



**NATIONAL ASSOCIATION OF RETIRED  
AND VETERAN RAILWAY EMPLOYEES, INC.**

**ARTICLE I.**

**Name**

The name of this Association is The National Association of Retired and Veteran Railway Employees, hereinafter referred to as The National Association or N.A.R.V.R.E. The association is formed as a nonprofit organization according to section 501 (c) (4) of the Internal Revenue Code.

**ARTICLE II.**

**Purpose**

The objective purpose of N.A.R.V.R.E., is for study of the legislative principles and processes of the Railroad Retirement Act of 1937 enacted by Public Law # 162. It shall be the interest of N.A.R.V.R.E to actively pursue cooperation between both retired and active railroad employees of actions affecting these principles. By this we may alert its members to a unified action that can bring attention to the fact that larger bodies of votes are keenly aware of changes trying to be made contrary to our interest. We the members, current and former railways employees, will uphold and lend aid and strength to the activities of its members, the standard railroad organizations, senior citizens groups and other organizations who are promoting the general welfare of retired people in The United States of America.

**ARTICLE III.**

**Members**

**Section 1. Membership.**

**A. Active Members:**

Active membership in N.A.R.V.R.E. is open to any person receiving or eligible to receive, Railroad Retirement Funds and to any person in railroad service covered by the Railroad

Retirement Act. Active membership is also open to the spouse or surviving spouse of such person.

B. Social Members:

A social member is any person who does not meet active membership. Social members may not hold office, including that of convention delegate or alternate, make motions, or vote. However, in the event no Active Member can be found to fill the office(s) of Secretary-Treasurer, a social member may be elected to fill such a vacant position.

C. Honorary Members:

An Honorary membership is conferred on a member or nonmember by nomination from the Governing Board and a three-fourths vote of the convention delegates assembled, for outstanding or distinguished service on behalf of N.A.R.V.R.E.

D. Members-at-Large. Any applicant eligible as an active or social member may become a member of Unit 801 upon application to the National Secretary-Treasurer.

## **ARTICLE IV.**

### **Officers**

#### Section 1. Elected Officers.

The Elected Officers of The National Association are: a President, a Vice-President, a Secretary-Treasurer, National Legislative Director and Eight Area Directors.

#### Section 2. Nominations.

Nominations for President, Vice-President, and Secretary-Treasurer are made from the floor of the convention. Nomination speeches are no more than two minutes in length. All nominated candidates, in order of their nomination, shall have a limit of five minutes of floor time in which to present their platform.

#### Section 3. Election and Term of Office.

A. All elections are by secret ballot, but if only one nomination is received for an office, a voice vote may be taken.

B. Vote and Term.

1. Officers, except for Area Directors, are elected by a majority vote of the delegates at the convention and serve a term of two years or until their successors are elected and qualified.
2. Area Directors are elected by a majority vote in caucus at the convention by the delegates of Units in their area and confirmed by delegates at the convention, and serve a term of four years or until their successors are elected and qualified. Areas 1, 3, 5, and 7 being elected in 2012, and every four years thereafter. Areas 2, 4, 6, and 8 being elected in 2014, and every

four years thereafter. Note: Area Directors' territories are listed in the directory.

- C. In the election of officers, if there is no majority on the first ballot, only the three leading candidates are eligible for the second ballot. Thereafter, the candidate receiving the lowest vote will be eliminated from the ballot.

#### Section 4. Beginning of Term.

The term of office begins on the first day of the month following the close of the convention, except for the Secretary-Treasurer who does not succeed to office until the completion of an audit or until the expiration of ninety days.

#### Section 5. Vacancies.

- A. Should a vacancy occur in any national office, except President, during the period between conventions, The President, with the approval of the Governing Board, appoints a member to fill the vacancy. An officer so appointed holds office until the next convention.
- B. In the event of a permanent vacancy in the office of President, the Vice-President automatically assumes the duties, title, and salary of the President.

