





INDEX  
CONSTITUTION

2	ARTICLE I	NAME
2	ARTICLE II	OBJECTIVES
2	ARTICLE III	MEMBERSHIP
2	ARTICLE IV	OFFICERS AND EXECUTIVE BOARD
3	ARTICLE V	CONVENTION
3	ARTICLE VI	BYLAWS
3	ARTICLE VII	AMENDMENTS

ARTICLE VI  
BYLAWS

4	ARTICLE I	OFFICERS AND EXECUTIVE BOARD
11	ARTICLE II	DISTRICTS
11	ARTICLE III	FISCAL YEAR AND REVENUE
12	ARTICLE IV	BUDGET AND AUTHORIZED EXPENSES
14	ARTICLE V	CONVENTION
18	ARTICLE VI	AMENDMENTS
19	ARTICLE VII	REPORTS
19	ARTICLE VIII	NATIONAL CONVENTIONS
20	ARTICLE IX	PARLIAMENTARY AUTHORITY EXECUTIVE BOARD RULING
21	ADDENDUM I	CONVENTION RULES OF ORDER
23	ADDENDUM II	DISTRICT - CHAPTERS ASSIGNED

**NATIONAL ACTIVE AND RETIRED  
FEDERAL EMPLOYEES ASSOCIATION  
PENNSYLVANIA FEDERATION OF CHAPTERS**

**CONSTITUTION AND BYLAWS**

**CONSTITUTION**

**ARTICLE I**

**NAME**

This organization shall be known as the PENNSYLVANIA FEDERATION OF CHAPTERS of the National Active and Retired Federal Employees Association.

**ARTICLE II  
OBJECTIVES**

The purpose of the Federation shall be to aid and support the National Association in the objectives set forth in the Articles of Incorporation; to unite fraternally for the mutual benefit of all Chapters within the area of the Federation; to promote the general welfare of all retirees, including more liberal retirement laws and annuities; to support civic and patriotic activities, upholding American institutions and ideals; to actively participate in the recruitment of new National and Chapter members; and to encourage and assist in the formation of new Chapters.

**ARTICLE III  
MEMBERSHIP**

All Chapters within the State of Pennsylvania shall be eligible for membership in this Federation and may retain membership upon payment of the per capita tax prescribed in the Bylaws.

**ARTICLE IV  
OFFICERS AND EXECUTIVE BOARD**

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

**TERM OF OFFICE:** All officers provided for shall be elected at a Federation Convention and shall serve a two (2) year term ending when an elected and installed successor takes office.

**QUALIFICATIONS:** All persons elected to office or appointed to responsible positions in this Federation, including convention delegates, must be

members in good standing in the National Association and an active Chapter affiliated with this Federation.

**EXECUTIVE BOARD:** The Executive Board shall consist of the elected officers, the immediate Past President, and such other members as be provided for in the Bylaws. This Board shall be the interim governing body of the Federation between conventions, within the provisions of the Constitution and the Bylaws and any Convention Directives.

## **ARTICLE V** **CONVENTION**

State Conventions shall be held in the even number years, the time and dates to be fixed as prescribed in the Bylaws.

## **ARTICLE VI** **BYLAWS**

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

## **ARTICLE VII** **AMENDMENTS**

**METHOD OF ADOPTION:** Subject to later approval by a designated National Officer, this Constitution may be amended by resolution approved by two-thirds (2/3) roll call vote of any convention, provided sixty (60) days notice has been given to all Federation chapters. This Constitution may also be amended by resolution initiated by any chapter and approved by two-thirds (2/3) vote of the Federation Executive Board, subject to a referendum approval by the chapters. Chapters shall be entitled to the total number of votes it was entitled to at the last convention. Chapters chartered since the previous convention shall be entitled to votes based on their current membership. Chapters shall have not less than three (3) months and no more than four (4) months from date the referendum was mailed to complete their action.

**EFFECTIVE DATE:** The effective date of the amended Constitution shall be the date of approval by the designated National Officer.

**CHAPTER NOTIFICATION:** The Federation Secretary shall inform all chapters of all Constitution amendments adopted within two (2) months following the date of approval by the designated National Officer.

**BYLAWS**  
**ARTICLE I**  
**OFFICERS AND EXECUTIVE BOARD**

**SECTION 1. OFFICERS:**

(a) The officers of this Federation shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer (or a Secretary/Treasurer), and several District Vice Presidents, all to be elected at the biennial convention, to serve for two (2) years or until their successors are elected. The number of District Vice President shall coincide with the number of districts in accordance with Article II.

(b) Federation officers elected by a convention shall be installed at the convention and take office the first day of the fiscal year, 1 July.

(c) No person may succeed himself in the office of President more than once. Except for this limitation, any member in good standing in both the National Association and a chapter affiliated with this Federation, who is a resident of Pennsylvania, is eligible to hold any office in the Federation.

