

Revised Chapter 0664 Bylaws

National Active and Retired Federal Employees Association Philadelphia Center Square - Chapter 0664 Bylaws

Article I. NAME

This chapter shall be known as the Philadelphia Center Square - Chapter 0664 of the National Active and Retired Federal Employees Association (NARFE) located in the city of Philadelphia state of Pennsylvania, by virtue of a charter granted April 1, 1958, 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.

Article IV. DUES

Section 1. The chapter dues are \$10.00 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, first vice president, second vice president, a secretary, a treasurer and a financial secretary. The officers shall be voting members and shall be elected at the October (of the odd years) meeting before the biennial meeting that takes place in November 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. 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.

Article VI. MEETINGS

Section 1. Meeting Days, Times, Place and Frequency shall be recorded in the Chapter's Standing Rules.

Section 2. Quorum for conducting chapter business shall consist of 10 (ten) 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 3. Special meetings 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 5 (five) 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.

/s/ Betty J. Robinson

Chapter President
October 27, 2020

Date

APPROVED at National Headquarters

/s/Kathryn E. Hensley

National Secretary/Treasurer

Date 10/27/2020

IRS Employer ID: 23-6432244

PHILADELPHIA CENTER SQUARE CHAPTER 0664 NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION (NARFE) STANDING RULES

RULE 1. Standing Rules may be adopted without previous notice by a majority vote at any membership meeting. A vote to adopt or amend a Standing Rule before or after adoption may be reconsidered. At any meeting, Standing Rules may be suspended by a majority vote, or amended or rescinded by a two-thirds vote. If notice of the proposed action was given or in the call for this meeting, they may, be amended or rescinded by a majority vote.

RULE 2. The regular meeting of this chapter shall be held on the second (2nd) Monday of the month at (12:30p.m.) except the Chapter does not meet during the months of July, August and December.

RULE 3. All meetings will be held at the Green Federal Building, 600 Arch Street, Philadelphia, PA 19106, [Enter Building from the 6th Street Entrance] [Conference Room assignments will be posted in the Chapter's Newsletter] unless a meeting is cancelled by previous chapter vote or by action of the chapter executive committee, with due and reasonable notice to members.

RULE 4. The meeting in November of the odd years shall be designated as the official biennial meeting.

RULE 5. To obtain the floor at any meeting a member shall address the Chair. Upon being recognized, the member may address the membership.

RULE 6. No member shall interrupt a speaker except to call for a point of order or point of information. A speaker thus interrupted shall be seated until the question has been decided.

RULE 7. No member shall speak more than twice on a question unless permitted to do so by a majority vote of the members present.

RULE 8. An officer or member, or any other person attending a meeting, who injects religious or racial remarks in a speech, shall be declared out of order.

RULE 9. CHAPTER INCLEMENT WEATHER POLICY –

In the event of inclement weather on a meeting day, if the Philadelphia Public Schools are closed our meeting will be cancelled. The Chapter will not make calls to notify members of the cancellation.

RULE 10. Biennial PA State and National NARFE Conferences

- (A) The Chapter will endeavor to assist financially two (2) Executive Board members and at least (1) additional chapter member to attend (on even years) PA and National (NARFE) Conferences. The availability of funds to assist additional chapter members is dependent upon the stability of the Chapter's treasury.**
- (B) Those members selected to receive financial assistance must have attended at least five (5) Chapter meetings in the current twelve (12) month period, since the last PA State and/or National conference.**
- (C) Any member selected to attend these Conferences and who receives a financial advance from the Chapter and if for any reason the member is unable to attend the Conference must agree to promptly reimburse the Chapter in FULL for funds advanced.**

RULE 11. Authorized Signatures Requirement

Three names shall be sent to the bank. Any two signatures shall be valid on checks: Treasurer, Financial Secretary and President.