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**CONSTITUTION & BYLAWS**

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**CALIFORNIA STATE FEDERATION OF CHAPTERS, INC.  
OF THE  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES, ASSOCIATION**

Instituted at Pasadena, California, 22 February 1950  
Chartered 25 August 1950

CONSTITUTION

ARTICLE I  
NAME

This organization shall be known as the California State Federation of Chapters of the National Active and Retired Federal Employees, Association (NARFE).

ARTICLE II  
OBJECTIVES

The Objectives of this Federation shall be to unite all regularly chartered chapters of NARFE in California into a State-wide organization for the mutual benefit of all members; to coordinate the activities of the member chapters in safe-guarding and improving the interests and welfare of all persons eligible to be members of NARFE; to support and assist the National Association in all its authorized projects; to promote and actively participate in the retention of current members and recruitment of new National and chapter members; and to encourage and assist in the formation of new chapters.

ARTICLE III  
MEMBERSHIP

All regularly chartered chapters of NARFE within the State of California shall be eligible for membership, and may retain membership upon payment of dues as provided in the Bylaws.

ARTICLE IV  
OFFICERS AND EXECUTIVE BOARD

SECTION 1. OFFICERS

The officers of this Federation shall be a President, one or more Vice Presidents, a Secretary, a Treasurer (or a Secretary-Treasurer) and such other officers as may be provided for in the Bylaws.

SECTION 2. TERMS OF OFFICE

All officers are elected at the Federation convention, to serve until their successors shall be elected and installed.

SECTION 3. QUALIFICATION OF OFFICERS AND OTHERS

All persons elected to office or appointed to responsible positions in this Federation, including convention delegates, must be members in good standing of the National Association and an active chapter affiliated with this Federation.

**SECTION 4. EXECUTIVE BOARD**

There shall be an Executive Board consisting of all officers and such other members as may be provided in the Bylaws. This Board shall be the interim governing body of the Federation between conventions within the provisions of the Constitution and Bylaws and any convention directive.

**ARTICLE V  
CONVENTIONS**

State Conventions shall be held biennially, the place and date to be fixed as prescribed in the Bylaws.

**ARTICLE VI  
BYLAWS**

The Federation shall adopt Bylaws distinct from, but not in conflict with, the Constitution relating to matters of local concern and convenience.

**ARTICLE VII  
AMENDMENTS**

**SECTION 1. METHOD OF ADOPTION**

Subject to approval by the National Association, this Constitution may be amended at any Federation convention by two-thirds (2/3) vote of the delegates present and voting on the question of making such amendments. When a roll call or ballot vote is taken, the delegate or delegates present from any affiliated chapter may together cast as many votes as the number of delegates to which their chapter is entitled as prescribed in the Bylaws.

**SECTION 2. EFFECTIVE DATE**

The effective date of this Constitution and any amendments thereto shall be the date of approval by the National Association.

**SECTION 3. CHAPTER NOTIFICATION**

The Federation Secretary shall inform all chapters of all constitutional amendments adopted at any Federation convention within two (2) months after the date of approval by the National Association.

END

Revised May 20, 2007 Federation Constitution & Bylaws Committee

\_\_\_\_\_  
Approved

\_\_\_\_\_  
NARFE National Secretary

\_\_\_\_\_ dated

CALIFORNIA STATE FEDERATION OF CHAPTERS, INC.  
OF THE  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES, ASSOCIATION

Instituted at Pasadena, California, 22 February 1950  
Chartered 25 August 1950

B Y L A W S

ARTICLE I  
OFFICERS

SECTION 1. OFFICERS

a. The officers of this Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer (or a Secretary-Treasurer) and one District Vice President for each district. Officers shall take office on the first day of the month following the closing date of the Federation convention. Terms of office shall be two years, but each officer shall serve until a successor has been elected and installed. In addition to any partial term, the President and Executive Vice President shall be limited to two full terms.

b. Any member in good standing in both the National Association and a chapter affiliated with this Federation, who is a resident of the State of California, is eligible to hold any office in this Federation. No person shall be a nominee for more than one Federation office at the same convention.

c. The Federation shall be divided into Districts by the Executive Board as prescribed in these Bylaws.

d. Each District shall be composed of certain specified affiliated chapters, their number and location to be determined by the Executive Board. The Vice President for each district shall be a voting member of a chapter in the district served.

e. Vacancies in the office of District Vice President shall be filled by a vote of the Presidents of the chapters within the district affected.

f. Members of the Federation Executive Board shall be expected to attend the Federation convention and each officer shall give a written report of their terms activities to the Secretary for inclusion in the summary required by ARTICLE I, SECTION 4.d. Each written report shall include the goals established and accomplishments in relation to the duties prescribed in the Bylaws and Executive Board Policies and Guidelines and recommendations for improvements of Federation operations. A brief summary of activities and recommendations shall be given as an oral report to the convention by the President, Executive Vice President, Secretary and Treasurer (or Secretary/Treasurer); and by each District Vice President at the appropriate district meeting during the Federation convention.

g. A strict nonpartisanship is declared to be the official policy of this Federation. Any officer of this Federation who knowingly or willfully violates this provision of these Bylaws, through oral or written official statements, may be subject to forfeiture of office. Removal for cause can be made by two-thirds (2/3) vote of the members of the Executive Board.

