

**NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES  
ASSOCIATION  
TRI-CITY CHAPTER 1494  
CONSTITUTION AND BYLAWS**

**NAME**

This Chapter shall be known as TRI-CITY CHAPTER 1494 of the National Active and Retired Federal Employees Association, located in the city of Fremont, State of California. Charter Granted April 1976.

**OBJECTIVES**

Section 1. To support and work toward the objectives and purposes of The National Active and Retired Federal Employees Association, (Paragraph 3 of the Association's Articles of Incorporation). In furtherance of these objectives, this chapter shall operate in unity with policies established by the Association's National convention and National Executive Board, together with such other activities looking toward the preservation of American institutions and ideals as shall be espoused by the Association.

Section 2. The Chapter shall not enter into activities, arrangements or agreements which conflicts with programs or activities of the Association.

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Revised: August 13,2009  
By Laws Committee  
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## ARTICLE I. MEMBERSHIP

Section 1. Chapter membership shall be composed of members in good standing of the National Active and Retired Federal Employees Association, following the rules as set forth in the National Association's article of incorporation and bylaws: Article I Section 1.

Section 2. There are three types of membership: Voting members, Social members and Associate members:

- a. Voting Members are those members who meet the criteria of (Article I Section 2 [A] thru [C] of National By Laws.) i.e.: Regular members, Life members, and Honorary and Distinguished members.
- b. Social Members are those persons who wish to promote the objectives of NARFE as set forth in (Articles of Incorporation #3). Social members may not hold office, nor have a vote except as to social activities of purely local concern.
- c. NARFE members who affiliate with any 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.
- d. ARTICLE II. ELECTIVE OFFICERS AND DUTIES

Section 1. The elective officers of the Chapter shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer.

The officers shall be elected at the annual meeting in November, and shall serve for one year. A majority of the assembled members shall elect the officers; they shall be installed at the regular meeting in December and shall assume their official duties January 1<sup>st</sup>.

- a. The President shall preside at all Chapter and Executive Board meetings and should be the Chapter representative at all Federation and National seminars and convention and shall act as ex-officio member of all committees except the nomination committee.
- b. The First Vice President is chairperson of the Membership committee and shall perform the duties of the President at all meeting in absence of the President.
- c. The Second Vice President shall serve as the Legislative chairperson.
- d. The Secretary shall record and read the minutes at the regular and Executive Board meetings, provide records and documentation to all convention delegates, and shall perform such other duties as the President or Executive Board may direct.
- e. The Treasurer shall receive and record member's dues, and such collections of Moneys as designated by the Chapter. Such Moneys shall be deposited in the name of the Chapter in such Federally Insured Financial institutions as shall be approved by the Executive Board. The Treasurer shall record and pay all Chapter bills duly authorized by the Executive Board. He/She maintains an inventory of chapter property, Co-Chairs W/President annual budget meeting.

- f. If an elected officer, other than the President, is absent from three consecutive business meetings without a reasonable excuse, that office may be declared vacant at the discretion of the president.

### ARTICLE III. APPOINTIVE OFFICERS

Section 1. The President may appoint Trustees, a Parliamentarian, Chaplain, Historian, and such others as deemed necessary.

Section 2. The STANDING COMMITTEES shall be: Program, Service, Sunshine, Telephone, Hospitality, Ways and Means, Newsletter, and any others deemed necessary.

Section 3. Special or AD-HOC committees shall be: Nominating, Bylaws, and any other deemed necessary.

Section 4. Audit/Budget Committee shall consist of Trustees and both incoming and outgoing Presidents.

Section 5. Except as provided in the bylaws, the President shall appoint all committee chairpersons.

Section 6. At least sixty (60) days prior the November meeting, the President shall appoint a Nominating Committee of at least three members. They shall present in writing, at the annual meeting in November, a slate of nominees for Chapter officers. Nominations may also be made from the floor. If more than one person is nominated for any office, the voting will be done by secret ballot.

Section 7. The duties and responsibilities of all Chapter officers and committee chairpersons shall generally be in compliance with the provisions of the Chapter and Federation Officers Manual. (F10)

### ARTICLE IV. DUES

Section 1 The chapter shall fix such dues as are necessary to meet expenses of carrying out its business and functions. Any chapter document relating to dues or contributions must contain this statement, "Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes."

Section 2. Associate members shall be assessed an annual dues the same as members covered under Article IV Section 3, payable in January of each calendar year.

Section 3. Social members, covered under Article IV. Section 3 © shall be assessed annually, payable in January of each calendar year.

