

PENNSYLVANIA FEDERATION BYLAWS

2024

ARTICLE I – NAME

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

ARTICLE II – PURPOSES

The purposes of the federation are to promote the aims and objectives of the association and ensure that its chapters and members' concerns are presented to the NARFE National Executive Board (NEB). The bylaws of the federation shall not conflict with the national association bylaws. The federation shall not enter into activities, arrangements, or agreements that conflict with programs or activities of NARFE.

ARTICLE III – MEMBERS

Section 1. Eligibility

A federation shall be composed of members belonging to chapters chartered within its borders and national members residing within its borders. Only one federation will be authorized within any one state, the District of Columbia, territory or possession of the United States or foreign country. A chapter of NARFE members approved by national NARFE may apply to be an affiliated chapter in the federation. The appropriate district/area vice president or other officer designated by the federation executive board/committee shall assist and advise the members in organizing, electing officers, preparing bylaws or other steps necessary to obtain a charter from NARFE and to function as an affiliated chapter of the federation.

ARTICLE IV – OFFICERS

Section 1. Elected Officers

The elected officers of the federation shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer (or Secretary/Treasurer), and a District Vice President (DVP) for each designated federation district. Each officer is to be elected by NARFE federation voting members. At a minimum, a president and a secretary are required, according to *Robert's Rules of Order Newly Revised*.

Section 2. Terms and Term Limits

Terms shall begin on July 1st of the even year for the sworn in officers for a term of up to 2 years or until a successor is elected and assumes office. The period between the even year

general membership meeting (GMM) and July 1st, allows for transition of duties, records transfer, and training of new officers as deemed necessary. A current president may not seek reelection for more than two terms consecutively.

Section 3. Duties of Officers

- A. The President shall preside at meetings of the executive board, executive committee (if applicable), and federation, serve as the official spokesperson for the federation, shall appoint, with approval of the executive board, a membership, legislative (national and state, if available), nominating and audit committees, serve as an ex-officio member of all committees except the nominating and audit committees, and perform other such duties specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board.
- B. The First Vice President shall act as general assistant to the president, serve as the federation's membership coordinator, and promote the association's mission with the federal and public sectors. In the absence or disability of the president, the first vice president shall perform the duties of the president. Upon the death or resignation of the president, the first vice president shall assume all the duties of the president until a new president is elected and takes office at the next federation biennial GMM.
- C. The Second Vice President shall be the Pennsylvania national legislative officer and oversee legislative activities in the Commonwealth. In the absence or disability of the president and first vice president, the second vice president shall perform the duties of the president.
- D. The Secretary shall perform such duties usual to the office of secretary, as specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board, and handbooks/manuals published by national headquarters.
- E. The Treasurer shall perform such duties usual to the office of treasurer, as specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board, and handbooks/manuals published by national headquarters.
- F. The District Vice Presidents shall act as liaisons for field operations, represent the federation in promoting the objectives of the association, assist chapter officers in carrying out their duties, and promote legislative activities at all levels of the federation. The executive board shall assign chapters to each DVP where circumstances warrant.

Section 4. Appointed Positions

There may be positions appointed by the president and approved by the executive board such as Alzheimer's federation chairperson, political action committee (PAC) coordinator, parliamentarian, at least one congressional district leader (CDL) for each Pennsylvania congressional district, a senatorial leader (SL), or other committee as deemed necessary.

Section 5. Nominations and Election

- A. The nominating committee shall be composed of at least three members. The nominating committee shall nominate at least one candidate for each elected office and shall report the nominees to the executive board to determine the ballot method.
- B. The officers shall be elected by ballot vote. A majority of the members voting is required to elect. In case of a tie, the winner shall be chosen by lot. If there is only one candidate nominated for office, that candidate shall be declared elected by acclamation without need for a ballot.

Section 6. Removal and Vacancy

A vacancy in the office of president shall be filled by the vice-president/executive vice president for the unexpired term. A vacancy in any other office shall be filled by the executive board for the unexpired term. By a two-thirds vote of the entire executive board, any person may be removed from any elected office for failure to perform the duties and responsibilities of the office, following a hearing and the affected officer being given the right to speak in his or her own defense.

Section 7. Bond

The federation may by resolution require the treasurer (or the secretary/treasurer) to give bond for the faithful performance of his or her duties. The expense of obtaining a bond shall be paid from federation funds.

ARTICLE V – MEETINGS

Section 1. Annual Meetings

The Pennsylvania Federation has chosen the even-numbered and odd-numbered year meeting format.

- A. In even-numbered years, the GMM shall be designated as the Federation Conference. The federation conference can include: one to two days of training and NARFE organization and legislative priorities, membership, recruitment, administrative skills (software and NARFE database review), business items such as results of election of officers, votes on resolutions and national or federation bylaws amendments, financial report, and such other reports as designated by the executive board.
- B. In odd-numbered years, the annual meeting shall be designated as the GMM for the purpose of providing the membership the yearly president and treasurer reports, transacting of business, and for overall mission and for other purposes. The quorum for this meeting shall be five voting members.