## SECTION 2. DUTIES OF THE PRESIDENT

a. The President, being the chief executive officer of the Federation, shall preside at all conventions and special sessions of the Federation, and at all meetings of the Executive Board, except as otherwise provided herein.

b. The President may call special sessions of the Federation between conventions, when such action is deemed necessary or advisable, and shall do so when requested by two-thirds (2/3) of the members of the Executive Board, or when requested by one-fourth (1/4) of all affiliated chapters, provided that all chapters are notified in writing at least thirty (30) days before the date of such a session.

c. Except as otherwise provided in these Bylaws, the President shall appoint members to all committees, designate the chair and vice chair of each, and be an ex-officio member thereof. The President is authorized to appoint adhoc committees and special assistants as needed. The candidate (s) for President may tentatively appoint Standing Committee members and prepare a tentative budget for the ensuing year.

d. Prior to the first Executive Board meeting for the fiscal year, the President shall prepare and submit to the Executive Board, for review and approval, a budget for the fiscal year, in accordance with ARTICLE V of these Bylaws.

e. The President shall also perform all other duties required:

- (1) By the Constitution and Bylaws;
- (2) By Federation Convention Rules of Order;
- (3) By convention directives; and
- (4) As otherwise required or permitted by Robert's Rules of Order (Newly Revised).

f. The President during his/her term of office may employ secretarial services. The necessary cost shall be included in the President's budget and shall not exceed three hundred dollars (\$300.00) per annum.

g. The President may, on recommendation of the officer concerned and with the approval of the Executive Board, appoint one or more assistant secretaries and one or more assistant treasurers, who are members of chapters affiliated with the Federation, to assist the Secretary and/or Treasurer. These assistant officers shall not be members of the Executive Board, but shall have the same status as chair of a standing committee for

attendance and participation in Executive Board meetings as specified in ARTICLE II, SECTION 1.e.

### SECTION 3. DUTIES OF THE EXECUTIVE VICE PRESIDENT

- a. The Executive Vice President shall become President whenever there is a vacancy in the office of President; and shall serve as Acting President during the temporary absence or inability of the President to perform the duties of the office.
- b. The Executive Vice President shall be the membership officer of the Federation. Working with the National Field Vice President, and through the District Vice Presidents, shall assist the chapters in every way possible, by obtaining from every available source, lists of retired federal employees for the chapters' use and to otherwise encourage, induce, and stimulate the chapters to become more active and energetic in their quest for new members.
- c. The Executive Vice President shall vigorously and diligently pursue a continuing campaign to form new chapters, reactivate dormant chapters, and induce dropout chapters to return to the Federation.
- d. The Executive Vice President shall provide general guidance for the district meetings.

### SECTION 4. DUTIES OF THE SECRETARY

- a. The Secretary shall keep a true record of all proceedings, attend to all correspondence, have custody of the Federation Charter and maintain a record of chapters affiliated with the Federation. The Secretary shall be permitted three hundred dollars (\$300.00) per annum for clerical hire.
- b. Not later than December 1 prior to each state convention, the Secretary shall issue a call for the Federation Convention to all member chapters. Copies shall be provided to each Federation officer, Past President, Committee Chair and Special Assistant. The call will include instructions to the chapters to take the following actions in time to conform to the requirements of ARTICLE IV, SECTION 2 and ARTICLE VI, SECTION 2.a:
  - (1) Authorize the payment of Federation dues to the Treasurer, for the current  
Year
  - (2) Elect delegates to the convention who are being nominated for convention  
committee assignments; and
  - (3) Elect other delegates and alternate delegates
- c. The Secretary will prepare a roster, by chapter title, of elected delegates and alternate delegates, as reported to the Secretary by the chapters, for use by the Federation Credentials Committee and the Host Convention Committee. A roster of officers, delegates and committees will be published for distribution at the convention.
- d. The Federation Secretary or Assistant Secretary who officiated at a Federation convention shall prepare and send to the President and Secretary of each chapter, each

Federation Past President, each outgoing and incoming officer and the chairs of the Committees of the Convention, a summary of the proceedings of that convention within ninety (90) days following that Convention.

e. The Secretary shall also perform all other duties required:

- (1) By the Constitution and Bylaws;
- (2) By Federation Convention Rules of Order;
- (3) By convention directive; and
- (4) As otherwise required or permitted by Robert's Rules of Order (Newly Revised).

f. The Secretary, in coordination with the Federation Constitution and Bylaws Committee, shall up-date the Federation Constitution and Bylaws within ninety (90) days following a Federation Convention. Distribution shall include copies to each Federation Officer, Federation Past President, Standing Committee Chair, each member of the immediate past and current Federation Constitution and Bylaws Committee, and each Chapter President and Secretary. Additional copies shall be made available for each registrant at the following Federation Convention.

