

**North Carolina Federation of Chapters**  
National Active and Retired Federal  
Employees Association



**Policy and Procedures Manual**  
**And**  
**Bylaws**

**August 2013**

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## Introduction

The purpose of this manual is to compile various guidelines and policy directives of the NC Federation into one central source for easy reference. It is expected that this manual will allow new Executive Board members to become effective contributors to the overall effort more quickly and to afford more experienced members a vehicle for compiling and sharing the benefits of their experience more effectively.

The Federation Manual was originally compiled by the 1990-1991 NC Federation officers at the request of M. H. Quinn who was the Federation President at that time. During 1996 and 1997, at the request of President Fain Hambright, this manual was updated by Federation Service Officer Bill R. Austin. Input was again provided by Mr. Quinn, who was the Area X National Vice-President at that time, and by all the Federation officers and over 100 chapter members who were called upon to provide input and guidance as the project progressed.

In 2012 the manual, now called the Policy and Procedures Manual, was again updated by Ron Buffaloe, Federation Secretary, with the assistance of each of the NC Federation's Executive Board members and standing committee chairs.

This manual is the property of the NC Federation. A copy will be shared with each Executive Board member for their use while in office. It will also be updated and shared with their successive office holders as each officer is replaced. Pertinent sections will be shared with committee chairs and members to assist them in the completion of their duties.

My thanks to all of you who have participated in the updating of this NC Federation Policy and Procedures Manual.

Sam Crain  
President

# New Officer Information Guide

## Welcome and Introduction

Welcome to the North Carolina Federation of Chapters Executive Board. You have just joined the Board as one of its nineteen elected or appointed officers. We hope that you will enjoy your time as a Board member and find it to be a most rewarding experience.

In this guide we hope to share with you the general information you will need about how the Board operates and to answer many of the questions you may have about your new position. We have also included references to other Federation manuals where you can find more detailed information. Of course you can also discuss your questions with any Federation Officer or Board member.

Congratulations on your election or appointment and welcome aboard!

## Executive Board Membership

The NC Federation Executive Board is made up of the following officers:

### **Elected**

President  
Executive Vice President  
Secretary  
Treasurer  
Area I Vice President  
Area II Vice President  
Area III Vice President  
Area IV Vice President  
Area V Vice President  
Area VI Vice President

### **Appointed**

National Legislative Officer  
State Legislative Officer (unfilled)  
Membership Coordinator  
Public Relations Officer  
Service Officer  
Editor  
NARFE-PAC Coordinator  
Alzheimer's Coordinator  
Website Coordinator

### **Other**

Immediate Past President and Region X Vice President

## **Fiscal Year**

The Federation's fiscal year begins on May 1 of the current year and ends on April 30 of the following year. The first quarter contains the months of May, June and July. The second quarter contains the months of August, September and October. The third quarter contains the months of November, December and January. The fourth quarter contains the months of February, March and April. Federation Executive Board meetings are held in the month following the end of each quarter.

## **Board Meetings**

Executive Board meetings take place in August, November, February and May, normally on the second Tuesday and Wednesday of the month. All elected and appointed Board members are invited and expected to attend each meeting if possible.

The August and February board meetings are usually held in the Drury Inn in Greensboro. The November meeting is usually held in the city hosting the next year's Federation Convention and the May meeting is held at or near the Federation Convention site from 8:30 am until noon on the morning the convention begins.

The August, November and February meetings begin on Tuesday afternoon at 1:00 pm and end at 5:00 pm. After dinner there is usually a meeting of the Membership Committee, chaired by the Executive Vice President and comprised of the six Area Vice Presidents. This meeting is normally from 7:30 – 9:00 pm and all board members are invited to attend and participate if they wish. On Wednesday morning the meeting begins at 8:30 am and ends at noon.

The board meetings are used as a time for each board member to report on their activities for the quarter, for issues to be discussed and for other Federation business to be conducted.

## **Officer Reports**

Each board member is expected to prepare a written report (generally no more than one page) on their activities during the quarter just ended.

The Federation Secretary will share the details about the next board meeting with all board members by email about four weeks prior to the board meeting. In that email will be the deadline for the receipt of the written reports by the Secretary.

The Secretary will post each written report to the Board Library on the Federation website. All board members are encouraged to review the reports prior to the board meeting.

Each board member is expected to give an oral summary of their report at the board meeting, highlighting two or three main subjects. When possible, each report will be posted on a screen for everyone's viewing during the oral reports portion of the board meeting.

## **Federation Newspaper Articles**

The Federation newspaper is published four times per year in August, November, February and May. Each board member is expected to prepare a short article about themselves or their activities as a board member for each newspaper issue. The newspaper Editor will give a deadline for submission of the articles, generally about one month prior to the next issue.

## **Budget**

Each member of the Executive Board has a line item budget that was approved as part of the overall Federation budget at the most recent Federation Convention. This budget should be used for Federation travel and other expenses relevant to your position. You are reimbursed for your expenses by submitting a monthly voucher.

## **Monthly Vouchers**

Monthly vouchers for expenses incurred in your position should be mailed to the Federation President. The President will approve the voucher and mail it to the Federation Treasurer for payment. The Treasurer will send the check and another blank voucher form to you for use the following month.

It is recommended that you mail your voucher to the President about the 20th of each month to allow the Treasurer time to process it and update the monthly reports and quarterly reports for the board meetings four times a year.

List your different Board related expenses in date order going down from the top under the Description column heading. Put the dollar amount under one of the following headings:

**Common Carrier** - authorized air plane, bus, taxi, rental car expenses

**Personal Vehicle** - show the number of miles and dollar amount claimed (.50 per mile)

**Meals/Tips** - authorized up to \$25.00 per meal

**Lodging** - vouchers for hotel expenses at board meetings are not required as the Federation pays that bill. Convention hotel expenses would go here. Other lodging costs would be rare.

**Supplies** - all supplies other than Postage and Photocopies/Printing

**Postage** - stamps or other postage

**Supplies/Copies** - photocopying or printing costs, printer paper, ink cartridges

**Phone** - Long distance charges incurred

Receipts should be attached to the voucher form for all expenses claimed other than mileage.

## **Federation Website**

The Federation website is found on the internet at [www.ncnarfe.info](http://www.ncnarfe.info). Each board member has a page on the Federation website with contact information, a library for posting files and a blog for posting information for your area members. You should log in under “Federation Activities” to find additional information relevant to your position. You are encouraged to become familiar with the various features of the Federation website and your page. For further information or training contact the Federation webmaster.

## **Board Library on Federation Website**

The Board Library is a portion of the Federation website set aside for holding files useful to board members, such as meeting agendas, officer reports, board meeting minutes, PowerPoint presentations, etc. The Board Library can be reached from each board member’s page on the Federation website.

## **Duties of Your Position**

The duties of each board member are different unless you are one of the six Area Vice Presidents. Information about the specific duties and responsibilities of each position can be found in several places, including the Federation’s Policy and Procedures Manual, the Federation’s Bylaws and the Convention Guide. You should also receive guidance from your predecessor and the Federation’s elected officers.

## **References**

**Policy and Procedures Manual** – This manual is a compilation of various guidelines and policy directives of the NC Federation into one central source for easy reference. It contains a Bylaws reference and policy information about each board position as well as information about each standing committee.

**Bylaws** – The Federation Bylaws set the basic framework for the existence and operation of the NC Federation, its board, officers and committees.

**Convention Guide** – This manual assists Executive Board members, area leaders and members whose turn and task it is to prepare for and host the next Federation conventions.

# **Executive Board**

## **Bylaws Reference**

### **Article IV, Section 1.**

The officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer and an Area Vice-President from each of the six Areas of the State of North Carolina. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

### **Article VI, Section 1.**

The elected officers of the Federation, the National Legislative Officer, the Membership Coordinator and the State Legislative Officer shall constitute the Executive Board.

### **Article VI, Section 2.**

The Executive Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation at its annual conventions. The Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

## **Policy**

The Executive Board serves as the board of directors of the North Carolina Federation of Chapters. It has general supervision of the affairs of the NC Federation between conventions and performs other duties as described in the Bylaws, this Policy and Procedures Manual and NARFE's Chapter & Federation Officers Manual, the F-10.

The Executive Board meets four times per year, generally in the second full week of August, November and February and immediately prior to the state convention in May. The August, November and February meetings are two half-day meetings, usually from 1:00 pm the first day to noon the second day. The May meeting is a half-day meeting the morning of the first day of the convention followed by a short session immediately after the convention with the new officers.

Also invited to attend the Executive Board meetings are the other appointed officers of the Federation, including the Newspaper Editor, Historian, Public Relations Officer, Service Officer, NARFE-NET Coordinator/Webmaster, Alzheimer's Coordinator, NARFE-PAC Coordinator and Immediate Past President.

All elected and appointed officers of the NC Federation have these general responsibilities:



- Promoting NARFE's aims and objectives;
- Becoming familiar with the National and Federation Bylaws;
- Initiating and helping organize new chapters whenever needed and helping each new chapter become an effective and independent operating group;
- Serving as a liaison in helping NARFE Headquarters and the Region X Vice President identify, analyze and resolve chapter problems;
- Reviving and strengthening faltering or inactive chapters and helping all chapters solicit new members and retain current members;
- Attending Federation meetings and conventions, and area and chapter meetings in accordance with Federation Bylaws; and
- Implementing the policies and programs of the National Executive Board as administered by NARFE Headquarters and the Region X Vice President.

# **President**

## **Bylaws Reference**

### **Article IV, Section 4.**

The President shall preside at all meetings including Executive Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers subject to approval of the Executive Board. With the exception of the Membership Committee, each Area Vice President shall nominate a member from his/her Area for each standing committee; the Executive Board will review and approve the candidates. The President shall designate the chairman of all committees except the Membership and Nominating Committees. He/she shall serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee. The President shall submit at each annual convention a recommended budget for the ensuing year subject to consideration and approval by the delegates.

## **Policy**

The President is the Chief Executive Officer and Chairman of the Executive Board. He/she has the authority and responsibility to define and assign such functions not covered specifically by the Bylaws to each officer and to appoint such officers, subject to the approval of the Executive Board, which the President deems necessary to conduct Federation business.

The President coordinates with the Region X Vice President and NARFE Headquarters to provide the Federation position on national legislative policy, including recommendations on the distribution of NARFE-PAC funds to congressional candidates, federation and chapters, budgetary matters, conceptual plans for future growth, and dues and fees structure. The President recommends member appointments to various national committees.

