

# West Shore (Hbg) Chapter 1465 Procedures

## **Order of Business**

1. The following shall be the order of business at all regular meetings of the Chapter:
  - a. Call to Order (raps of the gavel)
  - b. Invocation (Chaplain)
  - c. Pledge of Allegiance
  - d. Introduce speaker or entertainment
  - e. Report of the Officers
  - f. Report of other committees
  - g. Unfinished Business
  - h. New Business
  - i. Drawing of door prize, free meal, 50/50
  - j. Benediction (Chaplain)
  - k. Adjournment
2. A memorial service will be held each May and November for our deceased members. A listing of names will be recorded for each six (6) month period.

## **Officers**

The officers of the Chapter shall be a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer.

## **Election of Officers**

1. Officers shall be elected at the annual meeting for a one (1) year term. Nominations will be presented to the Members by the Nominating Committee at the annual October meeting. The nomination report will be published in the November newsletter. Additional nominations will be accepted from the Members present at the November meeting followed by the election of officers. Officers will be sworn in at the December party/meeting. These persons may hold office until their successors are installed.
2. A person may be elected to the Office of President, providing this person has been a member in good standing for at least one (1) year and regularly attends monthly meetings.
3. In the case of a vacancy at any time of any CHAPTER ELECTED OFFICE, the Executive Board shall have the authority to fill each vacancy for the unexpired term for that elected office, with the exception of the Office of President. A vacancy in the Office of President will be assumed by the First Vice President who will fill both Offices until the next annual elections of Officers are held. Should the position of First Vice President be vacant, the Executive Board will elect one of the Board members to fill the unexpired term.

4. If an Officer or Committee Chair cannot attend a monthly meeting, they should provide a written report to be read by an attending Officer. Individuals who believe they cannot regularly attend meetings should not run for office or accept a committee position.

## **Boards and Committees**

1. There shall be an Executive Board which shall consist of the Elected Officers, Chairpersons of all Chapter Committees, and the Advisors (all Active Past Presidents of the Chapter). This board shall exercise such functions as the Chapter may prescribe. The Board will meet monthly and at special meetings called at the discretion of the President.

2. There shall be a Membership Committee headed by the First Vice President.

3. There shall be a Legislative Committee headed by the Second Vice President.

4. There shall be additional committees as follows: Service; Social and Recreational; Greeting; Programs; Public Relations; Sunshine; Nominating; Auditing; Newsletter; Travel; Ways and Means; Constitution and By-Laws and Alzheimer's. Any additional committee may be appointed as the President deems necessary.

5. The President shall appoint a Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, and Webmaster.

## **Duties of Officers**

1. The President Shall:

(a) Preside at and conduct all regular and special meetings according to Robert's Rules of Order.

(b) Keep informed as to NARFE aims and programs at all times and guide the Chapter members in the consideration of problems.

(c) Conduct the business of the Chapter in an orderly manner, with fair and due consideration for opposing views.

(d) Call Executive Board meetings and act as Chairman.

(e) Appoint the Chairs of all Committees. Committee Chairs will select their own committee members.

(f) Act as an ex-officio member of all committees and attend meetings of committees at his/her discretion.

(g) Act as Chapter's representative before the public, or designate an individual to represent him/her.

(h) Act in other special capacities as requested through vote of the members.

2. The First Vice President shall:

(a) Assume the duties of the President, both at meetings and in the conduct of the affairs of the Chapter outside of meetings, in the event of non-availability of the President, or when specifically requested by the President.

(b) Advise and assist the President in the conduct of the affairs of the Chapter.

(c) Provide for continuity of operations in the event of absence of the President by maintaining familiarity with the affairs of the Chapter, including attendance at Committee meetings when considered advisable and approved by the President.

(d) Chair the Membership Committee in establishing annual goals, policies and procedures and in the recruitment of new members.

(e) Provide information to the Chapter Newsletter Editor and to the membership at regular meetings.

(f) Perform special assignments not specifically prescribed within the duties of other officers when requested by the President.