(d) Each District Vice President shall serve the chapters from which he or she was elected. Each shall be a resident of the district they represent. If a district does not elect its Vice President at convention, it shall be the duty of the Executive Board at its first meeting thereafter to appoint a Vice President for that district.

(e) Each officer and the Immediate Past President shall be expected to attend the biennial convention. Each officer shall make a report of his/her stewardship to the delegates. Each such report shall be in writing and given to the secretary for inclusion in the résumé required by Article VII (a).

**SECTION 2. EXECUTIVE BOARD:**

(a) The Executive Board shall consist of the elected officers and the Immediate Past President. They shall attend to the necessary business between conventions, within the provisions of the Constitution and these Bylaws, and any convention directives.

(b) The Executive Board shall have the power to fill vacancies in the official position that occur between conventions, EXCEPT that, in the case of the Office of the President becoming vacant by reason of death, disability, or resignation, the elected First Vice President shall serve as President for the remainder of the unexpired term.

(c) The Executive Board shall have the power to divide the state into as many districts as necessary in accordance with Article II.

(d) Notice of each meeting of the Executive Board shall be forwarded not less than thirty (30) days before the scheduled date thereof to each member of the Executive Board. Immediate Past Presidents and Chairpersons of committees may attend at their own expense and will be permitted to take part in the Board's deliberations, but without voting privileges. However, when the Chairperson or alternate of a committee is specifically requested by the President, in writing, to attend such meeting, they shall be reimbursed for expenses incurred, in accordance with Article IV, Section 2 (a) and 2 (b).

(e) Special meetings of the Executive Board may be called at any time by the President and shall be called by the President upon written request to the President of a majority of the Executive Board.

(f) It shall be the duty of the presiding officer at each Executive Board meeting to see that the minutes of the meeting are properly kept, transcribed, and copies sent to each affiliated chapter and each Federation Officer not later than thirty (30) days after each meeting. The recorder for the meeting shall sign each report.

(g) Pursuant to our desires and to improve the living standards of all federal retirees, and to bind ourselves into a strong, aggressive and alert organization, it shall be the policy of this Federation to search and seek out those representatives that consistently voted on behalf of NARFE's goals. After the voting records and viewpoints of our representatives become known and prior to election time, all officer and members may take a public stand in support of those candidates that have supported our best interests.

(h) A majority of the members of the Executive Board (Article I, Sec 2(a) above) shall constitute quorum at any Executive Board meeting.

(i) Each Executive Board member shall have the power to assign his/her proxy to another member of the Executive Board. No member shall serve as proxy for more than one (1) Board member. No proxy will be counted towards a quorum.

### **SECTION 3. DUTIES OF THE PRESIDENT:**

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

(b) The President may call special sessions of the Federation between conventions, if deemed necessary and advisable, when requested by two thirds (2/3) of the members of the Executive Board, or when requested by thirty percent (30%) of the member chapters, provided that all chapters are notified at least thirty (30) days before the meeting date.

(c) The President shall approve vouchers for payment of expenses drawn on the treasury of the Federation.

(d) The President shall appoint, in accordance with these bylaws, all committees deemed necessary and desirable. The President shall be ex-officio member of all committees except the Nominating Committee.

(e) The President shall issue a quarterly Progress Report of all the activities of the Federation, status of programs, plans, etc. and otherwise as the situation may demand to all the chapters in the Federation.

(f) Following adjournment of each biennial convention, the current President, in consultation with the Treasurer, shall prepare and submit to the incoming Executive Board for review and approval, a budget for the ensuing fiscal year, in accordance with Article IV of these bylaws. Each incoming President shall convene a meeting of the Executive Board not later than thirty (30) days after the close of the current term of office for adoption of a budget, and such programs as may be required by convention directives, membership and legislative goals, and other areas of Federation responsibility which may be appropriate and financially feasible. A copy of the approved budget shall be sent to each chapter.

(g) The President shall also perform all other duties as required by (1) the Constitution and Bylaws, (2) convention directives, and (3) as otherwise required or permitted by Robert's Rules of Order, Newly Revised, and the Rules of Order of the Federation.

#### **SECTION 4. DUTIES OF THE FIRST VICE PRESIDENT:**

(a) The First Vice President shall preside in the absence of the President.

(b) The First Vice President shall be the Membership Officer of the Federation, working with the National Field Vice President, and through the District Vice Presidents and other committee members. The duty of the First Vice President will be to assist the chapters in every way possible by furnishing chapters with names and addresses of all eligible retirees, soon to be retired Federal employees, and to otherwise encourage, induce, and stimulate the

chapters to become more active and energetic in their quest for new members; seek out Federal retirees and their spouses and encourage them to join NARFE; maintain constant contact with Federal installations and endeavor to hold pre-retirement seminars at such places.