The President coordinates with other federation presidents in the resolution of problems at the state level that affect Federation members.

The President works with the Treasurer to ensure a line item budget is submitted to the Executive Board for approval prior to submission to the Federation convention for delegates' approval. The President approves all vouchers for disbursement prior to payment.

The President directs, supervises, and provides guidance to other Federation officers and committee chairpersons to conduct Federation programs and activities. The President is the ex-officio chairman of these committees.

The President determines how the "10% fund" will be utilized to promote NARFE and Federation field work. The federation is provided with 10% of all national dues collected from North Carolina to develop new chapters, assist in improving chapters, recruit new members, and otherwise advance the Federation.

This is accomplished by:

- Visiting chapters to promote effectiveness.
- Encouraging all chapters to affiliate with the Federation.
- Organizing new chapters, strengthening weak ones and reviving closed ones.
- Stimulating cooperation among chapters through joint meetings and activities of two or more chapters.
- Fostering contact with congressional, General Assembly and other elected officials of the state government at the precinct, city, county and state level.
- Coordinating and promoting agency pre-retirement seminars at various federal agencies throughout the state, to spread knowledge of NARFE among federal employees and encourage their membership in NARFE.
- Promoting Federation and chapter support of community and health programs related to the general welfare of federal annuitants, retirees and employees.
- Coordinating convention dates as far in advance as possible (three or four years) with other federation presidents in the region and/or adjoining states with the Region X Vice President to avoid overlapping of convention schedules.
- Encouraging Federation officers to visit other state conventions to support and develop new ideas for improving the NC Federation.
- Overseeing a program of special training programs for various chapter officers: e.g., a well informed and equipped service officer, legislative officer, and public affairs officer is indispensable to effective chapter operations and service to its members.

The President assigns zip codes to each chapter's logistical support area (LSA) objectively to assure maximum effectiveness in recruiting both national and chapter members. The President must coordinate with the Area Vice Presidents and chapters concerned to insure that geographical location does not override the convenient location for members.

The President stimulates communication among Federation officers, between Federation and chapter levels and among chapters, so that all are aware of activities

and programs throughout the Federation. Toward this end the President should:

- Convene regular Federation Executive Board meetings at least three times annually (the Bylaws require three meetings) and at such other times as necessary to carry on the Federation business.
- Through chapter presidents, encourage chapter officers (e.g., service officer, public relations, legislative officer, membership, and other designated committee chairpersons) to make regular activity reports to their Federation counterparts.
- Encourage Federation officers and chapter officers to contribute substantive articles to the Federation newspaper about chapter and Area activities.
- Require Federation and chapter secretaries (secretary-treasurers) to promptly report any change to officer rosters and/or dues (F-7A and F-7) in writing or through direct input to the Federation or NARFE Headquarters websites.
- Establish a system to monitor and report chapter membership trends and dues withholding participation using the chapter membership summary (M-114) and the chapter monthly activity report (M-112). Assist chapters in reconciling differences between these reports and chapter records.
- Urge chapters to exchange newsletters and encourage all at the Federation and chapter levels to take part in and report on participation in fairs, parades and other visual community endeavors at which NARFE booths and visual displays can be set up and publicity and membership materials distributed.
- In conjunction with the Federation Executive Board, review the number of chapters and geographical area covered by Federation Areas and consider establishing chapters under the Area Vice Presidents if population and geographic considerations justify them.

The President may delegate any of the above and any other duties required, not specifically restricted to the President's office by the Bylaws. Authority for the performance of any function or duty of the Federation may be delegated; however the President cannot delegate his/her responsibility to administer the Federation's business.

The President has nineteen Federation elected and appointed officer positions currently approved by the membership to assist in carrying out the duties of his/her position. The positions and names of these officers are included on the back of the Federation newspaper.

# Executive Vice President

## Bylaws Reference

### **Article IV, Section 5.**

The Executive Vice President shall act as general assistant to the President, and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume all the duties of the President until a new President is elected and takes office at the next Federation Convention. Under the direction of the President, the Executive Vice President shall be responsible for the guidance and overall direction of the field activities. (Amended May 1, 2008)

## **Policy**

The primary responsibility of the Executive Vice President is to assist the President and help lead the North Carolina Federation of Chapters toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the National Active and Retired Federal Employees Association (NARFE). The Executive Vice President maintains close contact with the President and may represent the President at any function as deemed appropriate. The Executive Vice President may also serve as an advisor to the President. Each Executive Vice President has a different relationship with his/her President, so the actual job will vary depending on the strengths of the person who holds the office.

The duties of the Executive Vice President are to:

- Serve as the primary aide to the President;
- Perform the duties/responsibilities of the President in the absence or disability of that officer to act;
- Perform such other duties and functions as may be prescribed in the Bylaws and standing rules, assigned by the association, or assigned by the President;
- Attend meetings as requested by the President;
- Prepare and present a report to the Executive Board for each meeting attended on behalf of the President;
- Facilitate smooth transitions with incoming officers and appointees;
- Provide guidance/assistance to Area Vice Presidents; and
- Direct all facets of the annual Federation State Convention.

# Secretary

## Bylaws Reference

### **Article IV, Section 6.**

The Secretary shall maintain all records and books of the Federation, take minutes of Executive Board meetings and annual meetings, and prepare and distribute them to Executive Board members. The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Executive Board. Within 15 days after the close of an annual convention, the Secretary shall prepare a report of the convention highlights including significant actions taken at business meetings. Copies shall be sent to the Federation newspaper, the President, the Region X Field Vice-President, and the National Headquarters.

## Policy

The Secretary should be familiar with the duties and responsibilities of all the elected and appointed Federation officers as assigned by the President and Executive Board. The Secretary should maintain a permanent record of these duties and provide a copy to each member of the board and each new member thereof. The Secretary should maintain an up-to-date copy of all Federation and National manuals and Bylaws.

The specific requirements of the Secretary are as follows:

1. Maintains an accurate record of attendees at Executive Board meetings. Prepares a final copy of the Executive Board minutes within 10 days following the board meeting and provides each board member with a copy.
2. Prepares F-7A Officers Report on any change in Federation officers immediately upon notification by the President and submits it to NARFE Headquarters with a copy to each board member.
3. Is responsible for the F-7 Report of Officers from the chapters and submits changes to the Executive Board as received or directed by the President.
4. Assists the President in preparing for the Federation convention by:
  - Requesting a list of delegates from the chapters. Coordinating listings with the Treasurer to determine that the per capita tax has been paid by chapters. Sending out credentials for final completion and maintaining status records.
  - Providing instructions to chapters to prepare citations for members deserving awards, certificates, plaques, etc. Ordering applicable certificates, plaques and envelopes from NARFE Headquarters or other

sources. Organizing applicable awards to present at the convention.

- Transcribes, prepares and distributes convention highlights to the Executive Board as required by Article IV, section 6 of the Bylaws.
5. Under the direction of the President ensures that the NARFE National Convention delegate and proxy forms for all chapters are completed and submitted timely and correctly every two years.
  6. Advises the President of any problems encountered. Prepares a schedule of actions to be taken and suspense dates for each. Works closely with the President or other persons that the President may designate to perform any function.
  7. Advises the President when time or factors may preclude performance of any assigned function and requests assistance if needed.
  8. Is responsible for responding to National Headquarters requests for chapter information and provides copies of correspondence to the chapter president, membership chairperson and President.
  9. Maintains copies of current manuals and other forms.
  10. Conducts training for secretaries at the six Area training seminars if expenses allow.
  11. Performs other duties as assigned by the President.
  12. Keeps the President apprised of unavailability.

# **Treasurer**

## **Bylaws Reference**

### **Article IV, Section 7.**

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union or federal savings bank, as approved by the Executive Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a quarterly report to the Executive Board and an annual report to the convention showing receipts and expenditures, which shall be published in the Federation newspaper promptly after a convention. He/she shall prepare a line item budget in time for the President to submit it to the Executive Board for approval at its February meeting, and for inclusion in the Federation newspaper prior to an annual convention. The Treasurer shall be the trustee and have custody of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of North Carolina.

## **Policy**

The Treasurer has the primary responsibility to ensure the fiscal integrity of the Federation. The Treasurer ensures that all assets of the Federation are fully protected; financial records are accurately maintained; all expenditures are authorized either by the Bylaws or as authorized by the delegates to the Federation convention; a fiscal budget is prepared in accordance with the Bylaws; and a record of Executive Board actions relating to financial transactions is maintained with the fiscal records. The Treasurer prepares all financial statements and budget comparisons.

The specific duties of the Treasurer are as follows:

1. Serves as an advisor to chapter treasurers with regard to opening and maintaining checking accounts. Provides guidance as to exemptions from certain provisions of the North Carolina Banking Commission rulings, federal reporting requirements, and obtaining the proper code for non-profit organizations.
2. Maintains financial books to include appropriate journals and ledgers consistent with financial and budgetary requirements as may be approved by the Executive Board for submission to the Federation convention and subsequently approval.
3. Provides financial guidance and advice to the Executive Board with



recommendations for appropriate action. Advises of any contemplated fiscal Board action that is inconsistent with the delegate approval at the Federation convention.

4. Upon request, provides information to any Board member or appointees of the President as to the budgetary status of estimated requirements about expenditures.
5. Provides a quarterly financial report to the Editor to publish in the Federation newspaper.
6. Prepares a preliminary fiscal budget consistent with priorities established by the Executive Board and approved by the convention delegates. A list of recommended priorities will be submitted with the report for the Board's consideration.
7. Insures that all expenditures approved for payment by the President are authorized and are consistent with the action by the delegates to the Federation convention. If in the Treasurer's opinion the expenditure is not authorized, he/she will record an opinion for the records and return the voucher to the President with a written and signed copy of the opinion. In the event the President considers the payment authorized, the President will submit it to the Executive Board for approval either at the regular Board meeting or in writing from the board members. Such payment approved by the Executive Board over the objections of the Treasurer will be submitted to the Budget Committee at the next convention to determine whether to establish a new policy in the future.
8. Advises the President, in the event adequate funds are not available to satisfy all Federation obligations, and submits a list of priorities to consider by the Executive Board. Pending Board action, all payments to Federation officers will be withheld. The Treasurer will insure adequate funds are maintained for payment of commercial accounts.
9. Takes such actions as may be approved and directed by the Executive Board pending approval by the delegates to the Federation convention.

