

POLICIES AND PROCEDURES

OPERATING INSTRUCTIONS

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ADMINISTRATION

SUBJECT: Attendance at Executive Board Meetings.

REFERENCES:

1. Georgia Federation Constitution, Article IV.
2. Georgia Federation Bylaws, Articles II and IV.

POLICY:

1. All elected statewide officers, District Vice Presidents, and the Immediate Past President are members of the Executive Board and they will attend all regular and called meetings of the Board. (A called meeting can be an in-person meeting, a telephone call meeting, and an e-mail conducted meeting.) Individuals filling appointed and/or committee positions will attend as invited by the President.

2. Any Executive Board member failing to attend two (2) consecutive regular or special meetings of the Executive Board without reason acceptable to the majority of the Board, or otherwise failing to perform all the duties of his or her office, may be discharged by resolution of the Board. Any vacancy thus created shall be filled by Presidential appointment for the unexpired term. The discharged member may not be considered a nominee for any Federation office for a period of two (2) years.

PROCEDURES:

1. The Federation Secretary will provide notification to members of the Executive Board as well as to others invited by the President. The secretary will provide the date, time, and location of the meeting as well as the agenda when it is available.

2. The right and responsibility to make motions and to vote is reserved to members of the Executive Board. Appointed Officers and others invited to the meeting are not entitled to make motions or vote, but their input and comments are encouraged.

3. Normal authorized reimbursable expenses will apply unless otherwise approved by the Board.

4. A District Vice President who is unable to attend a meeting may be represented by his/her designee, or excused by the President.

5. Any NARFE member of the Georgia Federation of Chapters may attend the Executive Board meeting as an observer. Such individuals will attend at his/her own expense.

6. Minutes of the meeting will be prepared by the Federation Secretary and distributed to the Board members not later than three (3) weeks following the meeting.

ADMINISTRATION

SUBJECT: Chapter Officer Roster, Form F-7 and Federation Officer Roster, Form F-7A .

REFERENCES:

None.

POLICY:

A Form F-7 shall be completed by the chapters annually. A Form F-7A shall be completed by the Federation Secretary annually.

PROCEDURES:

Form F-7:

1. The Form F-7 will be completed in accordance with the instructions on the form or otherwise provided.
2. A copy of the completed Form F-7 will be forwarded to the Federation President and Federation Secretary.
3. The Form F-7 is available on the NARFE National web site (www.narfe.org) under the "Forms" heading. The Form F-7 can be filled in electronically (a fillable PDF version is on the web site) or printed out, completed, and mailed to all recipients.

Form F-7A:

1. The Federation Secretary shall update and submit the Federation Form-F-7A each year following the Federation State Convention. The Federation Secretary shall prepare a listing of the current Elected and appointed Officers and Committee Chairs each year after the Federation State Convention and distribute this to these Officers and Chairs.
2. The Form F-7A is available on the NARFE National web site (www.narfe.org) under the "Forms" heading. The Form F-7A can be filled in electronically (a fillable PDF version is on the web site) or printed out, completed, and mailed.

ADMINISTRATION

SUBJECT: Release of Chapter/Federation Membership List.

REFERENCE:

National Bylaw, Article 1, Section 5A.

POLICY:

All information containing members name, address, telephone number, e-mail address, or other personal information shall be safeguarded. Any use of such personal information except those authorized by NARFE for the purpose of securing new members or for authorized Chapter and Federation bulletins and newsletters is strictly forbidden.

PROCEDURES:

1. Any documents containing member or prospective member names, addresses, telephone numbers, or e-mail addresses shall not be released to any non-NARFE persons, organizations, or entities.
2. When any documents or materials containing information listed above are no longer needed, they shall be disposed in a secure manner such as shredding.

ADMINISTRATION

SUBJECT: Alzheimer's Fund-raising.

REFERENCES:

None.

POLICY:

The Georgia Federation of Chapters supports the National Alzheimer's Association for research and local Alzheimer's organizations.

PROCEDURES:

INSTRUCTIONS FOR MAKING A DONATION TO ALZHEIMER'S:

NATIONAL ALZHEIMER'S RESEARCH:

Checks for Alzheimer's Research should be made out to "NARFE Alzheimer's Research". The chapter number should be annotated on the "For/Memo" line of the check. These checks should be mailed to the GA Federation Alzheimer's Chair. The Federation Alzheimer's Chair will record the amount of the contribution and the donor on Form F-38 "Coordinators Monthly Report" at the end of each month and send checks along with the F-38 report to National Alzheimer's Headquarters in Chicago. The Federation Alzheimer's Chair is also required to send a copy of the report to the Region III Alzheimer's Coordinator.

Do not send checks to the Federation Treasurer, as he/she would need to send these checks to the Federation Alzheimer's Chair, and this would make extra paperwork for the Treasurer.

LOCAL ALZHEIMER'S CONTRIBUTIONS:

Checks to the local Alzheimer's organizations should be mailed directly to the recipient with a copy of your letter of transmittal sent to the Federation Alzheimer's Chair, or you can just send a handwritten note with the dollar amount of the contribution and the name of the recipient. You do not need to notify the Federation Treasurer of this either. Again, it will just increase the amount of paperwork he/she has to process.

ADMINISTRATION

SUBJECT: Changing of a Chapter Name.

REFERENCES:

None.

POLICY:

A Chapter name change must be accomplished by amendment to the Chapter's Constitution and Bylaws.

PROCEDURES:

1. A motion to amend the Constitution or Bylaws to change the Chapter name must be approved at a scheduled Chapter Meeting.
2. A complete copy of the changed Constitution and Bylaws must be provided to the Federation Secretary and the National Secretary.

DISCUSSION

A Chapter's Charter does not need to be changed; however, the paperwork associated with the name change, i.e., minutes of voting, changes to the Constitution and Bylaws, etc., should be made permanent records and kept by the Chapter Secretary.

ADMINISTRATION

SUBJECT: "Georgia NARFE"

REFERENCES: Georgia Federation of Chapters Bylaws, Article V.
Georgia Federation of Chapters Bylaws, Article IX.

POLICY:

The Georgia Federation of Chapters shall publish a newsletter entitled "Georgia NARFE". The frequency and means of distribution (US Mail, email, etc.) of publication shall be determined by the Federation Executive Board.

