

Chapter Constitution & Bylaws (Standard Forms)

*Parliamentary authorities recommend that all of an association's rules be combined in a single document called "Bylaws." Readers of Robert's Rules of Order, Newly Revised note the term "bylaws" refers to a single combination document. Under Article IV, Section I.D. of the National Bylaws as amended at the 24th National Convention, chapters may combine their Constitution and Bylaws into one document usually called **BYLAWS**.*

If there is a constitution separate from the bylaws, the requirement for amending the constitution should be made more rigorous than that for the bylaws. Whichever format is selected—combined or separate Constitution and Bylaws—all amendments must be forwarded to the National Headquarters to ensure they are not in conflict with the Association's Articles of Incorporation or National Bylaws. The approved original document(s) will be returned to the chapter.

BYLAWS (Combined Format)

Cover basic provisions for operations and may be adopted by completing the blanks in Articles I and VI. These bylaws must be approved by the National Headquarters to assure they are not in conflict with the Association's Articles of Incorporation or Bylaws.

CONSTITUTION (If Separate Document)

Covers basic provisions for chapter operations and may be adopted, as is, by completing the blanks in Article I. It may be modified through amendments; however, they must not conflict with the Association's Articles of Incorporation or National Bylaws (Art IV, Sec I.B. and I.D. of the National Bylaws).

BYLAWS (If Separate Document)

Cover basic provisions of local procedures and may be adopted by completing the blanks in Articles I and III. Bylaws of a **new** chapter must be approved at National Headquarters. Subsequent amendments must be submitted to Headquarters to ensure they are not in conflict with the Association's Articles of Incorporation or Bylaws.

NOTE:

1. A chapter will not be chartered until its bylaws, or constitution and bylaws if separate documents, have been approved at National Headquarters.
2. Basing a quorum or special meeting attendance on a percentage of membership can lead to recomputation and confusion. While a specific number is preferred, no single number is equally suitable. A quorum should be as large a number as reasonably can be expected to attend any meeting, except in bad weather or under unfavorable conditions.
3. Annual chapter dues of less than \$6.00 can be inadequate for effective chapter operations. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.



NARFE

National Active and Retired Federal Employees Association

Chapter Bylaws

(Combined Format)

Article I. NAME

This chapter shall be known as the _____ Chapter, number _____ of the National Active and Retired Federal Employees Association. The chapter shall be affiliated with the _____ State Federation of Chapters, subject to the constitution and bylaws of that body.

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 paragraph 3 of the Association's Articles of Incorporation. In furtherance of these objectives, this chapter shall conform with Association Bylaws. It 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 which conflict with programs or activities of the Association.

Article III. MEMBERSHIP

Any person who is or shall be eligible to receive an annuity or survivor annuity from any of the civilian retirement programs of any agency of the government of the United States of America or the District of Columbia shall be eligible for membership in the Association and this chapter, without regard to race, color, sex or age.

Article IV. DUES

The chapter shall fix such dues as are necessary to meet expenses of carrying out its business and functions. 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, EXECUTIVE COMMITTEE, AND COMMITTEES

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 offices are combined) who shall be elected at the Annual Meeting to serve for a term of one year or until their successors are elected. Officers assume duties on adjournment of the Meeting at which they are elected. Officers shall be chapter voting members.

Section 2. The executive committee shall consist of the elected chapter officers (and other appointed officers and committee chairs as deemed appropriate). The executive committee shall fill a vacancy in any office and shall exercise such other functions as the chapter may prescribe.

Section 3. 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.

Section 4. The legislative committee shall 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.

Chapter Bylaws, Cont'd.

(Combined Format)

Section 5. The president may appoint a service officer, a public relations officer, a sunshine committee (to visit the sick and look after the welfare of individual members), and such other committees as deemed desirable.

Section 6. 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.

Article VI. CHAPTER MEETINGS

Section 1. Regular meetings of chapter number _____ National Active and Retired Federal Employees Association, shall be held on the _____ of each month at _____, 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 _____ shall be the annual meeting.

Section 2. Special meetings shall be called by the chapter president when necessary, or upon written request of _____ (select either % or number; see cover sheet Note 2.) of the chapter voting members. Written notice of all special meetings shall be given to each chapter voting member at least seven days before such meeting.

Section 3. A quorum for conducting chapter business shall consist of _____ (select either % or number; see cover sheet Note 2.) of the chapters 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.

Article VII. NATIONAL CONVENTION DELEGATES

Delegates to the Association's national 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.

Article VIII. 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 IX. AMENDMENTS

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 60 days before the meeting at which the vote is taken. Amendments shall then be approved at National Headquarters before becoming effective.

CHAPTER STANDING RULES (Standing rules may be suspended by a majority vote for the duration of a meeting.)