*(Footnote: The Treasurer, unlike other officers of the Federation, is not subject to the discretionary jurisdiction or authority of the President or Executive Board. The Treasurer's actions are governed "actions of a prudent individual under the law" and more specifically by the authority granted the Treasurer by the delegates of the Federation convention.)*

# Area Vice President

## Bylaws Reference

### **Article IV, Section 8.**

Each Area Vice President shall serve in an Area designated by the President and approved by the Executive Board. Under the guidance of the Executive Board, the Area Vice Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

## **Policy**

The office of Area Vice President is vital to the continued success of the Federation in terms of membership growth and keeping the area chapters informed of the latest pertinent information from National Headquarters and the Federation.

Area Vice Presidents are elected by a caucus of delegates from the area chapters who are present at the annual Federation convention. The nominee must be an active, voting member of NARFE as well as a chapter member in their area.

The basic duties and responsibilities of the Area Vice President are found in the Chapter & Federation Officers Manual, Handbook F-10. The following guidelines should be used as a supplement to the F-10 and are in no way intended to replace or to conflict with national guidelines.

This position can be one of the most rewarding and satisfying of any Federation office, due to the ongoing contacts with local chapters. The Area Vice President is expected to:

- Visit all chapters in their area and counsel their officers.
- Disseminate the latest information on NARFE matters.
- Create a friendly atmosphere and provide convenient access and contact means for the chapter officers and members.
- Install chapter officers and provide guidance on the operation of the chapter on a continuing basis.
- Have knowledge of the inter-working of the National and Federation offices and all approved forms.
- Participate in Executive Board meetings and Federation conventions.

- Nominate Standing Committee members to serve at the convention and throughout the year, as needed.

Some of Area Vice President's major duties are to:

- Communicate with area chapters and Federation officers.
- Read, absorb and disseminate all NARFE correspondence as appropriate. Be familiar with all NARFE forms, including the F-100, and be prepared to advise the chapter and members accordingly.
- Maintain accurate files of all correspondence and reports.
- Submit required reports in a timely manner.
- Research and absorb all information concerning NARFE programs and issues so the area can be led intelligently.
- Maintain accurate records of all expenses, keeping within the limitations of the Federation's budget. Reimbursement is contingent upon proper submission of a Federation approved expense report form.

### **Administrative Controls**

Within the framework and dimensions of the current Federation Bylaws and through the policies and instructions of the Federation President, an Area Vice President operates independently in executing his/her duties. The Area Vice President serves as an area representative of the Federation President and as a deputy within their specific area.

Area Vice President expense reports must be reported monthly, on an approved form, to the Federation President for submittal to the Treasurer. Area Vice Presidents' activities must be reported quarterly to the Federation President and Secretary to be included in the Executive Board meeting records.

### **Area Vice Presidents shall:**

- Comply with the objectives and purposes of the Federation and NARFE as set forth in Article II of the Federation Bylaws.
- Maintain close liaison with the Federation President and other Federation elected or appointed officers as well as his/her chapters. His/her presence and participation is expected at all Federation Executive Board meetings, Area meetings, and the Federation convention.
- Be familiar with the F-10, Chapter & Federation Officers Manual.

- Develop a comprehensive understanding of NARFE, its background and accomplishments. Specifically, the Area Vice President should be familiar with, and communicate to the chapters, the Federation's plans for continuing membership, legislative, service officer and public relations effort.
- Assist chapter presidents in identifying, developing and encouraging potential candidates to become involved in NARFE activities and offices.

### **Chapter Visits**

- Plan a work schedule for the coming year including a minimum of one visit to each chapter's regular monthly meeting within your area. Scheduling of chapter visits should be coordinated with the local chapter presidents.
- Take advantage of other opportunities for chapter visits such as picnics, special celebrations, Christmas parties, award ceremonies and special meetings.
- Area Vice Presidents are usually expected to make a presentation during chapter visits. Be prepared to present an update on:
  - NARFE programs
  - Legislative information
  - Membership initiatives
  - Meetings with other organizations with mutual interest.

### **Annual Training Seminar**

Each Area Vice President should host an annual training seminar/workshop for officers and other interested members in their area. This event must be scheduled in coordination with the local chapter presidents as well as the Federation President to minimize conflicts. To assist in planning the workshop:

1. Determine what type training and topics are to be presented.
2. Forward proposed plans for the meeting and a draft agenda to the Federation President for concurrence prior to announcing the event to the chapters.
3. Choose qualified presenters for each workshop or subject to be discussed
4. Recognize area achievers with certificates, plaques, etc.
5. Extend invitations to adjoining VP areas.

6. Prepare a critique list for the members. Use the results on this list for advice on future seminars.

### **Organize New Chapters**

In accordance with NARFE Bylaws, Article VI, Section 1(a), five or more NARFE members residing within the same geographical area may be authorized to proceed to form a new chapter. A group wishing to file for a new charter should be referred to the Federation President.

Detailed procedures to organize new chapters and the Federation President's responsibilities are outlined in NARFE's F-10 Chapter & Federation Officers Manual. Form F-19 Charter Application should be submitted along with the F-7 Roster, F-16 and F-16R transmittal sheets and Form F-21 Chapter Constitution and Bylaws. The Area Vice President should play a leading role in organizing new chapters.

### **Installation of Officers**

Any Federation officer, the outgoing chapter president or the chapter's immediate past president may be an installing officer. The Area Vice President is usually called upon to install new chapter officers and does so at the request of the chapter president.

### **Troubled or Failing Chapters**

The Area VP must be aware of troubled chapters and be pro-active in attempts to revive the chapter. The chapter's problems should be analyzed, encouraging members to take more active roles in chapter leadership. The Area VP is expected to provide any leadership necessary, including conducting chapter meetings, special called meetings, etc. to maintain the chapter until a viable solution is accomplished.

In the event all efforts fail and the members vote to dissolve the chapter, the Area VP is required to assure compliance with the Chapter and Federation bylaws concerning notification and advice to members, required quorum of members for voting, dispensing chapter treasury funds and notifications to the Federation President and National President. NARFE form F-46 must be completed and a letter to the National President prepared for the Federation President's signature.

All procedures for organizing new chapters, closing a chapter and reactivating a closed chapter must comply with the instructions outlined in NARFE's Chapter & Federation Officers Manual, Form F-10.

# National Legislative Officer

## Bylaws Reference

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Policy**

The National Legislative Officer is appointed by the North Carolina Federation President, with the approval of the Executive Board, for a one year term and may serve subsequent terms. The National Legislative Officer manages and coordinates the Federation's legislative action program and works closely with NARFE's National Legislative Staff.

The National Legislative Officer will:

- Develop and implement a comprehensive plan to educate and influence North Carolina's congressional representatives on the issues important to active and retired federal employees;
- Work through District Legislative Contact Officers, Area Legislative Contact Officers and Chapter Legislative Officers so that the Federation's views on specific national legislative issues are known to North Carolina's congressional representatives;
- Work with NARFE National Legislative Staff to provide information on legislative issues through District Legislative Contact Officers and Area Legislative Contact Officers to Chapter Legislative Officers for chapter meetings;
- Coordinate letter writing and email projects state-wide in support of the Federation's positions on critical legislative issues;
- Coordinate the annual national legislative focus for the Federation, generally in August;
- Provide written materials on critical issues facing active and retired federal retirees such as Premium Conversion, WEP, GPO, and the protection of earned benefits;

- Provide training as necessary to those involved in the Federation's legislative activities;
- Work with Area Vice Presidents in finding candidates to fill District Legislative Contact Officer and Area Legislative Contact Officer vacancies;
- Report periodically to Federation members on the status of the Federation's legislative action program through speeches, Federation newspaper articles and other outlets;
- Keep the Federation Executive Board informed of plans and activities to maintain a successful legislative action program for the Federation.

# State Legislative Officer

## Bylaws Reference

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Policy**

The State Legislative Officer is appointed by the North Carolina Federation President, with the approval of the Executive Board, for a one year term and may serve subsequent terms. The State Legislative Officer manages and coordinates the Federation's State legislative action program.

The State Legislative Officer will:

- Develop and implement a comprehensive plan to educate and influence North Carolina state legislators on the issues important to active and retired federal employees;
- Work through Chapter Legislative Officers so that the Federation's views on specific state legislative issues are known to our state legislators;
- Provide information on state legislative issues through Chapter Legislative Officers for chapter meetings;
- Coordinate letter writing and email projects state-wide in support of the Federation's positions on critical legislative issues;
- Provide written materials on critical state legislative issues facing active and retired federal retirees;
- Provide training as necessary to Chapter Legislative Officers on state legislative issues;
- Report periodically to Federation members on the status of the Federation's state legislative action program through speeches, Federation newspaper articles and other outlets.



- Keep the Federation Executive Board informed of plans and activities to maintain a successful state legislative action program for the Federation.

# Membership Coordinator

## Bylaws Reference

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Policy**

The Membership Coordinator provides leadership, with major input from other Federation officers, in developing, implementing and evaluating the Federation's ongoing membership program.

The Membership Coordinator works with the 49 Chapter Membership Chairs or designated membership officers and provides assistance in helping them to:

- Create, implement, monitor, document and manage membership development plans and materials for each chapter to recruit and retain members, and encourage former members to rejoin.
- Publicize NARFE's presence and services to federal employees, retirees and survivors in each area, as well as increase the general public's awareness of NARFE.
- Work with other chapter officers to ensure that chapter activities and programs are informative and varied to include programs of interest to all members.
- Engage chapter members in recruitment plans and foster greater involvement.
- Communicate between chapter and Federation membership chairs and NARFE Headquarters staff (Member Records, Federation & Chapter Services, and Recruitment & Retention).
- Forward names and addresses of prospective members to the Recruitment & Retention Section
- Encourage chapters to maintain awareness of the NARFE Headquarters and Federation membership programs and available assistance, and promote the use of Headquarters' reports, data bases, and membership tools.

# Editor

## Bylaws Reference

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## Policy

### **Introduction**

The Editor of *The NC Federal Retiree & Employee* is appointed by the President of the Federation and approved by the voting members of the Federation Executive Board. The appointment is subject to renewal each year at the first meeting of the newly elected Executive Board held during the State convention. Since the position is an appointed one, the Editor serves at the pleasure of the Federation President, who may ask for the Editor's resignation at any time. The Editor is a non-voting member of the Federation Executive Board but may be asked to attend the Board's periodic meetings.

