

# National Active and Retired Federal Employees Association Chapter 409 Bylaws

## **Article I. NAME**

This Chapter shall be known as the Frederick Chapter 409 of the National Active and Retired Federal Employees Association (NARFE). The Chapter is a member of the Maryland State Federation, subject to the 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 the Articles of Incorporation and the National Bylaws. In furtherance of these objectives, this Chapter shall operate in unity with policies established by the Association 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.

## **Article III. MEMBERS**

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

**Section 2.** The Chapter may provide for nonvoting members as allowed in the National Bylaws defining associate, social members, and supporting members.

## **Article IV. DUES**

**Section 1.** The Chapter dues are \$9.00 annually and shall be used to meet expenses of carrying out Chapter business and functions.

**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."

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

### **Section 1. Officers:**

- a. Chapter officers shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, a Chaplain, and a Service Officer. The officers shall be voting members and elected at the annual meeting and may be nominated by the nominating committee or from the floor. Officers may serve for a term of one year or until their successors are elected.

- b. The Chapter may, by resolution, require the Treasurer to give bond in an amount deemed necessary to safeguard Chapter funds, the cost of such bond to be paid by the Chapter.
- c. If there is a vacancy in the office of the President, the First Vice President, followed by the Second Vice President, shall serve as President until the next election, with the President to fill all other vacancies subject to the approval of the Executive Committee.

**Section 2. Duties of Officers:**

**a. Duties of the President**

- 1. The President shall preside at all meetings of the Chapter and the Executive Committee. The President shall also serve as the Chapter representative to the Maryland Federation of Chapters and as such serve as liaison between the Chapter and the Maryland Federation.
- 2. The President, with the consent of the Executive Committee, shall approve payment for all items over and beyond the normal operation expenses and those items not specifically covered by the budget.
- 3. The President shall appoint the committees and/or representatives provided in Article VII, Section 5, with the approval of the Executive Committee.
- 4. The President may declare an elective position vacant if the incumbent misses four (4) consecutive Executive Committee meetings, unless excused because of illness or extended vacation, and shall fill the ensuing vacancy as provided in the Bylaws.

**b. Duties of the First Vice President**

- 1. The First Vice President shall assume the duties of the President during any absence of the President and shall assume the office of President in case of a vacancy in that office between elections.
- 2. The First Vice President shall serve as chairperson of the Membership Committee.

**c. Duties of the Second Vice President**

- 1. The Second Vice President shall assume the duties of the President during the absence of both the President and the First Vice President.
- 2. The Second Vice President shall serve as chairperson of the Legislative Committee.

**d. Duties of the Secretary**

- 1. The Secretary shall keep the minutes of all meetings of the Chapter and Executive Committee, shall maintain a list of members of all committees, and shall preserve all documents of the Chapter.
- 2. The Secretary shall prepare and maintain the official correspondence of the Chapter.
- 3. The Secretary shall turn over to their successor all material received or acquired during their term(s) of office. Records more than four years old may be discarded if not of historical or archival value.

- e. **Duties of the Treasurer**
  - 1. The Treasurer shall:
    - a. Maintain custody of all monies received.
    - b. Deposit all funds in the name of the Chapter in a bank designated by the Executive Committee.
    - c. Pay all authorized debts of the Chapter, present a financial report monthly, and participate in an annual audit.
    - d. Be the custodian of all Chapter property.
  - 2. The Treasurer shall turn over to their successor the custody of Chapter funds and property and all other material that the incumbent received or acquired during their term(s) of office.
  
- f. **Duties of the Chaplain.** The Chaplain shall provide spiritual services in support of the Chapter, including invocations at membership meetings, sending cards to any ill members and to the family of any deceased members, and conducting memorial services at the Annual Meeting.
  
- g. **Duties of the Service Officer.** The Service Officer shall assist members with all membership concerns and serve as a liaison officer with the Office of Personnel Management.

**Section 3. Executive Committee:**

- a. There shall be an Executive Committee consisting of the Officers, the Immediate Past President, the Newsletter Editor, and three (3) Members at Large. The Executive Committee shall meet monthly or at the call of the President.
  
- b. The Executive Committee members, with the exception of the Immediate Past President and Newsletter Editor, shall be elected for a term of one year or until their successors are elected, with the exception of the Members at Large, who shall be elected for a term of two years, to be staggered with one or two members elected each year.
  
- c. The Newsletter Editor shall be appointed by the President with the approval of the Executive Committee.
  
- d. The Executive Committee shall exercise such other duties as the Chapter may prescribe. Each member of the Executive Committee shall be entitled to one vote only, regardless of how many positions they may hold in either a regular or acting capacity.

**Section 4. Duties of Executive Committee Members**

- a. **Newsletter Editor.** The Newsletter Editor shall be responsible for publication of the Chapter Newsletter.

- b. **Members at Large.** The Executive Committee Members at Large shall assist the officers of the Chapter in the conduct of day-to-day business of the Chapter.

### **Section 5. Quorum**

An Executive Committee quorum shall consist of seven (7) members of the Executive Committee.

### **Section 6. Nominations and Election Procedures**

- a. The report of the Nominating Committee shall be submitted to the membership at the February meeting and published in the Chapter Newsletter.
- b. Nominations from the floor may be made at the March meeting. A member nominating a candidate must have secured permission from that individual prior to submitting their name.
- c. Elections shall be held at the April meeting. If there are two or more candidates for an office, election for that office shall be by written ballot.
- d. Candidates elected at the April meeting shall be sworn in at the May meeting and shall begin their term of office immediately except for the Treasurer who shall assume office on June 1 upon completion of a satisfactory audit.