Section 4. Any member who becomes delinquent in the payment will automatically be dropped after three (2) months. [Ref. National bylaws, Article I Section 4(f)]

Section 5. Any member who has reached the age of 85 years, and who has been a dues paying member of the National Association and a Chapter member for twenty (20) years, shall be eligible for a Distinguished membership award. Distinguished members shall also be eligible for a "paid-up" chapter life membership while in this chapter. However, they must continue to pay National Dues.

## ARTICLE V. MEETINGS OF THE EXECUTIVE BOARD

Section 1 The Executive Board shall be composed of the elected officers, Immediate Past President, and all standing committee chairpersons. A quorum shall consist of a majority of the elected officers, and immediate Past President, but must include the President or Vice President.

a. The Executive Board shall meet once a month prior to the regular meeting and shall:

- 1 Transact the business of the Chapter and report thereon at the next regular meeting of the Chapter. The Board may approve expenditures not exceeding \$200.00. All other expenditures require approval by the membership, unless noted in approved budget.
- 2 Fill vacancies in any elective office that occurs between annual elections except that of the President, which shall be filled by the First Vice President.
- 3 Make recommendations to the Chapter regarding proposed amendments to the bylaws.
- 4 Consider all resolutions proposed for presentation to the State Federation or National Convention.
- 5 Approve selection of delegates to the California State Federation and National Conventions and establish monetary limits for convention delegates

## ARTICLE VI. MEETINGS OF THE CHAPTER

Section 1. Regular meetings of the Chapter shall normally be held on the fourth Friday of each month unless changed by Chapter vote or action of the Executive Board members, who must receive due and reasonable notice of any changes. The regular meeting in November shall be designated as the Annual meeting for the election of officers for the coming year.

Section 2. A special meeting of the membership may be called by the Chapter President when necessary, or upon written request of one-tenth (1/10) of chapter members, stating the nature of the business for which the meeting is called. Notice of all special meetings shall be given in writing, or personally, at least seven (7) days prior to such meeting.

Section 3. Five percent (5%) of the membership shall constitute a quorum, but less than a quorum may adjourn to meet on a future date of which a notice must be given to all members.

## ARTICLE VII. ORDER OF BUSINESS

Section 1. The President shall preside at all meetings of the chapter. In the absence of the President, the order presiding officer is as follows. 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer.

Section 2. The order of business will normally be as follows:

- a. Call to order
- b. Invocation (or moment of silence)
- c. Pledge of Allegiance
- d. Program
- e. Introduction of new members in attendance/Announcement of birthdays and anniversaries.
- f. Reading of minutes
- g. Officers' reports
  - 1. Treasurer's report
  - 2. 2<sup>nd</sup> Vice President's report
  - 3. 1<sup>st</sup> Vice President's report
  - 4. President's report
- h. Committee reports
  - 1. Standing committee reports
  - 2. Special committee reports
- i. Unfinished business
- j. New business
- k. Announcements
- l. Adjournment
- m. Drawings

Section 3. At the discretion of the President, the order of business may be changed.

ARTICLE VIII. PARLIAMENTARY PROCEDURES

Section 1. The rules of parliamentary practice comprised in the current edition of ROBERTS RULES OF ORDER shall govern all proceedings of the Chapter and Executive Board, except when inconsistent with the constitution and bylaws of the Chapter, the State Federation or National Association. The Parliamentarian will rule on all questionable procedures.

ARTICLE IX. DELEGATES

Section 1. The Executive Board must approve convention delegates to the National and California State Federation convention. Delegates must have attended six (6) chapter meetings of the convention within the last two- year National convention period.

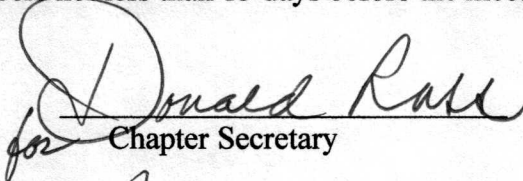
Section 2. Delegate (s) appointee (s) deadlines must be met in accordance with California State Federation and National convention schedules.

Section 3. The Executive Board will determine the amount allowed each delegate for convention expenditures. The total convention expenditures cannot exceed the balance of the convention fund.


Section 4. Convention delegates, subsidized by the Chapter, will submit a written report, individually or collectively, to the Executive Board, and subsequently to the general membership, no later than the second general meeting after the convention.

ARTICLE X. AMENDMENTS

Section 1. Amendments to these bylaws may be proposed by the Executive Board, or by the bylaws committee, with the concurrence of two-thirds (2/3) of the members present at any regular meeting of the Chapter, provided written notice of the proposed amendment is transmitted to all Chapter voting members not less than 15 days before the meeting at which the vote is taken.

  
for Chapter Secretary

August 13, 2009  
Date

  
APPROVED at National Headquarters

18 Aug 2009  
Date