

**Greater Bowie-Crofton Area  
Chapter 1747  
P. O. Box 504  
Bowie, MD 20718-0504**

## **GREATER BOWIE-CROFTON AREA CHAPTER 1747 CONSTITUTION**

### **Article I. Name.**

This Chapter shall be known as the Greater Bowie-Crofton Area Chapter 1747 of the National Active and Retired Federal Employees Association, located in the State of Maryland. The Chapter shall be fully affiliated with the Maryland Federation of Chapters.

### **Article II. Objectives**

The objectives of this Chapter shall aid and support the National Active and Retired Federal Employees Association as set forth in its Certification of Incorporation: (a) to sponsor and support legislation, rules and regulations beneficial to annuitants and potential annuitants of the federal civilian public service; (b) to oppose legislation, rules and regulations hostile to the interests of annuitants and potential annuitants; (c) to promote the general welfare of annuitants and potential annuitants of federal civilian public service; (d) to serve and advise retired employees with respect to their rights under civil retirement law; and (e) to cooperate with other organizations and associations in furtherance of the general objectives of this association. In furtherance of these objectives the Chapter shall conform with the By-Laws of the National Association, and be in complete unity with the policies established by National Conventions and by the National Executive Board, together with other activities promoting preservation of American institutions and ideals as espoused by the Association.

### **Article III. Membership.**

The voting membership of this Chapter shall be composed only of those Chapter members who are in good standing with the National Active and Retired Federal Employees Association.

### **Article IV. Officers.**

The Chapter shall elect a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, an Assistant Treasurer and such other officers as named in the Chapter By-Laws. Chapter officers shall hold office until their successors are elected and properly installed.

### **Article V. Dues.**

The Chapter shall collect for its own treasury only such dues as may be necessary to meet expenses in carrying on its business and functions. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

**Article VI. Delegates.** Delegates to the National Convention shall be selected by the Chapter Executive Board after the date and place of said convention has been announced by the National Office.

**Article VII. By-Laws. Amendments.**

Section 1. An amendment to this constitution shall be made by concurrence of two-thirds of the 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.

**Article VIII. By-Laws.**

Section 1. The Chapter shall adopt such By-Laws as are deemed appropriate and necessary. as are deemed appropriate and necessary for the functioning of the Chapter. They shall be consistent with the Chapter constitution and the Association's Articles of Incorporation and National By-laws, and provide the method by which they may be amended.

Approved: Bowie-Crofton Area, 1747 s/Alvin Lucchi, Secretary, 4/28/80; approved: s/John E. Connor for Joseph V. Primerano, Director of Field Operations, 5/6/80; further approved: Greater Bowie-Crofton Area, 1747 and approved by National Headquarters, Date unknown.  
Revisions made by Chapter Constitution Committee; approved unanimously by membership on September 17, 2009.

# GREATER BOWIE-CROFTON AREA CHAPTER 1747 \BY-LAWS

## ARTICLE I. ELECTION OF OFFICERS AND EXECUTIVE BOARD

**Section 1. Officers.** The officers of this Chapter shall be the President, First Vice-President, Second Vice-President, Secretary, Treasurer and Assistant Treasurer.

**Section 2. Executive Board.** The Executive Board shall consist of the six elected officers and those Chapter members appointed by the President as Standing Committee Chairpersons. The Immediate Past President serves as an ex-officio member of the Executive Board.

### **Section 3. Elections, Vacancies, Appointments**

A. Elections of the six Chapter officers shall take place at May General Membership meetings in odd-numbered years. The installation of officers takes place at the June meeting, and their two-year term of office is from July 1 of the election year through June 30 of the next election year.

B. Vacancies in the office of the President shall be filled by the First Vice-President and the Second Vice-President in that order. All other officer vacancies shall be filled by the President with the approval of the Executive Board.

C. Appointments as Standing Committee Chairpersons will be made for the same two-year term as officers, and vacancies in these positions shall be filled by the President with the approval of the Executive Board.

**Section 4. Removal.** The Executive Board shall have the authority to declare any elected office vacant because of malfeasance or other act of impropriety that would justify removal as determined by a vote of two-thirds of the Executive Board. The affected officer will be given every opportunity to show cause why such action should not be taken.

## Article II. Officers: Duties and Responsibilities

### **Section 1. President**

A. Presides at all Chapter General Membership and Executive Board meetings.

B. Represents the Chapter on all occasions except where such authority is delegated.

C. Appoints Committee Chairpersons of all Standing and ad hoc Committees.

D. Is responsible for all reports to NARFE at National and Federation levels.

E. Serves as an ex-officio member of all Chapter Committees, except the Nominating Committee.

F. Appoints an Auditing Committee to review the Chapter's financial records within 30 days following the end of the fiscal year.

G. Serves as the Chapter's representative to the Maryland Federation, and appoints the Chapter's Alternate Federation Board Member.

### **Section 2. Vice-Presidents**

A. Prepare, in order, to assume the presidency if the President is unable to fill that office.

B. Serve as ex-officio members of all Committees, except the Nominating Committee.

C. Assume additional duties as are assigned by the President.

### **Section 3. Secretary**

A. Records minutes of the proceedings of all Chapter General Membership and Executive Board Meetings.

B. Handles official correspondence for the Chapter and Executive Board.

C. Maintains and preserves Chapter correspondence and other records.

D. Assumes additional duties as are assigned by the President..

#### **Section 4: Treasurer and Assistant Treasurer**

A. Receive and disburse all Chapter funds and keep accurate, up-to-date accounts of them.

B. Are responsible for prompt and proper payment of all just obligations.

C. Follow the procedures outlined in NARFE's publication, *Duties and Responsibilities, Chapter Treasurer*.

D. Reconcile and coordinate all fiscal matters with higher NARFE levels.

E. Prepare a proposed annual Fiscal Year budget and establish long-range financial planning, policies and procedures. The Chapter's financial Fiscal Year shall be July 1 through June 30 of the following year.

