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100 - NATIONAL EXECUTIVE BOARD

102 RECORDER, NEB

The President shall designate the National Secretary/**Treasurer** to provide the National Executive Board, and such designated staff as he feels necessary, with updated pages of the National Policy & Procedure Manual after each National Executive Board meeting and national convention. Only those items that relate to policy will be covered, along with any possible index changes. The material should be in the hands of National Executive Board members four weeks from the close of the meeting or convention.

300 – FINANCE

302 REGIONAL VICE PRESIDENT (NFVP) BUDGET

Each Regional Vice President monitors his or her own annual budget and may transfer funds between unscheduled travel and office expense accounts as needed; a Regional Vice President must justify in writing any request for additional funds when the budget is exhausted. Regional Vice Presidents will submit additions to their respective budgets for approval at any scheduled National Executive Board meeting.

303 SUPPLEMENTAL FUNDS (to) FEDERATIONS

The president of a federation receiving less than \$6,500 in 10% funds [see NBL, I, Section 4 D] the prior calendar year may request from the National Secretary/Treasurer, supplemental funds up to \$1,000 for that calendar year for membership recruitment to the extent that the total of 10% and the funds received may not exceed \$6,500.

304 SUPPLEMENTAL FUNDS, BORDERLINE REQUESTS

Federations Presidents, in federations that qualify for supplemental funds, may ask the National Secretary/Treasurer for supplemental funds. Qualifying federations may receive up to \$500 so the Federation President may attend special information events; e.g., legislative conference, etc.

305 JOE WOODRUFF BUILDING FUND

The principal and earned interest of the Joe Woodruff Building Fund is to be used exclusively for the renovation, repairs, and maintenance of the current NARFE properties and purchase of other property when approved by the National Executive Board.

306 PRERETIREMENT SEMINAR HONORARIUM

Only one honorarium (will) be paid for each preretirement seminar.

400 – DUES

402 ADVANCE PAYMENT

Members and applicants who pay multiple year dues in advance shall not be billed for any difference because of increases in dues after their applications [or renewals] are received.

403 DECEASED DUES WITHHOLDING MEMBER

There are no unexpired dues in the case of a deceased member who was on dues withholding. The dues payments from OPM cease as soon as they have been notified of the member's death. The authority for withholding dues for a spouse also ceases when notice of the annuitant's death is received by OPM. The survivor annuitant is required to execute a new dues withholding form in his or her own name.

500 – OPERATIONS

502 LABEL, COST

Labels are presently furnished by NARFE for a charge. Labels should be shipped at the cheapest rate possible, U.S. mail preferred. All special (i.e., overnight delivery, Federal Express, etc) shipping will be done at the expense of the requester.

503 LABEL, USE (by) FEDERATIONS

Upon written request to the Mail Center, Headquarters may furnish member lists, disks and labels to federations and chapters, at cost, for projects advantageous to the Association.

504 LABEL, USE (by) VENDORS/CONTRACTORS

Use of member lists and labels by vendors and/or contractors doing business with officials under contract with the Association, in whatever means or manner furnished, to offer specific services or benefits to members, may be approved only by the National Executive Board unless specifically spelled out in the contract. All such requests must be

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in writing to the National President. Such lists may not be used by ADRDA to solicit for Alzheimer's research funds.

506 NARFE-PAC CONTRIBUTIONS

Headquarters must post the member's record within two weeks of receipt of the member's contribution, mail acknowledgement and any premium within six weeks and report federation and chapter quarterly contributions by number and dollars to Regional Vice Presidents and federation presidents and NARFE-PAC coordinators.

510 RETIREMENT SAVINGS PLAN COMMITTEE, CHAIRMAN

The Chairman of the Committee shall be elected by the committee at its first meeting each calendar year.

511 CORRESPONDENCE, HEADQUARTERS RESPONSE

Incoming correspondence, including email, and information requests received at national headquarters must be answered within ten working days.

600 – NARFE MAGAZINE

602 LEGISLATIVE SCORECARD

Each national election year, a legislative scorecard, or voting analysis, for each Member of Congress shall be published in narfe Magazine on each issue affecting the association and its membership.

700 - GENERAL

705 PAC REPORT (to) NFVPS and FPS

Headquarters will send Regional Vice President, Federation Presidents and Federation NARFE-PAC coordinators quarterly federation and chapter breakdowns by dollars and number of contributors if possible.

706 NARFE CREDIT CARD

NARFE Credit Card should generally be used for items that cost \$25.00 or above. Items that the NARFE Credit Card can be used for include (but are not limited to):

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- 1.- Airline tickets
- 2.- Hotel Reservations
- 3.- Car Rental + gas
- 4.- Meals that are \$10.00 or more

Note: Receipts are required for “all” NARFE Credit Card expenses

The NARFE Credit Card should not normally be used for small purchases (coke, coffee, snacks, etc.). Travelers can obtain a cash advance to be used in lieu of the NARFE Credit Card.

800 – TRAVEL

801 Travel Cancellations

NARFE will reimburse officers/staff for travel cancellations that are beyond the control of the individual.

802 Accident Reimbursement

NARFE will reimburse officers/staff for accidents that occur with rental cars that are not the fault of the driver. This will be determined on a case by case basis.

NARFE will reimburse deductible amounts for officers/staff involved in an accident in their private vehicle if the driver is not at fault. This will be decided on a case by case basis.

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