



NATIONAL BYLAWS

Adopted at the

2016

NATIONAL CONVENTION



**National Active and Retired
Federal Employees Association**

606 North Washington Street
Alexandria, VA 22314-1914

www.NARFE.org

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**National Active and Retired
Federal Employees Association**

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MISSION STATEMENT

To support legislation and regulations beneficial to federal civilian employees and annuitants and potential annuitants under any federal civilian retirement system and to oppose those detrimental to their interests.

To promote the general welfare of federal civilian employees and annuitants and potential annuitants, to advise and assist them with respect to their rights under retirement, health and other employee and retiree benefits laws and regulations, and to represent their interests before appropriate authorities.

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

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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 receiving or will be eligible to receive a federal annuity and any current or former spouses who are legally entitled to receive federal survivor benefits from any civilian retirement program of any United States Government agency shall be eligible for membership in the National Active and Retired Federal Employees Association (NARFE), hereinafter "Association." Upon receiving applications and dues from eligible persons, the Association shall admit them as members.

Section 2. Membership Categories

- A. **Voting Members.** This class consists of members of the Association in the following categories who shall have all privileges of membership including the rights to vote and to hold office (all members have one vote):
1. **Chapter Members:** Members who shall pay both national and chapter dues of record.
 2. **National Members:** Members who shall pay national dues.
 3. Each of the above categories may include the following:
 - a. **Annual or Multi-Year Renewing Members:** Members who pay dues annually or on a multi-year basis.

- b. Dues Withholding Members:**
Members who pay dues through Dues Withholding.
- c. Life Members:** Members who have paid present and future national dues in a lump sum.
- d. Honorary Members:** Members who were recognized before October 2008 for having reached 85 years of age and at least 20 years of NARFE membership, and who shall not pay national dues. They also may be exempt from chapter dues if authorized by the chapter's bylaws. No additional members may be so designated.
- e. Distinguished Members:** Members who have been recognized since October 2008 for having reached at least 20 years of NARFE membership, and who shall pay national dues. They may or may not be exempt from chapter dues of record, dependent upon the chapter's bylaws.

B. Non-Voting Members. None; all members of the Association are voting members.

Section 3. Dues

- A.** National dues shall be forty dollars (\$40) for one year, seventy-two dollars (\$72) for two years, and one hundred two dollars (\$102) for three years. For dues withholding, annual dues are \$34.
- B.** The National Executive Board (NEB) shall

establish a one-time new-member fee. This fee includes national dues and a first-year chapter fee in lieu of chapter dues for new members who opt to join a chapter at the same time they join NARFE.

- C.** Dues for Life Members shall be as established by the NEB.
- D.** Any member whose national dues are in arrears for three (3) months or more shall, after due notice by the Association, be dropped from the rolls, and all rights and privileges granted under the provisions of these bylaws shall cease.
- E.** Ten percent (10%) of the national dues and new-member fees shall be returned to the federations on a monthly basis.
- F.** Chapter dues and first-year fees collected by national headquarters shall be remitted to the chapters on a monthly basis.
- G.** All funds derived from membership fees and dues shall be used only to support Association objectives.

ARTICLE II OFFICERS AND THEIR DUTIES

Section 1. National Officers

- A. Officers:** The officers of the Association shall be a president and a secretary/treasurer.
- B. Eligibility:** Nominees for office shall be members of the Association.

C. Term of Office:

1. The national officers shall assume office on November 1, following their election by a majority of the ballots cast. These officers shall serve two-year terms, ending when their successors are elected and assume office. The president shall not serve more than two (2) consecutive terms in that office.
2. No member 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 for more than one term.
3. No officer shall simultaneously hold office in any chapter or any federation.

D. Vacancies in Office:

1. If there is a vacancy in the office of the president, the secretary/treasurer shall serve as president until the next election.
2. If there is a vacancy in any other national office, the NEB shall fill such vacancy for the unexpired term.

