

OPERATING GUIDELINES



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

**Reviewed and Updated
Approved by FEB**

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1. Elected Officers and Executive Board

The elected officers of the South Carolina Federation of NARFE shall be President, Executive Vice President, Secretary, and Treasurer. No candidate may hold another elected federation office at the time of nomination unless he/she agrees to resign the current position if elected. The elected officers, plus the Immediate Past President, shall constitute the SC Federation Executive Board (FEB) empowered to handle the business of the federation between full board meetings and conferences. A majority (3) of the elected Executive Board members shall constitute a quorum. An FEB member unable to attend a meeting may send a proxy to the secretary before the start time of the meeting to designate another FEB member to act on his/her behalf.

A. The Federation President will provide notification of meeting to the Elected Executive Board members, and appointed members, as well as others invited to attend. The notice shall inform attendees of the date, time, and location of the meeting with an agenda. Meetings may also be called at the request of a majority of the elected board members (3), stating the necessity of the meeting and items to be discussed.

B. Appointed voting members shall be the National Legislative Officer, State Legislative Officer, Membership Chair, Alzheimer's Coordinator, Service Officer, NARFE/PAC Coordinator, Nominating Committee Chair, Bylaws/Resolutions/Guidelines Chair, Webmaster, FEEA Coordinator, and Area Vice Presidents (AVP). NOTE: Any officer or chair holding multiple positions is entitled to only one vote.

C. Appointed FEB non-voting positions shall be other past Presidents, Parliamentarian, Historian, Newsletter Editor and Senatorial & Congressional District Liaison Officers (SCDLOs).

D. A quorum of the Executive Board and appointed voting members shall be three (3) elected officers plus five (5) voting board members (1. B.) or their designee shall govern by a majority vote. Except on a motion to propose an amendment of the bylaws shall require a two thirds (2/3) vote.

E. The right and responsibility to make motions and to vote is reserved for the voting board members. Appointed non-voting committee chairs, coordinators or others invited to the meeting, although ineligible to make motions or vote, are encouraged to provide their input and comments.

F. An Area Vice President who is unable to attend a meeting may be represented by a chapter president within his/her district or excused by the President.

G. All participating elected Executive Board members appointed voting positions and others specifically invited by the Federation President will be eligible for reimbursement of their travel expenses at the currently approved rate up to a \$50.00 cap. Carpooling is encouraged to limit expense to the Federation. Luncheon at Federation expense will be provided to all attendees unless there is a specific need or reason to exclude them. In such a situation a motion will be made by a board member, seconded, and approved by members of the Executive Board

H. Any NARFE member of the South Carolina Federation (chapters or national) may attend an Executive Board meeting as an observer. Such individuals will attend at their own expense and abide by the current Operating Guidelines.

I. Minutes of the meetings will be prepared and distributed, within 3 weeks following of the meeting to the Executive Board members, federation officers, federation committee chairs/coordinators, chapter presidents, and Region III Vice President.

J. If an elected office becomes vacant, the President will appoint an individual to serve in the position until the next federation election. The appointment is subject to the approval of the Executive Board.

K. In the event a federation president is elected to another 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.

L. Electronic (email or conference call) votes may be used between Executive Board meetings when a time factor is involved unless a majority of the Executive Board does not agree.

1.1. President

The South Carolina Federation of NARFE Chapters will have a President to function as the Chief Executive Officer (CEO) of the Federation. The President shall be elected by individual paper or electronic ballot from resident South Carolina NARFE national only and chapter members prior to the annual Federation Conference for a term of 1 year. The President may be reelected at a subsequent election to single one-year terms or until a successor is elected and installed. The term shall begin at the close of the conference at which he/she is installed. If the position should become vacant between conferences, the Executive Vice President shall assume the position of President until the next election.

1.1.1. Duties

The President will:

A. Be responsible for execution of the Federation's policies and programs and the efficient functioning of the organization.

B Preside over the annual conferences and all Executive Board meetings.

C. Appoint all non-elected Federation officers, committee chairs, and coordinators both voting and non-voting subject to the approval of the Executive Board. Be an ex officio member of all committees except the Nominating Committee and Audit Committee.

D. 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.

E. 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.

F. Be the official communicator with the National Officers at NARFE Headquarters on Federation matters.

G. Attend every NARFE National Conference and Federation Presidents meeting as the principal Federation representative.

H. Approve all requests for reimbursement of expenses except for the President's requests for reimbursement which will be approved by the Executive Vice President.

