

**Bylaws**  
**Massachusetts Federation**  
**National Active and Retired Federal Employees Association**

**Article I.**            Name

This organization shall be known as the Massachusetts Federation, National Active and Retired Federal Employees Association (NARFE).

**Article II.**            Objectives

The general objectives of this Federation shall be to promote, throughout its Area and Chapters, the aims and objectives of the National Active and Retired Federal Employees Association (NARFE) as set forth in the Articles of Incorporation and the Bylaws of the Association

The provisions of this Federation's Bylaws shall not conflict with those of the Articles of Incorporation or of the Bylaws of the National Association. The Federation shall not enter into activities, arrangements, or agreements that conflict with programs or activities of NARFE.

**Article III.**            Membership

▪    **Section 1.**    **Chapter and Member Eligibility**

Any Chapter of the National Association within the Commonwealth of Massachusetts, with five (5) or more active members, shall be eligible for membership in the Federation upon compliance with all membership requirements as defined in this Article and, upon application and submission of dues for the year, shall automatically be accepted as a member unless excluded by the Executive Board for reasons deemed to render the membership undesirable. The annual Chapter dues to the Federation, as a membership requirement, shall be as provided in Section 2. of this Article.

All persons who are members of NARFE and who reside in the Commonwealth of Massachusetts, or who are nonresidents but are members of a Massachusetts chapter, shall be a voting member of the Federation and shall be eligible to hold office at the state or national level.

▪    **Section 2.**    **Dues**

Annual dues for each Chapter in the Federation shall be in the form of per capita dues. Each Chapter shall pay an amount, set by the Executive Board, per year for each Chapter member in good standing as of December 31, as reported on the National Computer Report of the membership of each Chapter. Payment shall be made to the Federation Treasurer immediately after January 1 of each year, but not later than March 1.

Any Chapter whose dues are in arrears for three (3) months or more (April 1), after due notice has been given by the Federation Secretary, shall be dropped from membership in the Federation, and all rights and privileges of membership shall be revoked.

Dues, payments and gifts or contributions to **NARFE** are not deductible as charitable contributions for Federal income tax purposes.

**Article IV.**                    Officers and their Duties

▪ **Section 1.    Federation Officers**

**A. Officers:** The Federation Officers shall be a President, a Executive Vice President, a Vice President for Advocacy, a Secretary and a Treasurer.

**B. Eligibility:** Candidates for Federation Officers shall be members of the National Association and the Federation.

**C. Terms of Office:**

**1.** The Federation Officers shall be elected and shall serve a two (2) year term, ending when successors are elected and assume office.

**2.** The Federation Officers elected shall be installed at the Conference and shall assume office on July 1 following the Conference, or the first working day thereafter to coincide with the start of the fiscal year business.

**D. Vacancies in Office:** Vacancies between elections in the offices of the President, the Executive Vice President, or the Vice President for Advocacy shall be filled in accordance with the provisions of Section 1., Subsection E., of this Article. In the event of a vacancy between elections in the offices of the Secretary or the Treasurer, the Executive Board shall fill such vacancy for the unexpired term until an election is held.

**E. Succession:** When there is a vacancy at any time in the office of the President, the Executive Vice President, or the Vice President for Advocacy, the following order of succession shall prevail:

**1. President:** In the event of the resignation, the disability (as determined by the Executive Board), or the death of the President of the Federation, the Executive Vice President shall automatically become the President and immediately assume all the duties and responsibilities of that office. The Vice President for Advocacy shall then assume the position and duties of the Executive Vice President. The Executive Board shall fill the vacancy of the Vice President for Advocacy until an election is held. If the Executive Vice President is unable or unwilling to assume the office of the President, the Vice President for Advocacy shall then assume the duties and responsibilities of the President. If the Vice President for Advocacy is

unable or unwilling to assume the office of the President, these vacancies shall be filled by the Executive Board in accordance with the provisions of Section 1, Subsection E.4., of this article.

- 2. Executive Vice President:** In the event of the resignation, the disability (as determined by the Executive Board), or the death of the Executive Vice President, the Vice President for Advocacy shall succeed to the office of Executive Vice President. If the Vice President for Advocacy is unable or unwilling to assume the office of the Executive Vice President, the Executive Board shall fill the vacancy of the Executive Vice President until an election is held.
- 3. Vice President for Advocacy:** In the event of the resignation, the disability (as determined by the Executive Board), or the death of the Vice President for Advocacy, the Executive Board shall fill the vacancy of the Vice President for Advocacy until an election is held.
- 4. The Executive Board:** In the unusual event of simultaneous vacancies in the offices of the President, the Executive Vice President, and the Vice President for Advocacy, the Executive Board shall assume the duties and responsibilities of these officers until a special election is called or a general election is held. The Executive Board members shall elect, from their number, one (1) member who will serve as the Federation President and Board Chairman until a Federation election is held and new officers elected.

**F. Federation Officers' Duties:** The Federation Officers shall perform the duties prescribed by these bylaws, and by any guidelines issued by the Executive Board not in conflict with NARFE National Guidelines.

- 1. Duties of the President:** The President shall be the Chief Administrative Officer of the Federation and shall be responsible for the execution of its policies and programs and for the efficient functioning of the organization, with the cooperation of the Executive Board and pursuant to the Federation Bylaws and National directives. Detailed duties are included in internal operating procedures.
- 2. Duties of the Executive Vice President:** The Executive Vice President shall perform such duties as are incumbent in this office. Detailed duties are included in internal operating procedures.

- 3. Duties of the Vice President for Advocacy:** The Vice President for Advocacy shall perform such duties as are incumbent in this office. Detailed duties are included in internal operating procedures.
- 4. Duties of the Secretary:** The Secretary shall perform such duties as are incumbent in this office. Detailed duties are included in internal operating procedures.
- 5. Duties of the Treasurer:** The Treasurer shall perform such duties as are incumbent in this office. Detailed duties are included in internal operating procedures.

