

August 5, 2026

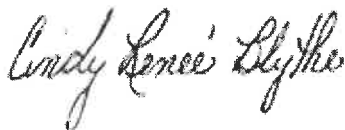
Ms. Marlene Mayfield
Secretary of Chapter 0182
PO Box 2640
Mesilla Park, NM 88047-2640

Dear Ms. Mayfield:

We have carefully reviewed your revised bylaws for Las Cruces Chapter 0182, 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 Las Cruces Chapter 182 Bylaws

Article I. NAME

This chapter shall be known as the Las Cruces Chapter 182 of the National Active and Retired Federal Employees Association (NARFE). The chapter may be affiliated with the Southwest 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 \$12 per year and shall be used to meet expenses of carrying out chapter business and functions. Any changes to Chapter dues will be by vote of Chapter membership.

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 of the chapter and may be nominated by the nominating committee or from the floor at the meeting in January before the election. They are elected biennially by one member one vote procedures outlined in the standing rules and announced at the March meeting. Officers will serve for a term of two years. Terms shall be limited to two (2) year terms in office or until the successor is elected.

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.

Section 4. A vacancy may be declared in any elected office for failure to perform duties and responsibilities of the office. Failure to attend three Executive board meetings in a row, without notifying the President, could be considered failure to perform the duties of the office. Such declaration shall be made only by a two-thirds vote of the Executive Board, but only after the Secretary has notified said officer by certified, return receipt mail of the Board's decision and that officer has been given, with thirty (30) days after receipt of notice, reasonable opportunity to show cause why such action should not be taken.

Article VI. MEETINGS

Section 1. Regular meetings shall be held on the second Saturday of each month at a location to be determined, unless a meeting is cancelled by previous chapter vote or by action of the chapter executive board, with due and reasonable notice to members. The regular meeting in March shall be the annual meeting.

Section 2. Quorum for conducting chapter business shall consist of two (2) officers and five (5) 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. The Executive Board will meet the Wednesday prior to the regular Chapter meeting. Quorum for the Executive Board meetings shall consist of one (1) officer and four (4) voting Board members in good standing. Special meetings shall be called by the chapter president when necessary.

Article VII. EXECUTIVE BOARD

The Executive Board shall consist of the elected Chapter officers, the Immediate Past Chapter President, the Committee Chairs, and two Executive Board Members at Large appointed by the aforementioned members selected from the general membership. The Executive Board shall exercise such other duties as the Chapter may prescribe. Meetings of the Executive Board shall be held between regular meetings as called by the President.

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 the following Committee Chairs: Service Officer, Public Relations, Sunshine, Member Communications, Ways and Means, Program, Alzheimer's, Newsletter, Member Records, Parliamentarian, Nominating, Audit, Budget, Historian, Logistics-Electronics, Logistics-Room Control, NARFE-PAC (Political Action Committee), FEEA (Federal Employee Education and Assistance), Webmaster and Ballot and Teller and such other committee chairs and committees as deemed desirable. Appointments to be made by end of May following biennial elections. Duties and responsibilities are covered in the Standing Rules (attached).

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 and audit committees.

Section 6. Special committees may be appointed, as the need arises, to carry out a specified task.

Section 7. A vacancy may be declared in any appointed committee chairmanship (Chair) for failure to perform duties and responsibilities of the position. Failure to attend three Executive board meetings in a row, without notifying the President, could be considered failure to perform the duties of the position. Such declaration shall be made only by a two-thirds vote of the Executive Board, but only after the Secretary has notified said Chair by certified, return receipt mail of the Board's decision and that Chair has been given, with thirty (30) days after receipt of notice, reasonable opportunity to show cause why such action should not be taken

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, provided written notice of the proposed amendment has been transmitted to all chapter voting members not less than 30 days before the voting deadline.

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

Judy Rosco
Judy Rosco, Chapter President

7-28-26
Date

Marlene Mayfield
Marlene Mayfield, Chapter Secretary

28 July 2026
Date

APPROVED at National Headquarters

Cindy Renee' Blythe
Cindy Renee Blythe, National Secretary/Treasurer

8/4/2026
Date

IRS Employer ID: **85-0372623**

**NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES
ASSOCIATION
Chapter 182
Las Cruces, New Mexico
Standing Rules**

Rule I

Executive Board will consist of elected Chapter officers, Immediate Past Chapter President, Committee Chairs and two Executive Board Members at Large. All aforementioned Board members shall be voting members.

- (a) Immediate Past Chapter President will provide continuity and expert advice and assistance to Executive Board.
- (b) Executive Board Member at Large
 - (1) Become familiar with procedures of Executive Board
 - (2) Perform other duties as assigned by President

Duties for the balance of Executive Board members are defined in following rules.

