

CONSTITUTION AND BY-LAWS

OF

**OXFORD CIRCLE
CHAPTER NO. 1301**

OF

**NATIONAL ASSOCIATION OF
RETIRED FEDERAL EMPLOYEES**

Constitution Committee:

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Amended as of:

February 15, 1990
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CONSTITUTION

ARTICLE I - NAME

This chapter shall be known as the Oxford Circle Chapter No. 1301 of the National Association of Retired Federal Employees, located in the City of Philadelphia, State of Pennsylvania.

ARTICLE II - OBJECTIVES

The purpose of this Chapter shall be to aid and support the National Association in the objectives set forth in its Articles of Incorporation, to conform with its By-Laws, and be in complete unity with the policies established by National conventions and the National Executive Committee, together with such other activities looking toward the preservation of American institutions and ideals as shall be espoused by the Association.

ARTICLE III - MEMBERSHIP

The Membership of this Chapter shall be composed of those who are members in good standing of the National Association. No person eligible as outlined in Article I-Section 3 of the By-Laws, shall be excluded from Chapter Membership.

ARTICLE IV - OFFICERS

This Chapter shall elect a President, a First Vice-President, a Second Vice-President, a Treasurer, a Corresponding Secretary, a Recording Secretary, a Secretary-at-Arms, an Alternate Sergeant-at-Arms, and three (3) Trustees. Each officer shall hold office for one year or until his successor is duly elected and installed.

ARTICLE V - DELEGATES

Delegates to the National Association and State Federation conventions shall be elected by the Membership of the Chapter after the date and place of conventions have been announced by the National and State Federation officers.

ARTICLE VI - BY-LAWS AND AMENDMENTS

SECTION 1. This Constitution cannot be amended without the approval of the National Office.

SECTION 2. The Chapter shall adopt such By-Laws, not inconsistent with this Constitution, as shall seem appropriate and necessary for the functioning of the Chapter and shall provide the method by which the By-Laws may be amended. Notice in writing of proposed amendments must be mailed to all Chapter members not less than ten (10) days before Article is taken thereon.

Approved: Oxford Circle Chapter No. 1301

Chapter Secretary _____

Date _____

BY-LAWS

ARTICLE I - MEMBERSHIP

SECTION 1. Applications for membership in the Chapter shall be in writing and signed by the applicant. It shall state his name, marital status, residence and telephone number. Dues for the year shall accompany the application.

SECTION 2. Proof of membership in the National Association shall be a pre-requisite for membership in the Chapter except as stated in Article II, Section 1 (a).

SECTION 3. The following persons shall be eligible for membership in the Chapter:

(a) A former employee of any such entity who has the right to a deferred annuity.

(b) A person receiving an annuity as the survivor of a deceased employee of any such entity.

(c) A former member of the U.S. Senate or House of Representatives.

(d) The spouse of a living member of the Association or the spouse of a deceased member.

(e) The widow or widower of a former retired employee of the Government of the United States or any agency thereof or the Government of the District of Columbia, who was not a member of the Association at the time of the death of such retiree.

(f) Civil employees of the Government of the United States or any agency thereof, or the Government of the District of Columbia, who have attained age of optional retirement, and their spouses.

(g) Any Federal employee with at least five (5) years of service and who is under Civil Service retirement system or Federal employee retirement system.

(h) No such eligible applicant shall be denied membership because of race, religion, creed, ethnic background or national origin.

SECTION 4. MEMBERSHIP LISTS:

- (a) Membership lists and lists of prospective members shall be treated as highly confidential and shall not be released to the public.
- (b) Membership lists may be used only for projects advantageous to the Association and the Chapter.
- (c) Lists of prospective members may be used only for the purpose of securing new members.

ARTICLE II - CHAPTER DUES

SECTION 1.