3. The Second Vice President shall:

(a) In the event of non-availability of both President and First Vice President, or when specifically requested by the President, assume the duties of the President, both at meetings and in the conduct of the Chapter outside the meetings.

(b) Perform the same functions as prescribed in Section 2 (b), (c) and (f) of this Article.

(c) Chair the Legislative Committee and provide information to the Chapter Newsletter Editor and to the membership at the regular meetings.

4. The Secretary shall:

(a) Prepare minutes of meetings of the Chapter and Executive Board.

(b) Maintain the following records:

Minutes of all meetings

Names of elected officers

Names of Committee members and Chairman

Any others requested by the President

(c) In the event of unexpected absence of a presiding officer, call to order and conduct meetings.

(d) Provide Committee Chairmen with any information on record that they may need in the performance of their duties.

(e) Bring to all meetings any records which would normally be required for the conduct of the meeting.

(f) Prepare and submit reports requested by the State and National offices of NARFE.

(g) Prepare correspondence for the Chapter when requested by the presiding officer.

(h) Perform other related duties as requested by the President.

(i) Maintain a record of all Chapter properties and/or equipment.

5. The Treasurer shall:

(a) Receive and maintain a record of all monies submitted by sources of the Chapter or by Chapter Committees.

(b) Deposit all funds in the name of the Chapter, in a financial institution designated by the Executive Board.

(c) Pay all just debts of the Chapter and maintain current records of such expenditures.

- (d) Submit regularly to the National Headquarters any monies received by the Chapter for National and/or Chapter membership dues.
- (e) Provide the Secretary with a Treasurer's Report at each regular meeting of the Chapter, or at other meetings as appropriate.
- (f) Submit to State Federation Secretary per capita tax in accordance with Federation requirements.
- (g) Obtain approval for all capital expenditures from the Executive Board.
- (h) Provide assistance and records for annual audit in January and at the end of term of office as Chapter Treasurer to the Auditing Committee.
- (i) Prepare and submit an Annual Budget to the Executive Board no later than the first meeting in January.

6. The Chaplain shall:

Open each meeting with a non-sectarian invocation and close each meeting with a non-sectarian benediction.

7. The Historian shall:

- (a) Maintain a file of minutes of all meetings from inception to date.
- (b) Keep scrap book of all media coverage.
- (c) Compile chronological account of the Chapter and its progress.

8. The Parliamentarian shall:

- (a) Furnish guidance as required pertaining to the parliamentary procedure as found in Robert's Rules of Order.
- (b) Advise the presiding officer immediately of any error in proceedings which may adversely affect the substantive rights of any member or otherwise do harm.

9. The Executive Board shall:

- (a) Represent the membership.
- (b) Reflect the membership wishes in the conduct of affairs between meetings and at special meetings.
- (c) Advise and counsel the President on problems of policy.
- (d) Recommend and/or consider all proposals for amendment to the Constitution, By-Laws and Procedures.
- (e) Recommend to the Chapter for or against adoption of such proposals.
- (f) Approve all expenditure of funds not delegated to the Treasurer.

## **Duties of Committees**

1. The Membership Committee shall:

- (a) Maintain a current file of "Member Index Cards" and the "Associate Members" dues cards with the address and telephone numbers.
- (b) Maintain contact with all members that are in-arrears in their dues payment. Utilize the telephone, letters or personal contact in the attempt to retain membership.
- (c) Obtain the names of eligible annuitants in our respective area and urge them to join NARFE and this Chapter.

(d) Receive dues for new members paid to the Chapter for National and Chapter membership, and turn all such funds over to the Chapter Treasurer or National Treasurer as appropriate.

(e) Follow up with delinquent "Associate Members" for payment of Chapter dues.

(f) Notify the President of all proposed meetings.

In Coordination with Newsletter Editor Shall:

(a) Advise NARFE headquarters, Membership Services Section, of all membership changes such as deaths, marital status changes, address and phone number changes, plus all other significant data.

(b) Notify the Executive Board of all new Chapter members, Members dropped, and Member change of address, together with any other information which may be required to complete the files.