F. Prepare financial account reports for all Chapter General Membership and Executive Board meetings, and prepare for an audit of books at the end of each Fiscal Year.

G. Maintain a checking account into which Chapter revenues are deposited. All disbursements from such account shall require the signature of either the Treasurer, Assistant Treasurer, President or First Vice-President.

H. Maintain all other Chapter accounts in which Chapter funds have been deposited.

I. Receive monetary gifts/donations to the Chapter by authority of the Executive Board.

J. Handle all State and Federal tax forms as required.

#### **Article III. Committees and Their Responsibilities**

The President shall appoint the following Committees and such other ad hoc committees as necessary:

**A. Service Officer(s):** Helps members, their families and survivors to take actions to obtain and retain their annuities and survivor, health and federal group life insurance. Makes information and the availability of their assistance known to all members through Newsletter articles and reports at Chapter meetings.

**B. Program:** Develops interesting, informative and entertaining programs for General Membership Meetings and special functions.

**C. Newsletter:** Develops, edits, publishes and mails a monthly newsletter (except July and August) to all Chapter members, to the Maryland Federation, other Chapters, and elected officials. Obtains Bulk Mailing Permit from U. S. Postal Service.

**D. Membership:** Recruits new members; contacts members in arrears to urge dues payment/reinstatement; welcomes new/reinstated members to the Chapter. Maintains the Chapter's membership rosters (M-112 and M-114) and coordinates and reconciles such records with appropriate national NARFE staff.. Works with Public Relations Committee and Community Events Committee on recruitment efforts and other membership-related activities.

**E. Federal Legislative:** Informs the Chapter on Federal legislative concerns/activities; represents the Chapter's views in contacts with legislators/staff, officials and other interested groups. In accordance with national NARFE guidance, supports or opposes issues, but not candidates; organizes and coordinates legislative visits and other related events.

**F. State Legislative:** Informs the Chapter on State/local legislative concerns/activities; represents the Chapter's views in contacts with legislators/staff, officials and other interested groups. In accordance with Chapter and Federation guidance, supports or opposes issues, but not candidates; organizes and coordinates legislative visits and other related events.

**G. Public Relations:** Informs the media and public of Chapter General Membership Meetings

and other events; coordinates with Membership, Community Events and Program Committees on publicity and dissemination of NARFE/Chapter information.

**H. Community Events:** Keeps the Executive Board apprised of upcoming community events open to chapter participation; is the contact for and coordinator of the Chapter's participation in such Board-approved community events.

**I. Nominating/Election:** Consists of at least three members, only one of whom may be a current Executive Board member; presents a list of qualified candidates, in writing, to the Secretary before the April Executive Board meeting in each officer election year. Conducts elections at May meetings in election years.

**J. Alzheimer's Support:** Is responsible for all fundraising activities associated with Alzheimer's research; provides funds raised to the Treasurer for forwarding to the appropriate Alzheimer's organization or national NARFE.

**K. Refreshments:** Purchases supplies/refreshments; prepares and serves refreshments at Chapter meetings; maintains Chapter equipment..

**L. Sunshine:** Purchases appropriate cards and forwards them to ill Chapter members or families of deceased members.

#### **Article IV. Meetings.**

**Section 1.** General Membership Meetings shall be held monthly from September through June as determined by the Chapter Executive Board.

**Section 2.** Special Meetings may be called by the President with the concurrence of the Executive Board or upon the written request of five (5) percent of the Chapter membership. Notice of all Special Meetings must include the nature and order of business of the meeting and the general membership must be notified of such meeting in writing or personally, at least 10 days prior to the scheduled Special Meeting. The agenda is limited to the order of business noted in the call for the Special Meeting.

**Section 3.** A quorum for General Membership Meetings and for Special Membership Meetings shall consist of three (3) percent of the Chapter membership.

**Section 4.** Robert's Rules of Order, latest edition, are to be followed.

#### **Article V. Dues and Membership**

**Section 1.** Chapter membership dues shall be as voted on by the Chapter membership and shall be billed by the NARFE national office.

**Section 2.** There shall be five classes of Chapter membership:

A. Regular Membership as determined by NARFE National By-laws. Only regular members are entitled to vote or hold office.

B. Chapter Only Members who joined NARFE prior to mandatory chapter membership; if their membership is terminated, upon their return to NARFE they are required to join a chapter.

C. Distinguished Members are those who have qualified for such membership under national NARFE's criteria of attainment of age 85 with 20 years of NARFE membership. Chapter dues are waived for Distinguished members. *(Those previously awarded Honorary Memberships shall retain that membership.)*

D. Social Membership may be conferred by the membership on persons who support the objectives of NARFE or who wish to receive the Chapter Newsletter; they shall pay Chapter dues directly to the Chapter and receive the Chapter newsletter, but cannot hold office or vote.

E. Associate Members shall pay Chapter dues, receive the Chapter newsletter, and may hold office within the chapter but cannot be included in the total chapter membership count for determining representation at National Conventions.

**Article VI. Impropriety and Confidentiality of Records**

It is improper for any Chapter member to use Chapter membership rosters for commercial or political purposes; they are confidential records and are not to be used without the specific approval of the NARFE National Executive Board.

**Article VII. Amendments**

These by-laws may be amended by a vote of two-thirds of the members present and voting at a General Membership Meeting, provided that a “written notice of proposed amendment(s)” must be sent to all members at least 30 days prior to the scheduled meeting to consider amending these by-laws.

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