

**NARFE**

**CALIFORNIA STATE FEDERATION OF CHAPTERS**

**Of The**

**National Active and Retired Federal Employees Association**



**2017**

**CONSTITUTION AND BYLAWS**

**[Revised at the 2017 Biennial Convention]**



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Installation of Officers

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

5  
6 Instituted at Pasadena, California on 22 February 1950. Chartered on 25 August 1950.  
7

8  
9 **CONSTITUTION**

10  
11 **ARTICLE I.**  
12 **NAME**

13  
14 This organization shall be known as the California State Federation of Chapters (CSFC) of the National  
15 Active and Retired Federal Employees, Association (NARFE).  
16

17  
18 **ARTICLE II**  
19 **OBJECTIVES**

20 The Objectives of this Federation shall be to unite all regularly chartered chapters of NARFE in California into a State-  
21 wide organization for the mutual benefit of all members; to coordinate the activities of the member chapters in safe-  
22 guarding and improving the interests and welfare of all persons eligible to be members of NARFE; to support and assist  
23 the National Association in all its authorized projects; to promote and actively participate in the retention of current  
24 members and recruitment of new National and chapter members; and to encourage and assist in the formation of new  
25 chapters.  
26

27  
28 **ARTICLE III**  
29 **MEMBERSHIP**

30 All regularly chartered chapters of NARFE within the State of California shall be eligible for membership, and may retain  
31 membership upon payment of dues as provided in the Bylaws. Other NARFE members within the state, although not  
32 belonging to an affiliated chapter, are welcome to maintain contact with Federation Chapters and Officers and, if invited,  
33 to attend meetings and other events, and may be encouraged to join with the Federation and its Chapters in promoting the  
34 Federation's legislative objectives.  
35

36  
37 **ARTICLE IV**  
38 **OFFICERS AND EXECUTIVE BOARD**

39 **SECTION 1. OFFICERS**

40 The officers of this Federation shall be a President, one or more Vice Presidents, a Secretary, a Treasurer (or a Secretary-  
41 Treasurer) and such other officers as may be provided for in the Bylaws.  
42

43 **SECTION 2. TERMS OF OFFICE**

44 All officers are elected at the Federation convention, to serve until their successors shall be elected and installed.  
45

46 **SECTION 3. QUALIFICATION OF OFFICERS AND OTHERS**

47 All persons elected to office or appointed to responsible positions in this Federation, including convention delegates, must  
48 be members in good standing of the National Association and an active chapter affiliated with this Federation.  
49

50 **SECTION 4. EXECUTIVE BOARD**

51 There shall be an Executive Board consisting of all officers and such other members as may be provided in the Bylaws.  
52 This Board shall be the interim governing body of the Federation between conventions within the provisions of the  
53 Constitution and Bylaws and any convention directive.  
54  
55  
56

1 **ARTICLE V**  
2 **CONVENTIONS**

3  
4 State Conventions shall be held biennially, the place and date to be fixed as prescribed in the Bylaws.  
5

6 **ARTICLE VI**  
7 **BYLAWS**

8  
9 The Federation shall adopt Bylaws distinct from, but not in conflict with, the Constitution relating to matters of local  
10 concern and convenience.  
11

12 **ARTICLE VII**  
13 **AMENDMENTS**

14  
15 **SECTION 1. METHOD OF ADOPTION**

16 Subject to approval by the National Association, this Constitution may be amended at any Federation convention by two-  
17 thirds (2/3) vote of the delegates present and voting on the question of making such amendments. When a roll call or  
18 ballot vote is taken, the delegate or delegates present from any affiliated chapter may together cast as many votes as the  
19 number of delegates to which their chapter is entitled as prescribed in the Bylaws. Amendments may also be approved by  
20 Federation referenda, either through electronic means or mail, to affiliated chapters with approval of the amendment by  
21 2/3's of the chapters responding in accordance with policy set forth by the Federation Executive Board.  
22

23 **SECTION 2. EFFECTIVE DATE**

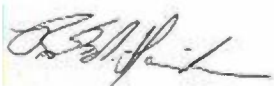
24 The effective date of this Constitution and any amendments thereto shall be the date of approval by the National  
25 Association.  
26

27 **SECTION 3. CHAPTER NOTIFICATION**

28 The Federation Secretary shall inform all chapters of all constitutional amendments adopted at any Federation convention  
29 within two (2) months after the date of approval by the National Association.  
30

31 **END**

32  
33 Revised May 3, 2017 by convention action at Reno, Nevada

34 

35  
36  
37 Robert N. Davidson, Chair, CSFC Constitution & Bylaws Committee  
38  
39

40 \_\_\_\_\_  
41 Approved

42  
43 \_\_\_\_\_  
44 NARFE National Secretary

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46 \_\_\_\_\_ dated  
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5 **CALIFORNIA STATE FEDERATION OF CHAPTERS, INC.**  
6 **OF THE**  
7 **NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES, ASSOCIATION**  
8

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

11  
12 **BY LAWS**

13  
14 **ARTICLE I**  
15 **OFFICERS**  
16

17 **SECTION 1. OFFICERS**  
18

19 a. The officers of this Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer (or a  
20 Secretary-Treasurer), and one District Vice President for each district. Officers shall take office on July 1  
21 following the closing date of the Federation convention. Terms of office shall be two years, but each officer shall  
22 serve until a successor has been elected and installed. In addition to any partial term, the President and Executive  
23 Vice President shall be limited to two full terms.  
24

