

Bylaws - NARFE Chapter 112 Greater St. Louis
Adopted at the Nov 7, 2017 Chapter Meeting
Revised January 1, 2020

Article I. NAME

This chapter shall be known as the Greater St. Louis Chapter, number 112 of the National Active and Retired Federal Employees (NARFE) Association. The chapter shall be affiliated with the Missouri State Federation of Chapters, subject to the bylaws and policy 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 Rule IV, Section 2C of the National Bylaws:

1. Establish at the local level, programs for the recruitment and retention of Association members;
2. Keep members informed on the plans and activities of the Association;
3. Gain the members' appreciation of the Association's need for and importance of their active support;
4. Provide opportunities at the local level to become well informed on the issues confronting the Association at the federal and state levels;
5. Provide mutual assistance and support to solve problems that an individual member may be unable to solve alone; and
6. Establish at the local level a means of direct participation in achieving Association objectives and goals.

In furtherance of these objectives, the chapter shall operate in unity with policies established by the Association membership and by the Association National Executive Board, together with such other activities looking toward the preservation of 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 or bylaws of the National Association or the Missouri Federation.

Article III. MEMBERS

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

Section 2. The chapter executive board may waive the payment of chapter dues requirement on a case by case basis.

Section 3. The chapter does not currently provide for nonvoting members, but may do so as allowed in the National Bylaws for associate and social members.

Article IV. DUES

Section 1. The chapter shall fix such dues as are necessary to meet the expenses of carrying out chapter business and functions, and is an amount proposed by the chapter executive board, approved by the chapter membership, and stated in the chapter standing rules.

Section 2. All chapter fees and dues must be used to support Association objectives as stated in the Articles of Incorporation in the NARFE National Bylaws.

Section 3. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

Article V. OFFICERS AND EXECUTIVE BOARD

Section 1. Chapter officers shall be a president, a first vice president, a second vice president, a secretary and a treasurer. The officers shall be chapter members and are elected at the annual chapter meeting, designated below in Article VII. Nominations may be obtained by the nominations and balloting committee or from the floor. Details of the nomination and voting process are in the chapter standing rules.

Bylaws - NARFE Chapter 112 Greater St. Louis
Adopted at the Nov 7, 2017 Chapter Meeting
Revised January 1, 2020

Section 2. Terms of Office. Officers serve for a term of one year and may be reelected to serve additional one-year terms. Officers shall assume their duties immediately after taking the oath of office, to be accomplished no later than January 31 of the year for which they were elected. Chapter officers shall fulfill their standard duties, which are detailed in the *Chapter & Federation Officers Manual*, F-10 and may be further defined here and in the chapter standing rules.

Section 3. Officer Vacancy. If there is a vacancy in the office of the president, the first vice-president shall serve as president until the next election. If the first vice president position is vacant and when there is a vacancy in any other office, the executive board shall fill such vacancy for the unexpired term.

Section 4. Executive Board. The chapter executive board shall consist of the elected chapter officers, elected board members, the immediate past president, and other appointed officers and committee chairs as deemed appropriate by a majority of the executive board members. The executive board shall meet at the call of the president and exercise such duties as the chapter members may prescribe for chapter operations. Quorum for an executive board meeting shall consist of the chapter president, or the acting president, and two additional members of the executive board.

Section 5. The chapter executive board 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 chapter funds.

Section 6. President. The chapter president shall preside at chapter and executive board meetings, shall be an ex-officio member of all committees except the nominations and balloting committee, may sign or endorse checks in the absence of the chapter treasurer; and shall perform such other duties as the executive board may direct. The president shall make an annual report to the membership on the status of the chapter at the annual chapter meeting.

Section 7. Chairs of Committees. The president may appoint, with approval by a majority of the executive board, committee chairs, a service officer, a newsletter editor, a NARFE-PAC coordinator, a public relations officer, a sunshine committee and such other positions and committees as needed. The duties and responsibilities for the appointed positions are as defined in the *Chapter & Federation Officers Manual*, F-10 and may be further defined in the chapter bylaws and standing rules.

Section 8. First Vice President. The first vice president shall preside at chapter and executive board meetings in the absence of the president, and shall perform such other duties as the president and executive board may direct.

Section 9. Second Vice President. The second vice president shall preside at chapter and executive board meetings in the absence of the president and the first vice president, and shall perform such other duties as the president and executive board may direct.

