

**CONSTITUTION AND BY-LAWS  
EAU CLAIRE CHAPTER 0371  
NATIONAL ACTIVE & RETIRED FEDERAL  
EMPLOYEES ASSOCIATION (NARFE)**

**PREAMBLE**

To provide fellowship with other federal retirees and current employees and renewal of friendship with former associates;

To aid and support chapter members concerning issues such as retirement benefits, health benefits, insurance, tax matters and cost-of-living adjustments.

To promote and recruit membership to NARFE CHAPTER # 371 area retirees, and current federal employees, their dependents and survivors;

To assist retirees in the transition from work as a federal employee to retirement leisure time;

To aid, support and promote state and national NARFE aims and objectives;

To work with Wisconsin State Legislators in seeking laws favorable to retirees, current federal employees, their dependents and survivors;

To create harmony and a spirit of camaraderie among retired and current civilian employees of the federal government whose working lives have/is devoted to serving their country; and

To inculcate and support civic and patriotic love of our country and our flag, upholding American institutions and ideals.

**ARTICLE I - NAME**

The name of this organization shall be known as the Eau Claire Chapter # 371, NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION (NARFE), herein referred to as NARFE Chapter # 371.

**ARTICLE II - PURPOSE**

The purpose of NARFE Chapter # 371 shall be:

1. To bring together and represent local federal annuitants, their spouses and survivors, eligible current employees and their spouses, for the purpose of supporting the objectives as stated in the Preamble, and for such other worthy causes as may be determined by NARFE Chapter # 371, and,
2. To actively influence and help develop legislative programs and policy of the State and National Associations.

**ARTICLE III - ORGANIZATION**

**SECTION 1** - NARFE CHAPTER # 371 is an independent non-profit, non-partisan unincorporated group organized for the betterment, representation and to lend assistance to its membership

**SECTION 2** - No members of NARFE CHAPTER # 371 shall be liable for the debts, liabilities or other financial obligations of NARFE CHAPTER # 371 other than in the proper exercise of their function as an officer or board member of the Chapter.

**ARTICLE IV - MEMBERSHIP AND VOTING RIGHTS**

**SECTION 1** - Subject to the provisions hereof, membership in NARFE CHAPTER # 371 shall be composed of men and women who are civilian retirees of the United States Government, a spouse of a member of NARFE CHAPTER # 371, or a survivor of a member or of a former federal retiree or a current federal employee of the United States Government.

**SECTION 2** - Membership consists of four classes:

- (a) Voting Member - Those individuals who are entitled to a retirement annuity or an eligible current federal employee as described in Article IV, Section 1.
- (b) Life Member - Those voting members who have completed the application for Life Membership and have paid such fees as required by the National for the age group in which the voting member falls.
- (c) Honorary Member - Honorary Membership is granted to a retiree annuitant who has twenty (20) years of National, Federation and Chapter NARFE membership, and has attained the age of eighty-five (85) years. Their membership will be honored and dues free until their membership has terminated. No new Honorary Membership will be granted

- (d) Distinguished Member - Distinguished Membership is granted to a retiree annuitant who has twenty (20) years of National, Federation and Chapter NARFE membership and has attained the age of eighty-five (85) years. Distinguished Members shall be recognized as a Chapter member who has twenty (20) years of membership in NARFE and has attained the age of eight-five (85) years. Upon request by the Chapter, they shall be deemed Distinguished Members at the National level of the Association and continue to pay NARFE dues, and be issued a Distinguished Member pin and ID card. Honorary Life Members may be upgraded to Distinguished Members upon written request to the National Office and by resuming payment of NARFE dues.

The membership files shall be searched from time to time to determine which members have attained the age of eighty-five (85) years and twenty (20) years of NARFE Chapter membership. The Chapter President and Secretary shall sign a letter to the National, and Federation requesting Distinguished Membership for such members as are deemed qualified. National and Federation will act upon this request and send a Distinguished Membership Card to the Chapter to be presented to the Honoree. Distinguished Membership may not be transferred from the annuitant to his/her spouse.

SECTION 3 – Each member present at a meeting of NARFE CHAPTER #371 shall be entitled to one vote on each question put to a vote.

SECTION 4 – All members of NARFE CHAPTER # 371 are required to hold and maintain membership in the National Association.

SECTION 5 – NARFE CHAPTER # 371 can be a member of the Wisconsin Federation of Chapters of the National Active and Retired Federal Employees Association by paying a membership fee per member per year. NARFE CHAPTER # 371 shall be entitled to one (1) vote for each twenty (20) members or fraction of twenty (20) members.

SECTION 6 - NARFE CHAPTER # 371 shall not deny membership to any person, otherwise qualified for membership to the organization, solely on the basis of race, religion, creed or color.

#### ARTICLE V - OFFICERS - EXECUTIVE BOARD

SECTION 1 – The Board shall be composed of the elected officers, those being the President, First Vice-President, Second Vice-President, Recording

Secretary, Corresponding Secretary and Treasurer, and four Directors. Directors' terms are three years, with one director elected each year. The Immediate Past President will serve as the fourth Director. The elected officials will constitute the Board and will be called the Executive Board.

