

**Richard G. Thissen**  
*National President*



**Jon Dowie**  
*National Secretary/Treasurer*

May 30, 2018

Dora L. Suarez  
Secretary of Chapter #0091  
7209 Sparkle Sea Dr  
Corpus Christi, TX 78412-5167

Dear Ms. Suarez:

We have carefully reviewed your revised bylaws for Sparkling City by the Sea Chapter 0091 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](mailto:fedchpsrvcs@narfe.org). Thank you for your cooperation in this matter and your continued support of NARFE.

Sincerely,

A handwritten signature in blue ink that reads 'Jon W. Dowie'. The signature is written in a cursive style.

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

# NATIONAL ACTIVE & RETIRED FEDERAL EMPLOYEES ASSOCIATION (NARFE)

## CHAPTER 91 BYLAWS

### Article I. NAME

This chapter shall be known as the Sparkling City by the Sea, Chapter 91, of the National Active and Retired Federal Employees Association. The chapter shall be affiliated with the Texas Federation, subject to the constitution and bylaws of that body.

### Article II. OBJECTIVES

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 Rule IV, Section 2C of the National Bylaws. In furtherance of these objectives, this chapter shall conform to Association Bylaws. It shall operate in unity with policies established by the Association's national conventions/conferences and National Executive Board (NEB), 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. MEMBERSHIP

Section 1. NARFE Membership is open to civilians who are or will be eligible to receive an annuity or survivor annuity from the federal retirement programs of any agency of the United States government or District of Columbia. This includes retirees, current federal employees, spouses and surviving spouses of those eligible to join NARFE, former federal employees, and former spouse who is entitled to a federal survivor annuity. Any person who is *a dues-paying member of NARFE National* shall be eligible to join the chapter. A member who pays NARFE National and chapter dues is in good standing.

Section 2. As set forth in Article IV, Section 5F of the National Bylaws, other interested persons not receiving a Federal Civil Service annuity who belong to the immediate household of a member of the Chapter may be enrolled as a Social Member of the Chapter upon payment of annual dues as established by the Executive Board. A member who belongs to another Chapter may join as an Associate Member upon payment of annual chapter dues as established by

the Executive Board. The Chapter Roster of Social and Associate Members will be kept separate from the Chapter Regular Members and maintained by the Membership Chair. Social Members may not hold offices or have a vote. Associate Members may only vote in their home chapter.

#### Article IV. Dues

Section 1. The annual chapter dues shall be \$7.00 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 1st and/or 2nd Vice President, a secretary and a treasurer. Officers shall be chapter voting members. Pre-requisite for all positions is basic computer knowledge to communicate electronically with local, state, and national levels of NARFE. Nominating Committee will present slate of proposed officers in October, elections will take place in November, and installation of officers will take place in December. Officers will serve a term of two year(s) or until their successors are elected. Officers shall assume their duties on January 1<sup>st</sup>, 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 shall serve as president until the next election. Any vacancies occurring in an office and not filled as indicated shall be filled by the Executive Committee, subject to the approval of the members or by election at the next Chapter meeting. The President may appoint any Executive Committee member as deemed necessary to conduct business.

Section 4. The Executive Committee shall consist of the elected Chapter officers (and other appointed officers and committee chairs, as deemed appropriate.) The Executive Committee shall fill a vacancy of any office and shall exercise such other functions as the Chapter may prescribe. Quorum for executive committee shall consist of four voting members.

## Article VI. Committees

Section 1. The Membership Committee shall be appointed by the President. 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 to:  
a) keep abreast of 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 3. The President may appoint a service officer, a public relations officer, Sunshine Committee (to visit, call, or send cards to the sick and look after welfare of individual members), an editor, network coordinator, hospitality committee and such other committee as deemed desirable.

Section 4. The Audit Committee shall be appointed by the President in January to annually perform an audit of the financial records of the Chapter and certify that chapter accounts are separate from Treasurer-Elect personal account and have two separate officer signatures. No person who has authority to sign chapter checks or withdraw funds from the chapter's account at a financial institution, shall be a member of the audit committee, however such person may act in an advisory role to the committee.

Section 5. The President shall be an ex-officio member of all committees except the nominating committee.

Section 6. No other standing committee may be appointed without amending the bylaws unless a provision is included.

## Article VII. Chapter Meetings

Section 1. Regular meetings shall be held on the first Tuesday of each month, except July and December which are social meetings, at Corpus Christi, 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 October shall be the annual meeting.

Section 2. Quorum for conducting Chapter business will be three (3) elected officers, or two (2) officers (one Officer must be President or Vice President) and ten (10) voting members. If less than a quorum is present, those present may adjourn to meet on a future date, of which due notice will be given to each chapter member in good standing. If less than a quorum is present, members may conduct meeting but may not make decisions.

