

# National Active and Retired Federal Employees (NARFE) Chapter Bylaws

## **Article I. NAME**

This chapter shall be known as the Campbell County Chapter, 1760 of the National Active and Retired Federal Employees Association (NARFE). This Chapter shall be affiliated with the Kentucky Federation of Chapters, subject to the Constitution and By-Laws 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 \$6.00 annually 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 vice president (or first and second vice president), a secretary and a treasurer [or secretary-treasurer if the positions are combined]. The officers shall be voting members and elected at the annual meeting and may be nominated by the nominating committee or from the floor. Officers may serve until their successors are elected. Each election is for a two-year term. Officers shall assume their duties in January, and 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 [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.** 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 three.

**Section 4.** 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.

## **VI. COMMITTEES**

**Section 1.** The membership chair shall be appointed by the president. It shall be the duty of the membership chair to assist in efforts to gain and keep members, encourage dues withholding, and contact lapsed members.

**Section 2.** The legislative chair 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.

**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 an ex-officio member of all committees except the nominating committee.

## **Article VII. MEETINGS**

**Section 1.** Regular meetings shall be held on the 3<sup>rd</sup> Friday of each month at 1 pm, unless a meeting is cancelled by previous chapter vote or by action of the chapter executive committee, with due and reasonable notice to members. The regular meeting in October shall be the annual meeting.

**Section 2.** Quorum for conducting chapter business shall consist of 11 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 meetings shall be called by the chapter president when necessary.

**Article VIII. PARLIAMENTARY AUTHORITY**

**Section 1.** 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.

**Section 2.** The following shall be the order of business at all regular meetings of the Chapter:

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Invocation                 | 7. Report of other Committees |
| 2. Pledge of Allegiance       | 8. Unfinished Business        |
| 3. Reading of the minutes     | 9. New Business               |
| 4. Treasurer's Report         | 10. Entertainment             |
| 5. Report of Officers         | 11. Adjournment               |
| 6. Report of Membership Chair |                               |

**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 10 days before the meeting at which the vote is taken.

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

\_\_\_\_\_  
Chapter Secretary

\_\_\_\_\_  
Date

Approved by Chapter members August 17, 2018

APPROVED at National Headquarters

\_\_\_\_\_  
National Secretary/Treasurer

\_\_\_\_\_  
Date