#### Section 6. Duties of Officers.

- A. The National President:
  - 1. Is the official head and chief administrative officer of this National Association;
  - 2. Presides at all meetings of The National association and the Governing Board;
  - 3. Signs all charters; and
  - 4. Signs all state association and unit bylaws.
  - 5. Is an ex-officio member of all committees except the Ethics Committee.
  - 6. Shall furnish the National Vice-President and the National Secretary-Treasurer a copy of correspondence that originates in the office of the National President.
- B. The National Vice-President:
  - 1. Is under the supervision of the President, and in the event of a vacancy in the office of the President, succeeds to the office of President;
  - 2. Is a member of the Governing Board, and in the absence of the President, presides at meetings; and
  - 3. Works with Area Directors and Assistant Area Directors to promote membership.

4. Shall furnish the National President and the National Secretary-Treasurer a copy of correspondence that originates in the office of the National Vice-President.
- C. The National Secretary-Treasurer:
1. Records the minutes of all meetings;
  2. Signs all charters.
  3. Signs all state association and unit bylaws.
  4. Is responsible for the custody of the corporate books, records, files, and accounts;
  5. Is responsible for the receipt and disbursement of all monies;
  6. Prepares and issues financial statements;
  7. Has the financial books audited at least annually by a professional accounting firm. An audit is performed when a vacancy occurs in this office; and when a vacancy occurs in this office; and
  8. Exercise such other duties incident to the office, and such duties assigned by the President or the Governing Board.
  9. Shall furnish the National President and the National Vice-President a copy of correspondence that originates in the office of the National Secretary-Treasurer.
- D. Area Directors:
1. Serve on the Governing Board;
  2. Representative of a specific geographical area;
  3. Is the line of communication between the National Association and the Local Units.
- E. Each officer shall deliver to their successors all equipment belonging to the National Association at the expiration of the term of office.

#### Section 7. Removal from Office.

An officer of The National Association is removed from office, with or without cause, by a two-thirds vote of the total membership of the Governing Board.

### **ARTICLE V. Conventions**

#### Section 1. Conventions.

- A. Official call of convention giving the time and place of the convention, shall be published in the NARVRE NEWSLETTER and mailed seventy-five days prior to the convention.

- B. The National Convention is held biennially in the even-numbered years, beginning on the first Monday in May and continuing in session until all business is concluded. The Governing Board may change the designated date, site, or both by a majority vote.
- C. All local units shall elect one delegate and one alternate at the meeting at which officers are elected. Such delegates shall be elected to act only as an authorized representative at the Biennial Convention.

Section 2. Voting Body.

- A. The voting body of the convention is:
  - 1. The President;
  - 2. The Vice-President;
  - 3. The Secretary-Treasurer;
  - 4. The Area Directors; and
  - 5. The National Legislative Director; and
  - 6. One delegate from each Unit, and that delegate may represent, and vote for only one Unit.
- B. Credentials for delegates and alternates elected to the National Convention are furnished by the National Office and forwarded to each Unit at least thirty days prior to the date set for the convention.

Section 3. Resolutions:

Resolutions presented to the convention:

- 1. Are typed or printed in duplicate;
- 2. Contain the signature of the author;
- 3. Include the date adopted and the unit number or the Local unit;
- 4. Are submitted to the National Headquarters at least seventy-five days prior to the date of the convention; and
- 5. May be reworded, combined and/or written in an easily understood form before being presented to the delegates.

Section 4. Quorum. A quorum is the majority of the voting body.

**ARTICLE VI.**

**Governing Board**

Section 1. Composition.

The Governing Board consists of the President, the Vice-President, the Secretary-Treasurer, National Legislative Director and the eight Area Directors.

Section 2. Meetings.

- A. The President is Chairman of the Governing Board and convenes the Governing Board when deemed necessary, or at the request of a majority of the Governing Board. Any officer may submit any proper question to the members of the Governing Board by mail or telephone.
- B. Telephone Conferences. Meetings may be conducted by telephone conference with twenty-four (24) hours notice.
- C. The quorum for the Governing Board meetings shall be six (6).

