

## NARFE CHAPTER #251 PROPOSED BYLAWS REVISIONS

The rewrite of the Chapter Bylaws has been completed and thoroughly reviewed by the Executive Committee. What follows is a summary of the action taken during this review.

The 1988 versions of both the Chapter Constitution and the Bylaws are grossly out-of-date. Since most of what is contained in the Constitution is duplicated in the Bylaws, the decision was made early on to allow the new Bylaws to supersede both the 1988 Constitution and Bylaws. There is no NARFE policy that requires a Chapter to have both documents.

NARFE provides a model for preparing Chapter Bylaws and the proposed 2015 version brings Chapter #251's Bylaws in line with that standard. The 2015 rewrite also brings Chapter Bylaws into synch with how the Chapter has conducted business for some time. The Executive Committee highly recommends approval of the 2015 Bylaws and will move, at the April 29 meeting, that the current Constitution and Bylaws be rescinded and the combined Bylaws be adopted as the Chapter's governance document. Below is a summary of the changes/additions made to the current Bylaws during the rewrite.

Any members who would like to participate in this Bylaws revision process are invited to attend the luncheon/meeting on April 29.

- Bruce Brown and Carla Duls

### **Article I. NAME**

This chapter shall be known as the Annapolis, Maryland Chapter, Number 251, of the National Active and Retired Federal Employees Association. The chapter shall be affiliated with the Maryland State Federation of Chapters, subject to the constitution and bylaws of that body. (Not included in the present bylaws. Replaces current Article 1, "Office and Fiscal Year.")

### **Article II. OBJECTIVES**

**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's national conventions 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. (This Article was added per NARFE model.)

### **Article III. MEMBERS**

**Section 1.** Any person who is a dues-paying member of NARFE National shall be eligible to join the chapter as a voting member. A member who pays chapter dues is in good standing.

(Previous requirement of living in the geographical boundaries of Chapter #251 is removed as it is not a NARFE requirement.)

**Section 2.** The chapter may provide for non-voting members as allowed in Article I, Section 2B of the National Bylaws. The chapter shall also provide for associate members as allowed in Article IV, Section 5F. (Added per NARFE model. Combines Sections 2 & 3 of current Article III.)

### **Article IV. DUES**

**Section 1.** The chapter dues are **\$8.00** and shall be used to meet expenses of carrying out chapter business and functions. (Dues amount updated to reflect current practice.)

**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." (Added as per NARFE model.)

### **Article V. OFFICERS AND EXECUTIVE COMMITTEE**

**Section 1.** Officers may serve for a **term of two years** or until their successors are elected. Officers shall be installed during the June meeting and assume their duties on July 1st, **fulfilling their standard duties, which are detailed in the Chapter & Federation Officers Manual, F-10.** (Replaces current one year term and also the detailed list of duties in current bylaws. Provision for the election of

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a Representative to the Maryland Federation Executive Board is removed from Section 1 as per NARFE model. Preparation of the Chapter budget by the Executive Committee is removed as this is listed as a duty of the Treasurer in the **Chapter & Federation Officers Manual.**)

**Section 4.** Quorum for an executive committee meeting shall consist of a 2/3 majority. (Added as per NARFE model.)

## **Article VI. COMMITTEES**

**Section 1.** The membership committee may 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.

**Section 2.** A legislative committee may 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.** An audit committee may be appointed by the president to perform an audit of the financial records of the chapter at any time.

**Section 5.** The president shall be an ex-officio member of all committees except the nominating committee.

**Section 6.** No other standing committee may be appointed without amending the bylaws unless a provision is included.

(Added as a separate Article as per NARFE model. Replaces current language on committees which is covered under the proposed Sections 1- 3.)

## **Article VII. CHAPTER MEETINGS**

**Section 1.** Regular meetings of Chapter Number 251, National Active and Retired Federal Employees Association, shall be held on the last Wednesday of each month (except July and August when no meetings are held), at **The Annapolis Elks Lodge** (subject to weather and seasonal events), 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 May shall be the annual meeting.** (Specifies meeting location as per NARFE model and updates month of Annual Meeting. Current Section 4, "Order of Business", is removed as per NARFE model, and included in "Chapter Standing Rules.")

**Section 2.** A **quorum** for conducting chapter business shall consist of **15 of the chapter's 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. (Replaces current number of 10 for a quorum.)

## **Article VIII. CONVENTION DELEGATES**

**Section 1.** Delegates to the Association's National Convention or the Maryland Federation Convention shall be elected by the chapter's voting members, in accordance with the National Bylaws and federation guidelines, as soon as possible after the official count of membership and delegate strength is issued by National Headquarters or the State Federation. (Amended as per NARFE model. Combines Article VI, Section 3 and Article VII, Section 1 from the current bylaws.)

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

(Included in Article II, Section 8 in current 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. (Current language calls for 14 days notice.)

**Section 2.** Amendments shall then be approved at National Headquarters before becoming effective. (Added as per NARFE model.)

Defined responsibilities of the Maryland Federation or NARFE National to the chapter have been removed as per the NARFE model. All other provisions not addressed here remain the same.