(c) The First Vice President shall maintain a record of membership as determined by reports received from National Headquarters (monthly, quarterly, and semi-annually). The District Vice Presidents will be provided a copy of the membership report for their district.

(d) The First Vice President shall vigorously and diligently pursue a continuing campaign to form new chapters, reactivate dormant chapters, and encourage dropout chapters to return to the Federation.

### **SECTION 5. DUTIES OF THE SECOND VICE PRESIDENT:**

(a) The Second Vice President shall preside in the absence of the President and the First Vice President.

(b) The Second Vice President shall be the Legislative Officer of the Federation and Chairman of the Legislative Committee. Working with and through this committee, the Second Vice President shall keep informed of legislation pending before the Congress and advise the Executive Board, and chapters of actions to be taken; the Second Vice President shall maintain contact with the State Legislature and advise the Executive Board, and chapters as well as recommend action concerning legislation relating to senior citizens.

### **SECTION 6. DUTIES OF THE SECRETARY:**

(a) The Secretary shall keep a true record of all proceedings, attend to all correspondence, and have the custody of the Federation Charter.

(b) Not later than January 1 of convention years, the Secretary shall issue a Call for the Biennial Convention to all member chapters. The Call shall include instructions to the chapters to take the following actions at their January meeting, or not later than at their February meeting: (1) authorized the payment of their per capita tax and voting registration fees; (2) elect their delegates and alternates to the convention; (3) send to the Secretary a list of members who have died since the last convention; and (4) comply with any other directives contained in the Call to Convention.

(c) The Secretary shall perform all other duties as required by (1) the Constitution and Bylaws, (2) convention directives, and (3) as required or permitted by Robert's Rules of Order Newly Revised, and Convention Rules of Order.

## **SECTION 7. DUTIES OF THE TREASURER:**

(a) The Treasurer shall receive all monies due the Federation, keep a true record of all monies received and paid out, deposit all funds in a bank approved by the Executive Board, sign all checks for payment of expenses in accordance with vouchers approved by the President, subject to availability of funds.

(b) The Treasurer shall prepare and send quarterly statements of the financial transactions of the Federation during the previous quarter to each Federation officer and the President of each member chapter after the close of the quarter. These statements shall include, along with other essential data, funds on hand, receipts and disbursements, anticipated receipts and obligations, and such other pertinent information as may be necessary. A financial statement, with other essential records as required for audit, shall be submitted to the Chairperson of the Auditing Committee at convention.

(c) The Treasurer shall perform all other duties as required by (1) the Constitution and Bylaws, (2) convention directives, and (3) as otherwise required or permitted by Robert's Rules of Order, Newly Revised, and Convention Rules of Order.

## **SECTION 8. DUTIES OF DISTRICT VICE PRESIDENTS:**

(a) District Vice Presidents are empowered to represent the President in all matters pertaining to Federation work in their respective assigned areas, policy making excepted.

(b) It shall be the duty of each District Vice President to make an official visit to each chapter in his/her district once each fiscal year. If a follow-up visit appears advisable, such officer shall write to the President giving his/her reason therefore and request permission for a second official visit. A report of each visit to a chapter shall be submitted to the Federation President.

(c) District Vice Presidents shall assist the First and Second Vice Presidents in carrying out their membership and legislative activities based on the following general priorities:

1. Induce the chapters to use every effort and opportunity to increase their membership.
2. Search out areas where new chapters may be formed and help them to organize.

3. Meet with former members of dormant chapters. Persuade and assist them to reactivate.
4. Conduct visitations to all chapters, with special emphasis and assistance to weak and troubled chapters.
5. Encourage and advise chapters on planning chapter, inter-chapter, and other activities.
6. Counsel and advise chapters and chapter members in regard to the Health Benefits Act, survivor annuity claims; correspondence with their elected Congressional officials, state legislators, the Office of Personnel Management; and similar personal matters.
7. Inform chapters of pending legislation and urge letter write-in campaigns and other actions in connection therewith.

## **SECTION 9. COMMITTEES:**

(a) Committees relating to membership and legislation are standing committees. The First and Second Vice Presidents are Chairpersons, respectively, and the District Vice Presidents are members thereof. Additional members may be appointed by the President with the approval of the Executive Board at the first meeting of the new term of office of the Executive Board.

(b) Committees consisting of not less than three (3) nor more than seven (7) members shall be appointed by the President forty-five (45) days before the biennial convention from a list of delegates submitted by the member chapters. These committees shall process resolutions relating to State Constitution and Bylaws, National Bylaws, Auditing, Time and Place, Balloting and Tellers, Legislation, General Resolutions, etc., which have been submitted for consideration at the state convention.

(c) The President may, from time to time, appoint such other committees as required by the work of the Federation.

(d) Auditing Committee. This committee shall examine and audit the financial records and transactions of the Federation, including Bi-Annual Financial Reports of the Treasurer. The auditors' report, with its recommendations, shall be dated and signed by the Committee and submitted to the convention for adoption.

