

WESTERN SUSSEX CHAPTER 1992 BY LAWS

November 2017

Article I. NAME

This chapter shall be known as the Western Sussex Chapter, 1992 of the National Active and Retired Federal Employees Association (NARFE) located in western Sussex County, State of Delaware. The chapter shall be affiliated with the 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 this 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 per year 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 for a term of 2 year(s) or until their successors are elected. Officers shall assume their duties during June, 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. 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 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 members.

Article VI. COMMITTEES

Section 1. There shall be an Executive Committee, of which the elected Chapter Officers shall be members. The Executive Committee shall exercise such functions as the Chapter may prescribe.

Section 2. 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 who are eligible for National membership as set forth in the National By-Laws to join the Association and the Chapter. All Chapter members are ex-officio members of this Committee.

Section 3. This Chapter shall depend on the Delaware Federation Legislative Officers to keep it membership appraised of all legislative matters concerning active employees and annuitants, and to make recommendations for action by the Chapter and to the National Association. Reports provided to the monthly Federation meeting or other special reports as shall be provided, will be reported to the next Chapter meeting by the officer attending the Federation meeting. This does not preclude the President from appointing a Legislative Committee as outlined in Section 4, in lieu of this Section.

Section 4. The President also may appoint a Service Officer, a Public Relations Officer, a Sunshine Committee to visit the sick and look after the welfare of individual members, an Auditing Committee, a Nominating Committee, and other such Committees as may be deemed desirable.

Article VII. MEETINGS

Section 1. Regular meetings of the Chapter shall be held on the third Monday of each month, except July and August, at a time and place set by the chapter Executive Committee, with reasonable notice to the members.

Section 2. Special meetings shall be called by the Chapter President when necessary, or upon written request of one-tenth of the Chapter members, stating the nature of the business for which the meeting is called. Notice of all special meetings shall be given in writing and personally, at least seven days before such meeting.

Section 3. A quorum shall consist of seven members of the Chapter's total membership, but less than a quorum may adjourn to meet on a future date, of which due notice shall be given.

Article VIII. ORDER OF BUSINESS

The following should be order of business at all regular meetings of the Chapter:

1. Call to order
2. Invocation or moment of silence
3. Pledge of Allegiance
4. Program
5. Reading of minutes
6. Report of Officers
7. Reports of Committees
8. Unfinished business
9. New business
10. Entertainment, if any
11. Adjournment

Article IX. 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 X. 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 Secretary

Date

APPROVED at National Headquarters

National Secretary/Treasurer

Date