

## **CHAPTER BYLAWS**

### **Article I. NAME**

This chapter shall be known as the New Braunfels Chapter, Number 0672 of the National Active and Retired Federal Employees Association. The chapter shall be affiliated with the Texas State Federation of Chapters, subject to the constitution and bylaws of that body.

### **Article II. OBJECTIVES**

**Section 1.** The objectives of this chapter shall be to support and work toward the objectives of the National Active and Retired Federal Employees Association, as set forth in Paragraph 3 of the Association's Articles of Incorporation. In furtherance of these objectives, this chapter shall conform with Association Bylaws. It shall operate in unity with policies established by the Association's national conventions and national executive board, together with such other activities looking toward the preservation of American institutions and ideals as shall be espoused by the Association.

**Section 2.** The Chapter shall not enter into any activities, arrangements or agreements which conflict with programs or activities of the Association.

### **ARTICLE III. MEMBERSHIP**

Any person who is or shall be eligible to receive an annuity or survivor annuity from any of the civilian retirement programs of any agency of the government of the United States or the District of Columbia shall be eligible for membership in the Association and this chapter without regard to race, color, sex or age.

### **ARTICLE IV. DUES**

The chapter dues shall be \$7.00 annually for each chapter member, with such dues used to carry out the chapter's business and functions. Membership dues received from NARFE National Headquarters shall be distributed in appropriate amounts to the Texas State Federation of Chapters and to the chapter. Any chapter document relating to dues or contributions must contain this statement: "Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes."

### **Article V. OFFICERS, EXECUTIVE COMMITTEE, AND COMMITTEES**

**Section 1.** Chapter officers shall be a president, vice president, a secretary and a treasurer, who shall be elected at the Annual Meeting to serve for a term of one year or until their successors are elected. Officers shall be chapter voting members. Chapter officers shall assume duties on the January 1<sup>st</sup> following their election at the Annual Meeting.

**Section 2.** The executive committee shall consist of the elected chapter officers (and other appointed officers and committee chairs as deemed appropriate). The executive

committee shall fill a vacancy in any office and shall exercise such other functions as the chapter may prescribe.

**Section 3.** The membership committee shall be appointed by the president. It shall be the duty of the members of this committee to develop a Membership Plan that describes organized efforts to gain and keep members, encourage Dues Withholding and contact lapsed members.

**Section 4.** The legislative committee shall be appointed by the president. It shall be the duty of the members of this committee to: a) keep abreast of state and national legislative matters concerning federal civil annuitants; and b) make recommendations for action to the chapter, the federation and the Association.

**Section 5.** The audit committee shall be appointed by the president to annually perform an audit of the financial records of the chapter.

**Section 6.** The president may appoint a service officer, a public relations officer, a sunshine committee (to visit the sick and look after the welfare of individual members), and such other committees as deemed desirable.

**Section 7.** The chapter may by resolution require the treasurer to give bond for the faithful performance of his or her duties. The expense of obtaining a bond shall be paid from the chapter funds.

#### **Article VI. CHAPTER MEETINGS**

**Section 1.** Regular meetings of Chapter Number 0672 of the National Active and Federal Retirees Association shall be held the third Friday of each month (except May and December) at New Braunfels, Texas, unless a meeting is canceled by previous chapter vote or by action by the chapter executive committee, with due and reasonable notice to members. The regular meeting in October shall be the annual meeting.

**Section 2.** Special meetings shall be called by the chapter president when necessary, or upon written request of ten (10) of the chapter's voting members. Written notice of all special meetings shall be given to each chapter voting member at least seven (7) days before such meeting.

**Section 3.** A quorum for conducting chapter business shall consist of ten (10) of the chapter's voting members, but less than a quorum may adjourn to meet on a future date, of which due and reasonable notice shall be given to each voting member.

#### **Article VII. NATIONAL CONVENTION DELEGATES**

Delegates to the Association's national convention shall be elected by the chapter's voting members, in accordance with the National Bylaws and federation guidelines, as soon as possible after the official count of membership and delegate strength is issued by National Headquarters.

**Article VIII. PARLIAMENTARY AUTHORITY**

The provisions found in *Robert's Rules of Order, Newly Revised* shall govern chapter business in all matters not in conflict with the chapter bylaws or the Association's Articles of Incorporation and National Bylaws.

**Article IX. AMENDMENTS**

An amendment to these bylaws shall be made by concurrence of two-thirds (2/3) of the voting members present and voting at any regular business meeting, provided written notice of the proposed amendment has been transmitted to all chapter voting members not less than sixty (60) days before the meeting at which the vote is taken. Amendments shall then be approved at National Headquarters before becoming effective.

Richard Valdez  
Chapter Secretary

November 19, 2010  
Date

APPROVED at National Headquarters

Eileen O'Hara  
National Secretary

November 30, 2010  
Date

## STANDING RULES

### Article I. CHAPTER MEETINGS

**Section 1.** All regular chapter meetings (except those held in May and December) shall be called to order at 10:00 a.m. by the presiding officer, and shall be adjourned at 11:00 a.m.

**Section 2.** The order of business at all regular chapter meetings shall be:

1. Call to order
2. Invocation (or moment of silence)
3. Pledge of Allegiance
4. Welcome new members and guests
5. Announcements
6. Reading of the minutes
7. Officers' reports
8. Committee reports
9. Unfinished business
10. New business
11. Program
12. Adjournment

### Article II. Adoption, Rescission and Suspension

**Section 1.** A standing rule shall be adopted, rescinded or suspended at a regular chapter meeting with the concurrence of a majority of the voting members in attendance. Previous notification to chapter members for such actions shall not be required.

**Section 2.** A standing rule shall only be suspended for the duration of a regular chapter meeting.

Richard Valdez  
Chapter Secretary

November 19, 2010  
Date