(e) Time and Place Committee. The Executive Board shall serve as the Time and Place Committee, seeking out a chapter amenable to hosting the convention, and working with the individual appointed as Convention Chairperson to plan and arrange convention activities. The Executive Board shall report at each biennial convention the time and place of the next biennial convention.

**SECTION 10. REMOVAL FROM OFFICE:**

(a) Elected officers will be removed from office for cause or for failure to perform satisfactorily their duties as mandated under Article I, Section 3 through 8, by the adoption of a resolution for named officer's removal by a two-thirds (2/3) vote of the Executive Board members present at a regular or special Executive Board meeting.

(b) Petition to submit a resolution for the removal of a Federation officer must be presented for Executive Board consideration by the Federation President, or by three (3) or more members of the Executive Board or by ten (10) or more chapters.

(c) Petition to submit a resolution for removal of a Federation District Vice President must be presented for Executive Board consideration by the Federation President or by three (3) or more members of the Executive Board, or by three (3) or more chapters within that District Vice President's district.

(d) The Federation President, upon receipt of such a petition for removal, if a regular scheduled meeting of the Executive Board is not feasible, shall call a special meeting of the Board in accordance with Article I, Section 2.

(e) The said officer who is being considered for removal, shall have the opportunity to appear before the Executive Board, at a regular or special scheduled meeting, to present, verbally or in writing, their viewpoint concerning his/her removal.

(f) The Executive Board, after due deliberation of the resolution for removal of the named officer, and providing such resolution is adopted, shall provide a period of fifteen (15) days for the named officer to present a formal resignation to the President prior to the effective resolution for his/her removal.

(g) The vacancy of the office created by resignation or removal shall be filled in accordance with Article I, Section 2(b).

## ARTICLE II DISTRICTS

(a) The state will be divided into seven (7) Districts beginning at the eastern end of the state.

(b) The Executive Board shall assign chapters to each District and is empowered to make changes in any District where circumstances may warrant.

(c) The list of districts and the chapters assigned thereto shall be attached to become an addendum to these Bylaws.

## ARTICLE III FISCAL YEAR AND REVENUE

**SECTION 1. FISCAL YEAR:** The fiscal year of the Federation shall commence July 1 of each year.

### **SECTION 2. REVENUES:**

(a) The revenues of this Federation shall be as follows: (1) from the ten percent (10%) of the National dues of each member within Pennsylvania which is returned to the State Federation; (2) from the annual payment by each member chapter of a per capita tax of twenty-five cents (\$0.25) per member in good standing as of the end of the previous calendar year; (3) from any gifts, donations, or bequests that may be received by the Federation.

(b) The per capita tax shall become due and payable upon the receipt of the convention call provided for in Article I, Section 6(b) and/or notice from the Treasurer, in convention years and when paid entitles the chapter to full membership in the Federation for the calendar year in which it is levied. Chapters shall remit their per capita tax to the Treasurer as soon as possible after receipt from the First Vice President the authorized chapter membership as of December 31<sup>st</sup> of the previous calendar year. Newly organized chapters shall not be required to pay per capita tax for any period of the calendar year in which their charter is dated, but shall comply with the provisions hereof and shall be entitled to the number of convention delegates specified in Article V, Section 4(a) of these Bylaws.

(c) Any new chapter whose charter is dated between the first day of January and the opening of that year's convention shall be entitled to the number of convention delegates specified in Article V, Section 4(a) of the Bylaws, and shall be accorded all the rights and privileges of every affiliated chapter.

(d) The per capita tax shall be forgiven when a realistic and adopted budget reflects an unencumbered balance of \$10,000 in due consideration of projected income and expenditures.

**SECTION 3. DELINQUENCY:**

Chapters, which do not pay their per capita tax prior to the registration of delegates at a regular convention, shall be considered delinquent and shall forfeit all voting rights at the convention.

**ARTICLE IV**  
**BUDGET AND AUTHORIZED EXPENSES**

**SECTION 1. BUDGET:**

(a) A biennial budget shall be prepared as specified in Article I, Section 3(f) of these Bylaws.

(b) The approved budget may be subsequently revised to meet unforeseen contingencies, when approved by two-thirds (2/3) vote of the Executive Board. The Treasurer shall advise the President of each member chapter of changes in the revised budget.

(c) No claim for payment of Federation funds shall be approved for any item not authorized for inclusion in the budget as provided herein.

**SECTION 2. AUTHORIZED EXPENSES:**

(a) All authorized expenses incurred by Executive Board members, chairpersons of committees, or alternates, and officers or members of any affiliated chapter who attend Executive Board meetings in the performance of their duties, at the written request and when authorized in writing by the Federation President, are reimbursable, provided funds are available, and provided paragraph 1(a) and 1(b) above have been complied with.

