



FEDERAL BENEFITS EXPERTS



**ILLINOIS FEDERATION
POLICY BOOK**

2025

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1.0. INTRODUCTION

The policies in this book provide supplemental guidance for the Illinois Federation of the National Active and Retired Federal Employee Association (NARFE) and will hereafter be referred to as Federation in this document. It addresses areas not detailed in the Bylaws. These policies have the approval of the Federation Board and may be changed or waived by a majority vote of the Board.

2.0 FEDERATION BOARD

The Federation Board includes the Executive Board which is comprised of all elected officers and the Full Board (here after referred to as the Federation Board) which includes the elected officers plus the appointed officers. The number of elected and appointed officers can vary as determined by the number of officers needed to operate the Federation.

2.1 EXECUTIVE BOARD

Current officers to serve on the Executive Board are President, 1st Vice President (Advocacy/legislative), 2nd Vice President (Membership), Recording Secretary (records attendance at meetings and minutes of meetings), Corresponding Secretary (correspondence to membership, policy book, Bylaws, Directory, and other items to maintain the Federation records), Treasurer (maintains official accounting of Federation funds and equipment and ensures compliance with requirements to maintain our not for profit status), and four District Vice Presidents (VP) (who communicate with chapters to keep them informed and carry their issues forward to the Federation) and the Past President (who ensures a smooth transition between officer groups).

2.2 FEDERATION BOARD

The Full Board includes the Executive Board and the appointed officers. Currently, the appointed officers include the Alzheimer's Chairperson (collects Federation donations for Alzheimer's research and maintains records by chapter), State Legislative Chair (reports on actions taking place at the state level that affect Federation members), Service Officer (assists members with issues with OPM, insurance, etc., as described in the service officer manual), Webmaster/ Communications Coordinator (maintains the Federation website and manages video conferencing, scheduling meetings when requested, provides technical support to chapters, Newsletter Editor (collects information from Federation officers and others and writes a newsletter, quarterly or as needed), FEEA Scholarship and Disaster Coordinator (encourages contributions to the fund and does fund raising as needed), NARFE-PAC coordinator (encourages contributions to the fund and does fund raising at events), National only member representative (represents the voice of National only members to the Board), and Conference chair (plans and handles items for the Annual Conference and Business meeting, and other conferences as needed).

2.3 POSITION VACANCIES

If there is a vacancy in any of these positions, the Federation President, with the approval of the Executive Board, shall appoint a replacement or assign the duties to another officer of the Board so duties are fulfilled.

2.4 REGION IV OFFICERS

NARFE has ten regions within the United States. Illinois is a member of Region IV which is comprised of five states. During National elections, each region votes and selects a Regional Vice President (RVP). The RVP selects the Alzheimer's and Configuration Advisory Board members. The officers are ex-officio members of the Federation Board, but do not have voting rights.

3.0. NATIONAL BUSINESS AND CONFERENCES

Significant operational changes were made during the 2016 National Conference. There were two changes that affect the Federation's and Chapters' business that were incorporated into the National Bylaws based on approved resolutions. First is "One Member, One Vote" and the second is "No Mandatory Chapter Membership". These changes flow down to the Federations and Chapters.

3.1. ONE MEMBER, ONE VOTE

Prior to this change, chapters selected delegates to represent them at both the State and National conferences. In today's environment, each member of NARFE has the right to nominate, vote, and submit resolutions for their self.

3.2. NO MANDATORY CHAPTER MEMBERSHIP

This change has established two categories of member in each Federation - Chapter members and National only members; National only members are sometimes designated in reports by "0000". These members belong only to National but are serviced by the respective Federation as each Federation continues to receive a portion of their dues. National only members may participate in Federation activities just as any chapter member and must be notified of dates of events in ample time to participate.

3.3. NATIONAL MEETINGS AND CONFERENCES

There are normally two conferences hosted by National, known as the Advocacy (formally Legislative) and the National Conference. They are normally held in alternate years, with the Advocacy Conference in odd numbered years and the National Conference in even numbered years. Election of National officers occur in the year of the National Conference and are accomplished through written or electronic ballots using the NARFE Magazine to distribute ballots.

3.4. NATIONAL CONFERENCE

Federation Representation at the National Conference is by the Federation President or a designated representative. Expenses for the conference will be reimbursed for travel, lodging, meals, registration, and other associated expenses allowed within the travel policies stated herein (see section 14). The Federation President's meeting is normally held in conjunction with the Annual Meeting and reimbursement is extended to cover these additional days.

3.5. ADVOCACY (LEGISLATIVE) CONFERENCE

The Legislative Conference is normally represented by the 1st Vice President, who also serves as the Federation Legislative Chair, or his/her designee. The representative will be reimbursed for travel, lodging, meals, registration, and other associated expenses allowed within our travel policy. Should the 1st Vice President not be available to attend the conference, the President will select a replacement Board Member to attend.

4.0. FEDERATION ADMINISTRATION

4.1. FEDERATION BOARD MEETINGS

The Federation Board Meeting dates should be announced at least one month in advance and the method to be used for the meeting, i.e., in person, remote (telephone or video conference). All Board members are expected to attend Board meetings except when it is announced as an Executive Board meeting and then only the elected officers will attend. If the member is unable to attend a Board meeting, he should notify the Federation President immediately and they will jointly determine if a substitute should attend in his/her place and who the substitute will be. Approved replacements will receive the appropriate reimbursement for their travel per normal rules applying to Board members. Each Board member should submit a written report on their activities to the President, with copy to the Recording Secretary for inclusion in the minutes, at least seven days prior to the meeting.

