

August 14, 2019

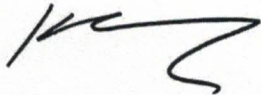
Frances E. Johnston  
Secretary of Chapter #0289  
7507 Roxborough Lane  
Grand Ledge, MI 48837-9527

Dear Ms. Johnston:

We have carefully reviewed your revised bylaws Greater Lansing Chapter #0289 and they are hereby approved. We have a copy on file here at NARFE Headquarters and are returning a copy to you for your files.

If you have any questions, please contact Lynette Green at [fedchpsrvcs@narfe.org](mailto:fedchpsrvcs@narfe.org). Thank you for your cooperation in this matter and your continued support of NARFE.

Sincerely,



Kathryn Hensley  
National Secretary/Treasurer  
Enclosure

# **National Active and Retired Federal Employees Association**

## **Greater Lansing Area Chapter 0289 Bylaws**

### **Article I. NAME**

This chapter shall be known as the Greater Lansing Area Chapter, 0289, of the National Active and Retired Federal Employees Association (NARFE). The chapter shall be affiliated with the Michigan State Federation of Chapters, 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 twelve dollars (\$12.00) per year and shall be used to meet expenses of carrying out Chapter business and functions.

**Section 2.** "Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes."

**Section 3.** Chapter dues may be changed as needed by a vote of members at a regular scheduled meeting provided that a thirty (30) day notification is given to the membership by letter or publication.

### **Article V. OFFICERS**

**Section 1.** Chapter officer positions shall be a president, a First Vice President, a Second Vice President, a Secretary, and a Treasurer. The Secretary and Treasurer positions may be combined if it is in the best interests of the Chapter. Election of officers shall be held at the annual meeting. The Nominating Committee will select candidates for election to officer positions from voting members of the Chapter. Prior to the election nominations of other voting members as candidates for election to officer positions may be made from

the floor. Officers shall serve for a term of one (1) year from their election or until their successors are appointed or elected. Elected officers are not subject to term limits.

**Section 2.** 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 3.** The business between regular meetings of the Chapter shall be managed by an Executive Committee to include the five (5) elected officers and two (2) elected Chairpersons: the Audit Committee Chairperson and the Elections Committee Chairperson. Further clarification of the Executive Committee is found in Article VII.

#### **Article VI. MEETINGS**

**Section 1.** Regular meetings shall be held on the first Thursday of the month at Tri-County Office on Aging, 5303 S. Cedar St., Lansing, MI unless a meeting is cancelled or re-scheduled by previous chapter vote or by action of the Chapter Executive Committee, with due and reasonable notice to members. Location of regular meeting may be changed if the chapter designates a different location. During a calendar year the Chapter will hold at least seven (7) regular monthly meetings and may have special events in months not established for regular meetings. The regular meeting held in October will be designated the annual meeting.

**Section 2.** Quorum for conducting Chapter business shall consist of six (6) of the Chapter's voting members of which three (3) must be Executive Committee Members, but less than a quorum may adjourn to meet on a future date, of which due notice shall be given to a majority of voting members. If less than a quorum is present, members may run the program but shall not make decisions.

**Section 3.** Special meetings, such as Chapter picnic or holiday celebrations, 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, 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 at least two (2) elected Chapter Officers and at least three (3) other elected officers, appointed officers or committee chairs.

#### **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 Sunshine Committee, Newsletter Editor 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. Audits may be performed by any two (2) members of the Chapter, with the exception of the President, First Vice Presidents, Second Vice President, Secretary/Treasurer or Treasurer, who shall provide all necessary records and any assistance required to conduct the audit.

**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. ELECTIONS**

**Section 1.** At the regular meeting in August, the President shall review the nominating process and advise the Committee of their responsibility to contact the membership to seek their cooperation in filling the Chapter offices (five (5) Officers and two (2) Chairpersons), and to present to the membership at the September meeting a list of candidates containing the names of at least one (1) member of the Chapter for each elective office.

**Section 2.** At the regular meeting during the month of September, any member of the chapter may present the names of additional members, including their own, as nominees for elective office. Nominees presented from the floor must be present at the nomination process for the purpose of acceptance or declination. If, for justifiable reason, any nominee is unable to be present, but wishes to be considered for an office, they may submit, in writing, an informal notice of their intention.

**Section 3.** Election of Chapter Officers and two (2) Chairpersons shall be held at the regular meeting in the month of October which is designated as the annual meeting. The two (2) Chairpersons are members elected to be the Audit Committee Chairperson and the Nomination Committee Chairperson.

**Section 4.** Special elections to fill vacancies shall be held at any regular meeting provided that at least ten (10) day notice, of such election, has been given to the membership, either by mail or publication; however, if deemed advantageous to the chapter, the President may, with approval of the Executive Committee, appoint someone to fill a vacancy for the remainder of the elected year.

**Section 5.** New Chapter Officers will assume the chairs of office at the first regular, or special, meeting following the election, but administrative transition shall commence immediately upon official closing of the elections meeting.

**Section 6.** Official installation of Officers shall be made at the November meeting.

**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 thirty (30) days before the meeting at which the vote is taken.

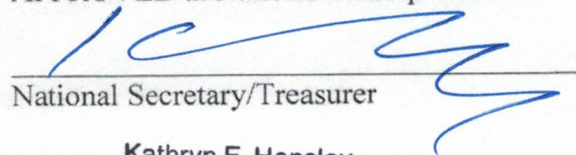
**Section 2.** Amendments shall be approved at National Headquarters before becoming effective.



Chapter Secretary

3 May 2019  
Date

APPROVED at National Headquarters



National Secretary/Treasurer

Kathryn E. Hensley  
Date 3/14/19

IRS Employer ID: [ 386143318 ]