

# **NARFE**

## **Washington State Federation (WSF) Standing Rules**

**NARFE**  
**Washington State Federation (WSF) Standing Rules**  
**Table of Contents**

	<b>Approval Date</b>
<b>Article I – Purpose</b>	June 11, 2021
<b>Article II –Officers</b>	
<b>A – Background and General Requirements</b>	June 11, 2021
<b>B – President</b>	June 11, 2021
<b>C – Vice President</b>	April 17, 2023
<b>D – Secretary</b>	June 11, 2021
<b>E – Treasurer</b>	June 11, 2021
<b>F – District Vice Presidents</b>	June 11, 2021
<b>Article III – Committees – Introduction</b>	August 3, 2021
<b>A – Background and General Requirements</b>	August 3, 2021
<b>B – Standing Committees</b>	
<b>1 – Executive Committee</b>	July 12, 2022
<b>2 – Advisory Committee</b>	August 3, 2021
<b>3 – Outreach Committee</b>	April 17, 2023
<b>C – Special Committees</b>	
<b>1 – Audit Committee</b>	April 17, 2023
<b>2 – Biennial Conference Committee</b>	New PD Pending
<b>3 – Bylaws Committee</b>	December 27, 2023
<b>4 – Nominating Committee</b>	December 27, 2023
<b>Article IV – Appointed Positions – Introduction</b>	July 12, 2022
<b>A – Background and General Requirements</b>	July 12, 2022
<b>B – Alzheimer’s Coordinator</b>	July 26, 2023
<b>C – Assistant District Vice President</b>	Jun 11, 2021
<b>D – Editor</b>	February 23, 2012

<b>E – Legislative Coordinator – National</b>	April 17, 2023
<b>F – Legislative Coordinator – State</b>	July 26, 2023
<b>G – PAC Coordinator</b>	April 17, 2023
<b>H – Service Officer</b>	February 23, 2012
<b>I – Training Coordinator</b>	New PD Pending
<b>J – Webmaster</b>	February 23, 2012
<b>Article V – Policies</b>	
<b>A – Annual Goal Statements</b>	New Doc Pending
<b>B – Awards and Recognition</b>	July 12, 2023
<b>C – Computers and Software</b>	July 12, 2023
<b>D – Document Management</b>	May 16, 2009
<b>E – Paper Use Reduction</b>	February 23, 2012
<b>F – Performance Bonds</b>	November 17, 2010
<b>G - Publications</b>	November 17, 2010
<b>H – Revenues and Disbursements</b>	
<b>1 – General Fund</b>	November 17, 2010
<b>2 – Operating Expenses</b>	November 17, 2010
<b>3 – Scholarships</b>	New Doc Pending
<b>4 – Travel Reimbursement</b>	July 12, 2023
<b>I – Service Centers</b>	February 23, 2012

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article I - Purpose

These NARFE Washington State Federation (WSF) Standing Rules are guidelines for conducting federation business and operations.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article II. Officers

A. Background and General Requirements

1. Background

The federation elected officer positions are governed by the NARFE and federation bylaws and perform duties as set forth in these standing rules.

2. General Requirements

Federation officers perform duties as set forth in the NARFE F-10, *Chapter and Federation Officers Manual*, these standing rules, and executive and/or advisory committee decisions.

Examples of those duties include, but are not limited to:

- a. Is a NARFE member in good standing.
- b. Must be familiar with NARFE and federation bylaws, and other documents referenced above.
- c. Must have computer/internet access and be able to use computer office software, e.g., Word, Excel, PowerPoint.
- d. Must have email and be able to monitor frequently.
- e. Must have time for federation work, including providing reports, and attending and participating in federation meetings and conferences.
- f. Annually files reimbursement claims and receipts with the federation treasurer for expenses no later than ten (10) days before the end of the year.
- g. Maintains confidentiality and avoids conflicts of interest.
- h. Can communicate orally and in writing; may be asked to provide input for federation print and/or digital publications.
- i. Is diplomatic, professional and can work in a team environment.
- j. Have a working knowledge of *Robert's Rules of Order (Revised)*.
- k. Be able to travel.
- l. Performs other duties consistent with the position.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article II. Officers

B. President

1. Requirements

In addition to Article II. Officers, and A. Background and General Requirements, NARFE leadership experience or equivalent strongly recommended.