4.2. DISTRICT VICE PRESIDENT

If a District VP is unable to attend a Federation Board meeting or similar function, they shall designate a chapter president or other appropriate individual from his/her district to attend such that the district is adequately represented. The District VP will notify the Federation President of the substitute individual who will attend in his absence. The District VP still has the responsibility to provide a written report. Travel/meeting expenses will be reimbursed in accordance with policies (See Section 14).

5.0. FEDERATION MEETINGS

5.1. CONFERENCE

The Federation has traditionally held a conference on an annual basis and

included both business speakers, educational information, and other topics of interest. Implementation of one member, one vote policy necessitated a change. For all future annual meetings/conferences, a separate business session will be identified for the purpose of voting for Federation officers and to address resolutions or bylaw changes. The business session is open and free for all Illinois NARFE members.

5.2. CONFERENCE HOSTS

Chapters are invited to volunteer to host the conference. Selection for host chapters is made two or three years in advance. Chapter hosts can also be two or more chapters joining together to host the event. If no chapter volunteers to host the conference, the Federation, by default, becomes the host and must accomplish the planning and execution. The Federation Board has the option to skip a conference in some years and to hold an annual meeting in lieu of the conference. These meetings can be virtual or in person.

5.3. FEDERATION CONFERENCE PLANNING GUIDANCE

Prior Conference hosts shall provide guidance and information to the new host by developing a report of actions taken to plan and execute the conference and any after action information felt necessary and beneficial for the next group to execute a successful conference. The Federation President and the prior Conference Chair will provide as much advice and guidance as requested, to include copies of correspondence (in an electronic mode) and any lessons learned from their experience. If there are remaining supplies, those should be passed to the new hosts. The Federation President will collaborate with the hosts in selecting topics for the Conference.

5.4. CONFERENCE EXPENSES

5.4.1. FEDERATION

The Federation elected and appointed officers will be reimbursed for travel, lodging, meals, registration, and other associated expenses allowed within the travel policy in Section 14.

5.4.2. REGISTRATION AND FEES

Registration and other fees, normally for food, snacks, etc., will be established by the host and approved by the Federation Board. Fees for the immediate past Federation President will be paid by the conference host in recognition of prior service. Fees for guests from National who are requested to attend and speak will also be paid by the host with Conference proceeds.

5.4.3. FUNDS DISTRIBUTION

If a chapter hosts the conference, any profit from the conference will be retained by the chapter except for ½ of the funds received from the silent auction of baskets. One-half of these funds will be sent to the Federation Treasurer immediately following the conference. The Federation may apply these funds to the Chapter Assistance category in the Federation annual budget for the following year's budget. The final decision on the use of the Federation's share of funds will be made at the annual budget meeting.

A sub-account has been established in the Federation account for the purpose of transacting all income and expenses for the conference. When the Federation hosts the conference, funds will be deposited into this portion of the Federation account and any profits will be carried forward to the next year. Only when approved by the Executive Board would these funds be transferred into the general account of the Federation.

5.4.4. CHAPTER PARTICIPATION IN THE CONFERENCE

5.4.4.1. THEME BASKET

The host for the conference should be encouraged to ask the Illinois Chapters to each put together a Theme Basket to be auctioned (silent auction) during the conference. It is recommended that the theme baskets be valued at \$50 or above. The list of items and values of each should be included on an accompanying sheet and attached to the basket. The proceeds of the basket auction will be used to offset the conference' expenses. When the Federation is hosting the Conference, the full amount of revenue goes to the conference fund. During the budgeting process, the Federation Board can determine if funds will be moved to the Federation general funds.

5.4.4.2. BASKET RECOGNITION

The theme basket receiving the highest bid should be recognized during the conference. All theme baskets shall have a \$20 minimum starting bid and minimum incremental bids of \$5. Recognition may also be given to other chapters for imaginative baskets.

5.4.4.3. OTHER OPPORTUNITIES

Chapters may participate in other ways such as placing an ad for the chapter in the Conference Program Book (reduced costs from vendor ads), adding a Chapter Booster List (chapter members

make a small contribution and are recognized by a list in the Program Book), or other identified ways to contribute.

5.5. CONFERENCE REPORTING

5.5.1. INCOME AND EXPENSES

The Federation or Host Chapter will provide a detailed accounting of all income and expenses of the conference, including revenue from the theme baskets. The financial report of income and expenses should be sent to the Federation Corresponding Secretary within 30 days following the conference. In addition, an electronic copy of the program booklet should be provided along with attendance at the conference and other information considered important for historical records and to provide reporting to National (form located on National website). Detailed planning information should be included in the data passed to the next host.

5.5.2. CONFERENCE SUB-ACCOUNT

In the event the Federation Board becomes the host for a conference, the conference Chairperson will follow the same reporting requirements as a chapter. A sub-account has been established by the Treasurer to maintain separate financial accounting for the conference. Income and expenses will be processed through the sub-account to ensure that all funds are auditable.