I. Prepare an article for every edition of the Federation newsletter.

J. Carry out other duties that may be defined elsewhere in this document.

1.2. Executive Vice President

The Executive Vice President (EVP) shall be elected by individual paper or electronic ballot from resident South Carolina NARFE national only and chapter members prior to the annual Federation Conference for a term of 1 year. The EVP may be reelected at a subsequent election to single one-year terms or until a successor is elected and installed. The term shall begin at the close of the conference at which he/she is installed. If the position should become vacant between conferences, the president shall appoint someone to fill the position until the next conference. The appointment is subject to the approval of the Executive Board.

1.2.1. Duties

The Executive Vice President will:

- A.** Serve as the Federation President at the request or absence of the President.
- B.** Function as the Federation Conference Chair or Assistant Federation Conference Chair.
- C.** Chair the Federation Finance Committee.
- D.** Become the President until the next Federation election if the office becomes vacant.
- E.** Prepare to succeed to the office of President if elected.
- F.** Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation conferences. Submission of articles for the Federation's newsletter is encouraged.

1.3. Secretary

The Secretary shall be elected by individual paper or electronic ballot from resident South Carolina NARFE national only and chapter members prior to the annual Federation Conference for a term of 1 year. The secretary may be reelected at a subsequent election to single one-year terms or until a successor is elected and installed. The term shall begin at the close of the conference at which he/she is installed. If the position should become vacant between conferences, the president shall appoint someone to fill the position until the next conference. The appointment is subject to the approval of the Executive Board.

1.3.1. Duties

The Secretary will:

- A.** Keep a true and correct record of the proceedings of all Executive Board meetings and Federation conferences. In addition to taking notes, the use of an electronic recording device may be utilized.

- B.** Distribute minutes of Executive Board meetings within 3 weeks following the meetings to the Executive Board members (Federation officers, committee chairs/coordinators) chapter presidents, and Region III Vice President.

- C.** 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 maintained as part of Federation records.

- D.** Approximately one month prior to the Federation conference the Conference Treasurer will submit a list to the federation secretary individual names of paid registered NARFE national member and NARFE chapter members (including chapter number) for the conference and any guest registered. Chapter presidents will submit a list of chapter members attending to represent the chapter. List updates will be submitted to the Secretary at least two weeks prior to the conference. The Secretary will verify each name as a current NARFE member. Any discrepancies will be resolved with the applicable chapter president or in consultation with the Federation Membership Committee Chair.

- E.** Read the roll call at all conferences and Executive Board meetings and record the attendance.

F. Immediately upon conclusion of conference prepare form F-7A, State Federation Officer Roster using the interactive form on the NARFE web site (www.NARFE.org).

G. After the conference prepare form F-22, Federation Conference Report, and draft minutes of the conference within 6 weeks of the conference.

H. Maintain files of conference 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 conferences and Executive Board meetings may be discarded after two years after verifying with Historian that they are not needed for the permanent archives. Other documents, including conference/meeting minutes, may be sent to the Federation historian after five years.

I. Maintain a supply of the most recent editions of the *National Bylaws*, FH-4, and the *Chapter & Federation Officers Manual*, F-10, for distribution to newly elected and appointed Federation officers.

J. When a new Secretary is elected for the conference, the outgoing Secretary will prepare and distribute form F-7A, State Federation Officer Roster, form F-22, Federation Conference Report, and minutes of the conference. All files and Federation owned equipment (e.g., recording device) are to be conveyed to the incoming Secretary upon completion of these documents.

1.4. Treasurer

The Treasurer shall be elected by individual paper or electronic ballot from resident South Carolina NARFE national only and chapter members prior to the annual Federation Conference for a term of 1 year. The treasurer may be reelected at a subsequent election to single one-year terms or until a successor is elected and installed. The term shall begin at the close of the conference at which he/she is installed. If the position should become vacant between conferences, the president shall appoint someone to fill the position until the next conference. The appointment is subject to the approval of the Executive Board.

The Executive Board may determine the amount of the bond for the Treasurer, and he/she will make arrangements accordingly with a surety company licensed to operate in South Carolina and doing business therein with the premium paid by the Federation.

1.4.1. Duties

The Treasurer will:

- A.** Receive all financial and asset records of the Federation from the outgoing treasurer after the exit audit (exception: the Alzheimer's fund account) plus equipment assigned to the position of treasurer owned by the Federation. Update signature cards for all accounts assigned to the Treasurer's office at the financial institutions. Signatures on the checking account will include the incoming treasurer, Federation president, and one additional person assigned by the president approved by the FEB.
- B.** Receive the conference revenue and deposit the amount into the Federation bank account or credit union approved by the Executive Board.
- C.** 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 and conference). Only one signature will be required on checks, and one additional person designated by the President will be included as signers on each account.
- D.** Upon written approval of the President, the Treasurer will pay by check all bills, orders, and vouchers. (The President's requests for reimbursement of expenses will be approved by the Executive Vice President.)

