

Richard G. Thissen  
National President



Jon Dowie  
National Secretary/Treasurer

October 30, 2017

Geraldine M. Arnold  
Secretary of Chapter #1201  
2770 Bardin Rd  
Grand Prairie, TX 75052-7312

Dear Geraldine M. Arnold:

We have carefully reviewed your revised bylaws for Arlington Chapter 1201 and they are hereby approved.

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 cursive script that reads "Jon W. Dowie".

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

# Proposed Arlington Chapter 1201 Bylaws

## Article I. NAME

This chapter shall be known as the Arlington Chapter, 1201 of the National Active and Retired Federal Employees Association. The chapter may be affiliated with the Texas 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 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 by laws Article IV, Section 5F defining associate and social members.

## Article IV. DUES

**Section 1.** The annual chapter dues are \$10.00 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 first vice president for membership, a second vice president for programs, a secretary and a treasurer. 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 one year or until their successors are elected. Officers shall assume their duties on January 1st, 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 first 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.

**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 exercise such other duties as the chapter may prescribe.

Quorum for an executive committee meeting shall consist of four members.

## **VI. COMMITTEES**

**Section 1.** The membership committee shall be appointed by the president in concurrence with the first vice president, who chairs the committee. 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, 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.** No other standing committee may be appointed without amending the bylaws unless a provision is included.

## **Article VII. MEETINGS**

**Section 1.** Regular meetings shall be held on the third Monday of each month except in January and February when it is held on the second Monday, at the Eunice Activity Center in Arlington, 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 December 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, 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.

Beroldine Arnold  
Chapter Secretary

11/13/17  
Date

APPROVED at National Headquarters

J. W. Davis  
National Secretary/Treasurer

10/30/17  
Date

# Proposed Standing Rules

## Article I. Chapter Meetings

**Section 1.** All regular chapter meetings shall be called to order at 10:00 a.m. by the presiding officer, and shall be adjourned at 12:00 p.m.

**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. Chapter 1201 Mission Statement
5. Welcome new members and guests
6. Reading of the minutes
7. Officers' reports
8. Committee reports
9. Unfinished business
10. New business
11. Program
12. Adjournment

## 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.