#### SECTION 5. DUTIES OF THE TREASURER

a. The Treasurer shall receive all moneys due the Federation; keep a true record of all moneys received and paid out; deposit all funds in a bank approved by the Executive Board; draw checks against the Federation treasury which are co-signed with the President, Executive Vice President or Secretary; and perform all other duties required of the office.

b. The Treasurer shall prepare and send to the President and Secretary of each Chapter, each Standing Committee Chair, and each incoming and outgoing Federation officer, a statement of the financial transactions of the Federation during the previous fiscal years and a copy of the approved budget for the current fiscal year, as soon as possible after May 1.

c. The Treasurer shall prepare financial reports as of the last day of September, December, March and June. Each report shall include financial data for the period since the last reporting date and for the fiscal year to date. Copies of these reports shall be provided to each Federation Officer and the Chair of the Audit Committee not later than ten (10) days after the end of each reporting period. These reports will include the status of expended and unexpended funds on hand at the end of each reporting period, receipts and disbursements to date for the current fiscal year, and anticipated receipts and expenditures for the balance of the current fiscal year. All expenditures shall identify the responsible officer, district, committee, or other authorized category.

d. On or about Dec 1 of each calendar year the Treasurer shall send to each chapter in the Federation a notice of dues payment as required by ARTICLE IV, SECTION 2

## SECTION 6. DUTIES OF THE DISTRICT VICE PRESIDENTS

- a. District Vice Presidents are empowered to represent the Federation President in all matters pertaining to Federation work in their respective assigned area, except for policy making.
- b. Assist the Executive Vice President in carrying out a membership campaign and other duties as they apply to their assigned area, with special emphasis on increasing the membership of both NARFE and the Federation, on the basis of the following general priority of effort:
  - (1) Inducing the chapters to use every effort and opportunity to increase their membership;
  - (2) Search out areas where new chapters can be formed, and help them to organize;
  - (3) Meet with former members of dormant chapters and persuade and assist them to reactivate; and
  - (4) Visit unaffiliated chapters in an effort to induce them to join or rejoin the Federation.
- c. Conduct chapter visitations, overlooking none, but with special emphasis and assistance to weak and troubled chapters.
- d. Coordinate advice and assistance to chapters by District Standing Committee members. Initiate cooperative action among chapters to provide mutual assistance to achieve Federation and National program objectives and inter-chapter social activities.
- e. Organize and conduct a minimum of one District meeting and/or one Officer Training Seminar each year, provided funds are available and allocated for this purpose.
- f. Coordinate meetings and other events involving U.S. Senators and Representatives with constituents in their district. Encourage personal visits and correspondence or other actions by members regarding legislative alerts or information concerning the NARFE Legislative Agenda as established by National or Federation Convention resolutions.
- g. Coordinate and channel all communications and disseminate all official information between the chapters in the assigned area and the Federation President in a timely manner.
- h. Serve as presiding officer at all district meetings.

## ARTICLE II EXECUTIVE BOARD AND COMMITTEES

### SECTION 1. EXECUTIVE BOARD

- a. There shall be a Federation Executive Board consisting of the elected State Federation officers and the Immediate Past President.
- b. The Executive Board shall carry out the instructions of the Federation and shall attend to the necessary business during the period between conventions. Voting by proxy is not authorized at meetings of the Executive Board.
- c. The Executive Board is the fiscal body of the Federation and is responsible for all financial transactions.
- d. The Executive Board shall fill, for the remainder of the terms only and within the constraints of ARTICLE I, SECTION 1.a, b, and c, vacancies that occur between conventions in the offices of Executive Vice President, Secretary and Treasurer (or Secretary/Treasurer).
- e. Notice of each meeting of the Executive Board shall be sent ten (10) days before the scheduled date thereof to each member of the Executive Board, each Past President and each Standing Committee Chair. Past Presidents and Committee Chairs may attend at their own expense and will be considered as members and permitted to take part in the Board's deliberations, but without voting privileges. However, when the Chair or representative of a Standing Committee is specifically requested by the President to attend such a meeting, in writing and with the approval of the Executive Board, reimbursement shall be made for expenses incurred in accordance with ARTICLE V, SECTION 2.a and b.
- f. A joint meeting of the incoming and outgoing officers and Executive Boards may be held immediately following the Federation Convention. Both outgoing and incoming officers are expected to attend, with voting privileges based on the status of the business being transacted. Incumbent (outgoing) officers shall conduct the business concerning their term, and newly elected (incoming) officers shall take actions to be effective during their term.
- g. Special meetings of the Executive Board may be called at any time by the President, and will be called by the President upon the written request to the President of two-thirds (2/3) of the Executive Board.
- h. The Secretary shall forward a copy of the minutes of each Executive Board meeting to each Federation Officer, Past President, chapter President and Secretary and Standing Committee chair, not later than sixty (60) days after the meeting. Each report shall be signed by the presiding officer and the secretary for the meeting at which they officiated.
- i. The Executive Board shall be authorized to set new district boundary lines and to assign or reassign chapters to districts, when needed for better promotion and efficient service in the interests of NARFE.
- j. The Federation Executive Board will produce a Federation publication, which shall be posted on the Federation web site and shall distribute copies via e-mail to all members enrolled on the Global Electronic Messaging System (GEMS). In addition, copies of the Federation publication may be requested by chapters and members. The editor of the

publication and other staff as may be necessary will be appointed by the Federation President from members of affiliated chapters to serve from date of appointment until replaced.

k. The Executive Board shall establish policies and procedures, not inconsistent with the Bylaws, as necessary to provide instructions and guidance to officers, committee members, and others acting on behalf of the Federation.

l. The Executive Board may propose Resolutions as provided in ARTICLE VI, CONVENTIONS, SECTION 3. RESOLUTIONS.

