

OPERATING GUIDELINES



These Operating Guidelines supplement the information in the Federation bylaws and can be changed by action of the Executive Board.

**Approved January 13, 2016
Revised March 27, 2017**

TABLE OF CONTENTS

1.	Elected Officers and Executive Board	4
1.1.	President	6
1.1.1.	Duties	6
1.2.	Vice President	7
1.2.1.	Duties	7
1.3.	Secretary	8
1.3.1.	Duties	8
1.4.	Treasurer	10
1.4.1.	Duties	10
1.5.	District Field Officers	12
1.5.1.	Election	12
1.5.1.	Duties	12
2.	Committees, Coordinators, Other Positions	14
2.1.	Alzheimer’s Disease Research Program Committee	14
2.1.1.	Duties	14
2.2.	Financial Audit	16
2.2.1.	Duties	16
2.3.	Legislative Committee	17
2.3.1.	Duties	17-18
2.4.	Membership Committee	19
2.4.1.	Duties	19
2.5.	Nominating Committee	20
2.5.1.	Duties	20
2.6.	Bylaws and Guidelines Coordinator	21
2.6.1.	Duties	21
2.7.	FEEA Coordinator	22
2.7.1.	Duties	22
2.8.	NARFE-PAC Coordinator	23
2.8.1.	Duties	23
2.9.	Chaplain	24
2.9.1.	Duties	24
2.10.1.	Duties	25
2.11.	Historian	25
2.11.1.	Duties	26
2.12.	Parliamentarian	26
2.12.1.	Duties	27
2.13.	Service Officer	27
2.13.1.	Duties	28
2.14.	Website Coordinator	29
2.14.1.	Duties	29
2.15.	Public Relations Coordinator	30

2.15.1.	Duties	30
2.16.	Newsletter Production Editor	31
2.16.1.	Duties	31
3.	Amendments to the Bylaws	32
4.	Revisions to the Operating Guidelines	33
5.	Chapter Governance	34
5.1.	Federation Membership and Dues	34
5.2.	Confidentiality of Membership Lists	35
5.3.	Changing a Chapter's Name	36
5.4.	Closing a Chapter and Reactivating a Closed Chapter	37
6.	Finance	38
6.1.	Financial Assistance to New, Troubled or Closed Chapters	38
6.2.	Reimbursement for Federation Expenses	39
6.2.1.	General	39
6.2.2.	Conventions/Conferences/Seminars/Workshops	39
6.2.3.	Chapter Visits	39-40
7.	Awards	41
7.1.	Judy Kemp Outstanding Service Award	41
7.1.1	Criteria for Nomination	41
7.1.2	Criteria for Selection	41
7.1.3.	Submission process and deadlines	42
7.1.4.	Reimbursements for Recipient	42
8.	Political Activities	43
9.	Federation Conventions	44
9.1.	Dates and Locations	44
9.2.	Delegates and Voting	44
9.3.	Presiding Officer	44
9.4.	Convention Governance	44
9.5.	Convention Revenue and Expenses	45
9.6.	Time and Place for Convention	45
9.7.	Convention Planning Team, Contract, Program, Budget	5-46
10.	Guidelines For Matching Funds Requests Description And Application Procedures	47
10.1.	Procedures for Submitting Proposals	47
10.2.	Final Status Report	47

1. Elected Officers and Executive Board

The elected officers of the South Carolina Federation of NARFE Chapters shall be a President, a Vice President, a Secretary, a Treasurer and the District Field Officers who are all elected at the Federation conventions. (No candidate may hold another elected Federation office at the time of nomination unless he/she agrees to resign the current position if elected to another Federation position.) These officers, plus the Immediate Past President, Committee Chairs and Coordinators shall constitute the Executive Board empowered to handle the business of the Federation between conventions.

The elected officers of the South Carolina Federation of NARFE Chapters, President, Vice President, Secretary, Treasurer, the District Field Officers who are all elected at the Federation conventions and the Past President shall constitute an Executive Committee whose function will be to exercise any emergency decision as determined by the President on behalf of the Federation when an electronic vote is needed between Executive Board meetings. All officers must have access to a computer and the necessary skills to accomplish electronic communications.

- The Federation President will provide notification of meetings to the Executive Board members, as well as others invited to attend, informing them as to the date, time and location of the meeting along with an agenda. Meetings may also be held upon the request of the majority of the board members, stating the necessity of the meeting and items to be discussed.
- A majority of the Executive Board members shall constitute a quorum and a majority vote shall govern, except that a motion to propose to amend the bylaws shall require a two thirds (2/3) vote. Individuals serving in more than one voting position will only have one vote but for purposes of a quorum, be counted as present for each position
- The right and responsibility to make motions and to vote is reserved for board members designated above. Appointed vice chairs, committee members or others invited to the meeting, although ineligible to make motions or vote, are encouraged to provide their inputs and comments.
- A District Field Officer who is unable to attend a meeting may be represented by a chapter President within his/her district or excused by the President.
- All participating Executive Board members and others specifically invited by the Federation President will be eligible for reimbursement of their travel expenses at the currently approved rate. Carpooling to limit expense to the Federation is encouraged. Luncheon at Federation expense will be provided to all attendees unless there is a specific need or reason to exclude them in which case, a motion will be made by a board member, seconded, and approved by members of the Executive Board to limit number of lunches to be served.
- Any NARFE member of the South Carolina Federation of NARFE Chapters may attend Executive Board meetings as an observer. Such individuals will attend at their own expense.

- Minutes of the meetings will be prepared and distributed, within 3 weeks following the meetings, to the Executive Board members, Federation officers, Federation committee chairs/coordinators, chapter Presidents, and Region III Vice President. Corrections will be made and returned to the Secretary by deadline. After a review by the President, the draft minutes will be transmitted to the Web Site Coordinator to post on the web site. When minutes are approved by Board vote, the final minutes will be posted on the web site.
- If an elected office becomes vacant, the President will appoint an individual to serve in the position until the next Federation convention. The appointment is subject to approval of the Executive Board.
- In the event a Federation President is elected to a Federation office immediately at the conclusion of his/her Presidential term, the elected office will be the primary position and the title of Immediate Past President will also apply, but the individual will have only one vote as an Executive Board member.
- Electronic (email or conference call) votes may be used in between Executive Board meetings when a time factor is involved unless a majority of the Executive Board does not agree.

Revised January 2015

1.1. President

The South Carolina Federation of NARFE Chapters will have a President to function as the Chief Executive Officer of the Federation. The President will be elected by the delegates attending the annual Federation convention for a term of 1 year. The President may be reelected at subsequent conventions to one or more additional terms.

1.1.1. Duties

The President will:

- Be responsible for execution of the Federation's policies and programs and the efficient functioning of the organization.
- Preside at the annual convention and all Executive Board meetings.
- Appoint all non-elected Federation officers, committee chairs, and coordinators subject to the approval of the Executive Board. Be an ex officio member of all committees except the Nominating Committee and Audit Committee.
- Assign duties and responsibilities of Federation officers, committee chairs, and coordinators as deemed appropriate in the best interests of the Federation, subject to concurrence of the Executive Board.
- Schedule special meetings upon the request of the majority of the board members, stating the necessity of the meetings and items to be discussed. Notices of special meetings will be issued to the Executive Board members and/or chapter Presidents at least 10 calendar days before the dates of the meetings.
- Be the official communicator with the National Officers at NARFE Headquarters on Federation matters. Computer access and skills are required.
- Attend every NARFE National Convention and Federation Presidents meeting as the principal Federation representative.
- Approve all requests for reimbursement of expenses except for the President's requests for reimbursement which will be approved by the Vice President or Secretary whichever is deemed most efficient method.
- Prepare an article for every edition of the Federation newsletter.
- Carry out other duties that may be defined elsewhere in this document.

Revised January 2016

1.2. Vice President

The Vice President will be elected by the delegates attending the annual Federation convention for a term of one year. He/she may be reelected at subsequent conventions to one or more additional terms.

