



**NARFE**

**National  
Bylaws**

Adopted at the

**2010**

National Convention

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## **MISSION STATEMENT**

To support legislation beneficial to current and potential federal annuitants and to oppose legislation contrary to their interests.

To promote the general welfare of current and potential federal annuitants by advising them with respect to their rights under retirement laws and regulations.

To cooperate with other organizations and associations in furtherance of these general objectives.

## **VISION STATEMENT**

To ensure that:

- NARFE is recognized as the association devoted exclusively to serving and protecting the earned entitlements, rights and benefits of all federal retirees, employees and survivors.
- Great work is done to help preserve those rights and benefits.
- Members receive the highest quality services and products.
- All members are left with the knowledge and understanding that their needs and wants are being taken to the highest levels of government for resolution.

## ORIGINAL PREAMBLE

To the Constitution of the National Active and Retired Federal Employees Association—  
Incorporated, 1947, under the name of “National Association of Retired Civil Employees,” amended 30 November 1970 as “National Association of Retired Federal Employees.”

“In order that the retired employees may receive from the government of the United States remuneration to which their long and faithful service entitles them; to aid them in securing their rights under the retirement law; for the promotion of their general welfare; and to secure legislation perfecting the retirement law, the National Active and Retired Federal Employees Association has been formed.”

**ARTICLES  
OF  
INCORPORATION**

**ARTICLES GOVERNING THE  
CORPORATION**  
of the  
**National Active and  
Retired Federal Employees Association**

Originally incorporated in the District of Columbia pursuant to the provision of Title 29, Chapter 6 (now codified as Chapter 8) on March 3, 1947, NARFE grew to an organization with chapters and federations in every State and in various territories, possessions, and former possessions of the United States. Pursuant to the provisions of Title 29, Chapter 3, Subchapter 301, of the District of Columbia Non-Profit Corporation Act of 1962, NARFE submitted a Statement of Election to Accept the provisions of that Chapter in place of Chapter 8, on November 30, 1970. The articles in the Statement of Election to Accept displaced any similar articles in the original Articles of Incorporation as the governing articles of NARFE. The following Articles include Articles from the original document as revised prior to 1970 that remain in effect [\*] plus revised and additional Articles filed under Title 29, Chapter 3, Subchapter 301 and approved in accordance with the requirements of the cited Subchapter, as of September 13, 2006:

**§1. Name.** The name of the Corporation is: National Active and Retired Federal Employees Association.

**§2. Duration.** The duration of said Corporation shall be perpetual. \*

**§3. Objectives.** The aims and objectives of said Corporation shall be as follows:

- A. To sponsor and support legislation, rules and regulations beneficial to Federal civilian employees, and annuitants or potential annuitants under any Federal civilian retirement system;
- B. To oppose legislation, rules and regulations detrimental to the interests of Federal civilian employees, and annuitants or potential annuitants under any Federal civilian retirement system;
- C. To advise and assist Federal civilian employees and annuitants or potential annuitants, with respect to their rights under retirement and health benefit laws and regulations; and to represent their interests before the Federal Congress and Executive Branch, and State governments with respect to receiving and protecting such rights, and to gain greater retirement and health benefits for them and their dependents;
- D. To promote the general welfare of Federal civilian employees, and annuitants or potential annuitants;
- E. To cooperate with other organizations and associations in furtherance of the general objectives of this Corporation.

**§4. Members.** The Corporation shall have two classes of Members: (1) voting Members, and (2) non-voting Members. The conditions, methods of admission to, qualifications for, and specific voting rights of each class of members; other limitations, rights, powers and duties of members; dues payment options of members; and methods of expulsion of members or exclusion of persons from membership; shall be provided in the Bylaws of the Corporation.

**§5. Directors.** The Corporation shall have as Directors a National Executive Board consisting of the National Officers and Regional Vice Presidents, as established in the Bylaws of the Corporation. The National Officers shall be elected in national elections. The Regional Vice Presidents shall be elected in regional elections. The manner of such national and regional elections of such Directors and filling of vacancies in any of these offices between elections shall be provided in the Bylaws of the Corporation.

**§6. Powers.** The powers and authority of the Corporation shall be those enumerated in the District of Columbia Non-Profit Corporation Act. All matters pertaining to the conduct, management, and control of the business, property, and affairs of the Corporation and any of its subsidiary chapters and federations of chapters, shall be conducted according to applicable laws and the Bylaws of the Corporation.