## **Article VI. MEETINGS**

**Section 1.** Regular meetings of Chapter 409 or the Chapter Executive Committee shall be held monthly (except for July and August when there are no meetings unless specially called), 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. Meetings can be held in-person, or by any means of telecommunication, or by a combination of the two methods, provided that the telecommunications equipment allows all persons participating in the meeting to hear each other at the same time.

**Section 2.** Quorum for conducting Chapter business shall consist of 25 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 member. If less than a quorum is present, members may run the program but may not make decisions.

**Section 3.** Special meetings shall be called by the Chapter President or by Chapter member petition upon provision of signatures of at least 5 Voting Members.

**Section 4. Voting** - In these Bylaws, approval of an action of Chapter 409 or Chapter Executive Committee means that the action is approved by a vote of the Voting Members, with or without a meeting.

**Section 5. Voting at Meetings** - During in-person meetings, meetings that are held solely via telecommunications, and meetings that are held where members

participate via a combination of in-person and telecommunications methods, approval of an action by Chapter 409 or Chapter Executive Committee means an affirmative vote of a majority of Voting Members who are present at the meeting when the vote is taken, provided that the quorum is met. The word "present" in this context means a physical presence in the meeting room or participation in the meeting via telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

**Section 6. Email Vote in Lieu of a Meeting** - Chapter 409 or Chapter Executive Committee may take action without a meeting, by email voting. An affirmative vote of a majority of all members eligible to vote shall be required to approve the action. The action item(s) shall be distributed to members for discussion along with background information of the item(s) at least 1 (one) week before the discussion deadline. The voting deadline shall be at least 1 (one) week after the discussion deadline. The results of all email votes conducted shall be confirmed promptly in writing or by electronic transmission to Chapter 409 membership or Chapter Executive Committee. A summary of the writings including the outcome of the vote, shall be filed with the minutes. "Electronic transmission" means any form of electronic communication, such as email, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient, and that may be directly reproduced in paper form by such a recipient.

Should a Voting Member feel that email is an insufficient conduit for discussion, that Voting Member may move to have the action considered via Special Meeting, as prescribed by Section 7 of these Bylaws. Pursuant to approval of the motion via an affirmative vote of the majority of all Voting Members, said Special Meeting shall be arranged by the President (or a designee) expeditiously and in accordance with Section 7.

Upon receipt of a 409 Chapter Member petition (upon provision of at least 5 Voting Member signatures), the President shall call a Special Meeting. In special circumstances where timeliness is deemed by the President to be critical, a Special Meeting may be called with less notice than provided for in Section 7.

**Section 7. Special Meetings** - Special Meetings of Chapter 409 or Chapter Executive Committee may be called by the President (or designee), or may be arranged pursuant to a motion approved on notice to Chapter 409/Executive Committee members, as appropriate. Such Special Meetings may be held as a face-to-face gathering, by any means of telecommunication, or by a combination of the two methods. Normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. Notice of such Special Meetings, giving the date, time and place of the meeting, the purpose of the meeting, and any required documentation shall be provided to all members of Chapter 409 or Chapter Executive Committee not less than ten days before the date set for the Special Meeting by such routings as shall ensure prompt delivery.

## **Article VII. COMMITTEES**

**Section 1.** Membership Committee. 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 2.** Legislative committee. The Legislative Committee shall be appointed by the President to: a) keep abreast of state and national legislative matters concerning federal civilian annuitants and prospective annuitants; and b) make recommendations for action to the Chapter, the Federation, and the Association.

**Section 3.** Audit Committee. The Audit Committee shall be appointed by the President to perform annually an audit of the financial records of the Chapter.

**Section 4.** The President shall be an ex-officio member of all committees except the Nominating and Audit Committees.

**Section 5.** Standing Committees shall be those appointed to perform a continuing function. Special Committees may be appointed by the President, as the need arises, to carry out a specified task.

The Standing Committees are as follows:

- a. Membership - Such members as deemed necessary by the First Vice President in recruiting new members and retaining current members.
- b. Legislative - Such members as deemed necessary by the Second Vice President to keep abreast of all legislative matters of interest to the Chapter.
- c. Auditing - A chairperson and two (2) members who shall audit the books of the Treasurer and any fundraising activities.
- d. Nominating - Three (3) members who shall prepare and present a slate of candidates for elective office at the February meeting.
- e. Alternate Federation Representative - A person to serve as the Chapter representative to the Maryland Federation of Chapters when the President is unable to attend an official Federation meeting.
- f. Webmaster – A member, with a designated backup member, who shall maintain the Chapter’s online website and provide for updated content.
- g. Special - Other committees as the needs of the Chapter may require.

## **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, Federation Bylaws, or the Association’s Articles of Incorporation and National Bylaws.

**Article IX. 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.

**Section 2.** Amendments shall be approved at National Headquarters before becoming effective.

Bobby A Rypox  
Chapter Secretary  
6/11/2024  
Date

APPROVED at National Headquarters

[Signature]  
National Secretary/Treasurer  
6/21/24  
Date

IRS Employer ID: [521229391]