

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES (NARFE) BYLAWS

ARTICLE I – NAME

The name of this association shall be the National Active and Retired Federal Employees Association, also referred to as NARFE or the association, incorporated under the laws of the District of Columbia, February 27, 1947.

ARTICLE II – OBJECT

The object of the association shall be 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;
- 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; and
- Cooperate with other organizations and associations in furtherance of these purposes.

ARTICLE III – MEMBERS

Section 1. Eligibility for Membership

Any person (or current or former spouse of a person) who is receiving (or will be eligible to receive) a federal annuity, or is legally entitled to receive federal survivor benefits from any civilian retirement program of any United States Government agency shall be eligible for membership. Upon receiving applications and dues from eligible persons, the association shall admit them as members.

Section 2. Membership Classes and Categories.

- A. There shall be two classes of membership: voting and nonvoting.
- B. Voting membership categories shall include chapter, national-only, honorary, and distinguished. All voting members shall have all privileges of membership including the right to vote and to hold office. The nonvoting member category shall include supporting members.
- C. Chapter members are members of both a chapter and NARFE.
- D. National-only members are members of NARFE, but do not belong to a chapter.
- E. Honorary Members are those members recognized before October 2008 for having reached 85 years of age and at least 20 years of NARFE membership.

- F. Distinguished members are those members recognized for having reached at least 20 years of NARFE membership.
- G. Supporting members are those persons who support and are willing to uphold the NARFE mission statement. Supporting members may not serve as an elected or appointed official of NARFE. Supporting members may be enrolled upon submitting an application and paying the requisite dues as established by the NEB and, if applicable, the chapter. Supporting members may also join a chapter upon paying chapter dues.

Section 3. Dues.

- A. Members shall pay dues of \$40 for one year, \$72 for two years, and \$102 for three years, except that members who pay their dues through dues withholding shall pay annual dues of \$34. The NEB shall also establish an amount to pay all future dues in full. Such members who pay all future dues in full shall be called life members. All funds derived from membership fees and dues shall be used only to support association objectives.
- B. Distinguished members shall pay NARFE dues, but chapter dues requirements are at the discretion of the applicable chapter
- C. Honorary members shall not pay NARFE dues, but chapter dues requirements are at the discretion of the applicable chapter.
- D. The NEB shall establish a one-time fee that 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. Chapter dues and first-year fees collected by NARFE headquarters shall be remitted to the chapters on a monthly basis.
- E. Ten percent of the national dues of its members and new membership fees shall be returned to each federation on a monthly basis.
- F. Any member whose national dues are in arrears for three 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.

Section 4. 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 adoption of general resolutions.
- B. A two thirds vote shall be required for approval of any resolution or report that recommends changes in dues or the compensation of the national officers or of the RVPs.

ARTICLE IV – OFFICERS

Section 1. Election and Term of Office

- A. The national officers of the association shall be a president and a secretary/treasurer. Each shall serve for a two-year term or until a successor is elected and assumes office. Terms shall begin on November 1 following election. The president shall not serve for more than two consecutive terms. Service for more than half of a term shall be considered as a full term.
- B. Candidates for office must be members of the association. No officer shall simultaneously hold office in any chapter or any federation.
- C. Election shall be by a majority of ballots cast except that when there are three or more candidates for the same office or position, voters shall indicate their preference in order for each candidate.

Section 2. Duties of Officers.

The national officers shall perform the duties prescribed by these bylaws, the standing rules, any directives adopted by the national conference and the adopted parliamentary authority. The president shall be the chief elected officer of the association. The secretary/treasurer shall (1) serve as president when the president is unavailable; (2) be responsible for all association records and funds; and (3) perform such other duties as directed by the president, the NEB, or the national conference.

Section 3. Vacancies.

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. If there is a vacancy in any other national office, the NEB shall fill such vacancy for the unexpired term.

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 secretary/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 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 conference. Decisions reached at the national conference 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 – NATIONAL EXECUTIVE BOARD (NEB)

Section 1. Composition

The National Executive Board (NEB) shall be composed of the officers and the regional vice presidents.

Section 2. Authority and Duties

The NEB shall:

- 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;
- 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;
- Be the trustee for and have custody of all real and personal property owned by the association;
- Establish and modify the regions of the association;
- Establish personnel policies for the hiring, promotion, and termination of association employees;
- Determine and direct the manner and placement of investments of the association funds;
- Order annual or more frequent audits to be made by a certified public accountant recommended by the audit committee;
- Create such additional committees as it may deem necessary to further the work of the association; and
- 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 meetings of the NEB per year, called by the president or a majority of the NEB. Meetings may be held by conference telephone or video calls, provided that all members are contacted and given twenty-four hours' notice.
- B. A summary of actions taken at each meeting shall be published as soon as possible in an official publication of the association.

Section 4. Administration

- A. The NEB shall designate a site for the principal office of the association 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 these bylaws and a contract or letter of engagement as the NEB shall determine.
- C. The executive director shall:
- Serve as the chief executive officer of NARFE;
 - Be responsible for the execution of policies and programs under the general direction of the NEB;
 - Hire, promote and terminate association employees subject to the personnel policies established by the NEB;
 - Participate in all annual membership meetings and all meetings of the NEB;
 - Submit reports that provide recommendations for programs for the ensuing term, including costs and sources of income;
 - 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;
 - Review, approve and sign all contracts and invoices related to NARFE programs; and
 - Approve all staff travel and review and approve all travel expense reports, including NEB travel expense reports. Executive director expense reports will be reviewed and approved by president or secretary/treasurer.
- D. NARFE 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 VII - REGIONS

Section 1. Composition

Regions may encompass any state, the District of Columbia, territory or possession of the United States or foreign country. Regions shall promote membership recruitment and retention and leadership training.