E. Keep a true and correct account of all receipts and disbursements, and present oral and written reports at all conferences and Executive Board meetings.

F. Will be an active member of the Finance Committee.

G. Will prepare a draft budget for review 60 days before the fiscal year begins to be provided to the Finance Committee. The finance committee members will review, revise for approval, the draft budget. A meeting of the Finance Committee, in person or by conference call, will be arranged no later than 30 days prior to the fiscal year for preliminary approval. A budget shall include the year, expected Income, Operating Expenses and Promotional Expenses. The chair will present the budget as approved by the committee to the President for approval by the Executive Board prior to the annual conference EB meeting.

H. The report comparing the budget to actual expenses paid will be presented for review at all Executive Board meetings and conferences.

I. In January of every year the Treasurer will send a statement to the chapters showing the amount of per capita annual dues due based on the November or December M110 Report, Membership Summary by State and Chapter.

J. Prepare and submit Internal Revenue Service Form 990N applicable for a small non-profit organization exempt from income tax.

K. Prepare the charitable organization Application for Exemption and submit to the South Carolina Office of the Secretary of State annually.

L. Order Federation identification badges for new Executive Board members, committee chairs, etc., when specifically requested by the President and for the Past President.

M. The outgoing Treasurer shall give the incoming Treasurer, within 30 days of the conference, 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.

N. If there is a change of Treasurer between state conferences, the Audit Committee members, at request of the President, will examine the financial records of the outgoing Treasurer and report their results to the President for transmission to the Executive Board.

1.5. AREA VICE PRESIDENTS:

The South Carolina Federation of NARFE Chapters is divided into geographical districts containing two to four NARFE chapters and each district is represented by an Area Vice President (AVP). AVPs will be appointed by the President after the Federation conference in accordance with the following requirements:

1.5.1. Appointments:

A. Each candidate must be a member of a chapter in the district in which he/she serves.

B. Candidates may be nominated at a caucus or selected by a nominating committee from the district they represent to recommend to the President.

C. No candidate may hold another elected Federation office at the time of nomination unless he/she agrees to resign the current elected position if confirmed as an AVP.

D. The Conference Chair will designate the areas/rooms to hold the district caucuses, if requested.

E. As appointed by the Federation President, each caucus will be chaired by a past Federation officer, current Federation officer, or the incumbent AVP.

F. The Federation President will announce appointments of AVPs along with the other elected officers at the conference.

1.5.2. Duties

The Area Vice President will to the best of their ability:

A. Represent the Federation President in all matters pertaining to the Federation within their district.

B. Be under the general supervision of the Federation President and work with him/her to strengthen chapters, recruit new members, retain current 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.

C. Attend Federation Executive Board meetings and conferences.

D. Present an oral report of the chapter activities within their district at each Federation meeting and submit a written report copy to the Federation secretary.

E. 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.

F. Install new chapter officers, ensure new officers receive the appropriate materials from NARFE National Headquarters and the Federation and assist in their training.

G. 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.

H. Verify that all chapters in their area are preparing and submitting the annual F-7 form to notify 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 the Federation Service Officer.

I. Visit each chapter at least once a year (preferably more frequently). At each chapter meeting the AVP 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 elected official's 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.

J. Convene meetings of the chapter officers within their district annually to promote communications and exchange knowledge between chapters.

K. Prepare articles for publication in the Federation newsletter as requested.

2. Committees, Coordinators, Other Positions

2.1. Alzheimer's Disease Research Program

The South Carolina Federation of NARFE national only and chapter members are encouraged to support the NARFE fund raising efforts for the national Alzheimer's Research Program. The Federation President, with the approval of the Executive Board, will appoint an Alzheimer Disease Research Program Coordinator.

2.1.1. Duties

A. Act as resource person and offers assistance to the new chapter Alzheimer coordinators as they begin their new terms. Ensure they are in possession of a Chapter Coordinator's Manual. Encourage coordinators to publicize and receive donations from members and encourage fund raising events.

B. Work with federation executive board and chapter coordinators to set annual goals for fundraising based on goals of Region III and NARFE National Alzheimer Committee.

B. Assist chapter team events of 'The Longest Day' (6-21) month of June, 'Walk to End Alzheimer's' months of September, October, November in forming teams to collect monies for Alzheimer Research toward NARFE's National Goal.

C. Receive contributions from chapters recording the checks and amounts written to the NARFE Alzheimer's Research Program mail to Alzheimer's Association National Headquarters, 225 N. Michigan Avenue, 17th Floor, Chicago, IL 60601-7633. Reconcile with Monthly PGA Report from the Alzheimer's Association.

