

**BYLAWS**  
**Tri-Cities Chapter 1192**  
**National Active and Retired Federal Employees Association**  
**(NARFE)**  
**Tri-Cities, Washington**

**Article I. Name**

This Association's name shall be "National Active and Retired Federal Employees Association Tri-Cities Chapter 1192," hereafter referred to as the "Chapter."

**Article II. Affiliation and Objectives**

The Chapter shall be affiliated with NARFE Washington State Federation (WSF), subject to the NARFE constitution, and NARFE and WSF bylaws. The Chapter's objectives shall be to:

- Support legislation beneficial to current and retired federal employees, and their spouses and survivor annuitants;
- Oppose legislation contrary to NARFE interests;
- Promote recruiting and retaining members from among active and retired federal employees and their spouses, along with survivor annuitants; and,
- Work directly with other chapters and/or through the WSF to accomplish these objectives.

**Article III. Membership**

Membership shall be open to all current and retired federal employees and their spouses, and survivor annuitants. Only Chapter members in good standing are eligible to vote on Chapter activities, business and functions. To be in good standing, NARFE and Chapter dues must be current.

**Article IV. Elected Officers, Executive Committee, Executive Board**

**Section 1. Elected Officers**

The Chapter's elected officers shall be: **president; 1<sup>st</sup> vice president; 2<sup>nd</sup> vice president; secretary; treasurer; and, two (2) directors at large.** They shall comprise the Chapter Executive Committee.

**Section 2. Executive Board**

The Chapter Executive Board shall be comprised of: the Chapter Executive Committee; appointed officers; standing committee chairs; and, the immediate past president. The Executive Board operates by consensus.

In the event of an Executive Committee vacancy, the Executive Committee shall have the authority to fill such vacancy for the unexpired term, with the exception of the president, which the 1<sup>st</sup> vice president shall fill. If the 1<sup>st</sup> vice president is unwilling or unable to assume the president's position, the 2<sup>nd</sup> vice president shall assume the president's position. If the 2<sup>nd</sup> vice president is also unwilling or unable to assume the president's position, the Executive Committee shall fill the position for the unexpired term.

**Section 3. Eligibility for Elected Office**

Only Chapter members in good standing may hold an elected office.

#### **Section 4. Elected Officer Duties**

Overall elected officer duties are as set forth in NARFE's *Chapter & Federation Officers Manual*, F-10. The Chapter president, Executive Committee and/or Executive Board can assign additional duties.

#### **Section 5. Elected Officer Term of Office**

An elected officer shall serve 2-year terms – normally January 1 of the even year through December 31 of the odd year – ending when their successors are elected and assume office. The term of each office shall not exceed two (2) consecutive 2-year terms, or until a successor is elected and assumes office.

#### **Section 6. Nomination Procedures**

In election years, no later than by the September Chapter monthly meeting, the Chapter president shall appoint the Nominating Committee. It shall be the committee's duty to nominate candidates for the seven (7) Chapter elected offices. The slate of nominees shall be presented at the October Chapter monthly meeting and immediately be available on the Chapter website.

#### **Section 7. Election of Officers**

The election shall be held at the November Chapter monthly meeting. The Nominating Committee chair shall conduct the election, if the chair is not nominated for one of the elected positions; or, if not in attendance, another committee member shall conduct the election. Opportunities for nominations from the floor must be extended for each elected position. Once nominations are closed, the election for each office shall proceed with the candidate receiving greater than 50% of the total votes cast being elected. In the event more than two (2) candidates run for an office and none receives greater than 50%, a runoff shall be held with the top two (2) vote getters. Only Chapter members in good standing at the business part of the Chapter's meeting may nominate and/or vote.

#### **Section 8. Installation of Officers**

The installation of officers shall be at the Chapter annual meeting, normally in December, or as soon as practical after the scheduled meeting. The oath of office shall normally be administered by the District vice president, or another appropriate officer.

## **Article V. Appointed Officers, Chairmen, Coordinators and Committees**

### **Section 1. Appointed Officers, Chairmen, Coordinators and Committees**

Overall duties are described in the NARFE: *Chapter & Federation Officers Manual*, F-10, including for positions and committees such as: **audit; chaplain; historian; legislative; nominating; operations; program; records management; social; sunshine; and, ways and means.**

- **Alzheimer's Chair** – *Alzheimer's NARFE Handbook for Federation and Chapter Participation*, FH-12
- **Membership Chair** – *Membership Marketing Manual*, F-19
- **NARFE-PAC Chair** – *NARFE-PAC Coordinator Guide*
- **Public Relations Officer** – *NARFE Public Relations Handbook*, FH-9
- **Service Officer** – *NARFE Service Officer Guide*, FH-10

### **Section 2. Appointing Officers, Chairmen, Coordinators and Committees**

The Chapter president appoints non-elected officers, coordinators and standing committee chairs, and assigns duties with the approval of the Chapter Executive Board. The president may also appoint special committees, e.g., audit and nominating. Only Chapter members in good standing may hold appointed officer, chairmen or coordinator positions, or serve on committees, except the audit committee.

## **Article VI. Meetings**

### **Section 1. Regular and Special Meetings**

Chapter meetings shall be on the first Wednesday monthly, except for July and August, and/or unless otherwise ordered by the Chapter president or Chapter Executive Board.

Chapter Executive Committee and Chapter Executive Board meetings shall be as scheduled by the Chapter president, Executive Committee or Executive Board.

### **Section 2. Quorums**

A quorum is the minimum number of voting members who must be present at a meeting to conduct business.

A quorum at Chapter meetings shall consist of 4% of Chapter members in good standing, so identified by the presiding officer – the president or a vice president acting for the president.

A quorum at Chapter Executive Committee or Chapter Executive Board meetings shall consist of a majority of the elected officers, i.e., president, 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, secretary, treasurer, two (2) directors at large.

## **Article VII. Dues and Contributions**

Chapter dues shall be determined by two-thirds (2/3) vote of those Chapter members in good standing at the business part of the Chapter's meeting. The dues amount may be amended providing the proposed amendment is presented to the membership in the Chapter newsletter, on its website and at a monthly Chapter meeting at least 60 days prior to the proposed voting date.

### Article VIII. Bylaws Amendments

These bylaws may be amended at any Chapter meeting with a quorum by a two-thirds (2/3) vote of those Chapter members in good standing at the meeting, provided such proposed amendment is presented to the Chapter membership not less than 30 days prior to the proposed voting date.

### Article IX. Parliamentary Authority

The rules contained in the current edition of *Roberts' Rules of Order Newly Revised* or *Robert's Rules of Order newly Revised In Brief* shall govern the Chapter in all cases in which they are applicable and in which they are not inconsistent with these bylaws or any special rules or order the Chapter may adopt.

**Adopted:** October 7, 1981

**Revised:** August 16, 1993

**Revised:** January 3, 2007

**Revised:** June 5, 2013

**Revised:** March 31, 2018

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Faye Vlieger, Secretary

4/11/18

Date

APPROVED at National Headquarters:

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Jon Dowie, National Secretary/Treasurer

4/11/18

Date