PURPOSE:

The purpose of the newsletter is to provide an effective means of communications between the Federation and its Chapters and provide news-worthy information on national, federation, and chapter issues/events to the NARFE membership through Chapter Presidents/Secretaries and other designated individuals on the mailing list. The newsletter is to be of professional quality in content and appearance, and contain articles submitted by the National and Federation Executive Board as well as guest columnists. Officers/Committee Chairs are encouraged to submit articles to the Editor for consideration and inclusion in the "Georgia NARFE" newsletter.

PROCEDURES:

FEDERATION PRESIDENT:

1. The Federation President may nominate an Editor and other necessary assistants to the Executive Board for their concurrence. The President may authorize the Editor to represent the Federation at media/editorial functions for NARFE and related groups of interest to NARFE members.

2. The Federation President shall coordinate with the Editor, as necessary, to insure effective communications of timely information to the membership distributed through Chapter Presidents/Secretaries. The Federation President shall determine the need for additional guidance, study of the process, or assistance for the Editor.

3. The Federation President shall insure that the Editor has access to current lists of Chapter Officers/members to verify and update the mailing list for the newsletter. The scope of distribution of the newsletter shall be determined by the President.

4. The Federation President shall coordinate with the Federation Treasurer for payment of documented expenses for equipment, material, printing (copying), labels for addresses, postage, and other reasonable expenses incurred in the production of the newsletter.

FEDERATION NEWSLETTER EDITOR:

1. The Editor is ultimately responsible for the content, accuracy, quality, and timeliness of distribution of the "Georgia NARFE" newsletter, and conferring with the Federation President on issues of concern.

2. The Editor shall collect articles, edit, publish the newsletter, and make distribution to the Chapter Presidents/Secretaries, and other authorized persons on the Federation mailing list in accordance with the guidelines and time frames established by the Federation President.

3. The Editor shall submit an Expense Report, including receipts/documentation, for all items related to publication and delivery of the newsletter to the Federation Treasurer for approval and payment. The Editor shall submit an Expense Report for expenses not related to the actual publication, i.e., authorized travel to Federation Board Meetings, Federation/National Conventions, etc., to the Federation Treasurer.

4. The Editor shall provide a written report of newsletter activities and suggestions for the newsletter to the Federation Secretary for inclusion in the Executive Board package for each Federation Executive Board Meeting as well as an Annual Report for the Convention packages. The Editor will make an oral report to the delegates as part of the Convention program.

5. The Editor shall maintain a mailing list using data available on the NARFE National web site.

ADMINISTRATION

SUBJECT: District Vice Presidents.

REFERENCES:

1. Georgia Federation Constitution, Article IV.
2. Georgia Federation Bylaws, Article II.

POLICY:

District Vice Presidents shall be elected at each Annual Convention as per Article II of the Bylaws of the Georgia Federation of Chapters and serve on the Georgia Federation of Chapters Executive Board as per Article IV of the Constitution of the Georgia Federation of Chapters.

PROCEDURES:

1. The District Vice President is the visible liaison between the Federation Executive Board and the local chapters. He/She is a key in the Federation communications network by relaying pertinent information from the Federation Executive Board meetings and conventions.
2. The District Vice President should visit each chapter in their district at least once during the year and be available to offer informational talks at meetings. He/She is available to chapter officers regularly by telephone and/or by mail (postal or e-mail).
3. The District Vice President is responsible for chapter president training and assisting them in training of their officers. He/She is available for the installation of new officers. He/She promotes the operation of local chapter Service Centers.
4. The District Vice President should have knowledge of membership, official forms and publications, and possess the ability to organize new chapters and work with troubled chapters to keep them from folding. He/She keeps the Federation Vice President informed of significant developments within the chapters. He/She furnishes reports of activities at Federation Board meetings.
5. The District Vice President is the super salesperson for the NARFE membership, NARFE PAC, FEEA, and Alzheimer's programs, all of which are supported by the Federation. He/She should also cooperate with GFMRC.

6. The District Vice President must keep current files of all chapters within his/her District. Files should include Chapter Officers, M-112 and M-114 Membership Reports, and other membership data.

7. To accomplish these goals it is suggested the District Vice President conduct an Executive Board meeting within the District on an as needed basis. Funding for this meeting would come from the Chapters.

ADMINISTRATION

SUBJECT: Resolutions.

REFERENCES:

National Bylaws, Article VI, Section 3. E. And 3. F.
National Bylaws, Article IX.
NARFE Form F-3A, Proposed Convention Resolution.
NARFE Form F-3C, Proposed Bylaw/Standing Rule Amendment
Georgia Federation Constitution, Article VI.
Georgia Federation, Bylaws, Article X.

POLICY:

Proposed NARFE National Bylaw Amendments/Convention Resolutions, or proposed Georgia Federation of Chapters Constitution and Bylaws Amendments/Convention Resolutions are initiated via the Resolution.

INFORMATION:

The paragraphs below provide guidelines for submitting resolutions for consideration at NARFE National Conventions or at the Georgia Federation of Chapters State Convention. The preferred method of submission is the use of either NARFE Form F-3A or F-3C for the type of Resolution to be submitted. Form F-3A and F-3C (in a Microsoft Word format) can be downloaded from the NARFE web site at www.narfe.org or ordered from National using the Form F-18. The following paragraphs are copied verbatim from the current versions of the National Bylaws and the Georgia Federation Constitution and Bylaws as of October 2007 and provided for information only. Please refer to the current versions of these documents at the time you are considering preparing a resolution.

PROPOSED CHANGES TO THE NARFE NATIONAL BYLAWS:

1. NARFE Bylaws, Article VI, Section 3. E:

“E. The resolution or report that recommends changes in the compensation of National Officers or of the Regional Vice Presidents shall be placed before the Convention and finalized by written ballot before the close of business on the third day of the Convention. A two-thirds (2/3) vote shall be required for approval. No subsequent motion to reconsider the vote or to recall the motion on the subject of compensation of the National Officers or the Regional Vice Presidents shall be considered at the Convention in session.”

