



FEDERAL BENEFITS EXPERTS

California State Federation

# CALIFORNIA STATE FEDERATION

## 2019

## BYLAWS

**ADOPTED IN CONVENTION, APRIL 25, 2019**

**REVISED IN CONVENTION, OCTOBER 20, 2021**



**THE CALIFORNIA STATE FEDERATION BYLAWS  
OF THE  
NATIONAL ACTIVE AND RETIRED  
FEDERAL EMPLOYEES ASSOCIATION**

**Instituted at Pasadena, California on February 22, 1950.**

**Chartered on August 25, 1950**

**Amended Last: Supersedes the Federation Constitution and Bylaws dated May 3, 2017**

*[This Bylaw revision establishes the basic governing rules of the California State Federation (CSF) of the National Active and Retired Employees Association (NARFE). It supersedes all previous Constitutions and Bylaws of the CSFC, formerly called the California State Federation of Chapters. The previous Constitution is hereby eliminated.]*

**ARTICLE I  
NAME**

The name of this organization shall be the California State Federation (hereafter referred to as the Federation) of the National Active and Retired Federal Employees Association (hereafter referred to as NARFE or the Association).

**ARTICLE II  
OBJECTIVES**

The objectives of the Federation shall be: to support the purposes of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation, to organize an effective political communication process, provide resources for personnel related questions of members, and to promote growth of NARFE, through an active program of recruiting new members, retaining current members, and reinstating lapsed members.

## **ARTICLE III MEMBERS**

### **Section 1. Membership Categories**

There are two membership categories:

Chapter members who pay both Association and Chapter dues.

Non-Chapter members, referred to as National Only members, who pay Association dues only and who reside within the Federation boundaries.

### **Section 2. Federation Members**

All National Only members of NARFE who reside in CA and all California chapter members are members of the Federation and as affiliated members shall enjoy the same privileges as chapter members, such as, being a Federation Officer, participating in Federation conventions and other Federation functions and shall also be voting members in the Federation.

### **Section 3. Federation Affiliation**

Federation Chapter members and Federation National Only members who wish to be affiliated members of the Federation will pay Per Capita dues. The annual dues for Federation membership shall be an amount approved by the Federation Executive Board.

## **ARTICLE IV FEDERATION OFFICERS/EXECUTIVE BOARD**

### **Section 1. Federation Officers**

The officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer or a Secretary/Treasurer, and District Vice Presidents representing each of the Districts in the Federation. These officers are elected by the members of the Federation and shall perform the duties prescribed by these Bylaws.

### **Section 2. Duties of President**

The President, as chief administrative officer, exercises supervision over the Federation and its activities; speaks for and represents the Federation to the Association, other organizations and the general public; presides over meetings of the Federation Executive Board (hereinafter called the FEB); and appoints special advisors and committees. The President prepares and oversees the annual budget. Specific duties and procedures are as described in FEB policies.

### **Section 3. Duties of Executive Vice President**

The Executive Vice President shall act as general assistant to the President and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume all the duties of the President until a new President is elected and takes office at the next Federation Convention Annual Meeting. The Executive Vice President shall be the membership officer for the Federation and perform other duties as assigned by the Executive Board.

### **Section 4. Duties of Secretary**

The Secretary shall maintain all records and books of the Federation, take minutes of Executive Board meetings and annual meetings, and prepare and distribute them to Executive Board members, and perform such other duties as assigned by the Executive Board.

### **Section 5. Duties of Treasurer**

The Treasurer shall be responsible for the receipt, control, and disbursement of all monies of the Federation following procedures set forth in policies of the FEB. Treasury disbursements shall require two authorizations by Federation Officers.

The Treasurer shall make such reports as required by Federation Policy to the Executive Board and the membership. The Treasurer shall be the trustee of all property owned by the Federation. The Treasurer shall perform such other duties as instructed by the Executive Board.

### **Section 6. District Vice Presidents**

The District Vice Presidents (DVPs), in accordance with the Federation Policy Manual, act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation. District Vice Presidents shall be elected by the members of their respective Districts at the Biennial Federation Convention.

### **Section 7. Term of Office**

The term of office for each officer is two (2) years and they shall serve until their successor is installed. The President and the Executive Vice President may not serve more than two (2) consecutive terms

### **Section 8. The Federation Executive Board (FEB)**

The Federation Executive Board consists of the elected Federation Officers and the Immediate Federation Past President. The Executive Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. The Executive Board will establish and manage the Policies and Procedures of the Federation as contained in the Federation Policy Manual. None of its acts shall conflict with Federation or National bylaws, or actions taken by the Federation. The Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

The Executive Board shall meet periodically each year. A majority of Executive Board members shall constitute a quorum at Executive Board meetings. When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or e-mail canvass of Executive Board members; the business so transacted shall be recorded in the minutes and reported by the Secretary at the next regular meeting of the Executive Board. (A majority of the Executive Board members also may call for a canvass.)

### **Section 9. Filling a Vacancy**

To fill a vacancy, the Executive Board (by a majority vote) may appoint a member in good standing to fill any officer vacancy, except for the President or Immediate Past President positions. If a vacancy occurs in the President's position, it shall be filled by the Executive Vice President as specified in Article IV, Section 3 of these Bylaws.

The Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed federation office vacant for justifiable cause, but the current holder of the office shall be given reasonable opportunity, no less than 30 days, to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to approval by the Executive Board.

### **Section 10. Other Federation Officials**

The Federation President may appoint other officials, with approval of the Executive Board, such as NARFE-PAC Coordinator, Web Master, Parliamentarian, etc. The appointed officials should perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **ARTICLE V ANNUAL MEETINGS**

In even numbered years the Annual Meeting shall coincide with the Biennial Training Seminars and specifically include annual reports of the Federation President and Federation Treasurer.

In odd numbered years the Annual Meeting shall coincide with the Biennial Federation Convention and shall be the business meeting for election of officers, discuss/vote on Resolutions, discuss/vote on Bylaw Amendments, and receive the annual report of the Federation President and the Federation Treasurer

## **ARTICLE VI**

### **STANDING COMMITTEES**

#### **Section 1. Standing Committees**

Standing Committees will be used to support the business of the Federation. These Committees may include, but are not limited to:

- Membership
- National Legislation
- State Legislation
- Bylaws/Resolutions
- Service
- Audit (Required)
- Public Relations
- Nomination

#### **Section 2. Committee Organization**

Each Committee shall be composed of a Chair, appointed by the Federation President, a Vice Chair and preferably a representative member from each District, except for the Audit Committee which needs to be composed of a Chair and two (2) other members.

The Chair is responsible to select the members of his/her Committee, with the assistance of the District Vice Presidents, from Federation member volunteers. Each member shall serve a two-year term. The duties of each Standing Committee are detailed in the Federation Policy Manual.

## **ARTICLE VII**

### **REVENUE**

#### **Section 1. Revenues**

Revenues of the Federation shall be from the annual payment of per capita dues by each affiliated member or chapter, funds received from the National Association, and from gifts, donations, or bequests that may accrue during the fiscal year.

#### **Section 2. Fiscal Year**

The fiscal year for the Federation will be determined by the Federation Executive Board. Procedures and the schedule for dues payment will be in accordance with the Federation Policy Manual.

## **ARTICLE VIII RESOLUTIONS**

Resolutions addressed to the Federation may be initiated by an affiliated member, a chapter, the Federation Executive Board or by the Bylaws/Resolutions Committee and submitted to the Federation Secretary and Chair of the Bylaws/Resolutions Committee.

## **ARTICLE IX AMENDMENT OF BYLAWS**

### **Section 1. Proposed Amendments**

In accordance with the Federation Policy Manual, proposed amendments to these Bylaws may be initiated by an affiliated member, chapter, the Federation Executive Board, or the Bylaws/Resolutions Committee and submitted to the Federation Secretary and Chair of the Bylaws/Resolutions Committee.

### **Section 2. Amendment Criteria**

In accordance with the Federation Policy Manual, proposed amendments to the Federation Bylaws may be amended by the Bylaws/Resolutions Committee with no change in scope or meaning, combined with similar amendments, or have a single substitute prepared in place of the original amendments offered.

The proposed amendments to the Federation shall be available for review on the Federation web site at least 14 days prior to the Federation Convention Annual Meeting.

### **Section 3. Vote Count**

A two-thirds favorable vote of the members voting shall be required for adoption of bylaw amendments.

## **ARTICLE X VOTING**

### **Section 1. Procedures**

All members of the Federation, who have complied with the payment of per capita dues per Article III, have one vote each. All voting on Federation issues, excepting those assigned to the Federation Executive Board per these bylaws, will be done after debate/discussion on the issues at the Federation Convention Annual Meeting. A quorum for an annual meeting is 30 Federation members in good standing.

### **Section 2. Referendum Voting**

On occasion, and with a 30-day notice, the Federation Executive Board may approve the use of a federation wide referendum (a) method of voting on bylaw issues between Federation Convention Annual Meetings in accordance with the Federation Policy Manual.

**ARTICLE XI  
EFFECTIVE DATES**

**Section 1. Bylaw Amendments**

Unless otherwise specified in an adopted resolution amending these bylaws, a bylaw amendment will become effective upon approval by the membership at a Federation Convention Annual Meeting or a Federation wide referendum.

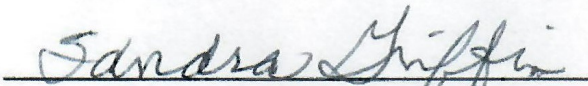
**Section 2. Special Effective Date Affecting This 2019 Bylaw Revision Only.**

*For the purposes of this 2019 Federation total bylaw revision only, these revised bylaws will become effective upon adjournment of the 2019 Federation Convention after adoption by the Federation membership and review approval by National Headquarters in accordance with the NARFE National Bylaws.*

**ARTICLE XII  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Federation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Federation may adopt.

**Acknowledgements:**



Sandra Griffin, Federation Secretary

**October 20, 2021**

Date

APPROVED at National Headquarters

\_\_\_\_\_  
National Secretary/Treasurer

\_\_\_\_\_  
Date