

Standing Rule #1

NARFE Chapter 1201 partial reimbursement of member expenses for State and National Conferences.

Overview

The National Active and Retired Federal Employees Association (NARFE) conducts its National Conference every 2 years during even-numbered years and State Conferences every 2 years during odd-numbered years. Both these conferences are staggered by one year. In summary, there is either a national or state conference each year. As a result of a recent Chapter 1201 audit, the audit chair requested that we develop a policy governing chapter reimbursement for expenses associated with these conferences.

1. Members eligible for reimbursement

Since the chapter will be helping members with the cost to attend these conferences, the chapter will provide priority to the following chapter positions:

- a. Elected chapter officers
- b. Appointed chapter officers
- c. Other members who play an active role in the chapter and have a keen interest in the Association and its mission.

Members attending these conferences will participate actively in breakout sessions, volunteer their services at the conference, and will provide a debrief report to chapter members at a subsequent chapter meeting following the conference.

2. Reimbursement

The annual maximum amount that the chapter will reimburse (**for Registration fees only**) will be \$500. The \$500 divided by the Registration fee for the conference will determine how many members will receive chapter support (e.g., \$500 divided by a \$200 Registration Fee = 2 members).

3. Policy Review

This policy will be reviewed annually by the Chapter Executive Board to ensure that the chapter's income can sustain these expenditures in the future.