2. NARFE Bylaws, Article VI, Section 3. F:

“F. Any resolution or report that recommends changes in the National Bylaws governing National and/or Chapter dues shall be placed before the Convention and finalized by ballot before the close of business on the third day of the Convention. A two thirds (2/3) vote shall be required for approval. No subsequent motion to reconsider the vote or to recall the motion on the subject of dues shall be considered at the Convention in session.”

3. NARFE Bylaws, Article IX, Section 1. Initiation:

“Amendments to these Bylaws may be initiated by a two thirds (2/3) vote at a meeting of any of the following:

- A. A Chapter direct to National Headquarters.
- B. A Chapter via a Federation Convention, if adopted.
- C. A Federation Executive Board direct to National Headquarters.
- D. A Federation Executive Board via a Federation Convention.
- E. A Federation Convention to National Headquarters.
- F. The NEB.”

4. NARFE Bylaws, Article IX, Section 2. Submission and Adoption.

“A. Proposed changes to these Bylaws shall be submitted to the National Office for consideration at a National Convention for adoption by a two thirds (2/3) vote, provided that previous notice is given at least sixty (60) days prior to the opening of the Convention by a publication sent to all Chapter Secretaries and Convention Delegates.

B. In the absence of a prior notice as required in A. above, proposed amendments to these Bylaws shall be adopted by a two thirds (2/3) vote at the National Convention, subject thereafter to ratification by referendum to the Chapters, as provided below in Section 4.

C. These Bylaws may also be amended at any time other than at a National Convention, subject to ratification by referendum to the Chapters as provided in Section 4. below, by an amendment initiated by anyone listed in Section 1. A. Through F. above, and approved by a two thirds (2/3) vote of the NEB.”

5. NARFE Bylaws, Article IX, Section 3. Bylaws Committee Options.

“Proposed amendments to these Bylaws may be: amended with no increase in scope; combined with similar amendments, with a single substitute prepared in place of. When recommended by the Convention Bylaws Committee for adoption (and adopted by a two thirds (2/3) vote at the Convention), will therefore not be subject to ratification by the Chapters.”

6. NARFE Bylaws, Article IX, Section 4. Referendum to the Chapters.

“A. A referendum to the chapters shall be by publication in Retirement Life and ballots forwarded to each Chapter Secretary and Delegate-at-Large.

B. All Chapters and each Delegate-at-Large shall have a period of three (3) months in which to vote on said amendment and to certify the vote to the National Office or to an independent vote-counting agency selected by the NEB.

C. Chapters chartered prior to the start of the referendum voting period shall be entitled to vote in the referendum, and for this purpose, may cast as many votes as their current membership entitles them under the provisions of Article IV, Section 3, B.

D. Each person occupying a position classified as a National Convention Delegate-at-Large, for this purpose, shall be entitled to one (1) vote.

E. Two thirds (2/3) of the votes recorded within the set time limit, shall validate the amendment, provided ten percent (10%) of the Chapters have responded.”

PROPOSED CHANGES TO THE GEORGIA FEDERATION OF CHAPTERS CONSTITUTION AND BYLAWS:

1. Federation Constitution, Article VI, Amendments:

“Section 1. This Constitution may be amended at a Federation convention by two thirds vote of the delegates present and voting. A resolution proposing an amendment shall be submitted by the Executive Board or a Chapter to the Federation Secretary not less than 60 days prior to the convention for transmittal to each member Chapter not less than 30 days prior to the convention. Resolutions not meeting this time requirement will be returned to the originator by the Federation Secretary.

Section 2. Resolutions not meeting the above time requirements may be considered during a convention in accordance with the Rules for Georgia Conventions, provided two thirds of the delegates present and voting vote to consider it. Such resolutions require a two-thirds vote for adoption.

Section 3. Amendments thus adopted to this Constitution shall become effective upon approval at the National Headquarters.”

2. Federation Bylaws, Article X, Amendments:

“The Bylaws may be amended at a Federation Convention by submission of a resolution in accordance with ARTICLE VI, AMENDMENTS, of the Constitution except that the resolution shall become effective on the date of it’s adoption unless otherwise stated.”

ADMINISTRATION

SUBJECT: NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION-
FEDERAL EMPLOYEE EDUCATION AND ASSISTANCE (NARFE-FEEA) FUND

POLICY:

The Georgia Federation of chapters supports fund-raising for the National NARFE-FEEA Fund.

PROCEDURES:

1. Georgia NARFE FEEA Chair shall:

A. Periodically write articles about FEEA for publication in the Georgia Federation Newsletter.

B. Provide status reports, as requested by the Federation Secretary, for the Executive Board Meetings and the State Convention.

C. Communicate with the Chapters via the District Vice Presidents about FEEA goals and to encourage financial contributions.

2. SCHOLARSHIP FUND:

This Fund will provide scholarships to successful applicants who are the children, grandchildren, great grandchildren, or stepchildren of NARFE members. Contributions to the Fund can come from the Members and Chapters.

3. DISASTER FUND:

This Fund will provide Active and Retired NARFE Members emergency financial assistance who are victims of floods, hurricanes, earthquakes, and other disasters. Contributions to this Fund can come from Members and Chapters.

4. CONTRIBUTIONS:

Make checks payable to:

Scholarship Fund - NARFE-FEEA Scholarship Fund
Disaster Fund - NARFE-FEEA Disaster Fund

Mail To: Georgia NARFE-FEEA Programs Coordinator

NOTE: The name and address of the current Georgia NARFE-FEEA Programs Coordinator can be found under the "Federation Officers" listing on the Federation web site at www.ganarfe.com.

* Contributions are tax deductible if you itemize deductions.

ADMINISTRATION

SUBJECT: President

REFERENCES:

1. Georgia Federation Constitution, Article IV.
2. Georgia Federation Bylaw, Article II and Article III.

POLICY:

1. The President shall be elected at each Annual Convention as per Article II of the Bylaws of the Georgia Federation of Chapters and serve on the Executive Board of the Georgia Federation of Chapters as per Article IV of the Constitution of the Georgia Federation of Chapters.

2. The President shall: be the executive officer of the Federation and the Executive Board and preside at all meetings; fill authorized appointive positions provided for in the Bylaws subject to the approval of the Executive Board; be responsible for organizing and coordinating plans and arrangements for the annual convention; and perform any directives of the Executive Board.

