

# Chapter Bylaws Template

## A Preferred Standard

### Excerpt

*Taken from form F-21 (2/19), Appendix A: Model Bylaws.*

*See form F-21 for more information about Chapter Bylaws, including:*

- *An Analysis on Writing Chapter Bylaws*
- *Bylaws Checklist*
- *How to Compile a Single Governance Document*

*NOTE:*

- *Red brackets [-----] indicate where information must be individualized for the chapter.*

# National Active and Retired Federal Employees Association

## [Name] Chapter [Number] Bylaws

### **Article I. NAME**

This chapter shall be known as the [name] Chapter, [number] of the National Active and Retired Federal Employees Association (NARFE). The chapter may be affiliated with the [state name] State Federation, subject to the 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 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.

**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 [dues amount] 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**

**Section 1.** Chapter officers shall be a president, a vice president (or first, second, and third vice president), a secretary and a treasurer (or secretary-treasurer if the positions are combined). 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 [number] year(s) or until their successors are elected but may run no more than [number] time(s) for the same office. Officers shall assume their duties on [date].

**Section 2.** 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.

**Section 3.** If there is a vacancy in the office of the president, the vice-president shall serve as president until the next election. If there is a vacancy in any other office, the executive committee shall fill such vacancy for the unexpired term.

## **Article VI. MEETINGS**

**Section 1.** Regular meetings shall be held on the [day] of each month at [location], 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 [month of year] shall be the annual meeting.

**Section 2.** Quorum for conducting chapter business shall consist of [number preferred over percentage] 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. 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 when necessary.

## **Article VII. EXECUTIVE COMMITTEE**

The executive committee shall consist of the elected chapter officers (and/or other appointed officers, past officers, and committee chairs as deemed appropriate). The executive committee shall exercise such other duties as the chapter may prescribe. Quorum for an executive committee meeting shall consist of [number preferred over percentage].

## **Article VIII. COMMITTEES**

**Section 1.** 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.** 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.** The president may appoint a service officer, a public relations officer, a sunshine committee and such other committee chairs and committees as deemed desirable.

**Section 4.** The audit committee shall be appointed by the president to annually perform an audit of the financial records of the chapter.

**Section 5.** The president shall be an ex-officio member of all committees except the nominating and audit committees.

**Section 6.** Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed, as the need arises, to carry out a specified task.

#### **Article IX. 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 X. 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.

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Chapter Secretary

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Date

APPROVED at National Headquarters

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National Secretary/Treasurer

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Date

IRS Employer ID: [\_\_\_\_\_]