

Standing Rules – NARFE Chapter 112 Greater St. Louis

Nov 12, 2017

Rule 1 – Chapter Dues and Chapter Meetings

Section 1 – Dues. The Greater St. Louis Chapter 112 dues are eight dollars (\$8.00) per year.

Section 2 – Meeting Date and Time. Regular chapter meetings shall be held on the second Tuesday of each month at 12:00 noon at a location recommended by the executive board and approved by a voting majority of members attending regular meetings, and shall be communicated to the membership by one or more of the following means: newsletter, website, email, phone call.

Section 3 – Order of Business. At all regular chapter meetings, the order of business shall be:

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Introduction of New Members and Guests
5. Scheduled Program or Speakers
6. Chapter Business Agenda
7. Social Activities and Announcements
8. Adjournment

Section 4 – Chapter Business Agenda. The business agenda may be omitted for any one meeting at the discretion of the president with approval of the attendees, and may consist of any or all of the following items:

1. Reading of Minutes
2. Officer Reports
3. Committee Reports
4. Unfinished Business
5. New Business
6. Announcements

Section 5 – Special Meetings. May be scheduled and conducted at the discretion of the executive board for the purpose of membership recruitment, political talks/rallies, fundraising, social events, and other reason that are beneficial to the chapter and the Association.

Section 6 – Automatic Cancellations. Meetings are cancelled if schools are closed, or if local authorities close the roads, due to snow or any other hazardous condition, on the day of the meeting.

Rule 2 – Chapter Executive Board Meetings

Section 1 - Date and Time. The executive board meeting frequency, location and time shall be established by the chapter president with approval by a majority of the executive board members.

Section 2. Vacancies. Chapter officer vacancies are addressed in the chapter bylaws. Appointed executive board member positions and committee chair positions will be considered vacant if the incumbent fails to attend three consecutive board meetings without communication with and approval by the chapter president.

Rule 3 – Federation and National Membership Meetings

Section 1 – Attendance. Chapter members are encouraged to attend and participate in all federation and national membership meetings.

Standing Rules – NARFE Chapter 112 Greater St. Louis

Nov 12, 2017

Section 2 – Compensation. At the discretion of the chapter executive board, and when chapter funds are available, chapter members attending federation and national membership meetings will be reimbursed for some portion of their registration and travel expenses. Estimated federation/national meeting expenses will be included in the annual chapter budget, and the executive board will determine how it is disbursed. Attendees' compensation may be paid at the first regular chapter meeting following the federation or national meeting they attended, but no later than one month following the event without executive board concurrence.

Rule 4 – Executive Board

Section 1 – Members of the Board. In addition to the elected officers (president, 1st VP, 2nd VP, treasurer, and secretary), two at-large board members may be elected. Additional board members are the past president, legislative officer, membership officer, service officer, nominating and balloting committee chair, newsletter editor, Alzheimer fund coordinator, webmaster, NARFE-PAC coordinator and others as deemed necessary by the executive board.

Section 2 – Voting Members. The elected officers, elected board members and the past president are voting members. The non-voting board members contribute to the decision-making process by expressing their opinion, making recommendations, researching and reporting on the issues.

Section 3 - Duties and Responsibilities. Board member duties are as defined in the *Chapter & Federation Officers Manual*, F-10, and may be further defined in the chapter bylaws and standing rules

Section 4 – Legislative Officer. Unless reassigned by the chapter president with approval of the board, the elected 1st VP will serve as the chapter legislative officer and chair the legislative committee.

Section 5 – Membership Officer. Unless reassigned by the chapter president with approval of the board, the elected 2nd VP will serve as the chapter membership officer and chair the membership committee.

Section 6 – Service Officer.

Section 7 – Chair, Nominations & Balloting. The committee chair will ensure that all chapter nominations and balloting are conducted according to Rule 5 – Chapter Officer Election and Rule 6 – Resolutions and Bylaws Changes

Section 8 – Newsletter Editor.

Section 9 – Alzheimer Coordinator.

Section 10 – Webmaster.

Section 11 – NARFE-PAC Coordinator.