PROCEDURES: The President shall:

1. Preside at Federation conventions, meetings of the Federation Executive Board, and all other Federation meetings.

2. Appoint officers and committee chairs and members that are not elected positions and may not be required by the Constitution and Bylaws, but are necessary to carry out the functions of the Federation.

3. Ensure the timely submission of all Federation reports to the National Headquarters or Region III Vice President.

4. Develop plans and goals for the Federation and submit these to the Executive Board for approval as required.

5. Represent the Federation at National conventions and meetings, as well as other functions requesting the Presidents attendance, such as the Georgia Federal/Military Retiree Coalition (GFRMC).

6. Provide guidance and direction to Federation officers, chairpersons, and District Vice

Presidents.

7. Assist in formation of new chapters.
8. Promote the recruitment and retention of members.
9. Visit individual chapters as requested for special events or as needed.
10. Promote the aims and objectives of NARFE.
11. Advise National Headquarters of any problems or of any positive accomplishments within the Federation.
12. Promote the legislative goals of Headquarters NARFE and the Federation to national and state legislators.

ADMINISTRATION

SUBJECT: Vice President

REFERENCES:

1. Georgia Federation Constitution, Article IV.
2. Georgia Federation Bylaw, Article II and Article III.

POLICY:

1. The Vice President shall be elected at each Annual Convention as per Article II of the Bylaws of the Georgia Federation of Chapters and serve on the Executive Board of the Georgia Federation of Chapters as per Article IV of the Constitution of the Georgia Federation of Chapters.

2. The Vice President shall: provide or assume the duties in the absence or disability of the President; be Chairman of the Membership Committee; and serve in such other capacity as the President may direct.

PROCEDURES:

1. The Vice President shall serve and assume the duties of the Federation President in his/her absence or disability.

2. The Vice President shall be the Chairman of the Membership Committee. He/She shall receive membership literature and reports such as the monthly M-112 and the semi-annual M-114 reports. He/She shall share membership information with the membership through Executive Board reports and articles in the Federation Newsletter. He/She shall coordinate programs and operation of the Membership Recruiting and Membership Retention Sub-Committees with the respective Sub-Committee Chairs.

3. The Vice President shall represent the Federation at Chapter meetings or meetings/events with other organizations as directed by the President.

4. The Vice President shall monitor the current Federation Constitution and Bylaws and coordinate any changes required with the President and the Secretary. Based on direction from the President, he/she shall do the necessary coordination to insure that any changes are presented at the appropriate meetings for consideration and the necessary voting.

5. The Vice President shall monitor the Federation Policies and Procedures and coordinate any changes required with the President and the Secretary. Based on directions from the President. He/She shall do the necessary coordination to insure that any changes are presented at the appropriate meetings for consideration and the necessary voting.

6. The Vice President shall perform other duties as requested by the President.

ADMINISTRATION

SUBJECT: Secretary

REFERENCES:

1. Georgia Federation Constitution, Article IV.
2. Georgia Federation Bylaw, Article II and Article III.
3. National F-10, Chapter & Federation Officers Manual, Section II.

POLICY:

1. The Secretary shall be elected at each Annual Convention as per Article II of the Bylaws of the Georgia Federation of Chapters and serve on the Executive Board of the Georgia Federation of Chapters as per Article IV of the Constitution of the Georgia Federation of Chapters.

2. The Secretary shall: keep a record of member Chapters with the names and addresses of their officers; record proceedings of the convention and Executive Board business meetings and submit a summary of each to the Editor for publication; maintain the official copy of the Constitution and Bylaws; attend to official correspondence; maintain records and files pertaining to the office of the Federation Secretary; make distributions to the Chapters of proposed resolutions, slate of nominees for office, and credential forms; and perform such other duties as the President may direct.

PROCEDURES:

The Secretary functions in several roles and these procedures will separate these functions by category to better identify the duties. Since some of the duties are similar in several functions, the duties may be listed several times.

GENERAL FEDERATION DUTIES

The Secretary shall:

1. Maintain all records and files of the Federation pertaining to the office of Secretary.
2. Keep a record of member Chapters with the names and addresses of their officers and distribute this information as needed.
3. Prepare and submit a Form F-7A, State Federation Officer Roster, to National each year following the state convention, and prepare and submit an updated Form F-7A should any changes of Federation Officers occur within the year after the initial submission.
4. Prepare current listing of Elected and Appointed Officers and Committee Chairs each year after the Federation convention and distribute the list to the Elected and Appointed Officers,

Chairpersons, and Chapter Presidents.

5. Provide Chapter Presidents and Secretaries copies of chapter President and Secretary names, addresses, phone numbers, e-mail addresses where available and chapter meeting information such as place, date, and time.

6. Maintain the official copy of the Federation Constitution and Bylaws and provide copies to all Board Members, Appointed Officers, Committee Chairpersons, Chapter Presidents and others as requested. Provide copies to those herein identified whenever the Constitution and Bylaws are revised.

7. Maintain the official copy of the Federation Policies and Procedures and provide copies to all Board Members, Appointed Officers, Committee Chairpersons, Chapter Presidents and others as requested. Provide copies to those herein identified whenever the Policies and Procedures are revised.

8. Prepare and send correspondence to National and Chapter Presidents as requested by the Federation President. Request and maintain a supply of NARFE Forms as needed. (NARFE Form F-18, Requisition for Printed Supplies, is the requisition for printed supplies which is available on line from the NARFE web site or in hard copy from National.)

9. Prepare minutes of the Federation convention and all Executive Board meetings, and provide copies to all Board Members, Appointed Officers, Committee Chairpersons, Chapter Presidents and others as requested.

10. Prepare and send correspondence to Chapter Secretaries, including requests for deceased members needed for developing the memorial service program for the Convention.

11. Assure that all Chapter Secretaries have completed and sent their Form F-7, Chapter Officer Roster, by January 1st of each year. These forms may be completed before the installation of officers. District Vice Presidents may be asked to assist with this. Even if there is no change in officers, the Federation Secretary should be notified.