(c) Maintain the address list of all Members and selected other individuals for the monthly newsletter.

2. The Legislative Committee shall:

(a) Keep informed on National, State and local legislation that may affect NARFE members, and explain such legislation to the Members at meetings.

(b) Help organize campaigns to influence legislators to vote for NARFE interests by personal visits, letter writing, or any other suitable means of contact, and encourage and guide Chapter members in making such contacts.

(c) Make recommendations regarding legislation to the National Headquarters of NARFE.

(d) Notify the President of all proposed meetings.

3. The Social and Recreation Committee shall:

(a) Notify the Executive Board of all Proposed Social Functions.

(b) For each meeting that a Social Function has been approved, coordinate with the meeting place representative, arrange for refreshments and/or meals when necessary, and insure that adequate facilities are available.

(c) For Special Programs, such as Picnics, Birthday parties, Anniversary Luncheons/Dinners, etc., after coordination with the Executive Board, secure additional committee members to assist in obtaining specialized or talented personnel for the Special Program.

(d) When appropriate, arrange for a reserved table for guest(s) and new Members.

4. The Greeting Committee shall:

(a) Welcome all members and guests at each meeting.

(b) Assure that all members and guests sign the attendance record at each meeting and furnish the information to the Chapter Secretary.

(c) Assure that all new members and guests are introduced to the Chapter Officers and acknowledged to the Membership during the meeting/party.

5. The Program Committee shall:

- (a) Arrange for speakers or entertainment to be presented at the regular meetings.
- (b) Provide for, or act as, Master/Mistress of Ceremonies for introducing the guest speakers or the entertainment to the members and providing whatever explanatory remarks may be appropriate.
- (c) Notify the President of all proposed committee meetings.

6. The Public Relations Committee shall:

- (a) Arrange for announcements of meetings, Chapter social activities, or other Chapter affairs of public interest, via newspapers or other appropriate media.
- (b) Watch for any news items that will be of interest to Chapter members, or will promote public interest in NARFE.
- (c) Notify the President of all proposed committee meetings.

7. The Sunshine Committee shall:

- (a) Keep in touch with members who are ill, confined or otherwise in distress, either by personal visits, telephone contacts or appropriate cards.
- (b) Keep the Executive Board informed of the illness or death of any member.
- (c) Arrange for appropriate condolences for families of deceased members or spouses.
- (d) Notify the President of all proposed committee meetings.

8. The Nominating Committee shall:

- (a) Provide for consideration of the members a list of potential candidates for various offices of the Chapter, at the October meeting.
- (b) The Nominating Committee shall be chaired by the immediate Past President, whenever possible. The next two (2) preceding Past Presidents shall also serve on this committee. In the event any of these persons cannot serve, the President will appoint other Chapter members to act in their place.

9. The Auditing Committee shall:

- (a) Audit the Treasurer's records and Travel Committee's records after the January meeting.
- (b) Submit a report of these audits at the February meeting.

10. The Service Officer Committee shall:

- (a) Develop and carry out a program to provide help to the membership. The areas of assistance include, but are not limited to: provision of aid in case of death of members or spouses; to assist in situations involving insurance or health benefits, and tax matters.
- (b) Advise and council members regarding other services available to Older persons.
- (c) Notify the President of all proposed meetings.

11. The Sergeant-at-Arms shall:

- (a) Under the direction of the President, at all times preserve order at all meetings of the Chapter, including Executive Board meetings.

(b) See that the meeting room is in order for the meeting and left in the same condition as before the meeting.

12. The Newsletter Committee shall:

Publish the Chapter monthly newsletter

13. The Travel Committee shall:

- (a) Plan, organize and publicize any proposed trips or special travel events.
- (b) Coordinate with Professional Travel Agencies in arranging special cruises or lengthy trips.
- (c) Serve as intermediary for the collection of funds for any travel and pay incurred expenses.
- (d) Maintain detailed records on all funding transactions with capital expenditures approved by the Executive Board.
- (e) Notify the President of all proposed committee meetings.