### Section 3. Authority.

During the interim between sessions of the National Convention, the Governing Board is responsible for implementing the policies of the National Association.

### Section 4. Standing Rules and Special Orders.

The Governing Board adopts Standing Rules and Special Rules of Order as needed to carry on the business of the National Association subject to amendment or repeal by the delegates at the national convention.

### Section 5. Voting.

- A. Mail. A vote by mail may be taken when necessary. A majority vote of the Governing Board shall be necessary to decide the question. Action taken by mail shall be verified and made a part of the next meeting of the Governing Board.
  - 1. A ballot box shall be mailed to each member of the Governing Board. A deadline will be given for the return of the ballot.
  - 2. The National Secretary-Treasurer shall notify the members of the Governing Board the results of the vote.

### Section 6. Computer Information.

- A. Information stored in NARVRE computer files are confidential and privileged information. Such information is internal to NARVRE and intended solely for the business use of the organization. Anyone accessing NARVRE computer files, along with the obtaining, disclosure, copying, storing or distribution of such information therein is strictly prohibited without authorization from a majority of the Governing Board.<sup>1</sup>
- B. No member of N.A.R.V.R.E., including its officers, shall be permitted to obtain any information, including the names and addresses of members, from the computer of this organization by any means, manner or mode, except by permission of a majority of the Governing Board.
- C. The National President or National Secretary Treasurer shall register any NARVRE website domain name with an appropriate domain name registrar as determined by the Governing Board. Such registration shall be at the time of the purchase.<sup>1</sup>

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<sup>1</sup> Amended at the NARVRE National Convention – May 2018

- D. Name and address lists of N.A.R.V.R.E. members shall never be released to non-members or to any commercial or non-profit business or institution, unless required to do so by law.

**ARTICLE VII.**  
**Committees**

Section 1. Standing Committees.

- A. The Standing Committees are: the Bylaw Committee, the Legislative Committee, the Finance Committee, the Resolution Committee, and the Ethics Committee. The committees are appointed by the President and serve a term of two years, except for the Ethics Committee who members are nominated by the President and approved by the Governing Board.
- B. The standing committee consists of five members each, except the Legislative Committee.
- C. The Legislative Committee consist of nine members, one member appointed from each of the National Associations eight area and a chairperson-at-large.
- D. No member serves on more than one standing committee.

Section 2. Special Committees.

Special committees are created by the President as needed.

Section 3. Bylaw Committee.

The Bylaw Committee meets prior to the convening of the National convention to review proposed bylaw amendments. The committee considers and edits amendments submitted by the members and Units and originates amendments. The proposed amendments from the committee shall be returned to the National Office for mailing to convention delegates prior to the convention. The committee shall submit its report with recommendation to the convention.

Section 4. Legislative Committee.

The Legislative Committee meets prior to the convening of the national convention to develop and review legislative matters to be presented to the convention. All questions submitted to them are reported to the convention with recommendations. In the interval between conventions, and at the direction of the Governing Board, the committee contacts National and State Legislators concerning legislation approved by the National Association.

Section 5. Finance Committee.

The Finance Committee meets prior to the convening of the national convention for the purpose of reviewing the finances of The National Association and making recommendations at the convention. They may submit for the approval of the Governing Board, during the period between conventions, such recommendations necessary to protect the financial interest of The National Association. The Secretary-Treasurer shall be an ex-officio member of the Financial Committee.

## Section 6. Resolution Committee

The Resolution Committee meets prior to the convening of the National Convention for the purpose of reviewing the resolution submitted for the good and welfare of the organization. They are returned to the National Office for forwarding to the delegates at the National Convention.

