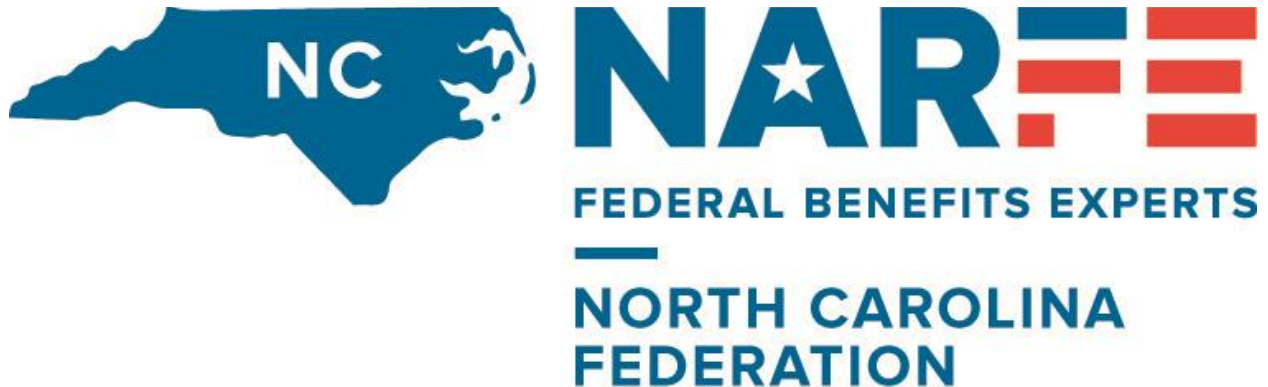


**North Carolina Federation
National Active and Retired Federal
Employees Association**



**Policy and Procedures Manual
And
Bylaws**

January 2018

Approved by NC NARFE Executive Council 02/13/2018
Ballot & Teller Committee Policy Updated and Approved by NC NARFE Board, 02/13/2019

Updated January 2020
Updated November 2022
February 2023

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Introduction

The purpose of this manual is to compile various guidelines and policy directives of the NC Federation into one central source for easy reference. It is expected that this manual will allow new Federation Board members to become effective contributors to the overall effort more quickly and to afford more experienced members a vehicle for compiling and sharing the benefits of their experience more effectively.

The Federation Manual was originally compiled by the 1990-1991 NC Federation officers at the request of M. H. Quinn, the Federation President at that time. During 1996 and 1997, at the request of President Fain Hambright, Federation Service Officer Bill R. Austin updated this manual. Input was again provided by Mr. Quinn, the Area X National Vice-President at that time; by all the Federation officers; and by over 100 chapter members who were called on to provide input and guidance as the project progressed.

In 2012 Ron Buffaloe, Federation Secretary, updated the manual, now called the Policy and Procedures (P&P) Manual, with the assistance of each of the NC Federation's Board members and standing committee chairs. In 2014 and 2015, Robert Allen, Federation Executive Vice President, updated the P&P Manual further. In 2017, Tom Jennings, Federation Executive Vice President, and Dave Phillips, Federation Secretary, updated the manual to this current version.

This manual is the property of the NC Federation. A copy is shared with each Federation Board member for his or her use while in office. It will also be updated and shared with their successive office holders as each officer is replaced. Further, pertinent sections will be shared with committee chairs and members to assist them in the completion of their duties.

My thanks to all of you who have helped update this NC Federation Policy and Procedures Manual.

Thom Link
President

New Officer Information Guide

Welcome and Introduction

Welcome to the North Carolina Federation Board. You have just joined the Board as one of its nineteen elected or appointed officers. We hope that you will enjoy your time as a Board member and find it to be a most rewarding experience.

In this guide we hope to share with you the general information you will need about how the Board operates and to answer many of the questions you may have about your new position. We have also included references to other Federation manuals that have more detailed information. Of course, you can also discuss your questions with any Federation Officer or Board member.

Congratulations on your election or appointment and welcome aboard!

Federation Board Membership

The NC Federation Board comprises the following officers:

Executive Board

(Voting Members)

Elected

President
Executive Vice President
Secretary
Treasurer
Area 1 Vice President
Area 2 Vice President
Area 3 Vice President
Area 4 Vice President
Area 5 Vice President

Appointed

National Legislative Officer
State Legislative Officer
Membership Coordinator
Editor
Public Relations Officer
Service Officer
Website Coordinator
Alzheimer's Coordinator

Other

Immediate Past President

Fiscal Year

The Federation's fiscal year begins on August 1 of the current year and ends on -July 31 of the following year. The first quarter includes. August, September, and October. The second quarter comprises November, December, and January. The third quarter consists of February, March, and April. The fourth quarter includes May, June, and July.

Board Meetings

Federation Board meetings take place in August, November, February, and May, normally on the second Tuesday and Wednesday of the month. All elected and appointed Board members are invited and expected to attend each meeting if possible.

The August and February board meetings are usually held in Greensboro. The February meeting will be conducted by GoToMeeting rather than in person. The August or November meeting, as necessary, may also be conducted via GoToMeeting. The November meeting is usually held at the hotel hosting the next year's Federation Annual Meeting. The May meeting occurs at the Federation Annual Meeting site from 8:30 A.M. until noon on the morning the annual meeting begins.

The August and November meetings begin on Tuesday afternoon at 1:00 P.M. and end at 5:00 P.M. After dinner there is usually a meeting of the Membership Committee, chaired by the Executive Vice President and comprised of the six Area Vice Presidents. This meeting is normally 7:30 – 9:00 and all board members are invited to attend and participate if they wish. On Wednesday morning the full Board meeting resumes at 8:30 and ends at noon. The February GoToMeeting, a one-day session only, will be from 8:00 A.M to 12:00 P.M and the afternoon session from 1:00 P.M. to 5:00 P.M. on the second Tuesday of the month.

Board meetings may be held electronically if conditions prevent a face-to-face meeting.

The board meetings are used as a time for each board member to report on his or her activities for the quarter, for issues to be discussed, and for other Federation business to be conducted.

Officer Reports

Each board member is expected to prepare a written report (generally no more than one page) on his or her activities during the quarter just ended.

The Federation Secretary will share the details about the next board meeting with all board members by email about four weeks before the board meeting. In that email will be the deadline for the written reports to be posted to the Federation Website Officer Reports Library.

Board members are expected to post their own quarterly report but the Secretary will assist any board member having trouble posting his or her report. Further, all board members should review all the reports before the board meeting. The report should be labeled, e.g. 1st Quarter Public Relations Officer Report, 2nd Quarter {name of your office), etc. No date should be added to the title. This allows for ease of access during the meeting as reports are posted on a screen for the Board Members reference. The reports should also be in PDF format.

Each board member is expected to give an oral summary of his or her report at the board meeting, highlighting two or three main subjects. When possible, each report will be posted on a screen for everyone's viewing during the oral reports portion of the board meeting.

Federation Newspaper Articles

The Federation newspaper is published four times a year in April, July, October, and January. Each board member is expected to prepare a short article about him- or herself or his or her activities as a board member for each newspaper issue. Articles should be forward looking. Every effort should be made to avoid the duplication of news and events in the articles. Each officer should read and edit their articles prior to submitting them for the Beacon. The newspaper Editor will give a deadline for submission of the articles, generally about one month before the next issue. Chapter and national members are encouraged to contribute articles as well.

Budget

Each member of the Board has a line-item budget that was approved by ballot vote following the Annual Meeting as part of the overall Federation budget. This budget should be used for Federation travel and other expenses relevant to your position. You are reimbursed for your expenses by submitting a monthly voucher.

Monthly Vouchers

Monthly vouchers for expenses incurred in your position should be mailed or emailed to the Federation President. The President will approve the voucher and forward it to the Federation Treasurer for payment. The Treasurer will send the check and another blank voucher form to you for the following month.

You should mail your voucher to the President by the 20th of each month to allow the Treasurer time to process it and update the monthly reports and quarterly reports for the board meetings.

List your different Board-related expenses in date order going down from the top under the Description column heading. Put the dollar amount under one of the following headings:

Common Carrier - authorized airplane, bus, taxi, rental car expenses

Personal Vehicle - show the number of miles and dollar amount claimed Mileage reimbursement is calculated at the current IRS prescribed rate.

Meals/Tips - authorized up to \$25.00 per meal Excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for other persons.

Lodging - vouchers for hotel expenses at board meetings are not required as the Federation pays that bill. Annual Meeting hotel expenses would go here. Other lodging costs would be rare.

Supplies - all supplies other than Postage and Photocopies/Printing

Postage - stamps or other postage

Supplies/Copies - photocopying or printing costs, printer paper, ink cartridges

Phone – Long-distance charges incurred.

Receipts should accompany the voucher form for all expenses claimed other than mileage.

Federation Website

The Federation website is found on the Internet at www.ncnarfe.org. Each board member has a page on the Federation website with contact information, a library for posting files, and a blog for posting information for your area members. You should log in under “Federation Activities” to find additional information relevant to your position. You are encouraged to become familiar with the various features of the Federation website and your page. For further information or training contact the Federation Webmaster.

Board Library on Federation Website

The Board Library is a portion of the Federation website set aside for holding files useful to board members, such as meeting agendas, officer reports, board meeting minutes, PowerPoint presentations, etc. The Board Library can be reached from each board member’s page on the Federation website.

Duties of Your Position

The duties of each board member are different unless you are one of the six Area Vice Presidents. Information about the specific duties and responsibilities of each position can be found in several places, including this manual, the Federation’s Bylaws, and the Annual Meeting Guide. You should also receive guidance from your predecessor and the Federation’s elected officers.

References

Policy and Procedures Manual – This manual is a compilation of various guidelines and policy directives of the NC Federation in one central source for easy reference. It contains the Bylaws reference and policy information about each board position, as well as information about each standing committee.

Bylaws – The Federation Bylaws set the basic framework for the existence and operation of the NC Federation, its board, officers, and committees.

NC Federation Annual Meeting Guide – This manual assists Board members, area leaders, and members whose turn and task it is to prepare for and host the next Federation annual meeting.

Federation Board

Bylaws Reference

Article VI, Section 1.

The Federation Board includes the following voting members: President, Executive Vice President, Secretary, Treasurer, Area Vice Presidents, the Immediate Past President, the Membership Coordinator, the National Legislative Officer, the State Legislative Officer, the Public Relations Officer, the Beacon Editor, the Service Officer, the Alzheimer's Coordinator, and the Webmaster.

Article VI, Section 2.

The Federation Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation, or National bylaws, or action taken by the Federation. The Federation Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

Policy

The Federation Board serves as the board of directors of the North Carolina Federation. It has general supervision of the affairs of the NC Federation between annual meetings and performs other duties as described in the Bylaws, this Policy and Procedures Manual, and NARFE's Chapter & Federation Officers Manual, the F-10.

The Federation Board meets four times a year, as described above. Appointed officers of the Federation, including the Newspaper Editor, Historian, Public Relations Officer, Service Officer, NARFE-NET Coordinator/Webmaster, Alzheimer's Coordinator, and NARFE-PAC Coordinator, are expected to attend Federation Board meetings, as they are voting members of the Federation Board.

All elected and appointed officers of the NC Federation have these general responsibilities:

- Promoting NARFE's aims and objectives,
- Becoming familiar with the National and Federation Bylaws,
- Initiating and helping organize new chapters whenever needed and helping each new chapter become an effective and independent operating group,
- Serving as a liaison in helping NARFE Headquarters and the Region X Vice President identify, analyze, and resolve chapter problems,
- Reviving and strengthening faltering or inactive chapters and helping all chapters solicit new members and retain current members;

- Attending Federation meetings and-annual meetings, and area and chapter meetings in accordance with Federation Bylaws; and
- Implementing the policies and programs of the National Executive Board as administered by NARFE Headquarters and the Region X Vice President.
- Reaching out and providing assistance to National Members residing in North Carolina.

President

Bylaws Reference

Article IV, Section 3.

The President shall preside at all meetings including Federation Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers subject to approval of the Executive Board. The President shall designate the chairman of all committees except the Membership and Nominating Committees. He/she shall serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee. The President shall submit at each annual-meeting, or prior, a recommended budget for the ensuing year. It is then submitted to the membership for a ballot vote.

Policy

The President is the Chief Executive Officer and Chairman of the Board. He or she has the authority and responsibility to define and assign such functions not covered specifically by the Bylaws to each officer and to appoint such officers, subject to the approval of the **Federation** Board, which the President deems necessary to conduct Federation business.

The President coordinates with the Region X Vice President and NARFE Headquarters to provide the Federation position on national legislative policy, including recommendations on the distribution of NARFE-PAC funds to congressional candidates, federation and chapters, budgetary matters, conceptual plans for future growth, and dues and fees structure. The President recommends member appointments to various national committees.

The President coordinates with other federation presidents to resolve problems at the state level that affect Federation members.

