

DISTRICT OF COLUMBIA FEDERATION'S BYLAWS
April 29, 2017_____

ARTICLE I
Name

The name of this organization shall be the District of Columbia Federation of the National Active and Retired Federal Employees Association (NARFE).

ARTICLE II
Objectives

The objectives of this organization shall be: 1) to support the objectives of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation, 2) to organize an effective political communication process, provide resources for personnel related question of members in DISTRICT OF COLUMBIA, and 3) to promote growth of NARFE.

ARTICLE III
Members

All chapter members and members of the National Active and Retired Federal Employees Association in DISTRICT OF COLUMBIA shall be voting members.

ARTICLE IV
Officers

Section 1.

The elected officers of the Federation shall be a President, a Vice President, a Secretary, a Treasurer. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

Section 2.

The President, Vice President, Secretary, and Treasurer shall be elected by ballot to serve a term of two years and shall serve until their successors are installed. A President may not serve more than two consecutive terms.

Section 3.

The President shall preside at all meetings including Executive Board (see Article VI) meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers subject to approval of the Executive Board. The President shall designate the chair of all committees. He/she shall serve as ex-officio member of all committees except the Audit Committee.

Section 4.

The Vice President shall act as general assistant to the President and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Vice President shall assume all the duties of the President until a new President is elected and takes office at the next Federation Convention. Under the direction of the President, the Vice President shall be responsible for the guidance and overall direction of the field activities.

Section 5.

The Secretary shall maintain all records and books of the Federation, take minutes of Executive Board and Federation meetings, and prepare and distribute them to Executive Board members. The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Executive Board. Within 30 days after the close of the Federation Convention, the Secretary shall prepare a report of the meeting highlights, results of ballots, and including significant actions taken at a business meeting. Copies shall be sent to the Federation membership, the President, the Regional Vice President, and the National Secretary Treasurer.

Section 6.

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union, or federal savings bank as approved by the Executive Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a quarterly report to the Executive Board and a report to the membership meetings showing receipts and expenditures,

The Treasurer shall submit to the Executive Board a biennial recommended budget beginning with odd numbered years.

Section 7.

Appointed officers of the Federation may be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Parliamentarian, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a two-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

ARTICLE V Meetings

Section 1.

The Federation shall hold annual membership meetings at a place on dates and at a time determined by the Executive Board. The meeting in odd-numbered years shall be referred to as the Federation Convention. The purpose of this meeting shall be to announce the elected officers and votes on resolutions and by-law amendments, transact business of the Federation, conduct training, and discuss matters of interest to members. The meeting held in even-numbered years shall be in a manner determined by the Executive Board. Its purpose is to hear the president's and treasurer's reports.

Section 2.

In all votes, including all elections, each member shall vote independently.

Section 3.

Fifteen Federation members shall constitute a quorum at the Federation Convention. Eight Federation members shall constitute a quorum at all other membership meetings.

ARTICLE VI Executive Board

Section 1.

The elected and appointed officers of the Federation, Chapter presidents, and standing committee chairs, and active past Federation Presidents, shall constitute the Executive Board.

Section 2.

The Executive Board shall have general supervision of the affairs of the Federation between Federation Conventions, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation. The Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

Section 3.

The Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but the officer shall be given reasonable opportunity to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to subsequent approval by the Executive Board.

Section 4.

The Executive Board shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any DISTRICT OF COLUMBIA chapter for cause, on 30 days notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

Section 5.

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or e-mail canvass of Executive Board members; the business so transacted shall be recorded in the minutes and reported by the Secretary at the next regular meeting of the Executive Board. (Five members of the Executive Board also may call for a canvass.)

Section 6.

The Executive Board shall meet annually or more frequently at the call of the President. Five members shall constitute a quorum at Executive Board meetings.

ARTICLE VII Standing Committees

Section 1.

The Executive Board shall appoint a Membership Committee consisting of the Membership Coordinator for the Federation and the Membership Chairs of each Chapter. The Federation Membership Coordinator shall serve as chair. The purpose of the Membership Committee shall be to encourage eligible annuitants and employees of the federal civilian service to become members of the National Active and Retired Federal Employees Association and their local chapter, and to retain membership therein.

Section 2.

The Executive Board may appoint a Resolutions and Bylaws Committee. The purpose of this committee is to consider resolutions and bylaws amendments of interest solely to the District of Columbia and the Federation's bylaws, or resolutions of national interest and the National bylaws. The President will name the chair of the committee. If a committee is not appointed, the Executive Board will act as the committee.

Section 3.

The Executive Board shall appoint an Audit Committee of at least two Federation members. The President shall appoint the Chair. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the membership for approval. Members shall serve until the completion of the audit.

Section 4.

Such other committees, standing or special, shall be appointed by the President, with approval by the Executive Board, as shall be deemed necessary to carry on the work of the Federation.

ARTICLE VIII Resolutions

Section 1.

Resolutions addressed to the Federation or to National Headquarters may be initiated by a member, a chapter, the Federation Executive Board or by the Resolutions and Bylaws Committee and submitted to the Federation Secretary and Chair, Resolutions Committee on NARFE forms provided by NARFE HQ, at least one month prior to the creation of the Federation ballot.

Section 2.

The Resolutions Committee shall see that resolutions are prepared in proper form. The Committee may, with no increase in scope, combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when it reports to the Membership. When the committee deems the content of a resolution to be more appropriately handled by another standing or special committee, it may refer the resolution to such committee.

Section 3.

The Secretary, as required by National Headquarters, shall transmit to National Headquarters, by the date of a Federation deadline set by National Headquarters, a copy of each National resolution, whether or not adopted by our Federation ballot.

ARTICLE IX Parliamentary Authority

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

ARTICLE X Amendment of Bylaws

Section 1.

Proposed amendments to these Bylaws and to National Bylaws may be initiated by a member, chapter, the Federation Executive Board, or the Resolutions and Bylaws Committee and submitted to the Federation Secretary or President, on NARFE form F-3C, Proposed Bylaw/Standing Rule Amendment at least one month prior to the creation of the Federation ballot.

Section 2.

The Committee presenting amendments to National Bylaws to a ballot call shall determine that the amendments are not in conflict with the Bylaws of the National Association. Proposed amendments to the Federation and National Bylaws may be amended by the Committee with no increase in scope, combined with similar amendments, or have a single substitute prepared in place of the original amendments offered.

Section 3.

The proposed amendments to the Federation or National Bylaws either shall be published in the Federation newsletter or Federation's web site or sent by ballot to each member at least 30 days prior to the announced deadline for voting.

Section 4.

A two-thirds favorable vote of the members voting shall be required for adoption.

Section 5.

The Secretary, as required by National Headquarters, shall transmit to National Headquarters by the date of a Federation deadline set by National Headquarters, a copy of each National resolution, whether or not adopted by our Federation ballot.

Federation Secretary

Date

APPROVED at National Headquarters

National Secretary/Treasurer

Date