

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES (NARFE)

CHAPTER 706 BYLAWS

Serving Active and Retired Federal Employees in North Coastal San Diego County

Article I. NAME

This chapter shall be known as Chapter 706 of the National Active and Retired Federal Employees Association (NARFE). The chapter may be affiliated with the NARFE California State Federation (CSF), subject to the bylaws of that body. The chapter's local servicing areas include the coastal cities of Oceanside, Carlsbad, Encinitas, Del Mar, and Solana Beach in North Coastal San Diego County.

Article II. PURPOSE AND OBJECTIVES

Section 1. The purpose 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 the Articles of Incorporation and 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 non-voting members as allowed in the National Bylaws defining associate, social members, and supporting members.

Article IV. DUES

Section 1. Chapter dues are recommended by the Chapter Board or a majority of members attending a regular chapter meeting. The chapter dues are \$4.00 per year 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.

Section 3. Changes in chapter dues may be recommended by the Chapter Board or a majority of the members attending a regular chapter meeting and published in the chapter newsletter. Any dues changes shall be approved by a majority of the regular members in good standing at a regular chapter meeting.

Article V. OFFICERS AND DUTIES

Section 1. The chapter officers shall be a President, Vice President (First and/or Second), Secretary, and Treasurer (or Secretary/Treasurer if the positions are combined). These officers shall be voting members, elected at the annual meeting, and may be nominated by a nominating committee appointed by the President or from the floor. Officers may serve for a term of one (1) year. Officers shall assume their duties on January 1st.

As listed in the *Chapter and Federation Officers Manual*, F-10, the duties of the Chapter officers shall be:

President – Presides at the chapter and chapter board meetings and conducts business in an orderly, impartial manner. Ensures that a portion of chapter meetings focuses on NARFE’s mission. Is familiar with NARFE’s organizational structure, the National Bylaws, the respective chapter and federation constitutions and bylaws, and policies and procedures. In collaboration with the Treasurer, ensures the IRS form 990N is filed on the IRS website annually. Ensures that each officer and committee member is provided with the appropriate information to fulfill the duties of each position and follows up to ensure they are operating effectively. Ensures that required reports are sent in a timely manner.

First Vice President – Presides at chapter and chapter board meetings in the absence of the president. May be appointed or elected to oversee specific areas of responsibility. Performs other duties specified in the bylaws or as assigned by the President. Assists the President in promoting NARFE’s mission.

Second Vice President – Presides at chapter and chapter board meetings in the absence of the president and/or First Vice President. May be appointed or elected to oversee specific areas of responsibility. Performs other duties specified in the bylaws or as assigned by the President.

Secretary – Records the minutes of chapter meetings. Maintains chapter files and preserves all permanent official documents. Maintains the roster of chapter members, officers and committee chairs. Reports changes in officers, committee chairs and chapter dues to National Headquarters’ Federation & Chapter Services. Prepares the chapter’s general correspondence (other than correspondence that is not a function of another officer). Reports member changes of address and deaths to National Headquarters.

Treasurer – Creates a budget and disburses funds as directed by the President, executive board or bylaws. Obtains IRS federal income tax exemption letter from the National Treasurer. Receives chapter dues. Deposits funds in a federally-insured financial institution and maintains an accurate, current account of all monies collected and disbursed. In collaboration with the President, files ePostcard 990N Form annually on the IRS website. Reports chapter finances at each regular meeting. Reconciles membership records and chapter dues with the chapter secretary and the membership chair.

Section 2. The Treasurer is not required to provide a personal surety bond.

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 Chapter Board shall fill such vacancy for the unexpired term.

Article VI. CHAPTER MEETINGS

Section 1. Regular meetings of the chapter shall be held on the third Thursday of each month at the time and location stated in the newsletter. The meeting date, time and

location may be changed, or cancelled, by previous chapter vote or by action of the chapter board, with due and reasonable notice to members.

Section 2. Special meetings shall be called by the chapter president, or at the written request of a minimum of six (6) regular members, stating the nature of the business for which the special meeting is being called. Written notice of special meetings shall be given to chapter voting members at least ten (10) days before the meeting.