D. For the annual federation conference:

Three (3) months prior to the conference or earlier, send a notice of the 50/50 drawing to be conducted at the Federation conference to all chapters Alzheimer's coordinators. The notice will state that fifty percent (50%) of the money collected for the drawing will be donated to the NARFE Alzheimer's Disease Research fund. The remaining fifty percent (50%) will be distributed by drawing three tickets: First prize 25% and second and third prizes 12.5% each of the amount collected. The notice will include directions for selling tickets, including buyer's name and chapter number on each ticket or name, address, and phone number for national only members.

Place sold drawing tickets and collected money in zip lock bags with chapter name and chapter number written on bag to be turned in at the federation conference. Guidelines will be provided to the web coordinator to be posted in the Annual Conference section of the Federation web site. NOTE: Persons do not have to be present to win.

E. Present written and oral reports on research progress, contribution amounts, and provide suggestions at the Executive Board meetings and at Federation conferences. Submission of articles for the Federation's newsletter is encouraged.

F. At the Federation Conference:

Set up Alzheimer's display table at federation conference with brochures ordered through NARFE Headquarters and the Alzheimer's Association and to sell additional tickets for the drawings. To order materials from the Alzheimer's Association, complete form and send to NARFE@alz.org using email ONLY. Order your supplies at least eight (8) weeks prior to your federation conference). Prepare to report on research and money contributed during the past year, conduct workshop for chapter coordinators, make suggestions to chapter coordinators for raising money, present "Certificates of Appreciation," signed by the NARFE-Alzheimer's National Committee Chair and the NARFE National President, during federation conference. National certificates are obtained from your Regional Alzheimer's Coordinator who is also a member of the NARFE ALZHEIMER'S National Committee. At the final conference session, conduct the drawing of tickets and issue certificates of appreciation to chapters for outstanding contributions during the past year.

G. Alzheimer's Memorial Contributions: The Federation Coordinator has the responsibility to 1) advise a family when a memorial donation has been made to NARFE-Alzheimer's Research and 2) send a NARFE thank-you card to the donor of a memorial contribution.

H. Support the Alzheimer's fundraiser at the National Conference.

2.2. Audit Committee (chair and two members) will be appointed by the Federation President subject to approval of the Executive Board to audit all financial records of the Federation.

2.2.1. Duties

The Audit committee will:

A. Conduct a complete annual audit of the Federation Treasurer's records and the Alzheimer's Checking account records at the end of the fiscal year (3/31). If the annual conference is past March 31 the audits may be done at the conference, prior to the first session of the conference so that the treasurer and Alzheimer Chair will be available for questions.

B. The Conference Treasurer's records will be audited when all checks and deposits are cleared (approximately two months) after conclusion of the conference. The Conference Chair and Treasurer should be available in person or by phone for questions, if needed.

C. Audit Committee will issue a written report to the President on each audit with a copy to the Federation secretary and each officer audited respectively. The President will have reports read to the conference and EB, as appropriate.

D. In the event of a change in the office of treasurer or the Alzheimer's Chair in the year, the committee will conduct an audit of the applicable financial records before a transfer to the new officer and give a written report of the results to the President for presenting to the Executive Board.

2.3. Finance Committee

A Finance Committee will provide overall financial management of the Federation. The committee will be chaired by the Executive Vice President. The Treasurer will be a member with other members appointed by the President subject to approval of the Executive Board.

2.3.1. Duties

The Finance committee will:

A. Review and approve the draft budget prepared by the Treasurer for the next fiscal year. The draft budget will be provided to the Finance Committee for review by Feb. 1st of the current year. The Finance Committee will meet in person or by conference call for corrections and preliminary approval by March 2nd. The treasurer will present the budget as approved by committee to the President for approval of the Executive Board prior to the annual conference.

B. Review and recommend changes to the budget as needed during the year to be presented to the President prior to EB meetings and the Federation conference. The report should compare amounts approved to amounts spent with recommended corrections and reasoning for each item.

C. The Committee may recommend financial procedure changes for Federation officers, committee chairs and others who will be reimbursed for expenses as specified in section 6.2. Reimbursement for Federation Expenses

2.4. 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 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 Senatorial and Congressional District Liaison Officers (SCDLO) 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.

2.4.1. Duties

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

- A.** 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.
- B.** 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.
- C.** Encourage every chapter president to appoint a legislative officer and, in large chapters, a legislative committee.
- D.** 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.
- E.** Ensure every chapter legislative officer has provided NARFE an e-mail address to receive prompt information from NARFE headquarters.
- F.** Attend the NARFE biennial National Legislative Training Conference.

