

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



Policy and Procedures Manual
And
Bylaws

August 2015

Table of Contents

Introduction	3
New Officer Information Guide	4
Executive Board	8

ELECTED AND APPOINTED OFFICERS

President	10
Executive Vice President.....	13
Secretary	14
Treasurer	16
Area Vice President.....	18
Immediate Past President.....	22
National Legislative Officer.....	23
State Legislative Officer	25
Membership Coordinator.....	26
Editor.....	27
Historian	30
Public Relations Officer	31
Service Officer.....	32
NARFE-NET Coordinator/Webmaster	33
Alzheimer’s Coordinator	34
NARFE-PAC Coordinator.....	36

COMMITTEES

Audit Committee.....	38
Bylaws Committee.....	41
Bylaws Committee Area Rotation Chart	43
Proposed Bylaws/Standing Rule Amendment Form – F-3C	44
Membership Committee.....	45
Nominating Committee.....	46
Officer Nomination Process.....	50
Sample NC Federation Offices Nomination Format.....	51
Resolutions Committee	52
Proposed Convention Resolution Form – F-3A.....	55
Website Committee	56

OTHER

Financial Policy and Guidelines	57
NARFE Officers Expense Report - Form NC-Exp	60
Approved NC Federation Bylaws	61

Introduction

The purpose of this manual is to compile various guidelines and policy directives of the NC Federation of Chapters into one central source for easy reference. It is expected that this manual will allow new Federation 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, the Federation President at that time. During 1996 and 1997, at the request of President Fain Hambright, Federation Service Officer Bill R. Austin updated this manual. Input was again provided by Mr. Quinn, the Area X National Vice-President at that time; by all the Federation officers; and by over 100 chapter members who were called on to provide input and guidance as the project progressed.

In 2012 Ron Buffaloe, Federation Secretary, updated the manual, now called the Policy and Procedures (P&P) Manual, with the assistance of each of the NC Federation's Board members and standing committee chairs. In 2014 and 2015, Robert Allen, Federation Executive Vice President, updated the P&P Manual further.

This manual is the property of the NC Federation. A copy is shared with each Federation Board member for his or her use while in office. It will also be updated and shared with their successive office holders as each officer is replaced. Further, 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 helped update this NC Federation Policy and Procedures Manual.

Ron Buffaloe
President

New Officer Information Guide

Welcome and Introduction

Welcome to the North Carolina Federation of Chapters 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 that have 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!

Federation Board Membership

The NC Federation Board comprises the following officers:

Executive Board

(Voting Members)

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
Membership Coordinator

Other

Immediate Past President

Appointed Officers of the Federation

(Non-Voting)

Editor
Historian
Public Relations Officer
Service Officer
Website Coordinator
Alzheimer's Coordinator
NARFE-PAC Coordinator

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 includes May, June, and July. The second quarter comprises August, September, and October. The third quarter consists of November, December, and January. The fourth quarter includes February, March, and April.

Board Meetings

Federation 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. The May meeting occurs at or near the Federation Convention site from 8:30 A.M. until noon on the morning the convention begins.

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

The board meetings are used as a time for each board member to report on his or her 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 his or her 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 before the board meeting. In that email will be the deadline for the written reports to be posted to the Federation website Officer Reports Library.

Board members are expected to post their own quarterly reports but the Secretary will assist any board member having trouble posting his or her report. Further, all board members should review all the reports before the board meeting.

Each board member is expected to give an oral summary of his or her 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 a year in August, November, February, and May. Each board member is expected to prepare a short article about him- or herself or his or her 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 before the next issue.

Budget

Each member of the 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 or emailed to the Federation President. The President will approve the voucher and forward it to the Federation Treasurer for payment. The Treasurer will send the check and another blank voucher form to you for the following month.

You should mail your voucher to the President by 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.

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 airplane, 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 accompany the voucher form for all expenses claimed other than mileage.

Federation Website

The Federation website is found on the Internet at 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 this 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 in one central source for easy reference. It contains the 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 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 Immediate Past President, 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 a year, generally in the second full week of August, November, and February, and immediately before the state convention in May. The August, November, and February meetings are two half-day meetings, usually from 1:00 P.M. 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, and NARFE-PAC Coordinator.

