

CHAPTER BYLAWS

Article 1, Name

This chapter shall be known as Du Page Chapter Number 1771, located in the city of Lombard, Illinois. This Chapter shall be affiliated with the ILLINOIS FEDERATION of the National Active and Retired Federal Employees Association (NARFE), subject to the constitution and bylaws of that body.

Article II, Objectives

Section 1. The objectives of this Chapter will be to facilitate the objectives of NARFE for Chapters as set forth in the Articles of Incorporation and the National Bylaws.

Section 2. The Chapter shall not enter into activities, arrangements or agreements that conflict with programs or activities of NARFE or its bylaws.

Article III, Membership

Section 1. Any person who is a dues-paying member of NARFE National shall be eligible to join the Chapter. The members of this Chapter shall be composed of those persons who are current in their Chapter dues.

Section 2. The Chapter may provide for nonvoting members as allowed in the National Bylaws defining associate, social members, and supporting members.

Article IV, Chapter Dues

Section 1. The current amount of annual Chapter dues is listed in the Standing Rules and shall be used to meet expenses of carrying out Chapter business and functions.

Section 2. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

Article V, Officers

Section 1. Only Chapter members can serve as elected and appointed officers. The elected officers of this Chapter shall be a President, a Vice President, a Secretary and a Treasurer (or Secretary/Treasurer). The officers shall be voting members and may be nominated from the floor, or by volunteer, at the annual meeting, in November. The officers shall be elected at the annual meeting and serve for a two-year term or until their successors are elected, appointed and installed. The President and Secretary will be elected in even-numbered years, and the Vice President and Treasurer in odd years. All property and records pertaining to the current business of the Chapter shall be turned over to the successors. Newly elected officers will be installed into their positions at the next meeting following their election.

Section 2. Duties of elected officers are detailed in the *Chapter and Federation Officers Manual, F-10*. To ensure impartiality, the President shall not introduce motions, and only votes to resolve a tie on a motion introduced by another member.

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 both the office of the President and the Vice President, the position(s) shall be appointed by the Chapter 1771 Executive Committee. A vacancy occurring in any of the other elected offices shall be appointed by the Chapter 1771 Executive Committee from a group of volunteers. Any elected officer that is appointed by the Chapter 1771 Executive Committee will be allowed to serve only until the next election, which shall be scheduled for the next meeting.

Section 4. If it is determined that an officer is incompetent, has neglected his duties, or is guilty of misconduct, the officer in question can be removed from office by adoption of a motion to do so. The vote required for adoption of such a motion is a two-thirds vote of those present at a meeting.

Article VI, Meetings

Section 1. Regular meetings of the Chapter will typically be held on the second Thursday of each month (other than January or February), unless a meeting is omitted or changed, either by previous chapter vote or by action of the Chapter 1771 Executive Committee, with due and reasonable notice to members. The regular meeting in November shall be the annual meeting.

Section 2. A quorum for conducting Chapter business shall consist of six of the Chapter's voting members present at the beginning of a meeting. When there is less than a quorum, the members may adjourn to meet at 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 conduct business

Section 3. Special meetings may be called by the Chapter President when necessary.

Article VII, Chapter 1771 Executive Committee

The Executive Committee shall consist of the elected chapter officers, appointed officers and committee chairs. The Executive Committee shall exercise such other duties as the Chapter may prescribe. Quorum for an Executive Committee meeting shall consist of three.

Article VIII, Committees

Section 1. The Membership Committee shall be appointed by the President from a group of volunteers. 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 from a group of volunteers to: a) keep abreast of state and national legislative matters concerning federal civilian 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, other nonelected officers and other committees from a group of volunteers.

Section 4. The Audit Committee shall be appointed by the President from volunteers to annually perform an audit of the financial records of the chapter.

Section 5. The Nominating Committee shall be made up of the Chapter 1771 Executive Committee (except for the President) and other chapter volunteers. This committee will recruit candidates from Chapter volunteers for elected officer positions.

Section 56. The President shall be an ex-officio member of all committees except the nominating and audit committees.

Section 67. Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed by the President from Chapter volunteers, as need arises, to carry out a specified task.

Article IX, Parliamentary Authority

The provisions found in the latest addition of *Roberts Rules of Order Newly Revised* shall govern Chapter business in all matters not in conflict with the Chapter 1771 bylaws, NARFE Illinois Federation bylaws, the NARFE Articles of Incorporation and the NARFE National Bylaws.

Article X, Modifications

Section 1. Amendments or revisions to these bylaws may be enacted by concurrence of two-thirds of the members present and voting at any regular meeting, provided due notice of the proposed amendment has been transmitted, in writing or electronic form, to all Chapter members not less than ten days before the meeting at which the vote is taken.

Section 2. Final approval by National Headquarters must be obtained before amendments become effective.

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Chapter Secretary

09/10/2020

Date

APPROVED at National Headquarters

Kathryn E. Hensley
National 'secretary/ re surer

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Date

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Chapter IRS Employer ID

RULES OF ORDER

The following shall be the order of business at all regular meetings of the chapter. Adjustments to the order may be made for special circumstances, such as the speaker's schedule.

1. Call to order/establish quorum
2. Invocation
3. Pledge of allegiance
4. Presentation
5. Introduction of new members
6. Reading of the minutes
7. Officer reports
8. Committee reports
9. Unfinished business
10. New business
11. Announcements
12. Adjournment

STANDING RULES

1. The chapter dues are ten dollars (\$10) per year. Changes may be enacted by concurrence of two-thirds of the members present and voting at any regular meeting, provided due notice of the proposed change has been transmitted, in writing or electronic form, and shall go into effect on January 1 of the following calendar year. NARFE headquarters and all members of the chapter and shall be notified in advance.
2. Except for standing rule 1 regarding the chapter dues, new standing rules can be enacted, and other standing rules can be changed by concurrence of a majority of the members present and voting at any regular meeting.
3. In order to address the needs of active members, every effort should be made to hold at least two meetings each year on dates and times that would be most convenient to those active members. Efforts should be made to hold meetings near the highest concentration of chapter members. If face-to-face meetings cannot be held due to such issues as the Covid-19 crisis, monthly teleconferences/videoconferences shall be held.
4. In advance of Regional and National meetings, a majority of the members present at a regular meeting shall vote to determine the financial support for those attending the meetings.
5. In conducting the audit, the auditors shall be any two members of the chapter with the exception of the President and the Treasurer (or Secretary/Treasurer), who must provide all necessary records and all assistance that is required to conduct the audit. The audit report should go to the president and Chapter 1771 Executive Committee and be brought before the members. If an audit reflects any discrepancy, the Chapter 1771 Executive Committee (minus the Treasurer) should determine the cause and correct it. If there is a disagreement between the auditors on any issue, both sides of the disagreement must be included in the audit report.
6. The Treasurer (or the Secretary/Treasurer) shall present a calendar year budget for consideration and approval at either the last meeting of the previous year or the first meeting of the current calendar year.
7. When Bylaws are amended or revised, the 10 days allowed for comments begin after members have received the newsletter detailing the changes, as determined by when the President receives his copy.