G. Encourage chapter presidents to arrange individual or joint chapter visits with Congressional candidates in their districts during election years.

H. Present written and oral reports at Executive Board meetings and at Federation conferences. Submission of articles for the Federation's newsletter is encouraged.

I. 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. to 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.

2.5. 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.

2.5.1. Duties

The Membership Chair will:

- A.** 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

- B.** Maintain an up-to-date directory of all chapter membership chairs to include names, addresses, e-mail addresses, telephone numbers and forward all correspondence from National Headquarters that pertains to membership.

- C.** Be available to answer membership questions, help resolve problems and contact National Headquarters when necessary.

- D.** Serve as a resource for all chapter membership officers including help in accessing and interpreting national reports, such as the M-112. The Chair will be familiar with the contents of the *Membership Marketing Manual – FH-19*.

- E.** Present written and oral reports of accomplishments and plans at FEB meetings and Federation conferences.

- F.** Periodically contact each chapter membership officer/chair to discuss and obtain an informal report of chapter membership activities. Information gained from these contacts will be shared with the Federation President and/or FAO's (Federation Area Officer).

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2.6. Nominating Committee

The Federation President, with the approval of the Executive Board, will appoint a Nominating Committee Chair plus two additional members of past Federation Officers (preferable past presidents) to accept nominations for the slate of Federation officers.

2.6.1. Duties

The Nominating Committee will:

2.6.1. Seek nominations for the elected positions of President, Executive Vice President, Secretary, and Treasurer for the coming year.

2.6.1. Contact the Apps and request they ask the chapter presidents in their district to submit potential nominees. A brief resume' should be included with each nominee submission describing their professional experience, chapter and Federation participation and participation in Federation conferences. Each nominee will be required to sign a commitment to serve the Federation for the term if elected.

2.6.1. The Committee Chair will present an oral and written report to the Executive Board on the status of the slate of nominees for approval.

2.6.1. At least 90days prior to the beginning of the conference submit the proposed slate of nominees to the President to enter the election process.

2.7. 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.

2.7.1. Duties

The Bylaws and Guidelines Coordinator will:

2.7.1. On 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.

2.7.1. Present written and oral resolutions reports proposing amendments to the bylaws at Executive Board meetings and at the Federation conference.

2.7.1. Upon Executive Board approval of the proposed bylaws amendments, forward copies of the resolutions forms to all chapter presidents at least 75 days prior to commencement of the conference. If additional proposed amendments are subsequently approved by the Executive Board, copies of the resolutions will be promptly distributed to the chapter presidents.

2.7.1. Ensure votes are accurately tallied when the proposed bylaw amendments are voted on in the voting process of one vote one member.

2.7.1. Sign on the applicable lines at the bottom of the original resolutions forms, along with the Federation President after adoption of bylaws amendments.

2.7.1. Incorporate adopted amendments into the bylaws and forward the updated document to the Federation President for submission to the National Secretary for approval.

2.7.1. Issue notices of revision and/or update the *Operating Guidelines* when there are changes due to revised bylaws or by Executive Board actions.

2.8. NARFE-FEEA FUND Coordinator

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

2.8.1. Duties

The coordinator will:

Encourage NARFE members to contribute to the unified NARFE-FEEA FUND that provides grants of up to \$500 per NARFE household to reimburse NARFE members for losses stemming from **declared** natural disasters; provides scholarships to their children, grandchildren and great-grandchildren; and funds other programs to support NARFE members at the direction of NARFE and FEEA.

Checks should be made payable to NARFE-FEEA Fund and mailed to FEEA, 1641 Prince St., Alexandria, VA 22314. To make credit card or e-check contributions, visit www.feea.org/givenarfe.

Advise chapters that Disaster Relief grant applications and instructions, as well as Scholarship instructions and applications can be found on the FEEA website. Additionally, a Scholarship application webinar is available at www.feea.org under the PROGRAMS option.

Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation conferences. Submission of articles for the Federation's newsletter is encouraged.

2.9. NARFE-PAC Coordinator

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

2.9.1. 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 its 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.

- Present written and oral reports at Executive Board meetings and Federation conferences. 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*

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2.10. 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.