- (a) National and Chapter dues shall be for one year, payable in advance.
- (b) Increases in Chapter dues will be recommended by the Executive Board and approved by a majority vote of the Membership present and voting.
- (c) Dues can also be paid by participation in the dues withholding program (DW-1).
- (d) The spouse of a member in good standing may be enrolled as a social member of the Chapter with payment of Chapter dues. Social members may not hold office nor have the right to vote.
- (e) Individuals holding Home Membership in another Chapter may hold Associate Membership in this Chapter (1301) by paying annual dues to this Chapter. Such members shall have the right to vote for Chapter officers but shall not be eligible to hold office nor represent this Chapter as a Convention Delegate.

SECTION 2.

- (a) A member dropped from membership for non-payment of dues may be re-instated on paying the current dues.

ARTICLE III - MEETINGS

SECTION 1.

(a) Regular meetings shall be held on the third Wednesday of each month, except July and August or as otherwise decided by the Membership.

(b) Written notice of regular meetings stating the time and place shall be mailed to the members not less than ten (10) days prior to the meeting.

SECTION 2.

(a) Special meetings may be called by the presiding officer.

(b) Notice of special meetings, stating the time, place and the purpose of the meeting, shall be mailed to the members not less than five (5) days prior to the meeting. No other business shall be transacted.

SECTION 3.

(a) A quorum shall consist of fifty (50) Chapter members in good standing.

(b) No official business shall be transacted in the absence of a quorum, except the meeting shall be postponed to a future date and due notice of the time and place be given to the members.

(c) Any action pertaining to Chapter affairs shall be authorized by a majority of the members present and voting, except as otherwise provided in these By-Laws.

ARTICLE IV - ORDER OF BUSINESS

1. Pledge of allegiance to the flag
2. Silent prayer
3. Greetings by the presiding officer
(Introduction of new officers and guests)
4. Roll call of officers
5. Reading of previous general meeting minutes
6. Treasurer's report
7. Membership Chairperson's report

8. Legislative Chairperson's report
9. Sunshine Committee report
10. Service Officer report
11. Other committee reports
12. Unfinished business
13. New business
14. Good and welfare
15. Announcements and notices
16. Adjournment
17. Program for the day

ARTICLE V - NOMINATING AND ELECTIONS

SECTION 1.

(a) A member seeking nomination for Chapter office or as a Delegate or Alternate Delegate to State or National Conventions must have been a member of this Chapter in good standing for at least one (1) year, and must have attended at least six (6) meetings in the twelve (12) months prior to the month of nomination, unless excused by the President and/or Executive Board.

(b) In the event an elected Delegate is unable to serve and no elected alternate is available the Executive Board will appoint an alternate who will serve in place of the elected Delegate.

(c) A member seeking office or as a Convention Delegate is prohibited from serving on the Nominating Committee.

(d) A qualified member may be nominated and/or elected to only one Chapter office at the same time.

SECTION 2.

Nominations shall be accepted from the Nomination Committee and from the Membership at the October and November regular meetings of this Chapter for the following officers: President, First Vice-President, Second Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Sergeant-at-Arms, Alternate Sergeant-at-Arms, and three (3) Trustees.

SECTION 3.

Final nomination and elections shall be the first order of business at the November general membership meeting following the reading of the minutes of the previous meeting and the Treasurer's report.

SECTION 4.

(a) When only one candidate is seeking office a motion shall be made to direct the Secretary to cast the vote of the Membership for that candidate. If the motion is carried, the Secretary shall advise the President or presiding officer that he has complied with the motion. The presiding officer shall then declare the election of the candidate.

(b) When two (2) candidates are seeking the same office voting shall be by secret ballot. The presiding officer shall appoint two (2) Tellers to collect and tabulate the ballots. They shall report the results to the presiding officer, who shall announce which candidate has received a majority of the votes and has been elected.

(c) When three (3) or more candidates are seeking the same office the election procedure set forth in (b) above shall be followed. The presiding officer shall declare the candidate who receives a plurality of votes as having been elected.

ARTICLE VI - OFFICERS AND THEIR DUTIES

SECTION 1. PRESIDENT

(a) The President shall be the official spokesperson for the Chapter.

(b) He shall be responsible for the execution of Chapter policies and programs.

