

## **Presque Isle Chapter 143 Bylaws**

### **Article I. NAME**

This chapter shall be known as the Presque Isle Chapter 143 of the National Active and Retired Federal Employees Association (NARFE). located in the city of Erie, state of Pennsylvania, by virtue of a charter granted April 10 1952, by the national headquarters of NARFE. The chapter shall be affiliated with the Pennsylvania 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.

### **Article IV. DUES**

**Section 1.** The chapter dues are \$5.00 annually 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 vice president, a secretary, and a treasurer. The officers shall be voting members and shall be elected at the October (of the odd years) meeting before the bi-annual meeting that takes place in December of the odd years. Candidates for chapter officers may be nominated by the nominating committee or from the floor. Officers may serve for a term of 2 years or until their successors are elected. Officers shall assume their duties on January 1st following the election.

**Section 2.** 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 chapter funds.

**Section 3.** Vacancy in any office may be filled by special election for the unexpired term at any regular meeting. If there is a vacancy in the office of the president, the vice-president shall serve as president until that election. If there is a vacancy in any other office, the executive committee shall fill such vacancy until that special election takes place.

### **Article VI. MEETINGS**

**Section 1.** Quorum for conducting chapter business shall consist of 7 (seven) of the chapter's voting members, 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 2.** Special meetings shall be called by the chapter president when necessary.

**Section 3.** Meeting Days, Times, Place, and Frequency shall be recorded in the Chapter's Standing Rules.

#### **Article VII. EXECUTIVE COMMITTEE**

The executive committee shall consist of the elected chapter officers (and/or other appointed officers, past officers, and committee chairs as deemed appropriate). The executive committee shall exercise such other duties as the chapter may prescribe. Quorum for an executive committee meeting shall consist of 3 (three) Executive Committee members.

#### **Article VIII. COMMITTEES**

**Section 1.** 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 2.** The legislative committee 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 may appoint a service officer, a public relations officer, a sunshine committee and such other committee chairs and committees as deemed desirable.

**Section 4.** The audit committee shall be appointed by the president to annually perform an audit of the financial records of the chapter. This committee may consist of one (1) and not more than three (3) active members of this 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.

#### **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.