25 b. Any member in good standing in both the National Association and a chapter affiliated with this Federation,  
26 who is a resident of the State of California, is eligible to hold any office in this Federation. No person shall be a  
27 nominee for more than one Federation office at the same convention.  
28

29 c. The Federation shall be divided into Districts by the Executive Board as prescribed in these Bylaws.  
30

31 d. Each District shall be composed of certain specified affiliated chapters, their number and location to be  
32 determined by the Executive Board. The Vice President for each district shall be a voting member of a chapter in  
33 the district served.  
34

35 e. Vacancies in the office of District Vice President shall be filled by a vote of the Presidents of the chapters  
36 within the district affected.  
37

38 f. Members of the Federation Executive Board shall be expected to attend the Federation convention and each  
39 officer shall give a written report of their terms activities to the Secretary for inclusion in the summary required  
40 by ARTICLE I, SECTION 4.d. Each written report shall include the goals established and accomplishments in  
41 relation to the duties prescribed in the Bylaws and Executive Board Policies and Guidelines and recommendations  
42 for improvements of Federation operations. A brief summary of activities and recommendations shall be given as  
43 an oral report to the convention by the President, Executive Vice President, Secretary, and Treasurer (or  
44 Secretary/Treasurer); and by each District Vice President at the appropriate district meeting during the Federation  
45 convention.  
46

47 g. A strict nonpartisanship is declared to be the official policy of this Federation. Any officer of this Federation  
48 who knowingly or willfully violates this provision of these Bylaws, through oral or written official statements,  
49 may be subject to forfeiture of office. Removal for cause can be made by two-thirds (2/3) vote of the members of  
50 the Executive Board.  
51  
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1 SECTION 2. DUTIES OF THE PRESIDENT

2  
3 a. The President, being the chief executive officer of the Federation, shall preside at all conventions and special  
4 sessions of the Federation, and at all meetings of the Executive Board, except as otherwise provided herein.

5  
6 b. The President may call special sessions of the Federation between conventions, when such action is deemed  
7 necessary or advisable, and shall do so when requested by two-thirds (2/3) of the members of the Executive  
8 Board, or when requested by one-fourth (1/4) of all affiliated chapters, provided that all chapters are notified in  
9 writing at least thirty (30) days before the date of such a session.

10  
11 c. Except as otherwise provided in these Bylaws, the President shall appoint members to all committees, designate  
12 the chair and vice chair of each, and be an ex-officio member thereof. The President is authorized to appoint ad  
13 hoc committees and special assistants as needed. The candidate (s) for President may tentatively appoint Standing  
14 Committee members and prepare a tentative budget for the ensuing year.

15  
16 d. Prior to the first Executive Board meeting for the fiscal year, the President shall prepare and submit to the  
17 Executive Board, for review and approval, a budget for the fiscal year, in accordance with ARTICLE V of these  
18 Bylaws.

19  
20 e. The President shall also perform all other duties required:

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

25  
26 f. The President during his/her term of office may employ secretarial services. The necessary cost shall be  
27 included in the President's budget and shall not exceed three hundred dollars (\$300.00) per annum.

28  
29 g. The President may, on recommendation of the officer concerned and with the approval of the Executive Board,  
30 appoint one or more assistant secretaries and one or more assistant treasurers, who are members of chapters  
31 affiliated with the Federation, to assist the Secretary and/or Treasurer. These assistant officers shall not be  
32 members of the Executive Board, but shall have the same status as chair of a standing committee for attendance  
33 and participation in Executive Board meetings as specified in ARTICLE II, SECTION 1.e.

34  
35  
36 SECTION 3. DUTIES OF THE EXECUTIVE VICE PRESIDENT

37  
38 a. The Executive Vice President shall become President whenever there is a vacancy in the office of President;  
39 and shall serve as Acting President during the temporary absence or inability of the President to perform the  
40 duties of the office.

41  
42 b. The Executive Vice President shall be the membership officer of the Federation. Working with the Regional  
43 Vice President, and through the District Vice Presidents, the Executive Vice President shall assist the chapters in  
44 every way possible, by obtaining from every available source, lists of retired federal employees for the chapters'  
45 use and to otherwise encourage, induce, and stimulate the chapters to become more active and energetic in their  
46 quest for new members.

47  
48 c. The Executive Vice President shall vigorously and diligently pursue a continuing campaign to form new  
49 chapters, reactivate dormant chapters, and induce dropout chapters to return to the Federation.

50  
51 d. The Executive Vice President shall provide general guidance for the district meetings.

52  
53  
54 SECTION 4. DUTIES OF THE SECRETARY

55 a. The Secretary shall keep a true record of all proceedings, attend to all correspondence, have custody of the  
56 Federation Charter and maintain a record of chapters affiliated with the Federation. The Secretary shall be



1 permitted three hundred dollars (\$300.00) per annum for clerical hire.