(c) He shall preside at all regular and special meetings and shall welcome new members and guests.

(d) He shall conduct the business of the Chapter in an orderly manner with fair and due consideration of opposing views.

(e) He shall appoint the chairperson and members of all committees, except the Nominating Committee.

(f) He shall keep informed of the aims of the Association at all times.

(g) He shall be Ex-Officio member of all committees.

(h) He shall sign all Chapter checks and savings fund withdrawal slips in addition to the Treasurer or, if applicable the two (2) signers shall be the officers specified in Section 4 (1) of this Article.

(i) He shall fill all Executive Board vacancies which may occur between elections by appointment, with the approval of the Executive Board.

(j) He is a member of the Executive Board and shall call and preside at such meetings.

(k) He is a Delegate Ex-Officio to all National and State Federation conventions or he shall appoint a Delegate in his place.

(l) The President, with any other two (2) members of the Executive Board may cancel a meeting in the event of an emergency.

SECTION 2. FIRST VICE-PRESIDENT

(a) First Vice-President shall, in the event of the incapacity or non-availability of the President, assume the duties of the President both at meetings and in the conduct of the affairs of the Chapter.

(b) He shall maintain familiarity with Chapter matters and advise the President.

(c) He shall sign all Chapter checks and savings fund withdrawal slips in accordance with the provisions of Section 4 (i) of this Article.

(d) He shall serve as Legislative Chairperson.

(e) He shall perform additional duties as assigned by the President.

SECTION 3. SECOND VICE-PRESIDENT

(a) Second Vice-President shall, in the event of the absence or the incapacity of both the President and the First Vice-President, assume the duties of the President both at meetings and in the conduct of the affairs of the Chapter.

(b) He shall maintain familiarity with the affairs of the Chapters and advise the President.

(c) He shall serve as Membership Chairperson.

SECTION 4. TREASURER

(a) Treasurer shall collect National and Chapter dues.

(b) He shall expeditiously deposit all Chapter monies and checks in such banks as are insured by Federal agencies and designated by the Executive Board.

(c) He shall maintain a complete record of all Chapter monies received and disbursed in accordance with accepted simplified and standard bookkeeping procedures.

(d) He shall pay all Chapter debts due from receipt of a proper voucher approved by the President.

All disbursements except for printing, stationary, cards and postage, including the Sunshine Committee, Federation per capita tax, official toll telephone calls made by Chapter officers and Executive Board, and expenditures up to, but not exceeding, Fifty (\$50.00) Dollars, must first be approved by the Membership.

(e) He shall remit all National Association dues to the Treasurer every month.

(f) He shall maintain sufficient funds in the checking account to cover any disbursements.

(g) He shall maintain the remainder of the Chapter funds in a savings account bearing the prevailing rate of interest.

(h) Checking and savings accounts shall be established in the name of the National Association of Retired Federal Employees, Oxford Circle Chapter No. 1301.

(i) All checks or withdrawals of savings funds must be signed by two (2) officers in the following order of availability.

1. The President and Treasurer
2. First Vice-President and Treasurer
3. The President and the First Vice-President

(j) The Treasurer shall maintain permanent membership records, showing payment of dues, dates paid and the period covered.

(k) He shall report the financial status of the Chapter at regular Chapter and Executive Board meetings.

(l) He shall remit to the State Federation Treasurer, each January, the per capita tax assessed by the Federation on the Membership existing as of December 31 of the previous calendar year.

(m) He shall furnish the Auditing Committee after the September membership meeting all the records and correspondence dealing with Chapter financial matters handled by him.

(n) He shall enter into a bond in such amount as the Executive Board shall deem sufficient to protect the financial interests of the Chapter.

(o) The Treasurer shall perform such other duties as requested by the President.

SECTION 5. THE CORRESPONDING SECRETARY

(a) The Corresponding Secretary shall maintain a current roster and mailing list of the names of the members, including marital status, addresses and telephone numbers; also the names of the elected officers, appointed officers, members of the Executive Board and Committee Chairperson.

