

National Active and Retired Federal  
Employees Association (NARFE)  
New York State Federation Bylaws



2018

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## ***Preamble***

*The New York Federation, originally chartered in April 1956 as a subordinate organization under the National Active and Retired Federal Employees Association (NARFE), continues to operate in accordance with the Association's Articles of Incorporation, national bylaws and standing rules.*

**Article I. Name**

The name of the organization shall be the **NARFE New York State Federation**. Hereinafter, referred to as the "**Federation**." *The Federation shall also be known as the National Active and Retired Federal Employees of New York (NARFE-NY).*

**Article II. Purpose**

The Federation shall exist to serve and represent persons receiving, or who will be eligible to receive, an annuity and benefits earned through creditable civilian, postal and/or other federal services, and any current or former spouses who are legally entitled to receive federal survivor benefits from any civilian federal retirement program. The core mission of the Federation shall be to advocate on behalf of said persons at all levels of government and assist chapters in accordance with applicable national Bylaws and Standing Rules.

**Article III. Members and Dues**

**Section A.** Membership eligibility and dues structure shall be as described in the Association's national Bylaws and Standing Rules. Neither dues payments nor contributions to the Federation are tax deductible.

**Section B.** All persons recognized as being a member of NARFE (*as described in Article I, of the Association's National Bylaws*), and who reside in the state of New York, or who are non-residents but who are members of a New York chapter, shall be a voting member, and shall be eligible to run for and hold office at the state and/or national level.

**Article IV. Officers and Their Duties**

**Section A.** Elected Federation officers shall be a President, two (2) Vice Presidents (1st and 2nd), a Secretary, a Treasurer (*or, if combined, a Secretary-Treasurer*), who shall be elected by ballot to serve a term of two years or until his or her successor has been installed.

**Section B.** In the absence, disability, death or resignation of the President, the 1st Vice President shall assume the duties and responsibilities of the vacated office, until the next election. Beyond that, the order of succession shall be the 2nd Vice President, Secretary, and Treasurer (*or if combined, Secretary-Treasurer*).

**Section C.** Appointed officers may include, *but are not limited to*, the State and National Legislative Officer(s), Executive Vice President, a Membership Manager, Service Officer, and Executive Event Manager.

**Section D.** All elected officers shall assume their duties and responsibilities upon installation, as described by these Bylaws, the parliamentary authority adopted

by the Federation, related NARFE manuals, guides, and directives, as well as the ethical standards described in the NARFE Code of Ethics.

**Section E.** Specific duties and responsibilities:

(1) 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. He/she shall make assignments and re-assignments of the duties and functions of the officers. The President shall designate the chairman of all committees. He/she shall serve as ex-officio member of all committees except the Audit Committee. The President shall submit at each annual meeting, or prior to, a recommended budget for the ensuing year subject to consideration and approval by the membership.

(2) 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. Within thirty (30) days after the close of a meeting, the Secretary shall prepare a report of the meeting highlights, results of ballots, and including significant actions taken at a business meeting. Copies shall be sent to the Federation President, the Regional Vice-President, and the National Secretary/Treasurer, and a copy shall be posted on the Federation website.

(3) 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 at least one other Executive Board officer on the official business account signature card of the federation in the event of death or disability of the Treasurer.

(a) The Treasurer shall make a quarterly report to the Executive Board and an annual report to the annual meeting showing receipts and expenditures, which shall be published in the Federation website promptly after a meeting. He/she 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 on the Federation website, prior to a board meeting.

(b) 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 New York.

**Article V. Annual Meetings**

**Section A.** Annual meetings shall be held in accordance with the Association's National and these Bylaws. These meetings shall be held at such times and places as may, *from time to time*, be fixed by the Board or may be specified in a notice of a meeting. A State Executive Board meeting may serve as an annual meeting of the Federation.

**Section B.** Annual meetings shall be for the purpose of transacting business, receiving reports, promoting advocacy, conducting educational events, and for other purposes. The annual meeting, *held in even number years*, shall be for announcing officially the results of ballots and the installation of elected officers. A quorum for all annual meetings shall be five (5) members.