2  
3 b. Not later than December 1 prior to each state convention, the Secretary shall issue a call for the Federation  
4 Convention to all member chapters. Copies shall be provided to each Federation officer, Past President,  
5 Committee Chair and Special Assistant. The call will include instructions to the chapters to take the following  
6 actions in time to conform to the requirements of ARTICLE IV, SECTION 2 and ARTICLE VI, SECTION 2.a:

- 7 (1) Authorize the payment of Federation dues to the Treasurer, for the current year;  
8 (2) Elect delegates to the convention who are being nominated for convention committee assignments,  
9 and;  
10 (3) Elect other delegates and alternate delegates

11  
12 c. The Secretary will prepare a roster, by chapter title, of elected delegates and alternate delegates, as reported to  
13 the Secretary by the chapters, for use by the Federation Credentials Committee and the Host Convention  
14 Committee. A roster of officers, delegates and committees will be published for distribution at the convention.  
15

16 d. The Federation Secretary or Assistant Secretary who officiated at a Federation convention shall prepare and  
17 send to the President and Secretary of each chapter, each Federation Past President, each outgoing and incoming  
18 officer and the chairs of the Committees of the Convention, a summary of the proceedings of that convention  
19 within ninety (90) days following that Convention.  
20

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

- 22 (1) By the Constitution and Bylaws;  
23 (2) By Federation Convention Rules of Order;  
24 (3) By convention directive; and  
25 (4) As otherwise required or permitted by Robert's Rules of Order (Newly Revised).  
26

27 f. The Secretary, in coordination with the Federation Constitution and Bylaws Committee, shall up-date the  
28 Federation Constitution and Bylaws within ninety (90) days following a Federation Convention. Distribution  
29 shall include copies to each Federation Officer, Federation Past President, Standing Committee Chair, each  
30 member of the immediate past and current Federation Constitution and Bylaws Committee, and each Chapter  
31 President and Secretary. Additional copies shall be made available for each registrant at the following Federation  
32 Convention.  
33

## 34 SECTION 5. DUTIES OF THE TREASURER

35

36 a. The Treasurer shall receive all moneys due the Federation; keep a true record of all moneys received and paid  
37 out; deposit all funds in a bank approved by the Executive Board; draw checks against the Federation treasury  
38 which are co-signed with the President, Executive Vice President or Secretary; and perform all other duties  
39 required of the office.  
40

41 b. The Treasurer shall prepare and send to the President and Secretary of each Chapter, each Standing Committee  
42 Chair, and each incoming and outgoing Federation officer, a statement of the financial transactions of the  
43 Federation during the previous fiscal year and a copy of the approved budget for the current fiscal year, as soon as  
44 possible after May 1.  
45

46 c. The Treasurer shall prepare financial reports as of the last day of September, December, March and June.  
47 Each report shall include financial data for the period since the last reporting date and for the fiscal year to date.  
48 Copies of these reports shall be provided to each Federation Officer and the Chair of the Audit Committee not  
49 later than ten (10) days after the end of each reporting period. These reports will include the status of expended  
50 and unexpended funds on hand at the end of each reporting period, receipts and disbursements to date for the  
51 current fiscal year, and anticipated receipts and expenditures for the balance of the current fiscal year. All  
52 expenditures shall identify the responsible officer, district, committee, or other authorized category.  
53

54 d. On or about Dec 1 of each calendar year the Treasurer shall send to each chapter in the Federation a notice of  
55 dues payment as required by ARTICLE IV, SECTION 2  
56

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3 SECTION 6. DUTIES OF THE DISTRICT VICE PRESIDENTS  
4

5 a. District Vice Presidents are empowered to represent the Federation President in all matters pertaining to  
6 Federation work in their respective assigned area, except for policy making.  
7

8 b. Assist the Executive Vice President in carrying out a membership campaign and other duties as they apply to  
9 their assigned area, with special emphasis on increasing the membership of both NARFE and the Federation, on  
10 the basis of the following general priority of effort:  
11

12 (1) Induce the chapters to use every effort and opportunity to increase their membership;  
13

14 (2) Search out areas where new chapters can be formed, and help them to organize;  
15

16 (3) Meet with former members of dormant chapters and persuade and assist them to reactivate; and  
17

18 (4) Visit unaffiliated chapters in an effort to induce them to join or rejoin the Federation.  
19

20 c. Conduct chapter visitations, overlooking none, but with special emphasis and assistance to weak and troubled  
21 chapters.  
22

23 d. Coordinate advice and assistance to chapters by District Standing Committee members. Initiate cooperative  
24 action among chapters to provide mutual assistance to achieve Federation and National program objectives and  
25 inter-chapter social activities.  
26

27 e. Organize and conduct a minimum of one District meeting and/or one Officer Training Seminar each year,  
28 provided funds are available and allocated for this purpose.  
29

30 f. Coordinate meetings and other events involving U.S. Senators and Representatives with constituents in their  
31 district. Encourage personal visits and correspondence or other actions by members regarding legislative alerts  
32 or information concerning the NARFE Legislative Agenda as established by National or Federation Convention  
33 resolutions.  
34

35 g. Coordinate and channel all communications and disseminate all official information between the chapters in the  
36 assigned area and the Federation President in a timely manner.  
37

38 h. Serve as presiding officer at all district meetings.  
39  
40  
41

42 **ARTICLE II**  
43 **EXECUTIVE BOARD AND COMMITTEES**  
44

45 SECTION 1. EXECUTIVE BOARD  
46

47 a. There shall be a Federation Executive Board consisting of the elected State Federation officers and the  
48 Immediate Past President.  
49

50 b. The Executive Board shall carry out the instructions of the Federation and shall attend to the necessary business  
51 during the period between conventions. Voting by proxy is not authorized at meetings of the Executive Board.  
52

53 c. The Executive Board is the fiscal body of the Federation and is responsible for all financial transactions.  
54

55 d. The Executive Board shall fill, for the remainder of the terms only and within the constraints of ARTICLE I,  
56 SECTION 1.a, b, and c, vacancies that occur between conventions in the offices of Executive Vice President,

1 Secretary and Treasurer (or Secretary/Treasurer).  
2

3 e. Notice of each meeting of the Executive Board shall be sent ten (10) days before the scheduled date thereof to  
4 each member of the Executive Board, each Past President and each Standing Committee Chair. Past Presidents  
5 and Committee Chairs may attend at their own expense and will be considered as members and permitted to take  
6 part in the Board's deliberations, but without voting privileges. However, when the Chair or representative of a  
7 Standing Committee is specifically requested by the President to attend such a meeting, in writing and with the  
8 approval of the Executive Board, reimbursement shall be made for expenses incurred in accordance with  
9 ARTICLE V, SECTION 2.a and b.

