

September 2, 2025

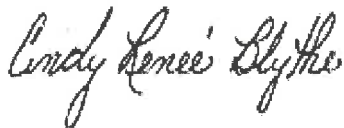
Mr. Donald Reniker
Secretary of Chapter 1159
4736 Playfield St
Annandale, VA 22003

Dear Mr. Reniker:

We have carefully reviewed your revised bylaws for Annandale Chapter 1159, and they are hereby approved. We have a copy on file here at NARFE Headquarters and are returning a copy to you for your files.

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

Sincerely,



Cindy Renee Blythe
National Secretary/Treasurer

Enclosure



**National Active and Retired Federal Employees Association
Annandale, Virginia Chapter 1159 Bylaws**

ARTICLE I. NAME AND AFFILIATION

This Chapter shall be known as the Annandale, Virginia Chapter 1159 of the National Active and Retired Federal Employees Association (NARFE). The Chapter may be affiliated with the Virginia Federation of NARFE, subject to the bylaws of that body. The Chapter may participate in the Northern Virginia Caucus of NARFE Chapters.

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 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 National Association, the Virginia Federation, or their bylaws. Chapter 1159 may support the local Annandale community through service opportunities available.

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 with the Chapter.

Section 2. The Chapter may provide for non-voting members as allowed in the National bylaws.

Article IV. DUES

Section 1. The Chapter dues are not to exceed \$10 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 are not deductible as charitable contributions for federal income tax purposes."

Article V. OFFICERS

Section 1. Chapter officers shall be a President, a First Vice President, a Secretary, and a Treasurer (or a Secretary-Treasurer). The Chapter may also have a Second Vice President. They shall be elected at the regular November meeting each year and installed at the regular January Chapter meeting following election for one-year terms. If either meeting must be canceled for weather, location circumstances, or other practical situations, the election and installation will be conducted at the next regular meeting. The officers shall be voting members and may be nominated by the nominating committee or from the floor. Officers shall assume their duties upon installation.

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 Board shall fill such vacancy for the unexpired term.

Article VI. MEETINGS

Section 1. Regular meetings shall normally be held on the first Wednesday of each month at the Mason District Governmental Center, 6507 Columbia Pike, Annandale, Virginia, unless:

- a meeting is cancelled by previous Chapter vote or by action of the Chapter Executive Committee or
- the meeting facility is not available and an alternative location is required or
- the meeting cannot be conducted due to inclement weather (usually in concert with the Fairfax County School Board decisions) or
- on the occasion of special events when the meetings are held in an alternative location in the Annandale/Falls Church area of Fairfax County, Virginia or
- not held for the purpose of a Summer recess.

In all cases (regular or special), any change in dates and/or location of meetings will require due and reasonable notice to members of not less than two weeks before the meeting.

The regular meeting in November shall be considered the annual meeting, at which elections are scheduled to be held.

Section 2.

Meetings may be held as in-person, electronic, or hybrid (in-person and electronic) meetings as determined by the Executive Board. *Per Roberts Rules of Order, [RONR (12th ed.) 9:30-9:36, Electronic Meetings]*, meetings which are interactive and that are duly called shall include “an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present.” Where such electronic meetings include voting on any matter, they shall give members attending remotely the same right to be included in the quorum and to vote as if they were conducted in person.

Section 3. Quorum for conducting Chapter business shall consist of four (4) percent of the official membership (as defined by the NARFE central membership database), consisting of the Chapter's voting members. On occasions when there is less than a quorum, the meeting 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 4. Special meetings shall be called by the Chapter President when necessary or upon written request by ten (10) of the Chapter's voting members stating the nature of the business for which the meeting is called.

Article VII. EXECUTIVE BOARD

The Executive Board shall consist of the elected Chapter officers (and/or other appointed officers, past officers, and committee chairs as deemed appropriate). The Executive Board shall exercise such other duties as the Chapter may prescribe. Quorum for an executive board meeting shall consist of not less than 2 officers and at least 2 more members of the board.

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:

- keep abreast of state and national legislative matters concerning federal civilian annuitants and prospective annuitants; and
- make recommendations for action to the Chapter.

Section 3. The President may appoint committee chairs and committees as deemed desirable, such as a service officer, a public relations officer, a sunshine committee, or a hospitality committee, and other. Committee chairs are voting members of the Executive Board.

Section 4. Annually, the audit committee shall be appointed by the President, with the concurrence of the membership, to perform an audit of the financial records of the Chapter. The audit committee shall consist of at least 2 members, one of whom is not a member of the Chapter Executive Board. Audits may be performed by any two members of the chapter, with the exception of the President, Vice President, Secretary/Treasurer, or Treasurer who should provide all necessary records and any other assistance required to conduct the audit.

The Audit committee shall perform an audit of the Treasurer's prior-year records by the end of February and report to the Executive Board at the next Executive Board meeting as well as reporting to the membership at the next regular chapter meeting. Audits shall be performed immediately after any mid-year replacement of the Treasurer. The Chapter shall use the Calendar year as the Fiscal year.

Results will be reported to the Executive Board of the Chapter. The Treasurer shall submit to the IRS the IRS Form 990-N by April 15th. The Audit Committee shall report the NARFE Form F-131 to the NARFE Chapter Services office.

Section 5. A nominating committee shall be proposed by the President and elected by Chapter members at a regularly scheduled Chapter meeting. Nominees for Chapter office shall be presented to the membership at the October regular Chapter meeting. Additional nominations shall be allowed from the members in attendance at the October and November meetings.

Section 6. The President shall be an ex-officio member of all committees except the nominating and audit committees.

Section 7. 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

Ordinarily the business of the Chapter shall be conducted informally according to the general pattern for the conduct of meetings contained in *Robert's Rules of Order Newly Revised, 12th edition – September 1, 2020*, (RONR (12th ed.) or subsequent editions. The provisions for procedural questions or challenges found in *Robert's Rules of Order* shall generally govern Chapter business in all matters not in conflict or inconsistent with the Chapter Bylaws, The Virginia Federation of NARFE Bylaws, or the NARFE 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 Chapter 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.

SUBMITTED by:

Ed Reniker

Ed Reniker

Chapter Secretary

Date August 28, 2025

APPROVED at National Headquarters by:

Cindy Rense Blythe

National Secretary/Treasurer

Date August 29, 2025

Chapter EIN: 58-2072672