**§7. Dissolution.** In the event of the dissolution of the Corporation, the Corporation may convey any or all remaining assets of the Corporation to any other non-profit entity having aims and objectives substantially similar to those of the Corporation, or to the government of the United States.

**§8. Address.** That the address of this Corporation in the District of Columbia shall be 4958 Butterworth Place, N.W., Washington, D.C. 20016; and the name of its registered agent at such address is Alan Lopatin, Esq.

*Signed: Charles L. Fallis, National President*

*Attested to by: David F. Sullivan, National Secretary*



# **NATIONAL BYLAWS**

# **NATIONAL BYLAWS**

## **Preamble**

The National Active and Retired Federal Employees Association, incorporated under the laws of the District of Columbia, February 27, 1947, as amended from time to time through September, 2006, as herein before shown, is a continuation with enlargements of its scope of the unincorporated organization formed February 19, 1921, under the name of the National Association of Retired Civil Employees.

The aims of this Association shall be those set forth in its Articles of Incorporation.

The Association is deeply concerned with the problems, welfare and status of all the aged and aging in our nation. It is the duty of the Association to align itself with public agencies, private organizations and individuals devoted to leadership in these aims.

# ARTICLE I.

## Membership and Dues

### Section 1. Membership Eligibility

Any person who is or will be eligible to receive an annuity or a survivor annuity from any of the civilian retirement programs of any agency of the government of the United States or of the District of Columbia and his or her current spouse shall be eligible for membership in the Association, without regard to race, color, creed, national origin, sex or age, and upon application, shall be accepted as such member unless excluded by the National Executive Board (NEB) for reasons deemed by them to be detrimental to the Association.

### Section 2. Membership Categories

- A. **Regular Members:** Members who pay National and Chapter dues either through the annual, biennial, or triennial billing or the dues withholding systems.
- B. **Life Members**
  - 1. **Life Members.** Members who pay present and future National dues in a lump sum. A voluntary Life Membership shall be available to all eligible for membership upon prepayment of a non-refundable actuarially determined amount that will yield the proximate equivalent of the annual dues at the time of purchase. A Life member, who was or is a Chapter member at the time that a National Life membership was or is purchased, shall maintain membership in a Chapter. Failure to do so

shall result in suspension of Chapter membership rights and privileges.

**2. Honorary.** Members who have been granted the right to a National membership without further payment of National dues prior to the establishment of the Distinguished Member recognition program at the 2008 National Convention. An honorary member may request recognition under the Distinguished Member program upon written request to the National Office and by resuming payment of NARFE dues. (See Section 5, page 14).

**C. Members-at-Large:** Members who belong to the National Association but not to a Chapter. Members currently classified as Members-at-Large shall be permitted to retain that status until their memberships are terminated. If these former members subsequently choose to rejoin the Association, they shall be required to join a Chapter as well.

### **Section 3. Membership Recruitment**

The Association, in addition to direct recruitment, shall recruit members through Chapters. All new members are required to belong to both the Association and one of its Chapters.

**A.** The Association, by action of the NEB, shall establish a Membership Recruitment Plan for new members. For this plan, the Board shall establish a Membership Fee in lieu of the first year's National and Chapter dues. One-third (1/3) of the Membership Fee for all members enrolled under this plan shall be returned to the Chapters in lieu of the first year's Chapter

dues. Subsequent billings shall be for a combination of the National dues established in Section 4. A. below of this Article and the Chapter dues of record of the appropriate Chapter.

- B. The NEB may establish incentive programs to benefit member recruitment and retention. The NEB shall periodically review such incentive programs to assure their efficacy and may eliminate those which no longer serve the interests of NARFE. In connection with such incentive programs, the NEB may establish a Membership Fee in lieu of National and Chapter dues, provided that, (1) any Membership Fee established under such incentive programs shall not have a term in excess of two (2) years; and (2) under such incentive programs Chapter dues of record shall be collected and remitted to the Chapters in accordance with the Bylaws.
- C. Current Federal Employees (CFE) and spouses will be offered multi-year dues rates that will be determined by the NEB. As long as the primary member retains CFE status both will be permitted to renew at a multi-year rate.