The President and Treasurer collaborate in preparing and submitting a line item budget to the **Federation** Board for consideration and approval at its February meeting. That must take place before submittal of the budget to the annual meeting for comment. Ultimately the treasurer has the responsibility for making sure a proposed budget gets to the February board meeting, after consultation takes place. The President has responsibility for ensuring a proposed budget gets to the annual meeting for presentation and comment, It is then submitted to the membership for ballot vote. The President approves all vouchers for disbursement before payment. The President, after consulting with the Board, has overall responsibility for all aspects of the federation annual meeting. He or she will coordinate federation annual meeting dates as far in advance as possible with other federation presidents in the region or with the Regional

Vice President to avoid overlapping of convention schedules.

The President directs, supervises, and provides guidance to other Federation officers and committee chairs to conduct Federation programs and activities. The President is the ex-officio chair of these committees.

The President determines, with the approval of the Federation Board, how the "10% fund" will be used to promote NARFE and Federation fieldwork. NARFE Headquarters provides the Federation 10% of all national dues collected from North Carolina to develop new chapters, assist in improving chapters, recruit new members, and otherwise advance the Federation.

This is accomplished by:

- Visiting chapters to promote effectiveness.
- Encouraging all chapters to affiliate with the Federation.
- Organizing new chapters, strengthening weak ones, and reviving closed ones.
- Stimulating cooperation among chapters through joint meetings and activities of two or more chapters.
- Fostering contact with congressional, General Assembly, and other elected officials of the state government at the precinct, city, county, and state levels.
- Coordinating and promoting agency pre-retirement seminars at various federal agencies throughout the state, to spread knowledge of NARFE among federal employees and encourage their membership in NARFE.
- Promoting Federation and chapter support of community and health programs related to the general welfare of federal annuitants, retirees, and employees.
- Encouraging Federation officers to visit other state annual meetings to support and develop new ideas for improving the NC Federation.
- Overseeing a program of special training programs for various chapter officers: e.g., a well informed and equipped service officer, legislative officer, and public affairs officer are indispensable to effective chapter operations and service to its members.
- Maintaining contact with NC National Members, principally by-e-mail.

The President assigns zip codes to each chapter's logistical support area (LSA) objectively to assure maximum effectiveness in recruiting both national and chapter members. The President must coordinate with the Area Vice Presidents and chapters

concerned to ensure that geographical location does not override the convenient location for members.

The President stimulates communication among Federation officers, between Federation and chapter levels, and among chapters, so that all are aware of activities and programs throughout the Federation. Toward this end the President should:

- Convene regular Federation Board meetings at least three times annually (the Bylaws require three meetings) and at such other times as necessary to carry on the Federation business.
- Through chapter presidents, encourage chapter officers (e.g., service officer, public relations, legislative officer, membership, and other designated committee chairpersons) to make regular activity reports to their Federation counterparts.
- Encourage Federation officers, chapter officers, and the general membership to contribute substantive articles to the Federation newspaper about chapter and Area activities.
- Require Federation and chapter secretaries (secretary-treasurers) to report promptly any change to officer rosters and/or dues (F-7A and F-7) in writing or through direct input to the Federation or NARFE Headquarters websites.
- Urge chapters to exchange newsletters and encourage all at the Federation and chapter levels to take part in and report on participation in fairs, parades, and other visible community endeavors at which NARFE booths and visual displays can be set up and publicity and membership materials distributed.
- In conjunction with the Federation Board, review the number of chapters and geographical area covered by Federation Areas and consider establishing new chapters if population and geographic considerations justify them. In the event of a chapter closure, ensures that the steps outlined in the F-10, Chapter and Federation Officers Manual are adhered to.

The President may delegate any of the above and any other duties required, not specifically restricted to the President's office by the Bylaws. Authority for the performance of any function or duty of the Federation may be delegated; however, the President cannot delegate his/her responsibility to administer the Federation's business.

Nineteen Federation elected and appointed officers currently approved by the membership assist the President in fulfilling his or her duties. Officer names and positions are listed on the back of the Federation newspaper and on the website.

Executive Vice President

Bylaws Reference

Article IV, Section 4.

The Executive Vice President shall act as general assistant to the President, and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume all the duties of the President until a new President is elected and takes office. at the next Federation Annual Meeting. Under the direction of the President, the Executive Vice President shall be responsible for the guidance and overall direction of the field activities.

Policy

The primary responsibility of the Executive Vice President is to assist the President and help lead the North Carolina Federation toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the National Active and Retired Federal Employees Association (NARFE). The Executive Vice President maintains close contact with the President and may represent the President at any function when appropriate. The Executive Vice President may also serve as an advisor to the President. Each Executive Vice President has a different relationship with his or her President, so the actual job will vary depending on the strengths of the person who holds the office.

The duties of the Executive Vice President are to:

- Serve as the primary aide to the President;
- Perform the duties/responsibilities of the President in the absence or disability of that officer to act,
- Perform such other duties and functions as may be prescribed in the Bylaws and standing rules, assigned by the Association, or assigned by the President,
- Attend meetings as requested by the President,
- Prepare and present a report to the Executive Board for each meeting attended on behalf of the President,
- Facilitate smooth transitions with incoming officers and appointees; and
- Provide guidance, overall direction, and assistance to Area Vice Presidents

Secretary

Bylaws Reference

Article IV, Section 5.

The Secretary shall maintain all records and documents of the Federation, take minutes of Executive Board meetings and annual meetings, and prepare and distribute them to Federation Board members. Within 15 days after the close of an annual meeting the Secretary shall prepare a report of the meeting highlights, including significant actions taken at a business meeting. Copies shall be sent to the Federation newspaper, the Federation website, the President, the Regional Vice President, and the National Secretary/Treasurer.

Policy

The Secretary should be familiar with the duties and responsibilities of all the elected and appointed Federation officers as assigned by the President and Executive Board. The Secretary should maintain a permanent record of these duties and provide a copy to each member, current or new, of the board. The Secretary should maintain an up-to-date copy of all Federation and National manuals, Bylaws, and forms.

The specific requirements of the Secretary are as follows:

1. Maintains an accurate record of attendees at Board meetings. Prepares a final copy of the Board minutes within 10 days following the board meeting and provides each board member a copy.
2. Prepares F-7A Officers Report on any change in Federation officers immediately upon notification by the President and submits it to NARFE Headquarters with a copy to each board member.
3. Is responsible for the F-7 Report of Officers from the chapters and submits changes to the Executive Board as received or directed by the President.
4. Assists the President in preparing for the Federation annual meeting by:
 - Providing instructions to chapters and national members to prepare citations for members deserving awards, certificates, plaques, etc. Ordering applicable certificates, plaques, and envelopes from NARFE Headquarters or other sources. Organizing applicable awards to present at the annual meeting.
 - Transcribing, preparing, and distributing annual meeting highlights to the Executive Board as required by Article IV, section 6 of the Bylaws.

5. Advises the President of any problems encountered. Prepares a schedule of actions to be taken and suspense dates for each. Works closely with the President or other persons that the President may designate to perform any function.
6. Advises the President when time or factors may preclude performance of any assigned function and requests assistance if needed.
7. Is responsible for responding to National Headquarters requests for chapter information and provides copies of correspondence to the chapter president, membership chairperson, and Federation President.
8. Conducts training for secretaries at the six Area training seminars if expenses allow.
9. Performs other duties as assigned by the President.
10. Keeps the President apprised of unavailability.

The secretary also functions as the historian for the Federation. The function is to maintain a complete record of the North Carolina Federation since the inception of the chapters in North Carolina. The history should contain the original constitution and bylaws, data on all officers of the Federation since inception, history of the chapters, and other pertinent information. The Historian is responsible for reporting to the Federation Annual Meeting. In 2012 an updated history of the Federation was published and shared with all chapters.

Treasurer

Bylaws Reference

Article IV, Section 6.

The Treasurer shall receive all monies of the Federation; deposit them in a federally insured bank, credit union or federal savings bank, as approved by the Executive Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a quarterly report to the Executive Board and an annual report to the annual meeting showing receipts and expenditures, which shall be published in the Federation newspaper promptly after a meeting. The Treasurer, in collaboration with the President, shall prepare and submit a line item budget to the Executive Board for consideration and approval at its February meeting, and include the Board's proposed budget in the Federation newspaper prior to the annual meeting. The Treasurer shall be the trustee and have custody of all property owned by the Federation. All securities owned by the Federation and other investment funds shall be placed by the Treasurer in a safe deposit box in a bank or other financial institution incorporated in the State of North Carolina.

Policy

The Treasurer has the primary responsibility of ensuring the fiscal integrity of the Federation. The Treasurer ensures that all assets of the Federation are fully protected; financial records are accurately maintained; all expenditures are authorized either by the Bylaws or by the Executive Board in accord with the overall Federation Budget, which is approved by ballot vote of the membership. A fiscal budget is prepared in accordance with the Bylaws; and a record of Executive Board actions relating to financial transactions is maintained with the fiscal records. The Treasurer prepares all financial statements and budget comparisons.

The specific duties of the Treasurer are as follows:

1. Serves as an advisor to chapter treasurers with regard to opening and maintaining checking accounts. Provides guidance concerning exemptions from certain provisions of the North Carolina Banking Commission rulings, federal reporting requirements, and obtaining the proper code for non-profit organizations.
2. Maintains financial books to include appropriate journals and ledgers, consistent with financial and budgetary requirements as may be approved by the Executive Board, for submission to the Audit Committee and subsequent

approval by ballot vote by the Federation membership.

- 3 Provides financial guidance and advice to the Federation Board with recommendations for appropriate action. Advises Board of any contemplated fiscal action inconsistent with the overall budget approved by ballot vote of the Federation membership.
- 4 Upon request, provides information to any Board member regarding the status of estimated expenditures in the Budget.
5. Provides a quarterly financial report to the Editor to publish in the Federation newspaper.
6. Prepares a preliminary fiscal budget consistent with priorities established by the Executive Board and approved by ballot vote of the Federation membership. Recommended priorities will be submitted with the report for the Board's consideration.
7. Ensures that all expenditures approved for payment by the President are authorized and are consistent with the actions of the Executive Board and the overall budget approved by ballot vote of the Federation membership. If, in the Treasurer's opinion, the expenditure is not authorized, he or she will provide an opinion for the record and return the voucher to the President with a written and signed copy of the opinion. In the event the President considers the payment authorized, the President will submit it to the Executive Board for approval, either at the regular Board meeting or in writing (email is acceptable) from the board members. Such payment approved by the Executive Board over the objections of the Treasurer will be submitted to the Budget Committee at the next annual meeting to determine whether to establish a new policy in the future.
8. Advises the President in the event that adequate funds are not available to satisfy all Federation obligations, and submits a list of priorities for Executive Board consideration. Pending Board action, all payments to Federation officers will be withheld. The Treasurer will ensure adequate funds are maintained for payment of commercial accounts.
9. Takes such actions as may be approved and directed by the Executive Board.

(Footnote: The Treasurer, unlike other officers of the Federation, is not subject to the discretionary jurisdiction or authority of the President or Executive Board. The Treasurer's actions are governed "actions of a prudent individual under the law" and more specifically by the authority granted the Treasurer by the membership.)

Area Vice President

Bylaws Reference

Article IV, Section 7.

Each Area Vice President shall serve in an Area designated by the President and approved by the Federation Board. Under the guidance of the Federation Board, the Area Vice Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

With the exception of the Membership Committee, each Area Vice President shall nominate a member from his/her Area for each standing committee; the Federation Board will review and approve the candidates.

Policy

The office of Area Vice President is vital to the continued success of the Federation in terms of membership growth and keeping the area members informed of the latest pertinent information from National Headquarters and the Federation.

Area Vice Presidents are elected for a two-year term by ballot vote of area members. To serve as an Area Vice President, the nominee must be an active, voting member of NARFE, and reside within his or her area.

The basic duties and responsibilities of the Area Vice President are found in the NARFE Chapter & Federation Officers Manual, Handbook F-10. The following guidelines should be used as a supplement to the F-10 and are in no way intended to supplant or conflict with national guidelines.

This position can be one of the most rewarding and satisfying of any Federation office, given the ongoing contacts with local chapters. Area Vice Presidents are expected to:

- Visit all chapters in their area, at least annually, and counsel their officers. Chapters meeting in excess of 50 miles from the AVP's residence may be visited electronically.
- Reach out to the National Members within their area.
- Disseminate the latest information on NARFE matters.
- Create a friendly atmosphere and provide convenient access and contact means for the area members.

- Install chapter officers and provide guidance on the operation of the chapter on a continuing basis.
- Have knowledge of the inter-workings of the National and Federation offices and all approved forms.
- Participate in Executive Board meetings and Federation annual meetings.
- Nominate Standing and Annual Meeting Committee members to serve at the annual meeting and throughout the year, as needed.