1.2.1. Duties

The Vice President will:

- Serve as the Federation President at the request or absence of the President.
- Function as a member of the Federation Convention Committee as necessary.
- Become the President until the next Federation convention if the office becomes vacant.
- Prepare to succeed to the office of President if elected at a Federation convention by becoming familiar with all governing documents and developing any skills that are needed, especially the ability to work with computer technology on a frequent basis.
- Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation conventions as necessary. Submission of articles on special assignments for the Federation's newsletter is encouraged.

Revised January 2016

1.3. Secretary

The Secretary will be elected by the delegates attending the annual Federation convention for a term of one year. He/she may be reelected at subsequent conventions to one or more additional terms. If the position should become vacant between conventions, the President shall appoint a member with the requisite skills to fill the position until the next convention. The appointment is subject to approval of the Executive Board.

1.3.1. Duties

The Secretary will:

- Keep a true and correct record of the proceedings of all Executive Board meetings and Federation conventions. In addition to taking notes, the use of an electronic recording device may be utilized. Recordings may be erased when proceedings (minutes) have been approved by the Board.
- Distribute minutes of Executive Board meetings within 3 weeks following the meetings to the Executive Board members, Federation officers, Federation committee chairs/coordinators, chapter Presidents, and Region III Vice President. Corrections will be made and returned to the Secretary by deadline. After a review by the President, the draft minutes will be transmitted to the Web Site Coordinator to post on the web site. When minutes are approved by Board vote, the final minutes will be posted on the web site.
- Prepare and maintain rosters of Federation officers and committee chairs and all major chapter officers. The rosters will include names, addresses (including e-mail), and telephone numbers. These documents are to be treated as confidential in accordance with the NARFE National Bylaws. The rosters will be updated periodically and distributed to Federation officers, Executive Board and chapter Presidents. Date of preparation will be clearly identified on the document(s). The Federation Membership Chair may assist in the preparation of the document(s) as requested.
- Approximately one month prior to each Federation convention, will receive a list of the names of chapter members who will be attending the convention as a delegate, an alternate delegate, a member, or a guest from the Convention Treasurer. Chapter Presidents will also submit a list of chapter delegates and alternates that is to be signed by both the chapter President and chapter Secretary. It will be submitted to the Secretary at least two weeks prior to the convention. The Secretary will verify each name is a current NARFE member and the number of delegates allocated to each chapter is not exceeded (one delegate for each 25 members and each fraction thereof). Any discrepancies will be resolved with the applicable chapter President and in consultation with the Federation Membership Chair.
- Working with a Judy Kemp Award Committee member, will make arrangements for preparation of a certificate, a commemorative write-up and a small engraved token from the federation using the templates from previous years to present to the award recipient during the federation convention. (Reference 7.1.3)

- Will work with other Award Committees as may be required.
- Read the roll call at all conventions and Executive Board meetings and record the attendance.
- Record votes cast for each position at the Convention in Convention Minutes. (Reference Section 2.6.1.)
- Immediately upon conclusion of conventions prepare form F-7A, State Federation Officer Roster and submit to National Office. This can be readily accomplished by using the interactive form on the NARFE web site (www.NARFE.org).
- After conventions prepare form F-22, Federation Convention Report, and draft minutes of the convention within 6 weeks of the convention. Minutes will be reviewed by appropriate officers and posted on the web site as draft convention minutes until approved by next convention as final minutes to be posted on the web site.
- Maintain files of convention and Executive Board meeting minutes and Federation records (reports, pamphlets, booklets, etc.) except for financial and historical items. Reports by Federation officers/committee chairs/coordinators submitted at conventions and Executive Board meetings may be discarded years after verifying with Historian that they are not needed for the permanent archives. Other documents, including convention/meeting minutes, may be sent to the Federation historian after five years.
- Maintain a reference list and where to find the most recent editions of the *National Bylaws*, FH-4, Federation Bylaws, Federation Operating Guidelines, and the *Chapter & Federation Officers Manual*, F-10; provide the reference list to newly elected and appointed Federation officers.
- When a new Secretary is elected at the convention, the outgoing Secretary will work with the new Secretary to prepare and distribute form F-7A, State Federation Officer Roster, form F-22, Federation Convention Report, and minutes of the convention. All files and Federation owned equipment (e.g., recording device) are to be conveyed to the incoming Secretary upon completion of these documents.

Revised January 2016

1.4. Treasurer

The Treasurer will be elected by the delegates attending the annual Federation convention for a term of one year. He/she may be reelected at subsequent conventions to one or more additional terms. A minimum of five years of accounting experience or NARFE chapter Treasurer experience is desirable for the Treasurer. If the position should become vacant between conventions, the President shall appoint an individual with accounting experience to fill the position until the next convention. The appointment is subject to approval of the Executive Board. The Treasurer will provide overall financial management of the Federation.

1.4.1. Duties

The Treasurer will:

- Receive all financial assets, regardless of the origin or intended disposition, of the Federation, except for the Alzheimer's fund and the annual convention revenue. All Federation revenue, including funds held in escrow, will be deposited in the name of the Federation in a bank or credit union approved by the Executive Board.
- Be responsible for verifying that proper information is forwarded to appropriate banks or other financial institutions by the appropriate signers for all Federation bank accounts (Federation, Alzheimer's, and Convention). Only one signature will be required on Federation and Convention checks. Two signatures will be required on Alzheimer's Fund checks. The Treasurer or primary official responsible for the account, the President, and one additional person designated by the President will be included as signers on each account.
- Upon written approval of the President, except as noted in this section, the Treasurer will pay by check all approved invoices, bills, orders, and reimbursement vouchers. In the case of lost receipts, a written explanation will be provided as backup for missing documentation. The President's requests for reimbursement of expenses will be approved by the Vice President or Secretary. Any item included in the annual budget and not in excess of the budgeted amount do not require a prior written approval by the President, but will be presented for the President's review and signoff at the periodic Executive Board meetings.
- Bank accounts will be reconciled on a monthly basis and electronic copy forwarded to the President, Vice President, and Secretary within two weeks of the end of the month.
- Keep a true and correct account of all receipts and disbursements, and present oral and written reports at all conventions and Executive Board meetings.
- Beginning in 2016, the Treasurer will prepare a four-month interim budget and within three weeks of the end of the Federation convention, the continuing or new Treasurer, will prepare a budget for the Federation fiscal year plus four months. The major categories will be Income, Operating Expenses and Promotional Expenses. The Treasurer will consult with each member of the Executive Board for input of expenses in their Federation assignment and will present the draft budget to the President for approval by the Executive Board prior to the annual convention.

- The budget and actual expenses paid will be presented at all conventions and Executive Board meetings.
- In January of every year, the Treasurer will send a statement to the chapters showing the amount of per capita annual dues owed based on the November or December M110 Report, Membership Summary by State and Chapter. Per capita dues are fifty cents for each chapter member, whether voting or non-voting.
- Prepare and submit Internal Revenue Service Form(s) applicable for a small non-profit organization exempt from income tax.
- Prepare the charitable organization Application for Exemption and submit to the South Carolina Office of the Secretary of State annually.
- Order Federation identification badges for new Executive Board members, committee chairs, etc., when specifically requested by the President.
- Develop/recommend financial procedures.
- Federation officers, committee chairs and others will be reimbursed for expenses as specified in Section 6.2. Reimbursement for Federation expenses.
- The outgoing Treasurer shall give the incoming Treasurer, within 30 days of election at the convention, all records and financial statements of bank accounts in good order with a clear report of all transactions from beginning of the fiscal year to date of turnover.
- If there is a change of Treasurer between state conventions, a member or members of the Federation, at request of the President, will examine the financial records of the outgoing Treasurer and report the results to the President for transmission to the Executive Board.

Revised January 2016

1.5. District Field Officers

The South Carolina Federation of NARFE Chapters is divided into seven geographical districts containing two to four NARFE chapters and each district is represented by a District Field Officer (DFO).