2. Overall Responsibilities

- a. Leads the federation in attaining NARFE and federation goals.
- b. Presides at federation executive and advisory committee meetings and conferences.
- c. Appoints federation committee chairs and is an ex-officio member of all committees except the nominating and audit committees.
- d. Ensures the federation complies with NARFE and federation bylaws legal and financial requirements.
- e. Approves/disapproves reimbursement requests, filed on WSF F-1, for funds beyond the line item's budgeted amount.
- f. Uses district vice presidents to maintain liaison with federation districts and chapters.
- g. Comfortable with and experienced in public speaking.
- h. Performs such additional duties as may be directed or authorized by the executive and/or advisory committees, or by NARFE or state conferences.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article II. Officers

C. Vice-President

1. Requirements

In addition to Article II. Officers, and A. Background and General Requirements, NARFE leadership experience or equivalent strongly recommended.

2. Overall Responsibilities

- a. At the federation president's discretion, may serve as the president's liaison to the federation district vice presidents.
- b. Serves as the federation outreach committee chair.
- c. Comfortable with and experienced in public speaking.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article II. Officers

D. Secretary

1. Requirements

In addition to Article II. Officers, and A. Background and General Requirements, must have good administrative, computer, notetaking and organizing skills.

2. Overall Responsibilities

- a. Conducts, organizes and maintains the federation's general correspondence.
- b. Updates and disseminates the quarterly *WSF Directory of Chapter Officers and Committee Chairs*.
- c. Notifies executive and/or advisory committees of scheduled federation meetings.
- d. Within 30 days after executive and/or advisory committee meetings, transmits minutes to committee members, chapter presidents and secretaries, and to the federation webmaster for posting on the federation website.
- e. Works with federation conference chair(s) to provide support to the conference committee and information to the chapters.
- f. Within 60 days after a federation conference, transmits conference minutes to the advisory committee, chapter presidents and secretaries, and to the federation webmaster for posting on the federation website.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article II. Officers

E. Treasurer

1. Requirements

In addition to Article II. Officers, and A. Background and General Requirements, must have good financial, bookkeeping, computer and organizing skills.

2. Overall Responsibilities

- a. Prepares a monthly financial report for the executive committee.
- b. Supports the advisory committee in preparing the annual federation budget.
- c. Annually files with the IRS, Form 990-N (e-postcard) for the federation. Must be filed before May 15. (Refer to the F-10 for additional guidance.)
- d. Makes federation financial records available to, and cooperates with, the federation president's appointed audit committee on the annual audit of the federation's financial records.
- e. Annually renews the federation's NARFE liability insurance policy.
- f. Annually renews and retains a copy of the federation's license for the Washington Secretary of State, Corporations and Charities Division, Annual Report.
- g. Annually confirms with each district vice president that their chapters have:
  - (1) Filed their IRS Form 990-N (e-postcard);
  - (2) Conducted their financial audit; and
  - (3) Purchased, or elected not to purchase, the NARFE liability insurance policy.
- h. Provides a summary financial report for *The Federation Reporter* and, upon request, provides the full report to any advisory committee member or chapter officer.
- i. Supports chapter treasurers as needed.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article II. Officers

F. District Vice President

1. Requirements

Refer to Article II. Officers, and A. Background and General Requirements.

2. Overall Responsibilities

- a. Reports to, and seeks advice from, the federation president.
- b. Follows the guidelines in the federation *District Vice Presidents Handbook*.
- c. Serves as the liaison between NARFE, the federation executive and advisory committees and chapters. Must be available to chapter officers, e.g., via email or phone, to provide guidance and training.
- d. Annually prepares a written plan that includes administrative costs, and district goals and a budget to accomplish them.
- e. Monitors district chapters annual:
  - (1) Filing of their IRS Form 990-N (e-postcard) by May 15;
  - (2) Completion of their financial audit; and
  - (3) Renewal or purchase, or election not to renew or purchase, the NARFE liability insurance policy.
- f. Coordinates hosting federation conferences when held in the district.
- g. Recruits and trains an assistant district vice president.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article III – Committees

Committees are established to perform federation business.

The executive committee is comprised of the elected officers; the advisory committee is comprised of the executive committee and all appointed positions. The executive and advisory committees are standing committees.

Special committees are established to perform specific recurring tasks, e.g., the annual financial audit or to organize the biennial conference.

An ad hoc committee may be established for a specific purpose.

Committee chairs, except for the executive and advisory committees, may select additional committee members to accomplish tasks.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article III. Committees

A. Background and General Requirements

1. Background

The federation committees are governed by the NARFE and federation bylaws and perform duties as set forth in these standing rules.

