

## PROPOSED NARFE CHAPTER 65 BYLAWS (Revision 11-10-16)

### INTRODUCTION.

These revised San Francisco Chapter 65 Bylaws are a consolidation of the Chapter's previous Constitution, Standing Rules, and Bylaws.

### ARTICLE I. NAME

**Section 1.** This Chapter of the National Active and Retired Federal Employees, a non-profit corporation, shall be known as "NARFE Chapter 65", and shall be affiliated with the California State Federation of Chapters, 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 NARFE organization as set forth in Rule IV, Section 2C of the Standing Rules in the National Bylaws. In furtherance of these objectives, this chapter shall operate in unity with policies established by NARFE's national membership and National Executive Board, together with other activities espoused by the National NARFE organization.

**Section 2.** The chapter shall not enter into activities, arrangements or agreements that conflict with programs or activities of the National NARFE organization or its bylaws.

### ARTICLE III. MEMBERS

**Section 1.** Any person who is a dues-paying member of NARFE National shall be eligible to join Chapter 65 by paying the Chapter dues. A member who has paid his/her national and chapter dues is a member in good standing, and is a voting member.

### ARTICLE IV. DUES

**Section 1.** The Chapter dues are \$12.00/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.

### ARTICLE V. OFFICERS AND EXECUTIVE BOARD

**Section 1.** Chapter officers shall be a minimum of a president and a secretary-treasurer, but four officers is highly recommended: President, Vice President, Secretary, and Treasurer. Currently the elected officers include President, 1st VP, 2nd VP, Secretary, and Treasurer. The officers shall be voting members and elected at the November meeting in even-numbered years. Election of officers will take place at this meeting in accordance with the rules explained in Article VII. Nominations may come from a Nominating Committee as well as from the floor at this meeting. Officers will serve for a term of two years or until their successors are elected or appointed. Officers shall assume their duties the January following their election and fulfill their standard duties, which are detailed in the *Chapter & Federation Officers Manual, F-10*.

**Section 2.** If there is a vacancy in the office of the president, the vice president (if there is one, and is willing to serve) shall serve as president until the next election. If there is no vice president, or there is a vacancy in any office after the biennial election, the President, with Executive Board approval, may appoint a member to fill the position for the rest of the unexpired term.

**Section 3.** The Executive Board will consist of the immediate past president and the individuals elected or appointed as Chapter officers or standing committee chairs, as listed on the NARFE Chapter Officer Roster, Form F-7. The executive board shall exercise such other duties as the chapter may prescribe. Quorum for an executive board meeting shall be the majority of the board members.

**ARTICLE VI. COMMITTEES**

**Section 1.** As needed, if approved by the Executive Board, the Chapter will have standing committees, such as Alzheimer’s, Legislation, Membership, NARFE-PAC, Newsletter, Programs, Public Relations, Service, Social Media, Sunshine, and Website. In addition, the Chapter may have ad hoc committees, such as audit, bylaws, fund-raising, nominating, and telephone.

**Section 2.** The president may appoint members to the board, committees, and other non-elected chapter positions, if approved by the Executive Board.

**ARTICLE VII. MEETINGS.**

**Section 1.** Chapter meetings and events are normally held on the third Wednesday of each month. Members will be given at least 30 days’ notice for each meeting, including location, time, and topic, if any.

**Section 2.** A quorum for conducting business at a Chapter meeting shall consist of at least 12 of the Chapter’s voting members. If less than a quorum is present, members may run the program but may not make decisions. Decisions require a simple majority when a quorum is present.

**Section 3.** Executive Board meetings will generally be held on the same day as regular membership meetings.

**Section 4.** Special meetings may be called by the Chapter President with a 10 day notice to members.

**ARTICLE VIII. CHAPTER REPRESENTATIVES**

**Section 1.** Representatives to NARFE national events will be selected from volunteers who have expressed interest in attending on a first-come, first-served basis, and are approved by a majority of the Executive Board.

**ARTICLE IX. PARLIAMENTARY AUTHORITY**

**Section 1.** The provisions found in *Robert’s Rules of Order Newly Revised* shall govern Chapter business whenever there is conflict, providing it is accordance with the Chapter bylaws or National NARFE’s Articles of Incorporation and National Bylaws.

**ARTICLE X. AMENDMENTS**

**Section 1.** Amendments to these bylaws shall be made by concurrence of 60% of the voting members attending and voting at any Chapter meeting, provided written notice has been provided via Chapter 65’s written means of communication (email, newsletter, or web) 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.

NARFE Chapter 65 Secretary:

Approved by NARFE Secretary/Treasurer:

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DATE: \_\_\_\_\_

DATE: \_\_\_\_\_