1.5.1. Election

The District Field Officers will be elected at district caucuses during each Federation convention in accordance with the following requirements:

- Each candidate must be a member of a chapter in the district in which he/she is seeking office.
- Candidates may be nominated at the caucus or selected by a nominating committee from the district they represent.
- No candidate may hold another elected Federation office at the time of nomination unless he/she agrees to resign the current elected position if elected to another Federation position. It is also preferable that the DFO not hold another appointed position within the Federation or multiple offices in their home chapter. The DFO serves as the eyes and ears for the President within their respective district. Therefore, it is imperative that the individual have the time and commitment to fulfill the contact.
- The Convention Chair will designate the areas/rooms to hold the district caucuses.
- As appointed by the Federation President, each caucus will be chaired by a past Federation officer, current Federation officer, or the incumbent DFO.
- Voting in contested elections will be by secret paper ballots. Counting of the ballots will be by the caucus chair. Each chair will give the written results of the election to the Federation President at the end of the caucus meeting.
- The Federation President will announce these election results, along with the other elected officers at the convention.

1.5.2. Duties

The District Field Officers will to the best of their ability:

- Represent the Federation President in all matters pertaining to the Federation within their district.
- Be under the general supervision of the Federation President and work with him/her to strengthen chapters, train chapter officers where needed in their duties, provide assistance in recruitment and retention of members, and organize new chapters where concentrations of potential members exist. Conversely, they will work with the chapter members when a chapter must be closed.

- Attend Federation Executive Board meetings and conventions.
- Present an oral report of the chapter activities within their district at each Federation meeting and simultaneously submit a written report to the Federation Secretary.
- Be the liaison between their district chapters and the Federation officers promoting close cooperation through prompt dissemination of information that may be of mutual benefit. They will encourage regular chapter communication (newsletters, e-mail, telephone, etc.) to exchange ideas within the chapters and between chapters.
- Install new chapter officers and assure new officers receive the appropriate materials from NARFE National Headquarters and the Federation and assist in their training.
- Possess a knowledge of, or within three months, learn their chapters' membership and officers, official forms and publications, and possess the ability to organize new chapters and work with troubled chapters to keep them from closing.
- Verify that all chapters in their area are preparing and submitting the annual F-7 form and notifying National Headquarters when changes occur. Compile and keep current a list of officers and the time and place for chapter meetings. This list and changes should be provided to the Federation Secretary who maintains a master list for the Federation and to the Web Site Coordinator to post on the web site.
- Visit each chapter at least once a year (preferably more frequently) and provide feedback to the Federation President especially on potential problems. At each chapter meeting, the DFO should:
 - Relay important information from national headquarters and the Federation including membership, legislation, Alzheimer's program, FEEA, and NARFE-PAC.
 - Solicit comments and ideas from chapter members that could be considered at the Federation or national level.
 - Discuss current issues and listen to chapter needs/problems.
 - Encourage members' contact with national congressional senators and representatives as well as state and local officials. Provide chapters with their mailing addresses, e-mail addresses, and telephone numbers both locally and in the Washington, DC, area if not already available.
 - Urge chapter members to participate in chapter administration by serving as officers and committee chairs/members.
- Convene meetings of the chapter officers within their district annually to promote communications and exchange knowledge between chapters.
- Prepare articles for publication in the Federation newsletter as requested.
- Develop an annual budget request to carry out the above duties and provide to the Federation President and Treasurer to consider in development of the Federation budget.

Revised January 2016

2. Committees, Coordinators, Other Positions

A significant amount of the Federation's business is carried out by a variety of committees, coordinators, and other officers. Details of these positions are provided in this section.

2.1. Alzheimer's Disease Research Program Committee

The South Carolina Federation of NARFE Chapters will support NARFE National Headquarters fund raising efforts for the Alzheimer's Research Program. All affiliated chapters are encouraged to support the program.

2.1.1. Duties

The Federation President, with the approval of the Executive Board, will appoint an Alzheimer's Disease Research Program Committee. The Committee Chair will:

- Encourage each chapter Alzheimer's committee chair/coordinator to publicize and receive donations from their members at regular chapter meetings. Chapters may be encouraged to hold periodic fund raising events such as 50/50 drawings, car washes, used book sales, yard/garage sales, etc.
- Update the Federation Alzheimer's donation form on a quarterly basis and distribute copies to the NARFE Regional Alzheimer's Coordinator and chapter Alzheimer's Committee chairs/coordinators.
- Receive all donations from chapters, record the amounts, and deposit the funds in a checking account exclusively for this purpose. Signatures on the account will be the Federation Alzheimer's Chair, the President, and one additional person designated by the President. Two signatures will be required on Alzheimer's Fund checks.
- The total donations, collected for each month, will be forwarded no later than the 10th day of the following month by the Committee Chair to Alzheimer's Association National Headquarters, 225 N. Michigan Ave., 17th Floor, Chicago, IL 60601-7633. (POC Lauren Fritz, telephone 312-335-5828).
- Approximately 3 months prior to the convention, the Committee Chair will send a notice of the 50/50 drawing to be conducted at the Federation convention to all chapter Alzheimer's chairs/coordinators. The notice will state that one half of the money collected for the drawing will be donated to the NARFE Alzheimer's Disease Research fund. The other half of the donated funds will be distributed by drawing three tickets with the first prize being 50% of this amount and the second and third prizes being 25% of the amount. The notice will include directions for selling tickets including printing the ticket buyer's name (use of address labels is encouraged) and chapter number on each ticket. Sold tickets and collected money should be placed in separate zip lock bags and brought to the Federation convention. These guidelines are posted in the Alzheimer's and Annual Convention section of the Federation web site.
- Staff a table at the Federation convention to sell tickets during breaks between the convention sessions and place all sold tickets into a container in preparation for the drawing.

- At the final convention session, conduct the drawing of tickets and issue certificates of appreciation to chapters for outstanding donations during the past year
- Present written and oral reports of research progress, donation amounts, and provide suggestions to chapters for fundraisers at Executive Board meetings and at Federation conventions. Submission of articles for the Federation's newsletter is encouraged.

Revised January 2016

2.2. Financial Audit

An Auditor or Auditors will be appointed by the Federation President subject to approval of the Executive Board to review the financial records of all Federation bank accounts. The President appoints members excluding the Federation Treasurer, Secretary, Vice President or any other person who is an approval or signatory official on the bank account.

2.2.1. Duties

The auditor(s) will:

- Conduct annual audits (or financial review) to assure the financial records of the Federation are accurate and will examine the financial documents of the Treasurer, the Alzheimer's Disease Research Program, and the Convention Treasurer.
- Audits of the Treasurer and Alzheimer's records are usually conducted during registration on the first day of the Federation convention prior to the opening session. Other arrangements may be made for these two audits. The Convention Treasurer's records are audited approximately two months after conclusion of the convention and all invoices and receipts have been recorded. During the audit process an audit committee member may contact the Treasurer, the Alzheimer's Committee Chair, the Convention Treasurer, or others as necessary for clarification of any issue.
- Upon completion of the audits, issues letters of compliance to the President. The letter for the Treasurer's and Alzheimer's records audits is read as a report to the convention delegates. The letter for the Convention Treasurer's audit is read at the first Executive Board meeting following completion of the audit.
- In the event of a change of the Treasurer or the Alzheimer's Committee Chair between state conventions, conduct an audit of the applicable financial records and report the results to the President for presenting to the Executive Board.

Revised January 2016

2.3. Legislative Committee

A Legislative Committee will monitor federal and state legislative activities that may affect active and retired federal employees and advise Federation and chapter officers and members on actions to endorse or oppose these matters.

The Legislative Committee Chair and committee will be appointed by the Federation President subject to approval of the Executive Board. Those committee members will be Vice Chairs for one or more Congressional Districts and a Vice Chair for State Legislation. The Legislative Committee Chair will be the Federation single point of contact for federal legislative matters with NARFE National Headquarters, Region III Vice President, and Region III Legislative Committee Chairs.