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 3.

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 Board. He or 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 to resolve problems at the state level that affect Federation members.

The President works with the Treasurer to ensure a line-item budget is presented to the Executive Board for approval before submission to the Federation convention for delegate approval. The President approves all vouchers for disbursement before payment.

The President, after consulting with the Board, has overall responsibility for all aspects of the annual federation convention. He or she will coordinate convention dates as far in advance as possible with other federation presidents in the region or with the Regional Vice President to avoid overlapping of convention schedules.

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

The President determines how the "10% fund" will be used to promote NARFE and Federation fieldwork. NARFE Headquarters provides the Federation 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 levels.
- 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.
- 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 are indispensable to effective chapter operations and service to its members.
- Maintaining contact with NC eDivision members via the eDivision website.

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 ensure 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 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 report promptly 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.
- 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 visible community endeavors at which NARFE booths and visual displays can be set up and publicity and membership materials distributed.
- In conjunction with the Federation Board, review the number of chapters and geographical area covered by Federation Areas and consider establishing new chapters 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.

Nineteen Federation elected and appointed officers currently approved by the membership assist the President in fulfilling his or her duties. Officer names and positions are listed on the back of the Federation newspaper and on the Federation website.

Executive Vice President

Bylaws Reference

Article IV, Section 4.

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.

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 when appropriate. The Executive Vice President may also serve as an advisor to the President. Each Executive Vice President has a different relationship with his or 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; and
- Provide guidance, overall direction, and assistance to Area Vice Presidents

Secretary

Bylaws Reference

Article IV, Section 5.

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. 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, current or new, of the board. The Secretary should maintain an up-to-date copy of all Federation and National manuals, Bylaws, and forms.

The specific requirements of the Secretary are as follows:

1. Maintains an accurate record of attendees at Board meetings. Prepares a final copy of the Board minutes within 10 days following the board meeting and provides each board member 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 chapters have paid the per capita dues. 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.

- Transcribing, preparing, and distributing 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 Federation President.
 9. Conducts training for secretaries at the six Area training seminars if expenses allow.
 10. Performs other duties as assigned by the President.
 11. Keeps the President apprised of unavailability.

Treasurer

Bylaws Reference

Article IV, Section 6.

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 of ensuring 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 concerning 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 Federation Board with

recommendations for appropriate action. Advises Board of any contemplated fiscal action inconsistent with what the delegates approved at the Federation convention.

4. Upon request, provides information to any Board member regarding the status of estimated expenditures in the Budget.
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. Recommended priorities will be submitted with the report for the Board's consideration.
7. Ensures that all expenditures approved for payment by the President are authorized and are consistent with the action of the delegates at the Federation convention. If, in the Treasurer's opinion, the expenditure is not authorized, he or she will provide an opinion for the record 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 (email is acceptable) 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 that adequate funds are not available to satisfy all Federation obligations, and submits a list of priorities for Executive Board consideration. Pending Board action, all payments to Federation officers will be withheld. The Treasurer will ensure 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 7.

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.

A caucus of delegates elects Area Vice Presidents from the area chapters present at the annual Federation convention. The nominee must be an active, voting member of NARFE, as well as a chapter member in his or her area.

The basic duties and responsibilities of the Area Vice President are found in the NARFE 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 supplant or conflict with national guidelines.

This position can be one of the most rewarding and satisfying of any Federation office, given the ongoing contacts with local chapters. Area Vice Presidents are 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-workings 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 an Area Vice President's major duties are to:

- Communicate with area chapters and Federation officers.
- Read, absorb, and disseminate all NARFE correspondence and information as appropriate so the area can be led intelligently. 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.
- Maintain accurate records of all expenses, keeping within the limitations of the Federation's budget. Reimbursement is contingent on 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 of the Federation President and overall direction of the Federation Executive Vice President, an Area Vice President operates independently within the area in executing his or her duties. The Area Vice President serves as the area representative of the Federation Executive Board and President and as a deputy within his or her 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 President 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 or her chapters. His or her presence and participation are expected at all Federation 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 efforts.
- 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 the 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 his or her area. This event must be scheduled in coordination with the local chapter presidents and the Federation President to minimize conflicts. To assist in planning the workshop:

1. Determine what training and topics are to be presented.
2. Forward proposed plans for the meeting and a draft agenda to the Federation President for concurrence before 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 using the results for future seminars.