6.0. MANAGEMENT

6.1. RECOGNITION POLICY

The Executive Board, as deemed appropriate, will make awards for meritorious service to members or chapters of the Federation. The presentation of such awards will normally be at the Federation Conference.

6.2. CHAPTERS

A Certificate of Service, signed by the National President, may be awarded to a Chapter in recognition of years of dedicated service to NARFE. Chapter charter dates are shown in the National Data base as a source of this information. The Federation Corresponding Secretary will identify those chapters who have reached significant years of service and request the certificate(s) for presentation to the Chapter at the Annual Conference. Recognition will also appear in the Program Book for these Chapters. Beginning in 2023, the recognition will be when chapters reach 70, 80, and beyond years in decade increments.

6.3. INDIVIDUALS

A Certificate of Service may also be obtained from National for members upon

attainment of 20 years of service. It is the responsibility of each chapter to obtain these certificates and present them to the members. National will provide a pin for the individual. Subsequent certificates may be obtained but the recipient is not eligible for another pin.

6.4. SPECIAL SERVICE

A Certificate of Service, signed by the National President, may be awarded to individuals upon attainment of significant milestones, i.e., attainment of 100 years of age. This certificate can be requested by the chapter directly to National or the chapter may request the Federation Corresponding Secretary to obtain the Certificate. These Certificates will normally be presented at the Chapter meeting.

6.5. RETIREMENT FROM THE BOARD

Upon the retirement of the Federation Board, any individual having served at least two full two-year terms as an elected or appointed officer of the Federation may be awarded a Certificate or some other appropriate token of recognition for his/her service to NARFE in Illinois. The Federation Corresponding Secretary will identify candidates for this recognition.

7.0. FEDERATION DOCUMENTS

7.1. FEDERATION BYLAWS

This document will follow the National recommendation and will be the overriding guidance document for the Federation. National must review and accept the Federation Bylaws and any changes thereafter. The Bylaws will follow the guidance provided by National and posted on their website. Changes to the Bylaws will be accomplished through the resolution process.

7.2. POLICY MANUAL

Policies incorporated within this policy manual, after approval by a majority vote of the Federation Board, will provide more detailed information necessary for the smooth and compliant operation of the Federation. The Corresponding Secretary will maintain, publish, and distribute the Policy Manual based on approved changes and in compliance with guidance from National. Maintenance includes recommended changes based on Bylaws changes or other requirements deemed necessary to ensure it is compliant with National and Federation direction. Distribution will be to each member of the Board, each Chapter President and will be posted to the Illinois NARFE website. It may also be provided as a handout at the Federation Conference.

7.3. FEDERATION DIRECTORY

7.3.1. FEDERATION RESPONSIBILITY

The Corresponding Secretary will maintain and distribute the Federation

Directory which provides Federation and Chapter Officer information and is a tool for Board Members and Chapter Presidents to stay in contact. Updates are based upon information in the National database. Distribution will be as follows: electronic copy to each member of the Federation Board; one copy to each Chapter (electronic or print); and one copy to each Regional Officer. The Federation Directory will be updated annually and will be distributed as a part of the Annual Conference or Business Meeting. Electronic updates may be provided as deemed necessary during the year.

7.3.2. CHAPTER RESPONSIBILITY

Each Chapter President/Secretary is responsible for ensuring the National database is up to date with their list of officers, meeting location, time of meetings, and website. The National database is maintained in an electronic format and officers of each chapter have access. Should a chapter not have access, they should contact the District VP for forms necessary to notify National of changes to the chapter information. The Federation Corresponding Secretary is also available to assist. The form needed to accomplish this action is the F-7. If a chapter has officers shown in the National database as “other” position titles, the Chapter President or Secretary should notify the Federation Corresponding Secretary at least 60 days before the conference of the exact title to be used in the directory.

7.4. RESOLUTIONS AND BYLAWS CHANGES

7.4.1. ACCEPTED RESOLUTIONS

The Corresponding Secretary will publish the call for resolutions in accordance with the timeline dictated by the Bylaws. Those submitted within the prescribed time limits will be reviewed by a resolutions committee to determine their appropriateness, to combine with others, and recommend adoption or rejection. The report of the Resolutions Committee and all properly submitted resolutions will be distributed to the Federation Board and to the chapters for discussion purposes. The recommended resolutions from the Federation Board will be included for voting at the annual business meeting.

7.4.2. REJECTED SUBMISSIONS

The Corresponding Secretary will return to the submitter any resolution not submitted in proper format or in a timely manner. Following the voting process, the Secretary will take the appropriate actions as required by all approved resolutions, to include incorporation into the Policy Book or Bylaws and distribute the appropriate updated document to the Federation Board Members and the chapter presidents.

7.4.3. NATIONAL CHANGES

For proposed National Bylaws and policy changes, the same process will be followed. However, all recommended or rejected resolutions will be submitted to National for review as required by the National Bylaws.

8.0. ANNUAL MEETINGS AND CONFERENCES

8.1. BUSINESS MEETINGS

The Annual Business meeting is to conduct Federation Business, for example, discuss bylaws changes and resolutions, conduct elections to include nominations from the floor, to discuss policy changes, and make recommendations to the Federation Board.

8.2. CONFERENCES

Conferences are about information sharing, training, and developing NARFE leaders. Illinois normally holds a Conference annually. This is an elective option and has been beneficial to our membership. The location of the annual conference is determined at least one year in advance, either by a chapter serving as host or by Federation Board serving as host. The Federation Board approves the decision of host and location of the conference.

