

IDAHO NARFE FEDERATION STANDING RULES

STANDING RULES ARE SET BY THE EXECUTIVE BOARD EXCEPT WHERE STATED

1. Federation Dues shall be \$3.00 per chapter member based on membership of the respective chapter at the end of the preceding calendar year. The Federation Treasurer will notify each Chapter Treasurer of their dues amount in February. Chapters may pay in lump-sum, biannually or quarterly. The amount of Chapter Dues may be changed by a majority vote of the Executive Board and the Chapter(s) (as the number of chapters gets smaller and this revenue source will decrease).

In addition, tips are approved at the following rates: meals 20% of cost, porters \$3.00 per bag, housekeeping \$3.00 per day and taxis/shuttles 20%.
2. The Federation Conference shall be held during even numbered years in a location to be determined by the Executive Board. The Federation President shall set the agenda of the Federation Conference.
3. Standing Committees Chairs may include: Membership Chair, two (2) Congressional District Leaders, NARFE-PAC Chair, State Legislative Chair, Alzheimer's Chair and Service Officer and shall be appointed by the Federation President, and may include any volunteer(s) member(s) each Chair may call upon for assistance.
4. Standing Committee Chairs shall be available to assist or provide technical support to any Chapter within our Federation when called upon.
5. Executive Board rate of reimbursement for Federation business will be: Lodging at the GSA approved per diem and M&IE rate for the location of the meeting (receipt required for lodging only) (M&IE reduced to 75% on first and last days of travel) and cost of common carrier or GSA approved rate per mile for privately owned vehicle (50 miles or more). Deduct cost of breakfast if included in lodging cost.
6. Committee Chair rates of reimbursement will be the same as above if their presence at the meeting, workshop, training or conference was requested by the President. Actual cost of postage, phone charges and supplies up to the amount budgeted by Federation supported by receipts. Cost of conference registration.
7. Approval process for meal reimbursement will only be considered for overnight stays except as approved otherwise by the President. Travel expense claims shall be submitted to the Treasurer using Travel Voucher form found on narfe.org/site.id with requisite receipts attached. Other expense claims require a receipt or paid invoice with a brief explanation of the purpose of the expense and requestor's signature. The Treasurer is authorized to approve expense claims that are in accordance with the budget. All others must be approved by the President.
8. All voting will be by ballot mailed to all Chapter and National members via the Gemette Newsletter or made available electronically at narfe.org/site.id or upon request. Members will have 30 days to respond by mail or electronically. Membership ID numbers will be required for qualifying all ballots.
9. Nominations for Officers will be requested by electronic means prior to publishing the even year Spring Gemette Newsletter.

APPROVED BY EXECUTIVE BOARD 4/12/2022
(Via ZOOM)

Actual cost of Federation, Regional or National Conferences, workshop or training (receipts required for lodging and/or common carrier). Actual cost of postage, phone charges, and supplies supported by receipts. Deduct cost of meals as part of the conference.