



# NARFE BYLAWS

**As Amended  
June 30, 2018**



**National Active and Retired  
Federal Employees Association**

606 North Washington Street  
Alexandria, VA 22314-1914

**[www.NARFE.org](http://www.NARFE.org)**

FH-4 (10/18)

**National Active and Retired  
Federal Employees Association**

## Table of Contents

<b>Mission and Vision Statements</b> . . . . .	1
<b>Original Preamble</b> . . . . .	2
<b>Articles of Incorporation</b> . . . . .	3
<b>NARFE Bylaws</b> . . . . .	7
Preamble . . . . .	8
Article I: Membership and Dues . . . . .	9
Article II: Officers and Their Duties . . . . .	12
Article III: The National Executive Board . . . . .	15
Article IV: Organizational Structure . . . . .	17
Article V: Meetings . . . . .	21
Article VI: Voting and Committees . . . . .	22
Article VII: Indemnification . . . . .	22
Article VIII: Parliamentary Authority . . . . .	23
Article IX: Amendments . . . . .	23
<b>Standing Rules</b> . . . . .	25
Rule I: Membership and Dues . . . . .	26
Rule II: Officers and Their Duties . . . . .	28
Rule III: The National Executive Board . . . . .	30
Rule IV: Organizational Structure . . . . .	31
Rule V: Meetings . . . . .	34
Rule VI: Voting and Committees . . . . .	35
Rule VII: Amendments . . . . .	36
<b>Index</b> . . . . .	37
<b>Pledge of Allegiance</b> . . . . .	Inside Back Cover
<b>Installation of Officers</b> . . . . .	Inside Back Cover

## 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**

**FIRST:** The Corporation is a nonprofit corporation under the District of Columbia Nonprofit Corporation Act and the name of the Corporation is: National Active and Retired Federal Employees Association.

**SECOND:** The purposes of the Corporation shall be as follows:

- 1) To support legislation, rules and regulations beneficial to current and potential federal civilian annuitants and to oppose legislation, rules and regulations contrary to their interests.
- 2) To promote the general welfare of current and potential federal civilian annuitants by advising and assisting them with respect to their rights under employment and retirement laws, rules and regulations.
- 3) To cooperate with other organizations and associations in furtherance of these purposes.

**THIRD:** The Corporation shall have members as provided in the Bylaws of the Corporation.

**FOURTH:** In the event of the dissolution of the Corporation, the Corporation shall convey any or all remaining assets of the Corporation to any other tax-exempt organization having aims and objectives substantially similar to those of the Corporation, or to the government of the United States.

**FIFTH:** A director is not liable to the Corporation or any of its members for money damages for any action taken, or any failure to take any action, as a director, except for liability for: (1) the amount of a financial benefit received by the director to which the director is not entitled; (2) an intentional infliction of harm; (3) an unlawful distribution pursuant to D.C. Code section 29-406.33; or (4) an intentional violation of criminal law.

**NARFE  
BYLAWS**

# NARFE BYLAWS

## 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 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.**

**1. Supporting Members:** Any person who supports and is willing to uphold the NARFE mission statement may be enrolled as a supporting member upon submitting an application and paying the requisite dues. Supporting members may also join a chapter upon paying chapter dues.

Supporting members may not serve as an elected or appointed official of NARFE.

**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 and Supporting 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 of its members and new membership fees shall be returned to each federation 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 NEB shall convene to fill the vacancy for the remainder of the term from among the then current members of the NEB. No member of the NEB who has already served two terms as president shall be eligible to fill the vacancy.

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 the national convention and the adopted parliamentary authority.
1. **The President** shall be the Chief Elected 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 national convention.

### 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 members of both the Association and resident of the appropriate 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. The RVPs shall serve no more than three (3) consecutive terms, but may be re-elected to serve again after one full term has passed.

