

**APPROVED NC STATE FEDERATION'S BYLAWS**  
**MAY 9, 2002 amended: May 5, 2005, May 5, 2006, May 1, 2008, May 5, 2010**

**ARTICLE I**  
**Name**

The name of this organization shall be the North Carolina Federation of Chapters of the National Active and Retired Federal Employees Association, National Active and Retired Federal Employees Association (NARFE).

**ARTICLE II**  
**Objectives**

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation, to unite fraternally for the mutual benefit of chapters in North Carolina, and to promote the general welfare of annuitants and potential annuitants of the federal civilian service.

**ARTICLE III**  
**Members**

**Section 1.**

All chapters of the National Active and Retired Federal Employees Association in North Carolina shall be eligible for membership.

**Section 2.**

The annual dues for chapter membership in the Federation shall be an amount approved by the Federation Convention for each chapter member who, as of December 31, has paid National and chapter dues including Honorary members whose chapter dues have not been waived by the chapter. Excluded from paying chapter dues are members in the free year of a membership plan. Each chapter treasurer shall remit to the Federation Treasurer the total chapter dues owed the Federation prior to the last day of February of the next year. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes, with the exception of Alzheimer's Fund contributions.

**Section 3.**

Any chapter dropped for failure to pay its dues shall be re-admitted upon payment of current year's dues and approval by a two-thirds vote of the delegates at an annual convention.

**ARTICLE IV**  
**Officers**

**Section 1.**

The officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer, and an Area Vice-President from each of the six Areas of the State of North Carolina. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

**Section 2.**

A Nominating Committee shall be composed of one member from each Area to be selected by the respective Area Vice-President, and one member-at-large to be selected by the Executive Board. The committee shall select one of its members to serve as chairman. No

member of the Executive Board may serve on the Nominating Committee. The Executive Board shall transmit the names and addresses of the members in time for inclusion in the N.C. Federal Retiree and Employee, hereafter referred to as the Federation newspaper, 60 days prior to the opening date of the annual convention.

### **Section 3.**

The President, Executive Vice President, Secretary and Treasurer shall be elected at a convention to serve a term of one year and shall serve until their successors are installed. When there are two or more candidates for one of these offices, the election shall be by ballot. A President may not serve more than two consecutive terms; but after one year has elapsed, the same person may be elected for another term as President.

Each Area Vice President shall be a member of a chapter within the Area represented and shall be elected for a one-year term by the delegates from the Area in caucus at a convention and shall serve until his successor has been installed.

No Federation Executive Board member may hold more than one elected Federation office at a time or hold a chapter office, without the approval of the Federation Executive Board.

### **Section 4.**

The President shall preside at all meetings including Executive Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers subject to approval of the Executive Board. With the exception of the Membership Committee, each Area Vice President shall nominate a member from his/her Area for each standing committee; the Executive Board will review and approve the candidates. The President shall designate the chairman of all committees except the Membership and Nominating Committees. He/she shall serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee. The President shall submit at each annual convention a recommended budget for the ensuing year subject to consideration and approval by the delegates.

### **Section 5.**

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. Under the direction of the President, the Executive Vice President shall be responsible for the guidance and overall direction of the field activities. (Amended May 1, 2008)

### **Section 6.**

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. The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Executive Board. Within 15 days after the close of an annual convention, the Secretary shall prepare a report of the convention highlights including significant actions taken at business meetings. Copies shall be sent to the Federation newspaper, the President, the Region X Field Vice-President, and the National Headquarters.

## **Section 7.**

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank; credit union or federal savings bank, as approved by the Executive Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a quarterly report to the Executive Board and an annual report to the convention showing receipts and expenditures, which shall be published in the Federation newspaper promptly after a convention. He/she shall prepare a line item budget in time for the President to submit it to the Executive Board for approval at its February meeting, and for inclusion in the Federation newspaper prior to an annual convention. The Treasurer shall be the trustee and have custody of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of North Carolina.

