

# NARFE CHAPTER 0763 STANDING RULES

STANDING RULE CHANGES, ADDITIONS OR REVISIONS DO NOT CONSTITUTE AN AMENDMENT TO THE CHAPTER BYLAWS. STANDING RULE CHANGES OR ADDITIONS MAY BE MADE BY A QUORUM OF THE CHAPTER MEMBERS PRESENT AT A REGULAR MEETING BY MAJORITY VOTE. CHAPTER MEMBERS MAY VOTE TO HAVE THE EXECUTIVE COMMITTEE ACT FOR THE CHAPTER

## 1. CHAPTER OBJECTIVES:

- Establish at the Chapter level, programs for recruitment and retention of Association members.
- Keep members informed on the plans and activities of the Chapter and Association.
- Provide opportunities for Chapter members to become will informed on the issues confronting the Association at the Federal, State, and Local levels.
- Provide mutual assistance and support to solve problems that an individual Member may be unable to resolve alone.
- Establish at the Chapter level, a means of direct participation in achieving Chapter and Association goals and objectives.

## 2. MEMBERS:

- Associate members who are members of NARFE may participate in Chapter business.
- Associate members who pay Chapter dues directly to the chapter MAY vote on chapter related business.
- Associate members who do not pay Chapter dues may not vote in Chapter business.

## 3. MEETINGS:

- No regular meetings will be held in June, July, or August.

4. BUDGET: The Secretary/Treasurer , in collaboration with the President and the Executive Committee, shall prepare a proposed annual budget to be submitted for the approval of the Chapter membership at a regular meeting.

## 5. REIMBURSEABLE EXPENSES:

- Business expense claims shall be submitted to the secretary/treasurer who is authorized to approve those that are in accordance with the budget. All other expenses must be approved by the President.
- Travel and training expense claims shall be submitted to and paid by the Secretary/Treasurer with copies of receipts or explanation of no receipt in accordance with the budget. Any other related expenses must be approved by the Chapter President
- All other Chapter related expense claims, may be reimbursed with a proper receipt and brief explanation of the purpose and requestor's signature.

APRIL 2019