

NARFE CHAPTER 1747 BYLAWS

Article I. NAME

This chapter shall be known as Greater Bowie-Crofton Area Chapter 1747 of the National Active and Retired Federal Employees Association (NARFE). The chapter may be affiliated with the Maryland State Federation, subject to the bylaws of that body.

Article II. OBJECTIVE

Section 1. The objectives of this chapter shall be to support and work towards the objectives of the National Active and Retired Federal Employees Association (NARFE). In furtherance of these objectives the 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 activities, arrangements or agreements that conflict with programs or activities of the National Association or its bylaws.

Article III. MEMBERS

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

Section 2. The chapter may provide for non-voting members as allowed in the National Bylaws, defining associate, social members.

Article IV. DUES

Section 1. The chapter dues are \$10.00 yearly and 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, gifts or contributions to NARFE are not deductible contributions for federal income tax purposes."

Article V. OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Chapter officers shall be a president, a vice president (or first and second vice president), a secretary, a treasurer, and an assistant treasurer. The officers shall be voting members and elected at the annual meeting and may be nominated by the nominating committee or from the floor. The chapter president may serve for a term of two years or until their successor is elected but may run no more than two times for office. The other chapter officers do not have term limits. Officers shall assume their duties on the third Thursday in June after the election and fulfill their standard duties, which are detailed in the Chapter and Federation Officers Manual, F10.

Section 2. 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 3. If there is a vacancy in the office of the president, the 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 the chapter may prescribe. Quorum for an executive committee meeting shall consists of three (3) members.

VII. COMMITTEES

Section 1. The membership committee shall be appointed by the 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. The committee shall consist of the elected chapter officers (and other appointed officers and committee chairs as deemed appropriate.)

Section 2. The legislative committee shall be appointed by the president to: (a) keep abreast of state and national legislative matters concerning federal civil annuitants and prospective annuitants; and (b) make recommendations for action to the chapter, the federation and the Association. The committee shall consist of the elected chapter officers (and other appointed officers and committee chairs as deemed appropriate).

Section 3. The president may appoint a service officer, a public relations officer, a sunshine committee 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 ex-officio of all committees except the Nominating Committee and the Audit Committee.

Section 6. No other standing committee may be appointed without amending the bylaws unless a provision is included.

Article VII. MEETINGS

Section 1. Regular meetings shall be held on the third Thursday of each month at the Bowie Senior Center, 14900 Health Center Drive, Bowie, MD or other designated venue if necessary, except July and August, unless a meeting is canceled by previous chapter vote or by the action of the chapter executive committee, with due and reasonable notice to members. The regular meeting in May shall be the annual meeting.

Section 2. Quorum for conducting chapter business shall consist of ten (10) 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, if less than a quorum is present, members may run the program but may not make decisions.

Section 3. Special meeting shall be called by the chapter president when necessary or upon written request of 5 of the chapter members, stating the nature of the business for which the meeting is to be called. Notice of a special meeting shall be given in writing and mailed to every member at his/her last known address, or sent electronically, or delivered personally, at least 10 business days (Monday through Friday, excluding federal holidays) before each such meeting.

Section 4. Electronic meetings are authorized when there is a time critical factor, when an issue must be resolved before the next meeting; inclement weather prohibits meeting during a regularly scheduled time; health risks exist as determined by federal/state government such as COVID, or whenever a member of the Executive Committee, with approval of at least two other members, determines that an electronic meeting is warranted.

Section 5. A quorum of at least three (3) members of the Executive Committee must approve of and participate in the meeting. All business affairs of the chapter may be conducted by electronic means except voting for chapter officers.

Article VIII. PARLIAMENTARY AUTHORITY

The provisions found in Robert's Rules of Order Newly revised shall govern chapter or federation 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 was taken.

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

Chapter President: /s/ Frank Lee, dtd. 6-7-2023

National Secretary/Treasurer: /s/ Kathryn E. Hensley, dtd. 6-23-2023