2.3.1. Duties

The Vice Chairs for Congressional Districts, under the direction of the Legislative Committee Chair, will:

- Be cognizant of all federal legislation being considered by Congress that may affect active and retired federal employees. This includes the Federal Employees Health Benefits Program (FEHBP), repeal or modification of the GPO/WEP Social Security benefits restrictions, changes to MEDICARE, modification to the Consumer Price Index (CPI) and other similar actions.
- Communicate their findings to the Executive Board members and chapter legislative officers or chapter Presidents including recommendations to support or oppose legislative actions by contacting Senators and/or Congressional Representatives in person or via correspondence or email.
- Encourage every chapter President to appoint a legislative officer and, in large chapters, a legislative committee.
- Maintain an up-to-date directory of all chapter legislative officers to include names, addresses (including e-mail), and telephone numbers. If a chapter does not have a legislative officer, the chapter President will be the point of contact.
- Ensure every chapter legislative officer has a NARFE e-mail address to receive prompt information from NARFE headquarters.
- Attend the NARFE biennial National Legislative Training Conference.
- Encourage chapter Presidents to arrange individual or joint chapter visits with Congressional candidates in their districts during election years.
- Present written and oral reports at Executive Board meetings and at Federation conventions. -A Legislative update will be submitted for each Federation newsletter.
- The Vice Chair for State Legislation will become familiar with bills introduced in the state legislature that concern issues which affect senior citizens by accessing legislative information contained at www.scstatehouse.gov. This person will also review activities being

proposed by the SC Office on Aging and the Silver Haired Legislature. As information requiring action is discovered, it will be forwarded to the Legislative Committee Chair to determine its dissemination. More specific duties will be provided as developed. The Federation Legislative Chair may assume these duties until a Vice Chair is appointed.

Revised January 2016

2.4. Membership Committee

A Membership Chair will coordinate and oversee the Federation's membership activities. The Membership Chair will be appointed by the Federation President, subject to approval of the Executive Board. The Membership Chair may determine the need for a group of members to be designated as Committee to carry out specific tasks and provide to the Federation President for appointment.

2.4.1. Duties

The Membership Chair will:

- Encourage each chapter President to appoint a membership chair/officer and to develop a membership plan which will achieve the following objectives:
 - (1) Recruit new members
 - (2) Retain current members
 - (3) Increase meeting attendance
 - (4) Involve maximum number of members in achieving specific actions listed in the plan
- Maintain an up-to-date directory of all chapter membership officers/chairs which will include names, addresses, e-mail addresses, telephone numbers and forward all correspondence from National Headquarters that pertains to membership.
- Be available to answer membership questions, help resolve problems and contact National Headquarters when necessary.
- Serve as a resource for all chapter membership officers including help in accessing and interpreting national reports, such as the M-112. The Membership Chair will be familiar with the contents of the *Membership Development Manual* - FH-19 and *Member Records Manual* - FH-6.
- Present written and oral reports of accomplishments and plans at Executive Board meetings and Federation conventions.
- Periodically contact each chapter membership officer/chair to discuss and obtain an informal report of chapter membership activities. Information gained in these contacts will be shared with the Federation President and/or DFO's.

Revised January 2016

2.5. Nominating Committee

The Federation President, with the approval of the Executive Board, will appoint a Nominating Committee Chair and a committee of not less than three people, preferably a majority who have served as Federation Presidents, not less than six months prior to the forthcoming state convention to select a slate of nominees for elected Federation offices as listed below.

2.5.1. Duties

The Committee will:

- Four months prior to the convention issue an announcement to all chapter Presidents stating that nominations are open for the positions of Federation President, Vice President, Treasurer, and Secretary. Any NARFE Federation chapter member whose national and chapter dues are paid may send a brief resume of their qualifications, including prior positions held at the chapter/Federation level, and state their willingness to serve in a particular office. Persons may self-nominate or a person may nominate another member but only after receiving permission of the person to be nominated. Chapters are encouraged to make recommendations as well. A deadline for nominations to close not less than one month later should be included with the announcement. Nominations will be forwarded by mail or electronically to the Nominating Committee Chair.
- The Nominating Committee Chair will distribute nominations to the committee members and follow up with a conference call or meeting to review the qualifications of the nominees as described in the duties for each officer. Current officers should also be contacted to determine if they want or are able to continue in their current position. If nominees do not meet qualifications for office, not enough nominations are submitted to review, or current officers do not desire to continue, the committee members as directed by the committee chair will contact chapter members to determine their interest.
- The Federation President will announce the Nominating Committee's slate of one or more candidates for each of the four elected positions not less than one month prior to the convention via an e-mail message to the Federation officers and the chapter Presidents. Chapter Presidents will be asked to circulate the information within their chapters. Electronic notification will be made to convention delegates at least two weeks before the convention by the Bylaws and Guidelines Coordinator.
- Nominations will be accepted from the floor at the convention just prior to the election by convention delegates.
- Federation Secretary will record votes cast for each position at the convention.

Revised January 2016

2.6. Bylaws and Guidelines Coordinator

The Federation President, with the approval of the Executive Board, will appoint a Bylaws and Guidelines Coordinator to process proposed amendments to the bylaws and changes to the Operating Guidelines and update these documents when amendments/changes are approved.

2.6.1. Duties

The Bylaws and Guidelines Coordinator will:

- Upon receipt of a bylaws resolutions form, review the form to ensure the proper information is included. If any information is incomplete, the resolutions form will be returned to the submitter for revision. When the resolutions form is determined to be acceptable, a number and date will be added and copies of the form forwarded to the Executive Board members.
- Present written and oral resolutions reports proposing amendments to the bylaws at Executive Board meetings and at Federation conventions.
- Upon Executive Board approval of the proposed bylaws amendments, forward copies of the resolutions forms to all chapter Presidents at least 45 days prior to commencement of the convention. If additional proposed amendments are subsequently approved by the Executive Board, copies of the resolutions will be promptly distributed to the chapter Presidents.
- Ensure delegate votes are accurately tallied when the proposed bylaws amendments are voted upon at the convention.
- Sign on the applicable lines at the bottom of the original resolutions forms, along with the Federation President, upon adoption of bylaws amendments at the convention.
- Incorporate adopted amendments into the bylaws and forward the updated document to the Federation President for submission to the National Secretary for approval.
- Issue notices of revision and/or update the *Operating Guidelines* when there are changes due to revised bylaws or by Executive Board actions.

Revised January 2016

2.7. FEEA Coordinator

The Federal Employee Education and Assistance (FEEA) Coordinator will be appointed by the Federation President subject to approval of the Executive Board.

2.7.1. Duties

The coordinator will:

- Encourage NARFE members to contribute to the FEEA Natural Disaster Fund that provides grants of up to \$500 per NARFE household to reimburse NARFE members for losses stemming from **declared** natural disasters. Tax deductible donations via checks, payable to the FEEA/NARFE Disaster Relief Fund, are to be mailed to FEEA/NARFE Programs, 333 Wadsworth Blvd., Suite 300, Lakewood, CO 80227. Credit card donations may be made at the FEEA website www.FEEA.org or by telephone toll free at 1-800-323-4140. Chapter number and Federation name should be visible on the transaction.
- Advise chapters that applications for the Natural Disaster Fund may be downloaded from the FEEA web site www.FEEA.org or requested via e-mail to feeahq@aol.com, or toll free telephone 1-800-323-4140, or USPS mail to FEEA at the above address.
- Encourage NARFE members to contribute to the FEEA/NARFE Scholarship Fund to support \$1,000 scholarships for high school seniors planning to enter college in the fall. Tax deductible donations via checks, payable to the FEEA/NARFE Scholarship Fund, are to be mailed to FEEA/NARFE Programs, at the above address. Credit card donations may be made at the FEEA web site www.FEEA.org or by telephone toll free at 1-800-323-4140. Chapter number and Federation name should be visible on the transaction.
- Suggest to NARFE members that their children, grandchildren, and great-grandchildren apply for the scholarships as described in NARFE publication F-105. Copies of this document may be ordered from the NARFE web site (www.narfe.org) and provided to interested NARFE members. Applications are printed in the NARFE magazine several months prior to the due date of late April/ early May.
- Participate as a member of Region III judging teams in evaluation of the applications.
- Notify the chapter Presidents that the amounts of donations made by chapter and members directly to FEEA are to be reported to the FEEA Coordinator for inclusion in the Federation report.
- Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation conventions. Submission of articles for the Federation's newsletter is encouraged.

