

**D R A F T**

**NARFE**  
**Pennsylvania Federation**

**Bylaws 2018**



**NATIONAL ACTIVE AND RETIRED  
FEDERAL EMPLOYEES ASSOCIATION**

**PENNSYLVANIA FEDERATION  
OF THE  
NATIONAL ACTIVE AND RETIRED  
FEDERAL EMPLOYEES ASSOCIATION (NARFE)**

**BYLAWS**

**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**

**Objectives**

The objectives of this Federation shall be: to aid and support the National Active and Retired Federal Employees Association as recorded in its Articles of Incorporation, to organize an effective political communication process, to provide resources for questions of members in Pennsylvania, and to promote growth of NARFE.

**ARTICLE III**

**Membership**

**Section 1**

Pennsylvania NARFE is a federation within the Association in accordance with the definition and requirements of "Federation" as set forth in the Association's Bylaws.

## **Section 2**

All NARFE members in good standing and residing in Pennsylvania or a member of a Pennsylvania NARFE Chapter shall be voting members and are eligible to hold office in the Federation and/or national level.

## **Section 3**

Dues payments and gifts or contributions to NARFE, a chapter or the Federation, are not deductible as charitable contributions for income tax purposes.

# **ARTICLE IV**

## **Officers**

### **Section 1**

The officers of the Federation shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and Immediate Past President, and several District Vice Presidents elected to serve for two consecutive years or until their successors are elected. A current President may not seek re-election for more than two terms consecutively.

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 Federation ballot.

These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation. Interim vacancies shall be filled by the federation President, should a vacancy occur in any position other than the Presidency between the biennial Federation General Membership Meetings.

## **Section 2**

The President shall preside at all meetings, including Executive Board 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. The President shall make assignments and reassignments of the duties and functions of the officers subject to approval of the Executive board. The President shall designate the chairs of all committees. The President shall serve as ex officio member of all committees, except the Audit Committee. The President shall submit at each annual meeting, or prior, a recommended budget for the ensuing year, subject to consideration and approval by the membership.

## **Section 3**

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 General Membership Meeting.

## **Section 4**

The Second Vice President shall be the Pennsylvania National Legislative Officer and also oversee legislative activities in the Commonwealth.

## **Section 5**

The Secretary shall maintain all records and books of the Federation,

take minutes of Executive Board Meetings and Annual Meetings, and prepare and distribute them to Executive Board Members. The Federation shall 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 an Annual Meeting, the Secretary shall prepare a report of the meeting highlights, results of ballots, and significant actions taken at a Business Meeting. Copies of the report shall be sent to the Federation President, the National President, the Regional Vice President, and the National Secretary/Treasurer. The report will be made available to the Federation membership by newsletter or website posting.

## **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 summary report to the Annual Meetings showing receipts and expenditures, which shall be published in the Federation newsletter promptly after a meeting. The Treasurer shall prepare a line item budget in time for the President to submit it to the Executive Board for approval at its meeting, and for inclusion in the Federation newsletter or website prior to an Annual Meeting. The Treasurer shall be the trustee and have custody of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the Commonwealth of Pennsylvania.

## **Section 7**

The Pennsylvania Federation will be divided by the Congressional Districts overseen by District Vice Presidents (DVPs). The DVPs 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 District Vice President where circumstances warrant.

## **Section 8**

Appointed officers of the Federation may be the State Legislative Officer, Editor, Historian, PAC Coordinator, Public Relations Officer, Service Officer, Web Master, and Alzheimer's 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.

## **Section 9**

The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at the Annual Meeting and throughout the year, as required.

# **ARTICLE V**

## **Meetings**

## **Section 1**

Annual Meetings shall be held in accordance with the Association's

National Bylaws. These meetings shall be held at such times and places as may, from time to time, be fixed by the Executive Board, or may be specified in a notice of meetings.

## **Section 2**

In EVEN numbered years, the Annual Meeting shall be designated as the **“General Membership Meeting (GMM)”** for the purpose of transacting business, receiving reports, promoting advocacy, and announcing the results of ballots and election of officers, votes on resolutions, and for other purposes.