(b) Each state officer and the Immediate Past President who attend the biennial convention, in compliance with Article I, Section 1(e), shall be reimbursed for expenses incurred in the performance of their duties, subject to limitations provided by Article IV of these Bylaws. Any expenses so incurred must be financed by each individual officer, and every claim for reimbursement must be supported by a statement itemizing separately each type of expenditure included in paragraph (c) below. The statement shall include a certification that all of the official duties in connection therewith have been carried out fully.

(c) Allowances for authorized travel shall be (1) actual cost of transportation by common carrier, such as bus, train, etc., including taxi fare plus fifteen percent (15%) tip where necessary, or travel by personal automobile based on the actual cost of vehicle operation as authorized by the National Headquarters; (2) cost of hotel or motel room, plus reasonable amounts for meals according to the prevailing rate in the locality in which Federation business is conducted; (3) tips to waiters, hotel bellmen, and station porters; (4) tolls on toll roads and bridges; (5) postage, telegram and long distance telephone calls within the State of Pennsylvania, and other long distance phone calls outside of Pennsylvania necessary in the conduct of Federation business.

### **SECTION 3. CONVENTION EXPENSES:**

(a) The convention expenses are the joint responsibility of the Federation and the sponsoring chapters(s). The Federation shall advance to the convention sponsoring chapter(s), upon request, an appropriate sum of money to be used toward the convention expenses. The net profit of the convention shall be equally divided among the sponsoring chapter(s) and the Federation.

(b) The sponsoring Convention Chairperson shall submit to the Federation a financial report of the convention receipts and expenditures in accordance with Article V, Section 3(d).

### **SECTION 4. ALLOCATION OF FUNDS:**

The allocation of available funds shall be budgeted to the following accounts:

1. A travel account for each officer.
2. Postage account.
3. Printing and reproduction account.
4. Secretary's office expense account.
5. Treasurer's office expense account.
6. Executive Board account.
7. Convention expense account.
8. Other normal organizational usage account.
9. Such other account as may be necessary to maintain an adequate bookkeeping system.

**ARTICLE V**  
**CONVENTIONS**

**SECTION 1. NOMINATION AND ELECTION OF OFFICERS:**

(a) Sixty (60) days prior to the convention, the President shall appoint, from various districts, five (5) members to a Nominating Committee, one (1) whom shall be designated the Chairperson.

(b) The Nominating Committee shall prepare and present a slate of officers for the statewide offices. A statewide office is any elective office other than District Vice President. Further nominations may be made from the floor of the convention.

(c) No member may be nominated for more than one statewide office.

(d) If more than one (1) person is nominated for any statewide office, election for such office or offices shall be by written ballot. There shall be one (1) ballot for all offices. If there is only one (1) nominee for each office, election shall be by voice vote. Without exception, tabulating and reporting to the open session of the Federation Convention the result of a written ballot shall be according to Robert's Rules of Order, Newly Revised.

(e) A qualified member of any affiliated chapter may be elected to the office of District Vice President. Each District Vice President shall be elected in caucus of the chapters within his/her district. In voting for District Vice President, each chapter within the District shall have one (1) vote.

**SECTION 2. TIME AND PLACE:**

(a) Conventions shall be held biennially; the convention city shall be selected by the delegates, but if they fail to act, by the Executive Board; convention dates shall be selected between the Executive Board and the Convention Committee of the host chapter.

(b) The Executive Board may, for sufficient cause or in case of an emergency, change the place or dates or both of the convention.

(c) The State convention shall be scheduled and held not less than ninety (90) days prior to the National Convention to allow the State Federation sufficient time for resolutions concerning National affairs to be submitted to, the National Association sixty (60) days prior to the National convention.

**SECTION 3. CONVENTION SPONSOR:**

(a) The convention sponsoring chapter(s) shall appoint a Convention Chairperson, a Convention Treasurer, a Chaplin, at least three (3) Sergeants at Arms, and other committees as may be required. A copy of the Federation publication "Guide for Chapters Hosting a Convention" shall be given the Convention Chairperson for information and guidance of the various convention committees.

(b) In consultation with the Convention Chairperson, the Federation President shall appoint a parliamentarian from the general area of the convention site, if a competent parliamentarian is available. If none is available, the Federation President shall appoint the parliamentarian, preferable from the ranks of members, whose expenses may be paid in accordance with Article IV, Section 2(c), Items 1, 2, 3, and 4 of these Bylaws.

(c) The Convention Chairperson shall consult with the Federation President, Secretary, and Treasurer for advice and information as may be necessary regarding the convention agenda, memorial service delegate registration, finances, etc.

(d) The Convention Chairperson shall submit to the Federation Treasurer, within forty-five (45) days after close of the convention, a detailed financial statement of all receipts and expenditures including receipted bills. The financial statement shall include accountability of all registration fees, the money advanced by the Federation, and the Federation's share of the net profit of the convention.

