



BYLAWS of Chapter 1466 of the NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES' ASSOCIATION

ARTICLE I. NAME

The Chapter, located within Calvert County, Maryland shall be known as the CALVERT COUNTY CHAPTER NO. 1466 of the NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION (NARFE). The Chapter is affiliated with the MARYLAND FEDERATION (MDFED).

ARTICLE II. OBJECTIVE

The objectives of this Chapter shall be to support and work toward the objectives of the National Bylaws. The Chapter shall operate in unity with policies established by NARFE, and with other program activities looking toward preservation of American institutions and ideals not in conflict with NARFE.

ARTICLE III. MEMBERS

The conditions and provisions of membership shall be consistent with the Bylaws of NARFE National. A member who pays all national and chapter dues is in good standing (regular voting member). The Chapter shall consist of: (1) Regular Voting Members, (2) other non-voting Associate, Social and Honorary Members as provided by National Bylaws.

ARTICLE IV. DUES

NARFE and Chapter dues are billed to members per National Policies with reimbursement to the member Chapter. The chapter shall charge only such dues as may be necessary to meet expenses in carrying on its business and functions. Such dues are not (IRS) tax deductible.

Section 1. Collection

- a) The Chapter dues, as last changed effective July 2023, shall be \$5.00 per year. Associate and Social member dues are collected directly by the Chapter. Honorary members are exempt from paying Chapter dues.
- b) The dues amount may be changed by a majority of those voting at any Regular Meeting.

Section 2. Remuneration

When affordable by the Chapter's Treasury, Chapter Members will be reimbursed for some of their official administrative, registration and travel expenses; the type and amount to be determined by a majority vote of the members at a Regular Meeting.

- a) The checking and savings accounts shall be in the name of the Chapter. Checks are to be signed by the Treasurer or President.
- b) The Treasurer is authorized to pay ordinary chapter expenses, and small reimbursement expenses, upon approval by the President. Unusual expenses shall be approved by members at a regular meeting.

ARTICLE V. OFFICERS, ELECTIONS AND EXECUTIVE BOARD

The Chapter shall elect a President; a Vice President; a Secretary, and a Treasurer (or Secretary/Treasurer); all of whom must be chapter voting members when elected and remain as such during their tenure of office. These persons shall hold office until their successors are elected and installed.

Section 1. Standard officer duties are described in the Federation Officers Manual, F-10. The Treasurer shall submit an annual financial report at the first regular meeting each year. The chapter may by resolution require the Treasurer (or the Secretary/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 2. Nominating Committee.

- a) In odd-numbered years, the outgoing President shall appoint a Nominating Committee Chairperson at the Regular February Meeting. The Chairperson shall designate one or more additional Committee members and shall present a *slate* of officer nominees to be voted on at the Regular April Meeting. Nominations may be submitted to the Committee at any time prior to the election.
- b) The Nominating Committee shall conduct the election, including any ballot tallies, at the Regular April meeting in odd-numbered years.

Section 3. Election of Officers and Terms

- a) In odd numbered years, the Officers shall be elected by a majority of those voting members present at the Regular April Meeting. If an office has more than one nominee, then voting shall be by secret written ballot; however, if a nominee is unopposed, the Nominating Committee shall declare that the nominee is elected unanimously.
- b) All officers shall be elected for a term of *two* (2) years. They shall assume their office immediately upon installation at the Annual June Meeting and shall serve until the next election's installation.
- c) The office of President shall be limited to two consecutive terms. Other elected offices have no term limits.
- d) Should an elective office become vacant by any cause, it shall be filled by order of the Executive Board. The replacement officer shall remain in office until that elective term expires.
- e) Upon installation of the new officers, the outgoing officers shall turn over all records and Chapter properties that they hold to the newly installed officers.

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Section 4. Executive Board

- a) The Executive Board shall be composed of all the elected Chapter officers, the immediate ~~past~~ President, and appointed Committee Chairs.
- b) The duties of the Executive Committee are as follows:
 - (1) Review the state of the Chapter.
 - (2) Recommend actions to be taken by the Chapter.
 - (3) Set the agenda for the next Chapter meeting.
- c) The quorum required for an Executive Board meeting shall be (2) two officers, including the President or Vice President.
- d) Executive Board meetings are to be scheduled bi-monthly or at the discretion of Committee members and are open to all chapter members.

ARTICLE VI. COMMITTEES

Standing Committees shall be Audit; Membership; Service; Legislative; Public Relations; and Newsletter. All committees shall be appointed by the President for a term that expires at the odd year June (Installation) Meeting. The President may appoint and designate the purpose, powers and term of other special committees as deemed desirable. The president shall be an ex-officio member of all committees except the nominating and audit committees.

ARTICLE VII. MEETINGS

- a) The Regular Meetings shall be held at 1:00 p.m. on the third Thursday of every other month, from October through the Annual June Meeting, unless the Chapter, by most of those voting, or the Executive Board, decides to hold a meeting at another date/time.
- b) The time and place for each meeting shall be stated in the preceding Newsletter.
- c) The quorum required for business at a meeting shall be five percent (5%) of chapter voting members, including the President or Vice President and one (1) another elected officer or committee chair.
- d) Special Meetings may be called by the President or, in writing or email, by five (5) or more members in good standing.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The provisions found in Robert's Rules of Order Newly Revised shall govern chapter business in all matters not in conflict with the chapter bylaws, federation bylaws or the Association's Articles of Incorporation and National Bylaws.

ARTICLE IX. AMENDMENTS

The Chapter Bylaws may be amended by two-thirds (2/3) of the regular voting members present at a regular chapter meeting. All proposals for Bylaws amendments shall be announced in a bi-monthly newsletter distributed to voting members not less than 30 days prior to the meeting at which they will be voted upon. Amendments shall be approved at the National Headquarters before becoming effective.

APPROVALS

Robert Oszajca

Chapter Secretary/Treasurer

 Date 3/29/2024

APPROVED at National Headquarters

National Secretary/Treasurer _____

Date _____

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