**Article V.**                      Executive Board

▪ **Section 1.**                      **Membership and Term**

The voting members of the Executive Board shall be the President, the Executive Vice President, the Vice President for Advocacy, the Secretary, the Treasurer, and the Chapter Presidents or their authorized representatives. A majority of the voting members of the Executive Board shall constitute a quorum.

The immediate past President of the Federation may be invited to serve as an ex officio nonvoting member of the Executive Board in an advisory capacity.

Special officers who are appointed by the President, subject to the approval of the voting members of the Executive Board, may be invited to serve pro tem in their various capacities for the welfare of the Federation.

The Federation President, the Executive Vice President, the Vice President for Advocacy, the Secretary, and the Treasurer shall serve for a term of two years or until a successor is elected and assumes office. The Chapter Presidents shall serve for the term of their presidency in accordance with their chapter bylaws.

▪ **Section 2.**                      **Authority and Responsibilities**

The Administration, the establishment of policy, and the management of the affairs of the Massachusetts Federation shall be vested primarily in the Executive Board, which shall have the authority to perform all necessary functions and the responsibility for their accomplishment. Specifically, the Executive Board shall:

- A.** Conduct Federation business between Conferences, but the authority of the Executive Board to act shall be limited by these bylaws;
- B.** Meet a minimum of three (3) times a year, the form (live or electronic), the places, dates, and times to be determined by the Board;

- C. Provide for live or electronic Conferences, Seminars, Midyear Meetings, and other joint meetings of Chapters;
- D. Appoint the members of the Nominating/Balloting Committee, designate its Chair, promptly notify in writing the respective appointees and provide written guidelines for the committee's direction;
- E. Select such special officers as may, from time to time, be found necessary, including, when required, an Assistant Secretary, an Assistant Treasurer, or other officer;
- F. Provide for audits of the receipts, disbursements, assets, and liabilities of the Federation annually or at more frequent intervals, as deemed desirable or necessary; and
- G. Declare any elective or appointive office vacant because of misfeasance, malfeasance, nonfeasance, or other justifiable cause as determined by the Board; but the incumbent officer shall be given reasonable opportunity to show cause why such action should not be taken.

**Article VI.**                      Committees

- **Section 1.      Committees Appointed by the President**

The President shall appoint, from time to time, such standing and special committees as the work of the Federation may require, designate the Chairs of each. The President shall be ex officio member of such committees, except the Nominating/Balloting and Audit Committees.

- **Section 2.      Committees Appointed by the Executive Board**

The Executive Board shall appoint a Nominating/Balloting Committee of three (3) members, designate its Chair.

- **Section 3.      Committees and Officers Appointed by the Host Chapter Conference Chair**

The Host Chapter Conference Chair shall appoint the Memorial Committee, the Reception and Hospitality Committee, Conference Treasurer and any other local committees or Officers deemed necessary for conducting the Conference.

**Article VII.                      Seminars**

The Executive Board shall provide for Seminars for Chapter Officers and representatives. Designated Federation Officers shall also attend. Although intended to enhance chapter operations, interested National members will also be welcomed.

The Executive Board shall also schedule Seminars to be held on an “as needed” basis, as determined by the Board.

The Federation President shall preside at statewide seminars.

**Article VIII.                      Finances**

**Section 1.                      Fiscal Year**

The fiscal year of the Federation shall extend from 1 July each year to 30 June of the following year.

**Section 2.                      Treasurer**

The treasurer shall perform such duties usual to the office of treasurer, as specified in the parliamentary authority, any rules adopted by the executive board, and handbooks/manuals published by National Headquarters.

**Section 3.                      Revenue**

Any federation document relating to dues, contributions, or gifts must contain this statement: “Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.”

**Article IX.                      Voting**

**Section 1.                      Executive Board**

All voting at Executive Board meetings by the Federation Officers and the Chapter Presidents shall be as follows:

- A.** The approval or revision of the annual Federation budget and of all other financial matters brought before the Board shall be by a two-thirds (2/3) vote;
- B.** The approval of a declaration of vacancy for cause in any elective or appointive office shall be by a two-thirds (2/3) vote of the entire Board. and

**C.** The approval of all other general matters of Federation business brought before the Board shall be by a majority vote.

## **Section 2. Conference**

All voting at the Federation Conference shall be only by duly registered members. With the exception of procedural votes that relate only to the conduct of the conference, any votes taken at the conference must be ratified by all members of the Federation.

### **A. General Motions and Resolutions:**

**1.** Voting on motions or resolutions pertaining to the general business of the Federation shall be by voice vote unless there is a question about the vote, in which case a standing vote shall be taken. A majority vote shall be required for approval.

## **Section 3. Membership**

All chapter members and non-chapter members of the National Active and Retired Federal Employees Association in Massachusetts shall be voting members.

## **Section 4. Officer Elections**

**A.** The election of the Federation Officers shall be by written or electronic ballot conducted in advance of the conference. The candidate receiving the most votes cast shall be elected.

**B.** If there is only one (1) candidate for any elective office, without objection, the requirement for a written ballot for that office may be waived, and that nominee shall be declared elected to that office by the Federation Secretary based on casting a single ballot.

**C.** If there are two (2) or more candidates for any elective office, and a tie vote is obtained on the first ballot, subsequent ballots shall be taken until one candidate receives the most votes cast..

## **Section 5. General Motions and Resolutions**

Resolutions proposing amendments to the Federation Bylaws shall be adopted by a two-thirds (2/3) vote providing that written notice of the proposed amendments are provided in advance and balloting is conducted by written or electronic ballot in advance of the conference.