Rule II

Officers and their duties

President: Shall be the senior officer. Shall preside over all meetings of the chapter and of the Executive board. In performing the assigned duties, the President must:

- (a) Be fully informed on the NARFE organization, its aims, programs, and objectives.
- (b) Be knowledgeable in parliamentary procedure.
- (c) Conduct meetings with order and dispatch.
- (d) Appoint Committee Chairs, except Membership and Legislative who are elected.
- (e) Review the Monthly Chapter Activity Report (M112) each month. Send letter welcoming each new member to the chapter. Invite them to next meeting. Coordinate with Member Communications Chair for future notifications.
- (f) Approve expense vouchers for payment.
- (g) Sign Chapter checks when the Treasurer is absent or unable to sign.
- (h) Submit article for every Chapter Newsletter.
- (i) Serve as back-up to Treasurer for checking Chapter Post Office box and distributes mail as needed.
- (j) Provide input for annual budget.
- (k) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

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First Vice President (Legislation): Shall in the absence of the President, preside at all Chapter and Executive Board meetings and perform other duties as assigned by the President. Serves as Chair of the Legislative Committee.

- (a) Keep current on legislative matters.
- (b) Report to membership on proposals and actions of US Congress and State Legislature.
- (c) Advise and urge needed participation of members in town halls, telephone calls, emails, and letter writing.
- (d) Approve expense vouchers in absence of President.
- (e) Submit article for every Chapter newsletter.
- (f) Speak on legislation at every meeting.
- (g) Provide input for committee for annual budget.
- (f) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Second Vice President (Membership): Shall in the absence of the President and First Vice President, preside at all Chapter and Executive Board meetings and perform other duties as assigned by the President. Serve as Chair of the Membership Committee.

- (a) Responsible for developing general and special plans for membership recruitment and retention
- (b) Review the Monthly Chapter Activity Report (M112) each month. Send out appropriate letters as follows:
 - (1) Send second renewal letters to second renewal notice members.
 - (2) Send letter with questionnaire to dropped members.
 - (3) Send letter with questionnaire to members who have transferred to National Only.
 - (4) Contact each prospective member. Encourage them to join chapter and invite them to next meeting. Send them a recruitment letter.
- (c) If allowed to participate in health fairs, coordinate the Chapter's health fair participation.
 - (1) Order supplies for packets from National (*Include: NARFE Magazine, F-135 Membership Application, M-2 Prospect card, F-126 10 Worst Mistakes Federal Employees Can Make, F-127 10 Worst Mistakes Retirees Can Make, F-123 Pop Quiz*)

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- (2) Obtain Health Fair Schedule
- (3) Identify health fairs that Chapter 182 is responsible to cover (normally emailed in early September).
- (4) Obtain volunteers to cover each health fair (by email or at Board of Directors Meeting).
- (5) After supplies are received from the National Office, the Chair will:
 - (a) Purchase large envelopes.
 - (b) Obtain copies of the most recent Chapter Newsletter.
 - (c) Print *"Let Me Introduce You to NARFE"* information pages.
 - (d) Print "WHY BELONG TO A NARFE CHAPTER?" information pages.
 - (e) Print business cards to be inserted in envelopes.
 - (f) Print labels with Membership Chair's information for front of envelopes
 - (g) Set a time & place for the committee to assemble the packets.
- (6) Arrange for table top display to be given to member for the large participant health fairs.
- (7) Designate a person to collect the M-2 cards at each Health Fair. That person must ensure that you receive the M-2 cards for consolidation and sending to National Headquarters. Send the Chapter Newsletter Chair information for sending 3 consecutive months of newsletters to prospective members.
- (8) If the Executive Board approves gift cards, each Health Fair designated person is responsible for identifying the "winner". For the gift card drawing for combined Health fairs, the Membership chair will identify the winner. This drawing is an incentive for employees to complete the M-2 card.
- (9) A report will be made at the next Executive Board meeting on number of M-2 cards submitted to the National Office and "winners" of gift cards if authorized.

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- (d) Submit article for every Chapter newsletter.
- (e) Speak on membership at every chapter meeting.
- (f) Provide input for committee for annual budget.
- (g) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Secretary: Shall perform the following duties:

- (a) Record and maintain minutes of Executive Board and Chapter meetings.
- (b) Preserve documents of the chapter.
- (c) Send report of meetings and activities to the Federation Secretary and National Office as required.
- (d) Handle correspondence.
- (e) Maintain roster of Executive Board.
- (f) In conjunction with Member Records Officer, fulfill all duties as described in NARFE Chapter and Federation Officers Manual (F10).