New Chapters

The Area Vice President should play a leading role in organizing 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 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.

Installation of Officers

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

Troubled or Failing Chapters

The Area Vice President must be aware of troubled chapters and be pro-active in attempts to revive the chapter. The Area Vice President should analyze the chapter's problems, 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 found.

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.

Immediate Past President

Bylaws Reference

Article Vi, Section 1.

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

Policy

The Immediate Past President is the most recent former President to have served at least one full term in office who is willing and able to serve. The position of Immediate Past President will be vacated if the Immediate Past President takes another position on the Executive Board. This position is integral to the success of the Federation because the Immediate Past President provides a level of continuity based on his or her prior experience as Federation President. Further, the Immediate Past President provides advice and counsel to the current President as appropriate or when asked. The incumbent also conducts special assignments or leads selected initiatives as requested by the President. As with the Executive Vice President, each Immediate Past President will have a different relationship with the President; hence, the actual job will vary depending on the strengths of the person who holds the office.

National Legislative Officer

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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 Congressional District Leaders 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 Congressional District Leaders to Chapter Legislative Officers for chapter meetings;
- Coordinate letter writing and email projects state-wide that support 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 Congressional District Leader 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 Board informed of plans and activities to maintain a successful legislative action program for the Federation.

State Legislative Officer

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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 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 that support the Federation's positions on critical legislative issues;
- Provide materials on state legislative issues facing active and retired federal retirees;
- Provide training as needed 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 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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, in cooperation with Area Vice Presidents and Chapter Presidents, works directly with Chapter Membership Chairs or designated membership officers to implement the Federation's ongoing membership program and to strengthen recruitment and retention activities at the chapter level. The Membership Coordinator also serves as the advisor to the Membership Committee and shares responsibility with the Committee for periodic evaluation of the Federation's Membership Program.

The Membership Coordinator provides assistance in helping the chapter membership chairs or designated membership officers 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, databases, and membership tools.

Editor

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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 Beacon is the single-most expensive 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. The newspaper is also published electronically for those members who wish to receive it in that form. The paper is issued quarterly (starting with the July issue) and has a circulation of about 4,600, which includes copies to each member, all NARFE Federation Presidents, all North Carolina U.S. 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. Because it is sent to many non-members as well, the newspaper 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 Federation convention. Further, members are encouraged to submit articles. 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 all these individuals have an article 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 Federation convention, the contents of the article are up to the officer but they should further NARFE's goals.

Required Federation submittals before a Federation convention include proposed

resolutions that alter the Bylaws to be taken up at the convention. They must be published at least 60 days before the convention and must appear in the two prior newspaper issues. Proposed resolutions that do not alter the constitution and Bylaws can be included in any issue up to the last issue before the convention. Other required submittals include 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 of furthering NARFE goals or is otherwise appropriate.

Photographs may be used in the newspaper and photographs of the officers should appear with their articles and should be retained by the publisher for each issue. Photographs are also taken at the Federation 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. In addition, photographs of chapter events along with some description may be submitted.

The Mechanics of Being Editor

The layout, printing, and mailing of the newspaper are currently done by The School of Graphic Arts, Print and Design Center, Masonic Home for Children at 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, the School ensures the paper gets out. The Editor's role is to provide the School the material that will appear in the newspaper.

To solicit input for the newspaper, the Editor sends an email to and/or calls Federation Board members two weeks before 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 be concise, and may include specific issues such as "retention" and the like. Once all the material from Federation and 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 too-long articles, to ensure correct grammar, to present clearly 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 deviate from what was originally submitted. All articles include the author's name and title. Such citation allows readers to know whose opinions are being presented.

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. The Editor should refer to the latest issue each quarter to ensure

that each section of the newspaper has been addressed, including the List of Officers, New and Prospective Members, in Memoriam, etc.