10  
11 f. A joint meeting of the incoming and outgoing officers and Executive Boards may be held immediately  
12 following the Federation Convention. Both outgoing and incoming officers are expected to attend, with voting  
13 privileges based on the status of the business being transacted. Incumbent (outgoing) officers shall conduct the  
14 business concerning their term, and newly elected (incoming) officers shall take actions to be effective during  
15 their term.

16  
17 g. Special meetings of the Executive Board may be called at any time by the President, and will be called by the  
18 President upon the written request to the President of two-thirds (2/3) of the Executive Board.

19  
20 h. The Secretary shall forward a copy of the minutes of each Executive Board meeting to each Federation Officer,  
21 Past President, chapter President and Secretary and Standing Committee chair, not later than sixty (60) days after  
22 the meeting. Each report shall be signed by the presiding officer and the secretary for the meeting at which they  
23 officiated.

24  
25 i. The Executive Board shall be authorized to set new district boundary lines and to assign or reassign chapters to  
26 districts, when needed for better promotion and efficient service in the interests of NARFE.

27  
28  
29 j. The Federation Executive Board will produce a Federation publication, which shall be posted on the Federation  
30 web site and shall distribute copies via e-mail to all members enrolled on the Global Electronic Messaging System  
31 (GEMS). In addition, copies of the Federation publication may be requested by chapters and members. The  
32 editor of the publication and other staff as may be necessary will be appointed by the Federation President from  
33 members of affiliated chapters to serve from date of appointment until replaced.

34  
35 k. The Executive Board shall establish policies and procedures, not inconsistent with the Bylaws, as necessary to  
36 provide instructions and guidance to officers, committee members, and others acting on behalf of the Federation.

37  
38 l. The Executive Board may propose Resolutions as provided in ARTICLE VI, CONVENTIONS, SECTION 3.  
39 RESOLUTIONS.

40  
41 SECTION 2. STANDING COMMITTEES

42  
43 a. Except as otherwise provided in these Bylaws, Standing Committees should consist of at least one member  
44 from each District including a Chair and Vice Chair and shall be appointed in accordance with ARTICLE I,  
45 SECTION 2.c to handle such matters of Federation concern as National Legislation, State Legislation,  
46 Constitution and Bylaws, Service, Audit, Nominations, and Public Relations

47  
48 b. Members of Standing Committees shall be appointed from the members of affiliated chapters as expeditiously  
49 as possible when a new administration takes office, substantially less than thirty (30) days in most cases.  
50 Appointees shall be notified by the Federation Secretary not later than fifteen (15) days after the appointments.  
51 Members of committees shall serve from date of appointment until replaced. Committee reports will be made to  
52 the Federation Convention upon request of the presiding officer. The Chairs of the several committees shall  
53 disseminate timely and pertinent information to chapters in each District through the members of the appropriate  
54 District appointed to serve on the committees.  
55  
56

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

3  
4 (1) NATIONAL LEGISLATION: This committee shall keep continually informed about current and  
5 proposed legislation before the Congress and recommend to the Federation President appropriate action to  
6 be taken thereon.

7  
8 (2) STATE LEGISLATION: This Committee shall keep continually informed about current and  
9 proposed legislation before the State Legislature and recommend to the Federation President appropriate  
10 action to be taken thereon.

11  
12 (3) FEDERATION CONSTITUTION AND BYLAWS: This committee shall conduct a continuing study  
13 of Federation activities and their controls, and suggest action to improve or correct them. After each  
14 convention, this committee shall verify the current Constitution and Bylaws in accordance with the  
15 directives of that convention and submit the verified documents to the Federation President with its final  
16 report. The committee may make technical corrections and changes implied, but not specified, in the  
17 convention directives.

18  
19 (4) SERVICE: This committee shall foster a service activity program for members of chapters and be  
20 prepared to assist member chapters in this program. The scope of activities shall include, but not be  
21 limited to, advice on tax matters, insurance, health benefits and survivor annuities. The committee shall  
22 advise the Federation President on proposed changes in current systems as they affect members, and  
23 proposed appropriate action.

24  
25 (5) AUDIT: This committee shall have audit responsibilities and shall also advise the Federation  
26 Constitution and Bylaws Committee on resolutions pertaining to ARTICLE IV and V. No current elected  
27 Federation officer or current Executive Board member shall serve on the Audit Committee

28  
29 (a) The Committee shall conduct a continuing study of the Federation's financial procedures.  
30 The Committee shall comply promptly with any request by the President or the Executive Board  
31 for an audit or examination of financial records of the Federation, and the report(s) may include  
32 recommendations.

33  
34 (b) The Committee shall audit the financial report and data required by these Bylaws once each  
35 year for the past fiscal year. The report of the Committee, dated and authenticated and including  
36 its recommendations, shall be reported to the Federation Convention, and published.

37  
38 (6) NOMINATING: This Committee shall evaluate the ability of those who have expressed an interest in  
39 holding Federation office. The Committee shall also encourage qualified persons to seek Federation  
40 office. The President shall not serve as an ex-officio member of this committee.