SECTION 2 - Officers shall be elected every other year by the membership. Any member in good standing is eligible to hold a NARFE CHAPTER # 371 OFFICE. Officers SHALL serve until the end of the calendar year and be responsible for the completion of any special activities. Officers shall serve without compensation for their services, but the Executive Board may authorize reimbursement for expenses incurred in the performance of their duties.

SECTION 3 - A vacancy in the office of President shall be filled by the First Vice-President for the unexpired term. A vacancy in the office of First Vice-President shall be filled automatically by the Second Vice-President. Vacancies in the office of Second Vice-President, Recording Secretary or Corresponding Secretary and Treasurer or Directors shall be filled by appointment of a qualified member by the President, with advice and consent of the Executive Board.

SECTION 4 - If a member serving on the Executive Board does not attend three (3) consecutive Executive Board Meetings, the remaining Board Members will review that members status on the Board and that member may be subject to removal.

#### ARTICLE VI - OFFICERS DUTIES

SECTION 1 - PRESIDENT – The President will preside at all meetings. The President is authorized to delegate to one or more officers, from time to time, the performance of any functions or responsibilities; to supervise the performance of such delegated duties; and to revoke any such delegations at any time.

The President shall perform such further duties as shall be assigned to the President by the Executive Board.

The President is to be knowledgeable of NARFE CHAPTER # 371's Constitution and By-Laws and also State and National By-Laws.

SECTION 2 - FIRST VICE-PRESIDENT – The First Vice-President shall act for the President in his/her absence.

The First Vice-President will perform other duties specified in the By-Laws as the President may assign.

SECTION 3 - SECOND VICE-PRESIDENT – The Second Vice-President shall accept the duties assigned by the President and shall serve to fill the office of both President and First Vice-President in the event of their absences.

SECTION 4 - RECORDING SECRETARY – The Recording Secretary shall keep a record of all NARFE CHAPTER # 371 proceedings.

The Recording Secretary will record a list of standing and appointed offices and committees and maintain a file of transactions.

The Recording Secretary will record policy statements in the minutes of meetings and a separate record of these policies shall be maintained.

SECTION 5 - CORRESPONDING SECRETARY-TREASURER – The Corresponding Secretary shall notify members of meetings, maintain Chapter files and preserve all permanent official documents including the Charter, Constitution and By-Laws, and other organizational papers; maintain an accurate roster of Chapter officers and members and report all officer changes to State and National.

The Corresponding Secretary will conduct NARFE CHAPTER # 371 general correspondence and furnish reports and documents to State and National as required.

Upon the death of an annuitant or current federal employee member, the Secretary will complete a Notice of Death card to be sent to National, giving the death date. This card also asks for the name of surviving spouse and whether or not he/she is a member of NARFE. This membership may be transferred to a surviving spouse.

The Treasurer shall receive all monies and properly deposit same in a bank approved by the Executive Board, shall issue receipts for all monies received and shall issue all checks and pay all expenses promptly; shall record and forward to State and National dues paid or payable to those organizations and receive any NARFE CHAPTER # 371 dues returned from these organizations; shall reconcile at regular intervals membership records and dues paid with Membership Chairman or other individual assigned membership duties.

The Treasurer shall maintain a record of membership. The Treasurer shall report Chapter finances at each NARFE CHAPTER # 371 meeting.

Bonding shall be at the discretion of the membership.

#### SECTION 6 - DIRECTORS

Directors shall serve to give guidance to new officers and to direct activities on NARFE CHAPTER # 371 in the event of sudden incapacities of the elected officers.

### ARTICLE VII - COMMITTEES

SECTION 1 – The President, subject to the approval of the Executive Board, shall annually appoint standing or special committees or officers which may include the following:

LEGISLATIVE COMMITTEE: Be responsible for correlating legislative activities of the Chapter.

MEMBERSHIP COMMITTEE: Be responsible for recruiting and retention of all eligible retirees, their spouse and survivors, as well as eligible current employees and spouses.

MEETING AND PROGRAM COMMITTEE: Be responsible for setting up the dates and places for the meetings, arrangements for food, and for speakers when deemed appropriate.

PUBLIC RELATIONS COMMITTEE: Be responsible for keeping the community informed of activities thru press, radio and television.

Be responsible for keeping NARFE members informed.

SERVICE COMMITTEE: To assist members with problems and updated information on annuity and health benefits, Social Security, State and Federal tax concerns.

NOMINATING COMMITTEE: To identify qualified and willing candidates for each elective office.

CHAPLIN: To lead invocations and benedictions at meetings.

PARLIAMENTARIAN: To be knowledgeable of the provisions of “Roberts Rules of Order” and to properly advise the president.

HISTORIAN: To prepare and maintain an account of significant Chapter activities and to pass accumulated history to successor.

AUDIT COMMITTEE: To audit Treasurer’s record of Chapter funds.

SPECIAL COMMITTEES: Other special committees may be appointed, as deemed necessary, such as the Alzheimer’s Committee.