*The N.C. Federal Retiree & Employee* is the only Federation publication of its kind in NARFE and is the highest single item in the North Carolina Federation budget. It is unique because it is printed in tabloid format, contains eight pages, and includes a wide range of material. It is printed quarterly (starting with the July issue) and has a circulation of about 6600 issues which includes copies to each member, all NARFE State Federation Presidents, all North Carolina State Senators and Representatives and a few, if requested, for pre-retirement seminars around the state.

The purpose of the newspaper is to serve the membership, including members who do not attend meetings. It provides information about the organization, the Federation and issues affecting Federal retirees and current employees. Since it is sent to many non-members as well, it also serves as a recruiting tool.

### **Contents**

In general, the contents of the newspaper consist of Federation Officer articles, required Federation matters, general information, and photographs submitted by Federation Chapters or taken at the state convention. The material should be designed to enhance NARFE goals.

All elected and appointed Federation Officers are asked to submit an article for each issue of the paper. It is important that each of these individuals, as well as the Region X Vice President and a representative of the 4th Branch, appear in every issue to ensure that the entire membership is aware of the Federation's officer activities to show the level of concern of its officers. While the Editor can suggest a general topic, such as an upcoming election or the annual state convention, the contents of the article are up to the Officer but should further NARFE's goals.

Required Federation matters before a convention include: proposed resolutions which alter the Bylaws to be taken up at the annual state convention must be published at least 60 days prior to the convention and must appear in the two prior newspaper issues; proposed resolutions which do not alter the constitution and Bylaws can be included in any issue up to the last issue before the convention; convention committee members; convention registration forms; convention agenda; and the Federation's annual Financial Statement and proposed annual budget as soon as they are available.

General information can include articles or information from any source as long as they are either paraphrased or credited to avoid copyright infringement. Source examples are local newspapers, news magazines, *The Federal Times*, *AARP* publications, material from NARFE headquarters and material published by both the federal and state governments. The Editor has the discretion to determine whether the material meets the test to further NARFE goals or is otherwise appropriate.

Photographs may be used in the newspaper and photographs of the officers should appear with their article and should be retained by the publisher for each issue. Photographs are also taken at the state convention and appear in the first issue following the convention. No more than two pages of the newspaper should include photographs, which can be reduced in size if necessary. Photographs are submitted of chapter events along with some description.

### **The Mechanics of Being Editor**

The layout, printing, and mailing of the newspaper is currently done by The School of Graphic Arts, Print and Design Center, Masonic Home for Children at Oxford, Oxford, NC, with whom the Federation has a printing agreement. For a set price, depending on the number of pages and the total number of copies printed, they make sure the paper gets out. The Editor's role is to get the material which will appear in the newspaper to them.

To solicit input for the newspaper, the Editor sends an email to and/or calls each Executive Board member two weeks prior to the deadline normally January 1, April 1, July 1 and October 1 of each year. Input should include a recap of their quarterly activities, should not be too long and may include specific issues such as "retention" or some such. Once all the material from within the Federation and from outside sources is ready to put into the paper, editorial control and editorial discretion come into play. It is the Editor's responsibility to shorten articles if too long, to ensure correct grammar, to

clearly present the articles' points and to paraphrase outside articles if they are copyrighted material. Words and sentences may be changed but the sense of the article should not from what was originally submitted. All articles are attributed to the author's name and title including the Editor. It lets the readers know whose opinions they are agreeing or disagreeing with.

The publisher usually has a format preference and asks that articles and pictures be sent via email. Each article is sent with a number, so that specific questions/issues may be resolved easily. Please refer to the latest issue, so that each section of the newspaper has been addressed including a List of Officers, New and Prospective Members, in Memorium, etc.

All newspaper material should be emailed to the publisher by no later than the 15th of the month prior to publication to ensure that it reaches the membership by the second week of the publication month. NARFE Headquarters directly sends the latest roster to the publisher, who is responsible for labeling the papers prior to mailing them to North Carolina NARFE membership including all State and local legislators. The Editor receives approximately 10 extra copies of each issue for his/her archives and/or additional membership requests.

# Historian

## Bylaws Reference

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Policy**

The function of the Historian is to maintain a complete record since the inception of the chapters in North Carolina. The history should contain the original constitution and bylaws, data on all officers of the Federation since inception, history of the chapters and other pertinent information. The Historian is responsible for reporting to the state convention. In 2012 an updated history of the Federation was published and share with all chapters statewide.

# Public Relations Officer

## Bylaws Reference

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## Policy

The Public Relations Officer publicizes the purposes and activities of the Federation and NARFE Headquarters through coordination with the Federation newspaper Editor and Webmaster. The Public Relations Officer may also maintain listings of newspapers, radio, stations, TV stations and other public papers to assist the chapter Public Relations Officer in locating friendly publications.

The Federation Public Relations Officer works closely with the chapter Public Relations Chairs and provides assistance in helping them to:

- Make NARFE known throughout the community by informing the public about chapter meetings and activities.
- Foster public appreciation of NARFE and federal retirees and employees in the community.
- Increase public respect for the chapter as a constructive element in the community.
- Ensure that elected officials from your state and district are kept fully informed on issues affecting NARFE chapter members.
- Make a continuing effort to see that newspaper editors and radio/television producers receive and understand the facts, and NARFE's position, on controversial issues.
- Create opportunities for chapter and other Association officers to address civic, business, religious and other local organizations.
- Respond to unfair and unbalanced news stories pertaining to federal civil service and retirement.
- Study position papers, fact sheets and other informational material from the National Office and put the material to use.
- Be alert to opportunities to sign up new members and publicize any chapter recruitment activities. Coordinate closely with membership chairperson.

# **Service Officer**

## **Bylaws Reference**

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Policy**

The Service Officer's primary function is to be a source of guidance and information to the chapter service officer and chapter president. The Service Officer should become familiar with the Service Officer Guide, FH-10, and have a working knowledge of the services that are available from National Headquarters, as well as services available from the city, county, state and federal offices. He/she should be familiar with the construction of the North Carolina General Statutes and be able to refer chapter service officers to specific subject matter, if necessary. Through coordination with the National and/or State Legislative Officer, he/she should be informed of proposed legislation that may affect active federal employees and/or retirees.

Specifically, the Service Officer should become knowledgeable about retirement and other member matters in order to assist and train chapter service officers to help their members prepare reports and forms associated with such topics as:

- Procedures governing delivery of annuity checks;
- Life insurance and health benefits;
- Survivor benefits;
- Change of beneficiary procedures;
- Death benefits;
- State and federal income taxes; and
- Social Security requirements



# **NARFE Net Coordinator/Web Master**

## **Bylaws Reference**

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Policy**

The basic responsibility of the NARFE Net Coordinator is to maintain the NC Federation website at [www.ncnarfe.info](http://www.ncnarfe.info) and to:

- Establish and coordinate input on the Federation website from the various elements of the Federation, including the Communications Committee;
- Develop plans for continuous improvement of the Federation website;
- Develop draft guidelines and procedures for the effective operation of the website for subsequent approval by the Executive Board; and
- Consult with and advise the Executive Board regarding innovative proposals and methods for improving both the website and the Federation's use of electronic tools and processes to handle its varied activities.

# Alzheimer's Coordinator

## Bylaws Reference

### **Article IV, Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

## **Policy**

The primary function of the Alzheimer's Coordinator is to maintain liaison with NARFE Headquarters and various national and state agencies and to provide chapter members with current information on research and the results thereof. The Coordinator consults with the various agencies to publicize various work groups which provide assistance to families who have members afflicted and provides information as to when assistance may be obtained. The Coordinator leads fund drives for the Federation and performs various functional activities.

The Alzheimer's Coordinator establishes procedures for how contributions from individuals, chapters, chapter memorial gifts and donation checks sent to a chapter are to be handled. In North Carolina contributions are to be handled as follows:

- **Individual Donation**

To make an individual tax-deductible contribution to support Alzheimer's research, make a check payable to NARFE Alzheimer's Research and send it to your chapter Alzheimer's Coordinator, who will record the donation and forward it to the Federation Alzheimer's Coordinator.

The Federation Alzheimer's Coordinator will send the check, along with a special form, to the Alzheimer's Association in Chicago for deposit to NARFE's Fund. This procedure ensures that both the chapter and the Federation will have accurate records of donations and enables the Alzheimer's Association to process the donations quickly and efficiently.

- **Chapter Donation**

Chapter donation checks should be sent to the Federation Alzheimer's Coordinator as well and such checks will be handled as above. Chapter checks must have the chapter's name and address in order to receive a donor acknowledgment from the Alzheimer's Association.

- **Chapter Memorial Donation**

Memorial gifts should be sent through the chapter chair to the Federation Alzheimer's Coordinator also and the Coordinator (not the Alzheimer's Association) will send an acknowledgment of the donation to the family of the deceased, upon request. Anyone can make a memorial or honor gift to the NARFE Alzheimer's Fund, including nonmembers.

- **To Be Tax Deductible, Donations or Checks Must Be Payable to NARFE Alzheimer's Research**

Personal checks received by the chapter made payable to NARFE Alzheimer's Research will be sent directly to the Federation Alzheimer's Coordinator for subsequent mailing to the Alzheimer's Association. Those donations from members are tax deductible and the contributor will receive an acknowledgement/tax receipt letter from the Alzheimer's Association. As always, remind members to make checks out to NARFE Alzheimer's Research.

# **NARFE-PAC Coordinator**

## **Bylaws Reference**

### **Article VI, Section 2**

The Executive Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation at its annual conventions. The Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

## **Policy**

NARFE's primary mission is to ensure that Congress does not unfairly single out Federal workers and retirees in their budget reduction decisions. NARFE's Political Action Committee was formed in 1982 to harness the Association's electoral muscle as a complement to our member's voting power, grass-roots activism and professional advocacy.

In full compliance with federal law, NARFE-PAC has raised and contributed nearly a million dollars to congressional campaigns across the country in each two-year election cycle. NARFE-PAC provides NARFE a stronger voice to oppose efforts to curtail earned benefits thus emphasizing the importance of financially supporting the PAC program through member contributions.

Unlike many PACs, NARFE-PAC requires a written request from a bona fide congressional candidate, or his or her campaign committee, before triggering a highly consultative consideration process. NARFE-PAC employs a decentralized decision-making process before determining which requesting candidates should be sent a campaign contribution.