Section 3. A quorum is necessary for conducting chapter business at chapter meetings. A quorum shall consist of six (6) chapter voting members. Less than a quorum may adjourn to meet on a future date with due notice given as stated in Section 2 above.

Section 4. The following shall be the usual order of business at regular meetings of the chapter. The president/vice president/chairperson may alter or eliminate any order of business to facilitate individual program presentations.

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Introduction of New Members & Guests
5. Reading of the Minutes (only at the request of a majority of attending members).
6. Officer and Committee Reports
7. Unfinished and New Business
8. Announcements
9. Program
10. Adjournment

Article VII. CHAPTER BOARD

Section 1. The Chapter Board shall consist of the elected chapter officers (and/or other appointed officers, past officers and committee chairs as deemed appropriate). The Chapter Board conducts all routine chapter business and shall exercise such other duties as the chapter may prescribe.

Section 2. A quorum for a chapter board meeting shall consist of three (3) chapter voting members.

Section 3. If an elected officer also serves as the chairperson of one of the other committees, such officer shall be counted as one person for determination of a quorum and shall have only one vote. Proxy votes and absentee ballots are prohibited during Chapter Board meetings.

Article VIII. 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. All chapter members are ex-officio member of this committee.

Section 2. The Legislative Committee shall be appointed by the President to keep abreast of state and national legislative matters concerning federal civilian annuitants and prospective annuitants, and make recommendations for action to the chapter, the federation and the Association.

Section 3. The President may appoint a Service Officer, a Public Relations Chairperson, a Ways & Means Chairperson, and other committee chairs and 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 Audit Committee.

Section 6. Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed, as the need arises, to carry out a specified task. These committees include:

Membership Chair – Responsible for membership recruitment, retention and reinstatement. Create, implement, monitor, document and manage membership development plans and materials for the chapter to recruit and retain members, and encourage former members to rejoin. Increases public awareness of NARFE. Engages chapter members in recruitment plans and foster greater involvement.

Legislative Chair - Serves as the liaison between chapter members, federation leadership, elected officials and NARFE's Legislative Department. Provides legislative updates to members at chapter meetings and through newsletters. Builds relationships with members of Congress and their staffs. Is familiar with NARFE's Legislative Program and positions on pending legislation.

NARFE PAC Chair – Leads chapter efforts to promote NARFE-PAC, the Association's political action committee. Educates chapter members on the importance of NARFE-PAC. Encourages and solicits members' contributions. Assists Federation NARFE-PAC Coordinators in providing state recommendations for contributing NARFE-PAC funds to candidates in their respective district. Shares contribution and disbursement information with chapter members.

Public Relations (PR) Chair – Sets and leads public relations agenda for the chapter. Provides the local press with factual information concerning NARFE positions on current issues.

Service Officer – Assists chapter members by providing information, answering questions and offering guidance in navigating issues relating to federal pay and benefits and assisting members to prepare documents associated with the above topics. Keeps up to date by reading benefits-related articles.

Alzheimer's/FEEA Chair - Receives contributions from chapter members and forwards donations to the Federation Coordinator. Reports on Alzheimer's news releases. Writes article for the chapter newsletter.

Ways & Means Chair – Receives recycling from members, takes to a recycling center, and turns monies over to Treasurer. Coordinates one service project a year. Coordinates Holiday Event (Treasurer will handle funds).

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, federation 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 ten (10) days before the meeting at which the vote is taken.

Section 2. The proposed resolution(s) to amend the chapter bylaws must be read at a regular chapter meeting and notice published in the chapter newsletter before the next chapter meeting where debate/discussion of the proposed resolution(s) and voting will take place. If approved by a majority of the quorum present, the amendment will become operative immediately. Final approval will take place after review by the NARFE national office for any conflict with the national bylaws.

APPROVED BY: Chapter Board (October 2020) and Chapter Members (November 2020).

RECORDED BY: Carol Amano, Chapter 706 Co-Secretary

APPROVED at National Headquarters:

National Secretary/Treasurer Date

IRS Employer ID