E. Duties: The national officers shall perform the duties prescribed by these bylaws, the standing rules, any directives adopted by membership ballot and the adopted parliamentary authority.

1. **The President** shall be the Chief Executive Officer of the Association.

2. The Secretary/Treasurer shall:

- a. Serve as president when the president is unavailable; and
- b. Be responsible for all Association records; and
- c. Be responsible for all Association funds; and
- d. Perform such other duties as directed by the president, the NEB or the results of membership ballots.

Section 2. Regional Vice Presidents (RVPs)

A. Officers: There shall be a vice president for each region of the Association.

B. Eligibility: Nominees for office shall be a member of the Association and a resident of that region.

C. Term of Office:

1. The RVPs shall assume office on November 1, following their election by a majority of the ballots cast from their respective regions. The RVPs shall serve two-year terms, ending when their successors are elected and assume office.
2. No RVP shall simultaneously hold office in any chapter or any federation.

D. Vacancies in Office:

1. If there is a vacancy in the office of an RVP, the federation presidents of the applicable region shall elect a successor to serve the

remainder of the unexpired term.

2. An RVP who is unable to attend an NEB meeting may assign another NEB member to act as his/her proxy at that meeting.
- E. **Duties:** The RVPs shall perform the duties prescribed by these bylaws, the standing rules, any directives adopted by membership ballot and the adopted parliamentary authority. They shall:
1. Serve as members of the NEB, representing the concerns of all members in their respective regions and communicating NEB decisions back to the members they represent;
 2. Represent national headquarters and assist federation officers in promoting the aims and objectives of the Association;
 3. Select a national audit committee consisting of three (3) regional vice presidents to establish criteria for the selection of the auditor and define the scope of the audit;
 4. Encourage federation officers, chapters and members to participate in legislative activities at the state level, including development of legislative programs;
 5. Have the authority to request activity reports and financial statements from each federation president; and
 6. Perform such other duties as directed by membership ballot or by the president or NEB, with concurrence of the majority of the NEB.

ARTICLE III THE NATIONAL EXECUTIVE BOARD (NEB)

Section I. Composition

The NEB of the Association shall be composed of the national officers and the regional vice presidents.

Section 2. Authority and Duties

A. **Authority:** The NEB shall:

1. Conduct the business of the Association in accordance with relevant laws and regulations of the District of Columbia, the Articles of Incorporation, the bylaws, the standing rules, and by any general affirmation of policy enacted by membership ballot;
2. Establish and issue policies and procedures in accordance with applicable law and equitable procedures for declaring any national office or regional vice president position vacant; and
3. Be the trustee for and have custody of all real and personal property owned by the Association.

B. **Duties:** The NEB shall:

1. Establish and modify the national regions of the Association;
2. Establish personnel policies for the hiring, promotion and termination of Association employees;

3. Approve the appointment and fix the compensation of special staff as may be required;
4. Determine and direct the manner and placement of investments of the Association funds;
5. Order annual or more frequent audits to be made by a certified public accountant recommended by the audit committee;
6. Create such special committees as it may deem necessary to further the work of the Association, other than the audit committee, provided for in Article II, Section 2.E.3; and
7. Perform such other duties as directed by membership ballot or by the president, with concurrence of the majority of the NEB.

Section 3. Meetings

- A. There shall be at least two (2) meetings of the NEB per year.
- B. The president or a majority of the NEB members may call a meeting.
- C. A summary of actions taken at each meeting shall be published as soon as possible in an official publication of the Association.
- D. Meetings may be held by conference telephone or video calls, provided that all members are contacted and given twenty-four (24) hours' notice.

ARTICLE IV ORGANIZATIONAL STRUCTURE

Section 1. Organization

The Association shall be organized into a national headquarters, regions, federations, and chapters.