Some of the Area Vice President's major duties are to:

- Communicate with area chapters and Federation officers, as well as National Members in their area.
- Read, absorb, and disseminate all NARFE correspondence and information as appropriate so the area can be led intelligently. Be familiar with all NARFE forms, including the F-100, and be prepared to advise the chapter and members accordingly.
- Maintain accurate files of all correspondence and reports.
- Submit required reports in a timely manner.
- Maintain accurate records of all expenses, keeping within the limitations of the Federation's budget. Reimbursement is contingent on proper submission of a Federation-approved expense report form.

Administrative Controls

Within the framework and dimensions of the current Federation Bylaws and through the policies of the Federation President and overall direction of the Federation Executive Vice President, an Area Vice President operates independently within the area in executing his or her duties. The Area Vice President serves as the area representative of the Federation Executive Board and President and as a deputy within his or her specific area.

Area Vice President expense reports must be reported monthly,, on an approved form, to the Federation President for submittal to the Treasurer. Area Vice President activities must be reported quarterly to the Federation President and Secretary to be included in the Executive Board meeting records.

Area Vice Presidents shall:

- Comply with the objectives and purposes of the Federation and NARFE as set forth in Article II of the Federation Bylaws.
- Maintain close liaison with the Federation President and other Federation elected or appointed officers as well as his or her chapters. His or her presence and participation are expected at all Federation Board meetings, Area meetings, and the Federation annual meeting.
- Be familiar with the F-10, Chapter & Federation Officers Manual.
- Develop a comprehensive understanding of NARFE, its background and accomplishments. Specifically, the Area Vice President should be familiar with, and communicate to the chapters, the Federation's plans for continuing membership, legislative, service officer, and public relations efforts.
- Assist chapter presidents and national members in identifying, developing, and encouraging potential candidates to become involved in NARFE activities and offices.
- Make accommodation to meet national members whenever possible.

Chapter Visits

- Plan a work schedule for the coming year including a minimum of one visit to each chapter's regular monthly meeting within the area. Scheduling of chapter visits should be coordinated with the local chapter presidents.
- Take advantage of other opportunities for chapter visits such as picnics, special celebrations, Christmas parties, award ceremonies, and special meetings.
- Area Vice Presidents are usually expected to make a presentation during chapter visits. Be prepared to present an update on:
 - NARFE programs
 - Legislative information
 - Membership initiatives
 - Meetings with other organizations with mutual interest.

Annual Training Seminar

Each Area Vice President should host an annual training seminar/workshop for officers and other interested members in his or her area. This event must be scheduled in coordination with the local chapter presidents, national members as appropriate, and the Federation President to minimize conflicts. To assist in planning the workshop:

1. Determine what training and topics are to be presented.
2. Forward proposed plans for the meeting and a draft agenda to the Federation President for concurrence before announcing the event to the chapters.
3. Choose qualified presenters for each workshop or subject to be discussed
4. Recognize area achievers with certificates, plaques, etc.
5. Extend invitations to adjoining VP areas.
6. Prepare a critique list for the members using the results for future seminars.

New Chapters

The Area Vice President should play a leading role in organizing new chapters. In accordance with NARFE Bylaws, Article VI, Section 1(a), five or more NARFE members residing within the same geographical area may be authorized to form a new chapter. A group wishing to file for a new charter should be referred to the Federation President.

Detailed procedures to organize new chapters and the Federation President's responsibilities are outlined in NARFE's F-10 Chapter & Federation Officers Manual. Form F-19 Charter Application should be submitted along with the F-7 Roster, F-16 and F-16R transmittal sheets and Form F-21 Chapter Constitution and Bylaws.

Installation of Officers

The Area Vice President is usually called on to install new chapter officers and does so at the request of the chapter president. However, any Federation officer, the outgoing chapter president, or the chapter's immediate past president may be an installing officer.

Troubled or Failing Chapters

The Area Vice President must be aware of troubled chapters and be pro-active in attempts to revive the chapter. The Area Vice President should analyze the chapter's problems, encouraging members to take more active roles in chapter leadership. The Area VP is expected to provide any leadership necessary, including conducting chapter

meetings, special called meetings, etc. to maintain the chapter until a viable solution is found.

In the event all efforts fail, and the members vote to dissolve the chapter, the Area VP is required to assure compliance with the Chapter and Federation bylaws concerning notification and advice to members, required quorum of members for voting, dispensing chapter treasury funds, and notifications to the Federation President and National President. NARFE form F-46 must be completed and a letter to the National President prepared for the Federation President's signature.

All procedures for organizing new chapters, closing a chapter, and reactivating a closed chapter must comply with the instructions outlined in NARFE's Chapter & Federation Officers Manual, Form F-10.

Area Deputy Vice President

Policy

The office of Area Deputy is vital to the continued success of the Federation. Area Deputies are appointed annually by the Federation Executive Board.

The following guidelines apply to the position of Area Deputy. Area Deputies are expected to:

- **Assist the Area VP in the performance of his/her official duties.**
- **Represent his/her Area at meetings of the Federation Board or of other committees in the event the Area VP is unavailable.**
- **As assigned and in coordination with the National Legislative Officer, support Congressional District Leaders (CDLs) and legislative advocacy in their area.**
- **As assigned and in coordination with the Federation Membership Coordinator, support recruitment and retention activities in their area.**
- **As assigned, serve on the Communications Committee and support communications at all levels of the Federation**
- **Represent his/her area by serving on other standing or annual meeting committees as nominated by the Area VP and approved by the Federation Board**

Some of the Area Deputy major duties are to:

- **Maintain an ongoing channel of communication with his/her Area VP.**
- **Communicate regularly with the Area VP on issues and accomplishments by the Committees on which they serve as well as legislative and membership activities.**
- **Maintain accurate records of all expenses, keeping within the limitations of the Federation's budget. Reimbursement is contingent on proper submission of a Federation-approved expense report form.**

Administrative Controls

Within the framework and dimensions of the current Federation Bylaws and through the policies of the Federation President and overall direction of the Federation Executive Vice President, an Area Deputy operates under the general supervision of the Area VP in executing his or her duties.

Area Deputy expense reports must be submitted monthly, on an approved form, to the Area VP for review and forwarding to the Federation President for submittal to the Treasurer. Area Deputy activities must be reported quarterly to the Federation President and Secretary to be included in the Executive Board meeting records.

Area Deputies shall:

- Comply with the objectives and purposes of the Federation and NARFE as set forth in Article II of the Federation Bylaws.
- Maintain close liaison with the Area VP. His or her presence and participation are expected at Area meetings and the Federation annual meeting.
- Develop a comprehensive understanding of NARFE, its background and accomplishments and be able to communicate this information effectively.

Immediate Past President

Bylaws Reference

Article VI, Section 1.

The Federation Board includes the following voting members: President, Executive Vice President, Secretary, Treasurer, Area Vice Presidents, the Immediate Past President, the Membership Coordinator, the National Legislative Officer, the State Legislative Officer, the Public Relations Officer, the Beacon Editor, the Service Officer, the Alzheimer's Coordinator, and the Webmaster.

Policy

The Immediate Past President is the most recent former President to have served at least one full term in office who is willing and able to serve. The position of Immediate Past President will be vacated if the Immediate Past President takes another position on the Executive Board. This position is integral to the success of the Federation because the Immediate Past President provides a level of continuity based on his or her prior experience as Federation President. Further, the Immediate Past President provides advice and counsel to the current President as appropriate or when asked. The incumbent also conducts special assignments or leads selected initiatives as requested by the President. As with the Executive Vice President, each Immediate Past President will have a different relationship with the President; hence, the actual job will vary depending on the strengths of the person who holds the office.

National Legislative Officer

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation includes the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer's Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board. Appointed officers are voting members of the Federation Board.

Policy

The National Legislative Officer is appointed by the North Carolina Federation President, with the approval of the Executive Board, for a one-year term and may serve subsequent terms. The National Legislative Officer manages and coordinates the Federation's legislative action program and works closely with NARFE's National Legislative Staff.

The National Legislative Officer will:

- Develop and implement a comprehensive plan to educate and influence North Carolina's congressional representatives on the issues important to active and retired federal employees;
- Provide oversight and guidance to the Federation Congressional District Leaders (CDLs)
- Work through CDLs and Chapter Legislative Officers so that the Federation's views on specific national legislative issues are known to North Carolina's congressional representatives;
- Work with NARFE National Legislative Staff to provide information on legislative issues through CDLs to Chapter Legislative Officers for chapter meetings;
- Coordinate letter writing and email projects state-wide that support the Federation's positions on critical legislative issues;
- Coordinate the annual national legislative focus for the Federation, generally in August;
- Provide written materials on critical issues facing active and retired federal retirees such as Premium Conversion, WEP, GPO, and the protection of earned benefits;
- Provide training as necessary to those involved in the Federation's legislative activities;
- Report periodically to Federation Members on the status of the Federation's legislative action program through speeches, Federation newspaper articles, and other outlets;
- Keep the Federation Board informed of plans and activities to maintain a successful legislative action program for the Federation

Congressional District Leaders (CDLs)

The purpose of the Congressional District Leader (CDL) is to serve as the primary point of contact with the Congressional Representative and his or her staff. The

CDL also coordinates advocacy activity with other chapter legislative officers and Local District Leaders to ensure that our activities are well organized for maximum effectiveness.

- CDLs are NARFE positions that are key to our legislative advocacy program. CDLs should be appointed for a two-year term to coincide with the bi-annual congressional election cycle. With the help of Area Vice Presidents and Chapter Presidents, the National Legislative Officer recruits and nominates CDLs for each congressional district. These nominations are reviewed and approved by the Executive Board. Each CDL should live in the congressional district he or she represents and thus be a constituent of that representative. CDLs need to be fully informed of NARFE's legislative agenda at both the National and Federation Level. The National Legislative Officer provides oversight and guidance to the Federations CDL's.
- The CDL arranges periodic meetings with the Member and his or her staff as needed throughout the year. There is a special emphasis on arranging contacts during the traditional August recess when Congress is not usually in session.
- In between meetings the CDL should be in contact by phone, e-mail, etc. to convey our current legislative interests and concerns.
- Where appropriate the CDL may help organize e-mail or letter campaigns to be conveyed to the Representative when it is felt that this would be more effective.
- Senatorial Leaders have similar responsibilities as our primary liaison with our two Senators and their staff.
- The CDL is responsible for supporting legislation beneficial to current and potential federal annuitants and opposing legislation contrary to our interests.

NARFE-PAC

The National Legislative Officer also serves as the NARFE-PAC Coordinator. NARFE's primary mission is to ensure that Congress does not unfairly single out Federal workers and retirees in its budget decisions. NARFE's Political Action Committee was formed in 1982 to harness the Association's electoral muscle as a complement to our members' voting power, grass-roots activism, and professional advocacy.

In full compliance with federal law, NARFE-PAC has raised over one million dollars for congressional campaigns across the country in each two-year election cycle. NARFE-PAC provides NARFE a stronger voice to oppose efforts to curtail earned benefits, thereby emphasizing the importance of financially supporting the PAC program through member contributions.

Unlike many PACs, NARFE-PAC requires a written request from a bona fide congressional candidate, or his or her campaign committee, before triggering a highly consultative consideration process. NARFE-PAC employs a decentralized decision-making process before determining which requesting candidates should be sent a campaign contribution.

The Federation's **National Legislative Officer**, using a consulting procedure that works in North Carolina, gathers input from NARFE members in a specific district or statewide before making a recommendation to NARFE Headquarters. The NARFE-PAC Coordinator also manages the Federation's fundraising campaigns for NARFE-PAC using the following guidelines:

- Membership dues are not used to underwrite any part of the program; NARFE-PAC is a separate fund of the association and comprised only of voluntary contributions from NARFE members.
- All Federation members are encouraged to support NARFE-PAC actively. Each Chapter PAC chair should encourage and facilitate member contributions.
- Informational materials, instructions, and report forms are available under the Legislative Department tab on the NARFE National website.
- Checks from Federation or Chapter accounts may not be used. Only personal checks payable to NARFE-PAC can be sent directly to the National Office.
- Cash contributions can be consolidated into a single cashier's check or money order and must include a roster listing contributor's name, membership number, and other required information.

State Legislative Officer

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation includes the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer's Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board. Appointed officers are voting members of the Federation Board.

Policy

The State Legislative Officer is appointed by the North Carolina Federation President, with the approval of the Executive Board, for a one-year term and may serve subsequent terms. The State Legislative Officer manages and coordinates the Federation's State legislative action program.

The State Legislative Officer will:

- Develop and implement a comprehensive plan to educate and influence North Carolina state legislators on issues important to active and retired federal employees;
- Work through Chapter Legislative Officers so that the Federation's views on specific state legislative issues are known to our state legislators;
- Provide information on state legislative issues through Chapter Legislative Officers for chapter meetings and to national members as needed.
- Coordinate letter writing and email projects state-wide that support the Federation's positions on critical legislative issues;
- Provide materials on state legislative issues facing active and retired federal retirees;
- Provide training as needed to Chapter Legislative Officers on state legislative issues;
- Report periodically to Federation members on the status of the Federation's state legislative action program through speeches, Federation newspaper articles, and other outlets;
- Keep the Federation Executive Board informed of plans and activities to maintain a successful state legislative action program for the Federation.