8.3. ANNUAL BUSINESS MEETING

The Business Meeting must be open to all Federation members (chapter members and national only members) and members cannot be charged a fee to attend the business portion of a meeting or conference. The Annual Business Meeting may be conducted in conjunction with a Federation Conference or held separately from the Conference. If held in conjunction with the Conference, a specific time and location must be announced for the Annual Business Meeting.

9.0 OFFICER ELECTION AND BYLAW CHANGES

9.1. GENERAL

All voting takes place at the Annual Business meeting. Members who do not attend, forfeit the right to vote.

9.2 PREPARING FOR THE ANNUAL MEETING

In preparing for the Annual Business Meeting in election years (odd years), a Nominating Committee will be appointed by the Federation President. A call for nominees will be made with a specific cutoff date for submission of names and resumes. The Nominating Committee will determine if adequate information was submitted and if additional information is needed. If more information is needed, the committee will collaborate with the candidate to receive the information.

9.3. NOMINEES FOR OFFICE

The Nominating Committee will present a list of nominees for positions identified as elected officers at the Annual Business Meeting with accompanying resumes for each candidate. There will be time allowed for nominations from the floor. Should resumes be received from those wishing to serve as appointed officers, that information will be passed to the newly elected President.

9.3.1. ONE CANDIDATE FOR EACH OFFICE

If there is only one candidate for each office, balloting will not be required and the list is accepted by acclamation. If there is no candidate for an elected position, calls for position nomination from the floor will be made. Absent a nominee for a position, the elections will continue with the new Federation Board being required to fill the position. The prior officer will be requested to maintain the position until a replacement officer can be appointed.

9.3.2. MORE THAN ONE CANDIDATE

If there are two or more people running for an elected office, the Federation will do preferential voting for that office. A written or electronic ballot may be used to obtain the vote.

9.4. BYLAWS CHANGES

Any Accepted Resolutions that were submitted for changes to the Federation Bylaws will be announced at the business meeting and voting will take place. Should the business meeting be conducted electronically, the same process will apply.

9.5. FEDERATION MEMBER RIGHTS

Federation members have the right to nominate individuals for office through the call for nominations or from the floor at the Annual Business Meeting. They have the right to submit, debate, and vote on Bylaws changes and resolutions.

9.6. CASTING A VOTE

Voting will occur at the Annual Business Meeting which can be a virtual meeting or an in-person meeting. Any NARFE member in the Federation who does not attend the Annual Business Meeting does not get a ballot and, therefore, forfeits their right to vote.

9.7. NOTIFICATIONS OF CONFERENCES AND ANNUAL MEETINGS

Notification of the Annual Meeting must be made to all members of the Federation. Notifications can be done in any of the following ways: postcard, email or newsletter mailed to all members, notification in the NARFE magazine, or information on the Illinois Federation website.

9.8. NARFE MAGAZINE NOTIFICATION

NARFE Headquarters sets a date for information in the NARFE magazine. The information for the Federation will be published no later than the March magazine and will include Conference/Annual Business Meeting dates, location, and contact person, including a phone number and/or email address.

9.9. CHAPTER VOTING

Chapters are required to notify their membership that they have the right to nominate and run for office and vote for officers and changes to the chapter bylaws. They must be given a time and place for voting. Once this has been done, the following actions should be taken: gather nominations from members submitting themselves to run or by others nominating the person with that person's permission; allow the nominees to have a few minutes to tell why they want to hold the office (this is not mandatory but should be done on the day of voting). If there is more than one nominee for any office, a ballot will be prepared and members attending the meeting will be allowed to vote.

10.0 RECORDS MANAGEMENT

10.1. ACTION ITEMS

The Recording Secretary will prepare and maintain a list of assigned action items resulting from Board Meetings and will track the status of all assigned action items and report same to the Federation Board.

10.2. MEETING MINUTES

The Recording Secretary will prepare the meeting minutes for all meetings, to include the Federation Board Meetings, the Annual Conference, and the business meetings. Upon approval by the Federation President, a copy will be distributed to each Board Member. Following the Annual Conference or Business Meeting, minutes will be posted to the Federation website and, upon request, distributed to each Chapter President and to the Board Members by email.

10.3. EMERGENCY APPROVALS

If actions are taken by the Board outside of a formal meeting, i.e., email or conference call to obtain a Board vote, the Recording Secretary will retain a copy of these action items and at the next Board Meeting (in person or virtual), will have them properly documented in the minutes of that meeting.

10.4. HISTORICAL DATA

The Corresponding Secretary will maintain seven years of historical data. Historical documents to be retained are the following as a minimum: Executive Board Meeting Minutes; Annual Reports for Elected and appointed officers; Conference Report to National; Conference Host Report; Annual Treasurer

report; Governing Documents; Federation Directory; Conference Program Booklet (preferably electronic); and the Annual Audit Report.

10.5. REPORTS

Elected and Appointed Officers are responsible for providing a copy of their Annual Report electronically to the Corresponding Secretary for retention.