The Federation's NARFE-PAC Coordinator, using a consulting procedure that works in this state, gathers input from NARFE members in a specific district or statewide before making a recommendation to NARFE Headquarters. The NARFE-PAC Coordinator also manages the Federation's fundraising campaigns for NARFE-PAC using the following guidelines:

- Membership dues are not used to underwrite any part of the program; NARFE-PAC is a separate fund of the association and comprised only of voluntary contributions from NARFE members.
- All Federation members are encouraged to actively support NARFE-PAC. Each Chapter PAC chair should encourage and facilitate member contributions.

- Informational materials, instructions and report forms are available under the Legislative Department on the NARFE National website.
- Checks from Federation or Chapter accounts may not be used. Only personal checks payable to NARFE-PAC can be sent directly to the National Office.
- Cash contributions can be consolidated into a single cashier's check or money order and must include a roster listing contributor's name, membership number and other required information.

# **Website Committee**

## **Bylaws Reference**

### **Article VII, Section 5.**

Such other committees, standing or special, shall be appointed by the President, with approval by the Executive Board, as shall be deemed necessary to carry on the work of the Federation.

## **Policy**

The Website Committee was formed in 2013, as a successor to the Communications Committee, to be a resource for the Webmaster as he worked to improve one of the Federation's key communications tools—its website. Three board members volunteered to serve as the committee.

The Committee, along with the Webmaster, shall continue to monitor the website's functionality, add pertinent links if warranted, amend erroneous or outdated information and recommend updates based on current events or input from the Federation Executive Board and/or the North Carolina membership.

# Membership Committee

## Bylaws Reference

### **Article VII, Section 1.**

There shall be a Membership Committee consisting of the Executive Vice President as chair and the Area Vice Presidents as members. All members shall serve until the end of a convention. The purpose of the Membership Committee shall be to encourage eligible annuitants and employees of the federal civilian service to become members of the National Active and Retired Federal Employees Association and their local chapter, and to retain membership therein.

## **Policy**

After being inactive for several years, the Membership Committee has been revived under the leadership of Executive Vice President Bennie Saunders with Membership Coordinator Theron Rumsey functioning as the Committee Advisor. The kick-off meeting of the revived Membership Committee was held as part of the Executive Board meeting in August 2012.

The Membership Committee has been tasked in 2012 with considering the following issues:

- How best to ensure all chapters are aware of and are implementing the four achievable suggestions/actions called for in the Federation Retention and Action Plan
- How best to merge the suggestions of the Committee Chair for implementing the requirements of the Retention and Action Plan into the Plan itself
- Whether an Area “Lead” or “Coordinator” on Membership is feasible and recommended
- How best to ensure the continued existence of chapters by better supporting existing chapter officers and developing future ones
- Best practices for membership recruitment/retention and chapter officer support and development
- What role Area Training Sessions/Workshops can play in supporting/developing chapter leaders

# **Bylaws Committee**

## **Bylaws Reference**

### **Article VII, Section 2.**

There shall be a Bylaws Committee composed of one member from each Area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of three years with the exception that membership shall rotate with two members to be replaced after the first year in Area I and VI; two members to be replaced after two years in Areas II and V; and two members in Areas III and IV to be replaced after they have served three year terms.

### **Policy**

The purpose of this committee is to receive and review all proposed amendments to the NC Federation Bylaws to determine their compatibility with the National and Federation Constitution and Bylaws and to make recommendations for adoption or rejection based on the needs of the Federation.

### **Advisor**

The Bylaws Committee Advisor is appointed by the President. The Advisor should be very familiar with the committee's duties and with the National and Federation Constitution and Bylaws. Guidance to assure the timely actions of the Chairperson throughout the year is critical to the committee's success and to the Federation convention.

### **Chairperson**

The Chairperson is appointed by the President. The Chairperson's duties include, but are not limited to, the following:

1. Notify all chapters/members through the Federation newspaper of your appointment, of the address to send proposed amendments to the Bylaws and the deadline for their receipt. Advise that Bylaws amendments must be submitted to both the Bylaws Committee Chairperson and the Federation Secretary on a NARFE Form F3C.
2. Assemble all proposed amendments and distribute them to all committee members as soon as possible after receipt from the Secretary.
3. Consult the convention Chairperson to arrange a time and place to conduct the first committee meeting.



4. Notify all committee members of the time and place of the first formal meeting, inform them of their duties and responsibilities and send each member a copy of the committee guidelines.
5. Review all proposed Bylaws amendments to determine their compatibility with the National and Federation Constitution and Bylaws.
6. Submit the final version of amendments to the Executive Board and/or to the full convention in accordance with the convention program schedule.

### **Committee Member Duties**

1. Review all proposed amendments to the Federation Bylaws in advance of the first meeting and prepare your argument for or against the proposals. You should prepare your own version of the amendment if appropriate.
2. Meet in advance of the convention at the time and place designated by the Chairperson to review all proposals in full committee and help prepare any recommendation for the Executive Board and/or the full convention assembly as appropriate in accordance with the authority cited above.

### **Timetable for Committee Action**

**October 1** – Deadline for the Newspaper Editor to receive the name of the Chairperson, the name of the Advisor and a list of the committee members by area.

**February 1** – Deadline for the receipt of proposed amendments to the Bylaws.

**March 5** - Deadline for the Chairperson to send a copy of each proposed amendment to each committee member for comments and recommendations to accept, reject, rewrite, and/or combine proposals.

**March 10** - Deadline for the Chairperson to receive comments and/or recommendations from the committee members. These comments should be assembled and resubmitted to the committee members for further comment.

**April 1** – Deadline for the Chairperson to send a copy of proposed amendments by letter to each chapter.

**Ten (10) days before the convention** – Deadline to send a copy of the final version of proposed amendments to each Executive Board member.

**After the convention** - The Secretary should send a copy of the official revisions to NARFE Headquarters for approval. After receiving approval the Secretary should arrange for the publication of the official revisions and disseminate a copy to each Executive Board member and each chapter.

## Bylaws Committee Area Rotation Chart

The following chart shows the fiscal years in which each area nominates new committee members for three-year terms:

<b>AREA</b>					
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>
2011-12	2012-13	2013-14	2013-14	2012-13	2011-12
2014-15	2015-16	2016-17	2016-17	2015-16	2014-15
2017-18	2018-19	2019-20	2019-20	2018-19	2017-18
2020-21	2021-22	2022-23	2022-23	2021-22	2020-21
2023-24	2024-25	2025-26	2025-26	2024-25	2023-24
2026-27	2027-28	2028-29	2028-29	2027-28	2026-27
2029-30	2030-31	2031-32	2031-32	2030-31	2029-30

New committee members are normally nominated and appointed in the first few months of the fiscal year after that year's Federation Convention. Their appointments will extend through three conventions and will terminate when their three years are up after the third convention. For example, a member appointed from Area I after the 2011 convention will serve during the fiscal years of 2011-12, 2012-13 and 2013-14 and will work during the 2012, 2013 and 2014 conventions.

In order to maintain the Bylaws-required area member rotation, a Committee member who cannot complete his/her full three-year term will be replaced by a new appointee who will serve only the remainder of the unexpired term and not start a new three-year term.



**National Active and Retired  
Federal Employees Association**  
606 North Washington Street  
Alexandria, Virginia 22314-1914  
(703) 838-7760 - FAX (703) 838-7783

## **Proposed Bylaws/Standing Rule Amendment**

See this form on the NARFE website for instructions.

---

- 1. Title:**
  
- 2. Bylaw Article and Section affected (or Standing Rule number):**
  
- 3. State the specific change proposed:**
  
- 4. Provide a comparison of what is in the bylaws (or standing rules) now, with the adjustments proposed, and how it will look if adopted:**
  - 4a. Current Bylaws (or standing rules):**
  
  
  
  
  
  
  
  
  
  
  - 4b. If Adopted:**
  
- 5. Reason the change should be adopted (Limit to no more than three paragraphs):**
  
  
  
  
  
  
  
  
  
  
- 6. Estimated cost:**
  
  
  
  
  
  
  
  
  
  
- 7. Method of proposal:**
  - a. Chapter # \_\_\_\_\_ direct to National Headquarters
  - b. Chapter via a Federation – Chapter # \_\_\_\_\_ Date adopted by Federation:
  - c. Federation Executive Board direct to National Headquarters – Date adopted:
  - d. Federation Executive Board via Federation Convention – Date adopted:
  - e. Federation Convention to National Headquarters – Date adopted:
  - f. The NEB – Date of meeting where adopted:

F-3C (12/09)

# **Audit Committee**

## **Bylaws Reference**

### **Article VII, Section 3.**

An Audit Committee shall be composed of one member from each area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the Chairman. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the delegates for approval. After approval, the Executive Board shall publish the report in the first issue of the Federation newspaper after a convention. Members shall serve until the end of a convention.

## **Policy**

The purpose of this committee is to conduct a yearly audit of the Treasurer's records to determine their compatibility with the National and Federation Constitution and Bylaws and to make recommendations for changes as needed based on the needs of the Federation.

## **Advisor's Responsibilities**

The advisor of the Audit Committee is appointed by the President, preferably from a list of past Treasurers and/ or Chapter Treasurers. The advisor must be fully conversant with the NC Federation Bylaws in order to guide the Treasurer, committee chairman and committee members to a successful thorough audit. The advisor should oversee the committee chairperson's progress and provide guidance should it be required.

## **Duties of the Audit Committee Chairman**

The Audit Committee chairperson is appointed by the President with input from the Executive Board from a list of names submitted by the Executive Vice President and the Area Vice Presidents. This committee is comprised of the chairman and two, four, or six members at the discretion of the President.

The chairperson, acting with the advice and counsel of the appointed advisor, should contact the Treasurer and arrange for the Treasurer to convey all financial documents issued since the previous audit to a place and specified time for review by the full committee. This meeting is usually held early on the first day of the convention several hours before the convention convenes. History would indicate you will need approximately two (2) to three (3) hours to complete the audit.

The chairperson is responsible for notifying the committee members of the time and place of the planned audit, assuring that any necessary equipment, such as a calculator, is available and notifying each committee member of their responsibilities. At the first meeting the chairperson should appoint a secretary to record the minutes and

type up the committee's findings and recommendations to the convention.

