropriate.
- (c) Reports bylaw recommendations to the Federation Convention.
- (d) Maintains a continuing review of Federation Standing Rules and recommends appropriate changes in a timely manner to the Executive Committee.

Section 2. Resolutions Committee

- (a) Considers resolutions, other than those related to Bylaws, submitted by the Executive Committee or Chapters, and reports its recommendations to the Convention. Such consideration may include combining resolutions of similar intent.
- (b) Chapters shall provide copies of resolutions passed by the Chapters to the committee chair and the Federation Secretary not less than sixty (60) days prior to the Federation Convention.
- (c) 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 3. Nominating Committee

- (a) Five (5) members are appointed by the Executive Committee to consider nominations or declarations of candidacy for Federation office.
- (b) Examines the eligibility and qualifications candidates to serve, if elected, and reports it's nominations to the Chapters sixty (60) days in advance of the semi-annual Convention.
- (c) Nominations for Federation office also may be made from the Convention floor by a Convention Delegate.

Article V - Revenues and Disbursements

Section 1. General Fund

- (a) The Federation establishes and maintains a General Fund into which all revenues and monies of the Federation shall be deposited.
- (b) All Federation disbursements are made from the General Fund.

Section 2. Operating Expenses

- (a) The Executive Committee approves 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 re-allocates 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 VI - Federation Conventions

Section 1. Time and Place

- (a) The time and place of Federation Conventions shall be determined, not less than one full year in advance, by the Executive Committee.

- (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) Conventions are funded by registration fees and other income sources as determined by the host committee.

Article VII - 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 in even-numbered years by the members present at the annual District meeting.

Article VII – Delegates

Section 1. Voting Eligibility

- (a) Only duly accredited delegates, in good standing, whose chapters are 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 National and Federation accounts are up-to-day) is 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.
- (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 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)

- (c) All delegates and proxies shall be certified with the Federation Credentials Committee prior to the Convention.
- (d) 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 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 and delegates.

Section 4. Quorum

- (a) A Federation Quorum shall consist of a majority of accredited individuals registered and accredited as delegates to the Convention.

Article IX – 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 X - 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 XI - General

Section 1. Computers and Software

- (a) The Secretary and Treasurer shall be allowed to submit to the Executive Committee 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.

Section 2. Performance Bonds

- (a) 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.