2. General Requirements

a. Committee Members:

- (1) Are NARFE members in good standing.
- (2) Must have computer/internet access and be able to use standard office automation software.
- (3) Must have email and be able to monitor frequently.
- (4) Must have time for federation work, including providing reports.
- (5) Annually file reimbursement claims and receipts with the federation treasurer for expenses no later than ten (10) days before the end of the year.
- (6) Maintain confidentiality and avoid conflicts of interest.
- (7) Are diplomatic, professional and can work in a team environment.
- (8) May perform other duties as needed within the committee.

b. In addition to the above requirements, Committee Chairs:

- (1) Are familiar with NARFE bylaws, federation bylaws and these standing rules.
- (2) Are able to attend and participate in federation meetings and conferences.
- (3) May be asked to provide input for federation print and/or digital publications.
- (4) Have a working knowledge of *Robert's Rules of Order (Revised)*.
- (5) Are able to travel.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article III. Committees

B. Standing Committees

1. Executive Committee

- a. Committee Membership  
Elected federation officers, the immediate past president and the district vice presidents. The federation president chairs the committee. A quorum to conduct business is in the federation bylaws.
- b. Requirements  
Refer to Article III. Committees, and A. Background and General Requirements.
- c. Overall Responsibilities
  - (1) Committee members meet at least two (2) times per year either in person and/or electronically.
  - (2) Other meetings may be conducted as determined by the federation president or on the request of a majority of the committee's members.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article III. Committees

B. Standing Committees

2. Advisory Committee

a. Committee Membership

Federation executive committee and appointed federation committee chairs. The federation president chairs the committee. A quorum to conduct business is in the federation bylaws.

b. Requirements

Refer to Article III. Committees, and A. Background and General Requirements.

c. Overall Responsibilities

Committee members meet as requested by the federation president or a majority of the executive committee.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article III. Committees

B. Standing Committees

3. Outreach Committee

a. Committee Membership

Federation vice president, district vice presidents, coordinators for membership recruitment, membership retention, and public relations. The federation vice president chairs the committee. Committee members meet as requested by the committee chair or the federation president. The committee determines who will take meeting minutes and works to find volunteers to assist with tasks, including serving on a subcommittee as needed.

b. Requirements

Refer to Article III. Committees, and A. Background and General Requirements.

c. Overall Responsibilities

As referenced in the National publications listed below, the committee's primary responsibilities are:

- (1) Setting goals, implementing plans and providing oversight for promoting the public image of NARFE, the federation and its members through internal and external communications, and involvement in community activities.
- (2) Setting goals, implementing plans and
- (3) Setting goals and implementing systems at the federation and chapter levels for actively recruiting new, retaining current and reinstating lapsed members and providing oversight for these systems.
- (4) Assists with developing and coordinating the training of chapter public relations and membership chairs.
- (5) May provide training at federation conferences and training events.
- (6) May develop public relations and membership sections on the federation website.

NARFE National Publications

*F-10 Chapter and Federation Officers Manual*

*FH-6 Member Records Manual*

*FH-9 Public Relations Handbook*

*FH-11 Community Relations Guide*

*FH-19 Membership Marketing Manual*

*FH-26 Alzheimer's Federation Coordinator's Manual*

Document Approved

April 17, 2023

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

Article III. Committee Duties

C. Special Committees

1. Audit Committee

a. Committee Membership

The audit committee is appointed by the federation president and shall consist of no fewer than two members. Members should not be federation elected officers. Members could include a DVP, a current chapter treasurer, and/or a member with financial or audit background.

b. Requirements

Refer to Article III. Committee Duties, A. Background and General Requirements.

c. Overall Responsibilities

In addition to the duties provided in the Audit Committee Handbook, the committee:

- (1) Annually audits the federation's financial records including budgets, treasurer's books, and other pertinent documents.
- (2) Reports annual audit results to the federation president and executive committee as well as at a WSF Annual Meeting or such other venues as directed.
- (3) Conducts other audits of federation accounts as may be requested by the executive committee.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

Article III. Committee Duties

C. Special Committees

2. Biennial Conference Committee

- a. Committee Membership
  
- b. Overall Responsibilities  
(1)

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**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

Article III. Committee Duties

C. Special Committees

3. Bylaws Committee

Changes to the federation bylaws must be presented to and approved by the membership. This is typically done prior to the biennial federation conference so results can be presented during the federation annual meeting.

a. Committee Membership

The federation president, with concurrence of the executive committee, appoints a bylaws committee consisting of three members, as needed but typically prior to a federation biennial conference.

