

NARFE
MISSOURI FEDERATION OF CHAPTERS
Policy Manual

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MISSOURI FEDERATION OF CHAPTERS – Policy Manual

I. ADVANCE OF FEDERATION FUNDS AND STATE CONVENTION DATES AND DAYS.

A. New Chapter Organization .

1. It shall be the policy of the Missouri Federation to advance \$50.00 to the Treasurer of a new Chapter to help get the Chapter organized. This amount shall be sent to the Treasurer after it has been determined that the Chapter Secretary has forwarded all necessary documentation and has complied with National procedures and regulations.
2. This advance is contingent upon availability of funds in the Federation treasury.

B. Host Chapter of State Conventions.

1. It shall be the policy of the Missouri Federation to advance \$500.00, upon request of the host Chapter, for expenses incurred prior to registration or receipt of other donated funds. The advance should be sent to the host chapter Convention Treasurer after January 1.
2. This advance should be returned to the Federation following the close of the State Convention if sufficient funds are budgeted and received to cover their expenses.
3. This advance is contingent upon availability of funds in the Federation treasury.

C. State Convention and Days .

1. The Executive Board voted on June 27, 1996, that future State Conventions be limited to two full consecutive days. All business transactions will be completed by the end of the second day, thus eliminating the breakfast meeting, which in the past was held on the third day.

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2. The Executive board voted on July 24, 2008, that the Treasurer's report for the Convention include a balance sheet and that the Treasurer's report be provided to delegates in the Registration package.

3. The Executive Board voted on July 24, 2008, that Convention Rules be provided to delegates at the time of registration.

II. ALLOWANCES.

A. Use of Home for Federation Business .

1. It shall be the policy of the Missouri Federation to allow \$200.00 each for the President, Secretary and Treasurer, for the use of their homes and equipment in connection with Federation business. These allowances should be included in the Missouri Federation Annual Budget and paid shortly after the election of these officers at the State Convention in April. This was the result of a vote of the Executive Board on May 12, 1989. Two hundred dollars for the Newspaper Editor is also allowed; this was the result of a vote by the Executive Board on January 24, 2008.

2. These allowances are contingent upon the availability of funds in the Federation treasury.

B. State Conventions.

1. It shall be the policy of the Missouri Federation to reimburse the President, Secretary and Treasurer \$200 each to prepare for and attend the State Convention. This was the result of a vote of the Executive Board meeting on January 16, 1990.

2. It shall be the policy of the Missouri Federation to allow the 1st and 2nd Vice Presidents, the District Officers and the Immediate Past President one night's lodging and round-trip mileage to attend the Executive Board meeting prior to the State Convention.

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3. It shall be the policy of the Missouri Federation to reimburse appointed board members mileage and one night's lodging prior to the State Convention. This

was the result of a vote of the Executive Board meeting on April 16, 2008.

4. It shall be the policy of the Missouri Federation to allow the members of the Credentials Committee one night's lodging and round-trip mileage to serve on the State Convention Credentials Committee. This was the result of a vote of the Executive Board meeting on February 25, 2007.

5. These allowances are contingent upon availability of funds in the Federation treasury.

C. National Conventions.

1. It shall be the policy of the Missouri Federation to allow \$200.00 plus registration fee each for the President, 1st Vice President, Secretary and Treasurer (or a Federation Delegate) to attend the National Convention every two years. This was the result of a vote of the Executive Board meeting on October 26, 2005. Also to be included is the 2nd Vice President; this was the result of a vote of the Executive Board meeting on April 16, 2008.

2. These allowances are contingent upon availability of funds in the Federation treasury.

III. GENERAL PROCEDURES.

A. Illnesses (Executive Board Members or Spouses).

1. It shall be the policy of the Missouri Federation that the Secretary send cards to the Executive Board Members or their spouses in case of illness or hospitalization.