All newspaper material should be emailed to the publisher no later than the 15th of the month before 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 before mailing them to North Carolina NARFE membership and all State and local legislators. The Editor receives approximately 10 extra copies of each issue for his or her archives and/or additional membership requests.

Historian

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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 of the North Carolina Federation of Chapters 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 Federation convention. In 2012 an updated history of the Federation was published and shared with all chapters.

Public Relations Officer

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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 Webmaster and newspaper Editor. The Public Relations Officer may also maintain listings of newspapers, radio stations, TV stations, and other media outlets to assist the chapter Public Relations Officer in locating possible publication contacts.

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 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, coordinating closely with the membership chairperson.

Service Officer

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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 city, county, state, and federal offices. He or she should be familiar with the structure 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 or 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/Webmaster

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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/Webmaster is to maintain the NC Federation website at www.ncnarfe.info and to:

- Establish and coordinate input on the Federation website from the various elements of the Federation, including the Website 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;
- 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 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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 current information on research and the results thereof. The Coordinator consults with the various agencies to publicize work groups that provide assistance to families who have members afflicted and when and how they may obtain assistance. The Coordinator leads fund drives for the Federation and performs various functional activities.

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

- **Individual Donation**

For individual tax-deductible contributions to support Alzheimer's research, checks are payable to NARFE Alzheimer's Research and sent to the 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 and the Federation 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. Checks must be made out to NARFE Alzheimer's Research.

NARFE-PAC Coordinator

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Webmaster, 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

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

In full compliance with federal law, NARFE-PAC has raised and contributed nearly one 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, thereby 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 North Carolina, 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 support NARFE-PAC actively. Each Chapter PAC chair should encourage and facilitate member contributions.

- Informational materials, instructions, and report forms are available under the Legislative Department tab 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.

Audit Committee

Bylaws Reference

Article VII, Section 1.

The Executive Board annually shall appoint an Audit Committee or select an accountant to conduct an audit of the Federation's financial status. The 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 President appoints the advisor of the Audit Committee, 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 members to a successful, thorough audit. The advisor should oversee the committee chair's progress and provide guidance, should it be required.

Duties of the Audit Committee Chairperson

The President appoints the Audit Committee Chairperson. This committee consists of the chair and six members appointed by the Area Vice Presidents.

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.

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 committee members of their responsibilities. At the committee meeting the chairperson should appoint a secretary to record the minutes and type up the committee's findings and recommendations to the convention.

The chairperson 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 chairperson 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. The chairperson should introduce his or her committee members to the convention before making the committee report.

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.

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. Determining that the actions taken by the Treasurer are consistent with the Federation bylaws.
2. Determining that receipts and expenditures have been properly recorded and have supporting documents.
3. Determining that the President or committee chairperson has approved all

documents and that contractual agreements have been properly executed.

4. Considering any other procedural changes that may simplify accounting and reporting systems in making their recommendations to the convention.
5. Verifying that checks drawn against bills were paid.
6. Checking that expenditures are President-approved.
7. Determining whether bank statements have been reconciled correctly.
8. Checking balances at the beginning and end of each transaction.
9. Listing any outstanding checks or checks in transit.
10. Assuring 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.

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. Committee members appointed to fill an unexpired term may then be appointed to their own three-year term.

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. The committee can also propose bylaws amendments.

Advisor

The President appoints the Bylaws Committee Advisor. 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 President appoints the Chairperson. The Chairperson's duties include, but are not limited to, the following:

1. Notifying all chapters/members through the Federation newspaper of his or her appointment, of the address to send proposed amendments to the Bylaws and the deadline for their receipt. The Chairperson also advises that Bylaws amendments must be submitted to both the Bylaws Committee Chairperson and the Federation Secretary on a NARFE Form F3C.
2. Assembling all proposed amendments and distributing them to all committee members as soon as possible after receipt.
3. Notifying all committee members of the time and place of the first formal meeting. The Chairperson also informs them of their duties and responsibilities and sends each member a copy of the committee guidelines.
4. Reviewing all proposed Bylaws amendments to determine their compatibility with the National and Federation Constitution and Bylaws.