Treasurer: Shall perform the following duties:

- (a) Keep a complete record of all monies received (income vouchers), their source, monies disbursed, and the purpose for which expended (expense vouchers).
- (b) The Treasurer shall deposit all monies in a Federally insured financial institution approved by the Executive Board. A minimum of two signatures are required on account.
- (c) No expenditure will be made except on approval of the Executive Board or by motion in a membership meeting. Expense Vouchers must be authorized by President, 1st Vice President, or 2nd Vice President.
- (d) All checks shall be signed by the Treasurer or the President.
- (e) Maintain the Chapter checking account and reconcile with monthly bank statements.
- (f) In coordination with 2nd VP for Membership ensure any dues collected for annual National and Chapter membership are sent directly to National in accordance with instructions of current dues payment system.

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- (g) Serve as primary key holder for Chapter Post Office box. Routinely checks and distributes mail as needed.
- (h) Report on Chapter Finances at each chapter meeting.
- (i) Provide information on income and expenditures by Committee to Budget Chair.
- (j) File IRS Form 990-N at the end of tax year. (Tax year is June 1st – May 31st).
- (k) Provide Chapter financial records for audit.
- (l) Collect monies, distribute breakfast/coffee tickets, and annotate attendance roster at monthly chapter breakfast meetings.
- (m) Maintain financial records in accordance with records retention policy. (Current year plus three previous years.)
- (n) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

**Rule III
Voting**

One Member – One Vote Biennial Timeline and Procedures for election of Chapter Officers

- (a) May – Nominating Committee Chair is appointed by President.
- (b) January – At the Chapter meeting, Nominating Committee Report and nominations from floor. Nominees may address chapter. If only one person is nominated for each position, the chair, after ensuring no members present wish to make further nominations, the Ballot & Teller Chair simply declares that the nominee(s) is/are elected, thus effecting the election by unanimous consent or “acclamation”. No further balloting is required.
- (c) February – Newsletter containing nominees’ statements, ballot and instructions for voting. At the same time the newsletter is mailed, email to all members who have provided emails to the chapter with ballot and instructions for returning electronically.
- (d) March – Ballot and Teller Committee Chair (to be appointed as needed) will report election results.
- (e) April – Installation of Officers.

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- (f) May – New Executive Board takes over and newly elected President conducts both Executive Board and Chapter meetings. Term of office is two years, May 1 through April 30 biennially.

Rule IV

Committees - Committee Chairs may form committee comprised of any Chapter members in good standing. Chair is responsible for maintaining list of committee members with contact information and providing list to Chapter Secretary.

Alzheimer's

- (a) Brief chapter on Alzheimer's news.
- (b) Conduct fundraisers and forwards proceeds to the National Alzheimer's Association.
- (c) Create and forwards report for every fundraiser to NARFE National Alzheimer's point of contact with a copy to Federation Alzheimer's Chair.
- (d) Arrange annual Alzheimer's chapter meeting. Obtains speaker. Introduces speaker. Obtains and distributes latest material from Alzheimer's Association.
- (e) Create articles for chapter newsletter as needed.
- (f) Provide input for committee for annual budget.
- (g) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Audit

- (a) Audit treasurer's records annually.
- (b) Prepare written report, including verification of required IRS filing by the Treasurer, to be provided to the Executive Board at the September Executive Board Meeting.
- (c) Give oral report to the membership at the regular Chapter meeting in September.
- (d) Provide input for committee for annual budget.
- (e) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

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Budget

- (a) Budget year 1 April XXXX - 31 March XXXX.
- (b) November: Budget Year to Date update in Newsletter.
- (c) January: At board meeting, request committee chairs provide budget input for upcoming year in February.
- (d) February: Emails sent to committee chairs with expenditures year to date, April 1 - January 31 and any anticipated expense for February and March. Request anticipated need for following FY.
- (e) March: Request any additions to budget.
Conference/convention attendance fees and number of authorized attendees if not discussed previously.
- (f) April: Brief budget plan to Board and obtain approval. Brief budget at general meeting. Chapter members at April meeting approve budget by floor vote.

FEEA

- (a) Speak at Chapter meeting to encourage donations to FEEA (Federal Employees Education and Assistance).
- (b) Fulfill all duties as described in FEEA Chapter guidelines.

Historian

- (a) Maintains documents at storage facility.
- (b) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Logistics – electronics

- (a) Maintain Chapter's electronic equipment.
- (b) Set up PA system at each chapter meeting.
- (c) Set up screen as needed.
- (d) Set up laptop and projector as needed.

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Logistics –Room Control

- (a) Prepare meeting room for Chapter meetings. Assure that room is set up to accommodate expected numbers of attendees.
- (b) Place name plates at head table and table numbers on each table.
- (c) Call table numbers for breakfast.