12. Keep the Executive Board, Web Master, and Newsletter Editor informed of changes in mailing and e-mail addresses, telephone numbers, etc., of Executive Board members, Appointed Officers, Committee Chairpersons, and Chapter Presidents and Secretaries. This should be provided at least bi-monthly so the Newsletter Editor has changes prior to mailing the newsletter.

EXECUTIVE BOARD MEETINGS

The Secretary shall:

1. Coordinate with the Federation President and provide notification to members of the Executive Board, as well as others invited by the President, to attend Executive Board Meetings. Notification to include the date, time, location, and agenda. Notification to be addressed to invitees only with copies to others for information only.

2. Record and maintain the minutes of meeting. Draft minutes shall be distributed to the Board members no later than 30 days following the meeting.

FEDERATION CONVENTIONS

The Secretary shall:

1. Coordinate with the Federation President and provide notification to the members of the Executive Board, as well as others invited by the President to the Federation Convention. Notification to include the date, time, location, and agenda. Notification to be addressed to invitees only with copies to others for information only.

2. Receive any proposed resolutions that require voting by the convention delegates not less than 60 days prior to the convention and transmit copies of these to each chapter not less than 30 days prior to the convention.

3. Provide to the Convention Chairperson no later than the date indicated:

A. A current list of Chapter Presidents by February 15th..

B. A list of the Federation Executive Board along with the appointed officers and committee chairs by February 15th..

C. The official number of delegates allowable for each chapter as of the December Membership Summary Report M-110 will provide the information to develop this count. (Federation Bylaws Article VIII, Section 2 states “Delegates to the convention shall be the members of the Executive Board, the President of each member chapter, and delegates from each member chapter allocated on the basis of one delegate for each 25 Chapter members or fraction thereof as shown in its December 31 Chapter report” by February 15th.

D. Any changes in Past Federation Presidents (those who expired since the last convention) by April 1st..

E. Reserved seating for the banquet (names and seating arrangements) as approved by the Federation President by May 1st.

F. The dates listed above may be altered by coordination between the Federation Secretary and Convention Chairperson.

4. The Secretary shall bring the following to the convention:

A. The Federation banner.

B. Packets for all the elected and appointed officers, committee chairpersons, and Chapter Presidents. Each packet shall include:

1. Minutes of the last convention.

2. Copies of all reports submitted by Federation officers and chairpersons.

3. Copies of the Memorial Service Program.

4. An up to date listing of Chapter Presidents and Secretaries.

5. Copies of any proposed resolutions.

5. The Secretary shall call the roll of chapters to determine delegates present at the opening session to assure there is a quorum.

6. The Secretary shall record and maintain the minutes of the convention. Draft minutes shall be distributed to the Board members no later than 30 days following the meeting.

7. The Secretary shall complete and submit Form F-22, State Federation Convention Report, shortly after the convention. The report, signed by the Federation Secretary, is to be sent with attachments, to the National Headquarters, Federation & Chapter Service Section.

NATIONAL CONVENTIONS

1. The Secretary shall work with Chapter Secretaries to assure that all Designation of Chapter Voting Representatives, Delegates, Alternates, or Proxy convention forms are completed and submitted in a timely manner to assure that all Federation votes may be cast by delegate or proxy. Chapter Secretaries are required to send copies of the completed forms to National and the Federation Secretary. District Vice Presidents may be asked to assist in this effort.

SUBJECT: Federation Convention Guidelines

REFERENCES: Georgia Federation Constitution, Article V. - Conventions
Georgia Federation Bylaws, Article VI, Section 3.f. - Time and Place.
Georgia Federation Bylaws, Article VIII. - Conventions

POLICY:

An Annual Federation Convention of the Chapters will be held. The Annual Convention delegates, by majority vote of attending delegates, will select the following out-year (two years hence) convention site.

PROCEDURES:

A. It is the responsibility of the Time and place Committee to request and nominate a member Chapter, a District Vice President, or a Central Site Committee to host an annual convention.

The convention site will provide lodging, eating, banquet, meeting room accommodations, and will be handicapped accessible. Host will plan conference room accommodations for 125 to 150 attendees.

Estimated sleeping room requirement for the night prior to the convention is 30 to 50 rooms and 60 to 100 rooms on the two nights of the convention.

A banquet room to seat 125 to 150 people with adequate space for entertainment will be required. Additional space will be provided for sponsor exhibits and committee displays.

B. The host will select an appropriate facility, and negotiate necessary arrangements. The Federation President or his/her representative will support the host in the negotiation of the site requirements. An elected officer, Federation President, District Vice President, or appointed Convention Chairperson will sign/cosign the facility contract as a representative of NARFE. No personal liability is assumed.

C. The Federation President will chair all business sessions of the convention including the banquet. Federation officers and Committees are expected to participate in the agenda.

D. The host will hold a pre-convention planning meeting not less than ninety days prior to the convention to review the preliminary agenda, anticipated site layout, number and use of complimentary hotel rooms, prices, menu, lobby displays, exhibit setups, meal packages, etc. Objective of a pre-planning meeting is to assure host's and federation's plans are both in agreement and financially acceptable. Attendees will include the Federation President, the Host (i.e. Chapter President, District Vice President, Convention Chairperson) and whoever the

Federation President designates to attend. At this meeting, the Federation President and the Host Convention Chairperson will discuss and decide how to distribute convention profits, if any, and how to recover expense shortfalls if receipts do not cover expenses.

E. The Federation Secretary will identify and notify each chapter of its number of authorized delegates. The Convention Chairperson will notify each chapter of all processes necessary to enroll, participate, and benefit from the opportunities available.

F. The Convention Chairperson will receive chapter listings from each chapter identifying authorized delegates. Convention Chairperson will make sure that the number of delegates identified do not exceed the allowable delegates. The Convention Chairperson will provide identification badges for all attendees (chapter delegates, alternate delegates, other chapter members, and guests) and report the number of attendees by chapter to the Federation Secretary in accordance with the convention agenda.

G. The host will receive and account for all fee money, donations, and other collections relating to the convention. Host will keep a complete record of all transactions and submit a financial report to be included in the After Action Report described in paragraph H.

H. The Convention Chairperson will provide an After Action Report to the Federation President, with copies to the District Vice President and Time and Place Committee Chairperson within 90 days following the close of the convention. The report will include attendance by chapters, number of rooms occupied each night at the convention hotel, Convention Chairperson's comments regarding problems, issues and recommendations helpful to the next convention host. Copies of the convention agenda and financial report will be included.

