

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION
(NARFE)

BREMERTON CHAPTER #181

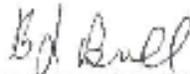
BREMERTON, WASHINGTON

CHAPTER CONSTITUTION AND BYLAWS

ARTICLE I – XVI



President, NARFE Chapter #181



Chairman Bylaws Committee

Revised in its entirety date 8 December 2014

Revised _____
DATE

Approved at National Headquarters

NATIONAL OFFICER

DATE

Article I – Name

Section 1. This Chapter shall be known as National Active and Retired Federal Employees Association (NARFE) Bremerton Chapter #181.

Article II – Objectives

Section 1. The objectives and purpose of this Chapter shall be to follow those of the National organization as set forth in its Certificate of Incorporation Articles governing the corporation, briefly to promote the interest and welfare of its members and to provide a forum for their participation, understanding, and assistance in attaining these objectives. The Chapter does not discriminate on the basis of age, race, color, creed, national origin, religion, sex, or physical impairment.

Article III – Membership

Section 1. The membership in this Chapter shall be comprised of current and former Federal Employees and/or their spouses, surviving spouses, or anyone with a vested right in a Federal annuity. All chapter members must be in good standing with the National Association, except those holding Chapter Life Membership.

Section 2. All membership and prospective member lists and computer labels in the custody of the Association, Federations, or Chapters shall be treated as confidential.

Article IV – Invocation and Loyalty

Section 1. A moment of silence and Pledge of Allegiance to the Flag shall be a part of the ceremony for opening all Chapter meetings and other formal functions.

Article V – Officers

Section 1. The Officers of the Chapter shall consist of the President, Vice-president, Secretary, Treasurer, Sergeant-at-Arms and Members at Large, plus the immediate Past President, who will serve until replaced by a new immediate Past President. These Officers comprise the Executive Board, all of whom must be active members. A Chaplain will be appointed by the President. A Newsletter Editor will be appointed by the Executive Board.

Article VI – Terms of Office

Section 1. The term of office of the President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and four (4) Members at Large shall be two years. The term of office of two (2) of the four (4) Members at Large will be due in alternating years.

Section 2. Elected Officials shall remain in office until their successors have been elected and installed.

Article VII – Vacancies

Section 1. Vacancies caused by death, resignations or otherwise, shall be filled by the Executive Board, for the unexpired term of that office, except as provided in Article IX, Section 4, of these Bylaws.

Article VIII – Nominations, Elections and Installations

Section 1. A Nominating Committee of two (2) members shall be selected at the first regular meeting of the calendar year. This committee shall present the recommended nominations in the October newsletter. Nominations from the floor shall be called for and may be made by the membership at the November meeting prior to the election of Officers.

Section 2. After November nominations have been closed, the election of Officers and Board members will be held by a majority vote of a quorum assembled at the regular membership meeting in November. All newly elected Officers will be installed at the December meeting and will take office on January 1st.

Section 3. An Auditing Committee of a minimum of two (2) members shall be appointed and shall submit an audit report by March covering the status of the Chapter's financial affairs of the preceding year.

Article IX – Duties of Officers

Section 1. The President shall be the senior Officer and shall preside over all meetings of the Chapter and of the Executive Board.

Section 2. The President shall be the ex-officio member of all standing committees and shall appoint such committees as he/she may deem advisable.

Section 3. The President shall call a special meeting of the Executive Board at the request of five members thereof, after three days' notice by the Secretary, either written or oral, has been given to each Executive Board member.

Section 4. The Vice-president shall preside at all meetings in the absence or disability of the President. In case the office of President shall become vacant by resignation or disability, as determined by the Executive Committee, the Vice-president shall succeed to the office of President for the balance of the current term.

Section 5. The Secretary shall keep accurate minutes and records of all meetings and shall have custody of all correspondence.

Section 6. The Treasurer shall keep a complete record of all moneys received and their source, moneys distributed and the purpose for which it was expended. The fiscal year shall be the calendar year. The Treasurer shall deposit all moneys in a federally insured financial institution specified by the Executive Board. However chapter life membership account must be maintained separately from the regular membership account and may be invested in an interest/dividend account as approved by the Executive Board. No expenditures will be made except on approval of the Executive Board or by motion in a membership meeting. All checks shall be signed by the Treasurer or other authorized account signer. The Treasurer shall make per capita assessment payments to the State Federation in a timely manner based on dues summaries provided by the State Federation as stated in Federation Bylaws. The Treasurer may be bonded by the Chapter.

