

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES
ASSOCIATION



BELLEVILLE, ILLINOIS CHAPTER 1019
BYLAWS - 2017

BELLEVILLE CHAPTER 1019

BYLAWS

October 2017

ARTICLE I. NAME:

This chapter shall be known as BELLEVILLE CHAPTER 1019 of the National Active and Retired Federal Employees Association (NARFE). This chapter is affiliated with the Illinois 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 National Bylaws which are:

- a. To sponsor and support legislation, rules, and regulations beneficial to Federal civilian employees and annuitants or potential annuitants under any Federal civilian retirement system.
- b. To oppose legislation, rules, and regulations detrimental to the interests of Federal civilian employees, and annuitants or potential annuitants under any Federal civilian retirement system.
- c. To advise and assist Federal civilian employees and annuitants or potential annuitants with respect to their rights under retirement and health benefit laws and regulations, and to represent their interest before the Federal Congress and Executive Branch, and State governments with respect to receiving and protecting such rights, and to gain greater retirement and health benefits for them and their dependents
- d. To promote the general welfare of Federal civilian employees and annuitants or potential annuitants.
- e. To cooperate with other organizations and associations in furtherance of the general objective of the Corporation.

Section 2. This chapter shall operate in unity with policies established by the Association and National Executive Board; and the Bylaws of the Illinois Federation of NARFE.

Section 3. This chapter shall not enter activities, arrangement, or agreements that conflict with programs or activities of the Association or its bylaws.

ARTICLE III. MEMBERS

Section 1. All chapter members in good standing shall be voting members. 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. ASSOCIATE MEMBER – A NARFE member in good standing and dues paying member of another chapter may participate in this chapter as an Associate Member if Chapter 1019 dues are paid to this chapter in addition to the dues paid to their home chapter. Dues shall be paid directly to the chapter treasurer. Associate Members who have paid this chapter's dues shall be a chapter voting member.

Section 3. SOCIAL MEMBER: Social members are persons interested in the success of NARFE and Chapter 1019 but are not National members. Prescribed chapter dues shall be paid directly to the chapter. Social members are not eligible to vote on Federation or National issues.

Section 4. The membership chair shall maintain a list of the Associate and Social members, provide this information to other officers as needed, and notify them when renewal dues are to be paid.

ARTICLE IV. DUES

Section 1. The chapter dues are \$5.00 and shall be used to meet expenses of carrying out chapter business and functions. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

Section 2. The treasurer shall remit to the Federation Treasurer the dues owed the Federation prior to the last day of January. Dues owed are based on the voting membership as of December 31 of the prior year.

ARTICLE V. MEETINGS

Section 1. Regular meeting of the chapter shall be the second Wednesday of the month, (except May and December) at 11:30 A.M. unless changed with due and reasonable notice to members. The chapter meeting in November shall be the annual meeting. In May and December, luncheons by reservation are held.

Section 2. Quorum for conducting chapter business shall consist of 10 of the chapter's voting members. If less than a quorum is present, members may run the program but may not make decisions. When less than a quorum is present, a future date shall be set to make the decisions, and notice shall be given to each member.

Section 3. Special meetings shall be called by the chapter president when necessary.

Section 4. Any chapter document relating to dues or contributions must contain this statement: "Dues payments and gifts or contributions are not deductible as charitable contributions for federal income tax purposes."

ARTICLE VI. OFFICERS

Section 1. The elected officers of the chapter shall be the President, First Vice-President, Second Vice President, Secretary, and Treasurer. The officers must be members in good standing and are elected at the annual meeting. Officers are nominated by the nominating committee or may be nominated from the floor. Officers serve for a term of 2 years or until their successors are elected. No person shall be elected to the office of President for more than two consecutive terms. If a person has acted as president for more than one (1) year of an unexpired term, he or she can only be elected to serve one additional consecutive term.

Section 2. Officers shall be elected at the chapter business meeting in November of even number years. Elections shall be by written ballot when more than one candidate is nominated. The officers shall be installed at the December meeting and officers shall assume their duties on January 1 of the odd numbered years. Standard duties for each office are detailed in the *"Chapter and Federation Officers Manual"*, F10.

Section 3. Installation Officer: The person conducting the installation of chapter officers should be a federation officer, the outgoing chapter president or the immediate past chapter president. If a national officer or regional vice president is in attendance, then either can also perform the installation.

Section 4. The President shall be the principal officer of the chapter and shall;

a. Preside at all meetings of the chapter and executive committee and conduct business in an orderly, impartial way.

b. Appoint special committees.

c. Serve as ex-officio member of all committees except the audit committee.

d. Bring attention to all pertinent information from the Federation and National Associations.

e. Insure a portion of chapter meetings focuses on NARFE matters.

f. In collaboration with the treasurer, ensure IRS Form 990N is filed on the IRS web site annually.

Section 5. If there is a vacancy in the office of the President, the First Vice President shall serve as president until the next election. In the event the First Vice President is unable to serve, the Second Vice President shall serve as President until the next election. If there is a vacancy in another office, the executive committee shall fill such vacancy for the unexpired term.

Section 6. Duties of the officers shall be such as are implied by their respective titles and are specified in these bylaws. The First Vice President will also serve as the Chair of a designated committee. The Second Vice President will also serve as the Chair of a designated committee.

Section 7. The Executive Committee shall consist of the elected chapter officers, other appointed officers, the immediate past president, and other 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 4 members.