Revised January 2016

2.8. NARFE-PAC Coordinator

The NARFE-PAC Coordinator will be appointed by the Federation President subject to approval of the Executive Board.

2.8.1. Duties

The Coordinator will:

- Facilitate communication between Federation members and NARFE headquarters on congressional races and candidates within South Carolina.
- Upon receiving a request from NARFE headquarters regarding recommendations for House of Representatives candidate funds, contact the chapter NARFE-PAC coordinators or chapter Presidents within the applicable congressional district for their recommendations. For Senatorial candidates, all chapters are contacted. Each chapter should poll their members and make a consensus report to the Federation Coordinator. A response from the chapters within *two weeks* is typically requested. The Federation Coordinator prepares the reply, based on the input from the chapters, and sends it to the Federation President who forwards it to NARFE headquarters to meet the usual two week deadline. When time constraints do not allow for timely notifications of everyone, the NARFE-PAC Coordinator will coordinate with the Executive Committee (President, Vice President, Secretary, Treasurer, and Past President) to provide a timely response.
- Present written and oral reports at Executive Board meetings and Federation conventions. Distribute relevant brochures, posters and pins to Federation and chapter members at these gatherings. Periodic newsletter articles are encouraged. These activities will be directed towards:
 - Educating Federation leaders and members of NARFE-PAC's importance to NARFE's primary mission of protecting and enhancing members earned benefits.
 - Motivating Federation members to contribute to NARFE-PAC and become involved in the political process.
 - Updating Federation members with information about their contributions and disbursements to Congressional candidates from South Carolina.
- Be familiar with the following NARFE-PAC resource materials:
 - NARFE-PAC Coordinators' Guide*
 - NARFE-PAC FAQ (Frequently Asked Questions) Pamphlet*
 - NARFE-PAC Contribution Forms*

Revised January 2016

2.9. Chaplain

The Federation President, with the approval of the Executive Board, may appoint a Chaplain to provide observance of moments of reflection or silence during activities of the Federation in accordance with national NARFE policy on non-religious activities. Also, the Chaplain will reach out to Federation members who are ill, having difficulty, or needing assistance. As a secular organization, that is not organized for religious purposes, the Chaplain duties may be performed by the President or another member as appointed by the President.

2.9.1. Duties

The Chaplain may:

- Lead moment of reflection invocations at the opening sessions of conventions.
- Lead moment of reflection or silence at Executive Board meetings.
- Prior to the convention banquet, offer a non-denominational prayer or reading to bless the food.

The Chaplain will participate in the Federation's Sunshine and Memorial Program to wish speedy convalescence to ill or injured Federation officers and to honor deceased Federation officers as follows:

- When a Federation officer, past Federation President, Region III Vice President, or the spouse of one of the aforementioned individuals becomes ill, injured, or undergoes surgery the Chaplain will notify all current Federation officers and send a get well card to the affected individual on behalf of the Federation.
- District Field Officers will be encouraged to provide the Chaplain with the names and addresses of chapter leaders, current or past, who are hospitalized or deceased. The Chaplain will send a card on behalf of the Federation.
- In the event of the death of one of the individuals cited above, the Chaplain will send a sympathy card to the next of kin on behalf of the Federation.

Revised January 2016

2.10. Sergeant-at-Arms

The Federation President, with the approval of the Executive Board, will appoint a Sergeant-at-Arms to maintain proper decorum during Executive Board meetings and Federation conventions. The Sergeant-at-Arms may select assistants as deemed necessary.

2.10.1. Duties

The Sergeant-at-Arms will:

- Be responsible for posting or arranging for the posting of the United States flag and South Carolina flag at Executive Board meetings and all sessions of the federal conventions. .
- Lead the Pledge of Allegiance at all Executive Board meetings and conventions.
- Know the locations of emergency exits and available firefighting equipment. Also know the locations of the men's and women's restrooms.
- Shall preserve order at all meetings and perform such other duties as may be directed by the Federation President.

Revised January 2016

2.11. Historian

The Federation President, with the approval of the Executive Board, will appoint a Historian to preserve documents or events in the life of the Federation. The Historian may select assistants as deemed necessary and approved by the President.

2.11.1. Duties

The Historian will:

- Preserve Federation convention programs and minutes, Executive Board meeting minutes, Federation officer rosters, Federation correspondence, financial records, and other important Federation event documents, using the guidelines provided by National NARFE for records retention.
- Present reports of accomplishments at Executive Board meetings and conventions and simultaneously provide written copies of the reports to the Federation Secretary.
- Present certificates at conventions to chapter Presidents marking the chapters' anniversaries beginning at the 25th year and every 5 years thereafter.
- To assure continuity and consistency, the outgoing Historian will turn over to his/her successor all archives when the new Historian is appointed.

Revised January 2016

2.12. Parliamentarian

The Federation President, with the approval of the Executive Board, will appoint a Parliamentarian to ensure proper parliamentary procedures are followed during all Executive Board meetings and Federation convention business sessions as well as other parliamentary functions.

2.12.1. Duties

The Parliamentarian will:

- Determine if a quorum exists after role call at all Executive Board meetings and Federation convention business sessions. A quorum shall be a majority of the voting members.
- Immediately notify the Federation President of any error in proceedings.
- Advise the Federation President and body per *Robert's Rules of Order, New Revised*, which shall govern the deliberations of Executive Board meetings and Federation convention business sessions except where the Federation bylaws are in conflict in which case, the bylaws will prevail.
- Research and advise the Federation President on issues involving parliamentary law.

Revised January 2016

2.13. Service Officer

The Federation President, with the approval of the Executive Board, will appoint a Service Officer to guide chapter service officers, coordinate their activities, and keep them advised of new developments.

2.13.1. Duties

The Service Officer will:

- Encourage every chapter President to appoint a service officer.
- Maintain an up-to-date directory of all chapter service officers to include names, addresses (including e-mail), and telephone numbers. .
- Ensure every chapter service officer has a copy of the most recent edition of *NARFE Duties & Responsibilities, Chapter Service Officer*, F-58, and *Service Officer Guide*, FH-10.
- Periodically notify the chapter service officers that he/she is available to answer questions and resolve problems.
- Be knowledgeable about the Federal Employees Health Benefits (FEHB) program, Medicare and Medicaid benefits, federal life insurance, Federal Employees Dental & Vision Program, survivor benefits, Federal Long Term Care Insurance Program, Social Security procedures, Thrift Savings Plan, and federal & state income taxes. In particular the Service Officer should have immediately available information for the following events:
 - (1) Death of an active or retired federal employee.
 - (2) Death of the spouse of an active or retired federal employee.
 - (3) Changing amount of withholding federal and/or state income taxes.
 - (4) Services available from the SC Lieutenant Governor's Office on Aging
- Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation conventions. Submission of articles for the Federation's newsletter is encouraged.

Revised January 2016

2.14. Website Coordinator

The Federation President, with approval of the Executive Board, will appoint a Website Coordinator to display information of interest to NARFE members and potential members on the Federation website, *www.scnarfe.org*.

2.14.1. Duties

The Website Coordinator will:

- Post on the website contact information for members of the South Carolina delegation in the U. S. Congress, NARFE National Headquarters personnel and organizational material, South Carolina legislative representatives and key state government officials, and NARFE Federation personnel and organizational material.
- Assist chapter website coordinators to keep their chapter information current. (Chapters are expected to have a local member who is familiar with the minimum needs.)
- Periodically, and not less than annually, remind the District Field Officers that changes in their chapters' officers reported to NARFE headquarters via F-7 forms are to be provided to the Coordinator for updating the website.
- Work with the annual Federation Convention Chair to place all pertinent information on the website including dates and location of the convention and all applicable forms.
- Ensure all business items (bylaws, guidelines, reports, minutes, newsletters, etc.) of the Federation are approved by the President and Executive Board, before being posted on the website. Any additional items for posting on the website will be coordinated with the President.
- Make arrangements to pay the annual fee to the internet provider for the website and submit reimbursement requests through the President to the Treasurer. The Website Coordinator may be reimbursed for his/her time and/or expenses if approved by the Executive Board.
- Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation conventions. Submission of articles for the Federation's newsletter is encouraged.