## **Section 8.**

Each Area Vice President shall serve in an Area designated by the President and approved by the Executive Board. Under the guidance of the Executive Board, the Area Vice Presidents shall 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.

## **Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices except the National Legislative Officer and the State Legislative Officer who are members of the Executive Board. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Section 10.**

The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at conventions and throughout the year, as required. The Executive Board shall authorize the necessary compensation for this service.

## **ARTICLE V Meetings**

### **Section 1.**

The Federation shall hold an annual convention, which, in a year of a National Convention, shall be held not later than 60 days before such convention. This convention shall be known as the annual meeting of the Federation. The purpose of a convention shall be to elect officers, transact business of the Federation, discuss matters of interest to members, and provide social and fraternal programs.

## **Section 2.**

Each chapter in good standing shall be entitled to one delegate for every 25 members or fraction of this number. All current appointed and elected Federation officers and Federation past presidents shall be entitled to one vote each as delegates at large, unless they are serving as delegates from their respective chapters.

## **Section 3.**

Each chapter treasurer shall compile a list of members in their chapter as of December 31, which shall be used to determine the number of delegates to which the chapter is entitled. Included in the list shall be regular members and life members who have paid National and chapter dues, Honorary members (whether or not a chapter has waived chapter dues), and members in the free year of a membership plan. A letter signed by the President and Treasurer stating the verified number of chapter members shall be sent to the Executive Vice President by the last day of February of the next year.

## **Section 4.**

Delegates shall present credentials, signed by the chapter president or secretary, to the Credentials Committee showing their selection by their chapter. All officers of the Federation and past presidents, if registering as a delegate-at-large, shall register with the Credentials Committee. The Committee shall send a notice to each chapter notifying it of the number of delegates to which it is entitled. The Credentials Committee shall issue a badge to each delegate and a certificate showing the number of votes to which a chapter is entitled during Ballot voting. A copy of these certificates and those of delegates-at-large shall be given to the Ballot and Teller Committee.

## **Section 5.**

In all votes, including all elections, each delegate shall vote independently.

## **Section 6.**

To provide as complete a representation as possible, chapters shall designate alternate delegates, not to exceed the number of delegates. Alternates may serve when vacancies occur in a delegation. In such case, each alternate shall re-register as a delegate and the Credentials Committee must so certify before the alternate may participate in voting.

## **Section 7.**

Delegates shall be seated in a section reserved for registered chapter delegates and delegates at large. Separate seating shall be provided for visitors and alternates. Only persons wearing delegate badges shall be permitted to sit in the reserved section and to vote and participate in convention business.

## **Section 8.**

Convention committees shall be composed of chapter members registered at the convention and shall include: Host, Credentials, Sergeant-at-Arms, Rules, Legislative, Budget, Resolutions, Courtesy, Ballot and Teller, Time and Place. There shall be an Audit Committee appointed by the President in time to complete an audit prior to the first Executive Board meeting following the convention. No elected officer may serve as chairman of a convention committee nor shall elected officers constitute a majority of any committee.

**Section 9.**

Thirty delegates representing ten or more chapters shall constitute a quorum at a Federation convention.

**ARTICLE VI  
Executive Board**

**Section 1.**

The elected officers of the Federation, the National Legislative Officer, the Membership Coordinator and the State Legislative Officer shall constitute the Executive Board.

**Section 2.**

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. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation at its annual conventions. 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.

**Section 3.**

The Executive Board shall determine which officers are to be compensated and fix the amount of their compensation.

**Section 4.**

The Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but the officer shall be given reasonable opportunity 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 subsequent approval by the Executive Board.

**Section 5.**

The Executive Board shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any North Carolina chapter for cause, on 30 days notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

**Section 6.**

The Executive Board annually shall appoint an Audit Committee or select an (gap) accountant to conduct an audit of the Federation's financial status.