Membership Coordinator

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation includes the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer's Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves. The appointed

officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board. Appointed officers are voting members of the Federation Board.

Policy

The Membership Coordinator, in cooperation with Area Vice Presidents and Chapter Presidents, works directly with Chapter Membership Chairs or designated membership officers to implement the Federation's ongoing membership program and to strengthen recruitment and retention activities at the chapter level. The Membership Coordinator also serves as the advisor to the Membership Committee and shares responsibility with the Committee for periodic evaluation of the Federation's Membership Program.

The Membership Coordinator provides assistance in helping the chapter membership chairs or designated membership officers to:

- Create, implement, monitor, document, and manage membership development plans and materials for each chapter to recruit and retain members, and encourage former members to rejoin.
- Publicize NARFE's presence and services to federal employees, retirees and survivors in each area, as well as increase the general public's awareness of NARFE.
- Work with other chapter officers to ensure that chapter activities and programs are informative and varied to include programs of interest to all members.
- Engage chapter members in recruitment plans and foster greater involvement.
- Encourage outreach to National members within the area.
- Facilitate communication between chapter membership chairs and NARFE Headquarters Marketing and Member Resources staff, including Recruitment & Retention.
- Forward names and addresses of prospective members to the Recruitment & Retention Section.
- Encourage chapters to maintain awareness of the NARFE Headquarters and Federation membership programs and available assistance, and promote the use of Headquarters' reports, databases, and membership tools.

Editor

Bylaws Reference

Article IV, Section 8.

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Policy

Introduction

The Beacon is the single-most expensive item in the North Carolina Federation budget. It is unique because it is printed in tabloid format, contains eight pages, and includes a wide range of material. The newspaper is also published electronically for those members who wish to receive it in that form. The paper is issued quarterly (starting with the July issue) and has a circulation of about 4,600, which includes copies to each member, all NARFE Federation Presidents, all North Carolina U.S. Senators and Representatives and a few, if requested, for pre-retirement seminars around the state.

The purpose of the newspaper is to serve the membership, including members who do not attend meetings. It provides information about the organization, the Federation, and issues affecting Federal retirees and current employees. Because it is sent to many non-members as well, the newspaper also serves as a recruiting tool.

Contents

In general, the contents of the newspaper consist of Federation Officer articles, required Federation matters, general information, and photographs submitted by Federation Chapters or taken at the Federation annual meeting. Further, members are encouraged to submit articles. The material should be designed to enhance NARFE goals.

All elected and appointed Federation Officers are asked to submit an article for each issue of the paper. It is important that all these individuals have an article in every issue to ensure that the entire membership is aware of the Federation's officer activities to show the level of concern of its officers. While the Editor can suggest a general topic, such as an upcoming election or the annual Federation annual meeting, the contents of the article are up to the officer but they should further NARFE's goals.

General information can include articles or information from any source as long as they

are either paraphrased or credited to avoid copyright infringement. Source examples are local newspapers, news magazines, *The Federal Times*, *AARP* publications, material from NARFE headquarters, and material published by both the federal and state governments. The Editor has the discretion to determine whether the material meets the test of furthering NARFE goals or is otherwise appropriate.

Photographs may be used in the newspaper and photographs of the officers should appear with their articles and should be retained by the publisher for each issue. Photographs are also taken at the Federation annual meeting and appear in the first issue following the annual meeting. No more than two pages of the newspaper should include photographs, which can be reduced in size if necessary. In addition, photographs of chapter events along with some description may be submitted.

The Mechanics of Being Editor

The layout, printing, and mailing of the newspaper are currently done by The School of Graphic Arts, Print and Design Center, Masonic Home for Children at Oxford, NC, with whom the Federation has a printing agreement. For a set price, depending on the number of pages and the total number of copies printed, the School ensures the paper gets out. The Editor's role is to provide the School the material that will appear in the newspaper.

To solicit input for the newspaper, the Editor sends an email to and/or calls Federation Board members two weeks before the deadline, normally January 1, April 1, July 1, and October 1 of each year. Input should include a recap of their quarterly activities, should be concise, and may include specific issues such as "retention" and the like. Once all the material from Federation and outside sources is ready to put into the paper, editorial control and editorial discretion come into play. It is the Editor's responsibility to shorten too-long articles, to ensure correct grammar, to present clearly the articles' points, and to paraphrase outside articles if they are copyrighted material. Words and sentences may be changed, but the sense of the article should not deviate from what was originally submitted. All articles include the author's name and title. Such citation allows readers to know whose opinions are being presented.

The publisher usually has a format preference and asks that articles and pictures be sent via email. Each article is sent with a number, so that specific questions/issues may be resolved easily. The Editor should refer to the latest issue each quarter to ensure that each section of the newspaper has been addressed, including the List of Officers, New and Prospective Members, in Memoriam, etc.

All newspaper material should be emailed to the publisher no later than the 15th of the month before publication to ensure that it reaches the membership by the second week of the publication month. NARFE Headquarters directly sends the latest roster to the publisher, who is responsible for labeling the papers before mailing them to North Carolina NARFE membership and all State and local legislators. The Editor receives approximately 10 extra copies of each issue for his or her archives and/or additional

membership requests.

Public Relations Officer

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation includes the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer's Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board. Appointed officers are voting members of the Federation Board.

Policy

The Public Relations Officer publicizes the purposes and activities of the Federation and NARFE Headquarters through coordination with the Federation Webmaster and newspaper Editor. The Public Relations Officer may also maintain listings of newspapers, radio stations, TV stations, and other media outlets to assist the chapter Public Relations Officer in locating possible publication contacts.

The Federation Public Relations Officer works closely with the chapter Public Relations Chairs and provides assistance in helping them to:

- Make NARFE known throughout the community by informing the public about chapter meetings and activities.
- Foster public appreciation of NARFE and federal retirees and employees in the community.
- Increase public respect for the chapter as a constructive element in the community.
- Ensure that elected officials are kept fully informed on issues affecting NARFE chapter members.
- Make a continuing effort to see that newspaper editors and radio/television producers receive and understand the facts, and NARFE's position, on controversial issues.
- Create opportunities for chapter and other Association officers to address civic, business, religious, and other local organizations.
- Respond to unfair and unbalanced news stories pertaining to federal civil service and retirement.

- Study position papers, fact sheets, and other informational material from the National Office and put the material to use.
- Be alert to opportunities to sign up new members and publicize any chapter recruitment activities, coordinating closely with the membership chairperson.

Service Officer

Bylaws Reference

Article IV, Section 8.

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Policy

The Service Officer's primary function is to be a source of guidance and information to the chapter service officer and chapter president, as well as an information source for national members. The Service Officer should become familiar with the Service Officer Guide, FH-10, and have a working knowledge of the services that are available from National Headquarters, as well as services available from city, county, state, and federal offices. He or she should be familiar with the structure of the North Carolina General Statutes and be able to refer chapter service officers to specific subject matter, if necessary. Through coordination with the National and/or State Legislative Officer, he or she should be informed of proposed legislation that may affect active federal employees and/or retirees.

Specifically, the Service Officer should become knowledgeable about retirement and other member matters in order to assist and train chapter service officers to help their members prepare reports and forms associated with such topics as:

- Procedures governing delivery of annuity checks,
- Life insurance and health benefits,
- Survivor benefits,
- Change of beneficiary procedures,
- Death benefits,
- State and federal income taxes; and
- Social Security requirements

NARFE Net Coordinator/Webmaster

Bylaws Reference

Article IV, Section 8.

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Policy

The basic responsibility of the NARFE Net Coordinator/Webmaster is to maintain the NC Federation website at www.ncnarfe.org and www.ncnarfe.info and to:

- Establish and coordinate input on the Federation website from the various elements of the Federation, including the Website Committee;
- Develop plans for continuous improvement of the Federation website;
- Develop draft guidelines and procedures for the effective operation of the website for subsequent approval by the Executive Board;
- Consult with and advise the Executive Board regarding innovative proposals and methods for improving both the website and the Federation's use of electronic tools and processes to handle its varied activities.

Alzheimer's Coordinator

Bylaws Reference

Article IV, Section 8.

Appointed officers of the Federation includes be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer's Coordinator, all to be appointed by the President, with the approval of the Executive Board, for a one-year term. These officers may succeed themselves. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Executive Board. Appointed officers are voting members of the Federation Board.

Policy

The primary function of the Alzheimer's Coordinator is to maintain liaison with NARFE Headquarters and various national and state agencies and to provide chapter and national members current information on research and the results thereof. The Coordinator consults with the various agencies to publicize work groups that provide assistance to families who have members afflicted and when and how they may obtain assistance. The Coordinator leads fund drives for the Federation and performs various functional activities.

The Alzheimer's Coordinator establishes procedures for handling contributions from individuals, chapters, chapter memorial gifts, and donation checks sent to a chapter. In North Carolina the procedures are as follows:

- **Individual Donation**

For individual tax-deductible contributions to support Alzheimer's research, checks are payable to NARFE Alzheimer's Research and sent to the chapter Alzheimer's Coordinator, who will record the donation and forward it to the Federation Alzheimer's Coordinator. National members should send donations directly to the Federation Alzheimer's Coordinator or to the NARFE Headquarters Coordinator.

The Federation Alzheimer's Coordinator will send the check, along with a special form, to the Alzheimer's Association in Chicago for deposit to NARFE's Fund. This procedure ensures that both the chapter and the Federation will have accurate records of donations and enables the Alzheimer's Association to process the donations quickly and efficiently.

- **Chapter Donation**
Chapter donation checks should be sent to the Federation Alzheimer's Coordinator as well and such checks will be handled as above. Chapter checks must have the chapter's name and address in order to receive a donor acknowledgment from the Alzheimer's Association.
- **Chapter Memorial Donation**
Memorial gifts should be sent through the chapter chair to the Federation Alzheimer's Coordinator and the Federation Coordinator, not the Alzheimer's Association, will send an acknowledgment of the donation to the family of the deceased, upon request. Anyone can make a memorial or honor gift to the NARFE Alzheimer's Fund, including nonmembers.
- **To Be Tax-Deductible, Donations or Checks Must Be Payable to NARFE Alzheimer's Research**
Personal checks received by the chapter made payable to NARFE Alzheimer's Research will be sent directly to the Federation Alzheimer's Coordinator for subsequent mailing to the Alzheimer's Association. Those donations from members are tax deductible and the contributor will receive an acknowledgement/tax receipt letter from the Alzheimer's Association. Checks must be made out to NARFE Alzheimer's Research.

Audit Committee

Bylaws Reference

Article VII, Section .

The Audit Committee shall be comprised of one member from each area, nominated by the respective Area Vice President and approved by the Federation Board. The President shall appoint the Chair. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the membership for approval. After approval, the Federation Board shall publish the report in the first issue of the Federation newspaper after an annual meeting. Members shall serve until the completion of the audit.

Policy

The purpose of this committee is to conduct a yearly audit of the Treasurer's records to determine their compatibility with the National and Federation Constitution and Bylaws and to make recommendations for changes as needed based on the needs of the Federation.

Advisor's Responsibilities

The President appoints the advisor of the Audit Committee, preferably from a list of past Treasurers and/or Chapter Treasurers. The advisor must be fully conversant with the NC Federation Bylaws in order to guide the Treasurer, committee chairman, and members to a successful, thorough audit. The advisor should oversee the committee chair's progress and provide guidance, should it be required.

Duties of the Audit Committee Chairperson

The President appoints the Audit Committee Chairperson. This committee consists of the chair and a member appointed by each Area Vice President.

The chairperson, acting with the advice and counsel of the appointed advisor, should contact the Treasurer and arrange for the Treasurer to convey all financial documents issued since the previous audit to a place and specified time for review by the full committee. This meeting is usually held early on the first day of the annual meeting several hours before the annual meeting convenes.

The chairperson is responsible for notifying the committee members of the time and place of the planned audit, assuring that any necessary equipment, such as a calculator, is available, and notifying committee members of their responsibilities. At the committee meeting the chairperson should appoint a secretary to record the minutes and type up the committee's findings and recommendations to the annual meeting.

The chairperson will lead the audit team in reviewing the Treasurer's books and consult with the Treasurer and advisor about issues in question. To prepare for the actual audit, the chairperson should:

- Set up an assembly line with two or more committee members: one member should handle the check book, another the canceled checks, and each of the other members should be given file folders pertaining to designated accounts.
 - The checkbook holder will begin with the first date of the calendar year and/or the date of the previous audit, and call out the check number, date, amount, and the check's payee. The committee member who has the information of the first check will verify the information. If everything is in good order, the checkbook holder will then proceed to the second check, etc., until all claims have been verified or the committee is satisfied that the records are in proper order and that no further examination is necessary.
 - Once the entries in the checkbook and other pertinent records have been verified and all outstanding checks in transit have been verified, the audit

is considered accurate.