41  
42 (7) PUBLIC RELATIONS: This Committee shall furnish guidelines and material to the chapters to use  
43 for public relations and publicity purposes. The Committee shall also develop a program for the  
44 Federation using print and electronic media, and recommend to the Federation President appropriate  
45 action to be taken thereon.

46  
47 (8) MEMBERSHIP: This committee furnishes guidelines and materials to the chapters to use for  
48 recruitment and retention of chapter members. They develop a Federation membership plan; encourage  
49 chapters to develop one also, using print and electronic media, and recommend to the Federation  
50 President appropriate action to be taken thereon.

51  
52 SECTION 3. CONVENTION COMMITTEES

53  
54 a. Except as otherwise provided in these Bylaws, Convention Committees shall be appointed as prescribed in  
55 ARTICLE 1, SECTION 2.d. of these Bylaws. The Committees shall include Credentials, General Resolutions  
56 (for Resolutions not otherwise allocated), Rules, National Bylaws, Ballot and Tellers, Sergeant at Arms and others

1 as appropriate.

2  
3 b. Members of these committees shall be appointed from the list of delegates-elect submitted by member chapters  
4 in reply to the Secretary's convention call, and appointees notified of their appointment by the Secretary not later  
5 than thirty (30) days prior to the opening date of the convention. The committee, to the maximum extent  
6 necessary, shall consist of a representative from each Federation District including a Chair and Vice Chair and  
7 shall handle such Federation matters as the committee name implies. Members of committees shall serve from  
8 date of appointment until convention adjournment. Committee reports will be made to the Convention upon  
9 request from the presiding officer.

10  
11 c. Standing Committees shall also function as Convention Committees during a Federation Convention.  
12 Reimbursement for early arrival for these Committees shall be in accordance with ARTICLE V, SECTION 2.g.  
13  
14

15  
16 **ARTICLE III**  
17 **ELECTIONS**  
18

19 **SECTION 1. STATEWIDE OFFICERS**  
20

21 a. The President, Executive Vice President, Secretary, and Treasurer (or Secretary/Treasurer) shall be elected at  
22 each Federation convention.  
23

24 b. The Nominating Committee shall receive nominations, with a resume of experience and background, from  
25 prospective candidates until forty-five (45) days before each Federation convention.  
26

27 c. The names of all candidates shall be presented to the convention by the Chair of the Nominating Committee.  
28 At that time, the Committee shall place in nomination one or more of those names for each office. Immediately  
29 following, the presiding officer shall open the floor to additional nominations. Nominations shall then be closed.  
30

31 d. Prior to holding elections, ballots shall be printed with all nominees listed in an order determined by lot.  
32

33 e. All elections shall be by a majority of delegates casting secret ballots in person or by proxy except when there  
34 is but one candidate for an office the election may be by voice vote, or by show of hands. The Sergeant-at-Arms  
35 shall collect all ballots, deposit them in and maintain custody of a locked box, and deliver the box to the Ballot  
36 and Tellers Committee, which shall count the ballots and shall transmit the results to the presiding officer.  
37

38 f. If no candidate receives a majority of the votes cast for that office, a run-off election shall be held immediately  
39 between the two candidates with the greatest number of votes.  
40

41 **SECTION 2. DISTRICT OFFICERS**  
42

43 a. The District Vice Presidents shall be elected at district meetings during each Federation convention.  
44

45 b. The names of all candidates shall be presented to the respective district meetings by a representative of the  
46 Nominating Committee. At that time the Committee shall place in nomination one or more of those names for  
47 each office of District Vice President. Immediately following, the presiding officer shall open the floor to  
48 additional nominations. Nominations shall then be closed.  
49

50 c. Each chapter shall be entitled to one (1) vote. Election shall be by a majority of chapter representatives casting  
51 secret ballots, in person or by proxy except when there is but one candidate for an office the election may be by  
52 voice vote or by show of hands. An ad hoc committee shall supervise the election.  
53

54 d. If no candidate receives a majority of the votes cast, a run-off election shall be held immediately between the  
55 two (2) candidates with the greatest number of votes.  
56

1  
2  
3 **ARTICLE IV**  
4 **FISCAL YEAR AND REVENUE**

5  
6 SECTION 1. FISCAL YEAR

7  
8 a. The Fiscal year of this Federation shall be July 1 through June 30 of the ensuing year.  
9

10  
11 SECTION 2. REVENUES

12  
13 a. Revenues of this Federation shall be from an annual payment by each member chapter of one dollar (\$1.00) for  
14 each National member in good standing except Honorary Members in the chapter as of the end of the past  
15 calendar year, from funds received from the National Association, and from gifts, donations or bequests that may  
16 accrue to the Federation.  
17

18 b. The dues for a calendar year shall become due and payable on the last day of that calendar year; as provided for  
19 in ARTICLE IV, SECTION 2.a., and when paid entitles the chapter to full participation in the Federation for the  
20 succeeding calendar year. Chapters shall remit their dues payments to the Federation Treasurer immediately  
21 following the end of the calendar year, with a statement of the number of chapter members in good standing in  
22 both the National Association and the chapter as of December 31.  
23

24 c. Newly organized chapters are not required to pay dues for any period of the calendar year in which their charter  
25 is dated. However, any new chapter whose charter is dated between the first day of January and the opening date  
26 of that year's Federation Convention, will be entitled to the number of convention delegates specified in  
27 ARTICLE VI, SECTION 2. of the Bylaws, and will be accorded all the rights and privileges of every affiliated  
28 chapter.  
29