Section 2. Regional Vice Presidents (RVPs)

Members of each region shall elect a regional vice president, who must be a resident of that region and a member of NARFE. If there are three or more candidates for the same office or position, voters shall indicate preference in order for each candidate.

Section 3. Term of Office.

Upon election by a majority of the ballots cast from their respective regions, RVPs shall assume office on November 1 for two years or until a successor is elected and assumes office. RVPs shall serve no more than three consecutive terms, but may be re-elected to serve again after one full term has passed. No RVP shall simultaneously hold office in any chapter or any federation.

Section 4. Duties

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 also:

- Represent the concerns of members in their respective regions and communicate NEB decisions to the members they represent;
- Represent NARFE headquarters and assist federation officers in promoting the aims and objectives of the association;
- Select an audit committee consisting of three regional vice presidents to establish criteria for the selection of the auditor and define the scope of the audit;
- Encourage federation officers, chapters, and members to participate in legislative activities at the state level, including development of legislative programs;
- Have the authority to request activity reports and financial statements from each federation president; and
- Perform such other duties as directed by membership ballot or by the president or NEB, with concurrence of the majority of the NEB.

Section 5. Vacancies

An RVP vacancy shall be filled by election by the federation presidents of the applicable region to serve the remainder of the unexpired term.

ARTICLE VIII – FEDERATION

Section 1. Composition

A federation shall be composed of members belonging to chapters chartered within its borders and national-only members residing within its borders. Only one federation will be authorized within any one state, the District of Columbia, territory or possession of the United States or foreign country.

Section 2. Federation Bylaws

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 NARFE headquarters.

Section 3. Responsibilities

A federation shall ensure that its chapters' and members' concerns are presented to the NEB. A federation shall promote within its respective area the aims and objectives of the association. Any action of a federation shall be only advisory in its effect upon the chapters and members.

ARTICLE IX – CHAPTERS

Section 1. Composition.

Five 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 to increase the scope and effectiveness of the association. NARFE membership shall be a prerequisite to chapter membership.

Section 2. Chapter Bylaws

- A. A chapter must adopt bylaws that do not conflict with the NARFE articles of incorporation, bylaws, or standing rules. The chapter's bylaws and any subsequent amendments shall be approved at NARFE headquarters.
- B. A 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.

Section 3. Chapter Dues

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.

ARTICLE X – COMMITTEES

Committees shall be appointed by the president to review bylaws amendments and general resolutions submitted.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern NARFE 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 NARFE may adopt.

ARTICLE XII- 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 determination. 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 conference at which the revision will be considered, no amendment to the current document will be considered.

NARFE 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 NARFE headquarters that the criteria have been met. In addition, any Honorary Member may request recognition as a Distinguished Member upon written request to NARFE headquarters and resuming payment of national dues.
- B. Associate Members may hold office within the affiliated chapter.

Section 2. 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 3. Membership Recruitment

- A. In addition to direct recruitment, the association shall recruit members through chapters. Each NARFE member retains the right to belong to any chapter. The federation presidents shall assign ZIP codes among the chapters.
- B. The 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 years, unless extended by the NEB after evaluating its effectiveness.
- C. For new members, ten percent of the new-member fee will be returned to the federations; there will be no distribution to the chapters, except that for new members who join a chapter at the same time they join NARFE, one-third 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 dues only. Subsequent billings for those who join a chapter as they join NARFE shall be for a combination of the NARFE 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 4. Dues

NARFE 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 5. 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 6. 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. NARFE 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 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 officer and regional vice president.

Section 2. Regional Vice Presidents

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 be responsible to:

- 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 days' notice, for failure to carry out the requirements and purposes of the charter, bylaws, or constitution (if applicable) or for other causes provided that:
 1. The charter holder shall be given reasonable opportunity to show cause why such charter should not be canceled; and
 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; and
- D. Approve the operating and capital budgets of the association.

RULE IV 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-only members informed.
- B. Each federation shall hold an annual meeting, and 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 chapters 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 NARFE 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 nonvoting 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 years. Annual membership meetings may be conducted in conjunction with annual training sessions.

Section 2. National Conferences

A. Site Selection

1. Cities, after reviewing the request for proposal (RFP), that desire to host the national conference shall make their requests to NARFE headquarters by March 31 four 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 conference. 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 conference with help from NARFE headquarters.

RULE VI Committees

Section 1. Committees

- A. Committees as are required for the efficient and orderly review and evaluation of bylaws amendments and resolution submissions shall be selected by the president at least sixty days prior to the opening of the ballot voting process.
- B. 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. To the extent practicable, the NEB shall ensure that all segments of NARFE are represented on a committee. Substitution of committee members may be made later as needed.

- C. No national officer, RVP or special staff member shall be appointed as a member of any committee to review bylaws amendments and resolutions, nor shall they serve in an advisory capacity or as an observer on any such committee unless requested by the committee.
- D. Duties of the committees shall be as prescribed in the guidelines published by NARFE headquarters.

RULE VII Amendments

Section 1. Standing Rules Amendments

- A. Amendments to any of the standing rules shall require submission of a proposed amendment, 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 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.