**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.