(b) He shall mail timely notices of all Chapter meetings and conduct its general correspondence.

(c) He shall notify the Association Secretary of the death of a Chapter member.

(d) He shall maintain copies of the Constitution and By-Laws of the Chapter, the Association and the State Federation.

(e) He shall perform such additional duties as requested by the President.

(f) He shall be paid such compensation for his services as may be determined by the Executive Board from time to time.

(g) He shall safely keep in his possession the Chapter's National Charter.

SECTION 6. RECORDING SECRETARY

(a) The Recording Secretary shall enter and keep accurate and complete Minutes of all Chapter and Executive Board meetings.

(b) He shall read the Minutes of the preceding Chapter meeting at general membership meetings.

(c) He shall maintain copies of the Constitution and By-Laws of the Chapter, the Association and the State Federation.

(d) He shall perform such additional duties as requested by the President.

SECTION 7. SERGEANT-AT-ARMS

(a) The Sergeant-at-Arms shall preserve and maintain decorum at all meetings.

(b) He shall be in charge of the meeting room and assure that seating arrangements are in order.

(c) He shall have custody of the flags of the United States and of the Association and display them at all meetings and store them in a safe place between meetings.

(d) He shall be in charge of the attendance book and see to it that members and guests sign it.

SECTION 8. ASSISTANT SERGEANT-AT-ARMS

(a) The Assistant Sergeant-at-Arms shall assist the Sergeant-at-Arms at all general membership meetings.

(b) In the absence of the Sergeant-at-Arms he will assume the duties of the Sergeant-at-Arms as stated in Section 7 (a) (b) (c) (d).

SECTION 9. TRUSTEES

(a) Three (3) Trustees shall serve as yearly auditors and shall attend all regular and Executive Board meetings. They shall be members of the Executive Board.

ARTICLE VII - ABSENT OFFICERS

If any officer shall fail to attend three (3) or more consecutive membership or Executive Board meetings, his office shall be declared vacant, unless he informs the presiding officer prior to the scheduled meeting of his inability to attend and state the reasons.

ARTICLE VIII - EXECUTIVE BOARD

SECTION 1.

(a) The Executive Board shall consist of the President, First Vice-President, Second Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Sergeant-at-Arms, Alternate Sergeant-at-Arms, three (3) Trustees and the prior President in an Ex-Officio capacity.

(b) It shall serve as Trustee for and have custody of the real and personal property owned by the Chapter.

(c) It shall consider all matters pertaining to the Chapter and submit its recommendations to the Membership.

(d) It shall hold meetings prior to the regular monthly meetings at the call of the President.

(e) A quorum for board meetings shall consist of fifty (50%) percent of its members.

(f) No official business of the Board shall be transacted in the absence of the quorum except the meeting shall be postponed to a future date and due notice of the time and place shall be given to its members.

(g) It shall appoint the Nominating Committee.

(h) It shall make recommendations to the general membership for their approval.

(i) The office of a member of the board who is absent shall be considered vacant in accordance with provisions of Article VII of these By-Laws.

(j) Upon cancellation of a meeting the Executive Board shall be empowered to conduct the business of said meeting particularly when certain deadlines must be met.

(k) All Executive Board officers and committee members shall act under the direction of the President and shall upon expiration of their term of office surrender to their successors all records, documents and such other equipment as may be in their possession at that time.

ARTICLE IX - COMMITTEES

SECTION 1. MEMBERSHIP COMMITTEE

(a) The Membership Committee shall recruit all eligible persons in the area as members of the Chapter and the Association.

(b) It shall contact prospects and inform them of the history and aims of the Chapter and the Association.

(c) It shall contact those members who have not attended required meetings for extended periods in order to encourage and re-instill interest in the Chapter.

(d) It shall prepare and distribute literature outlining the benefits accruing to members of the Association and Chapter.

SECTION 2. LEGISLATIVE COMMITTEE

(a) Legislative Committee shall keep itself fully informed of local, state and national legislation that may affect the Chapter and National Association members.

(b) It shall organize campaigns to influence legislation by visits, letters, telephone calls.