11.0. FINANCIAL MANAGEMENT

11.1. FISCAL YEAR AND BUDGET

The Federation Fiscal Year (FY) is defined as the period from April 1 of a given calendar year through March 31 of the following calendar year. Designation of programs and a FY is according to the year in which it ends, e.g., FY2023 ends March 31, 2023. A Federation Budget shall be prepared for each FY and approved by the Federation Board prior to the start of the FY. The Federation Budget Committee shall prepare the Annual FY Budget based on input received from Federation officers and chapters in response to a Budget Call issued by the Treasurer. The Federation Budget Committee consists of: Chairperson, Federation Treasurer; First Vice President; Second Vice President; Corresponding and Recording Secretaries; and Federation President as Ex Officio. Elected and Appointed Officers shall provide activity plans and estimates of cost for their assigned functions, activities, or projects to the Budget Committee no later than January 31 of each year. The budget is a guide for expenditure of NARFE funds and expenditures incurred must be identified somewhere in the budget to be a legitimate expenditure under our program. If an officer believes they have an appropriate expenditure but it is not listed in the approved budget, the cost must not be incurred until the Executive Board has added the activity to the Federation Annual FY Budget.

11.2. FINANCIAL RESERVE AND BANKING

A reserve balance of approximately six months operating funds will be maintained. All checks shall normally be written by the Treasurer, but the President shall be authorized to write checks on Federation Accounts in the event of incapacity or unavailability of the Treasurer due to illness or other reason. Monthly, the Treasurer shall reconcile his/her records with those of the Federation's banking institution. Discrepancies will be resolved as soon as possible. The Treasurer will report financial problems or difficulties to the President immediately and to the Executive Board at the next meeting along with recommendations for resolution.

11.3. SPECIAL FUNDS

Special funds are those collected for programs such as Alzheimer's Research, NARFE FEEA Scholarship and Disaster Funds, and other like

programs. These funds cannot be co-mingled with NARFE membership dues. They should be recorded in the financial record and immediately disbursed to the intended location. NARFE dues must not be used to make contributions to any charities. NARFE dues are to only be used to further the goals of NARFE. Separate records of these funds received and documentation of the checks written to disburse the funds must be recorded.

11.4. REPORTING

For management purposes, the Treasurer shall prepare quarterly reports by functional budget category showing the quarterly and to-date cumulative revenues and expenses with a comparison to planned/budgeted revenues and expenses. Quarterly analyses showing a comparison of actual vs. planned/budgeted revenues and expenses will be provided to each Board member. A quarterly report showing Beginning and Ending fund balances shall also be prepared. Trend analyses showing data over time should be periodically done. Reports shall be provided to the President (and to designated others) in a timely manner. Financial data in reports for routine management purposes may be rounded for clarity and ease of use. If a Board member sees something in the reports that they believe to be incorrect, notify the Treasurer immediately so the issue can be resolved.

11.5. AUDITING

The Treasurer shall ensure that a transparent audit trail is maintained in Federation financial records. Federation Financial Records maintained by the Treasurer shall be made readily available for audit purposes during the Bylaws-required audits and/or at any reasonable time. The Treasurer shall cooperate fully with any duly appointed Audit Committee.

11.6. RECORDS RETENTION

A copy of the final Year End Income and Expenses Report shall be provided to the Corresponding Secretary for retention in the historical records. The Audit Committee shall provide a copy of the Audit Report to the Corresponding Secretary for retention in the historical records.

11.7. 10% FUNDS

In accordance with current NARFE National Bylaws and attached Standing Rules, the Illinois Federation receives ten percent (10%) of the National Membership dues paid by Illinois NARFE members.

11.7.1. USE DEFINED

The 10% Funds are to be used for the "promotion of NARFE fieldwork." "NARFE fieldwork" is defined to include the general activities outlined in the NARFE Bylaws. Thus, a wide variety of activities undertaken by the Federation and by the individual chapters

are eligible for funding from this source. Some of these are: the organization of new chapters; visits and other efforts to encourage and promote chapter activities and effectiveness; stimulation of cooperation among chapters through joint meetings or actions of more than one chapter; programs and activities to recruit new members and retain existing members; monitoring and promoting local and state legislation in the best interest of Illinois Federal employees and retirees; monitoring and promoting National Legislation in accordance with NARFE policies; support of non-partisan civic and patriotic activities within Illinois; and efforts to deal with the problems, welfare and status of all the aged and aging in Illinois and in the nation.

11.7.2 BUDGET

The Federation Treasurer, with assistance from the Budget Committee, shall exercise wide latitude in deciding which activities qualify for use of the 10% Funds and shall fully utilize the 10% Funds for Federation activities. Chapters may utilize these funds for specific projects and activities which have objectives falling within the scope of the NARFE Bylaws. To make use of these funds, chapters shall submit requests for the use of such funds to the Federation Treasurer for inclusion in the Federation budget process. These requests are considered "Chapter Assistance". Such requests shall outline specifically what activities will be conducted by the chapter and how the funds will be used. The ratio of Chapter Fund Support to Federation Fund Support shall be at least 50%. These funds are approved for use for the FY in which they are included in the budget.

11.7.3. REQUESTS FOR CHAPTER ASSISTANCE FUNDS

Requests shall be submitted to be consistent with Federation Budget preparation, i.e., in accordance with a Federation Budget Call. Chapter requests for emergency funding (outside the normal budget process) shall be submitted to the Federation President. The normal support mode will be reimbursement, not up-front funding. Chapter activities that are approved for these funds shall report the results of this funding to the Federation Board through submission to the Federation Treasurer.

