

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION
Henderson Chapter No. 2031
CHAPTER BYLAWS

ARTICLE I

CHAPTER NAME AND MEMBERSHIP

Section 1. Chapter Name: This chapter shall be known as the Henderson Chapter No. 2031 of the National Active and Retired Federal Employees (NARFE) Association, located in the city of Henderson, Clark County, Nevada.

Section 2. Membership: Chapter membership is only open to legal residents of the State of Nevada who are eligible for NARFE membership. Prospective chapter members must reside in the State of Nevada at a residential address having one of the 89XXX zip codes as assigned to the chapter by the NV Federation.

ARTICLE II

MEETINGS

Section 1. Membership Meetings: General Chapter Membership meetings shall normally be held on the first Monday of each month, unless a meeting is omitted by a previous chapter meeting vote, or by action of the Chapter Executive Board, with due and reasonable notice to the chapter membership. Exceptions to this are legal holidays and the recess months of July and August.

Section 2. Executive Board Meetings: There shall be monthly Chapter Executive Board meetings, unless monthly meetings have been omitted by previous chapter meeting vote, normally to be held during mid-month or otherwise as mutually determined by the Board members.

Section 3. Special Meetings: The Chapter President shall call special meetings when necessary, or upon written request of one-tenth of the chapter membership, stating the nature of the business for which the meeting is to be called. Notice of all special meetings shall be given through the NARFE Online Access Module (OAM), or personally by telephone, at least ten days before the meeting is to be held.

Section 4. A quorum shall consist of 2/3 of the members present at a meeting.

ARTICLE III

CHAPTER OBJECTIVES

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 Paragraph #3 (Objectives) in the Articles Governing the Corporation of the NARFE as contained in the NARFE National Bylaws (adopted 2016).

ARTICLE IV

OFFICERS AND COMMITTEES

Section 1. Elected Chapter Officers: The Chapter Officers, who are elected by the chapter membership, shall consist of: a President, a Vice President, a Secretary, and a Treasurer. In addition, a Second Vice President may also be appointed, if appropriate. Also, the positions of Secretary and Treasurer may be combined into a single Secretary/Treasurer, if deemed appropriate.

Section 2. Election of Officers and Service Term: Each officer shall be elected to serve a one-year term. Elections shall be held at the monthly chapter membership meeting in November of each year and installation of new officers shall be conducted at the following membership meeting in December.

Section 3. Chapter Executive Board: There shall be a Chapter Executive Board (CEB) comprised of the elected chapter officers. The Chapter Executive Board shall exercise such functions as the chapter membership shall prescribe. Appointed committee officers, or chair persons, shall also be CEB members if deemed to be appropriate.

Section 4. Audit Committee: The CEB shall appoint an Audit Committee to perform an annual audit of the financial records of the chapter. The audit shall be done during the first quarter of the next year.

Section 5. Membership Committee: There shall be a Membership Committee appointed by the Committee Chair. It shall be the duty of the members of this committee to encourage all persons in the geographic area eligible for national membership, as set forth in the National Bylaws, to join the NARFE Association and the chapter. All chapter members are ex-officio members of this committee.

Section 6. Legislative Committee: There shall be a Legislative Committee appointed by the Legislative Committee Chair. This committee shall keep abreast of all legislative matters concerning annuities and prospective annuitants and to make recommendations for action by the chapter and to the NARFE Association.

Section 7. NARFE PAC Committee: There shall be a NARFE Political Action Committee appointed by the NARFE PAC Committee Chair. This committee shall oversee and encourage contributions to the NARFE PAC to support legislators favorable to supporting the NARFE Mission. (Note: PAC contributions are not deductible for federal income tax purposes.)

Section 8. Other Appointed Officers (Optional): The CEB may also appoint a Service Officer, a Public Relations Officer, a Sunshine Committee Officer, a Nominating Committee Officer, and Alzheimer's Coordinator/Officer, and such other committee officers as may be deemed appropriate.

Section 9. A quorum shall consist of 2/3 of the Board members present.

Section 10. The chapter may by resolution require the treasurer (or secretary-treasurer) to give bond for faithful performance of his/her duties. The expense of obtaining a bond shall be paid from chapter funds.

ARTICLE V CHAPTER DUES

Section 1. Chapter Dues: The annual dues for members of the chapter shall be \$5.00. The vote necessary to change the dues for the coming year shall be the majority of those members present at the November chapter membership meeting.

Section 2. Tax Deductibility: Payments and gifts or contributions to NARFE are not tax deductible as charitable contributions for federal income tax purposes.

ARTICLE VI

AFFILIATION WITH STATE FEDERATION

This chapter shall be affiliated with the Nevada Federation, and subject to the Constitution and Bylaws of that body.

ARTICLE VII AMENDMENTS

Amendments to these Bylaws may be enacted by concurrence of two-thirds of the members present at any regular meeting, provided due notice has been transmitted in writing to all chapter members not less than ten days before the meeting.

ARTICLE VIII PARLIMENTARY AUTHORITY

The provisions of Robert's Rules of Order, newly revised, shall govern chapter business in all cases in which they do not conflict with the Chapter Charter/Constitution and Bylaws.

ARTICLE IX PRESIDENT

The President shall be the Executive head and director of all chapter activities, shall preside at all meetings, and perform all other duties pertaining to the presidential office.

ARTICLE X VICE PRESIDENT

The Vice President shall perform such duties as are assigned by the President. The Vice President shall perform all presidential functions in the case that the President becomes incapacitated, resigns, or otherwise becomes incapable of performing the duties of President.

ARTICLE XI SECRETARY

Section 1. Responsibilities: The Secretary shall keep a true and accurate record of all proceedings, attend to chapter correspondence, maintain a Record of Membership (unless a Membership Chair has been appointed), and such other records as are prescribed by the President or the Chapter Executive Board, and perform any other duties required by this office.

Section 2. Shared Responsibility (Optional): The position of Secretary may be divided into two parts if necessary, namely a Recording Secretary and a Correspondence Secretary.

ARTICLE XII TREASURER

Section 1. Responsibilities: The Treasurer shall receive all monies due the chapter or the Federation, keep a true account of all monies in a bank approved by the chapter, draw checks against the same when approved by the President under rules of the chapter or the Chapter Executive Board and perform any other duties as required by the office.

Section 2. Signatory Authority: The Treasurer shall have primary signatory authority for the chapter bank account and ensure that there is a secondary signatory authority on the account.

Chapter Secretary, _____ Date: April 2, 2018
Vikki Rennekar

Approved by National Headquarters

National Secretary/Treasurer, _____ Date: _____

Jon Dowie