(c) It shall render reports to Executive Board and membership meetings of the progress made.

(d) It shall advise the members in meeting notices of important legislation and other matters of interest.

(e) It shall submit proposed legislation to our legislative representatives.

SECTION 3. CONSTITUTION AND BY-LAWS COMMITTEE

(a) Constitution and By-Laws Committee shall study the Constitution and By-Laws of the National Association and the State Federation to insure that the Chapter's Constitution and By-Laws are in agreement.

(b) It shall recommend and review proposed changes to the Chapter Constitution and By-Laws and, in the acceptable form, present them to the Membership for proper action.

SECTION 4. NOMINATING COMMITTEE

Nominating Committee shall submit the names of nominees for office at the regular October meeting.

SECTION 5. RESOLUTIONS COMMITTEE

(a) Resolutions Committee shall recommend and review resolutions for action at National Association and State conventions.

(b) A resolution in an acceptable form shall be presented to the Membership for action. Upon approval, the Secretary shall forward the resolution to the convention for action.

SECTION 6. WAYS AND MEANS COMMITTEE

(a) Ways and Means Committee shall develop and direct programs which will raise funds for Chapter projects, convention Delegate expenses and other necessary expenses.

SECTION 7. THE AUDITING COMMITTEE

(a) The Auditing Committee shall consist of three (3) Trustees.

(b) It shall make an annual audit of the records of the Treasurer after the September meeting and shall submit its report with recommendations to the President and the Membership at the October meeting.

SECTION 8. PUBLIC RELATIONS COMMITTEE

(a) Public Relations Committee shall arrange announcements of meetings, trips, social or other Chapter affairs via newspapers and other media.

(b) It shall send items of interest relating to Chapter activities to the National Association and State Federation Secretaries.

SECTION 9. SUNSHINE COMMITTEE

(a) Sunshine Committee shall keep in touch and visit with members who are ill, confined and otherwise distressed, or members who are celebrating happy occasions, and shall send appropriate cards.

(b) It shall send condolence cards in case of death.

(c) It shall report above happenings to the Membership.

(d) It shall remind members to advise the Committee of the names of members in the specified categories ... the Chapter Editor shall likewise be advised.

SECTION 10. PROGRAM COMMITTEE

(a) Program Committee shall arrange for cultural and social features to be presented at the conclusion of Chapter meetings.

(b) It shall act as Master of Ceremonies, introduce the guest speaker, or entertainer, and outline his background.

(c) It shall furnish to the Public Relations Committee and the Chapter Editor information concerning scheduled Chapter events sufficiently in advance to assure adequate publicity.

SECTION 11. EDITOR

(a) The President shall appoint a Chapter Editor who shall produce a monthly newsletter for distribution by the Corresponding Secretary in conjunction with meeting notices.

SECTION 12. TELEPHONE SQUAD COMMITTEE

(a) The Telephone Squad Committee will notify the Chapter membership of the need for action on legislative matters or any other Chapter activity that requires personal contact.

SECTION 13. SERVICE OFFICER

(a) The President shall appoint a Chapter Service Officer who shall advise members as to their rights as retired Federal Employees, furnish necessary forms and assist in the completion and addressing of such forms.

(b) He serves as the Chapter's representative in reference to Alzheimer's Disease and Related Disorders Association.

ARTICLE X - CONVENTIONS AND DELEGATES

SECTION 1.

(a) Delegates must be in good standing in both the Association and the Chapter.

(b) Subject to approval of the Membership the Executive Board shall recommend the number of Delegates to represent the Chapter at Association and State Federation conventions. If the number recommended is not approved, then the Executive Board is obligated to set a satisfactory number which is agreed to by all concerned.

(c) The number of Delegates shall not exceed the maximum authorized under Chapter membership criteria prescribed in Association and State Federation By-Laws: National Convention - one (1) vote for each fifty (50) members or fraction thereof; Federation Convention - one (1) vote for each twenty-five (25) members or fraction thereof.