b. Overall Responsibilities

In addition to the duties provided in Article III. Committee Duties, A. Background and General Requirements and the Bylaws Committee Handbook, the committee biennially reviews the federation bylaws and:

- (1) Invites federation members and chapters to submit proposed bylaws changes.
- (2) Reviews and considers proposed bylaws changes, ensuring there are no conflicts with NARFE bylaws, and develops proposed changes as appropriate.
- (3) Prepares recommendations to “adopt” or “not-adopt” proposed bylaws changes and decision rational.
- (4) Presents proposed changes to the executive committee for review.
- (5) Prepares proposed bylaws changes for a vote by the membership and ensures they are included on the federation officer election ballot.
- (6) Coordinates with the federation secretary to incorporate approved bylaws changes into the federation bylaws for forwarding to NARFE for approval.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

Article III. Committee Duties

C. Special Committees

4. Nominating Committee

a. Committee Membership

The nominating committee for federation-level officer positions is appointed biennially by the federation executive committee and shall consist of no fewer than three members. Each federation district should have a representative.

b. Overall Responsibilities

In addition to the duties provided in Article III. Committee Duties, A. Background and General Requirements and the Nominating Committee Handbook, the committee:

- (1) Prepares and sends out a nomination/election announcement.
- (2) Sets the election schedule.
- (3) Reviews nominations or declarations of candidacy for federation-level officer positions.
- (4) Examines candidates' eligibility and qualifications to serve.
- (5) Coordinates with the biennial conference committee to provide a candidate list for election by the membership.
- (6) Transmits election information to NARFE for input in the *NARFE Magazine*.
- (7) Tallies votes and notifies the executive committee of election results.
- (8) Prepares election results report for the federation biennial conference.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article IV – Appointed Positions

Appointed positions (e.g., chairs, coordinators, editor and webmaster) are established to perform federation business. Appointed positions may select additional members to accomplish tasks.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article IV. Appointed Positions

A. Background and General Requirements

1. Background

The appointed positions are governed by the NARFE and federation bylaws and perform duties as set forth in these standing rules.

2. General Requirements

Federation appointed positions perform duties as set forth in the NARFE F-10, *Chapter and Federation Officers Manual*, NARFE publications, these standing rules, and executive and/or advisory committee decisions. Examples of those duties include, but are not limited to:

- a. Is a NARFE member in good standing.
- b. Must be familiar with NARFE and federation bylaws, and other documents referenced above.
- c. Must have computer/internet access and be able to use computer office software, e.g., Word, Excel, PowerPoint.
- d. Must have email and be able to monitor frequently.
- e. Must have time for federation work, including providing reports, and attending and participating in federation meetings and conferences.
- f. Annually files reimbursement claims and receipts with the federation treasurer for expenses no later than ten (10) days before the end of the year.
- g. Maintains confidentiality and avoids conflicts of interest.
- h. Can communicate orally and in writing; may be asked to provide input for federation print and/or digital publications.
- i. Is diplomatic, professional and can work in a team environment.
- j. Have a working knowledge of *Robert's Rules of Order (Revised)*.
- k. Be able to travel.
- l. Performs other duties consistent with the position.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article IV. Appointed Positions

B. Alzheimer's Coordinator

1. Requirements

In addition to Article IV. Appointed Positions, A. Background and General Requirements:

- a. Must be available to receive and forward donations according to set deadlines.
- b. Should have basic skills in tracking and reconciling donations.

2. Overall Responsibilities:

In addition to those in the FH-26 *NARFE Alzheimer's Federation Coordinator's Manual*:

- a. Is a resource for ALL chapter Alzheimer's coordinators.
- b. Promotes awareness of Alzheimer's activities in which chapters may participate.
- c. Forwards Region IX Alzheimer's Coordinator reports to federation officers and chapter Alzheimer's coordinators.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article IV. Appointed Positions

C. Assistant District Vice President

1. Requirements

Refer to Article IV. Appointed Positions, and A. Background and General Requirements.

2. Overall Responsibilities

- a. Reports to, and seeks advice from, the district vice president.
- b. Assists the district vice president as a liaison between NARFE, the federation executive and advisory committees, and chapters in accomplishing assigned tasks.
- c. Follows the guidelines in the *District Vice President Handbook*.