11.8. HOME OFFICE COMPENSATION

The Federation President, Corresponding Secretary, Communications Coordinator/Webmaster, and Treasurer shall each be provided a stipend of \$500 per year. This stipend is intended to compensate them for the use of space in their homes and incidental expenses related to maintaining a home office for Federation business. Administration, travel, and other expenses

associated with operation of these offices shall be separately budgeted and reimbursed separately from the stipends. As determined by the Federation Board, other Federation officers may be similarly compensated.

12.0. DISTRICT MANAGEMENT

12.1. CONFERENCE REPORTS

Each District VP shall include information regarding the Chapters they represent in their report to the Conference. The information provided should include items that would be of interest to other districts and chapters.

12.2. CHAPTER VISITS

Each District VP should consider visiting each chapter in their district at least once each fiscal year. If visits are not possible, then a method of reasonable communication should be established to ensure they are fulfilling the requirements of the Bylaws, Article IV, Section 3.F. The principal focus of visits or other communications will be on NARFE business, i.e., to evaluate the effectiveness of chapter operations in carrying out NARFE programs and in meeting NARFE objectives, to identify areas where assistance from the Federation may be needed, and to assure that needed assistance is provided. The District VP will be reimbursed for expenses associated with these meetings.

12.3. DISTRICT MEETINGS

Each District VP will host a District Meeting in their district at least once each fiscal year and will coordinate with the Corresponding Secretary and the President in scheduling such meetings to avoid conflicts. The intent of this policy is that Chapter Presidents (and others) from each chapter will come together with their District VP to coordinate NARFE business activities within the district, exchange information about the status of NARFE programs and activities, evaluate the health of NARFE in the District, discuss common problems, develop approaches for solution, and support development of potential chapter officers. Chapter members are entitled to reimbursement for mileage, if incurred, in attending these meetings at the currently approved mileage rate for travel. Chapters are encouraged to carpool as much as possible to minimize costs. If lunch is included in the meeting, the District VP should provide for these costs from their budget and will be reimbursed for expenses associated with this meeting. District VPs may invite other Federation Board Members to make presentations at District Meetings if approved by the President. If Board Members are approved to attend these meetings, they also will be reimbursed in accordance with the Federation policy.

13.0. ILLNESS, DEATH OR INJURY

13.1. DEATH OF A BOARD MEMBER

The death of a current or past Board Member will be reported to the Federation President ASAP. The Federation President will: (a) inform all Board Members promptly; (b) coordinate with the Treasurer or appropriate Board member to make a remembrance donation of not more than \$50.00 to the family or an organization designated by the family in the name of the deceased. If none, the Board will determine if a donation should go to the Alzheimer's Fund or the Federal Employees Emergency Assistance Fund; and (c) send a Memorial/Sympathy card to the next of kin. The Board Member living closest to the deceased will be informed so that they may attend the visitation or funeral, if possible. The deceased's local chapter will be contacted so they may take appropriate action.

13.2. DEATH OF SPOUSE OF BOARD MEMBER

The death of a spouse of a current Board Member will be managed in the same manner as the Board Member.

13.3. EX-OFFICIO BOARD MEMBERS

Ex-officio Board Members (RVP, Regional Alzheimer's Chair, and Configuration Advisory Board) will be managed the same as current Board Members.

13.4. BOARD MEMBER ILLNESS

The illness or injury of a current Board Member will be conveyed to the Federation President, who will inform all Board Members and may send an appropriate card to the individual. The local Chapter President will be informed for appropriate chapter action.

13.5. SPOUSE

The illness or injury of the spouse of a current Board Member will be conveyed to all Board Members by the member aware of the situation so each can take the appropriate action based on their knowledge of the person.

13.6. EX-OFFICIO BOARD MEMBERS

Ex-officio current Board Members and their spouses will be treated as current Board Members.

14.0 TRAVEL

14.1 GENERAL

Actual travel expenses for the performance of authorized Federation

business are reimbursable. Requests for reimbursement of expenses shall be documented on an Illinois Federation Expense Voucher form, signed by the submitter with receipts attached, annotated as necessary to clearly identify the claim, and sent to the Federation Treasurer for review. The Federation Treasurer will review the voucher for compliance with this policy and, if necessary, adjust on the voucher before sending it to the Federation President for review and approval. After approval by the Federation President, the voucher will be returned to the Federation Treasurer for payment. Each voucher shall include or be accompanied by a description of the travel purpose, destination(s), and the reason for the business conducted. Travel charges are allowable for the individual performing Federation Business. Charges incurred by or for a spouse or travel companion are not allowable unless the spouse/companion is also performing authorized Federation business. The guidance in this section is for general application by all persons authorized by and traveling on Illinois Federation business. However, travelers must also remember that the safety of our members is our highest concern. Decisions made by the traveler to ensure their safety will always be supported by the Federation and any necessary expenses will be reimbursed, if documented on the voucher.

14.2. LODGING

Lodging (motel/hotel) charges are allowable when any one of the following conditions exists: (1) Round trip travel within a single day would exceed 400 round trip miles or (2) Attendance at a business function, e.g., meeting/conference, would require travel before 7:00 AM or after 7:00 PM. Use of moderately priced facilities is expected as is the application of healthy travel actions necessary to ensure the safe return of our volunteers. Receipts for lodging expenses shall be submitted with the Expense Voucher.