The chairman will lead the audit team in reviewing the Treasurer's books and consult with the Treasurer and advisor about issues in question. To prepare for the actual audit, the chairman should:

1. Set up an assembly line with two or more committee members: one member should handle the check book, another the canceled checks, and each of the other members should be given file folders pertaining to designated accounts.
2. The checkbook holder will begin with the first date of the calendar year and/or the date of the previous audit, and call out the check number, date, amount, and the check's payee. The committee member who has the information of the first check will verify the information. If everything is in good order, the checkbook holder will then proceed to the second check, etc., until all claims have been verified or the committee is satisfied that the records are in proper order and that no further examination is necessary.
3. Once the entries in the checkbook and other pertinent records have been verified and all outstanding checks in transit have been verified, the audit is considered accurate.
4. Attached is a sample report to be prepared by the Audit Committee chairperson which is to be presented to the President on the floor of the convention in session.
5. The chairman should introduce his committee members to the convention prior to making his report.

### **Duties of Audit Committee Members**

It is the responsibility of each Audit Committee member to review the financial transactions assigned by the chairperson and to assure that a thorough audit of all transactions since the previous audit are in accordance with standard financial practices and the Bylaws of the NC Federation. These duties include, but are not limited to, the following:

1. Determine that the actions taken by the Treasurer are consistent with the Federation bylaws.
2. Determine that receipts and expenditures have been properly recorded and have supporting documents.
3. Determine that all documents have been approved by the President or committee chairperson and that contractual agreements have been properly executed.
4. Consider any other procedural changes that may simplify accounting and reporting

systems in making their recommendations to the convention.

5. Verify that checks drawn against bills were paid.
6. Check that expenditures have been approved by the President.
7. See if the bank statements have been reconciled correctly.
8. Check balances at the beginning and end of each transaction.
9. List any outstanding checks or checks in transit.
10. Assure that the tax exemptions under Section 501(c)(5), Internal Revenue Code (Revised Section 501(c)4) and North Carolina General Statutes 105-125 and 105-130.11(5) are claimed when appropriate.

# **Resolutions Committee**

## **Bylaws Reference**

### **Article VII, Section 4.**

A Resolutions Committee shall be composed of one member from each area, nominated by the respective Area Vice President, and approved by the Executive Board. The President shall designate the chairperson. Members shall serve until the end of a convention.

## **Policy**

The purpose of this committee is to receive and review all proposed resolutions to determine their compatibility with the National and Federation Constitution and Bylaws and to make recommendations for adoption or rejection based on the needs of the Federation.

## **Advisor**

The advisor of the Resolutions Committee is appointed by the President to guide the chairperson and committee members in carrying out their duties and responsibilities.

## **Chairperson Duties**

The Chairperson is appointed by the President. The duties of the position include, but are not limited to, the following:

1. Announce your appointment as chairperson of the Resolutions Committee through the Federation newspaper and provide a timetable and a mailing address to receive proposed resolutions. Advise that Resolutions must be submitted to both the Resolutions Committee Chairperson and the Federation Secretary on a NARFE Form F3A.
2. Number and share all presented resolutions prior to the convention with committee members, who should study them for the first meeting. Resolutions can be accepted at the convention.
3. Contact the convention chairperson and arrange a time and place for the committee meeting at the convention and notify committee members. Plan to meet on the first day of the convention.
4. Assemble the committee at the designated time and place to review all resolutions and to prepare recommendations to the convention. Appoint a secretary at this time to record minutes and to prepare a report to the convention.

5. Schedule each person/sponsor who has submitted a resolution to address the committee if they desire. Committee members may question the sponsor to clarify the resolution's intent but should not discuss the resolution's pros or cons until after the sponsor has been excused. Discussions and voting should be held in the privacy of the committee.
6. Ensure no discussion of a resolution may be made outside of the committee meeting until the chairperson presents it to the convention for discussion.
7. Make a preliminary report to the President of resolutions received and reviewed by the Executive Board and those received directly from the chapters, but not yet reviewed by the Executive Board. Three separate lists should be prepared: (1) resolutions reported favorably (2) resolutions reported unfavorably (3) resolutions referred to National Headquarters for action.

### **Timetable for Committee Action**

**October 1** - Deadline for the Newspaper Editor to receive the names of the chairperson, advisor and committee members by area for publication in the November issue.

**March 15** - Deadline for the receipt of resolutions by the committee.

### **Committee Members Duties**

1. Meet with the committee chairperson at the time and place designated at the convention.
2. Review all resolutions submitted for consideration and determine which cannot be acted upon in accordance with the National and/or Federation Bylaws. Reasons should be provided for non-action recommendations.
3. Establish a control number for each resolution and determine which Federation committee(s) the resolution should be assigned to for action. Advise each committee chairperson when a resolution has been sent to more than one committee and request that a common recommendation be developed.
4. Provide a deadline for return of the resolution with committee recommendations.
5. Appeals procedure:
  - a. If an issue cannot be settled by the committee, the Executive Vice President resolves the issue.
  - b. If the Executive Vice President cannot settle the issue, it is referred to the President who can resolve the issue, appoint a committee of Area Vice Presidents to study and make a report to the convention delegates or table the resolution to the next convention.



## Preparation of Resolutions

Resolutions are recommendations for some action that the Federation should take or formal expressions of opinion, will or intent voted on by convention delegates. They should have a subject and be accurate, clear and brief in their language. The “whereas” section should state the reason for the resolution; the fewer “whereas” sections the better. There should be only one “Be It Resolved” section which describes the summation of the action the Federation should take or the opinion, will or intent the delegates wish to express. If there will be a cost associated with the adoption of the resolution the cost should be stated on the resolutions form.

### Sample “Action to Be Taken” Resolution

**Whereas:** Much concern has been expressed over the current member dues structure and a special study is needed

**Be It Resolved:** That the Executive Board appoints a special committee to study this concern and come with recommendations to our next convention.

### Sample “Courtesy” Resolution

**Whereas:** The North Carolina Federation is holding a most successful convention and the success of this convention is brought about by the careful planning and effective execution by our host chapter

**Be It Resolved:** That this convention goes on record as expressing their sincere appreciation to the Host Committee for making this convention a most pleasant and rewarding experience.



**National Active and Retired  
Federal Employees Association**  
606 North Washington Street  
Alexandria, Virginia 22314-1914  
(703) 838-7760 - FAX (703) 838-7783

## Proposed Convention Resolution

See this form on the NARFE website for instructions.

---

**Date:**

**1. Subject:**

**2. Adopted by Chapter:**

CHAPTER NUMBER:

CHAPTER NAME:

STATE:

**3. Federation Action:**  *Adopted*  *Adopted as Amended*  *Rejected*

DATE OF MEETING:

**4. WHEREAS:** *(Provide the reason that the Convention should take the proposed action. Limit to no more than three paragraphs.)*

**5. BE IT RESOLVED:** *(Proposed action Convention should take.)*

**6. Estimated Annual Cost:** *(Necessary for informed decisions.)*

F-3A (12/09)

# **Nominating Committee**

## **Bylaws Authority**

### **Article IV, Section 2**

A Nominating Committee shall be composed of one member from each Area to be selected by the respective Area Vice-President, and one member-at-large to be selected by the Executive Board. The committee shall select one of its members to serve as chairman. No member of the Executive Board may serve on the Nominating Committee. The Executive Board shall transmit the names and addresses of the members in time for inclusion in the N.C. Federal Retiree and Employee, hereafter referred to as the Federation newspaper, 60 days prior to the opening date of the annual convention.

## **Policy**

Each Area Vice President will be requested to submit a name to the President to establish a Nominating Committee for the next annual NC Federation Convention. The committee will be composed of one member from each Federation area as appointed by the Area Vice President and one additional member appointed by the Executive Board. The chosen members must plan to attend the Federation Convention.

In addition to these members, the President will select an experienced advisor to provide guidance to the committee. The advisor should be very familiar with the committee's duties, the Federation's Bylaws and this Policy and Procedures Manual section. Guidance to assure the timely actions of the committee throughout the year is critical to the committee's success and to the Federation convention.

Nominations for Federation elected officers must be submitted by paper or by email and must be submitted by the nominee's chapter president or designee on behalf of the chapter. A sample nomination form is attached and may be used but is not required. The deadline to receive the nomination by the committee chair is March 1. All nominations received after that date will be returned and must be submitted from the floor at the convention by the nominating chapter.

## **Advisor's Responsibilities**

After the President announces the composition of the new Nominating Committee and an acting chairperson to the Executive Board, the advisor will contact each member to notify them of their selection. An additional purpose of this committee contact is to initiate the selection of a chairperson for the year. The advisor should distribute copies of this guideline to each committee member.

## **The Chairperson Must:**

1. Review the duties and responsibilities of the Nominating Committee members.
2. Be informed by the Federation Executive Vice President of the committee members' names, addresses, telephone numbers and/or email addresses.
3. Ensure that notice is submitted by the Executive Vice President for the November Federation newspaper to inform members of your position and your committee members' name by area.
4. Encourage committee members to solicit nominations within their areas for the office of President, Executive Vice President, Secretary, Treasurer and Area Vice President.
5. Encourage committee members to share information within their areas about the March 1 deadline for submitting nominations, the procedures to follow and the nomination format to use.
6. Request that all nominations for Federation officers be forwarded to you.
7. Inform committee members of all nominations received and any issues that the committee must address.
8. Chair the Nominating Committee meeting held prior to the convention business session to review all nominations and discuss any pending issues.

### **Timetable for Committee Action**

**October 1** - Deadline for the Newspaper Editor to receive a list of the committee members by area, advisor and chairperson for publication in the November issue.

**March 1** - Deadline for the receipt of emailed or mailed nominations and resumes by the committee chair.

**March 15** - Deadline for the Newspaper Editor to receive from the committee chairperson a list of nominated candidates and their resumes for publication in the May issue.

### **Duties of Each Committee Member Including the Chairperson**

1. As each officer is elected for a one year term, notify all chapters within the area that nominations are being sought for the position of President, Executive Vice President, Secretary, Treasurer and Area Vice-President for the next year. If known, advise all

chapters which officers are running for a new term and which position(s) will be vacant.

2. Share information with all chapters within the area about the March 1 deadline for submitting nominations, the procedure to follow and the nomination format to use.
3. Plan to attend a committee meeting prior to the convention at a time and place designated by the convention planners.
4. Report to the chairperson the results of the Area Vice President election after each Area caucus at the convention.