30 SECTION 3. DELINQUENCY

31  
32 Chapters, which have not paid their per capita dues by March 1 of the calendar year following the due date, shall  
33 be considered delinquent, and shall forfeit the right of representation at subsequent state-wide Federation  
34 functions.  
35  
36  
37

38 **ARTICLE V**  
39 **BUDGET AND AUTHORIZED ALLOWANCES**

40  
41 SECTION 1. BUDGET

42  
43 a. An annual budget shall be prepared as specified in ARTICLE I, SECTION 2.d. of these Bylaws. When all  
44 items required by these Bylaws, Convention Directives, and normal organizational usage have been included  
45 therein, and approved by the Executive Board, the budget shall be effective as of the first day of the current fiscal  
46 year.  
47

48 b. A properly approved budget may subsequently be revised, availability of funds permitting, to meet unforeseen  
49 contingencies, when so recommended by the President and approved by a two-thirds (2/3) vote of the entire  
50 Executive Board, and the Treasurer shall be given immediate notice thereof. The original approved budget  
51 estimates shall be retained for comparison purposes, and shown in the annual report.  
52

53 c. A Reserve shall be maintained from unallocated funds for emergency purposes, and shall be derived from  
54 sources other than the National Association. Expenditures from these funds shall be authorized by the same vote  
55 as required in SECTION 1.b. above.  
56

1 d. No claim for payment of Federation Funds shall be authorized for any item not approved for inclusion in the  
2 budget as provided in this ARTICLE, or as otherwise approved by the Executive Board.

3  
4 SECTION 2. AUTHORIZED ALLOWANCES

5  
6 a. All authorized expenses incurred by each member of the Federation Executive Board and for each qualified  
7 member of an affiliated chapter when authorized in writing by the Federation President, in the performance of  
8 official duties, and by Chairs of Standing Committees or alternates who attend Executive Board meetings at the  
9 written request of the President, are reimbursable, provided that funds have been budgeted and are available.  
10 Each member of the Executive Board who attends the Federation Convention in compliance with ARTICLE I,  
11 SECTION 1.f., shall be reimbursed for expenses incurred in the performance of this duty, subject to limitations  
12 provided by SECTION 2.b. of this ARTICLE. Any expense so incurred must be financed by each individual  
13 officer, and every claim for reimbursement must be supported by a statement separately itemizing each type of  
14 expenditure included in SECTION 2b.

15  
16 b. Allowances for authorized travel shall be:

17  
18 (1) Actual cost of transportation by common carrier, plus airport limousine or taxi service where  
19 necessary, or necessary travel by personal automobile at a rate, not to exceed the rate allowed by the  
20 Internal Revenue Service (IRS), as set by the CSFC Executive Board and placed in the CSFC policies for  
21 actual distances where common carrier is not feasible, or any combination of modes of travel, including  
22 rental cars, which does not exceed the cost of travel by personal automobile;

23  
24 (2) For Federation Conventions – actual cost of hotel or motel rooms for single occupancy, not to exceed  
25 the single occupancy rate (plus tax) as established for that convention; for Executive Board meetings or  
26 any other authorized absence from home – actual cost of hotel or motel rates for single occupancy (plus  
27 tax);

28  
29 (3) Reasonable amounts for meals consumed away from home;

30  
31 (4) Tips to waiters, hotel bellmen, airport and station porters, expenses for reproduction, postage,  
32 telegrams and telephone calls incurred during the conduct of Federation business shall be reimbursable.  
33 All claims for reimbursement shall be accompanied by receipts as specified by regulations set forth by the  
34 Executive Board.

35  
36 c. Newly-elected officers are authorized reimbursement for actual cost of hotel or motel rates for single  
37 occupancy (plus tax) and reasonable amounts for meals (including tax and tips) consumed while attending the  
38 joint meeting. Except as stated herein, other provisions of SECTION 2.a. and 2.b. of this ARTICLE are  
39 applicable.

40  
41 d. The Secretary shall receive an amount determined by the Federation Executive Board, in equal quarterly  
42 installments, as partial reimbursement for personal costs incurred in performing the duties of the office.

43  
44 e. The Treasurer shall receive an amount to be determined by the Federation Executive Board, in equal quarterly  
45 installments, as partial reimbursement for personal costs incurred in performing the duties of the office.

46  
47 f. The Federation President and one alternate shall have a monetary allowance paid for attending the biennial  
48 National Convention. Allowances shall be as set forth in SECTION 2.b. above. The alternate shall be selected in  
49 accordance with requirements in the National Bylaws.

50  
51 g. Members of Standing and Convention Committees shall be reimbursed when required to arrive a day or early  
52 for pre-convention duties. The amount will be commensurate with the cost of one night's lodging (plus tax) as  
53 established for that convention. The determination of travel times and distances shall be governed by the  
54 Executive Board guidelines.

1 SECTION 3. ALLOCATION OF FUNDS  
2

3 a. The allocation of available funds shall be budgeted in the following ledger accounts:  
4

5 (1) A travel account for each officer.

6 (2) Postage account.

7 (3) Printing and reproduction account.

8 (4) Secretary's reimbursement account.

9 (5) Treasurer's reimbursement account

10 (6) Executive Board account.

11 (7) Convention expense account  
12

13 (8) Other normal organization usage accounts.

14 (9) Savings account.

15 (10) Such other accounts as may be necessary to maintain a complete bookkeeping system.  
16  
17  
18

19 **ARTICLE VI**  
20 **FEDERATION CONVENTIONS**  
21

22 SECTION 1. PLACE AND DATE  
23

24 a. A Federation convention shall be held biennially within California or Nevada.