- The chairperson should introduce his or her committee members to the annual meeting before making the committee report.
- Either give a copy of the Audit Committee report to the Ballot and Teller Committee Chair at the end of the Annual Meeting or determine the exact language that should be printed on the ballot for membership vote if the entire committee report is not part of the ballot.

Timetable for Committee Action

October 1 - Deadline for the Newspaper Editor to receive the names of the chairperson, advisor, and committee members by area for publication in the November issue.

Duties of Audit Committee Members

It is the responsibility of each Audit Committee member to review the financial transactions assigned by the chairperson and to assure that a thorough audit of all transactions since the previous audit are in accordance with standard financial practices and the Bylaws of the NC Federation. These duties include, but are not limited to, the following:

1. Determining that the actions taken by the Treasurer are consistent with the Federation bylaws.
2. Determining that receipts and expenditures have been properly recorded and have supporting documents.
3. Determining that the President or committee chairperson has approved all documents and that contractual agreements have been properly executed.
4. Considering any other procedural changes that may simplify accounting and reporting systems in making their recommendations to the annual meeting.
5. Verifying that checks drawn against bills were paid.
6. Checking that expenditures are President-approved.
7. Determining whether bank statements have been reconciled correctly.
8. Checking balances at the beginning and end of each transaction.
9. Listing any outstanding checks or checks in transit.
10. Assuring that the tax exemptions under Section 501(c)(5), Internal Revenue Code

(Revised Section 501(c)4) and North Carolina General Statutes 105-125 and 105-130.11(5) are claimed when appropriate.

Ballot and Teller Committee

(Updated and Approved by NC NARFE Board, 02/13/201900)

Bylaws Reference

Article VII, Section 6

There shall be a Ballot and Teller Committee comprised of one member from each Area nominated by the respective Area Vice President to be approved by the Federation Board. The President shall designate the chair from the committee and appoint the adviser. The members shall serve until the completion of the voting process.

Policy

The Ballot and Teller Committee is charged with the solemn responsibility to develop procedures and conduct ballot voting in a manner that is open and transparent and that ensures accurate and timely reporting of the results. The Federation will ensure that all necessary resources are provided to the Committee to carry out its duties.

Advisor

The President appoints the Advisor to guide the Chairperson and committee members in carrying out their duties and responsibilities.

Duties of Chairperson and Members

Currently elections occur after the Federation Annual Meeting but that is a decision made by the Federation Board each year. The committee, with information provided, and with the assistance of the Secretary as needed, prepares the ballot for distribution by regular mail. Electronic means for ballot voting will be considered and procedures developed as needed. It is recommended that, for now, the publisher of the newspaper mail the prepared paper ballot to each federation member, along with instructions and a deadline for return of the ballot to a post office box controlled by the Ballot and Teller Committee. The Chairperson will arrange for rental of a post office box for receipt of all paper ballots. He/she will develop procedures for accessing the ballots from the post office box.

Proposed bylaws amendments will be presented at the Annual Meeting for information only. The deadlines in the bylaws for introduction of, and changes to, bylaws and resolutions, will have already expired. The deadlines for changes to officer nominations

and the proposed budget will not have expired, therefore additional nominations from the floor and modifications to the proposed draft budget can be considered at the Annual Meeting.

After the Annual Meeting, officer nominations, proposed bylaws amendments, the proposed budget, and the Audit Committee report will be given by the Federation Secretary to the Ballot and Teller Committee for conversion into a ballot for submittal to NC Federation membership

The Ballot and Teller Committee will have to meet after the ballot return deadline to count the ballots. All ballots must be postmarked on or before the closing date of the election. Counting of the ballots will begin no earlier than seven days following the close of the election.

Two or more committee members must be present at all times when ballots are being counted. Once the Ballot and Teller Committee has counted and validated the ballots, the committee chair will share the ballot vote totals for all categories with the Federation President.

The ballot vote totals and results of the Federation voting will then be shared in a joint statement by the Ballot and Teller Committee Chair and Federation President. This statement will be shared with the Federation membership using all available Federation electronic outlets, i.e. the – Federation website, Facebook page, personal email, etc., along with printed and electronic editions of the next Federation newspaper.

Suggested Timetable for Ballot Voting (Calendar Days)

January 1-3 Winter Newspaper	Reminder of Bylaws/Resolutions Deadlines
January 1-3 Winter Newspaper	Call for Nominations for Elected Office
February 1	Bylaws/Resolutions to Committee Chair
February Board Meeting	Draft Budget Approved
February 10	Bylaws/Resolutions to Committee Members
February 15	Officer Nominations to Committee Chair
February 20	Bylaws/Resolutions Comm. Comments Due
March 1	Bylaws/Resolutions/Nominations to Secretary, Editor and B&T Committee Chair
On/About April 1	Ballot Creation Date - Bylaws/Resolutions
April 1-3 Spring Newspaper	Bylaws/Resolutions/Candidate Statements
May 10	Ballot Creation Date - Nominations/Budget
May 10	Ballot Creation Date – Final Version and Ballot to Printer for Processing

June 15	Ballots Mailed
June 20	Ballots Should Be Received
July 15	Voting Ends/Ballots Due Back
July 20	Ballot Counting Begins by B&T Comm.
July 25	Results Announced

Results reported electronically and in next issue of the Beacon

Sample Ballot

Page 1
(8-1/2x11)

LETTER FROM BALLOT & TELLER COMMITTEE
WITH INSTRUCTIONS FOR VOTING and RETURN MAILING
(To be completed by Committee Chair & Members)



2018 NORTH CAROLINA FEDERATION BALLOT
OFFICERS

(Vote for One for Each Position)

FOR PRESIDENT

Robert Allen.....

John Smith.....

FOR EXECUTIVE VICE PRESIDENT

L. Tom Jennings.....

Barbara Jones.....

FOR SECRETARY

David Phillips.....

Jacob Trexler.....

FOR TREASURER

Sam Crain.....

Virginia Samuels.....

FOR AREA 1 VICE PRESIDENT

Theron Rumsey.....

FOR AREA 2 VICE PRESIDENT

Vivian Vair.....

FOR AREA 3 VICE PRESIDENT

Christine Huber.....

FOR AREA 4 VICE PRESIDENT

Henry Brattlie.....

FOR AREA 5 VICE PRESIDENT

Richard "Ben" Benjamin.....

—

BYLAWS

1. **Title:** To Clarify The Process of Preparation of the Federation Budget
2. **State the specific change proposed:** To add language clarifying and ensuring that each year's preparation of the proposed Federation Budget is a collaborative process
3. **Reason the change should be adopted (Limit to no more than three paragraphs):**
This bylaws change should be adopted to acknowledge the various parties included and clarify the process involved in preparing the Federation's proposed budget each year.

APPROVE **REJECT**

—

BUDGET

The recommended budget for the NC Federation for Fiscal Year 2017-2018 is \$38,000.

APPROVE **REJECT**

AUDIT COMMITTEE REPORT

The Audit Committee completed its audit and report on xxx. In summary, its findings are:

APPROVE **REJECT**

Page 4
(8-1/2x11)
Folded to show Member Address for Mailing Out
Folded to Show NARFE Address for Return Mail

NARFE Return Address 1 NARFE Return Address 2 NARFE Return Address 3	Member Chapter Number Member Address 1 Member Address 2 Member Address 3
(Fold)	
BLANK Or SOMETHING THAT INDICATES A BALLOT THAT NEEDS ATTENTION AND THE SCHEDULE	
(Fold)	
Member Return Address:	(Affix Stamp)
_____ _____ _____	
NARFE Address 1 NARFE Address 2 NARFE Address 3	

Ballot Procedures Committee

Bylaws Reference

Article VII, Section 6.

Such other committees, standing or special, shall be appointed by the President, with approval by the Executive Board, as shall be deemed necessary to carry on the work of the Federation.

Policy

The Ballot Procedures Committee is a special committee formed in May 2017 to develop recommended procedures to implement ballot voting in accord with Bylaw Changes approved at the 2017 Annual Convention. This committee has developed detailed guidance for the Ballot and Teller Committee to ensure that our ballot voting is conducted openly and fairly and that this process is and is seen to be transparent in all respects. The Committee's recommendations were presented in detail at the August and November 2017 Federation Board Meetings and were all approved, as reflected in the Board Meeting Minutes. This Committee will remain active at least through the 2018 Election.

Bylaws Committee

Bylaws Reference

Article VII, Section 3.

There shall be a Bylaws Committee composed of one member from each Area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of three years with the exception that membership shall rotate with two members to be replaced each year so the committee will retain a majority of experienced members annually.

Policy

The purpose of this committee is to receive and review all proposed amendments to the NC Federation Bylaws to determine their compatibility with the National and Federation Constitution and Bylaws and to make recommendations for adoption or rejection based on the needs of the Federation. The committee can also propose bylaws amendments.

Advisor

The President appoints the Bylaws Committee Advisor. The Advisor should be very familiar with the committee's duties and with the National and Federation Constitution and Bylaws. Guidance to assure the timely actions of the Chairperson throughout the year is critical to the committee's success and to the Federation annual meeting.

Chairperson

The President appoints the Chairperson. The Chairperson's duties include, but are not limited to, the following:

1. Notifying all chapters/members through the Federation newspaper of his or her appointment, of the address to send proposed amendments to the Bylaws and the deadline for their receipt. The Chairperson also advises that Bylaws amendments must be submitted to both the Bylaws Committee Chairperson and the Federation Secretary on a NARFE Form F3C.
2. Assembling all proposed amendments and distributing them to all committee members as soon as possible after receipt.
3. Notifying all committee members of the time and place of the first formal meeting. The Chairperson also informs them of their duties and responsibilities and sends each member a copy of the committee guidelines.

4. Reviewing all proposed Bylaws amendments to determine their compatibility with the National and Federation Constitution and Bylaws. After completing this review, the Chairperson will provide in writing the committee's recommendation to approve or not approve each proposed amendment and its rationale for doing so. The recommendation and rationale will be published in the Beacon and posted on the NCNARFE Website. A summary of this recommendation will also be included on the written ballot.
5. Submitting the final version of amendments to the Federation Board and/or to the full annual meeting for discussion in accordance with the annual meeting program schedule.

Committee Member Duties

1. Review all proposed amendments to the Federation Bylaws before the first meeting and prepare his or her argument for or against the proposals. Members should prepare their own version of the amendment if appropriate.
2. Meet before the annual meeting at the time and place designated by the Chairperson to review all proposals in full committee and help prepare any recommendation for the Executive Board and/or the full annual meeting assembly as appropriate in accordance with the authority cited above.

Timetable for Committee Action

October 1 – Deadline for the Newspaper Editor to receive the name of the Chairperson, the name of the Advisor, and a list of the committee members by area for publication in the November issue.

February 1 – Deadline for the receipt of proposed amendments to the Bylaws.

February 10 - Deadline for the Chairperson to send a copy of each proposed amendment to each committee member for comments and recommendations to accept, reject, rewrite, and/or combine proposals.

February 20 - Deadline for the Chairperson to receive comments and/or recommendations from the committee members. These comments should be assembled and resubmitted to the committee members for further comment.

March 1 – Deadline for the Chairperson to send a copy of proposed amendments to the Newspaper Editor and Chair of the B & T Committee through the Federation Secretary.

Ten (10) days before the annual meeting – Deadline to send a copy of the final version of proposed amendments to each Executive Board member.

After the annual meeting and ballot vote of the membership - The Secretary should send a copy of the official revisions to NARFE Headquarters for approval. After receiving approval, the Secretary should arrange for the publication of the official revisions and disseminate a copy to each Executive Board member and each chapter.

Bylaws Committee Area Rotation Chart

The following chart shows the fiscal years in which each area nominates new committee members for three-year terms:

AREA				
1	2	3	4	5
2021-22	2022-23	2022-23	2021-22	2020-21
2024-25	2025-26	2025-26	2024-25	2023-24
2027-28	2028-29	2028-29	2027-28	2026-27
2030-31	2031-32	2031-32	2030-31	2029-30

New committee members are normally nominated and appointed in the first few months of the fiscal year after that year’s Federation Annual Meeting. Their appointments will extend through three annual meetings and will terminate when their three years are up after the third annual meeting. For example, a member appointed from Area II after the 2019 annual meeting will serve during the fiscal years of 2019 – 2020, 2020 – 2021 and 2021-2022 and will work during the 2020, 2021 and 2022 annual meetings.

In order to maintain the Bylaws-required area member rotation, a new appointee will replace a Committee member who cannot complete his or her full three-year term. The new appointee will serve only the remainder of the unexpired term and not start a new three-year term at the time of appointment. After serving the unexpired term the new appointee is eligible to be appointed to his or her own three-year term.