*Proviso: This amendment shall be effective for terms beginning on November 1, 2018.*

2. No RVP shall simultaneously hold office in any chapter or any federation.
- D. **Vacancies in Office:** 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.
- 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 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. Determine and direct the manner and placement of investments of the Association funds;
4. Order annual or more frequent audits to be made by a certified public accountant recommended by the audit committee;
5. Create such 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
6. 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**

- A. 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).
- B. The NEB shall be responsible for hiring an executive director, who shall work under such conditions outlined in a contract or letter of engagement as the NEB shall determine.
- C. The executive director shall:
  1. Serve as the chief executive officer of NARFE;
  2. Be responsible for the execution of policies and programs under the general direction

of the NARFE National Executive Board (NEB);

3. Hire, promote and terminate Association employees subject to the personnel policies established by the NEB;
4. Participate in all annual membership meetings and all meetings of the NEB;
5. Submit reports that provide recommendations for programs for the ensuing term, including costs and sources of income;
6. Be responsible for the receipt and deposit of all monies of the Association in a federally-insured financial institution(s) designated by the NEB, and maintain all the books, seals, papers and records of the Association and the bonds of the officers;
7. Review, approve and sign all contracts and invoices related to NARFE programs; and
8. Approve all staff travel and review and approve all travel expense reports (this includes NEB travel expense reports). Executive director expense reports will be reviewed and approved by president or secretary/treasurer.

### **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. A federation shall be composed of members belonging to chapters chartered within its borders and national members residing within its borders. 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 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 and members.

### **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 amend-

ments 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. Association 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 the 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. Quorum for the annual 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 such other 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 National Officers and RVPs and voting on bylaws amendments shall be decided by ballot vote submitted to members prior to the national convention. Decisions reached at the national convention shall be subject to a follow-up vote by the membership for ratification.

### 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, and changes to the bylaws, and adoption of general resolutions.
- B. A two-thirds 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 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 bylaws 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 chapter, a federation executive board, a federation conference/annual meeting, the NEB, any committee designated by the NEB, or a group of twenty members in good standing may submit proposed amendments to these bylaws. Amendments shall be submitted in the manner and by the deadlines established by the NEB. Amendments submitted at other times may be held for the next election ballot or be the subject of a referendum ordered by a two-thirds vote of the NEB.

### Section 2. Review

The bylaws committee shall review and offer recommendations on all proposals, and may edit, combine, substitute, or reject proposals, informing the proposers promptly of the committee determi-

nation. A proposer whose proposal has been rejected or declared out of order may appeal to the NEB, whose decision by a two-thirds vote shall be final.

### **Section 3. Notice**

Notice of proposed amendments shall be published in the *narfe* magazine and/or posted on the NARFE website at least 30 days before the ballot deadline.

### **Section 4. Adoption**

Amendments to these bylaws shall require a two-thirds vote of those responding to a ballot vote by the membership. Such ballots shall be sent with the election ballot or at other times pursuant to an NEB authorized referendum, and shall be subject to a quorum of 350 ballots returned by the ballot deadline.

### **Section 5. Revision Process**

Whenever a revision is ordered, at the convention at which the revision will be considered, 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 NARFE member retains the right to belong to any chapter.
  - 2. ZIP codes shall be assigned among the chapters by the presidents of the state federations.
- B. The National Executive Board (NEB) may establish incentive programs to benefit member recruitment and retention, such as recruiting rebates and finders 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 (AFE) 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 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 contractors 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.

### **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. Assign duties to the secretary/treasurer and regional vice presidents, subject to approval by the NEB;
2. Preside at all annual membership meetings and all meetings of the NEB;
3. Appoint members to and select the chair of committees, created by the NEB to further the work of the Association; except the

audit committee, as deemed necessary by the NEB;

4. Be an ex-officio member of all committees except the audit committee; and
5. 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. Keep true and correct minutes of all NEB meetings and records of all membership meetings;
3. Ensure that the Association's dedicated funds, i.e., NARFE-PAC, Life Membership Trust Fund, Joe Woodruff Memorial Building Fund, NARFE Contingency Fund, NARFE Meeting 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;
4. Exercise general oversight over the financial activities of the Association;
5. Have access to the safe deposit box of the Association when accompanied by another national officer; and
6. 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 regional vice president.