B. Deaths (Executive Board Members or Spouses).

1. It shall be the policy of the Missouri Federation that the Secretary authorize a \$25.00 contribution to the memorial chosen by the deceased's family, and if none is specified, a \$25.00 contribution will be given to NARFE/Alzheimer's Research.

C. Federation Mentoring Program.

1. On October 26, 2006, the Missouri Executive Board decided to begin a

mentoring program to train potential NARFE leaders. Mentoring asks experienced leaders to help new and potential leaders feel more comfortable about accepting leadership in a chapter or federation.

2. Training workshops held during the annual Federation Convention are intended for training chapter leaders. Any dues paying member interested in a chapter leadership position who desires training beyond what is provided in workshops should inform one of the Executive Board Members at the convention or any other time by phone, e-mail or regular mail in order that a mentor can be assigned.

3. To participate in the mentoring program for the Federation Secretary, Treasurer, District Officer, or appointed officer, any dues paying affiliated chapter member may notify a Federation Executive Board member by phone, e-mail or regular mail of his/her interest prior to the annual Federation Convention. Training will begin after the convention by approval of the Executive Board. The incumbent officer will provide the training throughout the year, most likely at quarterly Executive Board meetings, which the trainee may attend as a guest. The Federation Executive Board may approve mileage expenses for this purpose if funds are available.

4. The Federation may issue a call for interested trainees for this program through the MONARFEnet when appropriate. The person being trained shall be called an Assistant Officer during the training period. There are no special qualifications other than an interest in learning the work of the mentor.

5. This training does not guarantee nomination or election to the position.

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6. At the end of the training year, the trainee may declare candidacy at the Federation Convention for the position for which training was received.

However, it is understood that election of Federation Officers will proceed as described in Article IV of the Federation Bylaws in which mentoring is not required.

7. The Federation President approves a change of incumbent as appropriate for all appointed positions on the Federation Board.

IV. RECORDS MANAGEMENT.

A. Introduction.

1. A record of what an organization, be it a Chapter or the Federation, has done can be as important as the event and its aftermath. Records that describe the purpose, conditions, people, and other factors pertinent to an event are critical to any NARFE activity.

2. How records are achieved varies with the people involved and their ability to organize material, keep it for specific time periods, and purge materials periodically.

3. The primary rule on what and how records are maintained depends on the needs and resources of the organization to amass, retain, and reduce its records as appropriate. Records and the Federation's ability to store them influence the record management process in many ways.

4. Not many individuals can devote personal space to assorted boxes of files currently generated, yet there should be an accepted method which assures that officers and committee chairs systematically file, retain, and periodically reduce their records.

5. Although variations exist, current practices indicate general acceptance in NARFE that records can be divided into three categories – Permanent Records, Three-Year Files, and One-Year Files.

6. If records are subject to change or renewal, it is only necessary to retain those that are current.

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B. Retention and Disposal.

1. Chapter continuity is dependent upon complete, valid records. They are the property of the Chapter. They are to be used by the officers and members and must be passed from one administration to the next. The records are the responsibility of the President. The President should be assured that all original and official documents are safeguarded. Rental of a safety deposit box could be considered for safeguarding these documents.

2. All Chapter records should be reviewed annually by the President and Secretary to assure that they are current and complete. The retention period for any records not listed below should be determined locally; i.e., at the discretion of the Chapter and its officers.

3. The following are guidelines for record retention and disposal:

PERMANENT RECORDS

President:

NARFE Chapter Charter

Report of formation of new Chapters and application for Chapter Charter (F-19)

Chapter Constitution and By-Laws and all future amendments (F-21)

Chapter ZIP Code Assignments and Changes (F-46)

Chapter & Federation Officers Manual (F-10) ***

National Bylaws (as revised) (FH-4) ***

Federation Constitution and Bylaws (as revised) ***

Resolutions ****

Secretary:

Chapter Officer Rosters (F-7)

Directory of Chapters *

NARFE Manuals and Handbooks ***

General correspondence unless it contains policy or instructions, then

it should be incorporated into the policy manual which is permanent.