Section 7. The Sergeant-at-Arms shall maintain order in all meetings and will perform such other duties as might be assigned to her/him.

Section 8. The Executive Board shall have control of the business of the Chapter during the interim between meetings of the membership.

Section 9. The Membership Chair shall maintain accurate membership lists, including names, addresses and membership status. The Membership Chair will forward all changes and discrepancies to NARFE Headquarters on a regular basis. The use of "Chapter Reports" originating from the National office should be used to insure continuity between Headquarters and the Chapter.

Section 10. The President shall appoint a member of the Executive Board to coordinate the following: Legislative, Service Officer, Public Relations, Membership, Bylaws, Alzheimer's, and NARFE-PAC.

Article X – Meeting and Quorum

Section 1. Regular membership meeting of the Chapter shall be held at the discretion of the Executive Board and with one month notice in the newsletter. Scheduled meetings will be the second Monday of the month. The regular membership meeting in November shall be the annual (election of officers) meeting.

Section 2. A quorum shall consist of thirteen (13) members at any membership meeting of the Chapter.

Section 3. Meetings of the Executive Board shall be held the Wednesday prior to the second Monday of the month, or as called for by the President.

Section 4. A quorum of the Executive Board shall consist of five members at any board meeting.

Article XI – Dues

Section 1. Effective January 1, 1992, the annual local Chapter membership dues shall be ten dollars (\$10.00). The annual local membership dues shall be on an annual (yearly) basis and become due on the anniversary date of the member's National dues.

Section 2. All funds derived from membership fees and dues shall be used only to support association objectives.

Section 3. State Federation per capita assessment shall be paid to that Organization as required.

Section 4. A Chapter Life Membership may be purchased if a National Life Membership is obtained utilizing the last published Chapter Life Membership table as approved by the Chapter Membership.

Article XII – Restricted Activities

Section 1. This Chapter shall be non-partisan, non-sectarian, and shall take no part in Federal, State, County, or City issues, nor lend influence to the election or appointment of any political candidate for Federal, State, County or City office, except as it may have a bearing on Federal matters wherein the objectives of our Chapter may be involved.

Article XIII – Delegates

Section 1. Delegates to National and Federation Conventions shall be selected from the membership if Chapter representation is desired. If no such Chapter representation is desired, this Chapter may be represented by proxy. This action shall be decided after the date and place of the conventions have been established.

Section 2. All reasonable travel and lodging expenses of the Chapter President to State and National Conventions will be paid by the Chapter, if funds are available in the budget. A portion of other delegates' expenses may be authorized by the Executive Board if such funds have been budgeted and approved by the membership.

Article XIV – Rules

Section 1. 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 XV – Amendments

Section 1. Amendments to these Bylaws may be adopted at a regular Chapter meeting after having been read at the previous meeting, provided that notice stating the purpose shall have been given to the membership at least five days prior to voting. A quorum being present, a two-thirds vote shall be required to adopt the amendment. Amendments to these Bylaws shall become effective at the meeting at which they were adopted.

Section 2. A copy of these Bylaws, as amended, shall be forwarded to National Headquarters for approval.

Article XVI – Properties and Dissolution

Section 1. Nonprofit Activities

- A. No part of the net earnings of the Chapter shall be used to the benefit of/or be distributed to its members, officers, or other private persons or organizations except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of these Bylaws.
- B. Notwithstanding any other provision of these articles, the Chapter shall not carry on any other activities not permitted to be carried out by our state and national association and by an organization exempt for Federal income assessment under Section 501(c)(5) of the Internal Revenue Code of 1954 (or the corresponding provision of and future United States Internal Revenue law).

Section 2. Properties – Upon retiring from office, the officers and committee chairpersons shall deliver to their respective successors all records, accounts, books, papers, money and any other property belonging to the Chapter in their possession. In the absence of a successor, such materials shall be delivered to the President. In the event of a death in office, an official letter shall be sent to designee requesting any and all properties of the Chapter to be returned to the Chapter.

Section 3. Dissolution – In the event of dissolution, the Executive Board shall, after payment of all liabilities and obligations, as provided by law, distribute all remaining assets to any area Chapters in good standing with state and national association. Any remaining funds in the Chapter treasury must be sent to the National Treasurer to be placed in escrow in case the chapter is reactivated in the future.