**FROM STANDING RULES SECTION 1F – COMMITTEE CHAIR POSITION  
DESCRIPTIONS Adopted February 23, 2012**

**WSFC FEDERATION REPORTER EDITOR POSITION DESCRIPTION**

- The Editor coordinates the publishing of the “Federation Reporter”, the newsletter of the Washington State Federation of Chapters. The Reporter is produced 4 times per year in Jan., April, July and Oct. and is either 12 pages or 16 pages depending on the input received. The Reporter is mailed to all elected officers and committee chairs listed in the Federation directory and to a courtesy listing.
- The Editor, with input from the executive committee, sets a deadline for articles from Federation Officers and Committee Chairs. The articles are received in electronic form and the Editor lays out the articles in an attractive format and proof reads each article and makes changes as necessary. The Editor sends the “Federation Reporter” electronically to the printer.
- The Federation Secretary and Chapter presidents keep the Editor advised of changes of leaders that occur throughout the year. The Editor coordinates these changes to the mailing list with the mailing service.
- The Editor mails the finished electronic file of the Reporter to the Federation Webmaster for posting on the WSFC Website.
- The Editor will provide guidelines for producing successful newsletters to chapter presidents and editors and conduct workshops at district meetings or the WSFC Convention when asked by the President to do so.
- The Editor will keep the executive committee advised of the status of chapter newsletter throughout the state.
- The Editor will attend Federation Board meetings as requested by the Federation President. (Usually 2 per year) and provide written reports for all the executive committee meetings.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article IV. Appointed Position Duties

E. Legislative Coordinator – National

1. Requirements

In addition to Article IV. Appointed Position Duties, A. Background and General Requirements, must have good communication, organizational and interpersonal skills; have and/or be willing to learn electronic messaging skills; and have the ability to stay abreast of current legislation on NARFE's legislative agenda and NARFE's positions on the legislation.

2. Overall Responsibilities

In addition to those in the NARFE resources listed below:

- a. Disseminates legislative information to:
  - (1) District vice presidents and chapter-level presidents, secretaries, national legislative chairs, newsletter editors, and other elected or appointed individuals who may need the information.
  - (2) Federation members using a NARFE database messaging system.
- b. Encourages federation members to use the legislative pages on the NARFE website and sign up for legislative electronic notifications.
- c. Follows and reports to federation leadership on third-party information or articles discussing positive, negative or erroneous information that directly affects the federal family.
- d. Serves as a resource for political organizations, federal coalitions, senior alliances, and other organizations in Washington state on NARFE's advocacy positions regarding federal employees and retirees, and the impacts of current or potential legislation.
- e. May formulate and submit policy positions to NARFE prior to National conferences.
- f. Coordinates with NARFE to schedule interactions with congressional representatives.
- g. Trains chapter-level national legislative chairs and assists them with establishing and maintaining a dialog with their local congressional offices.

*FH-7 NARFE Advocacy Leader Guide*

NARFE Resources: *Issue Briefs and Fact Sheets* under the **ADVOCACY** tab on the NARFE website.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article IV. Appointed Position Duties

F. Legislative Coordinator – State

1. Requirements

In addition to Article IV. Appointed Position Duties, A. Background and General Requirements, must have:

- (a) Good communication, organizational and interpersonal skills.
- (b) Or be willing to learn electronic messaging skills.
- (c) The ability to stay abreast of current state and local legislation important to NARFE members.
- (d) The ability to be non-partisan when presenting legislative issues.

2. Overall Responsibilities

- (a) Tracks status of state legislation.
- (b) Reports on and disseminates policy positions to district vice presidents; chapter presidents, legislative chairs-state and newsletter editors; and federation members. May make recommendations based on impacts.
- (c) Serves as the federation's representative on the Washington State Senior Citizens' Lobby. Attends the Lobby and uses their resources to track bills through the legislative process.
- (d) Develops and coordinates the training for chapter legislative coordinators.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Standing Rules**

Article IV. Appointed Position Duties

G. NARFE-PAC Coordinator

1. Requirements

In addition to Article IV. Appointed Position Duties, A. Background and General Requirements, must have good communication, organizational and interpersonal skills and ability to stay abreast of current NARFE-PAC developments.

2. Overall Responsibilities

In addition to those in the NARFE resources listed below:

- a. Uses information/guidance from NARFE to promote “March is NARFE-PAC Month.”
- b. Includes pertinent district vice president, federation president and federation national legislative coordinator in decisions for recommending NARFE-PAC distributions.
- c. Notifies district vice presidents and chapter-level presidents, secretaries, newsletter editors, and PAC coordinators when a disbursement has been made to a congressional candidate.
- d. Maintains records for PAC correspondence, information, instructions and NARFE-PAC contribution forms.
- e. Ensures the annual federation budget covers NARFE-PAC expenses.
- f. Assists in recruiting volunteers to serve as chapter NARFE-PAC coordinators.
- g. Trains chapter NARFE-PAC coordinators on proper handling of PAC contributions.
- h. Ensures there is a staffed NARFE-PAC table at in-person federation conferences.

