

National Active and Retired Federal Employees Association Minneapolis Chapter 0150 Bylaws

Article I. NAME

This chapter shall be known as the Minneapolis Chapter, 0150 of the National Active and Retired Federal Employees Association (NARFE). The chapter may be affiliated with the Minnesota 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. Six basic Chapter objectives include, but are not limited to:

1. Establish at the local level, programs for the recruitment and retention of Association members.
2. Keep members informed of the plans and activities of the Association.
3. Gain the members' appreciation of the Association's need for and the 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 manual assistance and support to solve problems that an individual may be unable to solve alone.
6. Establish at the local levels means of direct participation in achieving Association objectives and goals.

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 social members and supporting members.

Article IV. DUES

Section 1. The chapter dues are \$10.00 per year 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 (or first, second and third vice president), 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. Officers may serve for a term of three years or until their successors are elected. Officers shall assume their duties on July 1 of the election year.

The presiding officer shall administer the Oath of Office name the office and name of individual to be installed in each office, and say to them collectively:

“Do you hereby sincerely promise and pledge to efficiently perform the duties of your office and be loyal and true to the National Association of Active and Retired Federal Employees and our Chapter; that you will faithfully safeguard all books, papers and other property of the Association that may come into your possession while in office; that you will deliver them to your successor in office at the close of your official term and agree to make available for inspection by proper officials of the Association , upon reasonable notice and request, the books, papers and other records pertaining to your office?”

Officers in unison will say “I do”. The presiding officer than states “I declare you duly installed officers of the Chapter effective July 1st.”

Section 2. The President shall preside at all meetings, appoint all committees and represent the Chapter or appoint a representative for the Chapter as necessary. The President may appoint a service officer, a public relations officer, a sunshine officer, a newsletter editor, an Alzheimer’s drive coordinator, program chairman, and committees as deemed desirable.

Section 3. 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 4. If there is a vacancy in the office of the president, the 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 5. The membership Vice President (or appointed chair) shall maintain an up-to-date record of all Chapter members (including addresses) and make arrangements for printing of mailing labels and rosters and notify the National office of deaths of members.

Section 6. In the absence of the President, the Executive Vice President or membership Vice President (in that order) shall assume those duties and continue their responsibilities.

Section 7. The legislative Vice President shall keep current om both state and national legislation actions that concern the well-being of the membership and report at all

meetings and in the newsletter. The Executive Vice President or legislative Vice President (in that order) shall act in the absence of the President and membership Vice President.

Section 8. The secretary shall: 1) keep a record of all Chapter and executive committee meetings; 2) assist the President with correspondence; and 3) provide the editor of the newsletter with a summary of any meetings since the last newsletter.

Section 9. The treasurer shall: 1) receive all monies of the Chapter and deposit same in the name of NARFE Chapter 0150 in a bank, savings and loan association, or credit union approved by the Chapter executive committee; 2) pay expenditures upon receipt of supporting statement; and 3) prepare a monthly Treasurer's statement and give a copy to the Secretary for safekeeping.

ARTICLE VI. MEETINGS

Section 1. The regular meetings of the Chapter shall be held monthly, except there shall be no meetings in July, August and December. The time, place and date of the meetings will be decided by a vote of the members and published in the Chapter newsletter. During the year of elections, such elections will be held at the regular May meetings. The regular meeting in May shall be the annual meeting.

Section 2. A quorum for conducting Chapter business shall consist of 5 Chapter members.

Section 3. The order of business at each meeting will be:

1. Moment of Silence
2. Pledge of Allegiance
3. Welcome new members and/or guests
4. Secretary's Report
5. Treasurer's Report
6. Legislative Report
7. Other committee reports (Service Officer, sunshine, et)
8. Unfinished business
9. New business
10. Other business or announcements
11. Speaker or presentation
12. Next meeting, time and place
13. Adjournment

Section 4. Special meeting shall be called by the Chapter President when necessary.

Article VII. EXECUTIVE COMMITTEE

The executive committee shall consist of the elected Chapter officers (and/or other appointed officers. The executive committee may deem it necessary to include appointed officers, past officers or committee chairs be included in meetings to accomplish the business of the organization, however, only Chapter officers may vote to complete

business of the Executive Committee. Quorum for an executive committee meeting shall be one half of the duly elected members but no less than 2 officers.

ARTICLE VIII. COMMITTEES

Section 1. The President may appoint ad hoc and other special committee desirable. Until their work is completed, each committee will provide updates about their work at the monthly “Chapter meeting.

Section 2. 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 3. The legislative committee shall be appointed by the President to 1) keep abreast of state and national legislative matters concerning federal civilian annuitants and prospective annuitants and 2) make recommendations for action to the Chapter, the Federation and the Association.

Section 4. 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 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 shall be an ex-officio member of all committees except the nominating and audit committees.

Section 7. 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. NOMINATIONS AND ELECTIONS

Section 1. The election of officers will be conducted in May, every three years beginning in 2025. The call for nominations should be announced at least 30 days in advance of the May meeting via posting in the newsletter. Any candidate for the office must be a member in good standing for at least 1 year. Candidates shall not run for more than one office per election cycle. Any runoff election, if necessary, shall be held as soon as possible at the same meeting.

Section 2. An Election Committee shall be made up of three (3) volunteers. If there are more than three volunteers, the Election Committee members will be chosen by random drawing conducted by an impartial third party.

Section 3. The Election Committee chair, or his or her designee, will announce the candidates for each position at the May meeting.

Section 4. The election of officers will be conducted during the May meeting and the results of the election will be announced at the end of the election process, at the same meeting.

Section 5. All officers will be administered the “Oath of Officers” contained in Article V of these bylaws.

Article X. 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 XI. 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.

Chapter Secretary

Date

APPROVED at National Headquarters

National Secretary/Treasurer

Date

IRS Employer ID: [_____]