#### **Section 4. National Dues**

- A. **National dues for Regular Members and Members-at-Large shall be forty dollars (\$40.00) for one year, seventy-two dollars (\$72.00) for two years, and one hundred and two dollars (\$102.00) for three years. For dues withholding, annual dues are \$34.00.**

- B. Dues for National Life Members shall be as established by the NEB.
- C. National dues for National Honorary Members shall be waived in accordance with the provisions of Article I., Section 2, Paragraph B. 2. (*See Page 12*)
- D. Ten percent (10%) of the National dues and National Membership Fees shall be returned to the State Federations on a monthly basis, along with an accounting of the number of members for which they are being reimbursed. Newly organized Federations shall receive 10% of the National dues and National Membership Fees, along with an accounting of the number of members for which they are being reimbursed in the month in which they organized. These funds shall be used for promotion of NARFE field work in compliance with the provisions of Article V., Section 2, of these Bylaws. (*See Page 29*)
- E. Two dollars (\$2.00) of the first year's National Membership Fee of all new members recruited by the Chapters shall be rebated to the Chapters by the Treasurer's office.
- F. Any member whose dues are in arrears for three (3) months or more shall, after due notice by the National Headquarters, be dropped from the rolls, and all rights and privileges granted under the provisions of these Bylaws shall cease.

### **Section 5. Distinguished Member**

- A. A member who has reached the age of eighty-five (85) years and has been a NARFE

member for at least twenty (20) years may be recognized as a Distinguished Member upon request and certification by the chapter to the National Office that the criteria have been met. A member recognized under the Distinguished Member program must continue to pay NARFE dues.

### **Section 6. Membership Lists and Labels**

- A. All membership and prospective member lists and computer labels in the custody of the Association, Federations, or Chapters shall be treated as confidential.

### **Section 7. National Publication**

The Association shall publish an official magazine known as *Retirement Life*. Unless waived, a subscription to the magazine shall be a “Right of Membership” for all members.

## **ARTICLE II. Officers and Their Duties**

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

- A. **Officers:** The National Officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer.
- B. **Eligibility:** Nominees for National Office shall be members of both the Association and a Federation-affiliated Chapter.
- C. **Terms of Office:**
1. The National Officers shall be elected at the biennial National Convention and shall serve two-year terms, ending when

successors are elected and assume office.

2. The National Officers elected at a Convention shall be installed at the Convention and assume office on the first work day of the second month following the Convention.

**D. Restrictions:**

1. No person shall be elected to the office of President for more than two (2) terms and no person who has held the office of President, or acted as President for more than one (1) year of an unexpired term, shall be elected to the office of President more than once.
2. No National Officer may simultaneously hold office in any other NARFE organization, such as a Chapter or a Federation.

**E. Vacancies in Office:** In case of a vacancy at any time in any National Office, the NEB shall have the authority to fill such vacancy for the unexpired term, unless otherwise provided for in these Bylaws.

**F. Duties:** The National Officers shall perform the duties prescribed by these Bylaws, by the parliamentary authority adopted by the Association, and by any directives adopted by a Convention.

1. **President:** The President shall:
  - a. Be the Chief Executive Officer of the Association.
  - b. Be responsible for the efficient execution of its policies and programs under the general policy direction of the NEB.

- c.** Have the authority to make assignments of the duties and functions of the National Officers and Regional Vice Presidents as are not set out in the Bylaws, subject to the approval of the NEB.
- d.** Have authority to hire, promote, and terminate Association employees, subject to the criteria and standards of policy guidance and general personnel policies established by the NEB.
- e.** Have the authority to appoint, subject to the prior approval of the NEB, such special staff as set forth in Article III, Section 2, B.4. (*See Page 23*) of these Bylaws, at rates of compensation fixed by the NEB.
- f.** Preside at all Conventions of the Association and at all meetings of the NEB.
- g.** Be authorized to appoint members to, and select the Chairmen of, committees, except the Audit Committee, that the Association or the NEB shall deem necessary to carry out the work of the Association. The President shall be an ex officio member of all committees except the Audit Committee.
- h.** Submit for consideration by each National Convention recommendations for programs for the ensuing term including estimated



of the Association in such federally insured financial institutions as shall be designated by the NEB.

- b.** Pay by check all orders for the payment of monies issued by the President.
- c.** Enter into bond in such amount as the NEB shall deem sufficient to protect the financial interests of the Association. When authorized, an Assistant to the Treasurer or any other person who acts for the Treasurer shall be bonded in the same amount as the Treasurer.
- d.** Ensure that the Association's Dedicated Funds, i.e., NARFE-PAC, Life Membership Trust Fund, Joe Woodruff Memorial Building Fund, NARFE Contingency Fund, NARFE Convention Fund, and any other fund so designated by the NEB, shall not be commingled with any other funds or used for collateral for any obligation not specifically authorized in these Bylaws.
- e.** Render to the NEB a monthly report of the receipts and expenditures of the Association.
- f.** Have access to the safe deposit box of the Association, when accompanied by another National Officer.
- g.** Perform such other duties as may be required by the Association or the NEB.

