

**NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION  
FRANK ROGGENKAMP CHAPTER 471 BYLAWS  
NASSAU COUNTY, NEW YORK**

**Article I. NAME**

This chapter shall be known as the NASSAU COUNTY FRANK ROGGENKAMP Chapter, 471 of the National Active and Retired Federal Employees Association (NARFE). The chapter may be affiliated with the New York State Federation, subject to the bylaws of that body.

**Article II. OBJECTIVES**

**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. MEMBERSHIP**

**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.** Chapter dues will be nine (\$9.00) dollars per year payable with the National dues and shall be used to meet expenses of carrying out chapter business and functions. Members whose dues are not paid on a timely basis will be dropped from the rolls after due notice. Honorary members are exempt from the payment of chapter dues.

**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, First Vice-President, Second Vice President, Secretary, Treasurer and up to four (4) Executive Committee Members. 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 shall serve for a term of 2 years or until their successors are elected. Officers shall assume their duties on January 1 of the year after 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.** 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 may fill such vacancy for the unexpired term as needed.

**Section 4.** The President shall be ex officio member of all committees, except the nominating and audit committees, and shall establish any committee he/she may deem necessary on behalf of the chapter. He/she shall sign all checks in conjunction with the Treasurer.

**Section 5.** The duties of the Vice President(s) shall be as designated by the President and approved by the Executive Committee.

**Section 6.** The Secretary shall maintain Minutes of all meetings, Chapter documents and necessary correspondence.

**Section 7.** The Treasurer shall be custodian of the chapter bank account(s) and report to the membership all expenditures and income. He/she shall sign all checks in conjunction with the President.

**Section 8.** The officers shall constitute the Executive Board.

**Article VI. MEETINGS**

**Section 1.** Regular meetings shall be held on the third (3rd) Thursday of the month, March to June and September to November. The President shall have the authority to change the meeting date with due and reasonable notice to members. The regular meeting in November, shall be the annual meeting.

**Section 2.** Quorum for conducting chapter business shall consist of 20 of the chapter's voting members. If a quorum is not present, members may run the program but may not make decisions. A meeting to conduct business may be set on a future date, of which due notice shall be given to each voting member.

**Section 3.** Special meetings can be called by the President, or by 10% of the membership, stating the nature of the business for which the meeting is called. Notice of the meeting shall be sent to the last known address of each member.

**Article VII. 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, comprising non-officers, shall be appointed by the president to annually perform an audit of the financial records of the chapter.

**Section 5.** 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.

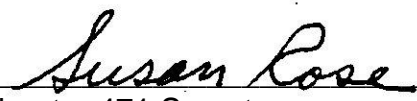
**Article VIII. PARLIAMENTARY AUTHORITY**

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 IX. AMENDMENTS**

**Section 1.** Proposed By-Law changes will be submitted in writing and have a reading at any regular meeting. Amendment(s) 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(s) has been transmitted to all chapter voting members prior to the meeting.

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

  
\_\_\_\_\_  
Chapter 471 Secretary

12/26/19  
\_\_\_\_\_  
Date

APPROVED at National Headquarters

\_\_\_\_\_  
National Secretary/Treasurer

\_\_\_\_\_  
Date

IRS Employer ID: \_\_\_\_\_