Member Communications

- (a) Chair of this committee forms committee comprised of enough callers to assure no one caller is over-burdened
- (b) Hold meeting before year starts (in August) with all callers. Give letter of instruction and call list for the year.
- (c) Call each caller at least four days before meeting reservation deadline, making sure callers will make calls and allow time for responses before deadline. Assure each caller is aware of program for the meeting.
- (d) Maintain Chapter email account and electronic email lists.
- (e) Send electronic invitation to those members with email in NARFE national records.
- (f) Compile number of members and guests attending by meeting facility's deadline and send to Chapter president and treasurer for payment.
- (g) Number of attendees for Chapter meeting will be reported at Executive Board meeting.
- (h) On Friday before meeting, finalize attendance roster for Chapter meeting.
- (i) Create attendance notes for President. Notes to include people present at the Chapter meeting who need to be recognized, new members, prospective members, guests, and those members we haven't seen for long time. Notes will also include deaths since the last meeting, and number of members and guests at meeting. Copy of attendance notes are given to President, Secretary, and Newsletter Editor.
- (j) After year is complete, scrub caller lists for those who have not responded for at least a year.

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- (k) Submit article for newsletter, inviting members to be added to meeting notification list either by telephone call or email.
- (l) Provide input for committee for annual budget.
- (m) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Member Records

- (a) Maintain membership records for the Chapter on the national database.
- (b) Report numbers at Executive Board and chapter meetings.
- (c) Submit article for every Chapter newsletter.
- (d) Provide input for committee for annual budget.
- (e) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

NARFE-PAC

- (a) Speak at Chapter meetings to encourage contributions to NARFE-PAC (Political Action Committee).
- (b) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Newsletter

- (a) Send out reminders for newsletter articles.
- (b) Editor receives articles from various board members/chapter members. Edits articles and formats the newsletter for publication.
- (c) Take completely formatted newsletter to printer.
- (d) When printer has completed copies as requested, pick them up, address, stamp and take them to the Post Office for mailing.
- (e) Maintain addresses/emails for all members. Coordinate with WEB master for electronic publication and electronic distribution.
- (f) Provide input for committee for annual budget.
- (g) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

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Nominating

- (a) Solicits candidates for the five elected Chapter Officers.
- (b) Provides potential candidates with a list of duties for each office (Standing Rules and excerpt from NARFE Chapter and Federation Officer Manual (F10) on position.
- (c) Brief Executive Board and Chapter at January meetings before One Member One Vote takes place in February.

Parliamentarian

- (a) Assist the President in following correct procedures for both Executive Board and Chapter meetings. Advises the President on points of order and questions before the assemblage.
- (b) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Program

- (a) Obtain speakers for general meetings.
- (b) Provide Public Relations Chair information on speaker a month in advance for flier.
- (c) Introduce speakers at Chapter meetings.
- (d) Write article for newsletter every month.
- (e) Provide input for committee for annual budget.
- (f) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Public Relations

- (a) Create and submits articles to local media to publicize meetings and special events.
- (b) Develop fliers for upcoming programs and distributes at chapter meetings.
- (c) Provide input for committee for annual budget.
- (d) Fulfill all duties as described in Public Relations Handbook (F9).

Service – Chair is Service Officer

- (a) Maintain current knowledge on federal benefits including reading NARFE magazine and NARFE Insider.

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- (b) Assist members with issues concerning benefits, OPM, reporting deaths and survivor assistance, etc.
- (c) Speak on upcoming legislation or changes at each chapter meeting.
- (d) Write article for each newsletter.
- (e) Provide input for committee for annual budget.
- (f) Fulfill all duties as described in Service Officer Guide (FH-10).

Sunshine

- (a) Send cards to ill or bereaved members.
- (b) Write article for each newsletter.
- (c) Report at each chapter meeting.
- (d) Provide input for committee for annual budget.
- (e) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Ways and Means

- (a) Responsible for projects to raise funds for Chapter.
- (b) Write article for newsletter as needed.
- (c) Report at each chapter meeting.
- (d) Provide input for committee for annual budget.
- (e) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Webmaster

- (a) Maintain Chapter Web page.
- (b) Maintain email address database for all chapter members.
- (c) Post each Chapter newsletter and send email to each member apprising them of new posting.

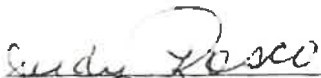
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES
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Rule V

Order of Business

The following agenda serves as a guide for Chapter meetings

Call to Order
Invocation or moment of silence
Pledge of Allegiance to the United States of America
Breakfast
Resume Official Meeting
Program
Presentation of Minutes
Treasurer's Report
Committee Reports
Unfinished Business
New Business
Announcements
Adjournment


Judy Rosco, Chapter President

7-28-26
Date


Marlene Mayfield, Chapter Secretary

28 July 2026
Date