

# **JAMES CHESTER THOMAS CHAPTER 121 NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES**

## **OPERATING MANUAL**

### **1. MEETINGS**

A. Regular meetings of the Chapter shall be held on the last Friday of each month, unless a meeting is omitted or date and time revised by previous Chapter vote or by action of the Chapter Executive Committee with due and reasonable notice to members. The dates for the November and December meeting are normally revised to avoid the Thanksgiving and Christmas holidays. The November meeting will be the annual meeting. Normally one meeting will consist of a picnic that is primarily a social occasion without the normal business meeting.

B. Special meetings shall be called by the Chapter President or Executive Committee when necessary, or upon written request of one-tenth of the Chapter's members. Normal meeting notification procedures shall be used to inform Chapter members of any special meeting and the nature of the business for which the special meeting has been called. As part of this procedure, notice of the date, time, place and business of any special meeting shall be placed on the Chapter web site at least twenty (20) days prior to the meeting.

C. A quorum for conducting Chapter business at a regular or special meeting shall consist of the majority of the members in good standing of the Chapter who are present at the meeting.

### **2. ORDER OF BUSINESS**

The following is the recommended order of business at all regular meetings of the Chapter. The President, or presiding officer in absence of the President, may modify this order if the nature of the program so dictates.

- |  |                                |
|--|--------------------------------|
| 1. Call to Order                       | 6. Officer & Committee Reports |
| 2. Invocation/Moment of Silence        | 7. Unfinished Business         |
| 3. Pledge of Allegiance                | 8. New Business                |
| 4. Introduction of Guest & New Members | 9. Speaker/Program             |
| 5. Reading /Approval of the Minutes    | 10. Adjournment                |

### **3. PARLIAMENTARY AUTHORITY**

The provisions of Robert's Rules of Order, latest edition, shall govern Chapter business in all matters not in conflict with the Chapter Constitution or the Association's Articles of Incorporation and National Bylaws.

### **4. OFFICERS AND COMMITTEES**

A. The officers of the Chapter shall be a President, Vice-President, Secretary, and Treasurer. They shall be elected annually for a one-year term. The President and Vice-President shall serve no more than two consecutive one-year terms.

B. The President shall appoint standing and ad hoc committee chairs as appropriate to conducting Chapter activities. The standing committee chairs may include Program, Membership, Service Officer, National Legislation, Alzheimer, NARFE PAC, NARFE Net Coordinator/Chapter Web Master, Sunshine and State Legislation. The committee chairs may appoint committee members as appropriate and consistent with this Operating Manual. Each committee and committee chair shall make recommendations for actions or changes to the President and/or Chapter as appropriate.

C. The duties and responsibilities of the Chapter officers and committee chairs shall be in accordance with the recommended duties and responsibilities set by the national association and as supplemented by this Operating Manual. Each officer and committee chair shall keep the Chapter membership apprised of activities and developments within their area of responsibility. This may be accomplished by periodic reports at Chapter meetings, articles and notices for the Chapter web page and newsletter and similar activities. Each officer and committee chair shall coordinate with his or her appropriate Federation counterpart as appropriate. The officers and committees should undertake additional duties and activities in support of the Chapter after coordination with the Chapter President.

D. There shall be an executive committee, of which the elected Chapter officers shall be members, plus any committee chairs and other members the President shall appoint. The Executive Committee shall fill a vacancy in any office and shall exercise such other functions as the Chapter and Chapter President shall prescribe.

E. It is the duty and responsibility of the Program Committee to obtain interesting and informative speakers and programs for each Chapter meeting. The Program Committee shall actively seek the advice of the Chapter membership in fulfilling these duties. It is the duty of each Chapter member to support these activities, providing suggestions for speakers, topics and programs to the Program Committee and assisting the Program Committee to the maximum extent practical.

F. It is the duty and responsibility of the Membership Committee to urge all persons in the area who are eligible for national membership, as set forth in the National Bylaws, to join and become active participants in the Association, the Federation and the Chapter. The Membership Committee shall encourage the use of dues withholding by all new and existing members. All Chapter members are ex officio members of this committee. The Membership Committee shall contact prospective and new members and encourage them to attend and become active in Chapter activities. The committee shall also contact any delinquent members to encourage their continued participation and ascertain any reason for dissatisfaction with the chapter or national organization.

G. It is the duty and responsibility of the Service Officer to provide support and advice, when requested, to members in dealing with specific retirement issues such as annuity payments, Federal health insurance, Federal life insurance, beneficiary and spousal provisions.

H. It is the duty and responsibility of the State and National Legislative Committees to keep abreast of state and national legislative matters concerning federal civil annuitants and prospective annuitants and to keep the Chapter membership informed of developments. When appropriate the committees shall make recommendations and lead in actions by the Chapter members and/or officers in supporting specific legislative actions.

I. It is the duty and responsibility of the Alzheimer Committee to collect donations for the NARFE Alzheimer fund and to forward these donations to the Federation Alzheimer Chair. The Chapter Treasurer will normally serve as the Alzheimer Committee chair.

J. It is the duty and responsibility of the NARFE PAC committee to inform the Chapter members on PAC activities, especially as regards to SC and local political candidates and to encourage and assist Chapter members in making contributions in support of NARFE PAC. Contributions to NARFE PAC are not deductible as charitable contributions for federal income tax purposes.

K. It is the duty and responsibility of the NARFE Net Coordinator/Web Master to maintain the Chapter web page, including updating meeting times and dates, speakers and proposed business. The NARFE Net Coordinator/Web Master shall also distribute by e-mail a monthly newsletter on Chapter meetings and activities. It is the responsibility of Chapter Officers and other committee chairs to provide articles for inclusion in the monthly newsletter.

L. It is the duty and responsibility of the Sunshine Committee to maintain knowledge of the status of the health and wellness of Chapter members, express the concerns of the Chapter for the speedy recovery of any ill members and condolences to the families of any deceased members. It is the duty of each Chapter member to keep the Sunshine Committee informed of the health and wellness of other Chapter members.

M. The Chapter, by majority vote at any regular or special meeting, may require the Treasurer (or the Secretary-Treasurer) to give bond for the faithful performance of his /her duties. The expense of obtaining a bond shall be paid from Chapter funds.

## **5. CHAPTER DUES**

Chapter dues shall be Four (4) Dollars per year. Chapter dues may be increased no more than once per year by majority vote at a regular or special meeting. Chapter dues shall be waived for members granted Honorary Life Membership by the Association. Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

## **6. AFFILIATION WITH STATE FEDERATION**

This Chapter shall be affiliated with the South Carolina Federation of Chapters and subject to the Constitution and operating procedures of that body. The Chapter's voting members shall elect chapter delegates to the Federation Convention

## **7. AMENDMENTS**

Revisions to this Operating Manual shall be made by majority vote of the Executive Committee. Such changes shall then be submitted for approval by majority vote of Chapter members at the next scheduled Chapter meeting.

---

Margaret Faile  
Chapter Secretary

---

Date