

(from approved)

John T.

National Active and Retired Federal Employees Association Indianapolis Chapter 0151 Bylaws

Article I. NAME

This chapter shall be known as the Indianapolis Chapter 0151 of the National Active and Retired Federal Employees Association (NARFE). The chapter may be affiliated with the Indiana State Federation, subject to the 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 the Articles of Incorporation and 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 defining associate, social members, and supporting members.

Article IV. DUES

Section 1. The chapter dues are \$10.00 per year 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

Section 1. Chapter officers shall be a president, a vice president (or first, second, and third vice president), a secretary and a treasurer (or secretary-treasurer if the positions are combined). The officers shall be voting members and elected at the annual meeting and may be nominated by the nominating committee or from the floor. Officers may serve for a term of 1 year or until their successors are elected. Officers shall assume their duties on January 1 of each new year.

Section 2. The chapter may by resolution require the treasurer (or the secretary-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. If there is a vacancy in any other office, the executive committee shall fill such vacancy for the unexpired term.

Article VI. MEETINGS

Section 1. Regular meetings shall be held on the first Friday of each month except for July and December at Indianapolis, Indiana, with annual business meeting being between October and December, unless a meeting is cancelled by previous chapter vote or by action of the chapter executive committee, with due and reasonable notice to members.

Section 2. Quorum for conducting chapter business shall consist of 5 voting members 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 decision that require a vote.

Section 3. Special meetings shall be called by the chapter president when necessary.

Article VII. EXECUTIVE COMMITTEE

The executive committee shall consist of the elected chapter officers (and/or other appointed officers, past officers, and committee chairs as deemed appropriate). The executive committee shall exercise such other duties as the chapter may prescribe. Quorum for an executive committee meeting shall consist of 50 percent.

Article VIII. 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 civilian 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 committee chairs and 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 6. Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed, as the need arises, to carry out a specified task.

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, federation 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 30 days before the meeting at which the vote is taken.

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

Date October 4, 2019

(Signed) John F. Triplett
John F. Triplett, President

(Signed) Gene J. Krodel
Gene J. Krodel, Secretary

APPROVED at National Headquarters


National Secretary/Treasurer
Kathryn E. Hensley

10/22/19
Date

STANDING RULES

- A. The time of the regular meetings shall be 12:30 P.M. on the 1st Friday of the meeting months.
- B. The order of business of the meeting shall be:
1. Call of Order
 2. Invocation
 3. Pledge of Allegiance
 4. Chapter Song
 5. Speaker
 6. Roll Call of Officers
 7. Recognition of New Members and Visitors
 8. Reading of Minutes
 9. Report of Officers
 10. Committee Report
 11. Unfinished Business
 12. New Business and Announcements
 13. Benediction
 14. Adjournment
- C. The total amount of money available for good standing members expenses for State Conference shall be:
1. For the State Conference/Meeting, the total chapter reimbursement will be limited to \$500.00 (\$50.00 per person maximum with the amount pro rated if more than 10 good standing members attend). Good standing members will be reimbursed after attendance at the State Conference.
 2. For the National Conference/Meeting, total chapter reimbursement will be limited to \$1,000.00 (\$100.00 per person maximum with the amount pro rated if more than 10 members attend).
- D. The Editor shall be responsible for the purchase and distribution of letterheads and envelopes to the Officers, as required. The salary will be \$50.00 for each month that the bulletin is published.
- E. All surviving Past Presidents of Chapter 151 who are current members of the Chapter shall be invited to the December Social at the Chapter expense.
- F. Standing Rules may be changed by majority vote at any Chapter meeting.

Date October 4, 2019

(Signed) John F. Triplett
John F. Triplett, President

(Signed) Gene J. Krodel
Gene J. Krodel, Secretary