#### **SECTION 4. DELEGATES:**

(a) Each chapter in good standing shall be entitled to one (1) delegate for each twenty-five (25) paid up chapter members or fraction thereof, as shown on the membership report submitted by the Federation First Vice President to the Federation Treasurer, as well as to each chapter president, as of the last day of the preceding calendar year. Each chapter shall have at least one (1) delegate.

(b) Chapters shall elect their authorized convention delegates and alternates not later than at their regular February meeting, and shall furnish the Federation Secretary with the names and addresses of those so elected within two (2) weeks. The number of members in good standing in the chapter as of the 31<sup>st</sup> of December of the previous calendar year. Chapters which meet less than monthly shall comply with the provisions of this paragraph no less than sixty (60) days prior to the State Convention.

(c) Voting, generally, shall be by voice vote, and each delegate, each Federation Officer, and each Past Federation President shall be entitled to a voice and vote. When a roll call or written ballot is taken, the delegate for any affiliated chapter may together cast the chapter votes, votes of each chapter to be divided according to the delegates' choices. The value of the vote of each chapter delegate attending a session of the convention, on roll call and ballot votes, shall be equal to the ratio of the number of votes to which the chapter is entitled/the number of delegates of the chapter that are present. The number of ayes and nays and those abstaining shall be totaled and nearest whole number to these totals shall be reported to the Teller. Without exception, tabulating and reporting to the open session of the Federation Convention the result of a written ballot shall be according to Robert's Rule of Order, Newly Revised.

(d) Each chapter in good standing shall have the power to assign its proxy to a delegate of another chapter in good standing or a delegate-at-large. However, the chapter shall see that its per capita tax and registration fees are paid in order for the proxy to be eligible to represent the chapter. No delegate shall serve as proxy for more than three (3) chapters. A chapter duly represented at the convention shall cast its own vote.

(e) The registration fee for delegates and proxies shall be \$2.00 for each vote to which a chapter is entitled.

(f) Each officer, including District Vice President and each Federation Past President, shall have the status of Delegate-at-Large, if not voting as a chapter delegate, upon payment of the registration fee of \$2.00. Delegates-at-Large are entitled to one (1) vote on a roll call or written ballot.

## **SECTION 5. RESOLUTIONS:**

(a) Resolutions for presentation to a convention shall be submitted to the Federation Secretary, and shall bear the date of its adoption by the chapter. Each resolution shall be restricted to a single subject and related changes. Upon receipt, the Secretary shall give the resolution an identifying category, i.e., Legislation - National or State, Bylaws - National or Federation, General Resolutions, etc. The original resolutions shall be retained by the Secretary and processed in accordance with Article VII, Paragraph (a); the duplicates shall be assembled according to category and delivered to the appropriate chairman for presentation to the convention.

(b) Resolutions shall be sent to the Secretary not later than sixty (60) days prior to the opening date of the convention. The Secretary shall reproduce

each resolution in full according to its category. Not later than thirty-five (35) days prior to the opening date of the convention, the Secretary shall send a complete list of resolutions to each member chapter and to each Federation Officer and Past President. Sufficient copies of resolutions shall be reproduced for distribution to delegates, committee members, and other interested persons at the convention. Resolutions received too late for printing shall be referred to the proper committee and shall be presented to the delegates after the printed resolutions have been acted on by the committee or otherwise disposed of. Before all late resolutions may be considered for floor action, a two-third (2/3) vote approving such consideration shall be required. The adoption of any such resolution relating to changes in Federation Bylaws shall be referred to the Executive Board for referendum to the chapters.

(c) Any delegate whose chapter has submitted to the Secretary any resolution which is not included in the resolutions acted upon by a committee may submit their chapter's resolution to the convention delegates for action, subject to the limitations set forth in Paragraph (b) above.

(d) No committee shall withhold from presentation to the convention any resolutions received by it, in accordance with the provisions of these Bylaws, unless it has been withdrawn, merged into, or grouped with another similar resolution.

(e) The vote on any resolution proposing to increase or decrease the per capita tax to be paid by affiliated chapters shall be by roll call only.

#### **SECTION 6. QUORUM:**

(a) A quorum necessary to transact business shall be a majority of the persons registered as qualified delegates, provided that at least six (6) chapters are represented.

(b) At the point in the order of business that a quorum has been established, the Credentials Committee shall report to the convention the number of properly accredited delegates registered and the number of affiliated chapters represented. The Committee shall make a supplementary report at the opening of each subsequent convention day, of the additional delegates and chapters registered and represented, and prior to adjournment a final report of such information.

## **SECTION 7. ORDER OF BUSINESS:**

The following order of business may be changed by the Presiding Officer or by a majority of the delegates present and voting on the question.

