

Woodbridge Chapter 1270 Constitution and Bylaws

Bylaws

Article I. Chapter Meetings

Section 1. Regular meetings of the Woodbridge Chapter 1270 of the National Active and Retired Federal Employees (NARFE) Association shall be held as determined by the executive committee. In extraordinary circumstances the president may cancel or reschedule meetings as necessary.

Section 2. Special meetings shall be called by the president when necessary, or upon written request of 10 chapter members. Notice of all special meetings shall be given to members at least 7 days before such meeting.

Section 3. A quorum for conducting chapter business shall consist of 10 members, of which at least one is a chapter officer.

Section 4. If the Prince William County schools are cancelled or have delayed opening because of inclement weather, then the chapter meeting shall be cancelled.

Article II. Membership and Dues

Section 1. Chapter members are members of NARFE who have paid annual or chapter life dues to belong to Woodbridge Chapter 1270. The membership year shall coincide with his/her NARFE membership year. Chapter life members are paid in full and have no expiration. Members of other chapters, current in their dues, may at any time transfer their membership in accordance with NARFE procedures.

Section 2. Current members of other NARFE chapters, who do not wish to transfer to the Woodbridge Chapter, may become associate members upon paying the Woodbridge Chapter annual dues.

Section 3. Interested persons not receiving an annuity from civilian service and who belong to the immediate household of a current Woodbridge Chapter 1270 member may become social members upon payment of the chapter dues but without payment of national dues.

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Section 4. Associate Members: NARFE members who affiliate with our Chapter other than their “Home Chapter” shall be designated as “Associate Members.” Associate Members shall pay Chapter dues and **may** hold office within the chapter but cannot be included in the total Chapter membership count for determining representation at National Conventions.

Social Members: Interested persons, other than spouses, not receiving annuities from civilian service, who belong to the immediate household of a Chapter member, may be enrolled as Social Members of the Chapter upon payment of Chapter dues but without payment of National dues. A Social Member **may not** hold office nor have a vote except as to social events of purely local concern.

Section 5. Associate and social member dues and other dues, shall be collected by the chapter treasurer, initially and on an annual basis upon each anniversary date of joining.

Section 6. Chapter dues shall be as determined and published annually by the executive committee with approval of chapter members present and voting at a chapter meeting. Dues payments and gifts or contributions to NARFE are not deductible as charitable for Federal income taxes purposes.

Section 7. No prorating of chapter annual or life dues shall be made for any reason.

Section 8. Any member shall be dropped from membership status after 90 days for non-payment of dues in accordance with NARFE membership procedures.

Article III. Officers, Terms, and Election Procedures

Section 1. Officers shall be president, vice president, secretary and treasurer. Duties of the vice president shall include being chairperson of a major committee such as the Program Committee, and other duties as assigned to assist the president. Secretary shall record minutes, maintain roster of officers, notify national and federation of roster of officers using form F-7, and documenting changes in the chapter bylaws and other procedures. The Treasurer shall collect dues and all other funds and make disbursements as directed by the bylaws and the president.

Section 2. The officers shall be elected to one-year terms. Elections shall be held and officers shall be voted upon at the November business meeting. Officers for the next year will be installed at the Annual Holiday Party to be held in December of each year. The president may not serve for more than two consecutive terms. Outgoing officers shall as soon as possible, but not later than 10 days after the election, turn over all records and papers of their office and shall assist in the transition of office functions.

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Section 3. The president shall appoint a nominating committee consisting of at least 3 members so that the committee will have sufficient time to prepare a list of candidates and give members a fifteen day notice of the candidates nominated prior to the November election. Appointment of the nominating committee should be made by the July meeting or before.

Section 4. In the event of incapacitation, prolonged absence, or at the request of the president, vice president, secretary or treasurer, in that order, shall assume the duties and responsibilities of the president. The executive committee shall approve the appropriate assumption of duties as the need arises. When again available for duty, the president shall resume office.

Section 5. In the event of incapacitation or prolonged absence of an officer other than the president, the president shall appoint, with the concurrence of the executive committee, a chapter member to assume the duties and responsibilities. When again available for duty, the elected officer shall resume office.