## **Section 2. Regional Vice Presidents**

- A. Officers:** There shall be a Regional Vice President for each Region that is established by the NEB.
- B. Eligibility:** Any nominee for the office of Regional Vice President shall be a member of both the Association and a Federation-affiliated Chapter within the Region.
- C. Term of Office:**
1. The Regional Vice Presidents shall be elected at the biennial National Convention by delegates from their respective Regions and shall serve two-year terms ending when successors are elected and assume office.
  2. The Regional Vice Presidents elected at a Convention shall be installed at the Convention and assume office on the first workday of the second month following the Convention.
- D. Restrictions:** A Regional Vice President may not simultaneously hold office in any other NARFE organization, such as a Chapter or Federation.
- E. Vacancies in Office:**
1. In case of a vacancy in any office of Regional Vice President, the Federation Presidents of the Region concerned shall elect a successor to serve the remainder of the unexpired term.
  2. A Regional Vice President who is unable to attend a specific NEB meeting shall be authorized to select a temporary replacement, who shall have voice and

vote, to represent the Region at that meeting.

**F. Duties:**

- 1.** Under the general policy guidance of the NEB, the Regional Vice Presidents, in their respective Regions, shall:
  - a.** Act as liaison officer for field operations.
  - b.** Represent the National office in promoting the aims and objectives of the Association.
  - c.** Assist Federation Presidents and other Federation Officers in beneficial NARFE programs, including membership recruitment and retention programs and programs to create new Chapters.
  - d.** Encourage Federation Officers and their Chapters to participate in legislative work at the state level, including development of legislative programs.
  - e.** Have the authority to request activity reports and financial statements from each Federation President.
- 2.** The Regional Vice Presidents shall select an Audit Committee consisting of three (3) Regional Vice Presidents, which shall establish the criteria for the selection of the Auditor and define the scope of the audit.
  - a.** The Audit Committee will discuss the findings and recommendations with the Auditor and present the final report to the NEB for its consideration.

- b.** A financial report for the prior calendar year, including a balance sheet, list of investments and the Auditor's recommendations, shall be published not later than the June issue of *Retirement Life*. Such report shall list separately the salary of each National Officer and Regional Vice President.

## **ARTICLE III.**

### **The National Executive Board**

#### **Section 1. Composition**

The NEB of the Association shall be composed of the National Officers and the Regional Vice Presidents.

#### **Section 2. Duties**

- A.** Between conventions, the conduct of the business of the Association shall rest with the NEB but the authority of the Board to act shall be limited by the Articles of Incorporation and the Bylaws, and by any general affirmation of policy enacted by a Convention.
- B.** In addition to performing the duties assigned to it elsewhere in these Bylaws, the NEB shall:

  - 1.** Have the authority to establish and modify the National Regions of the Association.
  - 2.** Provide criteria and standards of policy

- guidance to the President.
3. Establish general personnel policies for the hiring, promotion, and termination of Association employees.
  4. Approve the appointment and fix the compensation of special staff as may be required. Such special staff may include, but not be limited to, a General Counsel, a Legislative Representative and Legislative Assistants, an Editor and Managing Editor for *Retirement Life*, an Assistant to the Treasurer, an Assistant to the Secretary, a Professional Registered Parliamentarian, or any other position designated as Special Staff by the NEB.
  5. Have the authority to declare any National Office or Regional Vice Presidency vacant for justifiable cause as determined by the NEB by a two-thirds (2/3) vote of the whole NEB membership. The incumbent in the Office declared vacant shall be given reasonable opportunity to show cause why such action should not be taken.
  6. Be the trustee for and have custody of all real and personal property owned by the Association.
  7. Determine and direct the manner and place of investment of the Association funds, subject to the Articles of Incorporation, the Bylaws and National Convention actions consistent therewith.
  8. Direct the placement of all securities

owned by the Association and all other evidence of investment of funds requiring safeguarding in a safe deposit box in a bank or trust company as designated by the NEB.