1. Call convention to order.
2. Invocation.
3. Pledge of Allegiance to the Flag.
4. Memorial Service.
5. Preliminary report of Credentials Committee.
6. Report of Rules Committee.
7. Roll call of Officers and Chapters.
8. Adoption of minutes of previous convention.
9. Reading of communications.
10. Reports of Officers.
11. Reports of Committees.
12. Unfinished business.
13. Report of Time and Place Committee for next convention.
14. New Business.
15. Election and installation of Officers.
16. Good of the Federation.
17. Benediction.
18. Adjournment.

## **ARTICLE VI** **AMENDMENTS**

### **SECTION 1. METHOD:**

(a) These Bylaws, as distinct from but not in conflict with the Constitution, relating to matters of local concern and convenience, may be adopted or amended by two-thirds (2/3) vote of any convention, provided thirty (30) days advance notice has been given to the chapters. All Bylaws resolutions, not in conflict with NARFE Articles of Incorporation and Bylaws, shall become effective upon adoption.

(b) In the absence of previous notice as required above, these Bylaws may be amended by a resolution adopted by a two-thirds (2/3) vote of the delegates cast at a convention, subject to ratification by referendum to the chapters.

(c) These Bylaws may also be amended by resolution initiated and adopted by a two-thirds (2/3) vote of the Executive Board, subject to ratification by referendum to the chapters, as provided in paragraph (d) below.

(d) A referendum to chapters shall be by publication in the minutes of the Executive Board meeting. A ballot shall be forwarded to each member chapter by the Federation Secretary. Chapters shall then have a period of sixty (60) days (excluding July and August) to vote on the amendment and certify the vote to the Federation Secretary. Each chapter shall have for this purpose as many votes as the number of delegates to which it was entitled at the previous State convention, and two-thirds (2/3) of the votes recorded within the time limit shall validate the amendment. Chapters chartered since the previous convention shall cast votes to which the current membership entitles them.

## **ARTICLE VII** **REPORTS**

(a) 1. The Secretary shall prepare a resumé of the convention proceedings and copies thereof shall be sent to each Federation Officer, each Chapter President, the National Field Vice President, and the National President. The complete wording of amendments to bylaws and other resolutions adopted at a State convention shall be included in the resumé of proceedings of the convention.

2. The Secretary shall complete the Convention Report Form. The original copy of adopted resolutions relating to National matters shall be marked "Adopted" and the date of adoption, and forwarded with the Convention Report Form to the National Secretary.

(b) The Federation First Vice President shall submit to the Federation Officers and Chapter Presidents for statistical purposes a membership report compiled from National Headquarters for quarterly periods ending March 31, June 30, September 30 and December 31. The report shall contain a breakdown of new members recruited by National or Chapter. For the purpose of this report and these bylaws, a new member is one coming within the purview of Article I, Section 1, of the National Bylaws, as amended.

## **ARTICLE VIII** **NATIONAL CONVENTIONS**

(a) In accordance with the Bylaws of the National Association, the Federation President shall have the status of delegate-at-large and shall be entitled to one (1) vote.

(b) If the Federation President is not able to serve, any Federation Officer, in order of succession, shall serve as delegate-at-large and cast one (1) vote to which the Federation is entitled.

(c) The State Federation shall establish a National Convention Fund to compensate members of the Executive Board and Committee Chairpersons who attend National Conventions.

1. The amount of the fund shall be included in the Biennial Budget as specified in Article I, Section 3(a), of these Bylaws.

2. The President, or his designee, shall be fully compensated from this fund. The balance of the fund, not to exceed actual expenses, shall be equally divided to compensate other members of the Executive Board or Committee Chairpersons who request such compensation.

## **ARTICLE IX** **PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern in all cases not specified covered by the Constitution and Bylaws, by Convention Directive, and Convention Rules of Order. The list of Convention Rules of Order shall be attached to and become addendum to these Bylaws.

ADOPTED: May 14, 1974

AMENDED: May 6, 1975; May 8, 1977; May 9, 1978; October 31, 1978  
May 8, 1979; May 6, 1980; May 6, 1981; May 4, 1982; April 27, 1983;  
May 22, 1984; May 21, 1985; May 27, 1986 Referendum, November 6,  
1987; May 16, 1988; May 6, 1990; May 4, 1992.

### **Executive Board Ruling:**

The Executive Board has the authority to reimburse chapters who send out recruitment or retention letters in the amount established by the Executive Board. Each chapter shall submit PA FED Form M (revised 4-02) for reimbursement. The reimbursement is to cover cost of preparation and mailing to the chapters. In area(s) where united recruitment is in effect, the chapters involved may be treated as a single chapter. This ruling can be terminated at any time by the Executive Board, if funds are not available to support the program.

Above resolution was approved for adoption at the PA Federation Convention and implemented by the Executive Board, May 5-8, 2002.

**ADDENDUM I**  
**CONVENTION RULES OF ORDER**

**RULE 1.** The convention shall be called to order by the President.

**RULE 2.** The Credentials Committee shall give its report 45 minutes after the opening of each morning session, such report to include number of delegates, alternates, and proxies present, the number of chapters represented, etc.