5. Submitting the final version of amendments to the Federation 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 before the first meeting and prepare his or her argument for or against the proposals. Members should prepare their own version of the amendment if appropriate.
2. Meet before 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 for publication in the November issue.

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:

AREA					
I	II	III	IV	V	VI
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 new appointee will replace a Committee member who cannot complete his or her full three-year term. The new appointee will serve only the remainder of the unexpired term and not start a new three-year term at the time of appointment. After serving the unexpired term the new appointee is eligible to be appointed to his or her own 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)

Membership Committee

Bylaws Reference

Article VII, Section 3.

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

The Membership Committee, with advice from the Membership Coordinator, is responsible for developing and revising as necessary the Federation's ongoing membership program, including specific recruitment and retention initiatives and action plans. The Membership Committee shares responsibility with the Membership Coordinator for periodic evaluation of the Federation's membership program.

After being inactive for several years, the Membership Committee was reinstated in August 2012. It is tasked with considering and acting on the following questions when developing and revising the membership program and/or plans:

- What type of membership program should the Federation have?
- What will be the elements of the membership program?
- Should there be an ongoing action plan?
- If a plan already exists what modifications should be made?
- What will be the main points of emphasis?
- What action items will be included?
- What due dates will be set?
- How will the plan be implemented?
- Who will be responsible for the various parts of the plan?
- What are the best practices for membership recruitment/retention and chapter officer support and development and how can they be shared?
- How can it be ensured that all chapters are aware of and are implementing an adopted plan?
- When and how will the plan be evaluated?
- What other issues should be considered?

Nominating Committee

Bylaws Authority

Article IV, Section 4

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 Beacon*, 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 serve on the Nominating Committee for the next NC Federation Convention. The committee will comprise 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 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 members 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 the Executive Vice President submits notice for the November Federation newspaper to inform members of the chairperson's position and his or her 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 the chairperson.
7. Inform committee members of all nominations received and any issues that the committee must address.
8. Chair the Nominating Committee meeting held before 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 advisor, chairperson, and committee members by area, 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, members should 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, members should 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 before 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 or 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.

If the election is uncontested, the Area Vice President may call for a motion to elect by acclamation or conduct the election by voice vote or show of hands. If the nominations result in a contested election, the election shall be by paper ballot and the Area Vice President shall then conduct the election. If the contested election includes the current Area Vice President, the Chair of the Ballot and Teller Committee shall conduct the paper ballot election. In the event two or more Area Caucuses have contested elections that include the current Area Vice President, a Caucus Ballot and Teller Committee member in non-contested caucuses shall conduct the paper ballot election in the other respective caucuses.

The outgoing Area Vice President, if there is one, should recognize the newly elected Area Vice President and offer him or her an opportunity to speak, but the new Area Vice President will not assume responsibility until after being sworn in during the regular assembly. Delegates and officers should report back to the general assembly room after the Area caucus as scheduled. The Nominating Committee member in each Area caucus will provide results of the elections 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 Convention Chair calls on the Nominating Committee chairperson for the committee report, he or she should rise and make the report as follows:

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

For President, Mr./Mrs. _____;
For Executive 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 Convention 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 or she may declare, "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 or she 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 the Federation 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.

To Become a Nominee for an Elected Federation Position

- One must have a nomination submitted by one's chapter president or designee, on behalf of the 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 one wishes to include a resume or other written statement, it must accompany 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 Federation convention.
- Each area's Nominating Committee member will report such nominations for the position of Area Vice President during the area caucus and before 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

Resolutions Committee

Bylaws Reference

Article VII, Section 5.

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 President appoints the advisor of the Resolutions Committee to guide the chairperson and committee members in carrying out their duties and responsibilities.