**North Carolina Federation
National Active and Retired
Federal Employees
Association** 606 North Washington
Street,
Alexandria, Virginia 22314-1914
(703) 838-7760 • FAX (703) 838-7783

Proposed Bylaws/Standing Rule Amendment

Submit to phildl5@aol.com Due by February 1, 2020

Please follow instructions on reverse of this form.

1. Title:

2. Bylaws Article and Section affected (or Standing Rule number):

3. State the specific change proposed:

**4. Provide a comparison of what is in the Bylaws (or Standing Rules) now,
with the adjustments proposed, and how it will look if adopted:**

a. Current Bylaws (or Standing Rule):

b. If Adopted:

5. Reason the change should be adopted (Limit to no more than three paragraphs):

6. Estimated cost: \$

7. Method of proposal:

- a. Member direct to Federation Secretary
- b. Chapter # direct to Federation Secretary
- c. Federation Executive Board

Please use a Word Document if additional space is needed.

Instructions for Proposed Bylaws Amendment (or Standing Rule) Amendment Form

Please read before completing reverse side!

Due by February 1, 2020

1. **Title:** In 10 words or less, describe what this amendment proposes to DO, such as "Raise member dues," Change residence requirement for National Officers" or "Increase number of meetings of National Executive Board."
2. **Bylaws Article and Section affected:** It would be helpful to provide the descriptive words as well as the number.
3. **State the specific change proposed:** This should be in the form of a motion to amend; indicate the words (or sections) to be inserted, struck out or replaced (strike out and insert/substitute). For example: strike out "two (2)" and insert "three (3)."
4. **Provide a comparison of what is in the bylaws now, with the adjustments proposed, and how it will look if adopted.** While section 3 of this form provides the words of the motion, section 4 helps the members understand what exactly happens if that motion is adopted.
5. **Reason the change should be adopted:** Try to be as brief as the subject allows, but fully support the proposed amendment.
6. **Estimated cost:** Many changes result in administrative cost only; however, some can involve significant cost. The membership cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted.
7. **Method of proposal:** The ones listed are the only options provided in the bylaws for the initiation of a bylaws amendment.

Submitting Bylaws/Standing Rule Amendments

1. Bylaws/Standing Rule Amendments should be forwarded to the NC NARFE Federation Secretary as soon as written, using this form.
2. Federation secretaries:
 - a. Submit Bylaws/Standing Rule Amendments as soon as received to Headquarters at resbylaws@narfe.org.
 - b. Report federation action immediately after the federation voting to Headquarters at resbylaws@narfe.org.

Bylaws Committee Procedures

For each Bylaws/Standing Rule Amendment referred, the Bylaws Committee may amend, combine with similar resolutions or prepare a substitute, then recommend adoption, adoption as amended or rejection.

Communications Committee

Bylaws Reference

Article VII, Section 8

There shall be a Communications Committee. The Public Relations Officer (PRO) will chair the Committee. Members will include The Beacon Editor, Area Vice Presidents, Secretary/Historian, Service Officer, and Network Coordinator. All members shall serve until the end of their term.

Policy

- The Communications Committee is responsible for development, revision, and oversight of the Federation's Communications Program. The Committee will produce a NCNARFE Communications program focusing on communications with NARFE members; content and publication of **The Beacon**; content and publication of the NCNARFE Federation Annual Report, website activity; and supporting the role of the NCNARFE Federation Public Relations Officer. The Committee will use existing and new communications capabilities to publicize items that are of particular interest to NCNARFE members and all current and retired federal employees in North Carolina.
- The Committee will present the proposed program to the NCNARFE Federation Board for approval and implementation.
- The Public Relations Officer (PRO) will chair the Committee. Members will include **The Beacon** Editor, Area Vice Presidents, Secretary/Historian, Service Officer, and Network Coordinator. The Webmaster will have oversight of ncnarfe.org and ncnarfe.info. An Area Deputy may be appointed in lieu of the Area VP. Additional members may be appointed by the NCNARFE Federation President to meet temporary needs or to allow the Committee to include members with special skills or abilities.
- The Committee will include a special purpose "Annual Report Editorial Panel" whose sole purpose will be assembly and publication of an NCNARFE Federation Annual Report. This Panel will be led by the NCNARFE Federation Executive Vice President and will include the NCNARFE PR Officer, **The Beacon** Editor, Historian (Secretary), National Legislative Officer, and Membership Coordinator.
- The Committee will meet at the call of the Committee Chairperson to accomplish its mission.
- The Annual Report Editorial Panel will meet at the call of the Executive Vice President in time to publish an Annual Report within the first quarter of the NCNARFE Federation fiscal year.
- The Committee will be responsive to requests from the NCNARFE Federation

President and Board of Directors for development or modification of communications initiatives.

- The Committee will recommend a specific budget item(s) as needed to implement the annual Communications program.

Legislative Committee

Bylaws Reference

Article VII, Section 7

There shall be a Legislative Committee chaired by the National Legislative Officer. Members will include the Area Vice Presidents and the State Legislative Officer, plus two Congressional District Leaders (CDLs) nominated by the NLO and approved by the Federation Board. The committee will function for the two years coinciding with the two-year congressional term.

Policy

- The Legislative Committee is responsible, with input from the National Legislative Officer (NLO), for developing and revising the Federation's Legislative Program. The Committee will produce the NCNARFE legislative program for the two-year Congressional term beginning in January of the year following Congressional elections. The Committee will base the NCNARFE program on the national NARFE legislative program, highlighting actions that are of particular interest to NCNARFE members and all current and retired federal employees in North Carolina.
- The Committee will present the proposed program to the NCNARFE Federation Board for approval and implementation.
- The National Legislative Officer (NLO) will chair the Committee. Members will include the Area Vice Presidents, the State Legislative Officer, and two Congressional District Leaders (CDLs) nominated by the NLO. All appointments will be approved by the Federation Board for two years in concert with the two-year congressional term.
- The Committee will meet at the call of the Chairperson to plan for advocacy efforts during the traditional August congressional recess and at other times during the congressional term as appropriate.
- The Committee will develop plans for legislative training as needed for CDLs, Chapter Legislative Chairs, and other NARFE advocates.
- When specific threats to our earned benefits or specific opportunities for enhancement of those benefits are presented, the Committee will initiate appropriate advocacy efforts, which may include individual emails, letters,

phone calls and occasional letter writing campaigns where warranted. These are in addition to normal advocacy activities conducted on a continuing basis.

- During the electoral campaign season, the Committee will help keep federation members informed of the positions of congressional candidates regarding NARFE issues as well as the NARFE record of congressional incumbents.
- The Committee will recommend a specific budget item as needed for legislative advocacy.

Membership Committee

Bylaws Reference

Article VII, Section 2.

There shall be a Membership Committee consisting of the Executive Vice President as chair and the Area Vice Presidents as members. All members shall serve until the end of their term. The purpose of the Membership Committee shall be to encourage eligible annuitants, spouses, and employees of the federal civilian service to become members of the NARFE and their local chapter, and to retain membership therein.

Policy

The Membership Committee, with advice from the Membership Coordinator, is responsible for developing and revising as necessary the Federation's ongoing membership program, including specific recruitment and retention initiatives and action plans. The Membership Committee shares responsibility with the Membership Coordinator for periodic evaluation of the Federation's membership program.

After being inactive for several years, the Membership Committee was reinstated in August 2012. It is tasked with considering and acting on the following questions when developing and revising the membership program and/or plans:

- What type of membership program should the Federation have?
- What will be the elements of the membership program?
- Should there be an ongoing action plan?
- If a plan already exists what modifications should be made?
- What will be the main points of emphasis?
- What action items will be included?
- What due dates will be set?
- How will the plan be implemented?
- Who will be responsible for the various parts of the plan?
- What are the best practices for membership recruitment/retention and chapter officer support and development and how can they be shared?

- How can it be ensured that all chapters are aware of and are implementing an adopted plan?
- When and how will the plan be evaluated?
- What other issues should be considered?

Nominating Committee

Bylaws Reference

Article IV, Section 5

A Nominating Committee shall be composed of one member from each Area to be selected by the respective Area Vice President, and one member-at-large to be selected by the Executive Board. The committee shall select one of its members to serve as chairman. No member of the Executive Board may serve on the Nominating Committee. Members shall serve until the end of the nomination process.

Policy

Each Area Vice President will be requested to submit a name to the President to serve on the Nominating Committee for the next NC Federation Annual Meeting. The committee will comprise one member from each Federation area as appointed by the Area Vice President and one additional member appointed by the Executive Board. The chosen members must plan to attend the Federation Annual Meeting. In addition to these members, the President will select an experienced advisor to provide guidance to the committee. The advisor should be very familiar with the committee's duties, the Federation's Bylaws, and this Policy and Procedures Manual section. Guidance to assure the timely actions of the committee throughout the year is critical to the committee's success and to the Federation annual meeting.

Nominations for Federation elected officers must be submitted by paper or email. The call for nominations will be printed in the winter edition (Jan – March) issue of the newspaper. A sample nomination form is attached and may be used but is not required. Nominations must be submitted to the Nominations Committee Chair by February 15. Nominations are submitted to the Beacon and Ballot and Teller Committee Chair through the Federation Secretary, no later than March 1. Names of nominees will be published in the spring edition of the newspaper.

The Committee will not endorse any candidate but will forward the names of all eligible nominees for consideration on the ballot.

Advisor's Responsibilities

After the President announces the composition of the new Nominating Committee and an acting chairperson to the Executive Board, the Advisor will contact members to notify them of their selection. An additional purpose of this committee contact is to initiate the selection of a chairperson for the year. The Advisor should distribute copies of this guideline to each committee member.

The Chairperson Must:

Review the duties and responsibilities of the Nominating Committee members.

Be informed by the Federation Executive Vice President of the committee members' names, addresses, telephone numbers, and/or email addresses.

1. Ensure that the Executive Vice President submits notice for the November Federation newspaper to inform members of the chairperson's position and his or her committee members' name by area,
2. Encourage committee members to solicit nominations within their areas for the office of President, Executive Vice President, Secretary, Treasurer, and Area Vice President. National members may be nominated for elected office, including through self-nomination.
3. Encourage committee members to share information within their areas about the March 1 deadline for submitting nominations, the procedures to follow, and the nomination format to use.
4. Request that all nominations for Federation officers be forwarded to the chairperson.
5. Inform committee members of all nominations received and any issues that the committee must address.
6. Chair the Nominating Committee meeting held before the annual meeting business session to review all nominations and discuss any pending issues. The Committee will determine that all nominees are current members of NARFE either as a chapter member or National Member residing in North Carolina.
7. Ensure that officer nominations made from the floor of the annual meeting or during the Area Caucuses are shared with the Ballot and Teller Committee Chair for placement on the ballot to be submitted for federation membership voting.

Timetable for Committee Action

October 1 - Deadline for the Newspaper Editor to receive a list of the advisor, chairperson, and committee members by area, for publication in the November issue.

February 15 - Deadline for the receipt of emailed or mailed nominations and resumes by the committee chair.

March 1 –Deadline for the names of qualified nominees to be submitted to the Newspaper Editor for publication in the April issue as well to the Ballot and Teller Committee Chair through the Federation Secretary.

.Duties of Each Committee Member Including the Chairperson

1. As each officer is elected for a one-year term, members should notify all chapters and national members within the area that nominations are being sought for the position of President, Executive Vice President, Secretary, Treasurer, and Area Vice-President for the next year. If known, members should advise all chapters which officers are running for a new term and which position(s) will be vacant.
2. Share information with all chapters within the area about the March 1 deadline for submitting nominations, the procedure to follow, and the nomination format to use.
3. Plan to attend a committee meeting before the annual meeting at a time and place designated by the annual meeting planners.

Area Caucus

While voting will not take place during the area caucus all attendees from the area are encouraged to participate. The caucus will be conducted by the Area VP and will provide opportunity for the members to discuss issues or concerns that are occurring in their area. Plans for an area meeting can be discussed as appropriate. Also, candidates for Area VP can make candidate statements. In addition, the Area VP should call for nominations for the office of Area VP from the floor. The Nominating Committee member in each Area-caucus will report to the Federation President the name(s) of any candidate(s) nominated from the floor during the area caucus

Nominating Process at the Annual Meeting

The election of Federation officers will take place after the annual meeting. Nominations of qualified members for elected office (President, Executive Vice President, Secretary and Treasurer) may be taken from the floor during the designated business session. Nominations for Area Vice President may be made during the area caucuses. Any candidate for Area Vice President must reside in the area for which he

or she is being nominated. The ballot for elected officers will be finalized after the annual meeting before mailing out the ballot. Discussion of any proposed bylaw amendments and/or resolutions will be for information only and will not be amended at the annual business session.