### **Section 2. Regional Vice Presidents (RVPs)**

The regional vice presidents 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.** 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;
- B.** 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.
- C.** Provide criteria and standards of policy guidance to the president and executive director.
- D.** Approve the operating and capital budgets of the Association.

## **RULE IV ORGANIZATIONAL STRUCTURE: FEDERATIONS AND CHAPTERS**

### **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. Each federation shall lead advocacy efforts within its geographic area, maintain constant vigil over the status of legislation in the applicable legislatures, take such action with respect to any such legislation as is beneficial to its members, and keep chapters and national members informed.
- B.** Each federation shall hold an annual meeting; the federation board shall have general supervision of federation affairs between annual meetings.
- C.** The elected officers of the federation shall be at a minimum a president and a treasurer or secretary/treasurer. Other elected officers may

include one or more vice presidents, a secretary, a national legislative officer, state legislative officer and membership chair. Appointed officers of a federation may include a national legislative officer, state legislative officer, membership coordinator, Alzheimer coordinator, service officer, and others as appointed by the president and approved by the executive board.

- D. The association shall 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. The purpose of a chapter shall be to support and work toward the objectives of the association by:
  - 1. Advocating at the local level for legislation that is beneficial to federal civilian employees and annuitants and oppose legislation detrimental to their interests;
  - 2. Establishing programs at the local level for the recruitment and retention of association members;
  - 3. Keeping members informed on the plans and activities of the association; and
  - 4. Providing assistance to solve problems that an individual member may be unable to solve alone.
- B. Applications for the formation of new chap-

ters must follow the guidelines issued by the national secretary/treasurer. 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. Any person who is a dues-paying member of NARFE shall be eligible to join a chapter.
- D. Each chapter shall have a president, vice president (or first and second vice president), a secretary, and a treasurer (or secretary/treasurer). An executive committee may be created and consist of the elected chapter officers and other appointed officers and committee chairs as deemed appropriate. The executive committee shall exercise such authority and perform such duties as the chapter may prescribe.
- E. Regular chapter meetings shall be held at a time and place designated by the chapter. One regular meeting during the year shall be designated as the annual meeting.
- F. Chapters shall submit to the national headquarters the appropriate NARFE form listing the chapter dues amount and current chapter officers. Such form shall be submitted by January 1 each year.
- G. 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, such as social members.

## **RULE V MEETINGS**

### **Section 1. Annual Membership Meetings**

Each year, the NEB shall determine and announce to all members when and where or 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**

#### **A. Site Selection**

1. Cities, after reviewing the Request for Proposal (RFP), that desire to host the national convention shall make their requests to national headquarters by March 31 four (4) years prior to the requested meeting date.
2. The NEB site selection committee shall visit proposed sites to determine their suitability to host the national convention. The committee shall invite federation representatives, if available, to accompany it to proposed venues.
3. 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 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**

### **Section 1. Standing Rules 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 bylaws amendment by a ballot vote by the membership.
- B. Amendments proposed by the procedure described above shall require a majority vote for approval, unless a two-thirds (2/3) vote is required by the bylaws or the standing rules.
- C. No standing rule or resolution is in order which would conflict with the Articles of Incorporation or the bylaws.