Only the Federation President has authority to waive requirements of this procedure.

Note:

Conducting a successful convention is a complex and strenuous exercise. Even minor detail activities are monumental. The few words of a procedure document will grow geometrically into a volume of instructions, plans, directives, initiatives, skills, demands, etc.

Chapter Presidents and District Vice Presidents are encouraged to host an annual convention for the many benefits they provide, but also are cautioned to survey the membership for opinion and comment. An informal "How To" handbook is available from the Time and Place Committee for any prospective chapter needing help. Contact the Time and Place Committee Chairperson for a copy.

SUBJECT: Starting a new Chapter

REFERENCE: NARFE Chapter and Federation Officers Manual F-10

POLICY:

When a group of current and potential members reside in an area that is not convenient to an existing chapter, they may wish to form or charter a new chapter which is convenient to their locale. The Federation President will determine if a new chapter in the area would be to NARFE's advantage, and if so, together with the District Vice President, will assist in the formation efforts.

PROCEDURES:

A. The group wishing to charter a chapter should contact their District Vice President to discuss their desire to charter. The District Vice President will discuss this request with the President and if the President agrees, the District Vice President will be given the direction to proceed. The chapter members should work with the District Vice President to:

1. Elect or appoint an interim set of Officers to initially get the effort going. Essential officers for a chapter are President, Secretary, Treasurer, or Secretary/Treasurer if a combined office is preferred. Subsequent formal elections should be held in accordance with the approved constitution and bylaws. (A minimum of five members is required to charter a chapter.)

2. Prepare a Form F-19, Chapter Charter Application listing the names and addresses of the chapter members. Coordinate with the Federation President the zip codes to be included in the chapter boundaries and list these.

3. Prepare a Form F-7, Chapter Officer Roster.

4. Prepare a Constitution and Bylaws. Form F-21 Chapter Constitution and Bylaws (Standard Forms) is a downloadable form from the NARFE web site and can be used as written or modified to meet the needs of the chapter. The Constitution and Bylaws must be approved by the chapter members.

5. Prepare Form F-16, Dues Transmittal Sheet-New Members, and Form F-16R, Dues Transmittal Sheet-Member Renewals, as applicable, and new member applications or renewal, as applicable. (National and Local chapter dues must be collected and submitted to National when the final paperwork is to be submitted.)

B. When the above has been completed and the chapter is ready to proceed with the formal charter process, the District Vice President should coordinate with the Federation President. The Federation President will write to the National Headquarters Federation and Services Section asking that the chapter be chartered. The Federation President and District Vice President should coordinate sending the letter, all the charter paperwork, and dues to National.

C. Upon receipt and approval of the organization papers, the National Federation and Services Section will assign a chapter number to the chapter, provide all necessary paperwork, and notify the chapter when the charter action is complete.

D. After receipt of the Charter and associated paperwork, the chapter Secretary should prepare and send an IRS Form SS-4, Application for Employer Identification Number. The Employer Identification Number (EIN) received by the chapter identifies the chapter as an entity for tax purposes. When the chapter opens any bank accounts, the chapter lists the EIN on the application forms rather than a members Social Security number so that any interest received is credited to the chapter accounts. The Form SS-4 and instructions for filling out the form are available for download from the IRS web site of www.irs.gov/formspubs/index.html .

SUBJECT: Closing a Chapter

REFERENCE: NARFE Chapter and Federation Officers Manual F-10.

POLICY:

Federation officers are expected to identify and work with weak chapters to help them improve their status. When all efforts have been made to assist a weak chapter and the only alternative is to close the chapter, an orderly procedure to close the chapter must be followed.

PROCEDURES:

A. Prior to making the decision to close a chapter, the following preparatory actions should be taken:

1. A chapter or federation officer should set a date for chapter voting members to meet and discuss the future of their chapter.
2. Chapter members should be given sufficient advance notice of the meeting and the reason for calling the meeting.
3. At the meeting, a chapter and /or federation officer should explain the pros and cons for closing the chapter. If closing the chapter is the desired option, a formal vote should be taken to do so. Voting procedures should be in accordance with the chapter Constitution and Bylaws.
4. A report and recommendation of the action taken should be made to the Federation President.

B. If the Federation President agrees with the decision to close the chapter, the following steps should be taken:

1. All members, voting and non-voting, must be notified of (a) the chapter name and number to which their membership is to be transferred, (b) name and telephone number of the president of the chapter to which they are transferred, (c) their right to transfer to any other chapter of their choice.
2. To the extent possible, members should be transferred to the chapter nearest to where they reside. If there is more than one chapter to which members might be transferred, members should be given the opportunity to select the chapter they wish to be transferred to. Those members residing out of state may be transferred to a chapter in the state nearest to where they reside.
3. The receiving chapter(s) must be given a list of members (including name, member number, address, e-mail address, and phone number) being transferred.
4. Chapter and/or federation officers must assure all financial obligations of the chapter are met prior to closing the chapter.
5. Funds remaining after the chapter has met its financial obligations should be sent on a pro rata basis to the receiving chapter(s). The Chapter Treasurer will then close the bank

OPERATING INSTRUCTION A-15

account(s). Any remaining funds in the chapter treasury must be sent to the National Treasurer to be placed in an escrow account in case the chapter is reactivated in the future. After a period of five years, the monies will be returned to the federation of record for new chapter organization.

6. If the chapter is incorporated with the state, the chapter must notify the secretary of state of the dissolution after NARFE approval and all funds have been distributed. The Chapter President should request the National Treasurer notify the IRS of the deactivation of the chapter.

7. The Federation President must submit a report to the Federation & Chapter Services section at National Headquarters recommending deactivation with a list of the names of chapter members, including LSA members, and the chapter(s) to which they are being transferred. (This list must include the name and membership number.) In addition, the Federation President must reassign the chapter's zip codes to another chapter(s), and they must be shown on a Form F-46 (Changes to L.S.A. Assignments). When available, the chapter charter should be returned to the National Headquarters.