Section 2. Federation Conference

- A. When an annual meeting or federation conference is held, the call for the meeting shall be sent at least ninety days prior to the date of the meeting. The federation executive board shall determine the procedures to be used for planning federation meetings, selection process, fundraising, reports, program content and all other meeting arrangements. The process should be recorded in a procedures or guidelines document and be available for use by federation members. The quorum for this meeting shall be 15 federation members.
- B. The voting body shall be composed of all federation members, each entitled to cast one vote on any matter brought before the meeting. Ballots may be distributed by mail, federation newspaper or electronic process (e-mail or on web site) in advance of the conference or at the conference. Upon request, a paper ballot will be made available. Allowance for write-in candidates or nomination from the floor, if voting is held at a meeting. The method of voting shall be determined by the executive board and included in internal federation operating procedures.
- C. The executive board may postpone or cancel a conference by a majority vote. All members shall be promptly notified of the postponement or cancellation with an explanation. In the event of a cancellation, the executive board may set a new date for the conference. If a new date is not set, new officers and any pertinent information may be distributed to all members by the most appropriate means as determined by the executive board.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Composition

At a minimum, the executive board shall consist of the elected federation officers, the immediate past president, and one elected national only member. Additional voting members may be added with the approval of the executive board. Any others appointed to the board shall be ex-officio non-voting members.

Section 2. Authority and Duties

The executive board shall have full power and authority over all affairs of the federation between annual meetings or conferences. The executive board shall: (1) adopt an annual budget, by two-thirds majority vote, at the last executive board meeting of the preceding fiscal year; (2) establish if there will be a chapter per capita fee, the amount and what the fee will be used for; and (3) fill vacancies except for the office of president. In addition, the executive board shall determine by majority vote the fiscal year of the federation and the procedures for filing the appropriate IRS form for a tax-exempt organization.

Section 3. Executive Board Meetings

- A. The executive board shall meet at least once per year at a time and place designated by the president after consultation with a majority of executive board members. Additional meetings may be held and scheduled at least 60 days in advance or at the call of a majority of the board members. A meeting may be canceled or postponed by a majority vote of the executive

board. A quorum for a board meeting shall be a majority of the board members, three of whom must be officers.

- B. The act of a majority of board members present shall be the act of the executive board. A vote of the board may be taken by telephone, video conference, ballot, mail, or e-mail. If a vote taken is not at a regular board meeting, the action taken shall be recorded in the minutes of the next meeting. The board can only take action by email if there is unanimous written consent. That means that every board member must send their consent to take this action without having a meeting or the opportunity to discuss. However, a conference or video call may be held with a quorum of the board and then the vote required is a majority of board members present. A two-thirds vote of the entire executive board shall be required to amend the adopted budget.

Section 4. Executive Committee

The executive committee of the executive board (if applicable) shall consist of the president, the first vice president, the second vice president, the secretary and the treasurer (or secretary/treasurer). The committee shall be authorized to take emergency action between board meetings. All actions taken must be promptly reported to the whole executive board. The committee will meet at the call of the president.

ARTICLE VII – COMMITTEES

Section 1. Standing and Special Committees

The executive board shall establish such other standing and special committees as they deem necessary to further the work of the federation. Subject to the approval of the executive board, the president shall appoint the chair and members of the committee.

Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed, as the need arises, to carry out a specified task.

Section 2. Audit Committees

The audit committee shall be appointed by the president to annually perform an audit of the financial records of the federation.

Section 3. Ex-officio Member

The president shall be an ex-officio member of all committees except the nominating and audit committees.

ARTICLE VIII – 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 in conflict with

these bylaws, NARFE Articles of Incorporation, NARFE bylaws, and any special rules of order the federation may adopt.

ARTICLE IX – AMENDMENTS

Section 1. Amendments

- A. Proposed amendments to these bylaws may be initiated by an affiliated chapter, any group of 20 members, the federation executive board, or the bylaws committee, and shall be submitted to the federation secretary and bylaws committee chair by a date established by the executive board.
- B. Notice of bylaws amendments shall be sent to all members at least sixty days prior to a vote. These bylaws may be amended by a two-thirds vote of the members voting.
- C. Amendments shall be approved at national headquarters before becoming effective.

ARTICLE X – ADDITIONAL PROVISIONS

Section 1. Per Capita Dues

Per capita dues are not a requirement of the Pennsylvania Federation.

“Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.”

Section 2. Federation Guidelines and Procedures

Policy, guidelines, and procedures on implementation of these bylaws shall be contained in a separate document approved by the federation executive board. The federation shall be responsible for making governance documents available to its membership.

Federation IRS EIN: 23-2180692

Mary A. Howse

Federation Secretary Signature

Date: 13 February 2024

Kathryn E. Hensley

National Secretary/Treasurer Signature

Date: 2/13/24

Kathryn E. Hensley