14.3. MEALS

Federation Officers (and others authorized by the Illinois Federation) traveling overnight on Federation business will be reimbursed for meals on a per diem basis based on quarters of the day in travel status. Reimbursement will be at a daily rate set by the Executive Board of the Illinois Federation (\$64 per day as of September 1, 2023) or one-fourth of the current rate for each quarter day (\$16 per quarter) on travel. Quarter days are: 12 AM to 6 AM, 6 AM to 12 PM, 12 PM to 6 PM, and 6 PM to 12 midnight. Travelers must indicate in the "Comments/Explanations" section of the voucher, the time they left on the first day of travel and the time they arrived home on the last day of travel. The total per diem due for each trip will then be entered in the column marked Per Diem on the voucher form. No receipts for meals will be required. This change is effective beginning September 1, 2023. For

official travel that does not require an overnight stay but is a long day (as defined by the fact that the traveler had to leave before 7 AM and/or was not able to get home until after 7 PM because of the long distance traveled or the timing of the event,) the traveler will be allowed to claim per diem at the current approved rate for the quarters of the day, as defined above, in which the traveler was either going to or from the event or was participating in the event. For a one-day event that does not meet the before 7 AM/ after 7 PM definition, and which requires a meal as a part of the event, the cost of the meal (including tax and tip) will be reimbursed, if a receipt is provided. If no receipt is provided or available, the meal cost will be reimbursed at the rate provided in Section 14.4, SPECIAL MEALS, i.e., \$16 for Breakfast, \$16 for Lunch, and \$32 for dinner, including tax and tip.

14.4. SPECIAL MEALS

When special meals are provided, as with the conferences, special rules apply. If a meal is provided as part of a registration fee to attend the function, then you will be reimbursed for the cost as documented under separate conference expenses. The per diem for the provided meal, breakfast, \$16; lunch \$16; and dinner \$32 will then be deducted from the calculated per diem for that day. When an Illinois Federation Representative is attending a meeting and a meal is a part of the function but not paid by the function host, e.g., lunch at a chapter or District Meeting as a guest or speaker, reimbursement will be for the actual cost of the meal (including tax and tip) and a receipt for the meal should be provided. If no receipt is provided or available, the reimbursement will be at the per diem rate, as designated above, for the provided meal, including tax and tip. Adjustments to the voucher's per diem calculation for any special meals should be explained in the "Comments/Explanations" section of the voucher.

14.5. MILEAGE

Travel by privately owned automobile or similar vehicle will be reimbursed at the approved mileage rate set by the Federation Board. As of 2024, the rate of reimbursement is 60 cents per mile.

14.6. ASSOCIATED EXPENSES

Expenses for postage, phone, printing, copying, supplies, etc., required for and incident to, authorized travel are reimbursable. Receipts supporting these expense claims shall be submitted with the Expense Voucher.

14.7. TOLLS

Tolls charged by toll roads during travel may be reimbursed, if requested. Enter the total cost of tolls in the column marked "Transportation Costs - Other" for each trip. Receipts are not required for tolls, but a note should be included under "Comments/Explanations" which identifies the amount under

this column which is for tolls for each trip. This change is effective beginning June 1, 2017.

15.0. FEDERATION COMMITTEES/SPECIAL APPOINTEES

15.1. LEGISLATIVE COMMITTEE

15.1.1. COMMITTEE DETERMINATION

This committee is responsible for establishing and coordinating programs to further NARFE's National Legislative Agenda and the Federation's State Legislative Agenda. The First Vice President, who also serves as the Legislative Representative for the Federation, will determine if a committee is necessary to conduct the responsibilities of the Federation legislative needs. If it is determined that a committee is needed, this person will chair the committee and include the State Legislative Chair as a member, in addition to other members determined necessary to complete the committee.

15.1.2. RESPONSIBILITIES

The Legislative Committee, if such (otherwise the Legislative Chairperson) will collect and assemble legislative information to be sent to Chapter Legislative Chairpersons by e-mail, phone, and U.S. Mail in a timely manner; will transmit URGENT legislative notices within 24 hours to Chapter Legislative Chairpersons; shall aid Chapter Legislative Chairpersons as requested; prepare legislative objectives and budget for each fiscal year and maintain and distribute the Illinois Legislative Handbook, which provides for chapter legislative procedures.

15.2. MEMBERSHIP COMMITTEE

The Committee is responsible for developing and conducting Federation membership recruitment and retention programs in concert with National Association programs. The Second Vice President serves as the Membership Chairperson and determines if a committee is needed to conduct the functions for increasing membership. If a committee is required, in addition to the Second Vice President, the Membership Committee will consist of each District VP. The Second Vice President, in the roll of membership recruitment and retention, will develop a list of locations that will allow a display table to provide information about NARFE and provide membership information.

15.2.1. MEMBERSHIP CAMPAIGN

The Membership Chairperson, in conjunction with the committee, and with the approval of the Executive Board, shall institute and

administer a membership campaign for each fiscal year. This plan shall be reported to the Executive Committee at the first Board meeting after the election, or in the event of a non-election year, at the first Board meeting following the conference. The Membership Chairperson shall prepare data and brief the Executive Board on the status of Federation membership and membership campaigns at each Executive Board Meeting.