## **Article VI. State Executive Board (SEB)**

**Section A.** The voting members of the State Executive Board are as described in Article IV, Section A of these Bylaws, each having one vote on matters before the board. The quorum for all State Executive Board (SEB) meetings shall be three (3) voting members.

**Section B.** The SEB shall have general supervision of the affairs of the Federation, fix the date and place of meetings, and perform such other functions as specified in these Bylaws. None of its acts shall be in conflict with these Bylaws or the National Article of Incorporation or Bylaws. The SEB shall appoint such special officers and/or functionaries as may, from time to time, be found necessary to carry out the objectives of the Federation. The board shall meet annually, or more often as needed.

**Section C.** The State Executive Board shall have authority, by unanimous 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 approval by the SEB.

**Section D.** As a way of organizing an effective political advocacy and communication process, the Executive Board shall define such geo-political districts/regions within the state as may be necessary. The Executive Board shall assign such duties and responsibilities as deemed appropriate in accordance with current Association policies and guidance.

**Section E.** The President shall appoint at least one member-volunteer, from each of the designated geo-political districts, to be the Congressional District Leader (CDL) for that district. This person shall serve in an advisory (*non-voting*) capacity to the SEB. The duties are as described in the NARFE Legislative Officer and Congressional District Leader manual.

**Section F.** The President shall appoint two (2) Senate Liaisons who shall be designated National/State Legislative Officer(s), and who will serve on the SEB as non-voting members.

**Section G.** The Executive Board shall have authority to recommend to NARFE the withdrawal of the charter of any New York 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 H.** The SEB shall appoint an Audit Committee or select an accountant to conduct an independent audit of the Federation's financial status annually.

**Section I.** When necessary the President shall conduct a telephone or e-mail canvass of Executive Board voting members; for the purpose of conducting the business of the Federation. Any 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 also may call for a canvass.

## **Article VII. Voting and Committees**

**Section A.** The President shall act to establish the standing committees necessary to conduct balloting for the election of officers, amending the Bylaws, establishing the standing rules, and the adoption of proposed resolutions.

**Section B.** A ballot vote by the membership is required for the election of all of the state-wide officers, as described in Article IV, Section A, as well as amendments to these Bylaws.

**Section C.** Voting by ballot can be accomplished by regular mail, or electronically by an internet program, protocol, platform, and/or a combination thereof, subject to proper notice to all members.

**Section D.** For the election of Federation officers and passage of resolutions a simple majority, more than half, of the votes cast is required. Amendments to these Bylaws require a two-thirds super-majority of votes cast.

**Section E.** The Bylaws and Resolutions Committee may, with no increase in scope, combine resolutions/bylaw amendments and similar content, prepare substitute resolutions, bylaw amendments, and/or present new resolutions.

**Section F.** A proposed bylaw amendment shall be placed on a ballot and disseminated to members only following a two-thirds majority vote of the Executive Board.

**Section G.** Proposed national resolutions and/or bylaw amendments from a member or chapter shall be sent by the Federation Secretary to the national headquarters by the date of deadline established by the Association, whether or not

the proposed resolution/amendment has been adopted by Federation ballot.

**Article VIII. Parliamentary Authority**

Robert's Rules of Order, Newly Revised, shall govern in all cases not specifically covered by these Bylaws, or by the NARFE national Bylaws, and/or standing rules.

**Article IX. Amendments and Resolutions**

**Section A.** A member or chapter may submit proposed amendments to these Bylaws to the SEB. Adoption of amendments to these Bylaws shall require a two-thirds (2/3) majority of the votes cast.

**Section B.** A member or chapter may submit a proposed resolution(s) to the SEB in accordance with the parliamentary authority and these Bylaws. Adoption of proposed resolution(s) shall require a simple majority of the voting SEB members.

**Section C.** Minor administrative, grammatical, and/or typographical errors contained herein, may be corrected by the Secretary, provided the change(s) do not impact on the meaning or intent of these Bylaws.

*Diane Gawron*

Diane Gawron, Secretary  
NARFE New York State Federation  
March 5, 2018

Approved at National Headquarters

*Jon Dowie*

Jon Dowie  
National Secretary/Treasurer  
March 13, 2018