Section 2. National Headquarters

The principal office of the Association shall be its national headquarters that is located at a site designated by the NEB within the Washington, DC, metropolitan area (District of Columbia and adjoining areas of Maryland and Virginia).

Section 3. Regions

The regions shall promote membership recruitment and retention and leadership training. Regions may encompass any State, the District of Columbia, territory or possession of the United States or foreign country.

Section 4. Federations

- A. Four (4) or more chapters may organize as a federation. Only one (1) federation will be authorized within any one (1) State, the District of Columbia, territory or possession of the United States or foreign country.
- B. A federation must adopt bylaws that do not conflict with the Association's Articles of Incorporation, bylaws or standing rules. The federation's bylaws and any subsequent amendments shall be approved at national headquarters.

- C. A federation shall ensure that its chapters' and National Members' concerns are presented to the NEB.
- D. A federation shall promote within its respective area the aims and objectives of the Association.
- E. Any action of a federation shall be advisory only in its effect upon the chapters.

Section 5. Chapters

- A. Five (5) or more members 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 chapter must adopt bylaws that do not conflict with the Association's Articles of Incorporation, bylaws or standing rules. The chapter's bylaws and any subsequent amendments shall be approved at national headquarters.
- C. A chapter shall, by assembling members into local groups, increase the scope and effectiveness of the Association.
- D. National membership is a prerequisite to chapter membership.
- E. A chapter shall establish dues for its own members and may exempt dues for honorary, distinguished and other special members in accordance with the chapter's bylaws.
- F. Special members: The chapter may provide in

its bylaws for the following members:

- 1. Associate members, who are members of NARFE, may participate in the chapter as prescribed in chapter bylaws. Any dues assessed shall be paid directly to the chapter; for those who are members of another chapter, these chapter dues will be separate and in addition to chapter dues paid to their home chapter.
- 2. Social members, who are not eligible to join the Association, may participate in the chapter as prescribed in chapter bylaws. Any dues assessed shall be paid directly to the chapter. Social members are not members of the Association and cannot vote.

**ARTICLE V
MEETINGS**

Section 1. Annual Membership Meetings

Annual meetings of membership shall be held in accordance with the requirements of the laws of the District of Columbia.

- A. In odd-numbered years, the membership meeting shall be held at a place on dates and at a time or in a manner determined by the NEB for the purpose of hearing the president and treasurer reports. This meeting shall be referred to as the annual meeting. The quorum for the meeting shall be 50 members.
- B. In even-numbered years, the membership

meeting shall be held at a place on dates and at a time determined by the NEB for the purpose of receiving reports and transacting the business as shall properly come before it. This meeting shall be referred to as the national convention/conference. The quorum for this meeting shall be 350 members. Elections of the national officers and RVPs and voting on bylaw amendments and general resolutions shall be decided by ballot vote submitted to the members prior to the national convention/conference.

Section 2. Federation Presidents Meetings

The national president shall convene an annual meeting with the federation presidents to discuss subjects of mutual interest.

ARTICLE VI VOTING AND COMMITTEES

Section 1. Voting

All voting is by members by ballot with one vote each.

- A. Ballot vote by the membership is required for the election of national officers and RVPs, changes to national dues, changes in compensation for national officers and RVPs, changes to the bylaws and adoption of general resolutions.
- B. A two-thirds (2/3) supermajority of the ballot vote by the membership shall be required for

approval of any resolution or report that recommends changes in the compensation of the national officers or of the RVPs.

- C. A two-thirds (2/3) supermajority of the ballot vote by the membership shall be required for approval of any resolution or report that recommends a change in national dues.

Section 2. Committees

Committees will be appointed by the president to review bylaw amendments and general resolutions submitted.

ARTICLE VII INDEMNIFICATION

The Association shall indemnify to the fullest extent permitted by the law of the District of Columbia any officer, RVP or staff member(s) who is a party, or is threatened to be made a party, to any proceeding.