When the Annual Meeting Chair calls on the Nominating Committee chairperson for the committee report, he or she should rise and make the report as follows:

"Mr. or Madam President, the Nominating Committee received by March 1 and submits the following nominations:

For President, Mr./Mrs. _____;
For Executive Vice President, M. _____;
For Secretary, M, _____;
For Treasurer, M, _____."

After the Nominating Committee makes its report and, the Annual Meeting Chair will dismiss the committee. The Chair must then call for further nominations from the floor. If another member is not nominated, the Chair should again ask if there are any further nominations. If there are no further nominations, he or she may declare, "Without objection, nominations are closed." A motion to close nominations is not necessary and, even if a motion is made and seconded, the Chair may still close nominations, even before a vote is taken, unless he or she hears an objection.

If questions arise both the Chair and the Nominating Committee members are advised to refer to *Roberts Rules of Order, Newly Revised, Chapter XIV, Nominations and Elections*.

North Carolina Federation Officer Nomination Process

This document sets forth the procedures and timetable for becoming a nominee for an elected North Carolina Federation officer position. This process covers the positions of President, Executive Vice President, Secretary, Treasurer, and Area Vice President.

Those elected to these positions serve a one-year term and must be nominated and elected each year. Those elected to the position of President are limited to two consecutive one-year terms, but after one year has elapsed, the same person may be elected for another term as President.

To Become a Nominee for an Elected Federation Position

- One must have a nomination submitted, to the Nominating Committee Chair. This nomination must be received by February 15. Candidates can still be nominated by their chapter, by another NC NARFE member, or by self-nomination.
- This nomination must be submitted by paper or email and can use the format in the attached sample Nomination Form, but use of the form is not required.
- If one wishes to include a resume or other written statement, it must accompany the nomination at this time.
- Nominations not received by the February 15 deadline must be submitted from the floor at the Federation annual meeting.

What Happens Next

- Nominations and resumes/statements received by February 15 deadline and meeting the requirements above will be submitted to the Editor by March 1 and published in the spring issue of the Federation newspaper.
- Such nominations for the positions of President, Executive Vice President, Secretary, and Treasurer will be included in the formal report of the Nominating Committee at the Federation annual meeting.



NCNARFE Nomination Form for Elected Office

Date:

To: Chair, Nominating Committee

From:

Subject: Nomination for North Carolina Federation Officer

On behalf of the _____ chapter or as a National Member, (if appropriate), I am pleased to place in nomination the name of _____ as a worthy candidate for the office of _____ of the North Carolina Federation.

The resume of this candidate is attached.

Name of Chapter President (or) Name of Nominator
Member # _____

Website Committee

Bylaws Reference

Article VII, Section 11.

Such other committees, standing or special, shall be appointed by the President, with approval by the Executive Board, as shall be deemed necessary to carry on the work of the Federation.

Policy

The Website Committee was formed in 2013 as the successor to the Communications Committee as a resource for the Webmaster as he worked to improve one of the Federation's key communications tools—its website. Three board members volunteered to serve as the committee.

The Committee, along with the Webmaster, shall continue to monitor the website's functionality, add pertinent links if warranted, amend erroneous or outdated information, and recommend updates based on current events or input from the Federation Executive Board and/or the North Carolina membership.

Financial Policy and Guidelines

Revenues

The Federation has two primary sources of revenue:

- **The Per Capita Dues:** Article III, Section 2 of the Bylaws specifies the timing of payment of the annual per capita dues by the chapters for each member. The current North Carolina per capita dues are \$4.25 per member per year. The chapter forwards the dues to the Federation Treasurer before the last day of February.
- **The Ten Percent Fund:** The Federation also receives revenue from National Headquarters in the amount of ten percent of the national dues collected from the North Carolina membership. Currently the first-year national dues are \$40.00, generating \$4.00 revenue for the North Carolina Federation for each paid chapter member. Dues for annually renewing members are \$40.00, generating \$4.00 for the Federation for each paid chapter member. Expenditure of the ten percent funds is restricted to certain uses.

Expenditures

The NC Federation Bylaws, Article IV, Section 7, states that the Treasurer shall pay all orders issued by the President.

When sufficient funds are available, the Treasurer shall pay the expenses of the President, Executive Vice President, Secretary, Treasurer, Immediate Past President, Area Vice Presidents, Legislative Officers, Membership Coordinator, and other appointed officers deemed necessary by the President. Said expenses are to include all Federation meetings and other expenses incurred on Federation business.

NARFE Officers Expense Report

All expenses must be accounted for using "Form NC-Exp" (copy attached). Each person claiming reimbursable expenses should file this form monthly. Separate claim forms should be filed for each position that an individual holds. Example: If an officer holds the position of Executive Vice President and Editor, a separate Form NC-Exp is required for each position each month in which expenses are incurred.

The Form NC-Exp is self-explanatory. It should be completed, where appropriate, signed, dated, and forwarded to the President for approval. The President forwards the approved forms to the Treasurer to make payment. The following guidelines should be followed to assure prompt reimbursement:

- Turn in Federation Annual Meeting vouchers no later than ten days after the

annual meeting to the President for approval.

- Turn in monthly vouchers by the 20th of the month.
- Include a brief description of the activities performed.
- Attach receipts to verify expenditures with no estimates.
- The Federation is not responsible for any expenses incurred by an accompanying spouse to a meeting or function. Determine the cost of a single room rate and charge only that amount to the Federation.
- Receipts are not required for using a personal vehicle; however, officers are required to show the mileage to and from their destination, the purpose of the trip, and what business was performed. The current reimbursement rate, set by the Executive Board, is 50 cents per mile. All officers are encouraged to carpool with other officers whenever possible to reduce expenses.
- Officers are not authorized reimbursement for expenses to attend their own chapter meeting, regardless of distance or reason for attending.
- Expense claims will not be honored after a period of sixty days unless there is a bona-fide reason, such as illness, vacation, etc. It is very important to keep current financial records that will allow us to submit accurate financial reports to National Headquarters.
- Federation officers are normally authorized motel expenses for only one (1) night for official meetings conducted within 200 miles of their residence. The President must specifically authorize any exception because of weather, late meeting adjournment, etc.
- Federation officers who are not voting Executive Board members are authorized expenses to attend Executive Board meetings unless notified otherwise by the President due to financial or other emergency circumstances.
- Form NC-Exp can be obtained from the Treasurer or by reproducing the sample.

Ten Percent Fund Reporting

The various expenses chargeable to the Ten Percent Fund are:

- New chapter organization and stimulating weak chapters. (Claim should include the number of chapters worked with).

- Visits and other activities to promote and/or encourage chapter activities and effectiveness. (Claim should include the number of chapters visited).
- Stimulative cooperation among chapters through joint meetings or actions of more than one chapter. (Claim should include the number and type of function used in this endeavor.)
- Legislative activities including state and/or national legislative activities. (Claim should include the number of legislator's visits or contacts.)
- NARFE support of civil and patriotic activities (non-political) such as Boy Scouts, Girl Scouts, American Legion, veterans' groups, Lions Club, Kiwanis, Rotary, Optimist, and other direct community or patriotic activities.
- Support to and initiation of activities with senior citizens groups, including health, medical research and treatment, hospital and dental care, economic security, Alzheimer's research, etc.
- Increasing membership and retaining current members, not included in the first two bullets above, such as a pre-retirement seminar.

Procedures for Closing a Local Chapter(s) for Area Vice Presidents

When attending chapter meetings ask if all chapter officers are willing to continue serving or, if not, if there is someone else in the chapter willing to serve in that position. At a minimum, a chapter must have a president and a treasurer.

If current officers are unable to continue, and if no other member can fill that position, then do the following:

- Schedule a special meeting to discuss closure of the chapter. Send Chapter Close Letter #1 to all chapter members.
- If at the special meeting, ask the members to vote either to stay open or to close. If no one steps forward to serve as president or treasurer, no vote is necessary because the chapter must close.
- Advise the current treasurer to keep the bank account open until you notify them that all members have been reassigned.
- Request the chapter give you their Charter and Bylaws. You will find that many chapters may no longer have these documents.
- Send Chapter Close Letter #2, or Chapter Close Letter #2A National with the enclosed Chapter Close Transfer Form, to all members. Allow at least 30 days for responses.
- When response time has passed, complete the Chapter Reassignment Form. Those who responded will go into categories called "Member Request". Those who are already National members go into a category called "National Members". Those who were already National Life Members, go into a category of that name. Everyone who did not respond is put into the chapter of the nearest Logistic Support Area (LSA – the chapter nearest the member's zip code). There may also be some who have dropped off the roster since the process began. Note them on the form.
- Send the completed Chapter Reassignments Form along with the Charter and Bylaws (if you have them) to the Federation President. Notify the Federation President and Treasurer by mail that the documentation is on its way to them via email. Include the Chapter Reassignment Form in the email.
- Keep the Chapter Reassignment Forms that were returned to you until the reassignments are completed, and the chapter has closed.
- The Federation President will complete the reassignments. Check the Online Activities Module (OAM) regularly to see when the chapter drops off the list. When it does, the reassignments have been completed.

- Direct the chapter treasurer to close the chapter's bank account and forward the funds to the Federation Treasurer, who will disperse the chapter's funds according to the Chapter Reassignments Form.

You are now finished!

The language in the letters is not mandatory. Edit to taste. Also, you might be able to get the chapter officers to send those letters for you. On the letter with the Assignment Selection Form, you may want to have printed on the envelope "Urgent Chapter Closing" to make sure to get folk's attention. It is also good to keep the chapter officers in the loop by email throughout the process. They appreciate that.

12/2017 Chris Huber, Area III Vice President

Sample Forms for Chapter Closings

Sample Letter #1

Letterhead

(Insert Date)

Dear (Chapter Name & Number) Member:

First let me introduce myself. My name is (Full Name), I am currently the NARFE Area Vice President which means I work with (Number) chapters in (District Area), one of those chapter being (Troubled Chapter), located in (City/Town)

I want you to know that your chapter membership is greatly appreciated. Your membership increases our clout with Congress when they keep looking at the Federal Community to reduce the Federal deficit by eliminating our COLA and increasing our share of the health premiums, which are two of the predominant areas Congress continues to attach. Only through NARFE's efforts have we defeated attempts to decrease or eliminate our retirement benefits.

I want to advise you that your NARFE (Troubled Chapter) (which has been serving the Federal Community for (Number) of years is initiating action to either close the chapter or merge with (Name/Number – New Chapter) because there no longer anyone in the chapter who is willing or able to serve as President or Treasurer.

This may stem from the thought that it is not only time consuming but also a daunting task. Let me assure you that it is not a daunting task and the time involved would average about 2 hours a week over a one-month period. A member agreeing to take on the task of President would have plenty of assistance and guidance to get started and it would continue as long as requested. This position can be shared with others on a temporary basis or one can try it for just three months.

I find it hard to believe that of the (Number) chapter members there are not at least 10% who are concerned about their retirement benefits and are willing to spend 1-2 hours a week to work with the current chapter officers in some capacity to ensure the chapter remains a force in dealing with Congress to prevent losing any of our earned benefits. With the issues being raised by Congress daily, we cannot afford to lose even one member, let alone one chapter. We must remain vigilant and ready to call, write and visit our Congressmen during these difficult times.

In view of the above, I'm inviting you to attend a special meeting at the (Date/Time/Place). At this meeting we will discuss/explain the problems, the (Troubled Chapter) Chapter is undergoing and what can be done to resolve the problem and how you can help.

Please feel free to contact me by telephone (Number) or e-mail (E-mail Address) with any questions you have on this matter.

I hope that you will consider attending this meeting to find out how you can help your Chapter as well as helping yourself in learning how to retain and embrace your own retirement benefits.

Sincerely,

(Full Name)
Area (Number) Vice President

Sample Letter #2

Letterhead

(Insert Date)

Dear (Chapter Name & Number) Member:

On (date) a letter was sent to all members of the (chapter name) urging all members to attend a meeting to decide the future of the chapter. That meeting took place on (date). At that meeting the decision was made to close the chapter. With the pending chapter closure, we are notifying all chapter members of the options available to:

- a. Continue your membership in the local chapter nearest our residence,
- b. Any chapter of your choice, or
- c. National only membership.

Based on your zip code, it has been determined that the chapter nearest your residence is the (name and number of chapter). If you wish to search for another chapter, you may do so by calling NARFE at 1-800-627-3394 or by visiting NARFE.org. Click on "Contact Us", then click on "Find Chapter".

A form is enclosed for you to request assignment. Please complete and return the form to me at the address listed below within 30 days of the date on this letter. Members who do not request assignment will automatically be transferred to the (name and number of chapter).

Please email me at (email) or call me at (number) if you have any questions.