2.15. Public Relations Coordinator

The Federation President, with the approval of the Executive Board, will appoint a Public Relations Coordinator.

2.15.1. Duties

The Coordinator will:

- Encourage every chapter President to appoint a public relations officer.
- Maintain an up-to-date directory of all chapter public relations officers to include names, addresses (including e-mail), and telephone numbers.
- Provide guidance and assist chapters in preparing requests for matching funds from NARFE headquarters and the Federation for outreach activities. (See section 8.1 Guidelines for Requesting Matching Funds.)
- Coordinate with the Federation Newsletter Editor on newsletter content.
- Coordinate with the annual Convention Chair to develop advertising and outreach information pertaining to the convention and to identify potential exhibitors, sponsors, and other funding sources.
- Be knowledgeable of the various available media to communicate with the public (e.g., newspapers, television, radio, internet, local community meetings, fairs, festivals, parades, yard sales, etc.) as described in the Public Relations Handbook, FH-9.
- Ensure every chapter public relations officer has access to a copy of the most recent edition of Public Relations Handbook, FH-9.
- Remind chapter public relations officers to have available NARFE membership recruitment supplies when participating in a media event. Pamphlets, brochures, application forms, etc., are available at no cost and can be ordered on the NARFE website (www.narfe.org) or by mail using the Requisition for Printed Supplies, F-18.
- Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation conventions.

Revised January 2016

2.16. Newsletter Production Editor

The Federation President, with the approval of the Executive Board, will appoint an Editor for preparation of the Federation newsletter.

2.16.1. Duties

The Editor will:

- Gather information from various sources such as Federation officers, chapter members, the NARFE magazine and website, the news media, etc., as requested by the President.
- Coordinate articles and arrange them into the newsletter format in consultation with the Federation President.
- Electronically transmit the newsletter to the Federation Website Coordinator who will post it on the Federation website, and to all Federation officers and committees, chapter Presidents, and other individuals as requested by the Federation President. (Newsletters may occasionally be distributed by USPS mail.)

Revised January 2016

3. Amendments to the Bylaws

The South Carolina Federation of NARFE Chapters bylaws may be amended as described below.

- Proposed amendments to the Federation bylaws may be initiated by any member of the Federation using the South Carolina Federation Resolution form. This form is available on the Federation website (www.scnarfe.org) and from the Bylaws and Guidelines Coordinator. When the form is prepared at the chapter level, the Chapter Action section is to be completed including the signatures of the Chapter President and the Chapter Secretary.
- The resolution form is to be submitted to the Bylaws and Guidelines Coordinator who will review it to verify all required areas have been completed, ensure there is no conflict with the National Bylaws and assign a resolution number and date. He/she will distribute copies of all resolutions forms to the Executive Board members. All resolutions forms containing proposed bylaws amendments approved by the Executive Board will be sent to the chapter Presidents by the Bylaws and Guidelines Coordinator at least 45 days prior to the Federation convention.
- During the Federation convention the Bylaws and Guidelines Coordinator will present each proposed amendment, briefly describing the rationale for the revision and inviting comments from the attendees. After all comments have been completed, each amendment will be voted upon. A two-thirds (2/3) vote of approval is required to adopt amendments that have been submitted at least 45 days prior to the convention. For amendments sent to the chapter Presidents less than 45 days before the convention a unanimous vote of the delegates is required for adoption.
- Proposed amendments failing to meet the 45 days deadline that receive less than a unanimous vote, but more than two-thirds (2/3) vote, shall be distributed by the Bylaws and Guidelines Coordinator, within 30 days following the convention, to all Federation chapters for ratification. Ratification by two-thirds (2/3) vote of the chapters, within 90 days after the convention, with each chapter having the number of votes equal to its convention delegates, shall validate the amendment.
- Resolutions to amend the bylaws will be accepted from the convention floor for debate and consideration provided that a majority of the delegates agree to the submission. Unanimous approval will be required for such amendments.
- In the event of an urgent need for a decision on an Executive Board approved proposed bylaws amendment that cannot wait until the forthcoming convention, the Bylaws and Guidelines Coordinator shall distribute the proposed amendment to all Federation chapters, with a stated deadline for ratification. Ratification by two-thirds (2/3) vote of the chapters, within the stated deadline, with each chapter having the number of votes equal to its convention delegates, shall validate the amendment.
- Amendments approved by the Federation membership shall be processed as described in the Bylaws and Guidelines Coordinator section of these *Operating Guidelines* and become effective upon approval by the National Secretary/Treasurer.

Revised January 2016

4. Revisions to the Operating Guidelines

Revisions to the *Operating Guidelines* may be made with approval of the Executive Board.

The following procedures will be used for revisions.

- Any member of the Federation may request revisions to the *Operating Guidelines*. All requests for revisions are to include a reason for the change and the exact verbiage of the revisions. Requests are to be submitted in writing, preferably by electronic mail, to the Bylaws and Guidelines Coordinator who will ensure the proposed revisions contain the appropriate information.
- The Bylaws and Guidelines Coordinator will determine the extent a proposed revision affects other governing documents and *Operating Guidelines* and distribute copies of proposed revisions to the Executive Board members with a recommendation on disposition and request they review them and vote their approval/disapproval to him/her with 14 calendar days.
- If the majority of the Executive Board members approve the revisions, the Bylaws and Procedures Coordinator will update the pertinent pages of the *Operating Guidelines* and forward the overall revised document to the Federation President for approval and forwarding to the Website Coordinator to post on the Federation web site.
- If the majority of the Executive Board members disapprove the revisions, the Bylaws and Guidelines Coordinator will advise the submitter accordingly including the rationale for disapproval.
- In addition to the procedures described above, Executive Board members may revise the *Operating Guidelines* on the basis of a motion and by majority vote during an Executive Board meeting.

Revised January 2016

5. Chapter Governance

The following procedures apply to the chapters within the South Carolina Federation of NARFE chapters.

5.1. Federation Membership and Dues

- All NARFE chapters chartered in South Carolina may become members of the South Carolina Federation of NARFE Chapters.
- A new NARFE chapter may be organized, in conjunction with Federation officers, as described in the *Organizing a New Chapter* paragraph, *Section II: Federation Officers & Operations* of the *Chapter & Federation Officers Manual*, NARFE publication F-10, latest edition. Upon receipt of the approved charter from NARFE headquarters, the chapter may apply for Federation membership in writing and providing a list of chapter members that includes their membership number, address, expiration date, and previous chapter membership information. The application shall be acted upon by the Federation in convention or by the Executive Board between conventions.
- Dues for Federation chapters shall be \$0.50 per year for each chapter member, excluding honorary members, based on the November or December M110 Report, Membership Summary by State and Chapter. Payment of the per capita dues is to be made to the Federation Treasurer by January 31 of the following year. Newly chartered chapters are not required to pay dues for any period of the calendar year in which their charter is dated. However, any new chapter whose charter is dated between the first day of January and the opening date of that year's Federation convention will be entitled to their number of Federation convention delegates as are all other affiliated chapters. Any change to the per capita dues must be approved by the Federation membership.
- Chapters which have not paid their per capita dues by January 31, shall be considered delinquent and shall forfeit the right of representation at Federation functions including conventions. Delinquent chapters will be reinstated as members of the Federation upon the payment of their per capita dues.
- Closed chapters that are reactivated will become Federation members and are exempt from paying per capita dues during the year they are reactivated. Reactivated chapters are entitled to their number of Federation convention delegates similar to new chapters.
- Dues, payments, gifts and contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

5.2. Confidentiality of Membership Lists

- All membership lists, prospective members' lists, and address mailing labels in the custody of Federation and chapter members are to be treated as confidential to prevent identity theft and other inappropriate use.
- Requests for a list that includes names, addresses (including e-mail) and/or telephone numbers of Federation and/or chapter members, or prospective members, will be denied.
- In questionable cases where the release of such lists may possibly be of benefit to the Federation/chapter, the Federation President will be consulted to determine suitability of such release.
- All documents containing any of the aforementioned information will be destroyed, preferably by crosscut shredding, so none of the information can be retrieved.