Section 3. Special Meetings may be called by the Chapter President when necessary, or upon written request of a quorum of the Chapter's voting members. Notice of all Special Meetings will be given to Chapter members in good standing at least seven (7) days prior to such meetings.

## Article VIII. NARFE ANNUAL MEETINGS (NEW)

Section 1. Annual Membership Meetings- Annual meetings of membership shall be held in accordance with the requirements of the laws of the District of Columbia, per NARFE Bylaws, Article V, Meetings.

A. In odd-numbered years, the membership meeting shall be held at a place on dates and at a time or in a manner determined by the National Executive Board (NEB) for hearing the president and secretary/treasurer reports. This meeting shall be referred to as the *annual meeting*.

B. In even-numbered years, the membership meeting shall be held at a place on dates and at a time determined by the NEB for receiving reports and transacting the business as shall properly come before it. This meeting shall be referred to as *the national convention/conference*. Elections of the national officers and Regional Vice Presidents and voting on bylaw amendments and general resolutions shall be decided by ballot vote submitted to the members *prior* to the national convention/conference.

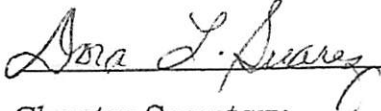
Article IX. PARLIAMENTARY AUTHORITY

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.

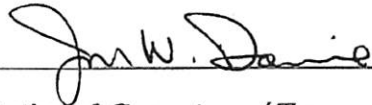
Article X. AMENDMENTS

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, provided written notice of the proposed amendment has been transmitted to all Chapter voting members not less than 45 days before the meeting at which the vote is taken. (Email is an acceptable form of notification).

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

  
\_\_\_\_\_  
Chapter Secretary  
May 29, 2018  
\_\_\_\_\_  
Date

*APPROVED at National Headquarters*

  
\_\_\_\_\_  
National Secretary/Treasurer

May 30, 2018  
\_\_\_\_\_  
Date

## PROPOSED CHAPTER STANDING RULES

### Article I. Chapter Meetings (New)

Section 1. All regular chapter meetings (except those held in July and December) shall be held on the first Tuesday of each month, called to order at 1:15 p.m. by the presiding officer, unless meeting is canceled by previous chapter vote or action of the chapter executive committee, with due and reasonable notice to members.

Section 2. The order of business at all regular chapter meetings shall be:

1. Call to order
2. Invocation (or moment of silence)
3. Pledge of Allegiance
4. Introduction of new members & guests
5. Program
6. Reading of minutes
7. Reading of financial report
8. Officer Reports
9. Committee Reports
10. Unfinished Business
11. New Business
12. Announcements
13. Adjournment

Section 3. A quorum for conducting chapter business will be ten (10) 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.

Section 4. National Chapter Month will be celebrated every October, a Christmas Luncheon every December, and annual BBQ every July. All other meetings will be business meetings with light refreshments.

Section 5. Annual Dues are \$47.00 (National Dues \$40.00 + Chapter \$7.00). If new member, a one-time new-member fee includes national dues (\$40.00) and a first-year chapter fee *waived* for new members who opt to join a chapter at the same time they join NARFE. For those on Dues Withholding, Annual Dues are \$41.00 (\$34 National + \$7 Chapter); they will have \$3.42 withheld from their annuity each month. This will save them \$6.00 a year. Voting Members

are Chapter Members who choose to pay both national and chapter dues of record. National Members are those who pay only National dues (\$40.00). *Associate Members dues (\$7.00) are paid directly to chapter in addition to chapter dues paid separately to home chapter. Social Member dues (\$7.00) are paid directly to chapter.*

Section 6. The Officers attending a National Convention/Conference will receive at least \$150.00 from the Chapter to help cover registration and other expenses.

Section 7. Funds generated from the 50-50 raffles will be used for the Chapter's Annual Contribution to the Alzheimer's Research Fund.

Section 8. The Officers attending a Federation meeting will receive at least \$150.00 from the Chapter to help cover registration fees and other expenses.

Section 9. The Audit will be conducted during January for it to be presented at the next meeting.

Section 10. Distinguished Members (after 2010) will be required to continue paying both National and Chapter dues.

Section 11. Memorial Gifts in the amount of \$20.00 will be donated for deceased members to the charity of choice. If a charity is not listed in the obituary, and contacting a family member is not possible, the gift shall be sent to Alzheimer's Research Fund.

## Article II. Adoption, Rescission and Suspension

Section 1. A standing rule shall be adopted, rescinded or suspended at a regular chapter meeting with the concurrence of a majority of the voting members in attendance. Previous notification to chapter members for such actions shall not be required.

Section 2. A standing rule shall only be suspended for the duration of a regular chapter meeting.

*This document supersedes all previous versions of Constitution and Bylaws for Sparkling City by the Sea, Chapter 0091.*