

Richard G. Thissen
National President



Jon Dowie
National Secretary/Treasurer

October 20, 2017

Paul K. Whitehurst
Secretary of Chapter 0081
1210 Poplar Street
Denver, CO 80220-3023

Dear Mr. Whitehurst:

We have carefully reviewed your revised bylaws for Denver-Capital City CO Chapter 0081, and they are hereby approved. We have a copy on file here at NARFE Headquarters and are returning the original to you for your files.

If you have any questions, please contact Lynette Green at fedchpsrvcs@narfe.org. Thank you for your cooperation in this matter and your continued support of NARFE.

Sincerely,

A handwritten signature in black ink that reads "Jon W. Dowie". The signature is fluid and cursive.

Jon Dowie
National Secretary/Treasurer
Enclosure

National Active and Retired Federal Employees Association

www.NARFE.org | 606 N. Washington Street, Alexandria, VA 22314 | phone 703-838-7760 | fax 703-838-7785

Denver-Capital City Chapter 81 Bylaws

Article I. NAME

This chapter shall be known as the Denver-Capital City Chapter 81 of the National Active and Retired Federal Employees Association. The chapter may be affiliated with the Colorado State Federation, subject to the constitution and 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 Standing Rule IV, Section 2C of 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 Article IV, Section 5F defining associate and social members.

Article IV. DUES

Section 1. The chapter dues amount is listed in the Chapter Standing Rules 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 AND EXECUTIVE COMMITTEE

Section 1. Chapter officers shall be a president, a vice president-membership, a vice president-legislation, a secretary and a treasurer. The officers shall be voting members and elected at the biennial meeting and may be nominated by the nominating committee or from the floor. Officers shall serve for a term of two years or until their successors are elected. Officers shall assume their duties at the January Annual Meeting, and fulfill their standard duties, which are detailed in the *Chapter & Federation Officers Manual*, F-10.

Section 2. The chapter may by resolution require the 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 membership 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.

Section 4. The executive committee shall consist of the elected chapter officers. The executive committee shall exercise such other duties as the chapter may prescribe. Quorum for an executive committee meeting shall consist of Four.

VI. COMMITTEES

Section 1. The membership committee shall be appointed by the president with the Vice President-membership as chair. 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 with the Vice President-legislation as Chair to: a) keep abreast of state and national legislative matters concerning federal civilian employees, 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 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 committee.

Section 6. Special Committees may be established by the President but will be dissolved upon completion of its assigned responsibilities.

Article VII. MEETINGS

Section 1. Regular meetings shall be held on the third Friday of each month 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 January shall be the annual meeting.

Section 2. Quorum for conducting chapter business shall consist of ten 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 VIII. 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 or the Association's Articles of Incorporation and National Bylaws.

Article IX. 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. Notice of these amendments will be provided to the members prior to the meeting.

Section 2. Amendments shall be approved at National Headquarters before becoming effective.

Paul K. Whitehurst

Chapter Secretary

September 15, 2017

Date

APPROVED at National Headquarters

J. W. Davis

National Secretary/Treasurer

October 20, 2017

Date

CHAPTER STANDING RULES
For
DENVER-CAPITAL CITY CHAPTER 81

- 1) Regular meetings consist of an informal lunch at 11:00 am at Blossoms at Windsor Gardens 597 S Clinton St (Alameda & Clinton) Denver Colorado in the Restaurant and meeting in designated meeting room at 12:00 pm.
- 2) One regular meeting in Summer will be a picnic. The regular meeting in December will include a special Christmas luncheon.
- 3) The following shall be Order of Business at regular meetings. The presiding officer or the members may alter the order of business for a specific meeting:
- 3) The following shall be Order of Business at regular meetings, unless changed by the Presiding officer, with the consent of the assembly:
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Welcome and Introductions
 - d. Program
 - e. Business Meeting
 - f. Minutes
 - g. Financial Report
 - h. Reports of Officers
 - i. Committee Reports
 - j. Unfinished Business
 - k. New Business
 - l. Announcements Adjournment
- 4) Financial support of members to conferences will be recommended by the Board and approved by the membership.
- 5) Chapter dues shall be set to \$5.00.
- 6) At a regular meeting held biennially in odd-numbered years, a Nominating Committee of not less than three shall be elected by the membership. The Committee will report in November, nominations will be allowed from the floor and the election will be held. The officers may be installed at the December meeting and they will assume office at the beginning of the following regular January meeting
- 7) The Ways and Means committee may hold a raffle of their choice at regular meetings.
- 8) Board meetings are held on the 3rd Friday of each month.
- 9) The funds in the approved budget are authorized for disbursement by the Treasurer or alternate authorized signatory.
- 10) The minutes of the regular meetings may be approved by the Executive Board and copies made available for members.
- 11) These rules may be set aside or changed at any regular or Special meeting by a two-thirds vote or majority vote with a previous notice.

AMENDED _____ President _____