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, applicable statutes, or any special rules of order the Association may adopt.

ARTICLE IX AMENDMENTS

Section 1. Proposed Amendments

A member, a chapter, a federation executive board, a federation convention/conference, the NEB or any special committee designated by the NEB may submit proposed amendments to these bylaws.

Section 2. Adoption

- A. Adoption of amendments to these bylaws requires a two-thirds (2/3) supermajority of the ballot vote of the membership.
- B. Recommendations to change bylaws resulting from the national convention/conference or at any time outside the framework of the next convention/conference shall be published in the Association's magazine after a two-thirds (2/3) vote of the NEB to do so. Membership ballot approval requirement for any such referendum to the membership will be as outlined in Article VI.

Section 3. Bylaws Committee Options

The bylaws committee may recommend, with no increase in scope, proposed amendments to these bylaws or may combine similar proposed amendments, preparing a single substitute amendment for the membership to consider.

Section 4. Revision Process

Whenever a revision to the bylaws is ordered, no amendment to the current document will be considered.

STANDING RULES

RULE I

MEMBERSHIP AND DUES

Section 1. Membership Classes and Categories

- A. A member may be recognized as a Distinguished Member upon request and certification by the chapter to national headquarters that the criteria have been met. In addition, any Honorary Member may request recognition as a Distinguished Member upon written request to the national headquarters and resuming payment of national dues.
- B. Associate Members may hold office within the affiliated chapter.

Section 2. Membership Recruitment

- A. In addition to direct recruitment, the Association shall recruit members through chapters.
 - 1. Each member retains the right to belong to any chapter.
 - 2. ZIP codes shall be assigned among the chapters by the presidents of the federations.
- B. The National Executive Board (NEB) may establish incentive programs to benefit member recruitment and retention, such as recruiting rebates and finder's fees. An incentive program shall not extend beyond two (2) years, unless extended by the NEB after evaluating its effectiveness.

- C. For new members, 10% of the new-member fee will be returned to the federations; there will be no distribution to the chapters. EXCEPTION: For those new members who join a chapter at the same time they join NARFE, one-third (1/3) of the membership fee shall be returned to the chapter in lieu of the first year's chapter dues. Subsequent billings for members not joining a chapter shall be for NARFE national dues only. Subsequent billings for those who join a chapter as they join NARFE shall be for a combination of the national dues and the dues of the appropriate chapter.
- D. Only those Active Federal Employees (AFEs) and spouses who were recruited under a special multi-year dues rate incentive program now closed will be permitted to renew at those rates as long as the primary member retains AFE status.

Section 3. Dues

National headquarters shall provide a monthly accounting to the federation of the number of Chapter and National members for which it is being reimbursed 10% or other funds.

Section 4. 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. Membership lists or labels shall not be furnished to vendors or con-

tractors without specific NEB approval.

- B.** Any use or disclosure 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; (3) chapter and federation bulletins, newspapers or newsletters; or (4) disclosure as may be appropriate in accordance with applicable law. Under no circumstances shall the telephone numbers or email addresses of Association members or potential members be provided to anyone other than Association officials and members.
- C.** Candidates for Association offices shall be entitled to purchase as many sets of address labels as requested as follows:
1. For national offices, only the labels for officers of the federations and chapters;
 2. For regional vice president offices, only the labels for the officers of federations and chapters within the region in which they are candidates;
 3. For federation offices, only the labels for the officers of the federation and the chapters within the federation in which they are candidates;
 4. For chapter offices, only the labels for the officers and members of the chapter concerned.
- D.** 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.

Section 5. National Publication

The Association shall periodically publish an official magazine or newsletter. A subscription to the publication shall be a right of membership for all members.