**Section 7.**

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 8.**

The Executive Board shall meet at least three times annually or more frequently at the call of the President. A majority of members shall constitute a quorum at Executive Board meetings.

### **ARTICLE VII Standing Committees**

#### **Section 1.**

There shall be a Membership Committee consisting of the Executive Vice President as chair and the Area Vice Presidents as members. All members shall serve until the end of a convention. The purpose of the Membership Committee shall be to encourage eligible annuitants and employees of the federal civilian service to become members of the National Active and Retired Federal Employees Association and their local chapter, and to retain membership therein.

#### **Section 2.**

There shall be a Bylaws Committee composed of one member from each Area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of three years with the exception that membership shall rotate with two members to be replaced after the first year in Area I and VI; two members to be replaced after two years in Areas II and V; and two members in Areas III and IV to be replaced after they have served three year terms.

#### **Section 3.**

An Audit Committee shall be composed of one member from each area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the Chairman. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the delegates for approval. After approval, the Executive Board shall publish the report in the first issue of the Federation newspaper after a convention. Members shall serve until the end of a convention.

#### **Section 4.**

A Resolutions Committee shall be composed of one member from each area, nominated by the respective Area Vice President, and approved by the Executive Board. The President shall designate the chairperson. Members shall serve until the end of a convention.

#### **Section 5.**

Such other committees, standing or special, shall be appointed by the President, with approval by the Executive Board, as shall be deemed necessary to carry on the work of the Federation.

### **ARTICLE VIII Resolutions**

#### **Section 1.**

Resolutions addressed to the Federation or to National Headquarters may be initiated by a chapter, the Federation Executive Board or by the Resolutions Committee and submitted to the Federation Secretary and Chairperson, Resolutions Committee on NARFE form F3B, Convention Resolution, prior to the opening of a convention.

**Section 2. (Revised)** Amended May 4, 2005 at the 49th Convention

The Resolutions Committee shall see that resolutions are prepared in proper form. The Committee may, with no increase in scope, combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when it reports to the Convention. When the committee deems the content of a resolution to be more appropriately handled by another standing or special committee, it may refer the resolution to such committee.

**Section 3. (Deleted)** Amended May 4, 2005 at the 49th Convention

**Section 4. (Deleted)** Amended May 4, 2005 at the 49th Convention

**Section 5.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters, within 15 days of the close of a Federation convention, a copy of each National resolution, whether or not adopted by our convention.

**ARTICLE IX  
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 or National's bylaws and any special rules of order the Federation may adopt.

**ARTICLE X  
Amendment of Bylaws**

**Section 1.**

Proposed amendments to these Bylaws and to National Bylaws may be initiated by a chapter, the Federation Executive Board, or the Bylaws Committee and submitted to the Federation Secretary and Chairman, Bylaws Committee, on NARFE form F3A, A Proposed Bylaw Amendment, at least 90 days prior to the opening of a convention.

**Section 2.**

The Committee presenting amendments to National Bylaws to a convention shall determine that the amendments are not in conflict with the Bylaws of the National Association. Proposed amendments to the Federation and National Bylaws may be amended by the Committee with no increase in scope, combined with similar amendments, or have a single substitute prepared in place of the original amendments offered.

**Section 3.**

The proposed amendments to the Federation or National Bylaws either shall be published in the Federation newspaper or sent by letter to each chapter at least 30 days prior to the opening of a convention.

**Section 4.**

Proposed amendments shall be read at two separate meetings of a convention before a vote is taken. A two-thirds favorable vote of the delegates present and voting shall be required for adoption.

**Section 5.**

In the absence of prior notice, as required by Sections 1 and 3 above, proposed amendments shall be adopted by unanimous vote of the delegates present and voting.

**Section 6.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters within 15 days of the close of a Federation convention, a copy of each proposed amendment to National Bylaws, whether or not adopted by the convention.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_