

Bylaws of the  
National Active and Retired Federal  
Employees of New York



2009

# BYLAWS

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## TABLE OF CONTENTS

ARTICLE I. NAME

ARTICLE II. OBJECTIVES, OBLIGATIONS AND COMPLIANCE

ARTICLE III. MEMBERS

ARTICLE IV. FEDERATION OFFICERS AND STATE EXECUTIVE BOARD

ARTICLE V. MEETINGS AND COMMITTEES

ARTICLE VI. REVENUES

ARTICLE VII. FEDERATION CONVENTION

ARTICLE VIII. RULES AND PARLIAMENTARY AUTHORITY

ARTICLE IX. AMENDMENTS

## **ARTICLE I. NAME**

This Federation of chapters shall be known as the **National Active and Retired Federal Employees of New York (NARFE-NY)**, and may also be known as or referred to as the “*Federation*” or “*NARFE-NY.*”

## **ARTICLE II. OBJECTIVES, OBLIGATIONS AND COMPLIANCE**

1. The objective of this Federation shall be:
  - a. To unite all chartered Chapters of the **National Active and Retired Federal Employees (NARFE) Association** into an organization for the mutual benefit of all active and retired federal and postal employees and eligible spouses in New York State.
  - b. To promote the general welfare of current and future federal annuitants by providing information, education and service on matters relating to their earned retirement benefits.
  - c. To represent the interests of current and future federal annuitants before Congress and the New York State Legislature with respect to such matters as would be beneficial or harmful to their general interests and welfare.
  - d. To cooperate with other organizations, agencies and associations in furtherance of these general objectives.
  - e. To provide information, guidance and assistance to chapters in danger of closing and appoint volunteers as Chapter officers on an interim basis when necessary.
2. The Federation shall be subject to the Articles of Incorporation and the National Bylaws of the National Active and Retired Federal Employees Association and shall not enter into any activities, arrangements, or agreements which are in conflict with the programs or activities of the National Association. No part of these bylaws shall be in force if they are found to be contrary to, or in conflict with, any provisions of the NARFE National Bylaws or applicable federal or state law.
3. These Bylaws shall become effective following adoption by delegates at a federation convention, or by referendum as provided for in Article IX, and review and concurrence by NARFE.

## **ARTICLE III. MEMBERS**

All chapters chartered by NARFE and located within New York State shall be eligible for membership in this Federation. Membership is retained by the payment of an annual per capita tax as provided for within these Bylaws (see Article VI).

## ARTICLE IV. FEDERATION OFFICERS AND STATE EXECUTIVE BOARD

### 1. Federation Officers.

- a. Statewide officers of the Federation shall be a President, one or more Vice Presidents, a Secretary, and a Treasurer (*or Secretary-Treasurer, if combined*).
- b. Federation Officers are expected to perform the duties of their office in accordance with these Bylaws, the NARFE National Bylaws and the NARFE Chapter and Federation Officer Manual, publication F-10, or its equivalent, on a nonpartisan basis.
- c. Federation officers shall be nominated and elected for a term of two (2) years at the Federation Convention, and shall serve for a term of two (2) years or until a successor is elected.
- d. Federation Officers shall be installed and assume their duties upon adjournment of the meeting or convention at which they are elected.

### 2. State Executive Board (SEB)

- a. The State Executive Board (SEB) shall be composed of the statewide Federation Officers, the District Vice Presidents and the immediate Past President. The term "*Federation Officer*" as used herein shall apply to all members of the SEB.
- b. The SEB shall carry out the will of the delegates as expressed at the biennial convention and it shall conduct the business affairs of the Federation between conventions.
- c. The SEB shall establish and define the boundaries for each District and assign or reassign chapters within each District, when necessary to provide more efficient service to member chapters.

### 3. District Vice Presidents.

- a. District Vice Presidents shall be elected by a caucus of respective chapter presidents from within the District prior to each Federation convention in accordance with the Standing Rules.
- b. District Vice Presidents shall serve for a term of two (2) years or until a successor is elected, or named as prescribed in Section 6 of this Article.

4. The immediate Past President shall be appointed to the SEB for a period of two (2) years following the election of a new President.
5. On an interim basis the President, with the concurrence of the SEB, shall fill any vacancy occurring prior to the next Federation Convention.
6. In the event of a temporary absence or inability of the President to perform his or her duties the First Vice President, the Second Vice President, the Secretary or the Treasurer shall serve as the Acting President in order of succession.
7. Federation Officers must be a member in good standing of the National Association and their own affiliated federation chapter.
8. Upon application to and approval by the Federation President, State Executive Board members shall be reimbursed for all reasonable and customary expenses incurred in the performance of their official duties.
9. The SEB may require the Treasurer (*or Secretary-Treasurer*) to give bond for the faithful performance of his or her duties. The expense of obtaining such a bond shall be borne by the Federation.
10. The Treasurer shall assure compliance with all pertinent IRS and state tax rules and regulations.
11. The SEB shall cause periodic audits to be made by an Audit Committee, or independent audit firm, whose job it is to review the financial records and certify as to their correctness. This audit should (a) certify the accuracy of financial records; and (b) examine and report on the current accounting procedures and make recommendations for improvement when necessary. The results of which shall be reported on at each Convention by the Chairperson of the Audit Committee or an independent Auditor.

#### **ARTICLE V. MEETINGS AND COMMITTEES**

1. The State Executive Board (SEB) shall meet at the call of the President, who shall provide advance notice as to the method, time and agenda. A quorum necessary to transact Federation business shall be a majority of the Board members.
2. The President, with the consent of the Board, shall appoint Committee Chairs and such other staff (*for example, a parliamentarian, a service officer, a chaplain, a sergeant-at-arms, etc.*) as deemed necessary and appropriate for the successful operation of the Federation.