**RULE 3.** All persons shall wear identification badges issued by the Credentials Committee at the business sessions.

**RULE 4.** Delegates shall be seated in the front section of the hall completely separated from the visitor's section. Only registered delegates shall be permitted to vote on any question.

**RULE 5.** To obtain the floor a delegate shall rise and address the Chair. Upon being recognized, they shall state their name and the name and the number of their chapter. They shall speak into the microphone, when such is provided.

**RULE 6.** Delegates shall be recognized in rotation at the microphones. However, if two (2) or more delegates rise to speak at the same time, the Chair shall decide who is entitled to the floor.

**RULE 7.** No delegate shall interrupt a speaker except to call for a point of order or point of information. A speaker thus interrupted shall be seated until the question has been decided.

**RULE 8.** No delegate shall speak more than twice on a question unless permitted to do so by a majority vote of the delegates present.

**RULE 9.** The first speech shall be limited to three (3) minutes, the second to two (2) minutes, except nominating speeches.

**RULE 10.** Nominating speeches shall be limited to three (3) minutes and not more than two (2) seconding speeches of two (2) minutes, each shall be allowed.

RULE 11. The committee reporting proposed resolutions shall read as much of the resolution as is consistent with clarity and shall recommend adoption or non-adoption of resolutions.

RULE 12. The recommendation of a resolutions committee when delivered shall be considered as a motion and a second is not required.

RULE 13. When voting on a resolution which a reporting committee has recommended be NOT ADOPTED, the vote shall be taken for the adoption of the resolution itself and not for the adoption of a negative committee recommendation. Before the vote is taken, however, the Chair shall announce clearly that the committee has recommended non-adoption.

RULE 14. No debatable motion or resolution shall be brought to a vote until the author or a delegate from the originating chapter has been given the opportunity to speak on it.

RULE 15. A motion to reconsider shall not be entertained unless offered by a delegate who voted on the prevailing side. A majority vote is required to reconsider.

RULE 16. Debate on a question of appeal from the decision of the Chair shall be restricted to the Appellant and the Chair.

RULE 17. The Chair upon the request of ten (10) or more delegates may grant a roll call or ballot vote, except that a roll call vote is mandatory to increase or decrease the per capita tax.

RULE 18. When a roll call or ballot vote is taken, all delegates present shall be afforded the opportunity to cast their votes before the polls shall be declared closed.

RULE 19. When a roll call or ballot vote is being taken, a motion to adjourn or recess shall be out of order until the voting has been completed and the Chair has announced the results of the vote.

RULE 20. An officer or delegate, or any other person attending the convention, who injects religious or racial remarks in his speech shall be declared out of order.

RULE 21. There shall be no smoking on the convention floor.

ADOPTED: 5 May 1990

AMENDED: 7 May 1980; 4 May 1981; 4 May 1982; 27 April 1983; 21 May 1984; September 2004.

Revised and amended March 2006

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Anthony Filardi, President

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**ADDENDUM II**  
**DISTRICT – CHAPTERS ASSIGNED**

**DISTRICT 1**

31 Philadelphia Center City  
404 Delaware County  
596 Philadelphia Greater Northeast  
664 Philadelphia Center Square  
1212 Metro Philadelphia  
1287 Lower Bucks - Levittown  
1301 Oxford Circle, Philadelphia  
1384 Montgomery County  
1695 Mayfair - Cottman  
1940 Media

**DISTRICT 2**

103 Reading  
372 Norristown  
377 Chester County  
413 Schuylkill  
740 Doylestown  
1102 Easton Area  
1371 Lehigh Valley

**DISTRICT 3**

129 Scranton  
342 Wilkes - Barre  
412 Williamsport  
1189 Pocono  
1258 Lewisbug  
1646 Susquehanna Valley  
1723 Greater Pittston  
2259 Pike-Wayne County

**DISTRICT 4**

102 Harrisburg  
301 Lancaster  
331 York  
373 Carlisle  
458 Lebanon Valley  
1063 Chambersburg  
1465 West Shore (Hbg) Camp Hill  
1797 Adams - Hanover Area  
1816 Mechanicsburg

**DISTRICT 5**

114 Pittsburgh Metro  
1296 Butler Area  
1556 Allegheny - Kiski  
1855 Mon - Yough White Oak  
1997 Armstrong County Area  
2002 Fayco

**DISTRICT 6**

143 Presque Isle (Erie)  
657 New Castle Area  
1575 North Central Area  
1778 Kinzua - Warren  
1782 McKean County - Bradford  
2094 Beaver County

**DISTRICT 7**

328 Altoona Area  
1130 Johnstown  
1616 Centre County Area  
1861 Somerset  
2093 Bedford County  
2124 Indiana