RULE II OFFICERS AND THEIR DUTIES

Section 1. National Officers

A. The President shall:

1. Be responsible for the execution of policies and programs under the general direction of the NEB;
2. Assign duties to the secretary/treasurer and RVPs, subject to approval by the NEB;
3. Hire, promote and terminate Association employees, subject to personnel policies established by the NEB;
4. Appoint qualified persons to such special staff positions designated by the NEB as necessary, at rates of compensation fixed by the NEB;
5. Preside at all annual membership meetings and all meetings of the NEB;
6. Appoint members to and select the chair of committees, except the audit commit-

tee, deemed necessary by the NEB or the meeting;

7. Be an ex officio member of all committees except the audit committee; and
8. Submit to each meeting recommendations for programs for the ensuing term, including estimated costs and sources of income.

B. The Secretary/Treasurer shall:

1. Perform the duties of the president in the temporary absence or disability of the president;
2. Succeed to the office of the president in the event of a vacancy;
3. Keep true and correct minutes of all NEB meetings and records of all membership meetings;
4. Maintain all the books, seals, papers and records of the Association and the bonds of the officers;
5. Be responsible for the receipt and deposit of all monies of the Association in a federally insured financial institution(s) designated by the NEB;
6. Pay all orders for payment issued by the president;
7. Secure bond for the treasurer or any other person who acts for the treasurer in such amount as the NEB shall deem sufficient to protect the Association;

8. Ensure that the Association's dedicated funds, i.e., NARFE-PAC, Life Membership Trust Fund, Joe Woodruff Memorial Building Fund, NARFE Contingency Fund and any other funds so designated by the NEB, shall not be commingled with any other funds or used for collateral for any obligation not specifically authorized in the bylaws;
9. Submit a monthly report of receipts and expenditures to the NEB;
10. Have access to the safe deposit box of the Association when accompanied by another national officer;
11. Prepare an operating and a capital budget to include the current calendar year and the two future years; and
12. Ensure that a financial report for the prior calendar year, including a balance sheet, list of investments and the auditor's recommendations, is published not later than the June issue of the Association's official publication. Such report shall list separately the salary of each national officer and RVP.

Section 2. Regional Vice Presidents (RVPs)

The RVPs shall ensure that the audit committee presents a report to the NEB for its consideration.

RULE III

THE NATIONAL EXECUTIVE BOARD (NEB)

The NEB shall:

- A. Designate those special staff positions it deems appropriate in the national headquarters, such as a general counsel, a legislative representative and legislative assistants, an editor and managing editor for the monthly publication, an assistant to the secretary/treasurer, a credentialed parliamentarian, etc.;
- B. Direct the storage 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;
- C. Cancel the charter of any chapter or federation, on thirty (30) days' notice, for failure to carry out the requirements and purposes of the charter, bylaws, or constitution (if applicable) or for other causes;
 - 1. The charter holder shall be given reasonable opportunity to show cause why such charter should not be canceled.
 - 2. 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.
- D. Provide criteria and standards of policy guidance to the president;

- E. Approve the operating and capital budgets of the Association.

RULE IV

ORGANIZATIONAL STRUCTURE

Section 1. Federations

- A. The purpose of a federation shall be to promote to current and potential members within its respective area the aims and objectives of the Association as specified in the Articles of Incorporation as follows:
 - 1. To organize new chapters;
 - 2. To visit chapters and promote greater chapter activity, including recruitment and retention of members; 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 another chapter;
 - 3. To stimulate fraternal cooperation among all chapters in the area for their mutual benefit and for the benefit of the Association;
 - 4. To keep unaffiliated chapters informed of the advantages of membership in the federation and solicit their affiliation;
 - 5. To maintain constant vigil over the status of legislation in the various legislatures in the area, to take such action with respect

to any such legislation as is beneficial to Association members, and to keep chapters and national members informed.

- B. The Association may furnish to each federation, as available, the names and addresses of all eligible active and retired civilian federal employees in its respective geographic area.