Sincerely,

(Your name and address)

Enclosure

(Enclosure with Letter #2)

National Active and Retired Federal Employees Association

Name _____

Member Number _____

Address _____

Phone Number _____

Email _____

Please check one of the following options:

_____ I wish to be transferred to the (identify the chapter closed to this one) Chapter

_____ I wish to be transferred to another chapter _____

_____ I wish to become a National Only member

Signature _____ Date _____

Please return to:

(Your name and address)

For questions please email me at (your email) or call me at (your phone number).

REASSIGNMENT OF MEMBERS
Chapter Name and Number Closing
of Current Members

Receiving Chapter and # - Member Request

Member # XXXXXX	Member Name Mary Little Lamb
---------------------------	--

Receiving Chapter Name and # - Member Request

Member #	Member Name
-----------------	--------------------

National Membership Only – Member Request

Member # XXXXXX	Member Name Garfield Le Chat
---------------------------	--

National Members

Member #	Member Name
-----------------	--------------------

National Life Members

Member #	Member Name
-----------------	--------------------

Members who requested transfer to National but who have since dropped from the roster

Member #	Member Name
-----------------	--------------------

No response from member. Assign to nearest LSA

Chapter #123

Zip Code	Miles to Chapter	Member #	Member Name
XXXXX	15 Miles	XXXXXXXX	Olive Oyl
XXXXX	20 Miles	XXXXXXXX	Hagar Horrible

Chapter #345

Zip Code	Miles to Chapter	Member #	Member Name
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**NORTH CAROLINA
FEDERATION OF THE NATIONAL ACTIVE AND
RETIRED FEDERAL EMPLOYEES ASSOCIATION**

BYLAWS



**APPROVED JULY 2021
Approved June 2022**

ARTICLE I

Name

The name of this organization shall be the North Carolina Federation of the National Active and Retired Federal Employees Association and will be referred to below as NCNARFE or the Federation.

ARTICLE II

Objectives

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association (NARFE) as set forth in its Articles of Incorporation; *protect* our earned benefits by organizing an effective political communication process; *provide* resources for personnel related questions of members in North Carolina; and *promote* the growth of NARFE.

ARTICLE III

Members

Section 1.

Any NARFE member residing in North Carolina or any NARFE member outside of North Carolina but belonging to an affiliated North Carolina Chapter is a member of the North Carolina NARFE Federation. All but supporting members, as defined by National Bylaws, are eligible to vote, to run for Federation elected office, and to be appointed to any Federation appointed position.

Section 2.

Chapters that wish to be affiliated members of the Federation will pay dues. The annual dues for chapter membership in the Federation shall be an amount approved by the Federation for each chapter member who, as of December 31, has paid National and chapter dues, including Honorary members whose chapter dues have not been waived by the chapter. Excluded from paying chapter dues are members in the free year of a membership plan. Each chapter treasurer shall remit to the Federation Treasurer the total chapter dues owed the Federation prior to the last day of February of the next year. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes.

Section 3.

Any chapter dropped for failure to pay its dues shall be re-admitted upon payment of current year's dues and approval by a two-thirds vote of the Federation Board.

ARTICLE IV

Officers

Section 1.

The officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer, and an Area Vice President from each of the designated Areas of the State of North Carolina. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

Section 2.

The President, Executive Vice President, Secretary and Treasurer shall be elected by ballot to serve a term of two years beginning with the new fiscal year and shall serve until their successors are installed. A President may not serve more than one two-year

term, but after two years have elapsed, the same person may be elected for another term as President.

Each Area Vice President shall be a resident of the Area represented, shall be elected for a two-year term by ballot vote of the members from the Area and shall serve until a successor has been installed.

When there are more than two persons running for any elected position, preferential voting to determine the winner is required.

Section 3.

The President shall preside at all meetings including Federation Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers, subject to approval of the Federation Board. The President shall designate the chair of all committees except where the chair is specified in the bylaws. He/she shall serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee. The President shall submit at each annual-meeting, or prior, a recommended budget for the ensuing year subject to consideration and approval by the membership.

Section 4.

The Executive Vice President shall act as general assistant to the President and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume the position of the President for the remainder of the unexpired term. Such assumption of position does not prevent the individual from candidacy at the next scheduled election. Under the direction of the President, the Executive Vice President shall be responsible for the guidance and overall direction of the field activities.

Section 5.

The Secretary shall maintain all records and documents of the Federation, take minutes of Federation Board meetings and annual meetings, and prepare and distribute them to Federation Board members. Within 15 days after the close of an annual meeting the Secretary shall prepare a report of the meeting highlights, including significant actions taken at a business meeting. Copies shall be sent to the Federation newspaper, the Federation website, the President, the Regional Vice President, and the National Secretary/Treasurer.

Section 6.

The Treasurer shall receive all funds of the Federation; deposit them in a federally insured bank, credit union or federal savings bank, as approved by the Federation Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary to sign checks in the event of death or disability of the Treasurer.

The Treasurer shall make a quarterly report to the Federation Board and an annual report to the annual meeting showing receipts and expenditures, which shall be published in the Federation newspaper promptly after a meeting. The Treasurer shall be the trustee and have custody of all property owned by the Federation.

The Treasurer, in collaboration with the President, shall prepare and submit a line-item budget to the Federation Board for consideration and approval at its February meeting,

and include the Federation Board's proposed budget in the Federation newspaper prior to the annual meeting.

Section 7.

Each Area Vice President shall serve in an Area designated by the President under the guidance of the Federation Board. The Area Vice Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

Unless membership is designated in the bylaws, with the exception of the Membership Committee, each Area Vice President shall nominate a member from his/her Area for each standing committee; the Federation Board will review and approve the candidates

Section 8.

In the event of a vacancy in any elected office, the President shall fill such vacancy for the unexpired term, subject to subsequent approval by the Federation Board. In event that both the President and Executive Vice President are unable to serve, the Immediate Past President will call an emergency meeting of the Federation Board and will conduct a vote of the Federation Board to fill the office of President. The new President will then fill the office of Executive Vice President as set forth in this section.

Section 9.

Appointed officers of the Federation may be the National Legislative Officer, State Legislative Officer, Membership Coordinator, NARFE-PAC Coordinator, Editor, Historian, Public Relations Officer, Service Officer, Web Master, and Alzheimer's Coordinator, all to be appointed by the President, with the approval of the Federation Board, for a one-year term. These officers may succeed themselves. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Federation Board.

Section 9B

The North Carolina Federation shall utilize Congressional District Leaders (CDLs) to coordinate chapter and member interaction with Members of the North Carolina Congressional Delegation and their staffs. Area Vice Presidents shall nominate CDLs for Federation Board approval. CDLs will serve for the current two-year congressional term.

Section 10.

The President, with the approval of the Federation Board, shall appoint a qualified Parliamentarian to serve at the annual meeting and throughout the year, as required.

Section 11.

The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Federation Board

**Article V
Meetings**

Section 1.

The Federation shall hold an annual meeting. The purpose of the annual meeting shall be to transact business of the Federation, conduct training, and discuss matters of interest to members.

Section 2.

In all votes, including all elections, each member shall vote individually.

Section 3.

The Annual Meeting Committee, chaired by the Federation President, will assist the President in managing all aspects of the Annual Meeting. Additional committees as listed in the Annual Meeting Guide may be appointed as needed to complete arrangements for the Annual Meeting.

Section 4.

Members representing four (4) areas shall constitute a quorum at an annual meeting.

Section 5.

Elected federation officers shall not constitute a majority of any annual meeting or standing committee, except for the Membership Committee

Section 6.

Electronic meetings, as defined by Robert's Rules of Order, are permitted to replace traditional meetings at all levels of the Federation, when approved by the meeting chair. Rules for the conduct of electronic meetings shall be adopted by the Federation Board as necessary.

**ARTICLE VI
Federation Board**

Section 1.

The Federation Board includes the following voting members: President, Executive Vice President, Secretary, Treasurer, Area Vice Presidents, the Immediate Past President, the Membership Coordinator, the National Legislative Officer, the State Legislative Officer, the Public Relations Officer, the Beacon Editor, the Service Officer, the Alzheimer's Coordinator, and the Webmaster. With board approval, a voting member may hold one additional appointed position. In no instance will that member have more than one vote. The President may not hold any other federation position.

Section 2.

The Federation Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation. The Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

Section 3.

The Federation Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but the officer shall be given reasonable opportunity to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to subsequent approval by the Federation Board.

Section 4.

The Federation Board shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any North Carolina chapter for cause, on 30 days' notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

Section 5.

The Federation Board annually shall appoint an Audit Committee or select an accountant to conduct an audit of the Federation's financial status

Section 6.

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or e-mail canvass of Federation Board members which shall be recorded in the minutes and reported by the Secretary at the next regular Federation Board meeting.

A majority of the Federation Board members also may call for a canvass. Summaries of the minutes of any telephone or email canvass of Federation Board members shall be sent to the Federation newspaper for publication in the next issue with the full minutes being posted on the Federation website to allow for review by all Federation members.

Section 7.

The Federation Board shall meet at least three times annually or more frequently at the call of the President. A majority of members shall constitute a quorum at Federation Board meetings.

Section 8.

No Federation Board member may hold more than one elected Federation office at a time or hold a chapter office without the approval of the Federation Board.

**ARTICLE VII
Standing Committees**

Section 1.

There shall be eight Federation standing committees: Membership, Bylaws, Audit, Nominating, Ballot and Teller, Budget, Legislative, and Communications.

Section 2.

There shall be a Membership Committee comprised of the Executive Vice President as chair and the Area Vice Presidents as members. All members shall serve until the end of their term. The purpose of the Membership Committee shall be to encourage eligible annuitants, spouses, and employees of the federal civilian service to become members of the NARFE and their local chapter, and to retain membership therein.

Section 3.

There shall be a Bylaws Committee comprised of one member from each Area, nominated by the respective Area Vice President and approved by the Federation Board. The President shall appoint the chair. Members shall serve a term of three years with the exception that membership shall rotate with two members to be replaced each year so the committee will retain a majority of experienced members annually

Section 4.

The Audit Committee shall be comprised of one member from each area, nominated by the respective Area Vice President and approved by the Federation Board. The President shall appoint the Chair. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the membership for approval. After

approval, the Federation Board shall publish the report in the first issue of the Federation newspaper after an annual meeting. Members shall serve until the completion of the audit.

Section 5.

A Nominating Committee shall be comprised of one member from each Area to be selected by the respective Area Vice President, and one member-at-large to be selected by the Federation Board. The committee shall select one of its members to serve as chair. No member of the Federation Board may serve on the Nominating Committee. Members shall serve until the end of the nomination process.

Section 6.

There shall be a Ballot and Teller Committee comprised of one member from each Area nominated by the respective Area Vice President to be approved by the Federation Board. The President shall designate the chair from the committee and appoint the adviser. The members shall serve until the completion of the voting process.

Section 7.

There shall be a Legislative Committee chaired by the National Legislative Officer. Members will include the Area Vice Presidents and the State Legislative Officer, plus two Congressional District Leaders (CDLs) nominated by the NLO and approved by the Federation Board. The committee will function for the two years coinciding with the two-year congressional term.

Section 8:

There shall be a Communications Committee. The Public Relations Officer (PRO) will chair the Committee. Members will include The Beacon Editor, Area Vice Presidents, Secretary/Historian, Service Officer, and Network Coordinator. All members shall serve until the end of their term.

Section 9:

There shall be a Budget Committee comprised of one member from each Area nominated by the respective Area Vice President to be approved by the Federation Board. The President shall designate the chair from the committee members and appoint the adviser. Members shall serve until the membership vote on the budget.

Section 11.

Such other committees, standing or special, shall be appointed by the President, with approval by the Federation Board, as shall be deemed necessary to carry on the work of the Federation

**ARTICLE VIII
Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Federation in all cases in which they are not inconsistent with the National Active and Retired Federal Employees Association Articles of Incorporation, National Bylaws, or any special rules of order the Federation may adopt.

ARTICLE IX
Amendment of Bylaws

Section 1.

. A. Proposed amendments to these bylaws may be initiated using NARFE F-3C by a member, a chapter, the Federation board, or the Bylaws Committee, and shall be submitted to the federation secretary and bylaws committee chair by a date established by the Federation Board.

Section 2.

Amendments to National Bylaws: Amendments to National Bylaws must be developed and submitted as defined by NARFE HQ and any instructions contained in the Call for Amendments to National Bylaws using Form F-3C.

Section 3.

The proposed amendments to the Federation Bylaws either shall be published in the Federation newspaper or posted on the Federation website at least 30 days prior to the announced deadline for voting.

Section 4.

A two-thirds favorable vote of the members voting shall be required for adoption. Bylaws amendments shall take effect immediately upon adoption

Section 5.

The Secretary, as required by National Headquarters, shall transmit to National Headquarters by the date of a Federation deadline set by National Headquarters, a copy of each proposed amendment to National Bylaws.

Federation IRS Employee Identification Number - 52-1627907

David L. Phillip

David L. Phillips, Federation Secretary

07/23/2022

Date

Approved at National Headquarters

National Secretary/Treasurer

Date