SECTION 2 - The business management and the affairs of NARFE CHAPTER # 371 shall be under the direction of the Executive Board and it shall have the authority to expend funds, incur liabilities, authorize contracts, and to attend to such other matters, connected with the conduct of NARFE CHAPTER # 371, as it may determine, from time to time.

SECTION 3 - The President shall be ex-officio member of all committees except the Nominating Committee.

ARTICLE VIII - MEETINGS:

SECTION 1 - The annual meeting of NARFE CHAPTER # 371 shall be in October of each year, during which regular meeting the election of officers for the following year will be held.

SECTION 2 - Regular NARFE CHAPTER # 371 meetings shall be on the fourth Wednesday of each month at 12:30 P.M., unless changed by previous vote or by the action of the Executive Board, with due notice to members.

SECTION 3 - Special or Executive Board meetings may be called by the President as needed. Special or Executive Board meetings may be called upon a written request by five or more members with the nature of the business for which the meeting is called shall be stated.

SECTION 4 - Notice of the annual, regular or special meetings shall be mailed to every member at least ten (10) days preceding the meetings, accompanied by a statement of the purpose of the meeting. Executive Board meeting notices announced by telephone or sent to members at least ten (10) days preceding the meeting shall be accompanied by a statement of the purpose of the meeting.

SECTION 5 - QUORUM: A quorum for the transaction of NARFE CHAPTER # 371 business at annual, regular or special meetings shall require a minimum of ten (10) eligible voting members of NARFE CHAPTER # 371 be present. The presence of five (5) Executive Board members at any Executive Board meeting shall constitute a quorum for the transaction of business. "Roberts Rules of Order" shall apply at all official meetings.

ARTICLE IX - ELECTIONS:

SECTION 1 - At a regular meeting of NARFE CHAPTER # 371 preceding the annual meeting, the Nominating Committee will present the names of officers for election.

SECTION 2 - At the annual meeting, the recommendations of the Nominating Committee will be read and additional nominations will be called for from the floor. Nominations will then be closed and elections will be held. A majority of votes cast by the members present will determine the outcome of the election. The Secretary will announce to the membership the results of the election. The newly-elected officers will be installed at the first regular meeting following election. It is suggested a Federation representative preside if possible at the installation ceremony.

SECTION 3 -

- (a) Elected officers shall be elected for a two (2) year term with term limits of two (2) consecutive terms, and/or until his/her successor is elected or named.
- (b) Offices not filled by election at the annual meeting, creating a vacancy, shall be filled by appointment with consent and advice of the Executive Board as soon as practical.
- (c) Following two (2) consecutive terms, one (1) full term of two (2) years must pass before these elected officers are eligible for re-election.

SECTION 4 -

- (a) One director is elected each year for a three (3) year term, with term limits of two (2) consecutive terms, and/or until his/her successor is elected or named.
- (b) Following two (2) consecutive terms, one (1) full term of three (3) years must pass before a director is eligible for re-election.
- (c) Immediate Past Presidents shall serve as the fourth Director until the current President attains the status of Immediate Past President, or is unable to fulfill his/her duties.

ARTICLE X - DUES:

SECTION 1 - NARFE CHAPTER # 371 dues shall be established by the Executive Board, effective October 1<sup>st</sup> of each year.

SECTION 2 - A member may be dropped from membership to NARFE CHAPTER # 371 for non-payment of dues when the dues remain unpaid for a period of ninety (90) days after the month for which due. A member who has been dropped for non-payment of dues may be reinstated upon re-application for membership and payment of the current annual dues.

SECTION 3 - Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal tax purposes.

ARTICLE XI - ORDER OF BUSINESS:

SECTION 1 - The following shall be the order of business at all regular meetings.

1. Invocation
2. Pledge of Allegiance
3. Introduction of new members and guests
4. Reading and approval of minutes
5. Treasurer's report
6. Officer's reports
7. Reports of Committees
8. Old Business
9. New Business
10. Other official business
11. Announcements Program
12. Benediction
13. Adjournment

ARTICLE XII - The American Flag shall be displayed and honored at all meetings of this organization.

ARTICLE XIII - AMENDMENTS:

The Constitution and By-Laws, or any part thereof, may be altered, amended, or changed or a new Constitution and By-Laws may be adopted by a two-thirds vote of the members present at all regular meetings of NARFE CHAPTER # 371 called for the purpose.

IN WITNESS THEREOF, this Constitution and By-Laws of NARFE CHAPTER # 371, were presented to the Chapter for adoption as amended on July 22, 2009, and it is further certified that the changes were approved at a regularly scheduled meeting on September 23, 2009.

Signed by: /S/ Vernon R. Thalacker  
Vernon R. Thalacker, President

Signed by: /S/ Margaret A. Johnson  
Margaret A. Johnson, 1<sup>st</sup> Vice-President

Signed by: /S/ William C. Michels  
William C. Michels, Secretary

Approved: /S/ Nathaniel L. Brown 11 Dec 2009  
Nathaniel L. Brown, National Secretary