- 9.** Cause audits to be made of the receipts, disbursements, assets, and liabilities of the Association by a Certified Public Accountant, annually or at more frequent intervals.
- 10.** Be authorized, on thirty (30) days' notice, to cancel the Charter of any Chapter or Federation for failure to carry out the requirements and purposes of the Charter, Constitution or Bylaws, or for other causes.
  - a.** The Charter holder shall be given reasonable opportunity to show cause why such Charter should not be canceled.
  - b.** A Chapter or Federation, upon notification that its Charter is canceled, shall provide an accounting of funds to the Association and refund any monies in hand received from the Association.
- 11.** Create such Standing and Special Committees, other than the Audit Committee which is provided for elsewhere in these Bylaws, as it may deem necessary to further the work of the Association.

### **Section 3. Meetings**

- A. Meetings of the NEB may be called by the President or a majority of the NEB.
- B. There shall be at least two (2) meetings of the NEB each year.
- C. There shall be an agenda for each NEB meeting. Minutes of each meeting shall be recorded as documentation of actions taken. A summary of the actions taken at each meeting shall be published in the *NARFE Quarterly News*.
- D. Conference meetings by telephone may be held, provided that all members are contacted and given twenty-four (24) hours notice.

## **ARTICLE IV.**

### **Chapters**

### **Section 1. Organization**

- A. Five (5) or more members of the Association residing within the same geographical area, upon application, may be authorized by the Federation President to proceed with the formation of a Chapter.
- B. A newly authorized Chapter shall adopt Bylaws for its own government, which shall be approved by National Headquarters and shall not conflict with the Articles of Incorporation or the Bylaws of the Association.
- C. Upon approval of a Chapter's Bylaws, the Association President shall assign a Chapter number and issue a Charter, which will be

inscribed with the names of the Charter members of the Chapter.

- D. The Bylaws, or Constitution if a separate document, of a Chapter shall not be amended without a determination by National Headquarters that amendments are not in conflict with the Articles of Incorporation and Bylaws of the Association.

### **Section 2. Objectives**

Chapters are established to increase the scope and effectiveness of the Association by assembling members into local groups with objectives of:

- A. Establishing, at the local level, programs for the recruitment and retention of Association members.
- B. Keeping members informed on the plans and activities of the Association.
- C. Gaining the members' appreciation of the Association's need for and importance of their active support.
- D. Providing opportunities at the local level to become well informed on the issues confronting the Association at the Federal and State levels.
- E. Providing mutual assistance and support to solve problems that an individual member may be unable to solve alone.
- F. Establishing, at the local level, a means of direct participation in achieving Association objectives and goals.

### **Section 3. Membership and Dues**

- A. **Eligibility:** Anyone who qualifies for membership under the provisions of Article 1.,

Section 1. (See Page 11), of these Bylaws is eligible to become a Chapter member. National membership is a prerequisite to Chapter membership.

**B. Non-voting Members:**

- 1. Associate Members:** NARFE members who affiliate with any Chapter other than their “Home Chapter” shall be designated as “Associate Members.” Associate Members shall pay Chapter dues and may hold office within the chapter but cannot be included in the total Chapter membership count for determining representation at National Conventions.
- 2. National Only Members:** NARFE members who do not belong to a chapter pay National dues but are not permitted to vote on chapter, federation or national issues. Members currently classified as Members-at-Large shall be permitted to retain that status until their memberships are terminated. If these former members subsequently choose to rejoin the Association, they shall be required to join a Chapter as well.
- 3. Social Members:** Interested persons, other than spouses, not receiving annuities from civilian service, who belong to the immediate household of a Chapter member, may, if the Chapter Bylaws so provide, be enrolled as Social Members of the Chapter upon payment of such Chapter dues as the Chapter Bylaws may prescribe, but without

payment of National dues. A Social Member may not hold office nor have a vote except as to social events of purely local concern.

- C. Dues:** Chapters shall fix dues for their own activities to be collected from their members in the National Dues Collection System. To ensure proper collection of Chapter dues, as well as accurate Chapter Officer information, Chapters shall submit to the National Office by January 1 annually, a NARFE Form F-7, Chapter Officers Roster, listing the amount of their Chapter dues. The National Office shall collect these dues and remit them on a monthly basis to the respective Chapters.