## ARTICLE VI. REVENUES

1. Revenues shall be derived/received from the following:
  - a. Each member Chapter shall be assessed a per capita tax of fifteen cents (\$0.15) for each chapter voting member on their rolls as of December of each year. The NARFE Membership Summary Report (M-110), or its equivalent, issued for the month of December shall be used for this purpose. The Treasurer shall so notify each member Chapter by January 31 and payment shall be due by March 31. Chapters not having paid their per capita tax by March 31 shall be declared delinquent and ineligible for participation in any subsequent Federation programs or events. Reinstatement may be made upon payment in full of the delinquent per capita tax.
  - b. As provided for in the national bylaws, membership dues and fees collected by NARFE shall be transmitted to the Federation. These funds shall be used for promotion of NARFE activities.
  - c. Individual gifts or contributions to the Federation (*which are not deductible for federal income tax purposes*).
  - d. Fund raising events/activities which are not in conflict with the policies and programs of the national association and which are not in violation of federal or state laws.
  - e. Receipts from paid advertisements in convention related printed materials or publications, as well as any potential revenues from advertisers, or paid advertising services through the Federation web site.
2. Revenues shall be used to support and promote the goals and objectives of NARFE and for the operation of this Federation.
3. Financial assistance to the chapters. Upon application to and approval by the SEB, revenues may be shared with member Chapters for the purpose of supporting and promoting the goals, objectives and welfare of NARFE, the Federation and its members. The SEB shall provide guidance as to the activities and events which would qualify for financial assistance from Federation funds, and so advise the member Chapters.
4. Any Federation document or publication relating to the solicitation of dues, gifts or contributions shall include the following statement: *“Dues payments and gifts or contributions to NARFE or NARFE-NY are not deductible as charitable contributions for federal income tax purposes.”*

## **ARTICLE VII. FEDERATION CONVENTION**

1. Purpose. The purpose of the convention is the transaction of Federation business, the election of officers and the promotion of fraternal and educational programs of interest to all federal annuitants and member chapters
2. Time and Place. The Federation Convention shall be held biennially and at a location as determined by a vote of delegates at the most recent Convention or, in the event of an emergency, by a vote of the SEB, as provided for in the Standing Rules.
3. Delegates and Voting.
  - a. Each member chapter in-good-standing shall be represented at the Convention by one delegate for each fifty (50) voting members or fraction thereof. The number of delegates authorized for each chapter shall be based upon the NARFE Membership Summary Report (M-110), or its equivalent, issued for the December preceding the Convention. Voting will be conducted in accordance with the Standing Rules of the Convention.
  - b. Members of the SEB shall have the status of Delegate-At-Large, and shall be entitled to one vote at the convention.
  - c. The use of Proxy Delegates is not authorized. Chapters not sending a delegate will not be represented at the state biennial convention.
4. Quorum. A quorum necessary to transact business at the Federation Convention shall be a majority of the members registered as qualified delegates, provided that thirty percent (30%) of the chapters are represented.

## **ARTICLE VIII. RULES AND PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern in all cases not specifically covered by these Bylaws, or by the NARFE National Bylaws or Standing Rules.

## **ARTICLE IX. AMENDMENTS**

1. Bylaw Amendments.
  - a. Proposed amendments to these bylaws shall be submitted on the appropriate form at least ninety (90) calendar days prior to the opening session of the convention to the Federation Secretary. The Secretary shall assign a unique identifying number to each before referring

it to the Bylaws Committee. Proposed amendments may be introduced by member chapters or the SEB.

- b. An affirmative vote of at least two-thirds (2/3) of the delegates present and voting at the convention shall be necessary for the adoption of any amendment to these Bylaws, providing that a sixty (60) day advance notice of the proposed amendment has been made to each Chapter.
- c. Bylaw amendments not submitted in accordance with subparagraph a above, may be submitted at the convention as provided for under the Standing Rules. Such amendments, if adopted shall be subject thereafter to a ratification by referendum vote to the chapters.
  - i. When a ratification by referendum vote is required, each chapter will be entitled to one (1) vote for each fifty (50) chapter members or fraction thereof. Delegates-at-large will be entitled to one (1) vote each.
  - ii. The Secretary shall prepare the referendum ballot to include the bylaw amendments to be voted on, the number of votes each chapter is entitled to, an explanation as to what constitutes a valid vote, including a final voting date and a prepaid return envelope addressed to the Chair of the Ballot Committee.
  - iii. All chapters and delegates-at-large shall have a period of three (3) months in which to vote on said referendum.
  - iv. Two-thirds (2/3) of the votes recorded within the set time limit shall validate the proposed bylaw amendment(s), provided that thirty percent (30%) of the chapters have responded.
2. Bylaw amendments and resolutions which are improperly prepared, formatted, or authenticated will be returned by the Secretary to the originator with explanation, but without further action.
3. Minor technical corrections to this document involving purely administrative, grammatical or spelling errors may be made by the Secretary with the concurrence of the SEB.
4. Amendments to the National Bylaws and general resolutions which are intended for consideration by the national convention may be sent to the Federation Secretary in accordance with this Article. However, if the amendment/resolution is introduced to the state convention and is subsequently not adopted by a two-thirds (2/3) majority, then the proposed amendment/resolution shall not be forwarded for further consideration (refer to Article IX, Amendments, Section 1, subparagraph b. of NARFE's national bylaws.)

SIGNATURE PAGE

*Charles Newkirk*

Secretary

January 8, 2009

Approved by NARFE on January 13, 2009

*/s/ Phyllis Higgins*

Assistant Federation and Chapter Services  
Membership Dept.