14. The Ways and Means Committee shall:

- (a) Initiate programs to raise funds to defray expenses, such as: Chapter delegates to State and National Conventions, charitable donations, scholarship awards, Chapter social functions, and other Chapter projects not included in the Chapter's accountable yearly income.
- (b) Report on individual projects to the Chapter Executive Board.

15. The Constitution, By-Laws, Resolution and Procedures Committee shall:

- (a) When required, solicit suggestions from the membership on corrective or new actions, and present these resolutions in proper form to the Chapter membership for adoption or non-adoption.
- (b) Follow through to insure that adopted new or corrective actions pertaining to National or Federation level guidelines are timely receipted and appropriately considered and decision made at said level(s).
- (c) Furnish the Chapter membership a progress or final report about initial Chapter approved new or corrective action(s) sent on to Federation or National levels.
- (d) Revise the Chapter Constitution and By-Laws, as required, and submit to the Executive Board for discussion and approval before being disseminated to the membership for approval.

16. The Alzheimer Committee

- (a) Solicit donations from members at meetings and parties.
- (b) Forward cash and check donations payable to NARFE Alzheimer Research to the Treasurer to forward to the Federation Alzheimer Chairperson.
- (c) Notify the President of all proposed Committee meetings.

17. Additional Committees may be appointed as the President deems necessary.

## **Convention Delegates:**

Delegates for National and State Federation Conventions shall be nominated and elected from the floor at the appropriate time. To become eligible as a delegate, he/she must have been a member of West Shore Chapter 1465 for at least one (1) year. Any member, other than an elected officer or Executive Board member, wishing to become a delegate to either convention and to receive compensation for the same, must serve at all sessions of the convention and attend not less than five (5) regular meetings of this Chapter during the year. Amount of compensation will be approved by the Executive Board for delegates to State and National Conventions. The Chapter may elect the number of delegates as predetermined by the State Federation for State Conventions, and as predetermined by the National Office for National Conventions.

## **Travel reimbursement Policy for Chapter Officers**

1. Reimbursement for travel by Chapter Officers.

(a) Travel reimbursement will be made by the Chapter to Chapter Officers for the following types of official travel:

(1) Only the Chapter President will be fully reimbursed for attendance at the Pennsylvania Federation biennial convention, this reimbursement will be limited to:

(a) Round trip transportation by air, rail, bus or personal vehicle at a rate determined by the Executive Board prior to the date of travel.

(b) Lodging, meals and tips.

(c) Registration Fees.

(2) The Chapter President, or another Executive Board member designated by the President as a replacement for himself/herself, to attend training sessions and conferences sponsored by NARFE Headquarters and/or the State Federation, will be reimbursed as outlined in subparagraph (a) (1) above.

(3) Partial reimbursement can be made to the other Chapter Officer or Executive Board members dependent upon the available income derived from funds raised by the Ways and Means Committee for a Travel Reimbursement Fund.

(b) The Executive Board can authorize a certain percentage of the anticipated expenses as an advancement prior to travel being performed.

(c) Receipts for all travel expenditures and any mileage costs will be submitted at the next scheduled Executive Board meeting following completion of travel for approval prior to submission to the Chapter Treasurer for payment.

## **Article VIII. Publication**

For every month there is a meeting, there shall be mailed to all members in good standing in the Chapter, a Newsletter announcing the place or meeting, date, time and other information pertaining to the next meeting of the Chapter. The Newsletter should contain: 1) the President's message; 2) A brief report of the last meeting and information about upcoming meeting speakers; 3) Officer/Committee reports; 5) other information of interest to members.

## Article IX. Chapter Dues

The Chapter shall fix such dues as are necessary to meet expenses of carrying out its business and functions. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for Federal income tax purposes.

### **Chapter Documents**

Insure a copy of the Constitution and the By-Laws are provided to each elected Officer and each Board member. When new Officers are elected it will be incumbent upon the outgoing Officer to insure his/her predecessor receives their copies of such documents, plus all other pertinent Chapter papers.

### **Amendments**

Amendments to these Procedures may be enacted by a vote of those voting, a quorum being present at any regular meeting.