

National Active and Retired Federal Employees Association  
Chapter 834, Murfreesboro, Tennessee

**Chapter Bylaws**

**Article 1. Chapter Meetings**

Section 1. Regular meetings of the chapter shall be monthly at a previously designated place and time unless some meeting is omitted by previous chapter vote, or by action of the Chapter Executive Committee, with due and reasonable notice to members.

Section 2. Special meetings shall be called by the chapter president when necessary, or upon written request of one-tenth of the chapter members stating the nature of the business for which the meeting is called. Notice of all special meetings shall be given in writing or personally, at least seven days before such meeting.

Section 3: A quorum shall consist of members present at a chapter meeting.

**Article 11. Order of Business**

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

1. Invocation
2. Pledge of Allegiance
3. Program/entertainment
4. Reading the minutes
5. Officer reports
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

**Article 111. Officers and Committees**

Section 1. The offices of the chapter shall be a president, a first vice-president, a second vice-president, a secretary and a treasurer (or a secretary-treasurer). These shall be elected at the November meeting for one-year term, installed at the December meeting and will assume office in January. These may hold offices until their successors are elected and installed.

Section 2. There shall be an executive committee, of which the elected chapter officer 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 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) make recommendations for action to the chapter, the federation and the association.

Section 5. The President should also appoint a service officer, parliamentarian, a public relations officer, A sunshine committee (to send cards and visit the sick, shut-ins, or bereaved when possible), an auditing committee, a nominating committee and such other committees as deemed desirable. The auditing committee will make an audit annually and a report will be made.

Section 6. The chapter may by resolution require the treasurer (or secretary-treasurer) to bond for the faithful performance of his/her duties.

#### **Article IV. Chapter Dues**

The dues of members for chapter purposes shall be \$10.00 per year. Any chapter document relating to dues or contributions to NARFE are not deductible as "Dues payment and gifts or contributions to NARFE are not deductible as charitable contributions for Federal income tax purposes." When per capita dues are increased, chapter dues will be increased automatically by the same amount. (Dues changed from \$7.00 to \$10.00 by membership action July 5, 2000.)

#### **Article V. Affiliation with State Federation**

This chapter shall be affiliated with the Tennessee 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 matters not in conflict with the chapter constitution and bylaws or the association's article of incorporation and bylaws.

#### **Article V11, Amendments**

An amendment to these bylaws may be enacted by concurrence of two-thirds of the members present at any regular meeting, provided due notice had been given in accordance with Article V111 of the Chapter Constitution.

Wayne Lanier  
President

National Active and Retired Federal Employee Association  
Chapter 834, Murfreesboro, Tennessee

Standing Rules  
2017

Approved motions of an indefinitely continuing nature are Standing Rules. Rules of this category are consolidated below for easier reference and revision when necessary. These Rules may be modified, rescinded, or new rules established by a majority of members present at any meeting. Prior notice of intent to change is not required. Each Standing Rule is suffixed with the month and year of adoption and revision (when applicable).

1. Meeting: The regular monthly business meeting is the first Thursday at designated location at 12:00 noon. Dutch treat lunch from 11:00 a.m. to 12:00 noon. (February 2017).
  - a. January – no meeting will be held.
  - b. Annual picnic is held in June. Time and place at the discretion of the members.
  - c. July – no meeting will be held
  - d. Christmas luncheon meeting time and place will be as specified by the members.
2. Guest Speaker Meals: The purchase of a meal for each guest speaker is authorized at each chapter meeting. (February 2017).
3. Convention Registration Fee: The convention registration fee will be funded for the Chapter President. (February 2017).
4. Attendance Roster: The roster shall be signed by each member present at a meeting and filed with the minutes. (January 2004).
5. Alzheimer's month. Shall be the same as that designated by NARFE National Headquarters and the amount contribution from the Chapter Treasury shall be approved in the annual budget. (January 2004).
6. Death of Chapter Member. The Service Officer shall obtain the particulars, offer assistance, makes proper notifications, and send a sympathy card to the family. (February 2017).

7. Weather influence: Whenever Murfreesboro City Schools are closed due to inclement weather on a scheduled chapter meeting date, the chapter meeting for that month will not be held. (February 2000).
8. Disbursement Authority: All disbursements by the treasurer, or directed by the President, shall be authorized by pertinent directives or as approved in a budget or motion by the membership. (February 2000).
9. Annual Budget. The treasurer shall prepare and present an annual proposed budget of estimated income and expenses for approval of members at each January meeting. (February 2000).
10. Per Capita Dues: Per capita dues of \$3.00 per member are paid to the Tennessee State Federation annually at the end of the year. (February 2017).
11. Annual Financial Statement: The Treasurer shall prepare an annual financial statement of income and expenses at the end of each calendar year for presentation to the membership each February. (February 2008).

Wayne Lanier  
President