



National Active & Retired Federal Employees Association
District of Columbia Federation

Randolph Clarke **Sylvia Slaughter** **Jacquelyn Lowe** **John Wheeler**
President Vice President Secretary Treasurer

Official Convention Call – 2017 NARFE District of Columbia Federation Convention

The NARFE DC Federation will have a one-day convention. The Convention will start Saturday, April 29, 2017 at 8:30 am until 4:30 pm. The place for the Convention will be Holiday Inn Capitol, 550 C Street SW, Washington DC 20024

To make this Federation Convention an outstanding event, we need the full participation of our chapter membership. This is when we elect our **Federation officers and install them into office for the next two years**. And, vote on new bylaws been submitted. This is an opportunity to recognize members for their voluntary service to the organization in the past two years. This is a time to socialize with friends and fellow with other Chapters.

The cost is \$40.00. (Includes: breakfast and hot lunch Buffet)

Communicate with your chapter president as to being reimbursed to attend the NARFE DC Federation Convention.

Speakers:

Jon Dowie, Secretary/Treasurer (National office Changes)
Jessica Klement, Legislation Director (Legislative report)
Evelyn Kirby, Region II Vice President (Remarks)

There will be presentations and prizes. The first cash prize drawing will be 9:30 am for **early arrivals**, and a cash drawing just before adjournment of the convention. Most of all meet new friends and receive information on the mission of NARFE from the National representatives.

Other Federation members are welcome to DC Federation Convention.

For more information contact: Jacquelyn Lowe, Federation Secretary, 301-341-5075 or 301-237-3555 or e-mail: jablo@juno.com

Check payable to the order of (DC Federation)

Mail to: (Ms. Jacquelyn Lowe; 1507 Elkwood Lane Apt 304; Capitol Heights MD 20743)

Attachment #1 Registration form (report by April 7, 2017)

Submitted by _____ Phone # _____ email _____
Contact _____ phone # _____ email _____
Chapter number _____

Member name /s (indicate whether person is a delegate or guest)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
10. _____
11. _____
12. _____

Attachment # 2

Election of Officers

The nominating committee chair is:

Lynn Hill, President of Chapter 0001

contact information: 301-434-1972 – email: lynrhi6@aol.com

Chapter president please send name/s of any potential candidates for District of Columbia Federation **President, Vice President, Secretary, and Treasurer** Positions to Lynn Hill by March 24, 2017.

- Recommendations of the committee will be communicated to the chapters
- Additional nominations can be made from the floor during the Convention

Officers duties:

(1). **The President** shall be the executive head and director of all Federation activities, shall preside at all meetings, perform all other duties naturally pertaining to the presidential office, call special meetings when necessary or when requested by fifty percent of the member chapters.

(2). The President shall visit each chapter as often as can be conveniently arranged, at least once a year during her/his term of office.

(3). The President shall be responsible for assuring that the financial records of the Federation are audited annually and that such audit is reported to the chapters.

(4). The President shall appoint all committees deemed desirable.

The Vice President shall perform such duties as are assigned by the President, shall preside in the absence of the President and perform presidential functions in case of vacancy in the office of President

The Secretary shall keep an accurate record of all proceedings, forward to the National Secretary a copy of the minutes of each meeting, *receive/advise of/respond to* all correspondence, maintain record as prescribed by the Federation, the President or the Executive Board, and perform all other duties normally required by the office.

The Treasurer shall receive all moneys due the Federation, keep an accurate account of all moneys received and *disbursed*, deposit all moneys in a bank approved by the Executive Board, draw checks against same when approved by the President under the rules of the Federation or Executive Board, prepare a financial statement for the National 10% Fund as required by the office.