Section 10. Secretary. The chapter secretary duties may differ from those defined in the *Chapter & Federation Officers Manual*, F-10. The chapter secretary shall:

1. Keep a record of all chapter and executive board meetings
2. Maintain a roster of chapter officers, committee chairs, and board members
3. Maintain chapter files and preserves all permanent official documents, including the bylaws and other organizational papers
4. Report changes in officers, committee chairs and chapter dues to National Headquarters' Federation & Chapter Services section on Form F-7 by mail or online no less than annually
5. Prepare the chapter's general correspondence, other than correspondence that is the responsibility of another officer or committee chair
6. Order necessary supplies and forms for the chapter with Form F-18 online or by mail

Bylaws - NARFE Chapter 112 Greater St. Louis
Adopted at the Nov 7, 2017 Chapter Meeting
Revised January 1, 2020

Section 11. Treasurer. The treasurer shall receive, receipt for, manage and disburse all chapter monies and keep a record of all such transactions, including bank statements, in the manner and detail defined in the *Chapter & Federation Officers Manual*, F-10, and:

1. The treasurer shall, at each regular chapter meeting and at the end of term of office, provide a written report showing receipts and disbursements of chapter funds.
2. The treasurer shall ensure that all chapter checking, savings and investment accounts have at least two authorized signatures for funds withdrawal. This may be the chapter president and the chapter treasurer.

VI. COMMITTEES

Section 1. Membership Committee. The committee chair and members shall be appointed by the president. It shall be the duty of the members of this committee to:

1. Develop a membership plan that defines chapter efforts to gain and keep members, to encourage dues withholding, and to contact potential, new and lapsed members, as described in *Chapter & Federation Officers Manual*, F-10.
2. Maintain file copies of the *NARFE Insider* and the *Recruitment and Retention Journal*
3. Maintain a current roster of chapter members
4. Provide a sign-in sheet for chapter meeting attendees, and then greet and identify new members, visitors and guests attending chapter meetings
5. Maintain chapter meeting attendance records.
6. Reports member changes of address and deaths to National Headquarters using the OAM member roster online, or mailed forms
7. Coordinate membership roster changes with the chapter treasurer, newsletter editor, and others as needed.
8. Additional membership committee responsibilities, and the number of members, may be defined by the committee and by the chapter executive board.

Section 2. Legislative Committee. The committee chair and members shall be appointed by the president and have the responsibilities described in the *Chapter & Federation Officers Manual*, F-10 to:

1. Keep abreast of state and national legislative matters concerning federal employees and annuitants
2. Provide legislative status updates at chapter meetings
3. Make recommendations for action to the chapter, the Federation and the Association.

Section 3. Audit Committee. The committee chair and members shall be appointed by the president to annually perform an audit of the financial records of the chapter.

Section 4. Nominations and Balloting Committee. The committee chair and members shall be appointed by the president with approval by the board to annually oversee the chapter officers' nominations, balloting, voting and election process as specified in the chapter standing rules. This is a standing committee and shall be responsible for conducting all official balloting and voting required for chapter operations as specified in the chapter standing rules.

Article VII. MEETINGS

Section 1. Regular meetings shall be held monthly on the day and time specified in the chapter standing rules unless a meeting is cancelled by a previous chapter vote or by action of the chapter executive board, with due and reasonable notice to members. The regular meeting in November shall be the annual chapter meeting.

Section 2. A quorum for conducting chapter business shall consist of five chapter members, but less than a quorum may adjourn to meet on a future date, of which due notice shall be given to chapter members. 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. Notification of a special meetings shall be provided to chapter members at least seven days before such meeting.

Bylaws - NARFE Chapter 112 Greater St. Louis
Adopted at the Nov 7, 2017 Chapter Meeting
Revised January 1, 2020

Article VIII. VOTING

Section 1. All chapter members have one vote each.

Section 2. Ballot vote by the membership is required for the election of chapter officers, changes to chapter dues, changes to the bylaws, and adoption of general resolutions.

Article IX. PARLIAMENTARY AUTHORITY

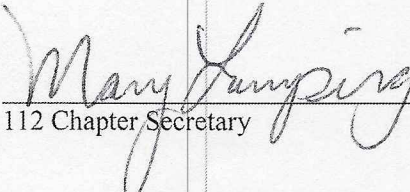
The provisions found in *Robert's Rules of Order Newly Revised* shall govern chapter business in all matters not in conflict with the chapter bylaws or the Association's Articles of Incorporation and National Bylaws.

Article X. AMENDMENTS

Section 1. An amendment to change these bylaws shall be made by concurrence of two-thirds of the ballot votes, provided that written notice of the proposed amendment has been provided to all chapter members not less than 30 days before the voting date.

Section 2. A two-thirds supermajority of the ballot votes by the chapter membership shall be required for approval of any change in chapter dues.

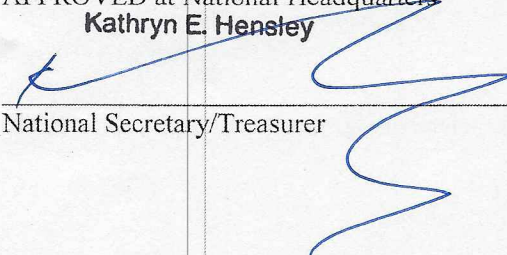
Section 3. Amendments shall be approved at National Headquarters before becoming effective.



112 Chapter Secretary

2-8-2020

Date

APPROVED at National Headquarters
Kathryn E. Hensley


National Secretary/Treasurer

6/25/2020

Date