2.10.1. Duties

The Chaplain will:

- Lead moment of reflection invocations at the opening sessions of conference.
- Lead moment of reflection or silence at Executive Board meetings.
- Prior to the conference banquet, offer a non-denominational prayer or reading to bless the food.
- Prior to the conference banquet, offer a non-denominational prayer or reading to bless the food.
- Also, 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.
 - AVP 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. The Chaplain will send flowers, cost limit to be specified by the Finance Committee, to the site of the funeral or memorial service. The Chaplain will notify the Executive Board members and encourage them to attend the funeral or memorial service. The

The treasurer will send a memorial donation, in an amount determined by the Finance Committee, to a charitable organization designated by the next of kin in the name of the deceased. If no organization is selected by the deceased's next of kin, the donation will be made to the NARFE Alzheimer's fund or to the NARFE FEAA Fund.

□ Arrangements will be made for the Treasurer to pay for any memorials or flowers directly upon authorization by the President. The Chaplain will keep an accurate record of any expenses incurred such as cards, stamps and copies and submit a request for reimbursement to the President for approval who will forward it to the Treasurer for payment.

2.11. 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 conferences. The Sergeant-at-Arms may select assistants as deemed necessary.

2.11.1. 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 Federation conferences.

- Lead the Pledge of Allegiance at all Executive Board meetings and conferences.

- 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.

2.12. 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.

2.12.1. Duties

The Historian will:

- Preserve Federation conference programs and minutes, Executive Board meeting minutes, Federation officer rosters, Federation correspondence, financial records, and other important Federation event documents.

- Present reports of accomplishments at Executive Board meetings and conferences and simultaneously provide written copies of the reports to the Federation Secretary.

- Present certificates at conferences 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.

2.13. 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 conference business sessions as well as other parliamentary functions.

2.13.1. Duties

The Parliamentarian will:

- Determine if a quorum exists after role call at all Executive Board meetings and Federation conference business sessions. A quorum shall be a majority of the voting members registered.

- Immediately notify the Federation President of any error in proceedings.

- Advise the Federation President and body per (1st) The Federation Bylaws and (2nd) *Robert's Rules of Order, New Revised*, which shall govern the deliberations of Executive Board meetings and Federation conference business.

- Research and advise the Federation President on issues involving parliamentary law.

2.14. 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.

2.14.1. 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. 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 conferences. Submission of articles for the Federation's newsletter is encouraged.

2.15. 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.

2.15.1. 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, but not less than annually, remind the App 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 Conference Chair to place all pertinent information on the website including dates and location of the conference 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, if required, 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 to the President. 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 conferences. Submission of articles for the Federation's newsletter is encouraged.

2.16. Public Relations Coordinator

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

2.16.1. 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 10 Guidelines for Requesting Matching Funds.)
- Coordinate with the Federation Newsletter Editor on newsletter content.
- Coordinate with the annual Conference Chair to develop advertising and outreach information pertaining to the conference 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 conferences.

2.17. Newsletter Production Editor

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

2.17.1. 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 notify all Federation officers and committees, chapter presidents, and other individuals as requested by the Federation President. (Newsletters may occasionally be distributed by USPS mail.)

3. Amendments to the Bylaws

SC Federation of NARFE Chapters bylaws may be amended with procedures described.

Proposed amendments to the SC Federation Bylaws may be initiated by any member of the Federation using the South Carolina Federation Resolution form available on the Federation website (www.scnarfe.org) or from the Bylaws and Guidelines Coordinator. When the form is prepared at the chapter level the Chapter Action section is to be completed and signed by the Chapter President and the Chapter Secretary.

Completed resolution form is to be submitted to the Bylaws and Guidelines Coordinator to review and verify all required areas have been completed, ensure there is no conflict with the National Bylaws, assign a resolution number and date. He/she will distribute copies of all resolutions forms to the Executive Board members for approval. Approved form will be sent to the chapter presidents by the Bylaws and Guidelines Coordinator prior to being placed in the voting process. Voting outcome will be announced at the Federation.

Bylaws may be amended by a two-thirds (2/3) vote of the members voting provided the amendment has been submitted by resolution to the bylaws coordinator at least 120 days prior to the opening of the Federation Conference and that previous notice has been provided to the members at least sixty (60) days prior to the conference. Member votes must be returned thirty (30) days before the opening of the Federation conference in accordance with voting procedures outlined in Article V, Section 3 of the current Bylaws.

During the Federation conference the Bylaws and Guidelines Coordinator will present each proposed amendment, briefly describing the rationale for the revision, announce the voting numbers and open for questions/comments from attendees.

Resolutions to amend the bylaws will be accepted from the conference floor for debate and consideration provided that a majority of the attendees agree to the submission. Unanimous approval will be required for such amendments to be entered into the voting process.

□ 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.

4. Revisions to the Operating Guidelines

Revisions to the *Operating Guidelines* may be made with the 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 of 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* based on a motion and by majority vote during an Executive Board meeting.

5. Chapter Governance

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

5.1. Federation Membership and Dues

- All NARFE chapters chartered in South Carolina may become members of the South Carolina Federation of NARFE.