### **Area Caucus**

All officially designated delegates and officers should report to the respective Area caucus room at the appointed hour where the Area Vice President will chair the caucus. At the appropriate time, he/she will ask the Area's Nominating Committee member if there are any nominations to report for the position of Area Vice President. The Area Vice President will then ask for nominations from the floor and conduct the election.

The outgoing Area Vice President, if there is one, should recognize the newly elected Area Vice President and offer him/her an opportunity to speak, but the new Area Vice President will not assume responsibility until after he/she has been sworn in during the regular assembly. Delegates and officers should report back to the general assembly room after the Area caucus as scheduled. Results of the elections should be provided by the Nominating Committee member in each Area caucus to the Committee chairperson. The chairperson will report them to the Federation President to announce to the convention.

### **Nomination Process at the Convention**

When the Nominating Committee chairperson is called on for the committee report by the convention Chair, he/she should rise and make the report as follows:

"Mr./Madam President, the Nominating Committee received by March 1 and submits the following nominations:

For President, Mr./Mrs. \_\_\_\_\_;  
For Vice President, M, \_\_\_\_\_;  
For Secretary, M, \_\_\_\_\_;  
For Treasurer, M, \_\_\_\_\_."

After the Nominating Committee makes its report and before voting for the different offices takes place, the Chair will dismiss the committee. The Chair must then call for further nominations from the floor. If another member is not nominated, the Chair should again ask if there are any further nominations. If there are no further

nominations, he/she may declare that "without objection, nominations are closed." A motion to close nominations is not necessary and even if a motion is made and seconded, the Chair may still close nominations, even before a vote is taken, unless he hears an objection.

If questions arise both the Chair and the Nominating Committee members are advised to refer to *Roberts Rules of Order, Newly Revised, Chapter XIV, Nominations and Elections*.

## **North Carolina Federation of Chapters Officer Nomination Process**

This document sets forth the procedures and timetable for becoming a nominee for an elected North Carolina Federation officer position. This process covers the positions of President, Executive Vice President, Secretary, Treasurer and Area Vice President, all of whom are elected at a state convention.

Those elected to these positions serve a one year term and must be nominated and elected each year. Those elected to the position of President are limited to two consecutive one year terms, but after one year has elapsed, the same person may be elected for another term as President.

### **If You Wish to Become a Nominee for an Elected Federation Position**

- You must have a nomination submitted by your chapter president or designee, on behalf of your chapter, to the Nominating Committee Chair. This nomination must be received by **March 1**.
- This nomination must be submitted by paper or email and can use the format in the attached sample Nomination Form, but use of the form is not required.
- If you wish to include a resume or other written statement attach it to the nomination at this time.
- Nominations not received by the March 1 deadline must be submitted from the floor at the state convention.

### **What Happens Next**

- Nominations and resumes/statements received by the March 1 deadline and meeting the requirements above will be published in the May issue of the Federation newspaper.
- Such nominations for the positions of President, Executive Vice President, Secretary and Treasurer will be included in the formal report of the Nominating Committee at the state convention.
- Such nominations for the position of Area Vice President will be reported by each area's Nominating Committee member during the area caucus and prior to the election for Area Vice President.



**North Carolina Federation of Chapters  
National Active and Retired Federal Employees Association**

Date:

To: Chair, Nominating Committee

From:

Subject: Nomination for North Carolina Federation Officer

On behalf of the \_\_\_\_\_ chapter, I am pleased to place in nomination the name of \_\_\_\_\_ as a worthy candidate for the office of \_\_\_\_\_ of the North Carolina Federation of Chapters.

The resume of this candidate is attached.

---

Chapter President



# Financial Policy and Guidelines

## Revenues

The Federation has two primary sources of revenue:

- **The Per Capita Dues:** Article III, Section 2 of the Bylaws specifies the timing of payment of the annual per capita dues by the chapters for each member. The current North Carolina per capita dues are \$4.25 per member per year. The dues are forwarded by the chapter to the Federation Treasurer prior to the last day of February. This procedure establishes the official membership and delegate strength for the convention.
- **The Ten Percent Fund:** The Federation also receives revenue from National Headquarters in the amount of ten percent of the national dues collected from the North Carolina membership. Currently the first year national dues are \$45.00, generating \$4.50 revenue for the North Carolina Federation for each paid chapter member. Dues for annually renewing members are \$40.00, generating \$4.00 for the Federation for each paid chapter member. Expenditure of the ten percent funds is restricted to certain uses.

## Expenditures

The NC Federation Bylaws, Article IV, Section 7 state that the Treasurer shall pay all orders issued by the President.

When sufficient funds are available, the Treasurer shall pay the expenses of the President, Executive Vice President, Secretary, Treasurer, Area Vice Presidents, Legislative Officers, Membership Coordinator and other appointed officers deemed necessary by the President. Said expenses are to include all Federation meetings and other expenses incurred on Federation business.

## **NARFE Officers Expense Report.**

All expenses must be accounted for using "Form NC-Exp" (copy attached). Each person claiming reimbursable expenses should file this form monthly. Separate claim forms should be filed for each position that an individual holds. Example: If an officer holds the position of Executive Vice President and Editor, a separate Form NC-Exp is required for each position each month in which expenses are incurred.

The Form NC-Exp is self-explanatory. It should be completed, where appropriate, signed, dated, and forwarded to the President for approval. The President forwards the approved forms to the Treasurer to make payment. The following guidelines should be followed to assure prompt reimbursement:

- Include a brief description of the activities performed.

- Attach receipts to verify expenditures with no estimates please.
- The Federation is not responsible for any expenses incurred by an accompanying spouse to a meeting or function. Determine the cost of a single room rate and charge only that amount to the Federation.
- Receipts are not required when using your personal vehicle; however, you are required to show the mileage to and from your destination, the purpose of the trip, and what business was performed. The current reimbursement rate is 50 cents per mile, set by the Executive Board. All officers are encouraged to carpool with other officers whenever possible to reduce expenses.
- You are not authorized reimbursement for expenses to attend your own chapter meeting, regardless of distance or reason for attending.
- Expense claims will not be honored after a period of sixty days unless there is a bona-fide reason, such as illness, vacation, etc. It is very important to keep current financial records that will allow us to submit accurate financial reports to National Headquarters.
- Federation officers are normally authorized motel expenses for only one (1) night for official meetings conducted within 200 miles of their residence. Any exception due to weather, late meeting adjournment, etc., must be specifically authorized by the President.
- Federation officers who are not voting Executive Board members are authorized expenses to attend Executive Board meetings unless notified otherwise by the President due to financial or other emergency circumstances.
- Form NC-Exp can be obtained from the Treasurer or by reproducing the sample forms.

### **Ten Percent Fund Reporting**

The various expenses chargeable to the Ten Percent Fund are:

- New chapter organization and stimulating weak chapters. (Include the number of chapters on which you have worked on the expense claim).
- Visits and other activities to promote and/or encourage chapter activities and effectiveness. (Include on your expense claim the number of chapters visited.)
- Stimulative cooperation among chapters through joint meetings or actions of more than one chapter. (Include on your expense claim the number and type of function used in this endeavor.)

- Legislative activities including state and/or national legislative activities. (Include on the expense claim form the number of legislator's visits or contacts.)
- NARFE support of civil and patriotic activities (non-political) such as Boy Scouts, Girl Scouts, American Legion, veterans groups, Lions Club, Kiwanis, Rotary, Optimist, and other direct community or patriotic activities.
- Support of and initiation activities with senior citizens groups including health, medical research and treatment, hospital and dental care, economic security, Alzheimer's research, etc.
- Increasing membership and retaining current members, not included in item (1) and (2) above, such as a pre-retirement seminar.



**National Active and Retired Federal Employees**  
**North Carolina Federation of Chapters**

Form NC-Exp

NAME AND ADDRESS:

EXPENSE PERIOD

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

From: \_\_\_\_\_  
 To: \_\_\_\_\_

Date	Description	Common Carrier	Personal Miles	Vehicle Amount	Meals Tips	Lodging	Supplies	Postage	Supplies Copies	Phone	Other
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TOTALS

Signature of Officer:

Date:

TOTAL AMOUNT OF CLAIM  
 \$ \_\_\_\_\_

Approved:

Date:

AMOUNT PAID:

Please attach receipts to the back of this form.

CHECK NUMBER:

DATE PAID:

# **NORTH CAROLINA FEDERATION OF CHAPTERS**

## **BYLAWS**

**Updated May 2012**

**APPROVED NC STATE FEDERATION'S BYLAWS  
MAY 9, 2002 amended: May 5, 2005, May 5, 2006,  
May 1, 2008, May 5, 2010, May 11, 2012**

**ARTICLE I**  
**Name**

The name of this organization shall be the North Carolina Federation of Chapters of the National Active and Retired Federal Employees Association, National Active and Retired Federal Employees Association (NARFE).

**ARTICLE II**  
**Objectives**

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association as set forth in its Articles of Incorporation, to unite fraternally for the mutual benefit of chapters in North Carolina, and to promote the general welfare of annuitants and potential annuitants of the federal civilian service.

**ARTICLE III**  
**Members**

**Section 1.**

All chapters of the National Active and Retired Federal Employees Association in North Carolina shall be eligible for membership.

**Section 2.**

The annual dues for chapter membership in the Federation shall be an amount approved by the Federation Convention for each chapter member who, as of December 31, has paid National and chapter dues including Honorary members whose chapter dues have not been waived by the chapter. Excluded from paying chapter dues are members in the free year of a membership plan. Each chapter treasurer shall remit to the Federation Treasurer the total chapter dues owed the Federation prior to the last day of February of the next year. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes, with the exception of Alzheimer's Fund contributions.

**Section 3.**

Any chapter dropped for failure to pay its dues shall be re-admitted upon payment of current year's dues and approval by a two-thirds vote of the delegates at an annual convention.

**ARTICLE IV**  
**Officers**

**Section 1.**

The officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer, and an Area Vice-President from each of the six Areas of the State of North Carolina. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

## **Section 2.**

A Nominating Committee shall be composed of one member from each Area to be selected by the respective Area Vice-President, and one member-at-large to be selected by the Executive Board. The committee shall select one of its members to serve as chairman. No member of the Executive Board may serve on the Nominating Committee. The Executive Board shall transmit the names and addresses of the members in time for inclusion in the N.C. Federal Retiree and Employee, hereafter referred to as the Federation newspaper, 60 days prior to the opening date of the annual convention.