## Section 7. Ethics Committee.

### A. Complaints:

If a complaint is filed alleging a violation of the "Standard of Ethical Conduct for Members of the National Association of Retired and Veteran Railway Employees, Inc." it shall be processed in accordance with the "Rules for Disposition of Complaints b the Ethics Committee."

### B. Composition and responsibilities:

1. If a vacancy occurs any time prior to a biennial convention, members of the association shall be nominated by the President and approved by the Governing Board.
2. If a vacancy occurs any time prior to a biennial convention, members of the association shall be nominated by the President and approved by the Governing Board.
3. If a vacancy occurs any time prior to a biennial convention, members of the association shall be nominated by the President and approved by the Governing Board.
4. The committee shall report only to the Governing Board.

## **ARTICLE VIII.**

### Dissolution

In the event of the dissolution of The National Association, the assets after payment of all liabilities shall be distributed for one or more of the exempt purpose specified in Section 501 (c)(4) of the Internal Revenue Code of 1954 as from time to time amended.

## **ARTICLE IX.**

### Constituent Divisions

#### Section 1. State Organizations.

- A. In states where two or more units are located a state association may be established to promote the purpose of N.A.R.V.R.E. The state association shall establish bylaws and is to be funded by the member units.
- B. The state association is a constituent division of NARVRE, an individual entity. It does not control units in the association. It does not control the unit treasury nor combine units' treasuries into the state association's treasury. The member units make up the state association.



## Section 2. Local Units.

- A. The purpose of a local unit is to promote the goals of the national and state N.A.R.V.R.E. organizations.
- B. Local Units:
  - 1. Elect officers. Unit Officers will be elected biennially at the regular meeting in the month of November in the odd number years. Unit Officers shall be installed and take office immediately at the close of the meeting. Unit Officers will serve for a two (2) year period or until their successors have been elected and qualified. The results of the elections shall be reported immediately to the National Secretary Treasurer, whereas the election results will be certified, including verifying the elected Unit Officers are current members in good standing and not delinquent. The elected Unit Officers will be added to the membership rolls and placed in the National Directory.<sup>1</sup>
  - 2. Set meeting dates; and
  - 3. Write their own bylaws which are not in conflict with the bylaws of The National Association and which are approved by the National President and National Secretary-Treasurer.
- C. When fifteen or more eligible applicants desire to organize a local unit, they apply for a Charter Application, and upon approval of the application, a Charter is forwarded from the National President or National Secretary-Treasurer.
- D. A charter is revoked by a two-thirds vote by ballot of the Governing Board because of non-compliance with the National bylaws. Notice is given the local unit in question, and a reasonable time is allowed for the local unit to meet any conditions before final action is taken to revoke the Charter.
- E. Unit Closures. <sup>1</sup>
  - 1. Prior to closure of a NARVRE Unit the designated unit officer shall notify the National Secretary-Treasurer who will advise, assist and determine the validity of the closure.
  - 2. The unit shall send copies of the last two (2) bank statements, the unit charter and a roster with the names of members who wish to become members at large (Unit 801) and those who wish to become members of local unit to the National Office.
  - 3. Bank account funds of closing unit are property of the National NARVRE Organization and upon the closing bank account, those funds must be transferred to the National Office and to the local unit/s based on the number opting to transfer to those unit/s.

## ARTICLE X.

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<sup>1</sup> Amended at the NARVRE National Convention – May 2018

## **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised governs The National Association in all cases to which they are applicable and in which they are not inconsistent with the Corporate Charter, these bylaws, and Special Rules of Order The National Association may adopt.

### **ARTICLE XI. AMENDMENT OF BYLAWS**

#### Section 1. How Amended

The bylaws may be amended only at the Biennial Convention by a two-thirds vote, provided the proposed amendment is presented to the delegates in writing prior to the convention.

#### Section 2. Submission.

Proposed amendments b members and units shall be sent to the National Office at least seventy-five days before the convention, which will be forwarded to the Bylaws committee at least forty-five days before the convention.