Section 8. The Treasurer shall:

- a. Receive all monies of the chapter and deposit them in a federally insured bank, credit union, or federal savings bank as approved by the Executive Committee.
- b. Secure the signature on the bank signature card of another officer designated by the president for the chapter bank account. This will enable that designated officer to sign checks in the event of death or disability of the treasurer.
- c. Prepare a recommended annual budget for consideration and approval of the membership at the first meeting of each fiscal year.
- d. Submit the IRS Form 990N to the IRS on an annual basis

Section 9. 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 10. The secretary shall:

- a. Take and record the minutes of the meetings of chapter and the executive committee. A copy of the minutes shall be sent to the president within (2) weeks of the meeting at which the minutes were taken.
- b. Attend to all correspondence promptly and prepare the chapter's general correspondence (other than correspondence that is not a function of another officer).
- c. Preserve in a permanent file all records and letters of value to the chapter and its officers, to be transferred to his/her successor upon the expiration of his/her term in office.
- d. Order necessary supplies and forms for the chapter.

ARTICLE VII. COMMITTEES

Section 1. The membership committee chair/members 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. All chapter members are ex-officio members of this committee.

Section 2. The legislative committee chair shall be appointed by the president to: a) keep abreast of state and national legislative matters concerning federal civil annuitants and prospective annuitants; and b) make recommendations for action to the chapter,

the federation, and the association. This committee is charged with informing chapter members of proposed local, state, and national legislation and regulations which may affect current federal employees, retirees, spouses, and survivors.

Section 3. The President may appoint a service officer, public relations officer, a newsletter editor, Alzheimer's coordinator, a sunshine committee/chairperson, a NARFE-PAC coordinator, and other committees as deemed desirable. The appointed officers shall be appointed for a two-year term with no term limit.

Section 4. The audit committee of at least 2 members shall be appointed by the president no later than the November business meeting. The committee shall audit the treasurer's records of the receipts, disbursements, assets, and liabilities, including a balance sheet of a list of investments and within thirty (30) days of the close of the fiscal year and at the close of the treasurer's term of office. They shall report to the chapter at the next meeting. No elected officer may serve on the audit committee.

Section 5. The president shall be an ex-officio member of all committees except the nomination committee and audit committee.

Section 6. A nomination committee of at least 3 members, shall be appointed by the president at the regular meeting in September. It shall begin to function well before the date set for elections so that it will have sufficient time to (1) analyze the actions of incumbent officers and needs of the chapter for the ensuing term and, (2) identify qualified and willing candidates. The nominating committee shall present to the business meeting in November a slate consisting of one or more nominees for each office and accept any nominations from the floor.

Section 7. There shall be a sunshine committee appointed by the President to send cards and maintain contact with chapter members who are ill or otherwise confined and to coordinate with the service officer on issues affecting a member or member's family.

Section 8. A bylaws committee will be appointed when there have been changes to the National and/or Federation bylaws. The bylaws committee shall review the chapter bylaws and be responsible for preparing changes which will conform chapter bylaws with current Federation and National Bylaws.

Section 9. There shall be a program/entertainment committee to plan and present interesting programs and/or entertainment to the members.

Section 10. The President shall appoint other committees as may be deemed desirable.

ARTICLE VIII. FISCAL RESPONSIBILITIES.

Section 1. The Fiscal Year shall commence on the first day of January and shall end on the 31st of December.

ARTICLE IX. REPRESENTATION

Section 1. Representatives to the Federation and National Association Conventions shall be selected by the membership after the date and place of said conventions have been announced.

Section 2. The President, if available to attend the Federation Convention, shall represent the chapter. If unable to attend, one other officer/member will be selected. Expenses for member will be paid by the chapter, subject to availability of funds.

Section 3. Registration fees for all other delegates attending the Federation Convention will be reimbursed by the chapter, subject to availability of funds.

Section 4. Expenses for representatives attending the National Convention will be determined by the membership during the annual budget process and confirmed at the time the convention is announced.

ARTICLE X. AMENDMENTS.

Section 1. Amendments to these bylaws may be proposed by the executive committee, a member in good standing, or the bylaws committee.

Section 2. These bylaws may be amended by a two-thirds vote of the members present at any regular meeting of the chapter, provided it is read at one meeting and voted upon the following regular business meeting.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the chapter in all cases to which they are applicable and in which they are consistent with those of the Federation or National Bylaws or special rules of order.

ARTICLE XII. AFFILIATION WITH STATE FEDERATION.

This chapter shall be affiliated with the Illinois Federation of Chapters, and subject to the bylaws of that body.

ARTICLE XIII. DISSOLUTION

Section 1. Upon the closing or disbanding of the chapter, all outstanding financial obligations must be paid. Any monies remaining in the treasury, after all expenses have been paid, will be forwarded to National Headquarters, where it will be placed in escrow and turned over to the proper officer if, and when, the chapter is reactivated. The chapter bank account must be closed. Closing of the chapter will be conducted as outlined in the "*Chapter and Federal Officer's Manual, F10, Procedure for Closing a Local Chapter.*"

/s/ Bernadine M. Richter

Bernadine M. Richter, President, Chapter 1019

Date: October 11, 2017

/s/ K. Despain-Rogers

Kathy Despain-Rogers, Secretary, Chapter 1019

Date October 11, 2017

APPROVED AT NATIONAL HEADQUARTERS

/s/ Jon W. Dowie

National Secretary/Treasurer

Date: November 7, 2017