

NARFE

CHAPTER CONSTITUTION

Article I. NAME

This chapter shall be known as the Jefferson County
Chapter, number 2250 of the National Association of Retired Federal
Employees, located in the city of Charleston, state of WV.

Article II. OBJECTIVES

Section 1. To support and work toward the objects and purposes of the National Association of Retired Federal Employees, as set forth in paragraph 3 of the 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

Chapter membership shall be composed only of members in good standing of the National Association of Retired Federal Employees.

Article IV. OFFICERS

Chapter members shall elect a president, a vice president, a secretary, a treasurer (or secretary-treasurer if it is desired to combine the latter two offices) and such other officers as are designated in the chapter bylaws. All officers, elected or appointed, must be association members, and shall hold office until their successors are elected or appointed and have been installed.

Article V. DUES

The chapter shall establish 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 VI. NATIONAL CONVENTION DELEGATES

Delegates to the association's national convention shall be elected by the chapter's voting members in accordance with article VI, sections 4(a) and (b) of the national bylaws, 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 must be consistent with the chapter constitution and the association's articles of incorporation and bylaws, and they must provide the method by which they may be amended.

Article VIII. AMENDMENTS

An amendment to this constitution may 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 was transmitted to all chapter voting members not less than 30 days before the meeting at which the vote is taken. Amendments must then be approved at national headquarters before becoming effective.

Louise L. Hall
Chapter secretary

8 May 1991
Date

APPROVED at National Headquarters

_____ Date

NARFE

CHAPTER BYLAWS

Article I. CHAPTER MEETINGS

Section 1. Regular meetings of chapter number 2250, National Association of Retired Federal Employees, shall be held on the 2nd Wed. of each month at Asbury United Methodist Church, unless a meeting is omitted 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. (month)

Section 2. Special meetings shall be called by the chapter president when necessary, or upon written request of 10% 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 10% percent 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. or no less than 5

Article II. ORDER OF BUSINESS

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

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|--------------------------------------|------------------------|
| 1. Moment of silence (or invocation) | 6. Unfinished business |
| 2. Pledge of allegiance | 7. New business |
| 3. Reading of the minutes | 8. Entertainment |
| 4. Officer reports | 9. Adjournment |
| 5. Committee reports | |

Article III. OFFICERS AND COMMITTEES

Section 1. Chapter officers shall be a president, a first vice president, a second vice president, a secretary and a treasurer (or a secretary-treasurer, if it is desired to combine the latter two offices).

Section 2. There shall be an executive committee of which the elected chapter officers shall be members. The executive committee shall exercise such functions as the chapter may prescribe.

Section 3. There shall be a membership committee appointed by the president. It shall be the duty of the members of this committee to urge all persons in the area eligible for membership, as set forth in the national bylaws, to join the association and the chapter. All members are, by virtue of chapter membership, members of this committee.

Section 4. There shall be a legislative committee appointed by the president to: a) keep abreast of all state and national legislative matters concerning federal civil annuitants and prospective annuitants; and, b) to make recommendations for action to the chapter, the federation and the association.

Section 5. The president should also appoint a service officer, a public relations officer, a sunshine committee (to visit the sick and look after the welfare of individual members), an auditing committee, a nominating committee 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 IV. CHAPTER DUES

Chapter dues shall be \$ 3.00 per year. 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. AFFILIATION WITH STATE FEDERATION

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

Article VI. 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 bylaws.

Article VII. AMENDMENTS

An amendment to these bylaws may be enacted by concurrence of a majority of the voting members present and voting at any regular business meeting, provided written notice of the proposed amendment was sent to all chapter voting members not less than 15 days before the meeting at which the vote is taken.

Louise L. Ball
Chapter secretary

8 May 1991
Date