25 b. The Federation Executive Board shall be responsible for selecting the site for the convention.  
26

27 c. The conventions shall be held during the second quarter of the calendar year or as close thereto as practicable,  
28 and during the days of a 7-day week that provide lowest cost.  
29

30 d. "Guidelines for Preparation and Management of a Convention", shall be used for the selection of an  
31 acceptable convention site and planning and conducting of conventions.  
32

33 e. Once a convention site has been approved by delegate vote, the Executive Board shall establish a Convention  
34 Host Committee, which will be responsible for the planning and conducting the convention.  
35  
36

37 SECTION 2. DELEGATES  
38

39 a. Each chapter in good standing shall be entitled to one (1) delegate for each twenty-five (25 paid up National  
40 and chapter members, and honorary members or any fraction thereof as shown on the membership report  
41 submitted to the Treasurer with the annual dues payment, provided no chapter have less than one delegate.  
42 Chapter delegates and alternate delegates shall be elected, and the Federation Secretary shall be notified of  
43 the names and addresses of those elected at least sixty (60) days prior to the convention. If extenuating  
44 circumstances exist, which preclude meeting the sixty (60) day deadline, the chapter may appeal to the  
45 Credentials Committee, which after finding the requirements of the Bylaws were met except for the sixty-day  
46 notification, may use its discretion to seat the delegate(s).  
47

48 b. If a duly elected delegate is unable to attend the convention, or if a registered delegate becomes incapacitated  
49 to serve, or in an emergency must leave the convention, the Chapter President, or a delegate the Chapter  
50 President appointed to represent the Chapter, may designate a duly elected Alternate Delegate from the  
51 Chapter to replace the absent delegate. This change shall be reviewed by the Credentials Committee, at the  
52 convention, and the qualified alternate delegate shall be seated.



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- 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.

20 SECTION 3. RESOLUTIONS  
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- 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 Federation convention and published as prescribed above in SECTION 3.a., 3.b., and 3.c.
  - f. Any delegate, whose chapter has submitted to the Federation Secretary, within the time limit, any resolution 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.
  - g. 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.

- 1 h. Any vote on any resolution proposing to change the dues to be paid by affiliated chapters shall be by roll call  
2 or written ballot, in accordance with SECTION 2.c.  
3

4 SECTION 4. ORDER OF BUSINESS  
5

- 6 a. The regular order of business for a convention shall be as follows, except that the order may be changed for  
7 any given convention by the presiding officer or by a majority of delegates present and voting on the  
8 question:  
9

- 10 (1) Call convention to order  
11 (2) Invocation  
12 (3) Pledge of Allegiance  
13 (4) Moment of silence to honor deceased members  
14 (5) Preliminary report - Credentials Committee  
15 (6) Report – Rules Committee  
16 (7) Roll Call of Officers  
17 (8) Roll Call of Chapters  
18 (9) Summary of Proceedings - Previous Convention  
19 (10) Reading of communications  
20 (11) Reports of Officers  
21 (12) Reports of Committees  
22 (13) Unfinished Business  
23 (14) Selection of next Convention City  
24 (15) Election of Officers  
25 (16) Installation of Officers – Convention Banquet  
26 (17) Good of the Federation  
27 (18) Adjournment  
28  
29  
30

31 SECTION 5. RULES  
32

- 33 a. The conduct of business at Federation conventions shall conform to rules as they appear in the “Federation  
34 Convention Rules of Order”. These will be available to each delegate at the convention.  
35  
36 b. Robert’s Rules of Order (Newly Revised) shall govern in all cases not specifically covered by the  
37 Constitution, Bylaws, Federation Convention Rules of Order, or by convention directive.  
38

39 SECTION 6. QUORUM  
40

- 41 a. At any Federation convention, the quorum necessary to transact business shall be a majority of the persons  
42 registered as qualified delegates, provided that a majority of chapters are represented.  
43  
44 b. Prior to transacting business which requires a vote, the Credentials Committee shall make a report to  
45 convention delegates, which includes the number of properly accredited registered delegates and the number  
46 of affiliated chapters represented. The committee shall also make supplemental reports of these totals at the  
47 opening of each subsequent convention meeting.  
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3 **ARTICLE VII**  
4 **AMENDMENTS**  
5

6 SECTION 1. METHOD  
7

8 a. These Bylaws may be amended at any Federation convention by two-thirds (2/3) vote of the delegates present  
9 and voting providing such amendments have been presented in accordance with ARTICLE VI, SECTION 3.  
10 Voting shall be in accordance with ARTICLE VI, SECTION 2.c. Amendments may also be approved by  
11 Federation referenda, either through electronic means or mail, to affiliated chapters with approval of the  
12 amendment(s) by 2/3's of the chapters responding in accordance with policy set forth by the Federation Executive  
13 Board.  
14

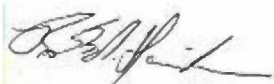
15 b. Amendments to these Bylaws adopted by any Federation convention shall become effective at the close of that  
16 convention unless the amendment specifically sets some other effective date. Amendments approved by  
17 Federation referenda will become effective on a date set by the individual amendment.  
18

19 SECTION 2. NOTIFICATION OF CHAPTERS  
20

21 a. A list of all amendments to these Bylaws adopted by a Federation Convention shall be included in the summary  
22 of proceedings of that convention required of the Secretary by ARTICLE 1, SECTION 4.d. of these Bylaws  
23

24 END  
25

26  
27 Revised by convention resolutions,  
28 May 3, 2017 at Reno, Nevada  
29

30 

31 \_\_\_\_\_  
32 Robert N. Davidson  
33 Constitution and Bylaws Committee  
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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 delegates 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 changed by a majority vote of the delegates present and voting on the question.