NARFE Resources: The *NARFE-PAC Toolkit* and other resources found in the **ADVOCACY** section under the **NARFE-PAC** tab on the NARFE website.

**FROM STANDING RULES Approved May 18, 2010, Amended November 17, 2010:**

**Section 4. Service Committee**

- (a) Coordinates the activities of established Service Centers and the provision of services to the retired federal employees in the state, training of Chapter Service Officers, coordinating establishment of Service Centers, and developing service policies, goals, and training aids.

**FROM STANDING RULES SECTION 1F – COMMITTEE CHAIR POSITION  
DESCRIPTIONS Adopted February 23, 2012**

**WSEC SERVICE COMMITTEE POSITION DESCRIPTION**

- Coordinates the activities of established Service Centers and the provision of services to the retired federal employees in the state, coordinating establishment of Service Centers, and developing service policies, goals, and training aids.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

Article IV. Appointed Position Duties

I. Training Coordinator

- a. Required Skills
  
- b. Overall Responsibilities  
(1)

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**FROM STANDING RULES SECTION 1F – COMMITTEE CHAIR POSITION  
DESCRIPTIONS Adopted February 23, 2012**

**WSFC WEBMASTER POSITION DESCRIPTION**

**Internet**

- Must have access and familiarity with web site processes and procedures (much can be learned on the job, much is specific to the web provider and its software.)

**Compatibility with NARFE Website, materials and policies**

- The purpose of Federation and Chapter web sites is to support the aims and policies of NARFE, so they should be structured and maintained in an appropriate manner.
- Online maintenance of current Federation policies and supporting materials
- Develop site structure and style
- Input appropriate materials or train others how to do so
- Remove obsolete or inappropriate materials

**Funding**

- Work with Federation board and treasurer to insure that sufficient funding is available for domain name registration and web site hosting.

**Advisory Committee**

- Support of Federation officers and committee chairs
- Participate in Executive Board/Advisory Committee meetings
- Follow policies and direction of the board
- Actively encourage board and Advisory Committee Chairs to submit and update materials for the Federation web site (currently [www.narfewa.net](http://www.narfewa.net)) that can be readily accessed by Federation and Chapter members.
- Support of Chapter web sites
- Advise chapter or district webmasters on possible and current approaches to establishing and maintaining chapter sites.
- Does NOT fund chapter or district web sites

**Promotion**

- Take every opportunity to promote Federation website availability and content to Chapters, districts and NARFE members.

**Links**

- Link the Federation website to the [www.narfe.org](http://www.narfe.org) site. Insure that the Federation website is shown as a link on the NARFE site.
- Link the chapter websites to the Federation website.
- Follow any NARFE guidance on linking to outside organizations.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

**Article V – Annual Goal Statements**

Approved      May 18, 2010  
Amended      November 17, 2010, **Month/Date 2020**

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

Article V. Policies

B. Awards and Recognition

1. In addition to instructions found in the F-10 *Chapter and Federation Officers Manual*, the federation will use the following procedures.
2. The federation will strive to recognize outstanding contributions informally and formally by members for:
  - a. Single events where outstanding service is recognized by a chapter or federation president.
  - b. Prolonged service in support NARFE goals as recognized by a chapter or federation president.
3. **Nominating Process** – Any federation member can submit a written request to a chapter or federation president to request formal recognition of a National-only or chapter member. The written request must include:
  - a. The name of the member to receive the recognition;
  - b. A brief description of the action(s) taken by the member; and
  - c. A justification of why the action(s) are worthy of recognition.
4. **Review Process** – The chapter or federation president shall review each nomination and determine if formal recognition is warranted. The chapter or federation president is encouraged to request a recommendation from relevant committee coordinators or organization officers who have relevant knowledge of the member's action(s). If the chapter or federation president determines recognition is warranted, they can download the appropriate NARFE award certificate from the NARFE website (see location instructions/link below) and personalize it for the member. If the chapter or federation president determines recognition is not warranted, they must provide a written response back to the nominating member explaining their decision.
5. **Award Types**– In general, a certificate is the preferred award. However, a chapter or federation president is authorized to expend up to \$25.00 from the applicable chapter or federation non-dues budget per member receiving an award, or multiple awards per year, for an accompanying memento to amply the federation's recognition and appreciation of the recipient's contributions. Mementos are encouraged to be selected from the *shopNARFE* storefront at the link below.
6. **Award Process** – The chapter or federation president (or their representative) shall present the award certificate at an appropriate chapter or federation event whenever practical. If no event is timely or practical the award certificate may be presented to the member privately.