## SECTION 2. STANDING COMMITTEES

a. Except as otherwise provided in these Bylaws, Standing Committees should consist of at least one member from each District including a Chair and Vice Chair and shall be appointed in accordance with ARTICLE I, SECTION 2.c to handle such matters of Federation concern as National Legislation, State Legislation, Constitution and Bylaws, Service, Audit, Nominations, and Public Relations

b. Members of Standing Committees shall be appointed from the members of affiliated chapters as expeditiously as possible when a new administration takes office, substantially less than thirty (30) days in most cases. Appointees shall be notified by the Federation Secretary not later than fifteen (15) days after the appointments. Members of committees shall serve from date of appointment until replaced. Committee reports will be made to the Federation Convention upon request of the presiding officer. The Chairs of the several committees shall disseminate timely and pertinent information to chapters in each District through the members of the appropriate District appointed to serve on the committees

c. The basic duties of these several committees, in addition to functioning as a Convention Committee and processing related resolutions at a Federation convention, and reporting on it to the delegates, are as follows:

(1) NATIONAL LEGISLATION: This committee shall keep continually informed about current and proposed legislation before the Congress and recommend to the Federation President appropriate action to be taken thereon.

(2) STATE LEGISLATION: This Committee shall keep continually informed about current and proposed legislation before the State Legislature and recommend to the Federation President appropriate action to be taken thereon.

(3) FEDERATION CONSTITUTION AND BYLAWS: This committee shall conduct a continuing study of Federation activities and their controls, and suggest action to improve or correct them. After each convention, this committee shall verify the current Constitution and Bylaws in accordance with the directives of that convention and submit the verified documents to the Federation President with its final report. The committee may make technical corrections and changes implied, but not specified, in the convention directives.

4) SERVICE: This committee shall foster a service activity program for

members of chapters and be prepared to assist member chapters in this program. The scope of activities shall include, but not be limited to, advice on tax matters, insurance, health benefits and survivor annuities. The committee shall advise the Federation President on proposed changes in current systems as they affect members, and proposed appropriate action.

(5) AUDIT: This committee shall have audit responsibilities and shall also advise the Federation Constitution and Bylaws Committee on resolutions pertaining to ARTICLE IV and V. No current elected Federation officer or current Executive Board member shall serve on the Audit Committee

(a) The Committee shall conduct a continuing study of the Federation's financial procedures. The Committee shall comply promptly with any request by the President or the Executive Board for an audit or examination of financial records of the Federation, and the report(s) may include recommendations.

(b) The Committee shall audit the financial report and data required by these Bylaws once each year for the past fiscal year. The report of the Committee, dated and authenticated and including its recommendations, shall be reported to the Federation Convention, and published.

(6) NOMINATING: This Committee shall evaluate the ability of those who have expressed an interest in holding Federation office. The Committee shall also encourage qualified persons to seek Federation office. The President shall not serve as an ex-officio member of this committee.

(7) PUBLIC RELATIONS: This Committee shall furnish guidelines and material to the chapters to use for public relations and publicity purposes. The Committee shall also develop a program for the Federation using print and electronic media, and recommend to the Federation President appropriate action to be taken thereon.

(8) MEMBERSHIP: This committee furnishes guidelines and materials to the chapters to use for recruitment and retention of chapter members. They develop a Federation membership plan; encourage chapters to develop one also, using print and electronic media, and recommend to the Federation President appropriate action to be taken thereon.

### SECTION 3. CONVENTION COMMITTEES

a. Except as otherwise provided in these Bylaws, Convention Committees shall be appointed as prescribed in ARTICLE 1, SECTION 2.d. of these Bylaws. The Committees shall include Credentials, General Resolutions (for Resolutions not otherwise allocated), Rules, National Bylaws, Ballot and Tellers, Sergeant at Arms and others as appropriate.

b. Members of these committees shall be appointed from the list of delegates-elect

submitted by member chapters in reply to the Secretary's convention call, and appointees notified of their appointment by the Secretary not later than thirty (30) days prior to the opening date of the convention. The committee, to the maximum extent necessary, shall consist of a representative from each Federation District including a Chair and Vice Chair and shall handle such Federation matters as the committee name implies. Members of committees shall serve from date of appointment until convention adjournment. Committee reports will be made to the Convention upon request from the presiding officer.

c. Standing Committees shall also function as Convention Committees during a Federation Convention. Reimbursement for early arrival for these Committees shall be in accordance with ARTICLE V, SECTION 2.g.

### **ARTICLE III ELECTIONS**

#### **SECTION 1. STATEWIDE OFFICERS**

a. The President, Executive Vice President, Secretary and Treasurer (or Secretary/Treasurer shall be elected at each Federation convention.

b. The Nominating Committee shall receive nominations, with a resume of experience and background, from prospective candidates until forty-five (45) days before each Federation convention.

c. The names of all candidates shall be presented to the convention by the Chair of the Nominating Committee. At that time, the Committee shall place in nomination one or more of those names for each office. Immediately following, the presiding officer shall open the floor to additional nominations. Nominations shall then be closed.

d. Prior to holding elections, ballots shall be printed with all nominees listed in an order determined by lot.

e. All elections shall be by a majority of delegates casting secret ballots in person or by proxy except when there is but one candidate for an office the election may be by voice vote, or by show of hands. The Sergeant-at-Arms shall collect all ballots, deposit them in and maintain custody of a locked box, and deliver the box to the Ballot and Tellers Committee, which shall count the ballots and shall transmit the results to the presiding officer.

f. If no candidate receives a majority of the votes cast for that office, a run-off election shall be held immediately between the two candidates with the greatest number of votes.