Revised January 2016

5.3. Changing a Chapter's Name

- A chapter's name may be changed if the procedures stated below are followed.
- The chapter's members vote on the name change. This may be done at a regular membership meeting, via USPS mail, e-mail, or some combination thereof.
- If approved by two thirds (2/3) vote, revise the chapter's bylaws. Submit the original of the revised bylaws to the Federation Bylaws and Guidelines Coordinator.
- The Coordinator will assure the revised bylaws do not conflict with the Federation's bylaws and will then forward the document to the Federation President for submission to the National Secretary/Treasurer for approval.
- Upon receipt of National Secretary/Treasurer's approval, the Bylaws and Guidelines Coordinator will forward the approved original document to the chapter, provide copies to the Federation historian, and retain a copy in the Federation's Bylaws and Guidelines Coordinator file.

Revised January 2016

5.4. Closing a Chapter and Reactivating a Closed Chapter

- When a chapter must be closed or when a closed chapter is to be reactivated, the procedures described below will be followed.
- Closing a chapter. The chapter President will take all actions available to maintain the chapter including seeking advice and/or assistance of the DFO and the Federation President. When all efforts have been exhausted to maintain the chapter without success, the chapter President will notify the DFO by written notice of the chapter closure. If the DFO agrees it is impossible for the chapter to maintain active status, he/she will notify the Federation President. At this point, the steps described in the *Procedures for Closing a Local Chapter* paragraph, *Section II: Federation Officers & Operations* of the *Chapter & Federation Officers Manual*, NARFE publication F-10, latest edition, will be implemented.
- Reactivating a Closed Chapter. When the members and prospective members of a closed chapter, the DFO, and the Federation President agree a closed chapter should be reactivated, the instructions in *Reactivating a Closed Chapter* paragraph, *Section II: Federation Officers & Operations* of the *Chapter & Federation Officers Manual*, NARFE publication F-10, latest edition, will be followed.

Revised January 2016

6. FINANCE

Information dealing with financial procedures may be contained in other Sections of this document, especially in the Section dealing with the Treasurer's duties. (An attempt has been made to assure that all necessary procedures regarding financial policies are contained herein.)

6.1. Financial Assistance to New, Troubled or Closed Chapters

Federation funds may be available to assist in the establishment of new chapters, support of troubled chapters, or reviving closed chapters.

- The chapter President of a new or troubled chapter will submit a request to the District Field Officer describing the reason(s) (e.g., notices placed in newspapers, on television, and/or to be copied, mailed, etc.) for financial assistance. The District Field Officer will review the request and forward it to the Federation President with a recommendation of approval or disapproval. For closed chapters that are to be reactivated, the District Field Officer will prepare the request and send it to the President. If no chapter officers are available to initiate the request, the President and the affected DFO will determine how to proceed.
- If approved by the President and the amount of funds is \$150.00 or less, the request will be forwarded to the Treasurer to issue the payment. If the amount exceeds \$150.00, the request will be forwarded to the Executive Board. If approved, the request will be sent to the Treasurer to issue the payment.

Revised January 2016

6.2. Reimbursement for Federation Expenses

Federation officers will be reimbursed in a timely manner for expenses in accordance with the procedures discussed below.

6.2.1 General.

- All Executive Board members, District Field Officers, and appointed Federation officers, coordinators, and committee chairs must submit requests for reimbursement of expenses incurred in the conduct of Federation business on SC Federation Request for Reimbursement of Expenses, accompanied by all applicable receipts. The request will be submitted to the Federation President for approval and then forwarded to the Treasurer for payment except the President's expenses that will be submitted either to the Vice President or Secretary for approval. Lost receipts must be replaced by a statement describing why the receipt is not available.
- Mileage rate for all approved travel will be at the rate approved by the Executive Board. Mileage for any trip less than 20 miles in length one way will not be reimbursed. Car pooling is encouraged. Gasoline receipts for actual gas used may be submitted instead of using a mileage rate. On March 27, 2017, the Executive Board approved a restriction on total payment for mileage to be \$100.00 each trip.
- Payment in excess of \$150.00 not included in the approved annual budget requires prior approval of the Executive Board. Payment of \$150.00 or less per request, not covered by the approved annual budget, may be approved by the Federation President.

6.2.2. Conventions/Conferences/Seminars/Workshops

- State Conventions. Federation convention expenses reimbursement will be paid to the President, Secretary, Convention Treasurer, and Convention Chair. These expenses will include registration fee, mileage, and lodging. The amount paid will be that approved in the annual budget.
- National Convention. Expenses to attend the National Convention will be paid for the President (or other Executive Board member, if the President does not attend). Expenses or partial expenses of one other officer, coordinator, or committee chair, as approved by the President, may be paid. The amount paid will be that approved in the annual budget.
- Legislative Training Conference. Expenses to attend the Legislative Training Conference will be paid for the President and the Legislative Officer. Expenses or partial expenses may be paid for the Legislative Committee Vice Chairs. The amount paid will be that approved in the annual budget.
- Other Conventions, Conferences, Seminars, and Workshops. The Executive Board will approve expenses to attend these events when they are scheduled by National Headquarters or the Regional Vice President. The Executive Board will establish the limit for expenses to be reimbursed for each event based on a recommendation by the President and the Treasurer.

6.2.3. Chapter Visits

- The Federation President is authorized reimbursement of mileage and other expenses for one

visit to each chapter during his/her term of office. If the distance to a chapter exceeds 100 miles one way, reimbursement of overnight lodging expenses up to \$75.00 per night is authorized.

- For trips exceeding 20 miles one way, District Field Officers will be reimbursed mileage and other expenses for up to two visits per chapter in their district per year. Exceptions to this limit are visits to troubled chapter in which case expenses will be reimbursed on a case-by-case basis as approved by the Federation President.
- In the case of a chapter needing special assistance in the membership area that requires the expertise of the Federation Membership Chair and Legislative Chair, expenses of travel based on that provided to DFOs may be authorized.
- Visits by other officers, both elected and appointed, not included in the approved budget must be approved by the Executive Board upon request of the President.

Revised January 2016

Revised March 2017 (Total mileage reimbursement per trip restricted to \$100.)

7. Awards

The Federation Executive Board may establish awards for exceptional performance of Federation or chapter functions from time to time. A description of the award, purpose, eligibility, presentation particulars, costs, etc., will be presented to the Executive Board who shall act on whether it will be established.

7.1. Judy Kemp Outstanding Service Award

This award is presented annually to honor the memory of Judy Kemp and as a tribute to her leadership and dedication during her tenure in the South Carolina Federation of NARFE Chapters. The purpose of this award is to recognize significant sustained performance in NARFE organizations, leadership and community service contributions of a member of the federation that emulates the commendable example set by Judy Kemp who served as Federation President in 2002 and was a tireless worker in the North Charleston (#72) Chapter and community for many years.

7.1.1 Criteria for Nomination

- All nominees shall be current members of chapters within the federation during the award period of January 1 through December 31 of the previous year.
- The nominations must be submitted using the criteria described below.
- Nominations may be submitted by any or all of the DFO's and do not necessarily have to be from their district.
- A committee consisting of past recipients of the award plus the Vice President will determine the recipient of the Award.
- The award will be presented to the recipient at the federation convention following the award year.
- Nominations are to be submitted in the following format:
 - Typed on 8 ½" by 11" page and submitted by email to the Federation vice president or other designated person who will distribute to the other committee members for discussion and selection.
 - Nominee's name, chapter name and number, home address, e-mail address, and phone number.
 - Submitter's name, title (if applicable), chapter name and number, e-mail address and phone number.
 - Provide details and specific examples of how the nominee has met three or more of the following criteria.

7.1.2 Criteria for Selection

Nominees will be selected by applying at least three of the following criteria:

- Participated in chapter/federation meetings on a regular basis over a period of not less than 15 years.
- Gave outstanding service as an officer in a chapter and/or federation and/or the national organization over a period of not less than 10 years.