## **Section 3.**

The President, Executive Vice President, Secretary and Treasurer shall be elected at a convention to serve a term of one year and shall serve until their successors are installed. When there are two or more candidates for one of these offices, the election shall be by ballot. A President may not serve more than two consecutive terms; but after one year has elapsed, the same person may be elected for another term as President.

Each Area Vice President shall be a member of a chapter within the Area represented and shall be elected for a one-year term by the delegates from the Area in caucus at a convention and shall serve until his successor has been installed.

No Federation Executive Board member may hold more than one elected Federation office at a time or hold a chapter office, without the approval of the Federation Executive Board.

## **Section 4.**

The President shall preside at all meetings including Executive Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers subject to approval of the Executive Board. With the exception of the Membership Committee, each Area Vice President shall nominate a member from his/her Area for each standing committee; the Executive Board will review and approve the candidates. The President shall designate the chairman of all committees except the Membership and Nominating Committees. He/she shall serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee. The President shall submit at each annual convention a recommended budget for the ensuing year subject to consideration and approval by the delegates.

## **Section 5.**

The Executive Vice President shall act as general assistant to the President, and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume all the duties of the President until a new President is elected and takes office at the next Federation Convention. Under the direction of the President, the Executive Vice President shall be responsible for the guidance and overall direction of the field activities. (Amended May 1, 2008)

## **Section 6.**

The Secretary shall maintain all records and books of the Federation, take minutes of Executive Board meetings and annual meetings, and prepare and distribute them to Executive Board members. The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Executive Board. Within 15 days after the close of an annual convention the Secretary shall prepare a report of the convention highlights including significant actions taken at business meetings. Copies shall be sent to the Federation newspaper, the President, the Region X Field Vice-President, and the National Headquarters.

## **Section 7.**

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union or federal savings bank, as approved by the Executive Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a quarterly report to the Executive Board and an annual report to the convention showing receipts and expenditures, which shall be published in the Federation newspaper promptly after a convention. He/she shall prepare a line item budget in time for the President to submit it to the Executive Board for approval at its February meeting, and for inclusion in the Federation newspaper prior to an annual convention. The Treasurer shall be the trustee and have custody of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of North Carolina.

## **Section 8.**

Each Area Vice President shall serve in an Area designated by the President and approved by the Executive Board. Under the guidance of the Executive Board, the Area



Vice Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

### **Section 9.**

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves and may hold chapter offices. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board.

### **Section 10.**

The President, with the approval of the Executive Board, shall appoint a qualified Parliamentarian to serve at conventions and throughout the year, as required. The Executive Board shall authorize the necessary compensation for this service.

## **ARTICLE V Meetings**

### **Section 1.**

The Federation shall hold an annual convention, which, in a year of a National Convention, shall be held not later than 60 days before such convention. This convention shall be known as the annual meeting of the Federation. The purpose of a convention shall be to elect officers, transact business of the Federation, discuss matters of interest to members, and provide social and fraternal programs.

### **Section 2.**

Each chapter in good standing shall be entitled to one delegate for every 25 members or fraction of this number. All current appointed and elected Federation officers and Federation past presidents shall be entitled to one vote each as delegates at large, unless they are serving as delegates from their respective chapters.

### **Section 3.**

Each chapter treasurer shall compile a list of members in their chapter as of December 31, which shall be used to determine the number of delegates to which the chapter is entitled. Included in the list shall be regular members and life members who have paid National and chapter dues, Honorary members (whether or not a chapter has waived chapter dues), and members in the free year of a membership plan. A letter signed by

the President and Treasurer stating the verified number of chapter members shall be sent to the Executive Vice President by the last day of February of the next year.

#### **Section 4.**

Delegates shall present credentials, signed by the chapter president or secretary, to the Credentials Committee showing their selection by their chapter. All officers of the Federation and past presidents, if registering as a delegate-at-large, shall register with the Credentials Committee. The Committee shall send a notice to each chapter notifying it of the number of delegates to which it is entitled. The Credentials Committee shall issue a badge to each delegate and a certificate showing the number of votes to which a chapter is entitled during Ballot voting. A copy of these certificates and those of delegates-at-large shall be given to the Ballot and Teller Committee.

#### **Section 5.**

In all votes, including all elections, each delegate shall vote independently.

#### **Section 6.**

To provide as complete a representation as possible, chapters shall designate alternate delegates, not to exceed the number of delegates. Alternates may serve when vacancies occur in a delegation. In such case, each alternate shall re-register as a delegate and the Credentials Committee must so certify before the alternate may participate in voting.

#### **Section 7.**

Delegates shall be seated in a section reserved for registered chapter delegates and delegates at large. Separate seating shall be provided for visitors and alternates. Only persons wearing delegate badges shall be permitted to sit in the reserved section and to vote and participate in convention business.

#### **Section 8.**

Convention committees shall be composed of chapter members registered at the convention and shall include: Host, Credentials, Sergeant-at-Arms, Rules, Legislative, Budget, Resolutions, Courtesy, Ballot and Teller, Time and Place. There shall be an Audit Committee appointed by the President in time to complete an audit prior to the first Executive Board meeting following the convention. No elected officer may serve as chairman of a convention committee nor shall elected officers constitute a majority of any committee.

#### **Section 9.**

Thirty delegates representing ten or more chapters shall constitute a quorum at a Federation convention.

## **ARTICLE VI Executive Board**

### **Section 1.**

The elected officers of the Federation, the National Legislative Officer, the Membership Coordinator and the State Legislative Officer shall constitute the Executive Board.

### **Section 2.**

The Executive Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation at its annual conventions. The Executive Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

### **Section 3.**

The Executive Board shall determine which officers are to be compensated and fix the amount of their compensation.

### **Section 4.**

The Executive Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but the officer shall be given reasonable opportunity to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to subsequent approval by the Executive Board.

### **Section 5.**

The Executive Board shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any North Carolina chapter for cause, on 30 days notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

### **Section 6.**

The Executive Board annually shall appoint an Audit Committee or select an accountant to conduct an audit of the Federation's financial status.

### **Section 7.**

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or e-mail canvass of Executive Board members; the business so transacted shall be recorded in the minutes and reported by the Secretary at the next regular meeting of the Executive Board. (A majority of the Executive Board members also may call for a canvass.)

### **Section 8.**

The Executive Board shall meet at least three times annually or more frequently at the call of the President. A majority of members shall constitute a quorum at Executive Board meetings.

## **ARTICLE VII Standing Committees**

### **Section 1.**

There shall be a Membership Committee consisting of the Executive Vice President as chair and the Area Vice Presidents as members. All members shall serve until the end of a convention. The purpose of the Membership Committee shall be to encourage eligible annuitants and employees of the federal civilian service to become members of the National Active and Retired Federal Employees Association and their local chapter, and to retain membership therein.

### **Section 2.**

There shall be a Bylaws Committee composed of one member from each Area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of three years with the exception that membership shall rotate with two members to be replaced after the first year in Area I and VI; two members to be replaced after two years in Areas II and V; and two members in Areas III and IV to be replaced after they have served three year terms.

### **Section 3.**

An Audit Committee shall be composed of one member from each area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the Chairman. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the delegates for approval. After approval, the Executive Board shall publish the report in the first issue of the Federation newspaper after a convention. Members shall serve until the end of a convention.

### **Section 4.**

A Resolutions Committee shall be composed of one member from each area, nominated by the respective Area Vice President, and approved by the Executive Board. The President shall designate the chairperson. Members shall serve until the end of a convention.

#### **Section 5.**

Such other committees, standing or special, shall be appointed by the President, with approval by the Executive Board, as shall be deemed necessary to carry on the work of the Federation.

### **ARTICLE VIII Resolutions**

#### **Section 1.**

Resolutions addressed to the Federation or to National Headquarters may be initiated by a chapter, the Federation Executive Board or by the Resolutions Committee and submitted to the Federation Secretary and Chairperson, Resolutions Committee on NARFE Form F3A, Proposed Convention Resolution, prior to the opening of a convention.

#### **Section 2. (Revised)** Amended May 4, 2005 at the 49th Convention

The Resolutions Committee shall see that resolutions are prepared in proper form. The Committee may, with no increase in scope, combine resolutions with similar content, prepare substitute resolutions, or present new resolutions when it reports to the Convention. When the committee deems the content of a resolution to be more appropriately handled by another standing or special committee, it may refer the resolution to such committee.

#### **Section 3. (Deleted)** Amended May 4, 2005 at the 49th Convention

#### **Section 4. (Deleted)** Amended May 4, 2005 at the 49th Convention

#### **Section 5.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters, within 15 days of the close of a Federation convention, a copy of each National resolution, whether or not adopted by our convention.

### **ARTICLE IX Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised

shall govern the Federation in all cases to which they are applicable and in which they are not inconsistent with these or National's bylaws and any special rules of order the Federation may adopt.

## **ARTICLE X Amendment of Bylaws**

### **Section 1.**

Proposed amendments to these Bylaws and to National Bylaws may be initiated by a chapter, the Federation Executive Board, or the Bylaws Committee and submitted to the Federation Secretary and Chairman, Bylaws Committee, on NARFE form F3C, Proposed Bylaw Amendment, at least 90 days prior to the opening of a convention.

### **Section 2.**

The Committee presenting amendments to National Bylaws to a convention shall determine that the amendments are not in conflict with the Bylaws of the National Association. Proposed amendments to the Federation and National Bylaws may be amended by the Committee with no increase in scope, combined with similar amendments, or have a single substitute prepared in place of the original amendments offered.

### **Section 3.**

The proposed amendments to the Federation or National Bylaws either shall be published in the Federation newspaper or sent by letter to each chapter at least 30 days prior to the opening of a convention.

### **Section 4.**

Proposed amendments shall be read at two separate meetings of a convention before a vote is taken. A two-thirds favorable vote of the delegates present and voting shall be required for adoption.

### **Section 5**

In the absence of prior notice, as required by Sections 1 and 3 above, proposed amendments shall be adopted by unanimous vote of the delegates present and voting.

### **Section 6.**

The Secretary, as required by National Headquarters, shall transmit to National Headquarters within 15 days of the close of a Federation convention, a copy of each

proposed amendment to National Bylaws, whether or not adopted by the convention.