

# **Tennessee Federation of Chapters National Active and Retired Federal Employees Association**



## **Policy Manual**

Revised August 20, 2010

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ALL POLICIES DESCRIBED HEREIN SUPERSEDE EXISTING SIMILAR POLICIES PREVIOUSLY ADOPTED BY THE FEDERATION EXECUTIVE BOARD.

## **I. Authorized Positions:**

### **A. Executive Board Members:**

- President
- First Vice President
- Second Vice President
- Third Vice President
- Secretary
- Treasurer
- National Legislative Chair
- Membership
- Immediate Past President

### **B. Appointed Positions (Non-Voting):**

- State Service Officer
- Public Relations Chairperson
- State Legislative Officer
- Alzheimer's Chair
- Financial Secretary
- NARFE-PAC Chair
- District Officers
- Network Coordinator
- Newsletter Editor

## **II. Position Descriptions For Appointed Positions:**

### **State Service Officer:**

- a. Provide Board members advice and service regarding federal benefits, etc.
- b. Provide advice and assistance regarding federal benefits to Chapter Presidents and Chapter Service Officers as deemed necessary.

### **Public Relations Chairperson:**

Positively communicate the goals and objectives of NARFE to the public and NARFE members, promoting understanding and encouraging membership. Assist and encourage Chapter public relations efforts.

**State Legislative Officer:**

Act as Federation representative with state officials and legislators pertaining to state legislation affecting current and retired federal employees.

**Alzheimer's Chair:**

- a. Communicate to Executive Board and Chapter members the goals and objectives of the Alzheimer's Program as established by the national office.
- b. Collect and consolidate Alzheimer's funds submitted by Chapters and forward to the regional chairperson on a timely basis.
- c. Provide yearly report to Federation and Chapters on Alzheimer's contributions.

**Financial Secretary:**

- a. Receive all per capita dues from the Chapters and forward to the Federation Treasurer.
- b. Follow up on late or missing per capita dues by January 20.
- c. Ensure expense vouchers are in compliance with current policies.
- d. Assign voucher number to all expense reports submitted by Federation Officers.
- e. Forward all expense reports with voucher to Federation President for approval.
- f. Prepare and send per capita dues letters annually to Federation Chapters by November 1. Chapters shall be requested to send their per capita dues payment to the Federation Financial Secretary by December 10<sup>th</sup>. Payments not received by the Federation Treasurer by January 1<sup>st</sup> will be delinquent.

**NARFE-PAC Chair:**

- a. Collect voluntary contributions from NARFE members for political action purposes that benefit NARFE members and their families.
- b. Funds are collected at Chapter meetings and State Conventions; these are recorded separately and forwarded separately.
- c. Forward all NARFE-PAC funds collected to NARFE Headquarters no later than 30 days after collection.
- d. Provide yearly report to Federation and Chapters on PAC contributions.

**District Officers:**

- a. Meet and establish rapport with legislators and staff.
- b. Promote NARFE's legislative message to legislators and staff.
- c. Keep current on legislative and membership issues and status of each.

- d. Visit assigned Chapters and discuss issues at least one time each year.
- e. Honor all requests for Chapter visits. If unable to attend, provide suitable replacement.
- f. Broadcast legislative alerts to assigned Chapters.
- g. Report quarterly on activity to Legislative Chair.
- h. Coordinate visits with area VP.

**Network Coordinator:**

- a. Work with the existing Global Electronic Messaging System (GEMS) set up and maintained by National to add or update email addresses of members as needed.
- b. Distribute email messages using GEMS as directed by the Federation President.
- c. Design and maintain the layout of the website. Coordinate with a web hosting service to ensure that the Federation domain name and website remain active on the World-Wide Web.
- d. Add and update the content of the website to keep it applicable to the Federation and Chapters. Include content supplied by Federation and Chapter Officers.
- e. Make any other content as directed by the Federation President.

**Newsletter Editor:**

- a. Notifies Federation Officers of due dates for newsletter articles.
- b. Receives newsletter articles from Federation Officers and Chapter members and edits as necessary. Articles are required from the Federation President, Vice Presidents, Legislative Chair, and Membership. Other Federation and Chapter members may submit reports to the Federation President and will be included upon his/her approval and as space permits.
- c. Publish newsletter by the first of the designated months of: January (with convention data); March (with committee chairs designated); June (with convention reports including the audited financial report); and November with reminders of reports due.
- d. Coordinates mailing of newsletter using most current mailing list from NARFE headquarters.
- e. Coordinates development of newsletter with printer/publisher.
- f. Furnishes copy of final format to the Federation President for approval prior to publication.

### **III. Travel Expenses:**

Travel expenses for Federation Officers and appointed positions shall be reimbursed as follows:

- a. Hotel: Actual cost
- b. Meal Allowance: Up to a maximum of \$40.00 per day inclusive of tips.
- c. On going to or returning from travel that requires overnight lodging, the Officer (or authorized persons) will be reimbursed for meals as follows:
  1. If the traveler departs from home to an away destination before 8:00 a.m., breakfast, lunch and dinner will be allowed. If departure is between 8:01 a.m. and 12:00 p.m., lunch and dinner are authorized. If the traveler departs after 12:00 p.m., dinner is authorized.
  2. If the traveler returns to his or her residence by noon, breakfast will be allowed. If arrival is between 12:01 and 6:00 p.m., breakfast and lunch are authorized. If the traveler arrives home after 6:00 p.m., breakfast, lunch and dinner are authorized.
  3. To determine eligibility, departure and arrival times must be stated on the expense report. Meals will be reimbursed at actual cost not to exceed the maximum daily allowance.
- d. All times must be stated in either Standard or Daylight Time (e.g. CST or CDT), depending upon where the day starts.
- e. For travel required by air, the lesser of comparative cost between car allowance and travel by air will be allowed.
- f. For partial day travel, authorized persons will be allowed out of pocket costs plus mileage and food allowances as outlined above for attending such events as Chapter visits, visits to Congressional offices/town meetings, board-approved seminars/workshops, etc.
- g. Receipts: Proper receipts must be attached to Tennessee Federation of Chapters expense report for any expense claimed.
- h. Submit expense reports to the Federation Financial Secretary for receipt not later than six calendar months from the date an expense is incurred. Unless circumstances beyond the control of the traveler prevent the timely submission of an expense report, delinquent submissions will not be processed for reimbursement. Extenuating circumstances may be considered by the Federation Executive Board on a case by case basis at the next regularly scheduled meeting. All checks must be cashed in 90 days.
- i. Prudent measures are to be exercised by all travelers and travel should be in the best interest of NARFE.

#### **IV. Mileage:**

In accordance with Article VII of the Bylaws, travel will be by the most economical means with mileage reimbursed at the current rate not to exceed that authorized by the IRS Code. NOTE: The Federation Executive Board has determined that the mileage will currently be paid at a lesser amount of 40 cents per mile.

#### **V. Stipends:**

Monthly allowances will be afforded to the following positions at the rate indicated:

- Federation Secretary: \$50
- Treasurer: \$50
- Financial Secretary: \$25
- Newsletter Editor: \$25

#### **VI. Authorized Travel:**

Reimbursement for all national sponsored functions shall be on an expense basis for travel and lodging with a \$40 allowance for food subject to the approval of the Federation President within authorized budget limitations.

The Immediate Past President shall be entitled to the same travel allowances as the elected positions.

All Federation Officers will be allowed two days convention expenses excluding registration. Sunday travel is not authorized and will not be reimbursed. It is understood that no one will receive expenses in more than one capacity.

- a. **National Legislative Training:** Paid attendance to the national legislative training shall be limited to the Federation national legislative chair and one other of his/her choice subject to budget limitations.
- b. **Region X Meeting:** Paid attendance to this meeting shall be limited to the Federation President and up to two other Officers selected by the President. Normally the other Officers will include the 1<sup>st</sup> Vice President but may be expanded at the request of the President and approved by the Board subject to budget limitations.
- c. **National Convention:** Federation President will attend the national convention and expenses shall be paid as provided by the budget as approved by the board.

- d. **National Membership Conference**: The Federation Membership Chair plus understudy as selected by the Chair and approved by the Board will be authorized to attend this conference. The understudy will be subject to budget limitations and availability of funds.
- e. **Chapter Officer Training**: For all Federation-sponsored Chapter Officer training, for the 2010 Convention, each chapter officer attending chapter officer training at the site of the Convention shall receive a cash amount of thirty (\$30) dollars. All members are encouraged to attend the training, but only officers can be compensated.

## **VII. Revenues:**

The Federation has three primary sources of revenue:

- a. **Per capita dues**: Per capita dues as determined at the 2009 NARFE Convention in Jackson, Tennessee are: Each Chapter shall pay per capita dues of \$3.00 each year on all Renewing Members. Per Capita dues of \$2.00 per member shall be paid each year on all retirees, spouses, active employees recruited on a nationally reduced membership after January 1 of the current year. Each year thereafter, the dues will be \$3.00.
- b. **Headquarters rebate**: The Federation receives revenue from NARFE national office in the amount of 10 percent of the national dues collected for each Tennessee NARFE member. The amount per member will vary due to the status of the member; i.e., retiree or current federal employee.
- c. **Convention Excess**: Any excess revenue from Federation Conventions will be shared equally (50/50) between the host chapter and the Federation.

## **VIII. Convention Dates:**

The Tennessee Federation convention will be held during the third full week of April each year. Accordingly, our convention schedule is as follows:

**2011**: April 17-19

**2012**: April 15-17

**2013**: April 14-16

**2014**: April 20-22

**2015**: April 19-21

A temporary change may be made in any year in the schedule, and the temporary reschedule date will be during the week prior to the third week in April or the third week in May and in coordination with the Region X Field Vice President. Changes may also be made for conflict with religious and national holidays, motel arrangements, etc.

## **IX. AWARDS**

### **a. WEIDA WHITE TOLLEY AWARD**

The Weida White Tolley Award is given annually to that Chapter which has contributed the most money to the Alzheimer's Fund. It is determined on a per capita basis of total chapter membership as per the October M-114 report of each year. Contributions are counted through December 31 of each year.

### **b. LEO POTTS AWARD**

The Leo Potts Award is given annually to that Chapter which has contributed the most money to the NARFE PAC Fund. It is determined on a per capita basis of total chapter membership as per the October M-114 report of each year. Contributions are counted through December 31 of each year.

c. As to both of the Awards mentioned above, the winning chapter is announced at the annual NARFE State Convention. An appropriate trophy and certificate will be presented to the winning chapter. The chapter shall keep the trophy for one year and return at the next Convention for presentation to the winning chapter for that year. A nameplate is to be engraved and placed on the trophy.

d. The Federation Alzheimer's Chairperson is responsible for making a determination as to which chapter should receive the Weida White Tolley Award. The Federation NARFE-PAC Chairperson is responsible for making a determination as to which chapter should receive the Leo Potts Award. The type of trophy and the engraving thereon shall be the responsibility of the respective Alzheimer's and NARFE-PAC Chairperson.