### **ARTICLE XII SPECIAL RULES OF ORDER ORDER OF BUSINESS Biennial Convention**

#### Pre-Convention Board Meeting

1. Opening Ceremonies  
Call to Order  
Invocation by Chaplain  
Pledge of Allegiance to the Flag of the United States of America  
Singing of "America"  
National President introduces Convention Chairman  
Welcoming Address  
Response by National President  
Introduction of Head Table  
Recognition of National Past Presidents
2. Report of Credentials Committee
3. Report of Convention Rules Committee
4. Report of Printed Program
5. Report of Officers, Governing Board, and Standing Committees
6. Good and Welfare of the Organization

7. Election of Officers
8. Caucus for Area Directors, (Nomination and Election)
9. Convention Site Selection
10. Unfinished Business
11. New Business
12. Closing Prayer
13. Installation of Officers (at Banquet)
14. Adjourn sine die

#### **ARTICLE XIII\***

##### **Guidelines for Bylaws For Constituent Divisions of The National Association of Retired and Veteran Railway Employees, Incorporated**

The following guidelines (adopted at the 1986 Biennial Convention and revised at the 1996 and the 2018 Biennial Convention of NARVRE) have been developed to assist local units in preparing and adopting their own bylaws according to Article IX, Constituent Divisions. Every effort has been made to simplify this procedure for the units.

In these guidelines, all provisions bolded are mandatory, based on the National Bylaws, and must appear in the unit bylaws. All other provisions are for example only and may be changed, altered, or eliminated according to the particular needs of each local unit.

\*(At the 32<sup>nd</sup> Biennial convention in Louisville, KY, Resolution R-1 was adopted on May 23, 2000 to insert Guidelines for Bylaws for Constituent Divisions of NARVRE in the NARVRE National Bylaws.)

## **ARTICLE I.**

### **Name**

The name of this Unit is Unit# \_\_\_\_\_ of \_\_\_\_\_, a constituent division of the National Association of Retired and Veteran Railway Employees, Incorporated, hereinafter referred to as the Unit.

(Note: All units are identified by a number issued by the National Headquarters and the city and state where located. Names may be used locally only.)

## **ARTICLE II.**

### **Purpose**

The purpose of this unit is to provide: local support in promoting the objectives of the National Association; a common ground of opinion and action at the local level; and a companionship with persons of similar needs and goals.

## **ARTICLE III.**

### **Members**

#### Section 1.

A NARVRE member only must be a member of a unit, and only a unit member may vote on any election or issue before the Unit.

#### Section 2. Classification.

These are the following classes of members:

A. Active Member.

Active membership in N.A.R.V.R.E. is open to any person receiving, or eligible to receive, Railroad Retirement Funds and to any person in railroad service covered by the Railroad Retirement Act. Active membership is also open to the spouse and surviving spouse of such person.

B. Social Member.

1. The number of social members in a Unit shall not exceed (20 percent of the total membership).
2. A social member is any person who does not meet active membership. Social members may not hold office, including that of convention delegate or alternate, make motions or vote. However, in the event no Active Member can be found to fill the office(s) of Secretary-Treasurer, a social member may be elected to fill such vacant positions.

(Note: Other classes of membership may also be listed, i.e., Honorary, as the Unit may desire. However, all classes of Unit membership must also carry the stipulation that they are members of NARVRE).

Section 3. Dues, Assessments and Donations.

- A. Dues.
1. Unit dues are \$\_\_\_\_\_annually per person, \$\_\_\_\_\_per couple, due and payable January 1. Members whose dues are not paid by February 28 are delinquent.
  2. The treasurer (or other finance officer) shall notify those members whose dues are delinquent by February 28.
  3. A member forfeiting membership for nonpayment of dues may be reinstated within six months upon payment of current dues.
- B. Assessments and Donations. Collection may be made as deemed necessary for flowers, birthdays, sickness, meals, or any other reason as the Unit may require.

(Note: Assessments may not be made for anything unless it is agreed to in advance in the bylaws.)