## **INDEX**

# INDEX

## Aims and Objectives

Chapters .....	32
Federations .....	31
National .....	4

## Amendments, Bylaws

Adoption .....	24
Bylaws Committee Options .....	23
Referendum .....	23-24
Two-thirds (2/3) Vote .....	22-24, 36

## Amendments, Standing Rules .....

## Articles of Incorporation

Dissolution .....	5
Name .....	4

## Budget, Operating .....

## Chapters

Bylaws .....	10, 19-20, 32-33
Charter .....	30-31, 33
Constitution .....	30
Dues .....	9-11, 20, 27, 33
Membership .....	9-11, 20, 26-28, 33-34
Membership Eligibility .....	9
Non-Voting Members .....	10, 34
Social Members .....	20, 34
Objectives .....	32-34
Organization .....	4, 19
Voting Members .....	9, 35

## Committees

Appointed by the President .....	22, 29, 35-36
Selected by Regional VPs .....	16
Audit .....	14, 16, 30

## Dues

Arrears, Drop Notice .....	11
Chapter .....	9-11, 20, , 27, 33
Membership Fee .....	11, 27
National .....	9-11, 22, 26-27
Ten-percent Funds .....	11, 27

## Employees

Authority to Hire, Terminate .....	16, 18
Special Staff .....	35

## Federations

Authorize .....	19
Bylaws .....	19
Charter Cancellation .....	30
Objectives .....	19, 31-32
Organization .....	19, 31-32
Ten-percent Funds .....	11, 27
ZIP Codes .....	26

## Investment of Funds .....

## Financial Reports or Statements .....

## Headquarters Location .....

## Lists and Labels .....

## Meetings .....

Quorum .....	21, 24
--------------	--------

## Member Information, use of

Names & addresses .....	32
-------------------------	----

Telephone numbers and Email addresses .....	28
<b>Membership Categories</b>	
Associate .....	20, 26
Distinguished .....	10, 20, 26
Honorary .....	10, 20, 26
Life .....	10-11
National .....	9
Social .....	20, 34
<b>Membership, Chapter</b> .....	9, 20, 26-27
<b>Membership Fee</b> .....	11, 27
<b>Membership Meetings, Annual</b> .....	18, 21, 29, 34
<b>Membership, National</b>	
Eligibility .....	9
Lists .....	27-28
<b>Membership Recruitment</b> .....	18, 26-28
Incentive Programs .....	26-27
<b>NARFE Organization</b> .....	17-20
<b>National Conventions</b> .....	13, 21, 34-35
Site Selection Committee .....	34-35
<b>National Executive Board</b>	
Audits .....	16
Budget Approval .....	31
Composition .....	15
Duties .....	15-17
Establish Regions .....	16
Investment of Funds .....	16, 29-30
Meetings .....	16

Membership Recruitment, Incentive Programs .....	26
Personnel Policies, General .....	16, 18
Property, Custody .....	16
Vacancies in Office .....	12, 14
<b>Regional Vice Presidents</b>	
Compensation .....	22
Duties .....	14-15
Election .....	13, 21-22
Eligibility .....	13
Temporary Replacement .....	14
Term of Office .....	13-14
Vacancies in Office .....	14

<b>National Officers</b>	
Assignment of Duties .....	13, 28-30
Assumption of Office .....	12
Compensation .....	22
Election .....	12
Eligibility .....	12
Terms of Office .....	12
Vacancies in Office .....	12-13
<b>President</b>	
Committee Appointments .....	22, 29, 35-36
Duties .....	13, 28-29
Term Limits .....	12
<b>Secretary/Treasurer</b> .....	13-15, 29-30
Dedicated Funds .....	29

<b>Parliamentary Authority</b> .....	13, 14, 23
<b>Preambles</b>	
National Bylaws .....	8
Original .....	2
<b>Property Rules</b> .....	5, 16
<b>Publications</b>	
Authority for.....	28
Committee Appointments .....	35
Financial Report/Officer Salaries .....	30
Referendum to the Membership .....	23
Right of Membership.....	28
<b>Rebates to Chapters</b> .....	27
<b>Referendum</b>	
Ballots.....	24
Two-thirds (2/3) Vote .....	24, 36
<b>Resolutions</b> .....	36
<b>Ten-percent Funds</b> .....	11, 27
<b>Voting</b> .....	9-10, 21-24, 34-36
<b>ZIP Codes</b>	
Assignment by	
Federation Presidents .....	26

## **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.