7. Optional Recognition Efforts

Each chapter president is encouraged to implement additional recognition efforts such as:

- a. Creating and posting an "Employee Honor Roll" displayed at chapter meetings;
- b. Sending thank you cards for jobs well done;
- c. Establishing a place to display memos, posters, photos and so on, recognizing progress toward goals and thanking individual members for their help;
- d. Starting a member recognition program. Give points for attendance, punctuality, teamwork etc. Provide mementos to members who reach certain point goals;
- e. Acknowledging individual achievement by using member names in newsletters; and
- f. Practicing positive nonverbal behaviors that demonstrate appreciation, such as smiles and handshakes.

**Certificates in WORD Format** – Log into NARFE.org and go to the Home Page; mouse over “FOR MEMBERS” and click on “Officer Resources.” Scroll down and select “Certificates in Word Format;” download and complete the appropriate award form.

<https://randdmarketing.four51ordercloud.com/NARFE/catalog>

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

Article V. Policies

C. Computers and Software

Members of the advisory committee may submit reimbursement requests to the executive committee for charges relating to the maintaining, upgrading, purchasing of software to support the accomplishment of the position, e.g., computer, printer, fax, or scanning equipment.

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Policy for Retention and Destruction of Records and Documents**

The following schedule reflects the number of years files and records will be retained in the files of the WSFC Secretary and Treasurer.

A copy of this guide is to be made available to each new President, Secretary, and Treasurer when they take office.

<u>RECORD/DOCUMENT</u>	<u>RETENTION PERIOD</u>
WSFC HISTORY BOOK AND RECORDS	PERMANENT RECORD – To be updated by the Secretary each year
WSFC CONSTITUTION & BYLAWS	PERMANENT RECORD – To be revised if changes are passed by convention-vote
WSFC CONVENTION MINUTES	PERMANENT RECORD
WSFC EXECUTIVE COMMITTEE AND ADVISORY BOARD MINUTES	PERMANENT RECORD
RESOLUTIONS/BYLAWS CHANGES PRESENTED AT WSFC CONVENTION	3 YEARS
ROBERT’S RULES OF ORDER (BOOK)	PERMANENT RECORD – Until edition is revised
WSFC OFFICER ROSTERS	PERMANENT RECORD
CHAPTER OFFICER ROSTERS	3 YEARS
CORRESPONDENCE	1 YEAR
TREASURER’S RECORDS (PAID VOUCHERS, PER CAPITA TAX RECEIPTS, REPORTS, IRS RECORDS)	7 YEARS
QUARTERLY FINANCIAL STATEMENTS	PERMANENT RECORD (For IRS Purposes)

Adopted      April 9, 1982  
Revised      November 30, 1998, October 21, 1999, May 16, 2009

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Paper Use Reduction Policy**

NARFE has a paperless report program policy to more effectively manage costs and improve communications. It is to the Federation's advantage to have the same policy, for example, using e-mail and [www.narfewa.net](http://www.narfewa.net) whenever possible. Following NARFE's lead, all Federation chapters should have provisions for printing needed documents, e.g., a board or chapter member available for printing documents using a personal or NARFE-dedicated printer; a printing service external to the chapter.

It is, therefore, the Federation policy to:

1. Issue all communications/documents via e-mail or post them, as necessary, on [www.narfewa.net](http://www.narfewa.net).
2. Mail documents, e.g., the Federation directory and Executive Board minutes, to chapters requesting such document. Such mailings will be at a chapter's expense, currently: 10 cents per printed side plus mailing costs.
3. The initial Federation convention document mailing will be issued via e-mail with forms and other information available on [www.narfewa.net](http://www.narfewa.net). Other convention business also will be handled, as much as possible, by e-mail.
4. It is the responsibility of Federation officers and committee chairs, and chapter presidents and secretaries, to notify the Federation secretary of pertinent mailing and e-mail address changes.

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

**Article XI - General**

**Section 2. Performance Bonds**

- (a) The Treasurer and authorized persons with signature authority on Federation accounts shall be bonded for an amount equal to at least 75% of the average Federation net worth as of January 1, for the year of the bond anniversary. The Federation shall pay the premium for such bond.

