

Tennessee Federation of Chapters National Active and Retired Federal Employees Association



Policy Manual

Revised October 25, 2016

<u>Index</u>	<u>Page</u>
I. Authorized Positions	2
II. Position Descriptions	2
III. Travel Expenses	4
IV. Mileage	6
V. Stipends	6
VI. Authorized Travel	6
VII. Revenues	7
VIII. Chapter Reporting Guidelines	7
IX. Convention Dates	7
X. Awards	8

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
- NARFE-PAC Chair
- Congressional District Liaison
- Network Coordinator
- Newsletter Editor
- Special Project Officer

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.

Duties and Responsibilities of the Public Relations Chairperson:

General: Provide positive communication to the public and to members regarding up-to-date goals and objectives of NARFE, promoting understanding and encouraging membership. Advise and assist Federation Board members with public relations issues. Assist and encourage Chapter public relations efforts to include:

1. Submit a public relations-oriented column for each issue of the Federation newsletter.
2. Share sample news releases to be localized and distributed by Chapter staff.
3. Be prepared to provide on-hand media relations assistance to Chapter staff.
4. Provide social media assistance to Chapter staff.

5. Survey changing non-profit publicity programs in order to provide Chapter President with current and effective recommendations.
6. Support recruiting efforts by attending federal employee conventions and providing membership information.
7. Be prepared to accept speaking engagements, within budget limitations, at Chapter meetings.
8. Use the National Headquarters matching funds program to the greatest extent possible.

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 National Alzheimer's office in Chicago, Illinois with a copy of the report submitted to the coordinator on a timely basis.
- c. Provide yearly report to Federation and Chapters on Alzheimer's contributions.

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.

Congressional District Liaison:

- a. Appointment to the position shall be made by Federation President after consultation with the area Vice President and the Federation Legislative Chair.
- b. Meet and establish rapport with legislators and staff.
- c. Promote NARFE's legislative message to legislators and staff.
- d. Keep current on legislative and membership issues and status of each.
- e. Act as a liaison for the Federation in their Congressional District.
- f. Visit assigned Chapters to discuss issues at least one time each year.
- g. Honor all requests for Chapter visits if possible.
- h. Broadcast legislative alerts to assigned Chapters.
- i. Report quarterly on activity to Legislative Chair.
- j. 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 beginning of the designated months of: February (with committee chairs designated); July (with Convention reports including the audited financial report); and November (with Convention data and 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.

Special Project Officer:

The Federation President may appoint any NARFE member to perform various assigned duties on a voluntary basis as the Special Project Officer for periods not to exceed one year per appointment.

III. Travel Expenses:

Travel expenses for Federation Officers (including Executive Board Members 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. Effective January 1, 2016, submit expense reports to the Federation President for receipt not later than 30 (thirty) calendar days from the date an expense is incurred or December 31st, the end of the fiscal year. 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 President on a case by case basis. All checks must be cashed in 90 days.
 - i. Prudent measures are to be exercised by all travelers and travel shall be to conduct business that is in the best interest of the Tennessee Federation. Prior approval of all travel will be required with the exception of:
 1. Authorized Travel listed in Section VI of Policy Manual (Federation Convention, National Legislative Training, Region X Meeting, National Convention, National Membership Conference, and Chapter Officer Training).
 2. Federation Board Meetings.
 3. Vice President Annual Chapter visits.
 4. National Federation President's Meeting.

For travel requiring prior approval, a written request (preferably e-mail), shall be submitted to the Federation President at least 10 days in advance (if possible) of the event and shall include the name of the event and/or a brief description of the event, date of travel, and approximate expense to be incurred.*

A decision on the prior approval request shall be made within 10 days of receipt of the request. If the Federation President cannot process the prior approval request within 10 days, he shall forward it to the 1st Vice President for action. It is the responsibility of the traveler to follow up on the approval request if a decision is not received within 10 days and the traveler may then forward the request to the 1st Vice President.

Unless circumstances beyond the control of the traveler prevent the submission of a prior approval request, travel will not be reimbursed if prior approval is not obtained. Extenuating circumstances may be considered by the Federation President on a case by case basis.

*If the total expense claimed on the expense report for the event is more than 20 percent over the estimated amount shown on the prior approval request, an explanation should be included on the expense report.

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 32 cents per mile.

V. Stipends:

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

- Federation Secretary: \$50
- Treasurer: \$50
- 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 and Special Project Officer 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 will be authorized as needed. 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 1st 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:** The Federation shall provide classroom training at each Convention. Legislative and Officer Training shall be alternated on a schedule to provide Legislative Training in odd years following the National Legislative Training Conference. Training availability and topics shall be subject to change as necessary at the discretion of

the Federation Executive Board. All Chapter Officers and interested members are encouraged to attend.

VII. Revenues:

The Federation has three primary sources of revenue:

- a. **Per capita dues:** Per capita dues as determined at the 2012 NARFE Convention in Memphis, Tennessee are: With the exception of honorary members whose Chapter dues have been waived, each Chapter shall pay per capita dues of \$3.00 each year on all voting members.
- 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. Chapter Reporting Guidelines:

- a. **F-7 Update:** Submit a Chapter Officer Roster to National Headquarters, the Federation President and Federation Secretary by January 1 annually and immediately after elections.
- b. **IRS Form 990-N (e-Postcard):** File annually by the 15th day of the 5th month after the Chapter's fiscal year (normally May 15).
- c. **Deceased Members:** Report annually to the Federation Secretary by January 31st.

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:

2014: April 21-22

2015: April 20-21

2016: April 25-26

2017: April 17-18

2018: April 16-17

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

IX. AWARDS

a. WEIDA WHITE TOLLEY MEMORIAL AWARD

The Weida White Tolley Memorial 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 MEMORIAL AWARD

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