Section 6. There shall be an executive committee consisting of the officers, immediate past president, and chairpersons of committees. The executive committee shall meet monthly or when called by the president. The executive committee shall make recommendations on business items prior to the chapter meeting, approving expenditure up to \$400 per year for items or events not included in the budget, concurring in the filling of vacant officer positions, conduct business between meetings, and exercise such functions as the chapter may prescribe.

Section 7. Committees are needed to do the business of the chapter. Committee chairperson shall be appointed by the president. There shall be a membership committee to keep track of current members and to urge all persons in the area eligible for membership to join NARFE; a legislative committee to keep abreast of all state and national legislative matters concerning federal civil annuitants; an outreach (Sunshine) committee to visit the sick and look after the welfare of individual members; a hospitality committee to lead in obtaining and serving of food and drink at meetings; a service officer to provide services to members and to operate the Service Center; a public relations committee to publicize meetings and events; an Alzheimer's committee to organize fund raising activities for Alzheimer's; and a newsletter committee to develop and issue a monthly newsletter on Chapter activities. Other committees such as picnic and holiday events may be formed, as necessary. Duties of committees shall be assigned in writing by the president along with the concurrence of the executive committee. The president is ex-officio member of all committees except the auditing and nominating committees.

Section 8. The president shall appoint an audit committee consisting of at least three members to independently review the Chapter's financial books at the closing of each calendar year. The committee shall issue a report of its findings to the president within 30 days after completing the annual audit. The report will also be made available to the members.

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Article IV. Northern Virginia Caucus of Chapters

Woodbridge Chapter 1270 shall be affiliated with the Northern Virginia Caucus of Chapters, subject to the constitution and bylaws of that body.

Article V. Affiliation with State Federation

Woodbridge Chapter 1270 shall be affiliated with the Virginia Federation of Chapters, subject to the constitution and bylaws of the body.

Article VI. Parliamentary Authority

The provisions of Robert's Rules of Order, Newly Revised shall govern business in all matters not in conflict with the constitution and bylaws or the association's articles of incorporation and bylaws. The chapter's newsletter may be used for advance notification as required in other provisions of the constitution and bylaws.

Article VII. Amendments

An amendment to these bylaws may be enacted by concurrence of a majority of the members present and voting at any regular business meeting, provided notice of the proposed amendment was made to members not less than 15 days before the meeting at which the vote is taken.

CHAPTER STANDING RULES

The order of business at all regular chapter meetings shall be as listed below. However, the President may make adjustments as necessary.

1. Call to order
2. Invocation (or moment of silence)
3. Pledge of Allegiance
4. Introduction of new members
5. Reading of minutes
6. Officer reports
7. Committee reports
8. Unfinished business
9. New business
10. Announcements
11. Program
12. Adjournment

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Chapter Secretary Signed/Carol Harrison/ September 30, 2001

Chapter Secretary Signed/ Virginia Swain/ November 20, 2008

Amended 6/21/1996, Article III, Section 7. to make president ex-officio member of all committees except auditing and nominating committees. Chapter Secretary, Doris N. Auman
June 20, 1996

Amended 6/19/1998, Article II, Section 1 and 7. To provide for chapter life membership.
Chapter Secretary, Elizabeth A. Prochazka, July 17, 1998

Amended 6/17/1999, Article I, Section 1. To establish chapter meeting dates as determined by executive committee and to allow President to change those dates in extraordinary circumstances. Chapter Secretary, Dorothy Burgess, June 17, 1999

Amended 11/30/1999 Article III, Section 1. To delete the second vice president position and duties, and change the title of 1st vice president to vice president. Chapter Secretary, Dorothy Burgess, November 30, 1999

Amended 8/16/2001 to have officers installed at the December Holiday Party instead of at the end of the November meeting, Chapter Secretary, Carol Harrison, September 30, 2001

Amended 11/21/08 to bring the Chapter constitution and bylaws in conformance with National Headquarters' guidance; to add Section 8 of Article III requiring an annual audit and to make other minor technical corrections. Chapter Secretary, Virginia Swain, November 20, 2008

Approved by National Headquarters

Signed/Nathaniel L. Brown/ National Secretary, April 6, 2009