#### **SECTION 2. DISTRICT OFFICERS**

a. The District Vice Presidents shall be elected at district meetings during each Federation convention.

b. The names of all candidates shall be presented to the respective district meetings by a representative of the Nominating Committee. At that time the Committee shall place in nomination one or more of those names for each office of District Vice President.

Immediately following, the presiding officer shall open the floor to additional nominations. Nominations shall then be closed.

c. Each chapter shall be entitled to one (1) vote. Election shall be by a majority of chapter representatives casting secret ballots, in person or by proxy except when there is but one candidate for an office the election may be by voice vote or by show of hands. An ad hoc committee shall supervise the election.

d. If no candidate receives a majority of the votes cast, a run-off election shall be held immediately between the two (2) candidates with the greatest number of votes.

## ARTICLE IV FISCAL YEAR AND REVENUE

### SECTION 1. FISCAL YEAR

a. The Fiscal year of this Federation shall be April 1 through March 31 of the ensuing year.

### SECTION 2. REVENUES

a. Revenues of this Federation shall be from an annual payment by each member chapter of one dollar (\$1.00) for each National member in good standing except Honorary Members in the chapter as of the end of the past calendar year, from funds received from the National Association, and from gifts, donations or bequests that may accrue to the Federation.

b. The dues for a calendar year shall become due and payable on the last day of that calendar year; as provided for in ARTICLE IV, SECTION 2.a., and when paid entitles the chapter to full participation in the Federation for the succeeding calendar year. Chapters shall remit their dues payments to the Federation Treasurer immediately following the end of the calendar year, with a statement of the number of chapter members in good standing in both the National Association and the chapter as of December 31.

c. Newly organized chapters are not required to pay dues for any period of the calendar year in which their charter is dated. However, any new chapter whose charter is dated between the first day of January and the opening date of that year's Federation Convention, will be entitled to the number of convention delegates specified in ARTICLE VI, SECTION 2. of the Bylaws, and will be accorded all the rights and privileges of every affiliated chapter.

### SECTION 3. DELINQUENCY

a. Chapters, which have not paid their per capita dues by March 1 of the calendar year following the due date, shall be considered delinquent, and shall forfeit the right of representation at subsequent state-wide Federation functions.

ARTICLE V  
BUDGET AND AUTHORIZED ALLOWANCES

SECTION 1. BUDGET

- a. An annual budget shall be prepared as specified in ARTICLE I, SECTION 2.e. of these Bylaws. When all items required by these Bylaws, Convention Directives, and normal organizational usage have been included therein, and approved by the Executive Board, the budget shall be effective as of the first day of the current fiscal year.
- b. A properly approved budget may subsequently be revised, availability of funds permitting, to meet unforeseen contingencies, when so recommended by the President and approved by a two-thirds (2/3) vote of the entire Executive Board, and the Treasurer shall be given immediate notice thereof. The original approved budget estimates shall be retained for comparison purposes, and shown in the annual report.
- c. A Reserve shall be maintained from unallocated funds for emergency purposes, and shall be derived from sources other than the National Association. Expenditures from these funds shall be authorized by the same vote as required in SECTION 1.b. above.
- d. No claim for payment of Federation Funds shall be authorized for any item not approved for inclusion in the budget as provided in this ARTICLE, or as otherwise approved by the Executive Board.

SECTION 2. AUTHORIZED ALLOWANCE

- a. All authorized expenses incurred by each member of the Federation Executive Board and for each qualified member of an affiliated chapter when authorized in writing by the Federation President, in the performance of official duties, and by Chairs of Standing Committees or alternates who attend Executive Board meetings at the written request of the President, are reimbursable, provided that funds have been budgeted and are available. Each member of the Executive Board who attends the Federation Convention in compliance with ARTICLE I, SECTION 1.f., shall be reimbursed for expenses incurred in the performance of this duty, subject to limitations provided by SECTION 2.b. of this ARTICLE. Any expense so incurred must be financed by each individual officer, and every claim for reimbursement must be supported by a statement separately itemizing each type of expenditure included in SECTION 2.b. below.
- b. Allowances for authorized travel shall be:
  - (1) Actual cost of transportation by common carrier, plus airport limousine or taxi service where necessary, or necessary travel by personal automobile at a rate not to exceed the rate allowed by the National Executive Board for its national officers, for actual distances where common carrier is not feasible, or any combination of modes of travel, including rental cars, which does not exceed the cost of travel by personal automobile;

(2) For Federation Conventions – actual cost of hotel or motel rooms for single occupancy, not to exceed the single occupancy rate (plus tax) as established for that convention; for Executive Board meetings or any other authorized absence  
From home – actual cost of hotel or motel rates for single occupancy (plus tax);

(3) Reasonable amounts for meals consumed away from home;

(4) Tips to waiters, hotel bellmen, airport and station porters. Expenses for reproduction, postage, telegrams and telephone calls incurred during the conduct of Federation business shall be reimbursable. All claims for reimbursement shall be accompanied by receipts as specified by regulations set forth by the Executive Board.