RULE 3. Delegates shall be seated in the front section of the hall 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, go to a microphone, be recognized by the Chair, and state their name, and the name and number of their chapter.

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 speaking shall pause until the question of order has been decided. The time needed to dispose of the privileged motion shall not be counted toward the speaking delegate's time limit.

RULE 8. No debatable motion or resolution shall be brought to a vote until the author or a delegate from the originating chapter is given an opportunity to speak on it.

RULE 9. Speeches in debate shall be limited to five 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 maker 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. Except for convention committee resolutions, no resolution, unless it is printed in the resolutions book, shall be considered for convention action, unless otherwise ordered by two-thirds (2/3) of the delegates present and voting.

RULE 13. Any resolutions, or amendment to a motion/resolution currently on the floor, which has been approved for

1 consideration under Rule 12, shall, before discussion or debate, be submitted in writing to the Chair. The  
2 Chair will determine if the submission shall be given to the appropriate committee for review and  
3 recommendation prior to its consideration by the delegates or be open for debate and vote at the time of  
4 submission.  
5

6 RULE 14. A convention committee may amend, combine with similar resolutions, prepare a substitute for or reject  
7 from further consideration, any resolution over which it has jurisdiction. Convention committees shall not  
8 substitute language which changes the meaning and intent of the original resolution without the  
9 concurrence of the originating chapter and/or the author. A written report of the committee's  
10 recommended disposition of resolutions shall be made available at least three (3) hours prior to the  
11 consideration of these resolutions on the convention floor. The report shall list together all resolutions the  
12 committee recommends be adopted, amended, debated, rejected, or substituted for the combining of  
13 similar resolutions.  
14

15 RULE 15. The committee chair, when reporting, shall read the effective substance of the resolutions, and may also  
16 briefly explain the committee's rationale for its recommendations, and then recommend adoption, debate  
17 by the convention, amendment, rejection, or substitution. All groups of resolutions recommended for  
18 adoption or rejection shall be considered as individual groups and [except as stated in Rule 16] be  
19 considered at the same time without debate, except as recommended by the committee, and be adopted or  
20 rejected in gross by a single vote.  
21

22 RULE 16. Upon request of a delegate and with the concurrence of a delegate from a different chapter, any resolution  
23 upon which debate is desired shall be removed from its group [Rule 15] and be considered separately.  
24

25 RULE 17. A single vote will be taken on all remaining resolutions recommended by the committee for adoption and  
26 a single vote will be taken for the remaining resolutions recommended by the committee for rejection.  
27 Resolutions which the committee recommends amendment, substitution, or debate shall be considered  
28 individually. Those resolutions that were withheld from their group will be considered individually and  
29 be voted adopt or reject.  
30

31 RULE 18. Twenty (20) minutes shall be allowed for discussion of any resolution which is to be considered  
32 individually with speakers alternated, pro and con, if possible [see Rule 9]. Unless extended by two  
33 thirds (2/3) vote of the delegates present and voting, when the time has expired, the resolution shall be  
34 voted upon.  
35

36 RULE 19. A roll call or ballot vote shall be granted upon the request of 10% or more of the delegates on the floor at  
37 the time of the request or upon the order of the presiding officer.  
38

39 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  
40 been completed and the result of the vote has been announced by the presiding officer.  
41

42 RULE 21. When voting upon a resolution, the vote shall be taken for or against the adoption of the resolution.  
43 Before a vote is taken, the presiding officer shall announce clearly that the vote is on the resolution, not  
44 on a committee recommendation.  
45

46 RULE 22. Nominating and seconding speeches shall be limited to one nominating speech of three minutes and two  
47 seconding speeches of two minutes each, for each candidate, whether nominated by the Nominating  
48 Committee or from the floor. Each candidate shall be permitted to make one, four minute, maximum,  
49 campaign speech.  
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3                                   INSTALLATION OF FEDERATION OFFICERS  
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5 This obligation shall be administered by the outgoing President, or by a National Officer, or by another member of  
6 NARFE selected for that purpose.  
7

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

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

11 The Installing Officer asks each of the newly elected officers to affirm their willingness to accept the following:  
12

13 OATH OF OFFICE  
14

15 Installing Officer: *“Will each of you, having been elected an officer of the California State Federation of Chapters of the  
16 National Active and Retired Federal Employees Association, promise before the members here assembled, that upon your  
17 sacred honor you will truly, impartially and faithfully perform the duties of the office to which you have been elected, and  
18 will you so continue to perform them until the installation of your successor?”*  
19

20 *Will you support, sustain and abide by the Constitution and Bylaws and convention directives of this Federation?*  
21

22 *Will you properly safeguard all documents and moneys and other Federation property, which may come into your  
23 possession, and will you deliver the same to your successor in office?*  
24

25 *Will you agree to make available, for inspection by a duly appointed committee of this Federation, all books, papers and  
26 other records pertaining to your office upon reasonable notice and request?*  
27

28 *Will you never entertain any motion or resolution having for its object the disintegration or division of this Federation,  
29 nor will you allow same to be done if in your power to prevent it?”*  
30

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

32 Installing Officer: *“I hereby declare that the newly elected officers of the California State Federation of Chapters have  
33 been duly obligated and are hereby legally installed for the ensuing term in conformity with the Bylaws of this  
34 Federation.”*  
35

36 The installing Officer raps the gavel once and the members are seated.  
37  
38  
39  
40