8. The Federation & Chapter Services section at National Headquarters will notify the Chapter President, Federation President, appropriate District Vice President, National Member Records section, and the National Treasurer when the action to close the chapter has been completed.

NOTE: Following is a sample letter sent to NARFE National for closing of Chapter 1084, Americus:

May 5, 2010

NARFE Federation and Chapter Services
606 N. Washington St.
Alexandria, VA 22314

SUBJECT: Deactivation of Americus Chapter 1084

Dear Sir:

I recommend the deactivation of Americus Chapter 1084. My District II Vice President, Mrs. Carolyn Oliver has had many discussions with former officers and members (some were previous members) of chapter 1084. No one is interested in attending Chapter Meetings or serving as a Chapter Officer. She planned a meeting in February and sent letters to each member. Only one member came to the meeting. The member seemed sincere in keeping the Chapter from closing, but in two weeks all recruiting materials were returned to Mrs. Oliver and no help was received from this member.

Mrs. Oliver has prepared the forms requires for transferring the thirty remaining members to other Chapters in the area, and there are five "National Only Members" who are also being transferred.

Form F-46 has been prepared for the transfer of zip codes.

The Bank Account in Americus has been closed. A total of \$449.94 was sent to Mrs. Oliver. Money Orders will be sent to the Chapters that are receiving transferred members as follows: Chapter 219, four members, \$20.00; Chapter 643, twelve members, \$60.00; Chapter 1020, one member, \$5.00; and chapter 1417, thirteen members, \$65.00. A total of \$150.00 plus \$4.40 for 4 Money Orders. The remainder of \$295.54 minus the cost of a Money Order (\$1.10) or \$294.44 is enclosed.

Request the National Treasurer please notify the Internal revenue Service of the Deactivation of this Chapter.

The area for the Americus Chapter and the distance members must travel made it difficult for the outlying members to attend the Chapter Meetings. Towns and Cities around the Americus area where members reside, including Vienna, Marshallville, Cordele, Lumpkin, Preston, Leslie, Plains, Ellaville, Montezuma, Smithville, and the remainder reside in Americus.

We were not able to locate the Chapter's Charter.

Sincerely,

Joseph V. Staiano
President, GA Federation of Chapters
2656 Oak Avenue
Tucker, GA 30084-3251

Enclosures:

1. Letter-Meeting in Americus
2. Members to be transferred
3. National Members Only
4. F-46 Zip Codes
5. Money Order for \$294.44

NOTE: Enclosures were not copied.

SUBJECT: Reactivating a Chapter

REFERENCE: NARFE Chapter and Federation Officers Manual F-10

POLICY:

When federation officers deactivate and close a chapter, this action has been undertaken only after a long process of last minute efforts to keep the chapter going. However, at times there are new members coming into the area of the former chapter and reactivating the previously closed chapter is now a viable option.

PROCEDURES:

A. Members of a previously closed chapter should contact their District Vice President to discuss their desire to reactivate. If reactivation is the choice, the chapter members should work with the District Vice President to:

1. Elect or appoint an interim set of Officers to initially get the effort going. As a minimum, a President, Secretary, and Treasurer or Secretary/Treasurer if a combined office is preferred. (A minimum of five members are required to reactivate a chapter.)
2. Prepare a Form F-19, Chapter Charter Application listing the names and addresses of the chapter members. Coordinate with the Federation President the zip codes to be included in the chapter boundaries and list these.
3. Prepare a Form F-7, Chapter Officer Roster.
4. Prepare a new Constitution and Bylaws if the old version is no longer available. Form F-21 Chapter Constitution and Bylaws (Standard Forms) is a downloadable form from the NARFE web site and can be used as written or modified to meet the needs of the chapter.
5. Prepare Form F-16, Dues Transmittal Sheet-New Members, and Form F-16R, Dues Transmittal Sheet-Member Renewals, as applicable, and new member applications or renewal, as applicable. (National and Local chapter dues must be collected and submitted to National when the final paperwork is to be submitted.)

B. When the above has been completed and the chapter is ready to proceed with the formal reactivation process, the District Vice President should coordinate with the Federation President. The Federation President should write to the National Headquarters Federation and Services Section asking that the Charter be reactivated. The Federation President and District Vice President should coordinate sending the letter and all the reactivation paperwork and dues to National.

C. The National Treasurer will determine whether or not any money belonging to the closed chapter is in escrow, and if so, send it to the treasurer of the reactivated chapter.

D. National will notify the chapter when the reactivation is complete.

FINANCIAL

SUBJECT: Expense Reimbursement.

REFERENCES:

None.

POLICY:

Georgia Federation Elected Officers, Appointed Officers, Chairpersons, and others authorized expense reimbursement shall submit Expense Reports using the authorized Expense Report Form. It is recommended that these reports be submitted monthly when appropriate. Expense forms for Conventions, Board Meetings, etc., may be submitted at the conclusion of these events.

PROCEDURES:

1. The Georgia Federation Executive Board shall establish rates for approved reimbursement of expenses.
2. Expense Reports will be submitted to the Federation Treasurer for review and payment. The first week of each month, the Federation Treasurer will prepare a summary report of income and expense for the previous month. A copy of this report will be sent to the President and Vice President.
3. Receipts must be provided as required by Board action. Expenses reported must be clearly identified and explained when necessary.
4. Reimbursement for Federation and National Conventions and meetings shall be determined by Executive Board action prior to such conventions and meetings. The determination shall include eligibility and rates.
5. District Vice Presidents attending any meeting/function outside their own district must obtain prior approval of the President, or in his/her absence the Vice President, if planning to file a claim for reimbursement.
6. With the exception of the President and Vice President, all officers must have the same approval, as in 5. above, to attend the same event, if reimbursement is expected. Several officers attending the same chapter meeting etc., will not be reimbursed, but they are encouraged to attend such meetings/functions at their own expense.

EXCEPTION: Any elected or appointed Federation Officer who is requested by the Federation President or Vice President to attend multiple district and/or chapter meetings is eligible to claim reimbursement for mileage, meals, and if appropriate, lodging. Chapter members in attendance (except host chapter) are authorized mileage reimbursement for one (1) automobile per chapter. Presidents of participating chapters are encouraged to reimburse attendees for meals (and lodging where applicable) from their respective chapter treasury.