- 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 tendering the dues for each chapter member. The application shall be acted upon by the Federation in conference or by the Executive Board between conferences.

- 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. Newly chartered chapters are not required to pay dues for any period of the calendar year in which their charter is dated. 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 conference. 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.

- 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.

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 for approval.

- On receipt of National Secretary'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.

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.

- To close a chapter, the chapter president will take all actions available to maintain the chapter including seeking advice and/or assistance of the AVP and the Federation President. When all efforts have been exhausted to maintain the chapter without success, the chapter president will notify the AVP by written notice of the chapter closure. If the AVP agrees it is impossible for the chapter to maintain active status he/she will notify the Federation President. Then 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.

- To reactivate a Closed Chapter, the members and prospective members of a closed chapter, the AVP, 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.

6. Finance

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 AVP describing the reason(s) (e.g., notices placed in newspapers, on television, and/or to be copied, mailed, etc.) for financial assistance. The AVP 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 AVP will prepare the request and send it to the President.

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.

6.2. Reimbursement for Federation Expenses

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

6.2.1 General.

All Executive Board members, Area Vice Presidents, 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 Form 2, 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.

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. Carpooling is encouraged.

Payments more than \$150.00 not included in the approved annual budget require 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. Conferences/Seminars/Workshops

- State Conferences: Federation conference expenses will be paid to the President, Secretary, Treasurer, and Conference Chair. These expenses will include registration fee, mileage, lodging, and meals submitted on reimbursement forms. The amount paid will be that approved in the annual budget.
- National Conference. Expenses to Attend the National Conference will be paid for the President (or Vice President 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 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 225 miles one way, reimbursement of overnight lodging expenses up to \$75.00 per night is authorized.
- For trips exceeding 20 miles one way, AVPs will be reimbursed mileage and other expenses for up to two visits per chapter in their district per year. Exceptions to this limit are visit to troubled chapter where expenses will be reimbursed on a case-by-case basis.
- In the case of a chapter needing special assistance in the membership area that requires the expertise of the Federation Membership Chair, expenses of travel based on that provided to AVPs 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.

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 citizenship and community service contributions of a member of the Federation that emulates the commendable example set by Judy Kemp.

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.

The nominations must be submitted using the criteria described below.

Nominations may be submitted by any NARFE member in good standing for a member of his/her chapter or another chapter located in South Carolina.

The award will be presented to the winner at the Federation conference following the award year.

Nominations are to be submitted in the following format:

-- Typed on one 8 ½" by 11" page.

-- Provide details and specific examples of how the nominee has met three or more of the above criteria.

--Nominee's name, chapter name and number, home address, e-mail address, and phone number.

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.

- Gave outstanding service as an officer in a chapter and/or federation and/or national organization.
- Provided outstanding leadership as a chair or member of a chapter and/or federation and/or national committee.
- Recognized as a commendable role model of citizenship as a NARFE member in the chapter and/or federation and/or national organization.
- Recognized as a commendable role model of citizenship as a volunteer in the community.
- Recognized recruiter of NARFE members during the award period.

7.1.3. Submission process and deadlines

Nominations are to be submitted to the nominee's AVP by Feb 15th. AVPs, in collaboration with the district's chapter presidents, are to submit one candidate from their district to the Chair of the Selection Committee by March 1. The Selection Committee, appointed by the Federation President, consisting of two elected and one appointed Federation officers will notify the President of the winner by March 15. The President will make arrangements for preparation of a certificate/congratulatory letter and present the document(s) to all nominees with a small, engraved token presented to the award recipient during the Federation conference.

7.1.4. Reimbursements for Recipient

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

8. Political Activities

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

Individual NARFE members 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 or imply that their actions represent a NARFE position unless the position has been stated by the NARFE National Office.

Not only is each NARFE member encouraged to vote, but to actively support the candidates and issues of their choice as an individual but 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 (not political) of other organizations that are deemed to uphold American institutions and ideals.

9. Federation Conferences

The South Carolina Federation will hold annual conferences.

9.1. Dates and Locations

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

9.2. Delegates and Voting

Conference attendance shall be open to all members of the federation chapters, their guests and National only members, their guests, who are residents of South Carolina.

Each South Carolina Member is entitled to one vote on any measure. A quorum at a state conference shall consist of fifty-one percent (51%) of registered members.

9.3. Presiding Officer

The President is the presiding officer at all plenary assemblies of the South Carolina Federation of NARFE or may request the Vice President to temporarily preside.

9.4. Conference Governance

The conference shall be governed by the current Federation Bylaws and 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 conference booklet, with the Parliamentarian providing oversight.