c. Newly-elected officers are authorized reimbursement for actual cost of hotel or motel rates for single occupancy (plus tax) and reasonable amounts for meals (including tax and tips) consumed while attending the joint meeting. Except as stated herein, other provisions of SECTION 2.a. and 2.b. of this ARTICLE are applicable.

d. The Secretary shall receive an amount determined by the Federation Executive Board, in equal quarterly installments, as partial reimbursement for personal costs incurred in performing the duties of the office.

e. The Treasurer shall receive an amount to be determined by the Federation Executive Board, in equal quarterly installments, as partial reimbursement for personal costs incurred in performing the duties of the office.

f. The Federation President and one alternate shall have a monetary allowance paid for attending the biennial National Convention. Allowances shall be as set forth in SECTION 2.b. above. The alternate shall be selected in accordance with requirements in the National Bylaws.

g. Members of Standing and Convention Committees shall be reimbursed when required to arrive a day or early for pre-convention duties. The amount will be commensurate with the cost of one night lodging (plus tax) as established for that convention. The determination of travel times and distances shall be governed by the Executive Board guidelines.

### SECTION 3. ALLOCATION OF FUNDS

a. The allocation of available funds shall be budgeted in the following ledger accounts:

- (1) A travel account for each officer.
- (2) Postage account.
- (3) Printing and reproduction account.
- (4) Secretary's reimbursement account.
- (5) Treasurer's reimbursement account
- (6) Executive Board account.
- (7) Convention expense account

- (8) Other normal organization usage accounts.
- (9) Savings account.
- (10) Such other accounts as may be necessary to maintain a complete bookkeeping system.

ARTICLE VI  
FEDERATION CONVENTIONS

SECTION 1. PLACE AND DATE

- a. A Federation convention shall be held biennially within California or Nevada.
- b. The Federation Executive Board shall be responsible to locate potential convention sites. A list of potential sites, including cost of lodging, meals, parking and other related costs, will be presented to the delegates at the Federation convention. Selection of a site shall be made at least two (2) years in advance. Voting rules for convention site selection shall be comparable to those established in ARTICLE III, SECTION 1.
- c. The conventions shall be held during the second quarter of the calendar year or as close thereto as practicable, and during the weekdays that provide lowest cost.
- d. "Guidelines for Preparation and Management of a Convention", shall be used for the selection of an acceptable convention site and planning and conducting of conventions.
- e. Once a convention site has been approved by delegate vote, the Executive Board shall establish a Convention Host Committee, which will be responsible for the planning and conducting the convention.

SECTION 2. DELEGATES

- a. Each chapter in good standing shall be entitled to one (1) delegate for each twenty-five (25) paid up National and chapter members, and honorary members or any fraction thereof as shown on the membership report submitted to the Treasurer with the annual dues payment, provided no chapter have less than one delegate. Chapter delegates and alternate delegates shall be elected, and the Federation Secretary shall be notified of the names and addresses of those elected at least sixty (60) days prior to the convention. If extenuating circumstances exist, which preclude meeting the sixty (60) day deadline, the chapter may appeal to the Credentials Committee, which after finding the requirements of the Bylaws were met except for the sixty-day notification, may use its discretion to seat the delegate(s).
- b. If a duly elected delegate is unable to attend the convention, or if a registered delegate becomes incapacitated to serve, or in an emergency must leave the convention, the Chapter President, or a delegate the Chapter President appointed to represent, may designate a duly elected Alternate Delegate from the Chapter to

replace the absent delegate. This change shall be reviewed by the Credentials Committee, at the convention, and the qualified alternate delegate shall be seated.

- c. Each registered delegate shall be entitled to a voice and a voice vote. However, when a roll call or written ballot is taken, the voting representative from any affiliated chapter may cast as many votes as the number of delegates to which the chapter is entitled. Such votes may be split, using whole numbers (no fraction) or cast as a unit. The mechanism for splitting a chapter's votes shall be determined by the chapter.
- d. Each chapter is authorized to assign its proxy to any delegate in good standing in the Federation. Registered proxies shall thereupon become the voting representative of the chapter. No delegate shall serve as proxy for more than five (5) chapters. Federation Officers may not serve as proxies.
- e. Each delegate, alternate and visitor attending all or any part of the convention shall pay a registration fee established by the Executive Board. Those attending only the recognition luncheon or banquet are exempt from paying registration fees. The Host Committee shall retain the money so collected (to help defray the Convention expense).
- f. Each Federation Past President and each member of the Executive Board are granted the status of Delegate-At-Large, which entitles each to one (1) vote. A delegate-At-Large, shall not affect a chapter's vote. Delegates-At-Large shall not be authorized to assign proxies.