Section 2. Chapters

- A. Applications for the formation of new chapters must follow the guidelines issued by the national secretary/treasurer.
- B. 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.
- C. Chapter objectives are to:
 - 1. Establish at the local level programs for the recruitment and retention of Association members;
 - 2. Keep members informed on the plans and activities of the Association;
 - 3. Gain the members' appreciation of the Association's need for and importance of their active support;
 - 4. Provide opportunities at the local level to become well informed on the issues confronting the Association at the federal and state levels;

- 5. Provide mutual assistance and support to solve problems that an individual member may be unable to solve alone; and
- 6. Establish at the local level a means of direct participation in achieving Association objectives and goals.

- D. To ensure proper collection of chapter dues, as well as accurate chapter officer information, chapters shall submit to the national headquarters by January 1 annually the appropriate NARFE form listing the chapter dues amount. National headquarters shall collect these dues and remit them on a monthly basis to the respective chapters.
- E. The Association shall furnish to each chapter the names and addresses of members of that chapter. The Association may furnish to each chapter, as available, the names and addresses of prospective members. A chapter's roster of voting members must be kept separate from its roster of non-voting members (i.e., Social Members).

RULE V MEETINGS

Section 1. Annual Membership Meetings

Each year, the NEB shall determine and announce to all members when and where and how the annual membership meeting will be convened during the following two (2) years. Annual membership meetings may be conducted in conjunction with annual training sessions.

Section 2. National Conventions /Conferences

Site Selection

- A. Cities, after reviewing the Request for Proposal (RFP), that desire to host the national convention/conference shall make their requests to national headquarters by March 31 four (4) years prior to the requested meeting date.
- B. The NEB site selection committee shall visit proposed sites to determine their suitability to host the national convention/conference. The committee shall invite federation representatives, if available, to accompany it to proposed venues.
- C. Federations and chapters in the city selected by the NEB shall be able to non-concur with the selection if they are unwilling to host the national convention/conference with help from national headquarters.

RULE VI

VOTING AND COMMITTEES

Section 1. Voting

For ballot vote by the membership, each member shall have until the last day of the issue month of the magazine containing the ballot to vote.

Section 2. Committees

- A. Committees as are required for the efficient and orderly review and evaluation of bylaw

amendment and resolution submissions shall be selected by the president at least sixty (60) days prior to the opening of the ballot voting process.

- B. To the extent practicable, the NEB shall ensure that all segments of NARFE are represented on a committee.
- C. The names of members appointed to committees shall be included in the issue of the publication that is issued for the month preceding the month of the ballot voting.
- D. Substitution of committee members may be made later as needed.
- E. No national officer, RVP or special staff member shall be appointed as a member of any committee to review bylaw amendments and resolutions, nor shall they serve in an advisory capacity or as an observer on any such committee unless requested by the committee.
- F. Duties of the committees shall be as prescribed in the guidelines published by national headquarters.

RULE VII AMENDMENTS

- A. Amendments to any of the standing rules shall require submission of a resolution, which will be processed in the same manner as prescribed for a bylaw amendment by a ballot vote by the membership. Recommendations to change Standing Rules from a convention/conference or outside the framework of the next conven-

tion/conference will be processed in the same manner as for bylaws (Article IX, Section 2. B.).

- B.** Amendments proposed by the procedure described above shall require a majority of votes received for approval, unless a two-thirds (2/3) supermajority is required by the bylaws or the standing rules.
- C.** No standing rule or resolution is in order that would conflict with the Articles of Incorporation or the bylaws.

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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

Please raise your right hand.

I hereby pledge to effectively perform the duties of my office; carry out the programs, policies, and bylaws of the Association; promote its goals and objectives; and work as a team in harmony with the Association’s leadership.

I will safeguard all of the Association’s property under my care; have such property available for official inspection if required; and pass on said property intact to my successor.

Please say “I do.”

I hereby declare you duly installed officers of the _____ Chapter/Federation. You will now assume the duties of your office as prescribed by the bylaws.