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

9.5. Conference Revenue and Expenses

If the host chapter(s) collects more money for the conference 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 conference expenses the host chapter(s) may submit a request to the Executive Board for reimbursement of the loss. This 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 Conference

Time and Place for Conference. The President will issue a call to chapters to host future conferences 90 days prior to the current year conference. A two-year commitment by the host chapter will greatly facilitate orderly conference planning. The Executive Board will approve the recommended host chapter. The Conference Planning Committee will determine the dates (between March and May) and facility for the Federation conference.

The President and/or a member of the Executive Board, along with a member of the chapter proposing to host the conference, 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.

Results of the visit to the proposed conference site will be reported to the Executive Board and a decision made on acceptance of the facilities or to continue to search for another location. Upon Executive Board approval of the forthcoming conference site, the location and dates will be announced during the present conference.

If a decision has not been made for the site and dates of the forthcoming conference at the time of the present conference, the Executive Board will subsequently make the selection, be responsible for planning and implementing the conference, and the President will notify all chapter presidents. In addition, the dates and location, along with registration fee, lodging rates, and other details will be published in the Federation newsletter.

9.7. Conference Planning Team, Contract, Program, Budget

The host chapter may recommend a Conference Chair in the event the Executive Vice President does not accept this position. The Vice President will then serve as the Assistant Conference Chair. The Conference Chair will work with the President and Vice President and a Planning Committee appointed by the President and Conference Chair to plan and implement the conference using prior years' conferences as a template.

The President will appoint a Conference Chair, Assistant Conference Chair in absences of the EVP, and Conference Treasurer. The President will sign the contract with the hotel and appoint a liaison with the hotel, provide guidance to the Conference Planning Committee appointed by the Conference Chair, and provide the outline for content of the conference program.

9.8 Conference Treasurer:

- Prepare a budget to be approved by the Conference Planning Committee.

- Coordinate with the President, Conference Chair and others with past experience to determine the conference registration fee and receive and keep all records for registration.

- Deposit all funds received from registrations, exhibitors, and sponsors.

- Disburse funds for invoices approved by the Conference Chair and co-signed by the President.

- Balance and prepare books and checking account for audit by the Federation Audit Committee

10. Matching Funds Requests as of June 2021

10.1 Program supports projects purpose.

- 1) Increasing awareness of NARFE and NARFE's Federal Benefits Institute as a resource for current federal employees
- 2) Creating prospects through lead generation
- 3) Recruiting new NARFE members, and/or
- 4) Significant brand exposure

The program provides a financial match of **up to fifty percent** of the direct costs for approved projects. Pre-approval is required and funds will be distributed upon the submission of a final report which will include an assessment of the project, receipts, and M-2 cards if applicable. Funds are limited to those available in the annual budget. When funds are depleted no more applications will be accepted until the next budget year.

10.2 Projects qualified for consideration.

Advertising in local newspapers, online media, military base newspapers and newsletters or other relevant local opportunities. (Multiple placements with guidance from Headquarters Marketing and design staff.)

- Booths or tables at local meetings or conventions of federal employee associations and organizations.
- Participation in local events such as fairs/festivals/rallies that will attract the federal community.

10.3 Matching Funds considered for

- Event registration fees
- Event sponsorship (limited to those that provide a significant level of promotion, to be determined)
- Online or print advertising for NARFE and/or event
- Pre-approved prizes for drawings.
- Pre-approved travel, lodging, parking, and meals for federal employee association meetings/conventions where local support is not available.

10.4 Matching Funds do not apply to

- Give-away items
- Travel, lodging, parking, and meals for events other than federal employee association meetings/conventions where local support is not available.
- Any events that occurred prior to the request for funds.

Note: If a chapter or federation submits a request for an event or sponsorship for which they have received approval in the past, the results and outcomes of previous efforts will be taken into consideration in the approval process.

10.5 How to Apply

- 1) Complete and submit the “Request for Matching Funds” to SC Federation President for approval.
- 2) Email or mail the completed form and supporting materials as directed.
- 3) Submissions must reach NARFE Headquarters no less than 30 days prior to any deadlines for the event or for advertising materials. Additional information may be located in the Officer’s Manual, on NARFE. ORG or calling HQ’s Membership, recruitment / retention, Membership Development, -800-456-8410 Ext 274.

ON LINE:

[Click here for the Complete pdf version of the guidelines.](#)

[Click here for the Matching Funds Request Form.](#)

[Click here for the Matching Funds Events Request Form.](#)

[Click here for the Matching Funds Sponsorship Request Form.](#)

[Click here for the Matching Funds Advertising Request Form.](#)