15.2.2. CHAPTER PARTICIPATION

The Membership Chairperson shall periodically, preferably quarterly, disseminate information concerning Federation membership and membership campaigns to Chapter Presidents. The Membership Chairperson shall aid Chapter Presidents and Chapters as requested.

15.2.3. DUTIES

The Membership Chairperson shall prepare a budget and membership objectives for each fiscal year. They shall attend membership conferences and seminars and submit a report to the Executive Board.

15.2.4. EVENTS

The Membership Chairperson shall coordinate with chapters and organizations that allow representation at health fairs and other events to publicize NARFE and recruit new members. NARFE members who are authorized by the Membership Chairperson to represent the Federation would be reimbursed for mileage, meals, and parking at these events.

15.2.5. RECRUITMENT INCENTIVE

If a member is recruited by a chapter, after verification, that chapter will be awarded \$12.00 for the recruitment of said member. If the chapter assistance request was for funding for new members, the chapter is only eligible for one award, either the approved chapter assistance or this \$12, but not both. The chapter must send a request, with documentation, for this reimbursement to the Federation Treasurer. The preferred documentation is a copy of the application showing the recruiter or an email from the new member indicating the person who recruited them.

15.3. AUDIT COMMITTEE

15.3.1. RESPONSIBILITIES

An Annual Audit is mandated by Article 1, Section 3.E. of the Federation Bylaws. This committee is responsible for analyzing and reporting on the status of Federation Financial Records, Financial Management

Procedures and safeguards to assure adequate control of financial operations.

15.3.2. CONTENT

The audit should provide reasonable assurance that financial records do not contain material misstatements, transactions are adequately documented, and there is full disclosure of receipts, disbursements, and assets.

15.3.3. REPORT

Upon completion of the audit, a report signed by each member of the committee will be produced, read at the annual meeting, and provided for historical records.

15.4. BUDGET COMMITTEE

In conjunction with the Treasurer, the Budget Committee, (previously defined in 11.1 above) is responsible for reviewing plans and cost estimates submitted by Federation Officers or Committees and developing a fiscal year budget for the Federation.

15.5. NOMINATING COMMITTEE

The Nominating Committee is responsible for reviewing resumes, vetting candidates, and preparing a ballot, if needed, and submission for inclusion in the voting process at the Annual Business meeting in odd years. The chair of this committee will present the nominees at the Business Meeting and accept any additional nominations from the floor.

15.6. SPECIAL CONFERENCE COMMITTEES

For each Federation Conference, ad hoc committees are appointed to oversee security, credentials, resolutions, voting, proposals for hosting future conferences, and other needed functions. The Conference Chair assigns their duties and appoints their members. These committees usually function while conferences are in progress but may begin work several months prior to the conference.

16.0. COMMUNICATIONS COORDINATOR/WEBMASTER

16.1. POSITION DESCRIPTION

This position is appointed by the Federation President with the approval of the Board. There is no salary, but a stipend is paid annually to compensate for the home office and personal equipment used to perform the work. Other expenses will be in accordance with the Federation Policies.

16.2. WEBMASTER DUTIES

The Illinois Federation has an internet website. The address of the site is <https://www.narfe.org/il/>. The Communications Coordinator is the Webmaster, with specific duties of updating the information on the site, deleting outdated information on the site, and evaluating use of the website.

16.3. COMMUNICATION COORDINATOR DUTIES

The Federation uses video conferencing software to hold Board and Committee Meetings. The Communications Coordinator will manage the software accounts and schedule remote meetings. They will provide aid to other Board members, as needed, in setting up meetings or to chapter officers in establishing an account for their chapter.

16.4. OTHER DUTIES

In addition to the duties above, the Coordinator should attend Federation Board meetings, promptly report any problems to the Federation President, and submit a written report covering their activities during each fiscal year.

17.0. CLOSING (DEACTIVATING) CHAPTERS

17.1. CHAPTER CLOSURE DECISION

NARFE will not close a chapter until the Federation President has so recommended (Ref: Chapter & Federation Officer Manual, F-10). When a closure decision is made, the Federation President, in coordination with the Chapter President or other responsible officer/member (absent a President), will notify each chapter member of that decision in writing.

17.2. NOTIFICATION TO MEMBERS

A letter will be sent to each chapter member from the Federation President. This notification indicates the Chapter officers' plan to close the chapter and will specify that each chapter member is free to become affiliated with any other NARFE chapter of their choice. It will state that NARFE will not close a chapter until the Federation President has so recommended. Each member must make their choice known to the IL Federation President within 30 days. The Chapter Transfer Form F-84 may be used to notify the Federation President of chapter members' choice. The notification will specify that representation and all services of NARFE are afforded each member without interruption; members failing to make their decision known within 30 days of the notification date will be transferred to the National Only membership. This enrollment will continue until they choose a chapter affiliation.

17.3. SELECTING A CHAPTER

Chapter members will be advised of chapters in Illinois located around the deactivating chapter. Contact information for a responsible individual in the listed

chapters will be provided, along with summary information concerning chapter dues, services, and meeting times/places. If a member of the deactivating chapter wishes to join another chapter, they should notify the Federation President who will facilitate the transfer.

17.4. NOTICE TO NATIONAL

A written notification will be sent to National upon completion of the actions above stating that chapter members and the Federation President have decided to deactivate the chapter and why this decision was reached.