

National Active and Retired Federal Employees Association Vallejo Chapter 16 Bylaws

Article I. NAME

This chapter shall be known as the Vallejo Chapter, 16 of the National Active and Retired Federal Employees Association (NARFE). The chapter may be affiliated with the California State Federation, subject to the bylaws of that body.

Article II. OBJECTIVE

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 the Articles of Incorporation and the National Bylaws. In furtherance of these objectives, this chapter shall operate in unity with policies established by the Association 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 activities, arrangements or agreements that conflict with programs or activities of the Association or its bylaws.

Article III. MEMBERS

Section 1. Any person who is a dues-paying member of NARFE National shall be eligible to join the chapter. A member who pays chapter dues is in good standing.

Section 2. The chapter may provide for nonvoting members as allowed in the National bylaws defining associate, social members, and supporting members.

Section 3. NARFE members who affiliate with any chapter other than their "Home Chapter" shall be designated as Associate Members. Associate Members shall pay chapter dues paid directly to the chapter; for those who are members of another chapter, these chapter dues will be separate and in addition to chapter dues paid to their home chapter.

Section 4. Social members, who are not eligible to join the Association, may be enrolled as social members upon payment of chapter dues directly to the chapter. A social member may not hold office nor have a vote except as to social events of purely local concern. Social members are not members of the Association and cannot vote.

Article IV. DUES

Section 1. The annual chapter dues are \$11.00 and shall be used to meet expenses of carrying out chapter business and functions.

Section 2. 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

Section 1. Chapter officers shall be a president, a first vice president, a second vice president, and a secretary and a treasurer (or secretary-treasurer if the positions are combined). The officers shall be voting members and elected at the annual meeting and may be nominated by the nominating committee or from the floor. The officers shall be elected by ballot, or by voice vote if only one candidate for office, to serve for one year or until their successors are elected, and their term of office shall begin upon installation at the October meeting.

Section 2. The chapter may by resolution require the treasurer (or the secretary-treasurer) to give bond for the faithful performance of his or her duties. The expense of obtaining a bond shall be paid from chapter funds.

Section 3. If there is a vacancy in the office of the president, the first vice-president shall serve as president until the next election. If there is a vacancy in any other office, the executive committee shall fill such vacancy for the unexpired term.

Section 4. The duties of the President, first vice president, secretary, and treasurer (or secretary-treasurer) are standard duties detailed in the *Chapter and Federation Officers Manual*, F-10. The second vice president is the chapter Alzheimer's Chair.

Article VI. MEETINGS

Section 1. Regular meetings shall be held on the second Tuesday of each month at the place and time announced in the monthly newsletter, unless a meeting is cancelled by previous chapter vote or by action of the chapter executive committee, with due and reasonable notice to members. The regular meeting in September shall be the annual meeting.

Section 2. Quorum for conducting chapter business shall consist of 10 of the chapter's voting members, two of whom must be elected officers, but less than a quorum may adjourn to meet on a future date, of which due notice shall be given to each voting member. If less than a quorum is present, members may run the program but may not make decisions.

Section 3. Special meetings shall be called by the chapter president when necessary, or upon written requests of 10% of the chapter's voting members. Written notice of all special meetings shall be given to each chapter voting member at least seven days before such meeting.

Article VII. EXECUTIVE COMMITTEE

The executive committee shall consist of the elected chapter officers, immediate past president and the following committee chairs: Hospitality, Legislation, Membership, Newsletter Editor, Network Coordinator, Public Relations, Service and Sunshine. The executive committee shall exercise such other duties as the chapter

may prescribe. Quorum for an executive committee meeting shall consist of a majority of the executive committee.

Article VIII. COMMITTEES

Section 1. The membership chair shall be appointed by the president. It shall be the duty of the chair to develop a membership plan that describes organized efforts to gain and keep members, encourage dues withholding and contact lapsed members.

Section 2. The legislative chair shall be appointed by the president to: a) keep abreast of state and national legislative matters concerning federal civilian annuitants and prospective annuitants; and b) make recommendations for action to the chapter, the federation and the Association.

Section 3. The president shall appoint a service officer, a public relations officer, a sunshine committee or chair, hospitality chair, newsletter editor, nominating committee chair, a network coordinator and such other committee chairs and committees as deemed desirable. The duties of each chair are detailed in the *Chapter and Federation Officers Manual, F-10*.

Section 4. The audit and budget chair shall be appointed by the president to annually perform an audit of the financial records of the chapter.

Section 5. The president shall be an ex-officio member of all committees except the nominating and audit committees.

Section 6. Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed, as the need arises, to carry out a specified task.

Section 7. Each committee chair is encouraged to solicit members to serve on the committees with them.

Article IX. 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, federation bylaws, or the Association's Articles of Incorporation and National Bylaws.

Article X. AMENDMENTS

Section 1. An amendment to these bylaws shall be made by concurrence of two-thirds 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 30 days before the meeting at which the vote is taken.

Section 2. Amendments shall be approved at National Headquarters before becoming effective.

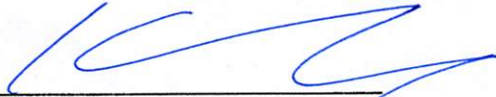
Melanie McCross-

Chapter Secretary/Treasurer

March 12, 2020

Date

APPROVED at National Headquarters



National Secretary/Treasurer

Kathryn E. Hensley

6/15/21

Date

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