Chairperson Duties

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

1. Announcing his or her appointment as chairperson of the Resolutions Committee through the Federation newspaper and providing a timetable and a mailing address to receive proposed resolutions. The chairperson advises that Resolutions must be submitted to both the Resolutions Committee Chairperson and the Federation Secretary on a NARFE Form F3A.
2. Numbering and sharing all presented resolutions before the convention with committee members, who should study them for the first meeting. Resolutions can be accepted at the convention.
3. Contacting the convention chairperson to arrange a time and place for the committee meeting at the convention and notify committee members. The chairperson should plan to meet on the first day of the convention.
4. Assembling the committee at the designated time and place to review all resolutions and to prepare recommendations to the convention. The chairperson shall appoint a secretary at this time to record minutes and to prepare a report to the convention.

5. Providing for each person/sponsor who has submitted a resolution an opportunity to address the committee if he or she desires. 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. Ensuring no discussion of a resolution may be made outside of the committee meeting until the chairperson presents it to the convention for discussion.
7. Making 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 committee receipt of resolutions.

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 the committee cannot settle an issue, 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 is 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 appoint 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 go on record as expressing its sincere appreciation to the Host Committee for making this convention most pleasant and rewarding.



**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)

Website Committee

Bylaws Reference

Article VII, Section 6.

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 the successor to the Communications Committee as 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.

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 chapter forwards the dues to the Federation Treasurer before 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 \$40.00, generating \$4.00 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, states 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, Immediate Past President, 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:

- Turn in Federation Convention vouchers no later than ten days after the convention to the President for approval.
- Turn in monthly vouchers by the 20th of the month.
- Include a brief description of the activities performed.
- Attach receipts to verify expenditures with no estimates.
- 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 for using a personal vehicle; however, officers are required to show the mileage to and from their destination, the purpose of the trip, and what business was performed. The current reimbursement rate, set by the Executive Board, is 50 cents per mile. All officers are encouraged to carpool with other officers whenever possible to reduce expenses.
- Officers are not authorized reimbursement for expenses to attend their 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. The President must specifically authorize any exception because of weather, late meeting adjournment, etc.
- 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.

Ten Percent Fund Reporting

The various expenses chargeable to the Ten Percent Fund are:

- New chapter organization and stimulating weak chapters. (Claim should include the number of chapters worked with).
- Visits and other activities to promote and/or encourage chapter activities and

effectiveness. (Claim should include the number of chapters visited).

- Stimulative cooperation among chapters through joint meetings or actions of more than one chapter. (Claim should include the number and type of function used in this endeavor.)
- Legislative activities including state and/or national legislative activities. (Claim should include 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 to and initiation of 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 the first two bullets 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
------	-------------	----------------	----------------	----------------	------------	---------	----------	---------	-----------------	-------	-------

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 2015

**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, May 8, 2014, May 7, 2015**

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.

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.

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 3.

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 4.

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.

Section 5.

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. 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 Federation website, the President, the Region X Vice President, and the National Headquarters.

Section 6.

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 7.

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 8.

Appointed officers of the Federation shall be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer's

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 9.

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.

Section 10.

The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Executive Board.

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 by mail or email at least 10 days before the start of a convention, or the chapter president may submit credentials using the North Carolina website. Chapters may check the status of their delegation on line or by contacting the Credentials Committee Chair. All Federation Officers and past Federation Presidents, if registering as a delegate-at-large, shall register with the Federation Secretary or Credentials Committee Chair. The Committee shall send a confirmation letter to each attendee verifying their credentials status. The Credentials Committee shall issue a badge to each delegate as they register and the Ballot and Teller Committee shall issue a ballot to each delegate at the time to vote.

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: Ballot and Teller, Budget, Courtesy, Credentials, Host, Legislative, Rules, and Sergeant-at-Arms. 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 Immediate Past President, the Membership Coordinator, the National Legislative Officer, 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.

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 which shall be recorded in the minutes and reported by the Secretary at the next regular Executive Board meeting. A majority of the Executive Board members also may call for a canvass.

Section 7.

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.

The Executive Board annually shall appoint an Audit Committee or select an accountant to conduct an audit of the Federation's financial status. The 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 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. Committee members appointed to fill an unexpired term may then be appointed to their own three year term.

Section 3.

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 4.

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 Beacon*, hereafter referred to as the Federation newspaper, 60 days prior to the opening date of the annual convention.

Section 5.

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 6

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.

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.

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 a meeting 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 read at two separate meetings and 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.