

NARFE San Antonio Chapter 1594 Bylaws

Article I. NAME

This chapter shall be known as San Antonio Chapter 1594 of the National Active and Retired Federal Employees Association. The chapter is affiliated with the Texas State Federation, subject to the constitution and bylaws of that body.

Article II. OBJECTIVE

Section 1. The objectives of this chapter shall be to support and work toward the objectives of the National Active and Retired Federal Employees Association, as set forth in Rule IV, Section 2C of the National Bylaws. In furtherance of these objectives, this chapter shall operate in unity with policies established by the Association 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 that conflict with programs or activities of the Association or its bylaws.

Article III. MEMBERS

Section 1. Any person who is a dues-paying member of NARFE National shall be eligible to join the chapter. A member who pays chapter dues is in good standing.

Section 2. The chapter may provide for nonvoting members as allowed in the National Bylaws Article IV, Section 5F defining associate and social members.

Article IV. DUES

Section 1. The chapter dues are \$7.00 and shall be used to meet expenses of carrying out chapter business and functions.

Section 2. 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."

Article V. OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Chapter officers shall be a president, a 1st vice president, a 2nd vice president, a secretary, and a treasurer. Election of officers shall be held annually and nominations may be made by the nominating committee or from the floor. The officers shall be voting

members and elected at the annual meeting held either October or November as decided by the Executive Committee. Officers are installed at the December meeting and shall assume duties at the first meeting of the following calendar year and will fulfill their standard duties, which are detailed in the *Chapter & Federation Officers Manual*, F-10.

Section 2. The chapter may by resolution require the 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 3. If there is a vacancy in the office of the president, the first vice-president shall serve as president until the next election. If there is a vacancy in any other office, the executive committee shall fill such vacancy for the unexpired term.

Section 4. The executive committee shall consist of the elected chapter officers (and other appointed officers and committee chairs as deemed appropriate). The executive committee shall exercise such other duties as the chapter may prescribe. Quorum for an executive committee meeting shall consist of 4 committee members. Meetings shall be held at the discretion of the president.

VI. COMMITTEES

Section 1. The membership committee shall be appointed by the president and chaired by the 1st vice president. It shall be the duty of the members of this committee to develop a membership plan that describes organized efforts to gain and keep members, encourage dues withholding, and contact lapsed members.

Section 2. The legislative committee shall be appointed by the president and chaired by the 2nd vice president. It shall keep abreast of state and national legislative matters concerning federal civil annuitants and prospective annuitants and make recommendations for action to the chapter, the federation and the Association.

Section 3. The president may appoint a service officer, a public relations officer, a social, bereavement officer and such other committees as deemed desirable.

Section 4. The audit committee shall be appointed by the president to annually perform an audit of the financial records of the chapter.

Section 5. The president shall be an ex-officio member of all committees except the nominating committee.

Article VII. MEETINGS

Section 1. Regular meetings shall be held on the 3rd Wednesday of each month unless a meeting is cancelled by previous chapter vote or by action of the chapter executive committee, with due and reasonable notice to members,

Section 2. Quorum for conducting chapter business shall consist of two (2) elected officers and ten (10) voting members. If less than a quorum is present, those present may adjourn to meet on a future date, of which due notice shall be given to each voting member. If less than a quorum is present, members may run the program but may not make decisions.

Section 3. Special meetings shall be called by the chapter president when necessary. Email or written notice of all special meetings shall be given to each chapter voting member.

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 or the Association's Articles of Incorporation and National Bylaws.

Article IX. AMENDMENTS

Section 1. An amendment to these bylaws shall be made by concurrence of two-thirds of the voting members present and voting at any regular business meeting, provided written notice of the proposed amendment has been transmitted to all chapter voting members not less than 30 days before the meeting at which the vote is taken.

Section 2. Amendments shall be approved at National Headquarters before becoming effective.

CHAPTER STANDING RULES

Article I. CHAPTER MEETINGS

Section 1. All regular chapter meetings (except those held in June and December) shall be called to order at 12:30 p.m. by the presiding officer and shall be adjourned at 2:30 p.m. June and December meetings will be scheduled at the discretion of the executive committee.

Section 2. The order of business at all regular chapter meetings shall be:

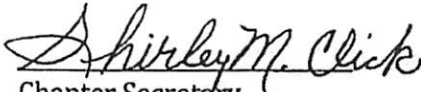
1. Call to order
2. Invocation (or moment of silence)
3. Pledge of Allegiance
4. Introduction of new members and guests
5. Reading of minutes
6. Officers' reports
7. Committee reports
8. Unfinished business
9. New business
10. Announcements

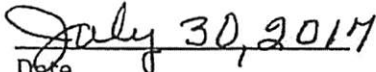
- 11. Program
- 12. Adjournment

Article II. Adoption, Rescission and Suspension

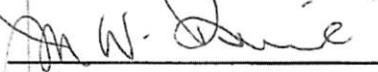
Section 1. A standing rule shall be adopted, rescinded or suspended at a regular chapter meeting with the concurrence of majority of voting members in attendance. Previous notification to chapter members for such actions shall not be required.

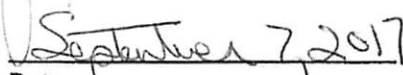
Section 2. A standing rule shall only be suspended for the duration of a regular chapter meeting.


Chapter Secretary


Date

APPROVED at National Headquarters


National Secretary/Treasurer


Date

This document supersedes all previous versions of Constitution and Bylaws of San Antonio Chapter 1594.