## **ARTICLE V.**

### **Federations**

#### **Section 1. Organization**

- A.** Four (4) or more Chapters within a State, Foreign Country, Territory, the District of Columbia, Possession, or former Possession, may organize as a proposed Federation within the Association. Only one (1) Federation will be authorized within any one (1) State, Foreign Country, Territory or Possession.
- B.** Federations authorized in accordance with the provisions of this Article shall adopt Bylaws for their own government, which shall be approved by National Headquarters and shall not conflict with the Articles of

- Incorporation and Bylaws of the Association.
- C. The Bylaws, or Constitution if a separate document, of a Federation shall not be amended without a determination by National Headquarters that the amendments are not in conflict with the Articles of Incorporation and Bylaws of the Association.

## **Section 2. Objectives**

The purpose of a Federation shall be to promote within its respective area the aims and objectives of the National Association as specified in the Articles of Incorporation as follows:

- A. To organize new Chapters.
- B. To visit Chapters and promote greater Chapter activity, including the solicitation of members.
- C. To reactivate weak and closed Chapters, appoint volunteers for a one-year period to chapters needing officers and, as need arises, provide service to members of closed chapters by assigning them to a statewide chapter.
- D. To stimulate fraternal cooperation among all Chapters in the area for their mutual benefit and for the benefit of the Association.
- E. To keep nonmember Chapters informed of the advantages of membership in the Federation and solicit their affiliation.
- F. To maintain constant vigil upon the status of legislation in the various Legislatures in the area, and to take such action with respect to any such legislation as is beneficial to retirees.

### **Section 3. Membership and Dues**

- A. Ten percent (10%) of the National Dues and National Membership Fees collected within the area of a Federation shall be returned to that Federation in accordance with the provisions of Article I., Section 4. D. (See Page 14)

### **Section 4. Authority**

Any action of a Federation shall be advisory only in its effect upon the Chapters and shall not bind the action of duly accredited Chapter Delegates to the National Convention of the Association.

## **ARTICLE VI. National Conventions**

### **Section 1. Time and Place**

National Conventions of the Association shall be held at approximately two (2) year intervals.

**The NEB will select the site for National Conventions.**

### **Section 2. Delegates**

- A. A Chapter shall be entitled to one delegate for each fifty (50) Chapter members or fraction thereof.
- B. National Officers, Regional Vice Presidents and Federation Presidents shall have the status of Delegate-at-Large. If a Federation President is unable to serve, any Federation Officer, in order of succession, shall serve as Delegate-at-Large for the Federation.

- C. A quorum of the Convention for the transaction of business shall be a majority of the persons registered at the Convention as accredited delegates provided that ten percent (10%) of the Chapters are represented.

### **Section 3. Voting**

- A. Officers listed in Section 2. B. of this Article shall be entitled to one (1) vote in addition to any other votes that they may be entitled to as Chapter delegates or proxy holders.
- B. Chapters may cast as many votes as the number of delegates to which they are entitled under the provisions of Section 2. A. of this Article.
  - 1. Chapters entitled to two (2) or more delegates shall designate one (1) of their delegates to be the voting representative to cast the Chapter's vote. If the designated voting representative for any reason cannot cast the Chapter's vote, any other delegate of that Chapter may be selected as its voting representative.
  - 2. The vote of each Chapter is to be divided according to the delegates' choices.
  - 3. When a Chapter has only one (1) delegate to the Convention and that delegate for any reason is unable to cast the Chapter vote then the Chapter's ranking Federation Officer in attendance shall designate another delegate to be the voting representative for that Chapter.
- C. A Chapter not represented by a delegate may select as its proxy delegate, with the right to cast the entire Chapter vote, any delegate or Delegate-at-Large of the proxy giver's

Federation. In the event the proxy holder, for any reason, cannot cast the proxy vote, then any other member of the proxy holder's Federation, who is designated by the Federation President or in his/her absence the Delegate-at-Large representing that Federation, may cast said proxy vote. In the absence of any delegate or Delegate-at-Large from that Federation, any other delegate from the proxy holder's Region, who is designated by that Region's Regional Vice President, or in his/her absence, the ranking National Officer in attendance, may cast said proxy vote.

1. No delegate or Delegate-at-Large shall serve as proxy for more than three (3) Chapters.
  2. All proxies must be received at National Headquarters at least fifteen (15) days before the opening of the Convention, shall be subject to change only in accordance with the provisions of Section 3.C. above, and shall contain a certification by the Secretary of the Chapter that the person named was duly designated as a proxy by the Chapter.
- D.** Proxy votes shall only apply to votes by ballot. Voting on all other matters raised at the Convention will be by delegates present and voting unless otherwise specified in these Bylaws.
- E.** The resolution or report that recommends changes in the compensation of the National Officers or of the Regional Vice Presidents shall be placed before the Convention and finalized by written ballot before the close of business on the third day of the Convention.