The General Membership Meeting Committees shall be composed of members registered for the biennial meeting and may include: Host, Sergeant-at-Arms, Rules, Legislative, Budget, Resolutions, Courtesy, and others the President requires. Some committees may meet and complete their duties prior to the creation of a ballot. There shall be an Audit Committee appointed by the President in time to complete an audit report prior to the first Executive Board Meeting following the biennial General Membership Meeting. No elected officer may serve as chair of the General Membership Meeting Committee nor shall elected officers constitute a majority of any committee. The quorum for the General Membership Meeting shall be 15 members in good standing.

## **Section 3**

In ODD numbered years, the Annual Meeting shall be for the purpose of transacting business, receiving reports, and for advocacy education and training, announcing the results of ballots and for overall mission and for other purposes. An Executive Board Meeting may serve as an Annual Meeting of the Federation. The quorum for this meeting and other Pennsylvania Executive Board (PA Fed Board Meeting) shall be five voting members.

## **Section 4**

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

## **ARTICLE VI Executive Board**

### **Section 1**

All officers elected at the General Membership Meeting, the Immediate Past Federation President, and those appointed by the newly-elected Federation President or by the Federation Executive Board shall be members of the Pennsylvania Executive Board.

### **Section 2**

The Executive Board shall have general supervision of the affairs of the Federation between the Annual Meetings, 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 Pennsylvania 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**

The Executive Board may appoint annually an Audit Committee or select an accountant to conduct an audit of the Federation's financial status.

#### **Section 6**

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or email 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. (A majority of the "Executive Board Members may call also for a canvass.)

#### **Section 7**

The Executive Board shall meet at least two times annually, or more frequently at the call of the President.

### **ARTICLE VII Standing Committee**

## **Section 1**

There shall be a Membership Committee consisting of the First Vice President as chair and the District Vice Presidents as members, as well as chapter and non-chapter Federation Members. All members shall serve until the end of their terms. 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**

There shall be a Bylaws Committee. Its members shall be nominated by the District Vice Presidents and may include members who volunteer to serve and be approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of two years with the exception that membership shall rotate with one-fourth members to be replaced after the first year so the Committee will retain a majority of experienced members annually.

## **Section 3**

An Audit Committee, consisting of an odd number of members, shall be Nominated by the District Vice Presidents (or some odd number of volunteer members) and approved by the Executive Board. 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. The Executive board shall publish the report in the first issue of the Federation Newsletter after a meeting. Members shall serve until the completion of the audit.

## **Section 4**

A Resolutions Committee shall be appointed and approved by the Executive Board. The President shall designate the chairperson. Members shall serve until the end of the membership vote on resolutions.

## **Section 5**

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 the person or entities as outlined in the National Association Bylaws, or submitted to the Federation Secretary and Chairperson, Resolutions Committee, on NARFE Form F-3A, Proposed Resolution, by the deadline established prior to the creation of a 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 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 persons or entities as outlined in the National Association Bylaws, or submitted to the Federation Secretary and Chairman, Bylaws Committee, on NARFE Form F-3C, Proposed Bylaws/Standing Rules Amendment, by the deadline established prior to the creation of a 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 shall be published in the Federation Newsletter made available to each member at least 30 days prior to the announced deadline for voting, using reasonable effective means.

### **Section 4**

A two-thirds favorable vote of the members voting shall be required for adoption of a change in these Bylaws.

### **Section 5**

Standing Rules may be adopted without previous notice by a majority vote at any membership meeting. The vote on their adoption, or their amendment, before or after adoption, may be reconsidered. At any meeting, they may be suspended by a majority vote, or amended or rescinded by a two-thirds vote. If notice of the proposed action was given in the call for this meeting, they may be amended or rescinded by a majority vote.

### **Section 6**

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 Federation ballot.

Submitted:

\_\_\_\_\_  
Federation Secretary

\_\_\_\_\_  
Date

APPROVED at National Headquarters:

\_\_\_\_\_  
National Secretary/Treasurer

\_\_\_\_\_  
Date

Amended: \_\_\_\_\_