- Provided outstanding leadership as a chair or member of a chapter and/or federation and/or national committee not less than 15 years.
- Recognized as a commendable role model of commitment and accomplishments as a NARFE member in the chapter and/or federation and/or national organization. (Give examples)
- Recognized as a commendable role model of community leadership as a volunteer in the local community over a sustained period of years. Specify role and significance.
- Recognized recruiter of NARFE members during the award period.

7.1.3. Submission process and deadlines

The President will issue the call for award nominations to the DFO's by January 1 with instructions that nominations are to be submitted to the Federation Vice President by February 15. These guidelines will be provided to the DFO's. If no nominees are submitted, the committee members may recommend one name and will provide the justification for the person. The Selection Committee will review submissions and have the selection made by March 15. Working with the secretary: one of the committee members will work with the federation secretary to make arrangements for preparation of a certificate, a commemorative write-up and a small engraved token from the federation using the templates from previous years to present to the award recipient during the federation convention.

7.1.4. Reimbursements for Recipient

The recipient of the Judy Kemp award will be reimbursed for registration fee and two nights lodging expenses paid by the federation.

Revised January 2016

8. Political Activities

The South Carolina Federation of NARFE Chapters is a nonpartisan organization not affiliated with any political party.

Individual NARFE members have every right and are encouraged to actively support or oppose any candidate for election or issue under consideration at the national, state, and local levels. However, they should not state nor imply that their actions represent a NARFE position unless the position has been stated by the NARFE President.

Not only is each NARFE member encouraged to vote, but to actively support the candidates and issues of their choice as an individual and not as a NARFE representative.

NARFE members may be candidates and serve in national, state, and local positions. However, they should not use any aspect of NARFE to influence their election or duties.

NARFE members are encouraged to cooperate with and support civic and patriotic activities of other organizations that are deemed to uphold American institutions and ideals.

Revised January 2016

9. Federation Conventions

The South Carolina Federation of NARFE Chapters will hold annual conventions.

9.1. Dates and Locations

The dates and locations of Federation conventions will be determined as described in the Time and Place section below.

9.2. Delegates and Voting

Convention attendance shall be open to all members of the Federation chapters and their guests. The following persons shall be delegates with the right to vote on all convention matters

- All current elected Federation officers
- All past Federation Presidents
- Elected chapter delegates

Each person in the above list is entitled to one vote on any measure. Each chapter may be allowed one proxy vote if no delegates are elected from the chapter. Notification of the proxy assignment must be made to the Federation Secretary, electronically or by postal mail, 30 days prior to the beginning time of the Convention. Chapter members who are currently elected Federation officers or are Past Federation Presidents will be considered "Delegates at Large" and will not count against the respective chapter's number of allotted delegates.

Each chapter is entitled to one delegate for each 25 members, or fraction thereof, as shown on the membership report of December 31 preceding the convention. A chapter with less than 26 members is entitled to two delegates.

A quorum at a state convention shall consist of delegates representing at least a majority of the total voting strength of member chapters present. A majority vote shall govern, except on a resolution or motion to amend the bylaws which shall require a two thirds (2/3) vote. (See Amendments to the Bylaws section.)

9.3. Presiding Officer

The President shall preside at all plenary assemblies of delegates to the convention or may request the Vice President to temporarily preside.

9.4. Convention Governance

The convention shall be governed by the latest edition of *Roberts Rules of Order* and adhere to the rules of conduct and the program agenda, along with the *Rules for the Conduct of Business* published in the convention booklet, with the Parliamentarian providing oversight.

The order of business at Federation conventions shall generally be as in prior years' conventions. The President is authorized to deviate from the order of business as he/she regards appropriate.

9.5. Convention Revenue and Expenses

If the host chapter(s) collects more money for the convention than is required to pay expenses, the chapter(s) may retain 75 percent of these profits with the remainder to be transferred to the Federation treasury. Should there be a shortfall of funds to pay convention expenses the host chapter(s) may submit a request to the Executive Board for reimbursement of the loss. The request will include a detailed explanation of the circumstances resulting in the loss. The Executive Board will decide the amount of the shortfall that will be paid to the host chapter(s).

9.6. Time and Place for Convention

Time and Place for Convention. The President will issue a call to chapters to host future conventions 90 days prior to the current year convention. A two year commitment by the host chapter will greatly facilitate orderly convention planning. The Executive Board will approve the recommended host chapter. The Convention Planning Committee will determine the dates (between March and May) and facility for the Federation convention. Multiple chapters may host the convention sharing the workload and any profits.

The President and/or a member of the Executive Board, along with a member of the chapter proposing to host the convention, will visit the proposed site to assure there are adequate facilities for meetings, dining, exhibitors, vehicle parking, handicapped access, safety and security. Reasonable lodging costs will be a consideration. No commitments or contracts may be executed without the Federation President and Treasurer approval.

Results of the visit to the proposed convention site will be reported to the Executive Board and a decision made on acceptance of the facilities or continue to search for another location.

Upon Executive Board approval of the forthcoming convention site, the location and dates will be announced during the present convention inasmuch as possible.

9.7. Convention Planning Team, Contract, Program, Budget

The President will appoint a Convention Chair, Convention Treasurer, and other positions as needed in consultation with the Convention Chair and this group will be the Convention Committee. The President will sign the contract with the hotel and appoint a liaison to act on his/her behalf with the hotel, provide guidance to the Convention Planning Committee, and provide the outline for content of the convention program including the convention speakers.

The Convention Treasurer will:

- Prepare a budget to be approved by the Convention Planning Committee.
- Coordinate with the President, Convention Chair and others with past experience to determine the convention registration fee to be approved by the Executive Board and receive and keep all records for registration.
- Deposit all funds received from registrations, exhibitors and sponsors.
- Disburse funds for invoices approved by the Convention Chair and the Federation President.
- Divide workload with others as deemed necessary.

If a decision has not been made for the site and dates of the forthcoming convention at the time of the present convention, the Executive Board will subsequently make the selection, be responsible for planning and implementing the convention, and the President will notify all chapter Presidents.

The dates and location, along with registration fee, lodging rates, and other details will be published in the Federation newsletter. All information will be provided to the Federation Executive Board and chapter Presidents as it is finalized.

Revised January 2016

10. Guidelines for Requesting Matching Funds Requests Description and Application Procedures

The Matching Funds Program is a 50-25-25% match incentive designed to encourage NARFE Federations and chapters to implement projects that enhance membership prospecting and recruiting marketing strategies. It recognizes the outstanding contributions of Federations and chapters by partially offsetting the cost of prospecting and recruiting NARFE members. Upon appropriate approvals, national provides 50% and the Federation and chapter each provide 25% of the total cost.

All Federations and chapters are eligible to apply for matching funds. However, because of limited funding, applications are approved on a first-come, first-served basis. Examples of projects that may qualify for matching funds are: placing ads in local newspapers or other local publications; and/or acquiring a booth at a local fair, festival or other scheduled event in your area.

If a chapter determines they want to participate in the program, **no contact should be made with the national office until the project and expected expense is discussed with the Federation President.** Failure to do so, may result in disapproval of request of funding at the Federation level. Funds must be available in both the chapter and Federation budgets before the project is forwarded or discussed with the National office.

10.1 Procedures for Submitting Proposals

Once a project has been decided upon, a proposal should be developed by providing a detailed description of the project, including how this may impact efforts to locate, prospect and recruit members. Include the time frame and intended goals of the project and the actual cost of the project. Chapter proposals must first be forwarded to the respective chapter members and then to the Federation President for approval. After the Federation President and chapter President sign the proposal, the Federation will forward it to NARFE Recruitment and Retention Department, 606 N. Washington Street, Alexandria, VA 22314.

10.2 Final Status Report

Both Federations and chapters must send a final status report to NARFE Headquarters stating outcomes, lessons learned, whether the established goals were met, etc. Copies of receipts must accompany the final status report. Chapters should include the respective Federation in the distribution of this report.

If there are funds remaining when the project is completed, they are to be returned to the National Treasurer at NARFE National Headquarters.

The Recruitment and Retention Department staff is available to provide information, discuss proposals and assist in offering guidance for submitting a matching funds request after the chapter has discussed with the Federation President.

Revised January 2016