**ARTICLE IV.**  
**Officers**

Section 1. Elected and Appointed Officers.

- A. The elected officers of this Unit are: a President, a Vice-President, a Secretary, a Treasurer, (or a Secretary-Treasurer) and a Legislative Representative. (The Unit may add to this any other elected officers they wish, ie, First and Second Vice-Presidents, etc. The minimum requirement is a President, a Secretary-Treasurer, and a Legislative Representative.)
- B. The President shall appoint the following officers: A Chaplain, a Guide, and a Parliamentarian. (Or any other positions the Unit may require, if any.)

Section 2. Nominations.

All nominations for elected officers are made from the floor at the regular meeting in the month of\_\_\_\_\_

Section 3. Election and Term of Office.

Officers will be elected biennially at the regular meeting in the month of November in the odd number years. Unit Officers shall be installed and take office immediately at the close of the meeting. Unit Officers serve for two years or until their successors have been elected and qualified. The results of the elections shall be reported immediately to the National Secretary-Treasurer, whereas the election results will be certified, including verifying the elected officers are current members in good standing and not delinquent. The elected Unit Officers will be added to the membership rolls and placed in the National Directory.<sup>1</sup>

Section 4. Vacancies.

Should a vacancy occur in any office, except President, the President with the approval of a majority of the members present at a Unit meeting, shall appoint a qualified member to fill the vacancy for the unexpired term of office. Should a vacancy occur in the office of President, the Vice-President shall assume the office of President and a vacancy declared in the office of the Vice-President.

(Note: If there is more than one Vice-President, it is recommended that only the First Vice-President move up in the office and that the vacancy be declared in the office of the First Vice-President. This procedure must be placed in the bylaws if it is the Unit's intent.)

**ARTICLE V.  
Duties of Officers**

(This Article is Optional. If used, care must be taken not to forget any duty in any office, since omission may imply that it is not necessary to do.)

**ARTICLE VI.  
Meetings**

Section 1. Regular Meetings:

- A. Regular meetings are held \_\_\_\_\_ of each month. In the event of an emergency, the President and one other officer may cancel or reschedule a regular meeting.
- B. The regular meeting in \_\_\_\_\_ shall be the annual meeting and shall be for the purpose of receiving reports and such other business as may come before the Unit.

Section 2. Special Meetings.

Special meetings may be called at the request of any two of the Unit's officers, the Unit President or written request by ten members. Fifteen day's notice shall be given.

Section 3. Special Committees. Special committees may be established by the president as needed.

Section 4. Ex Officio. The President is ex officio member of all committees.

**ARTICLE VIII.  
Delegates**

Delegates and alternates to the National and State conventions are elected by the Unit members in accordance with the National Bylaws. Only active members may serve.

(Note: The Unit may have other additional articles as needed, such as Finance, Executive Committee, etc. All are optional and will need a separate article for each subject.)

**ARTICLE IX.**  
**Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Unit in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and the Bylaws of the National Association and any Special Rules of Order that may be adopted.

**ARTICLE X.**  
**Amendment of Bylaws**

Section 1. The Bylaws may be amended at any regular meeting by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meetings, or has been sent to each member two weeks prior to the meeting at which it will be considered.

Section 2. In accordance with Article IX, Section 2, Subsection b(3), of the National Bylaws. These Bylaws and subsequent amendments do not go into effect until approved by the National President and National Secretary-Treasurer. Therefore, all amendments shall be sent to the National Office within ten days of adoption by the Unit.

(Note: The Article on the Parliamentary Authority and the Amendment of the Bylaws are to be the last two Articles in the Bylaws.)

Suggested Order of Business

1. Call to order
2. Invocation
3. Pledge of Allegiance to the Flag of the United States of America, and singing of "America"
4. Memorial for departed members
5. Reading of minutes of previous meeting
6. Roll call of Officers and Introduction of Visitors
7. Reading of communications and bills