A two-thirds (2/3) vote shall be required for approval. No subsequent motion to reconsider the vote or to recall the motion on the subject of the compensation of the National Officers or the Regional Vice Presidents shall be considered at the Convention in session.

- F. Any Resolution or Report that recommends change in the National bylaws Governing National and/or Chapter dues shall be placed before the Convention and finalized by ballot before the close of business on the third day of the Convention. A two-thirds (2/3) vote shall be required for approval. No subsequent motion to reconsider the vote or to recall the motion on the subject of the dues shall be considered at the Convention in session.

## **ARTICLE VII.**

### **Headquarters**

The Headquarters of the Association shall be located in the Washington, D. C. metropolitan area, at a site designated by the NEB.

## **ARTICLE VIII.**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special Rules of Order the Association may adopt.

## **ARTICLE IX.**

### **Amendments**

#### **Section 1. Initiation**

Amendments to these Bylaws may be initiated by a two-thirds (2/3) vote at a meeting of any of the following:

- A.** A Chapter direct to National Headquarters.
- B.** A Chapter via a Federation Convention, if adopted.
- C.** A Federation Executive Board direct to National Headquarters.
- D.** A Federation Executive Board via a Federation Convention.
- E.** A Federation in Convention to National Headquarters.
- F.** The NEB.

#### **Section 2. Submission and Adoption**

- A.** Proposed amendments to these Bylaws shall be submitted to the National Office for consideration at a National Convention for adoption by a two-thirds (2/3) vote, provided that previous notice is given at least sixty (60) days prior to the opening of the Convention by a publication sent to all Chapter Secretaries and Convention Delegates.
- B.** In the absence of a prior notice as required in A. above, proposed amendments to these Bylaws shall be adopted by a two-thirds (2/3) vote at a National Convention, subject thereafter to ratification by referendum to the Chapters, as provided below in Section 4.

- C. These Bylaws may also be amended at any time other than at a National Convention, subject to ratification by referendum to the Chapters as provided in Section 4. below, by an amendment initiated by anyone listed in Section 1. A. through F. above, and approved by a two-thirds (2/3) vote of the NEB.

### **Section 3. Bylaws Committee Options**

Proposed amendments to these Bylaws may be: amended with no increase in scope; combined with similar amendments, with a single substitute prepared in place of. When recommended by the Convention Bylaws Committee for adoption (and adopted by a two-thirds (2/3) vote at a Convention), will thereafter not be subject to ratification by referendum to the Chapters.

### **Section 4. Referendum to the Chapters**

- A. A referendum to the chapters shall be by publication in *Retirement Life* and ballots forwarded to each Chapter Secretary and Delegate-at-Large.
- B. All Chapters and each Delegate-at-Large shall have a period of three (3) months in which to vote on said amendment and certify the vote to the National Office or to an independent vote-counting agency selected by the NEB.
- C. Chapters chartered prior to the start of a referendum voting period shall be entitled to vote in the referendum, and for this purpose, may cast as many votes as their current membership entitles them under the

provisions of Article VI, Section 3. B. (*See Page 31*) of these Bylaws.

- D.** Each person occupying a position classified as a National Convention Delegate-at-Large, for this purpose, shall be entitled to one (1) vote.
- E.** Two-thirds (2/3) of the votes recorded within the set time limit, shall validate the amendment, provided that ten percent (10%) of the Chapters have responded.

# **STANDING RULES**

# **RULE I**

## **Membership**

### **Section 1. Recruitment**

- A.** New members not specifying a Chapter to which they will belong, shall be assigned to the Chapter serving the ZIP code area in which they reside.
- B.** ZIP codes shall be assigned among the Chapters by the Presidents of the State Federations.
- C.** A member's assignment to a Chapter is usually made based on the ZIP code assignment of the member's permanent legal residence; however, each member retains the right and option of belonging to any Chapter.

### **Section 2. Membership Lists and Labels**

- A.** Any use of membership lists or computer labels of members and prospective members is strictly forbidden except for 1) National programs authorized by the NEB; 2) membership recruitment; or 3) Chapter and Federation bulletins, newspapers, or newsletters. Membership lists or labels shall not be furnished to vendors or contractors doing business with the Association, without specific NEB approval. Under no circumstances shall the telephone numbers or e-mail addresses of Association members or potential

members be provided to anyone other than Association Officials and members.