Approved      May 18, 2010  
Amended      November 17, 2010

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

**Article X - Publications**

**Section 1. Federal Reporter**

- (a) The official publication of the Federation shall be known as the Federal Reporter.
- (b) The Federal Reporter shall be mailed to each Chapter's elected officers unless individual chapters arrange for another method of receipt.
- (c) The Federal Reporter shall be published on a schedule to be determined by the Executive Committee.
- (d) The cost of printing and mailing the Federal Reporter shall be borne by the Federation General Fund.

Approved      May 18, 2010  
Amended      November 17, 2010

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Article V - Revenues and Disbursements**

**Section 1. General Fund**

- (a) The Federation establishes and maintains a General Fund into which all revenues and monies of the Federation shall be deposited.
- (b) All Federation disbursements are made from the General Fund.

Approved      May 18, 2010  
Amended      November 17, 2010

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Article V - Revenues and Disbursements**

**Section 2. Operating Expenses**

- (a) The Executive Committee approves expenditures out of the General Fund not to exceed ten percent (10%) more than the amounts approved by the Convention for the Federation budget. Expenditures exceeding the ten percent (10%) ceiling must be ratified by a majority of the delegates present and voting at the next Federation Convention.
- (b) The Executive Committee re-allocates unexpended funds between General Fund items during the year so long as total expenditures for any purpose do not exceed General Fund budget totals for that year, except as noted in clause (a) of this section.

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Amended      November 17, 2010

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

**Scholarship Policy**

Under Construction

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Amended November 17, 2010, Month/Date 2020

**WASHINGTON STATE FEDERATION  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Standing Rules**

Article V. Policies

H. Revenues and Disbursements

4. Travel Reimbursements

1. Annually, the executive committee establishes budgeted amount for travel within three categories:
  - a. Officers
  - b. District Vice Presidents (DVPs)
  - c. Committees/Coordinators
2. Monthly, the federation treasurer distributes the treasurer's report to officers, DVPs and committees.
3. Monthly, officers, DVPs, and committees monitor their respective spending levels.
4. Mileage shall be reimbursed at the Government Services Administration (GSA) rate for the current year.
5. Generally, overnight accommodations shall be reimbursed at exact cost up to the GSA lodging allowance plus taxes for the area. When suitable lodging is not available within the GSA rates, the federation treasurer, president or vice president can authorize higher rates to ensure members traveling on federation business have accommodations that are safe, comfortable and reasonably priced. Paid tips/gratuities can be claimed up to the difference between the approved lodging rate and the actual cost.
6. Meals and incidentals including tips shall be reimbursed at exact cost up to the GSA rate for the current year. Alcohol will not be reimbursed.
7. The GSA rate shall be reviewed at least annually when preparing the federation budget.
8. Travel to NARFE National events shall be as follows:
  - a. The president's expenses shall be reimbursed in full when attending the Federation Presidents' meeting.
  - b. All other advisory committee members shall be reimbursed according to 4, 5 and 6 above, up to the rebate amount offered by the federation for that event.

**WASHINGTON STATE FEDERATION OF CHAPTERS  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEE ASSOCIATION**

**Policies and Procedures for Service Centers**

The Washington State Federation of Chapters Executive Board encourages the concept of Service Centers and Service Officer Volunteers. Service Officers and volunteers must be briefed and follow the procedures outlined in the National FH-100 guidebook. This policy is intended to help implement the Service Center Program.

The Service Center account is managed by the Federation Service Officer. Reimbursement of Service Center expenses will be in accordance with the approved Federation budget allowance. Reimbursement request from Service Centers should be submitted quarterly to the Federation Service Officers for approval. Requests for reimbursement must be submitted on the WSFC F-1 form and supported by receipts and an activity report.

The Washington Federation will reimburse the legitimate expenses incurred by Service Center Volunteers while carrying out their duties and responsibilities. Reimbursable expenses include administrative costs (telephone, supplies, copying, postage, mileage, parking, stipends for space usage, etc). Reimbursable costs will not exceed the approved federation's annual budget.

To account for funds, requests for reimbursement should be submitted to the Federation Service Officer within 15 days from the end of each quarter. F-1 request will included receipts and service center contacts & activity reports. Federation Service Officer will approve the request and forward to Federation Treasurer for payment.

Adopted            March 30, 1999  
Revised            May 16, 2009, February 23, 2012