



# NARFE

National Association of Retired Federal Employees

1533 New Hampshire Avenue NW  
Washington, DC 20036-1279  
(202) 234-0832 FAX: 797-9698

October 22, 1992


Don Novitski, President  
Chapter 1734  
3262 Sharp Road  
Glenwood, MD 21738

Dear Mr. Novitski,

After careful review, we find that your Chapter constitution and bylaws changes do not conflict with the NARFE National Bylaws and are in accordance with Article VI, Section 3(a) of the Bylaws.

If we can be of further help, feel free to contact us.

Sincerely,

  
Nola M. Aguilar  
National Secretary

cc: Field Services Coordinator  
Chapter 1734 File

National Association of Retired Federal Employees

Harold Price  
PRESIDENT

Al James Golato  
VICE PRESIDENT

Nola M. Aguilar  
SECRETARY

Benny L. Parker  
TREASURER



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## CERTIFICATE OF NARFE NATIONAL OFFICE APPROVAL OF CHANGES TO CHAPTER CONSTITUTION

The Membership Department has received and reviewed the proposed changes to the Chapter #1734 constitution. Original documents were returned to the chapter and a copy set has been placed in the Membership Department files.

*Carolyn Reed*  
Chief Operating Officer

10/19/92  
Date

Certified National Office approval as required under Article VI, Section 3(a) of the NARFE Bylaws

*Nola M. Aguilar*  
National Secretary

10/22/92  
Date

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NATIONAL ASSOCIATION OF RETIRED FEDERAL EMPLOYEES, CHAPTER 1734

HOWARD COUNTY, MARYLAND

CHAPTER BYLAWS

Article I. CHAPTER MEETINGS

Section 1. Regular meetings of chapter number 1734, National Association of Retired Federal Employees, shall be held on the third Wednesday of each month at 1:00 PM, unless a meeting is omitted or changed by previous chapter vote or by action of the executive committee, with due and reasonable notice to the members. The regular meeting in May shall be the annual meeting.

Section 2. Special meetings shall be called by the chapter president when necessary, or upon written request of ten (10) percent of the chapter's voting members. Written notice of all special meetings shall be given to each chapter voting member at least seven (7) days before such meeting.

Section 3. A quorum for conducting chapter business shall consist of at least five (5) percent of the chapter's voting members, but less than a quorum may adjourn to meet on a future date, of which due notice shall be given to each voting member.

ARTICLE II. ORDER OF BUSINESS

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

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. Invocation (or moment of silence) | 6. Unfinished business   |
| 2. Pledge of allegiance              | 7. New business          |
| 3. Reading of the minutes            | 8. Program/entertainment |
| 4. Officer reports                   | 9. Adjournment           |
| 5. Committee reports                 |                          |

ARTICLE III. OFFICERS AND COMMITTEES

Section 1. Chapter officers shall be a president, a first vice-president, a second vice-president, a secretary and a treasurer (or a secretary-treasurer, if it is desired to combine these two offices). These officers shall be elected for two (2) year terms on even numbered years, commencing July 1 and ending on June 30 of the next even numbered year.

Section 2. There shall be an executive committee of which the elected chapter officers shall be members along with the Past-President (or in the case where there is no Past-President, an at-large member from the chapter voting members). The executive committee shall have the authority to declare any of the chapter offices vacant and fill that office on a temporary basis until the next regularly scheduled election and exercise such other functions as the chapter shall prescribe.

Section 3. The duties of the officers shall be as follows: The President shall preside at all chapter and executive board meetings and represent the chapter on all occasions except where such authority has been delegated by the President. The Vice-Presidents shall prepare to assume the Presidency if the President is unable to fulfill that office, as determined by the Executive Board, and, assume other duties as assigned by the President. The Secretary records the minutes of the proceedings of all chapter and executive board meetings; maintains and preserves chapter records and handles all official correspondence for the chapter. The treasurer receives and disburses all chapter funds and keeps account thereof; establishes a checking account into which all chapter revenues are to be deposited; handles all fiscal matters of the chapter.

Section 4. There shall be a membership committee appointed by the president. It shall be the duty of the members of this committee to urge all persons in the area, that are eligible for membership as set forth in the national bylaws, to join the association and the chapter. All members of the chapter are, by virtue of chapter membership, members of this committee.

Section 5. There shall be a legislative committee (or two (2) committees one for federal legislation and another for state legislation) appointed by the President to: a) keep abreast of all national and state legislative matters concerning federal civil annuitants and prospective annuitants and, b) make recommendations for action to the chapter, the federation and the national association.

Section 6. The President shall also appoint a service officer, a public relations officer, a sunshine committee (to contact the sick and look after the welfare of individual members), an auditing committee, a nominating committee and such other committees as deemed desirable.

Section 7. The chapter may, by resolution, require the treasurer (or secretary-treasurer) to give bond for the faithful performance of his/her duties. The expense of obtaining the bond shall be paid from chapter funds.

#### ARTICLE IV. CHAPTER DUES

Chapter dues shall be five (\$5) dollars per year. Dues payments and gifts or contributions to the chapter or NARFE are not deductible as charitable contributions for federal income tax purposes.

#### ARTICLE V. AFFILIATION WITH STATE FEDERATION

This chapter shall be affiliated with the Maryland State Federation of Chapters, subject to the constitution and the bylaws of that body.

#### ARTICLE VI. PARLIAMENTARY AUTHORITY

The provisions of Robert's Rules of Order, Newly Revised, shall govern chapter business in all matters not in conflict with the

chapter constitution and bylaws. Deviation may be made by the presiding officer in the interest of having a smoothly running meeting, so long as no point of order is raised.

ARTICLE VII. AMENDMENTS

An amendment to these bylaws may be enacted by concurrence of a majority of the voting members present and voting at any regular business meeting, provided written notice of the proposed amendment was sent to all chapter voting members not less than fifteen (15) days before the meeting at which the vote is taken.

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Chapter Secretary

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Date

Approved at National Headquarters

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Date

NATIONAL ASSOCIATION OF RETIRED FEDERAL EMPLOYEES, CHAPTER 1734  
3262 Sharp Road  
Glenwood, Maryland 21738  
Don Novitski, President  
(301) 442-2913

August 23, 1992

Mr. Joe Hall  
Field Services Coordinator  
National Association of Retired Federal Employees  
1533 New Hampshire Av, N.W.  
Washington, D.C. 20036-1279

RECEIVED  
SEP 3 - 1992  
MEMBERSHIP DEPT.

Re: Approval of Revised Chapter Bylaws

Joe,

Enclosed is a copy of the proposed bylaws for Chapter 1734 which I am sending for your approval. This same copy is being sent to all of our members as an insert to our Newsletter with the notice that we will be voting on adoption of the new bylaws at the meeting on September 25.

There are only two areas where we believe changes or amendments may be made at the meeting. Neither of which would impact on National approval. The two areas are: 1) The bylaws require a change in meeting date from Friday to Wednesday; and 2) The bylaws require a change in Chapter dues to \$5 from the current \$3.

I am also enclosing a copy of the Newsletter for your information. Our Executive Board reviewed both the new bylaws and the pertinent parts of the Newsletter last Thursday. We hope that the newsletter explanations for the changes will go a long way toward answering any questions the members may have. Maybe even answer some of your questions too!

If there are any changes National requires we will address them by way of amendments at the meeting. Hope to be hearing from you soon.

Thanks again,



Don Novitski