(d) Delegates shall be nominated from the floor and elected by the Membership at a regular meeting at least three (3) months prior to the convention.

(e) Delegates shall maintain unit rule at conventions.

(f) Each Delegate shall present a convention report concerning the business conducted. The report shall be given at the Chapter meeting immediately following the convention.

(g) The Executive Board shall recommend the amount of convention Delegate expenses to be paid by the Chapter, taking into consideration the availability of Chapter funds and subject to membership approval.

ARTICLE XI - DEFINITIONS

SECTION 1.

(a) Wherever the pronoun "he" appears in these By-Laws, it shall include the pronoun "she".

(b) Wherever the pronoun "his" appears, it shall include the pronoun "hers".

ARTICLE XII - AMENDMENTS

SECTION 1.

The Constitution or these By-Laws, except the procedure outlined in Article II, Section 1 (b), may be amended as follows:

(a) By the presentation of a petition signed by at least ten (10%) percent of the members of the Chapter in good standing.

(b) The petition, on recommendation of the Constitution and By-Laws Committee, shall be read by the Secretary to the Membership at a regular meeting, and laid over without debate until the next meeting.

(c) Notice of the next regular meeting shall include a copy of the proposed amendment for consideration by the Membership.

(d) A two-thirds vote of the Membership present and voting shall be necessary to adopt an amendment.

(e) Adopted amendments shall be forwarded by the Secretary of the Chapter to the National Office for review.

ARTICLE XIII - DISCIPLINARY ACTIONS

SECTION 1.

The Chapter has the right to decide who may be present during its sessions.

(a) Attendees creating a disturbance and/or disregarding the presiding officer's ruling, based on Robert's Rules of Order, are considered to be undesirable and may be requested to leave the meeting.

(b) A two-thirds vote of members in good standing present and voting shall be necessary for the ejection of an undesirable attendee.

(c) The Sergeant-at-Arms, or a detail appointed by the presiding officer, will remove the attendee using only the minimum force necessary to carry out the order.

ARTICLE XIV - EXPULSION OF MEMBERS

SECTION 1.

The Chapter has the right to decide who may be a member, taking into consideration the requirements for membership detailed in Article I, and may expel from membership any member found to be undesirable.

(a) Grounds for expulsion of a member from the Chapter may include, but are not limited to, continuous disruption of meetings, continuous disregard of, and disrespect for, the President's ruling based on Robert's Rules of Order, and actions that bring discredit to the Chapter and its activities.

SECTION 2.

(a) If charges are made against a member of actions of a serious nature which have been documented, the President shall, at the next regularly scheduled meeting, announce the charges against the accused. The Membership shall nominate a committee of no less than five (5) members of the Chapter to investigate the charges and report its findings to the Membership, with its recommendation for action.

(b) In the event that five (5) people cannot be obtained by nomination from the Membership, the President shall appoint the balance.

(c) The President shall set the date for the report of the Committee and instruct the Secretary to send, by registered mail, notification of the charges to the accused member and advising him of the date of the committee report.

(d) The Membership shall be advised by a special mailing of the nature and date of the meeting.

(e) The accused member shall have the right, following the Committee's report and recommendation, to offer explanations and introduce witnesses in his defense, if he so desires.

(f) Either side may cross-examine any of the witnesses.

(g) Upon completion of evidence, and if a recommendation of expulsion has been made by the investigating committee, the accused member shall retire from the room and the members of the Chapter shall vote.

SECTION 3.

A two-thirds vote of members in good standing who are present and voting shall be necessary to deprive a member of membership and expel him from the Chapter.

(a) The failure of the accused member to appear at the designated meeting shall not deter the consideration of disciplinary action.

(b) The President shall instruct the Secretary to notify officially the accused member of the decision of the Chapter.

SECTION 4.

Expulsion from Chapter 1301 does not preclude the joining of another Chapter of NARFE by the expelled member.

ARTICLE XV - PARLIAMENTARY AUTHORITY

SECTION 1.

Robert's Rules of Order shall govern in all cases not specifically covered by the Chapter's Constitution and By-Laws.