Federation/National – Executive Board

State/ National Convention – Minutes

Treasurer:

Dues Transmittal Sheet New Members/Renewals (F-16/16R)

Employer Identification Number (EIN) for the IRS

Equipment Inventory **

Record of Chapter property (flag, gavel, postal permits, furniture, banner, briefcases, and any other equipment)

NOTES: Maintenance Period -

* Until superseded.

** As long as equipment is retained.

*** Until revised or superseded.

**** Resolutions - until adopted and implemented/rejected

THREE YEAR RETENTION

President/Membership Chair:

Membership Summary State/Chapter (M-110)

Monthly Chapter Activity Report (M-112)

Monthly Chapter Activity Summary (M-112S)

Semi-Annual Membership Roster (M-114)

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Treasurer:

Bank statements (investment accounts, money fund accounts, Treasury Bills,

CD's, etc.)

Checkbooks, cancelled checks, and bank reconciliations

Daily cash receipts

Invoices, reports, vouchers

Per Capita report file

Receipts and Disbursements Ledger

NOTES: Maintenance Period – Three years preceding the current fiscal/calendar year.

Comments – Small tax-exempt organizations, such as NARFE chapters and federations, that previously were not required to file returns are now required to file an electronic notice, Form 990-N, Electronic Notice (e-Postcard).

Organizations that do not file will lose their tax-exempt status.

“Usually records that support an item of income, deduction or credit must be kept for three years from the date the return is due or filed, whichever is later. Keep records that verify the organization’s basis in property for as long as they are needed to figure the basis of the original or replacement property. The organization should also keep copies of any returns it has filed. They help in preparing future returns and in filing an amended return”.

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ONE YEAR RETENTION

Secretary:

NARFE publications (Headquarters Highlights, Washington Letter, magazine, newspaper, etc.)

NOTES: Maintenance Period – Previous year and the current fiscal/calendar year.

Comments – Correspondence should be destroyed unless containing historical information.

Chairpersons:

Committee Records

File Folders

NOTES: Maintenance Period – Two years, then screened for disposal of nonessential material prior to turning items over to the incoming chairperson.

Comments – File folder labels should indicate: subject, calendar/fiscal year and disposition instructions (permanent, three-year, or one-year). Normally, the contents of a file should not exceed one and one half inches.

4. In addition to the records which are to be retained and passed on to each new President are the following:

Current Manuals (F-54 through F-60)

Program information and records

Current legislation information

Current Nominating Committees

Chapter Newsletters

Scrapbooks maintained by the Historian (if any)

V. TRAVEL.

A. Federation Executive Board Expense Regulations .

1. The following regulations shall apply to members of the Federation Executive Board when representing the Federation on business approved by the Federation President and to members of Chapter affiliated with the Federation who are requested to perform activities by the Federation or its officers.

2. The Executive Board changed the mileage rate for using privately owned automobiles to \$0.40 per mile at its July 24, 2008 meeting. The rate took effect on July 25, 2008.

3. Motel/hotel charges are allowed when round trip travel within a single day would exceed 400 miles or when necessary to be present at a meeting or a hearing early in the morning and travel to attend would require leaving home before 7:00 a.m. Receipts for all lodging expenses must be submitted with the travel voucher. Motel/hotel charges are to be for single rate only and do not include charges for the spouse, unless room rates are the same for single/double, or if spouse is performing Federation business.

4. Meal charges are allowable when the person is performing approved Federation business. Charges for the meals, including tips, shall be substantiated with receipts. Meal charges are for Federation representatives only and do not include spouse's meals unless the spouse is performing Federation business.

5. All Board members, both elected and appointed, in the performance of Federation business, shall be reimbursed for expenses incurred for postage, printing, copying, supplies, etc., and other expenses submitted on vouchers with appropriate receipts. When in doubt concerning an expenditure, obtain prior approval from the Federation President.

March 1, 2011