The order of business at all regular chapter meetings shall be:

- 1. Call to order
- 2. Invocation (or moment of silence)
- 3. Pledge of Allegiance
- 4. Introduction of new members
- 5. Reading of the minutes
- 6. Officer reports
- 7. Committee reports
- 8. Unfinished business

Chapter Bylaws, Cont'd.

(Combined Format)

- 9. New business
- 10. Announcements
- 11. Program
- 12. Adjournment

Chapter Secretary

Date

APPROVED at National Headquarters

National Secretary

Date



Chapter Constitution

(If Separate Document)

Article I. NAME

This chapter shall be known as the _____ Chapter, number _____ of the National Active and Retired Federal Employees Association, located in the city of _____, state of _____.

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 paragraph 3 of the Association's Articles of Incorporation. In furtherance of these objectives, this chapter shall conform with Association Bylaws. It 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 which conflict with programs or activities of the Association.

Article III. MEMBERSHIP

Any person who is or shall be eligible to receive an annuity or survivor annuity from any of the civilian retirement programs of any agency of the government of the United States of America or the District of Columbia shall be eligible for membership in the Association and this chapter, without regard to race, color, sex or age.

Article IV. DUES

The chapter shall fix such dues as are necessary to meet expenses of carrying out its business and functions. 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

Chapter officers shall be a president, a vice president (or first and second vice president), a secretary, a treasurer (or secretary-treasurer if the two offices are combined) who shall be elected at the Annual Meeting to serve for a term of one year or until their successors are elected. Officers assume duties on adjournment of the Meeting at which they are elected. Officers shall be chapter voting members.

Article VI. NATIONAL CONVENTION DELEGATES

Delegates to the Association's national 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.

Article VII. BYLAWS

The chapter shall adopt such bylaws as are deemed appropriate and necessary. They shall be consistent with the chapter constitution and the Association's Articles of Incorporation and National Bylaws, and provide the method by which they may be amended.

Article VIII. AMENDMENTS

An amendment to this constitution shall be made by concurrence of two-thirds of the voting members present and

Chapter Constitution, Cont'd.

(If Separate Document)

voting at any regular business meeting, provided written notice of the proposed amendment has been transmitted to all chapter voting members not less than 60 days before the meeting at which the vote is taken. Amendments shall then be approved at National Headquarters before becoming effective.

Chapter Secretary

Date

APPROVED at National Headquarters

National Secretary

Date



Chapter Bylaws

(If Separate Document)

Article I. CHAPTER MEETINGS

Section 1. Regular meetings of chapter number _____ National Active and Retired Federal Employees Association, shall be held on the _____ of each month at _____, 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 _____ shall be the annual meeting.

Section 2. Special meetings shall be called by the chapter president when necessary, or upon written request of _____ (select either % or number; see cover sheet Note 2.) of the chapter's voting members. Written notice of all special meetings shall be given to each chapter voting member at least seven days before such meeting.

Section 3. A quorum for conducting chapter business shall consist of _____ (select either % or number; see cover sheet Note 2.) 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.

Article II. OFFICERS AND COMMITTEES

Section 1. Chapter officers shall be specified in the constitution.

Section 2. The executive committee shall consist of the elected chapter officers (and other appointed officers and committee chairs as deemed appropriate). The executive committee shall fill a vacancy in any office and shall exercise such other functions as the chapter may prescribe.

Section 3. 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.

Section 4. The legislative committee shall 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 5. The president may appoint a service officer, a public relations officer, a sunshine committee (to visit the sick and look after the welfare of individual members), and such other committees as deemed desirable.

Section 6. 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.

Article III. AFFILIATION WITH STATE FEDERATION

This chapter shall be affiliated with the _____ State Federation of Chapters, subject to the constitution and bylaws of that body.

Article IV. PARLIAMENTARY AUTHORITY

The provisions of *Robert's Rules of Order, Newly Revised* shall govern chapter business in all matters not in conflict with the chapter constitution and bylaws or the Association's Articles of Incorporation and National Bylaws.

Chapter Bylaws, Cont'd.

(If Separate Document)

Article V. AMENDMENTS

An amendment to these bylaws may be enacted 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. Amendments shall then be approved at National Headquarters before becoming effective.

CHAPTER STANDING RULES

The order of business at all regular chapter meetings shall be:

1. Call to order
2. Invocation (or moment of silence)
3. Pledge of Allegiance
4. Introduction of new members
5. Reading of the minutes
6. Officer reports
7. Committee reports
8. Unfinished business
9. New business
10. Announcements
11. Program
12. Adjournment

Chapter Secretary

Date

APPROVED at National Headquarters

National Secretary

Date