7. Expenses incurred in attending home chapter meetings are not reimbursable.
8. The Treasurer is authorized to make changes to correct errors in Expense Reports, such as calculation errors, ineligible expenses, etc. An explanation of the reason for the change shall be included with the reimbursement check.
9. Expense Reports for convention and seminar expenses shall be separate from other expenses.

FINANCIAL

SUBJECT: Special Funding Requests.

REFERENCES:

None.

POLICY:

Requests for Special Funding for certain NARFE activities may occur. The Federation President may authorize an expenditure of up to \$100 for each of these requests at his/her discretion.

PROCEDURES:

1. Requests for Special funding for certain activities will be submitted to the Federation President. The President shall require any supporting documentation that he/she deems appropriate.

2. The Federation President will confer with the Federation Treasurer to determine the availability of funds for such requests.

3. The Federation President may authorize payment of up to \$100 for each request. Upon his/her approval, the Federation President will provide written authorization to the Federation Treasurer for disbursement of the funds. Initial approval may be provided to the Federation Treasurer by telephone, e-mail, or in person.

FINANCIAL

SUBJECT: Approved Reimbursement Rates for Expenses.

REFERENCES:

None.

POLICY:

1. The Federation Executive Board will establish rates for approved reimbursement of expenses.
2. Currently established rates are as follows:
 - (A) Mileage: Mileage rate to be voted at each Executive Board meeting preceding the next NARFE year. (Administrative and Fiscal Years are July 1 to June 30.)
 - (B) Lodging: Remuneration shall not exceed the daily rate of the hotel/motel where the event is being held. (Receipt required).
 - (C) Meals: Actual cost, capped at \$10.00 for breakfast, \$10.00 for lunch, and \$25.00 for dinner.
 - (D) Telephone: Telephone expenses not received in time for submission may be submitted as part of the following claim. An itemized list of long distance calls, in sequence, must be submitted. The listing should contain date, place called, person called, and cost.
 - (E) Stipends: Beginning May 6, 2010, an annual stipend of \$500.00 shall be paid to the Editor, Web Master, and newly elected Secretary and Treasurer. The incumbent Treasurer who was in office prior to May 6, 2010 will continue to receive the previously agreed on stipend until he is no longer in office.

PROCEDURES:

Reimbursement for expenses will be claimed on an Expense Report in accordance with Operating Instruction B-1.

DISCUSSION

Because of diverse circumstances associated with travel, it occasionally will be necessary to spend one or more nights in a hotel/motel. This is mostly contingent on mileage traveled (more than 150 miles one way). When anticipating an overnight stay during travel, authorization will be obtained in advance from the Federation President.

FINANCIAL

SUBJECT: Travel Expense Reimbursement Authorized by The Executive Board.

REFERENCES:

None.

POLICY:

1. The Executive Board will determine the types and amounts of expenses to be reimbursed to its members and others required to attend State and/or National Conventions.
2. As a general rule, Executive Board Meetings and/or other seminars reimbursement will be for mileage at the currently approved rate, plus the cost of the meal package. However, when there is no meal package, the Executive Board will determine the amount for each participant.
3. In addition to the reimbursement outlined above, it has become standard practice for the Executive Board to authorize lodging for those attendees requiring overnight attendance. (See Operating Instruction B-3).
4. For National Conventions, the Federation President shall be reimbursed for actual expenses incurred. Other members of the Executive Board, plus those Committee Chairs approved to attend by the Executive Board, will receive an amount determined by the Executive Board to help defray expenses.
5. In order to qualify for the reimbursement, individuals must attend required Convention business sessions.
6. For Legislative and Membership Conferences held in Washington DC, every two years, only the expenses of the Legislative Director will be paid. Any other person wishing to attend will do so at their own expense. In the event the Legislative Director can not attend, then the President will be paid to attend. In the event the President can not attend, the President will designate someone to attend in his/her place.

DISCUSSION

Claims for reimbursement will be submitted on an Expense Report to the Federation Treasurer for approval and reimbursement. Claims for Convention and Seminars/Conferences must be submitted separate from the Expense Report procedures outlined in Operating Instruction B-1.

LEGISLATIVE DIRECTOR

SUBJECT: Legislative Representatives.

REFERENCES:

None.

POLICY:

The Legislative Director, with the approval of the Federation President, will appoint a Legislative Representative for each of the Congressional Districts. He/She must be a chapter member in that Congressional District.

PROCEDURES:

1. The term of office will normally be from State Convention to State Convention; however, the Legislative Director, with the approval of the President, has the discretion to remove a person for non-performance of his/her duties.
2. Written guidelines, outlining the duties, will be furnished each Representative by the Legislative Director and each Representative will report directly to him/her.

GUIDELINES FOR LEGISLATIVE REPRESENTATIVES

APPOINTMENT:

A Legislative Representative will be appointed in each U.S. Congressional District. This person must be a NARFE Chapter member in the U.S. Congressional District. These persons will be appointed by the Legislative Director and approved by the Federation President. As needed, and as appropriate, advice on appointments will be requested and received from Chapter Officers, members, and the District Vice Presidents.

DUTIES OF THE LEGISLATIVE DIRECTOR

1. Give advice and guidance to the Legislative Representatives regarding the position of NARFE on issues.
2. Report the activities of the Legislative Director and Legislative Representatives to the Executive Board.
3. Keep the NARFE-PAC Coordinator informed on those items deemed pertinent,

especially the position of the U.S. Representatives and U.S. Senators on NARFE issues.

TERM OF OFFICE OF THE LEGISLATIVE REPRESENTATIVES:

The term of office will normally be from State Convention to the subsequent State Convention. They will serve a lesser term at the discretion of the Legislative Director and as approved by the Federation President.

DUTIES OF THE LEGISLATIVE REPRESENTATIVES:

1. Develop a professional and personal relationship with the U.S. Representative and the staff in the office.
2. Communicate to the above the position of NARFE on issues.
3. Determine the position of their elected officials on NARFE issues and communicate these positions to the Legislative Director.
4. Respond to requests from the Legislative Director when called upon to contact elected officials.
5. Report to the Legislative Director, orally or in writing, a synopsis of their activities. This would be on an as requested basis.