Section 12 – Other.

Rule 5 – Chapter Officer Election

Section 1 – Call for Candidates. On or before June 1 of each year, the nominations and balloting committee shall prepare for approval by the executive board, a call-for-candidates statement, a nomination form and a proposed ballot format for the annual election of chapter officers and board members. The executive board approved call statement and nomination form will then be provided to chapter members on or about July 1 by one or more of the following means: mail, newsletter, website, email.

Standing Rules – NARFE Chapter 112 Greater St. Louis

Nov 12, 2017

Section 2 – Nominations. Nominations from the floor may be taken at the regular chapter meetings in August and September. All candidates for chapter officer and board positions must complete the nomination form and return it to the nominations and balloting committee by September 15. The committee will then prepare an official ballot with the names of all nominees for executive board approval.

Section 3 – Balloting. The official ballot will be provided to chapter members on or about October 1 by one or more of the following means: mail, newsletter, website, email. Chapter members must return the completed ballot with their votes to the committee by November 1, allowing time to count the votes before the annual chapter meeting in November.

Section 4 – Election Results. The results of the officer and board member election will be presented by the nominations and balloting committee at the annual chapter meeting in November. At this meeting the committee chairs and other appointed positions may be announced by the chapter president.

Section 5 – Oath of Office. The elected officers and board members, plus the members in appointed positions, may take the oath of office at the annual holiday luncheon in December. The elected officers and board members must take the oath of office prior to the close of the first meeting in January.

Rule 6 – Resolutions and Bylaws Changes

Section 1 – Change Proposals. The nominations and balloting (N&B) committee shall maintain a Chapter Resolutions & Bylaws Change form, approved by the chapter board, that is suitable for describing a proposed change or amendment. This proposal form shall be available to chapter members on an ongoing basis for their use to propose changes. Any chapter member may initiate a change proposal at any time by filling out the form and sending it to the N&B committee chair. The proposal will be reviewed by N&B and presented with recommendations to the executive board. The proposal may be accepted for balloting, returned for revision and clarification, or rejected by the executive board.

Section 2 – Balloting. For accepted chapter resolutions and bylaws change proposals, the N&B committee will prepare a ballot for use by chapter members. The proposal and the ballot will be provided to chapter members by one or more of the following means: mail, newsletter, website, email.

Section 3 – Voting Results. Chapter members must return the completed ballot with their votes to the N&B committee within thirty days. The committee will present the results of the vote at the next regular chapter meeting.

Section 4 – Implementation Dates. The effective date of membership approved changes will be immediate unless otherwise determined by the chapter bylaws and standing rules.

Rule 7 – Chapter Newsletter

Section 1 – The chapter newsletter is published quarterly and made available to all chapter members, and selected federation and national officers. The chapter executive board may identify other recipients.

Section 2 – The newsletter may be published by mail, email, and chapter website.

Section 3 – Inputs to the newsletter are due to the newsletter editor on Mar 15, June 15, Sep 15 and Dec 15 with publication due by the first day of the following month.

Section 4 – The newsletter editor will work with the membership committee and treasurer and maintain an up-to-date newsletter address file.

Standing Rules – NARFE Chapter 112 Greater St. Louis
Nov 12, 2017

Section 5 – The chapter treasurer will include newsletter printing and mailing expenses in the chapter budget. Newsletter printing and mailing costs are billed directly to the chapter treasurer. The return address on the newsletter is that of the chapter treasurer.

Rule 8 – Changes to Chapter Standing Rules

Section 1 – Changes to these standing rules that do not conflict with the chapter bylaws may be made with the concurrence of a majority of the executive board voting members.

Section 2 – Any chapter member may propose a change to the standing rules using the process described in Rule 6 – Resolutions and Bylaws Changes.

Section 3 – A proposed change to the standing rules that is in conflict with the chapter bylaws, will not be approved by the executive board. However, a request to amend the chapter bylaws may be appropriate.

Section 4 – Chapter members shall be notified thirty days before a standing rule change is implemented.

Section 5 – For a change in chapter dues, NARFE Headquarters requires a minimum of 90 days advance notice.