- B.** Candidates for office shall be entitled to purchase as many sets of address labels as requested, as follows:
  - 1.** For National Offices of the Association, the Officers of Federations, and Chapters.
  - 2.** For Regional Vice President Offices, the Officers of Federations, and Chapters within the Region in which they are candidates.
  - 3.** For Federation Offices, the Officers of the Federation, and Chapters within the Federation in which they are candidates.
  - 4.** For Chapter Offices, the Officers and Members of the Chapter concerned.
- C.** Candidates shall reimburse the Association for such lists and labels on the same cost basis and terms as the Association may be offering lists and labels to the Chapters and Federations.

## **RULE II**

### **The National Executive Board**

The NEB shall ensure that all Federations having members in good standing of NARFE are represented by a minimum of one (1) member on a Committee at each National Convention.

## **RULE III**

### **Chapters**

#### **Section 1. Membership and Dues**

- A.** Membership Sources: The Association shall cooperate with each Chapter by furnishing it the names and addresses of members of the Association within the Chapter's Logistic Support Area (LSA). The Association shall also furnish the names and addresses of prospective members.
- B.** Voting Members:
- 1.** A Chapter's roster of Association voting members must be kept separate from its roster of non-voting members.
  - 2.** On or before the first day of the fourth month prior to the month of the National Convention, the number of voting members will be determined and furnished to each Chapter from the current Association computer printout.

## **RULE IV**

### **Federations**

The Association shall furnish as available the names and addresses of all eligible active or retired civilian Federal employees within the Federation's Logistic Support Area (LSA).

## **RULE V**

### **National Conventions**

#### **Section 1. Time and Place**

- A.** Federations or Chapters desiring to host National Conventions shall make their requests to National Headquarters by March 31 of the Convention year four (4) years prior to the requested Convention date.
- B.** Proposed sites shall be investigated by the NEB to determine their suitability to host a Convention.

#### **Section 2. Convention Committee**

##### **Appointment**

- A.** Such Committees as are required for the efficient and orderly conduct of the Convention shall be selected by the President at least sixty (60) days prior to the opening of the Convention.
- B.** The names of members appointed to Convention Committees shall be included in the issue of *Retirement Life* that is published for the month preceding the month of the Convention.
- C.** Substitution of Committee members may be made later as needed.
- D.** No National Officer, Regional Vice President or Special Staff assistant shall be appointed as a member of any Convention Committee nor shall they be designated to sit in an advisory capacity or as an observer on any Convention

Committee unless requested by the Committee.

### **Section 3. Convention Committee Duties**

Duties of the Convention Committees shall be as prescribed in the various Convention Committee Guidelines published by the National Office.

## **RULE VI**

### **Amendments**

Proposed additions, deletions, and/or amendments to any of the “Standing Rules of NARFE” shall require submission of a Resolution which will be processed in the same manner as prescribed for a Bylaws Amendment by either Convention Delegates or by a Referendum to the Chapters. Such Resolutions affecting “Standing Rules of NARFE” shall require a majority vote for approval or rejection, except when such changes are also changes to the Bylaws themselves, which would then require a two-thirds (2/3) vote. Also, in accordance with Robert’s Rules of Order, “Standing Rules of NARFE” may, at any Convention, be suspended by a majority vote or they may be amended or rescinded without prior notice by a two-thirds (2/3) vote of delegates present. No Standing Rule, or Resolution, is in order which would conflict with the Articles of Incorporation, or Bylaws, or Rules of Order.

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## **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

## **INSTALLATION OF OFFICERS**

**Presiding Officer:** Will the officers-elect please raise their right hands?

Do each of you hereby sincerely promise and pledge on your honor to efficiently perform the duties of your office, to faithfully carry out the programs, policies and bylaws of the National Active and Retired Federal Employees Association, to be loyal to its goals and objectives, and to work as a team in harmony with the Association's leadership? Further, that you will properly safeguard all books, papers and other property of the Association which may come into your possession while in office; that you agree to make available for inspection by proper officials of the Association, upon reasonable notice and request, all such books and records; and you will deliver them intact to your successor in office at the close of your official term?

**Officers in unison:** I do.

**Presiding Officer:** I declare you duly installed officers of the \_\_\_\_\_ Chapter/Federation. You will now assume the duties of your respective office as prescribed by the bylaws.



**National Active and Retired  
Federal Employees Association**

606 North Washington Street  
Alexandria, VA 22314-1914

**[www.narfe.org](http://www.narfe.org)**

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