### SECTION 3. RESOLUTIONS

- a. Resolutions for presentation to a Federation Convention shall be submitted on CSFC Form 18 to the Federation Secretary by a member chapter of this Federation, the Federation Executive Board, or legally appointed Federation Committee within the purview of its activity. Instructions for completing CSFC Form 18 will be printed on the reverse of the form.
- b. Immediately upon receipt of a resolution in proper format and composition, the Secretary shall place an identifying number and forward the duplicate copy to the appropriate Committee Chair and retain the original for file and other use provided therein.
- c. All resolutions originating with Member Chapters, Executive Board or Standing Committees shall be received by the Federation Secretary not later than seventy-five (75) days prior to the opening date of the Federation convention.
- d. The Secretary shall distribute one (1) copy of the resolution book to each Chapter President, registered Convention Delegate, Federation Officer, and Federation Past President fifty (50) days prior to the opening of the Federation Convention.
- e. The requirements set forth above shall not apply to "thank you" resolutions nor to any resolution submitted by a convention committee, provided a copy be submitted to the Federation Secretary and given an identification number. Resolutions in these categories shall not be presented to a convention by a committee until all resolutions submitted by chapters have been acted upon by the convention or is otherwise legally

disposed of. All resolutions proposing to amend the Constitution or Bylaws must have been received by the Secretary at least seventy-five (75) days prior to the

- f. Federation convention and published as prescribed above in SECTION 3.a., 3.b., and 3.c.
- g. Any delegate whose chapter has submitted to the Federation Secretary, within the time limit, any resolution which is not included in the Secretary's list of resolutions distributed to the delegates, may upon proof, read the chapter's resolution on the convention floor and have it acted upon in the usual manner.
- h. Convention committees which process convention resolutions, shall not withhold from presentation to the convention delegates for their action, any valid resolution received by it from the Secretary, unless the resolution has been withdrawn by a representative of the originating body, or been merged by the committee into another similar resolution.
- i. Any vote on any resolution proposing to change the dues to be paid by affiliated chapters shall be by roll call or written ballot, in accordance with SECTION 2.c.

#### SECTION 4. ORDER OF BUSINESS

- a. The regular order of business for a convention shall be as follows, except that the order may be changed for any given convention by the presiding officer or by a majority of delegates present and voting on the question:
  - (1) Call convention to order
  - (2) Invocation
  - (3) Pledge of Allegiance
  - (4) Moment of silence to honor deceased members
  - (5) Preliminary report - Credentials Committee
  - (6) Report – Rules Committee
  - (7) Roll Call of Officers
  - (8) Roll Call of Chapters
  - (9) Summary of Proceedings - Previous Convention
  - (10) Reading of communications
  - (11) Reports of Officers
  - (12) Reports of Committees
  - (13) Unfinished Business
  - (14) Selection of next Convention City
  - (15) Election of Officers
  - (16) Installation of Officers – Convention Banquet
  - (17) Good of the Federation
  - (18) Adjournment

#### SECTION 5. RULES

- a. The conduct of business at Federation conventions shall conform to rules as they appear in the "Federation Convention Rules of Order". These will be available to each delegate at the convention.

- b. Robert's Rules of Order (Newly Revised) shall govern in all cases not specifically covered by the Constitution, Bylaws, Federation Convention Rules of Order, or by convention directive.

## SECTION 6. QUORUM

- a. In any Federation convention a quorum necessary to transact business shall be a majority of the persons registered as qualified delegates, provided that a majority of chapters are represented.
- b. Prior to transacting business which requires a vote, the Credentials Committee shall make a report to convention delegates, which includes the number of properly accredited registered delegates and the number of affiliated chapters represented. The committee shall also make supplemental reports of these totals at the opening of each subsequent convention meeting.

## ARTICLE VII AMENDMENTS

### SECTION 1. METHOD

- a. These Bylaws may be amended at any Federation convention by two-thirds (2/3) vote of the delegates present and voting providing such amendments have been presented in accordance with ARTICLE VI, SECTION 3. Voting shall be in accordance with ARTICLE VI, SECTION 2.c.
- b. Amendments to these Bylaws adopted by any Federation convention shall become effective at the close of that convention unless the amendment specifically sets some other effective date.

### SECTION 2. NOTIFICATION OF CHAPTERS

- a. A list of all amendments to these Bylaws adopted by a Federation Convention shall be included in the summary of proceedings of that convention required of the Secretary by ARTICLE 1, SECTION 4.d. of these Bylaws

END

Revised by convention resolutions,  
May 3, 2009 at Concord, CA



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Robert N. Davidson  
Constitution and Bylaws Committee

## FEDERATION CONVENTION

### RULES OF ORDER

The following Rules shall apply to the conduct of business at conventions of the California State Federation of Chapters, National Active and Retired Federal Employees Association. Any rule may be suspended, amended or rescinded by a majority vote of those present and voting.

- RULE 1. The Convention shall be called to order by the presiding officer.
- RULE 2. Meetings of the convention shall be called to order at the times stated in the official program unless changes are announced by the presiding officer or are voted by a majority of the delegates present and voting on the question.
- RULE 3. Delegates shall be seated in the front section of the hall, and shall be completely separated from the visitors' section and only registered delegates present shall be permitted to vote on any question.
- RULE 4. To obtain the floor, a delegate must rise, address the chair, and state their name and number of the chapter they are from. If a microphone is provided, the delegate shall speak into it.
- RULE 5. Should two (2) or more delegates rise at the same time, the presiding officer shall decide who is entitled to the floor.
- RULE 6. No delegate shall interrupt the speaker who is addressing the convention, except to call for a point of order, or to raise a question of privilege.
- RULE 7. If a call for a point of order is made while a delegate is speaking, the delegate shall pause until the question of order has been decided.
- RULE 8. No debatable motion or resolution shall be brought to a vote until the author or a delegate from the originating chapter shall be given an opportunity to speak on it.
- RULE 9. Speeches in debate shall be limited to three (3) minutes, unless extended by the presiding officer or by a majority of the delegates present and voting on the question.
- RULE 10. No delegate shall speak more than twice on a question unless permitted to do so by a majority vote of the delegates present and voting on the question. This rule shall not apply to a member of any Federation Committee when the question being discussed pertains to matters ordinarily coming under the jurisdiction of said committee, nor shall it apply to the author of the resolution or the introducer of the motion being then debated.
- RULE 11. Resolutions presented by committees shall be subject to amendment or substitution from the floor. Such amendments may be referred to the appropriate committee if the substance of the change has not already been considered in committee. The item shall then be returned to the floor with recommendations (and Minority Report, if any) for full debate and convention action.

