



BYLAWS

Washington State Federation

National Active and Retired Federal
Employees Association

Summary of the proposed changes/edits to the June 21, 2024 WSF approved current bylaws

- 1. Formatting, primarily spacing**
- 2. Found some spacing issues with the “dash” between the “Article/Roman Numeral” and the descriptor for that article.**
- 3. Article II ... New title and content change to simplify the bylaws. Reduces the chance for them to become outdated when NARFE updates its bylaws.**
- 4. Article IV, Section 2, (c) ... added in the new paragraph with proposed changes to the draft the committee agreed to back in February:**
 - a. Line one, change “nominee” to “candidate” ... a more general noun that would apply in both scenarios.**
 - b. Changed “WSF Advisory Committee” to “WSF Executive Committee” ... primarily because the members of the Executive Committee are elected vs the Advisory Committee has appointed individuals AND because the Advisory Committee is not even mentioned in the bylaws until page 3.**

Article I - Name

Washington State Federation (WSF), referred to as the "Federation," of the National Active and Retired Federal Employees Association (NARFE).

Article II - Purpose and Objectives, Goals

The Federation's purpose is to support NARFE's objectives as set forth in its Articles of Incorporation, Mission and Vision Statements, and Bylaws. ~~Federation goals include: organizing effective communication with all elected officials who affect its members; ensuring chapters' and members' concerns are presented to the NARFE National Executive Board; supporting the human resource needs of its members; and helping the Federation grow through recruiting new members.~~ The Federation shall not enter into activities, arrangements, or agreements that conflict with NARFE programs or activities.

Article III - Membership

All NARFE members residing in Washington, or members of a Washington State Federation Chapter but not residing in Washington, shall be Federation members. They are considered voting members, if they are in good standing; that is, NARFE dues, and Chapter dues, if applicable, must be current.

Article IV - Officers

Section 1. Officers

- (a) The Federation's elected officers are: President; Vice President; Secretary; Treasurer; and, a District Vice President for each Federation District. These officers are the Federation Executive Committee. A quorum for a meeting shall be four of the elected officers with one being either the President or Vice President.
- (b) District Vice Presidents are elected to coordinate activities within their Districts, and to represent the Chapters and all members of their Districts.
- (c) Any Federation voting member may run for any Federation office.
- (d) The Federation Executive Committee shall have full power and authority over all affairs.

Section 2. Nominations, Elections and Terms of Office

- (a) Federation Elected Officers. The President, Vice President, Secretary and Treasurer shall be elected prior to the WSF Biennial Conference by ballot and a majority vote of Federation members voting.

- (b) District Vice Presidents. The District Vice Presidents shall be elected by a majority vote of the respective District Chapter members voting.
- (c) **Alternatively, when there is only one candidate for each elected officer and district vice president position, they may be elected by acclamation of a majority vote of the WSF Executive Committee, or at the respective WSF Biennial Conference or annual meeting, whether held in person or virtually.**
- (d) The term of office shall begin January 1 following the event at which the officers and District Vice Presidents are elected and installed. Terms of office shall be limited to two, full, consecutive, two-year terms, or until their successors are elected and installed.

Section 3. Vacancies

Vacancies in Federation elected offices shall be filled by a majority vote of the Executive Committee, and all such appointments shall terminate at the next WSF Conference. However:

- (a) Should the President be incapacitated and/or otherwise unable to serve, the Vice President shall assume the office and a new Vice President shall be elected by a majority vote of the Executive Committee.
- (b) The Executive Committee shall fill any District Vice President position by a majority vote, with input from the District with the vacancy.

Section 4. Removal from Office

The Executive Committee, by a majority vote, may remove an officer for failure to fulfill duties of the office, or for any act that could result in felony conviction, a lawsuit or litigation.

Section 5. Officer Duties

Federation officer duties shall be as outlined in NARFE publication F-10, *Chapter and Federation Officer's Manual*, and as they may be modified, extended or changed by these bylaws and the Federation Standing Rules.

Article V - Standing and Special Committees

The Federation President establishes Standing Committees and appoints a committee coordinator or coordinators to lead each committee, subject to a majority vote by the Executive Committee. They shall perform such duties as set forth in the Federation's Standing Rules.

Standing Committees may include, but are not limited to, the following:

Alzheimer's	Outreach (Membership and Public Relations)
Audit	Service
Legislative	Training
NARFE-PAC	Webmaster

The Federation President establishes Special Committees, e.g., Bylaws; Nominating; and Conference, and appoints a committee coordinator or coordinators to lead each committee, subject to a majority vote by the Executive Committee. They shall perform such duties as set forth in the Federation's Standing Rules.

The Federation President shall be an ex officio member of all committees except nominating and auditing.

The Federation Executive Committee, and its Standing and Special Committees, comprise the Federation Advisory Committee.

Article VI - Standing Rules

The Executive Committee shall issue standing rules, and any changes thereto, containing routine rules, bylaws implementation, and such other managerial and administrative guidelines as are appropriate.

Any Federation Chapter, or Federation voting member, may propose new or changes to standing rules for the Executive Committee to consider. In the event a proposal is not accommodated by that Committee, the petitioning Chapter or member, as their option, may offer a change for consideration at the WSF Biennial Conference.

Article VII - Operating Funds

The Federation receives "Ten-Percent Funds" from NARFE based on the membership assigned to Federation membership records.

The Federation may impose a direct per-capita assessment on Chapters to fund programs and activities not covered by National's Ten-Percent Funds. Such assessment is subject to approval by a majority vote of the Executive Committee.

NARFE is tax exempt under IRS 501(c)(5). Dues payments and donations to the Federation are not deductible as charitable contributions for income-tax purposes.

Article VIII - Federation Conferences and Annual Meetings

A WSF Conference shall be held biennially at such time and place as approved by the Executive Committee. It also shall be considered the WSF annual meeting with reports by elected officers,

including District Vice Presidents, and Standing and Special Committee coordinators. All members will be notified at least 30 days prior to the annual meeting.

On alternate years, annual meetings may be held in conjunction with a scheduled Advisory Committee meeting or in conjunction with a mid-term event that may be held at such times and places as determined by the Executive Committee.

When business is conducted at annual meetings and requiring voting, a majority vote of voting members present shall constitute approval.

Article IX - Bylaws Changes

Any Federation Chapter, or Federation voting member, may propose changes to these bylaws provided such proposed changes are submitted in writing to the Federation Secretary not less than 60 days prior to the start of a WSF Biennial Conference or Annual Meeting.

The Federation Secretary shall furnish each Chapter and the Federation Webmaster a copy of all proposed changes not less than 30 days prior to the WSF Biennial Conference or Annual Meeting.

The bylaws may be changed prior to any WSF Biennial Conference by a majority vote of members voting subsequent to NARFE national headquarters approval.

Article X - Parliamentary Procedures

The provisions found in *Robert's Rules of Order Newly Revised* shall govern federation business in all matters not in conflict with the federation bylaws, or the Association's Articles of Incorporation and National Bylaws.

Federation Secretary

Date

APPROVED at National Headquarters

National Secretary/Treasurer

Date