- RULE 12. With the exception of convention committee resolutions, no resolution shall be considered unless it is printed in the resolutions book for convention consideration unless otherwise ordered by a two-thirds (2/3) vote of the delegates.
- RULE 13. A convention committee may amend, combine with similar resolutions, prepare a substitute for or reject from further consideration, any resolution over which it has jurisdiction. Convention committees shall not substitute language, which changes the meaning and intent of the original resolution without the concurrence of the originating chapter and/or the author. A written report of the committee's recommended disposition of resolutions shall be made available at least three (3) hours prior to the consideration of these resolutions on the convention floor. The report shall list together all resolutions the committee recommends be adopted, rejected or substituted for the combining of similar resolutions.
- RULE 14. The committee chair, when reporting, shall read as much of the resolution as is consistent with clarity and then recommend adoption, rejection or substitution. All groups of resolutions recommended for adoption or rejection shall be considered as individual groups and be considered at the same time without debate and be adopted or rejected in gross by a single vote.
- RULE 15. Upon the request of a single delegate and with the concurrence of a delegate from a different chapter, any resolution upon which debate is desired shall be removed from its group and be considered separately.
- RULE 16. A single vote will be taken on all remaining resolutions recommended by the committee for adoption and a single vote will be taken for all of the remaining resolutions recommended by the committee for rejection. Resolutions which the committee recommends amendment or substitution shall be considered individually. Those resolutions that were withheld from their group will be considered individually and be voted adopt or reject.
- RULE 17. The time of twelve (12) minutes, equally divided between adopt and reject discussion for resolutions which have been withheld shall be allowed. When the time has expired the resolution shall be voted adopt or reject. The chair of the committee shall read the resolve of the resolution to be considered and may briefly explain the committee's rationale for basing their decision to recommend adopt or reject.
- RULE 18. A motion duly made and seconded to lay a question on the table shall not be debatable. However, the author of the resolution, or the introducer of the main motion, shall be given the opportunity to explain the intent of the question before the motion to table is acted upon.
- RULE 19. A roll call or ballot vote shall be granted upon the request of one hundred (100) or more delegates, or upon the order of the presiding officer.
- RULE 20. When a roll call or ballot vote is being taken, a motion to adjourn shall not be in order until the voting has been completed and the results of the vote has been announced by the presiding officer.

- RULE 21. When voting upon a resolution the vote shall be taken for or against the adoption of the resolution. Before a vote is taken, the presiding officer shall announce clearly that the vote is on the resolution, not on a committee recommendation.
- RULE 22. An officer or delegate's remarks shall be declared out of order for the following reasons: (a) injecting religious, racial or sexist remarks in any speech, or (b) advocating the election or defeat of any candidate for political elective office.
- RULE 23. Nominating and seconding speeches shall be limited to one (1) three-minute (3-minute) and two (2) two-minute (2-minute) speeches for each candidate, whether nominated by the Nominating Committee or from the floor. Each candidate shall be permitted to make one (1) campaign speech limited to four (4) minutes duration.

### INSTALLATION OF FEDERATION OFFICERS

This obligation shall be administered by the outgoing President, or by a National Officer, or by another member of NARFE selected for that purpose.

Newly elected officers shall take their places in front of the Installing Officer in the order of their rank, and facing the delegates.

The Installing Officer will rap twice with the gavel, and request, all present to rise while the oath is administered.

The Installing Officer asks each of the newly elected officers to affirm their willingness to accept the following:

### OATH OF OFFICE

Installing Officer: *“Will each of you, having been elected an officer of the California State Federation of Chapters of the National Active and Retired Federal Employees Association, promise before the members here assembled, that upon your sacred honor you will truly, impartially and faithfully perform the duties of the office to which you have been elected, and will you so continue to perform them until the installation of your successor?”*

*Will you support, sustain and abide by the Constitution and Bylaws and convention directives of this Federation?*

*Will you properly safeguard all documents and moneys and other Federation property, which may come into your possession, and will you deliver the same to your successor in office?*

*Will you agree to make available, for inspection by a duly appointed committee of this Federation, all books, papers and other records pertaining to your office upon reasonable notice and request?*

*Will you never entertain any motion or resolution having for its object the disintegration or division of this Federation, nor will you allow same to be done if in your power to prevent it?”*

Officers, in unison, respond: *“I will.”*

Installing Officer: *“I hereby declare that the newly elected officers of the California State Federation of Chapters have been duly obligated and are hereby legally installed for the ensuing term in conformity with the Bylaws of this Federation.”*

The installing Officer raps the gavel once and the members are seated.