

Tennessee Federation National Active and Retired Federal Employees Association



Policy Manual

ALL POLICIES DESCRIBED HEREIN SUPERSEDE EXISTING SIMILAR POLICIES
PREVIOUSLY ADOPTED BY THE FEDERATION EXECUTIVE BOARD

2025

Contents

This policy manual has been prepared in accordance with the *2024 TENNESSEE (TN) FEDERATION BYLAWS* document. It contains additional information, officer duties/responsibilities, as well as governing guidelines in greater detail for use by the Federation. These operating policies are to be reviewed annually and may be revised upon approval of the Tennessee (TN) Federation Executive Board.

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POSITIONS

A. Elected Officers (Voting)

Members of the TN Federation Executive Board. Most duties, responsibilities, and other guidance are found in ***TN Federation Bylaws*** document; some additional duties are listed below.

President

- Serves as a conduit for information between the NEB, Region X, Federation and Federation membership.
- Forwards/shares reports and information received from National Headquarters immediately with the respective chairperson/committee/ individual who handles or deals with said issue (i.e., Alzheimer's, NARFE-PAC, membership, etc.).
- Shall determine the need for travel by other officers and/or TN Federation members (in consultation with the Executive Board when possible) and approves/rejects at least two (2) weeks prior to the event and/or date of travel.
- Approves/signs all expense and stipend vouchers (except for their own) before sending to the Treasurer for reimbursement. President sends his/her voucher to the Vice President. If the Vice President position is vacant, the expense voucher is sent to the Immediate Past President for approval who signs and sends it on to the Treasurer.
- President provides approval of items to be published/placed on the TN Federation website or the FedHub "TN Community."
- When prior-approval is needed and/or travel extenuating circumstances occur, the Federation President may evaluate the situation on a case-by-case basis.
- Shall assist and advise members/potential members when organizing/re-organizing a chapter, electing officers, preparing bylaws or other steps necessary to obtain a charter from NARFE and to function as an affiliated chapter of the TN Federation.
- Sends written notification to officer candidates following their nomination along with information and dates as to when bios are due for inclusion in the newsletter/online as well as other pertinent information and procedures.
- Notifies in writing all officer candidates of election results and procedures to be followed for installation at the Federation Annual Meeting.

Vice President

- Handles travel prior-approval evaluation in the absence or inability of the President.
- Shall assist the President as requested/needed when members/potential members are organizing/re-organizing a chapter, electing officers, preparing bylaws or other steps necessary to obtain a charter from NARFE and to function as an affiliated chapter of the TN Federation.

Secretary - Refer to **TN Federation Bylaws**

Treasurer

- The Federation may, by majority vote of the Executive Board, require the treasurer to give bond for the faithful performance of his or her duties. The expense of obtaining a bond shall be paid from Federation funds.

Membership Officer

- Assist the Alzheimer's and NARFE-PAC Chairpersons, as needed, to determine Chapter membership numbers as of December 31st from the Chapter Membership Reports in order to calculate per capita donation amounts in preparation for the various trophy awards at the Annual Meeting.

Legislative Officer - Refer to **TN Federation Bylaws**.

Immediate Past President

- Moves into this position following the term as Federation President.
- Approves/signs the Expense Vouchers submitted by the President in the absence/vacancy of the Vice President (refer to **TRAVEL** section, page 9).
- Approves/rejects prior travel requests of officers and/or members in the absence of the President and the vacancy of a Vice President.

B. Appointed Positions (Non-Voting)

Members of the Federation Board. Attends Federation Board and TN Federation Annual meetings and provides reports as necessary/required. Gives support and guidance to the Federation Executive Board as needed/requested. Other duties and responsibilities include, but are not limited to the following:

Service Officer

- Stays up to date on information impacting federal benefits, agencies involved as well as procedures to follow which impact federal active and retired employees and their spouses.
- Provides Board members advice and service regarding federal benefits, etc.
- Advises and assists Chapter Presidents, Chapter Service Officers and members with information regarding federal benefits as deemed necessary.

Alzheimer's Chairperson

- Acts as a resource person and offers assistance to the Chapter Alzheimer's Coordinators/Chairpersons and ensures they are in possession of the **Chapter Alzheimer's Coordinator's Manual**.

- Works with the Federation Executive Board and Chapter Coordinators to share information and set goals.
 - Receives contributions from Chapters and once a month sends total contributions to the Alzheimer's Association in the salmon-colored pre-addressed envelopes provided by the Alzheimer's Association.
 - Requests materials from the Alzheimer's Association. Orders supplies at least four (4) weeks prior to the Federation Annual Meeting.
 - Sees that a plate is engraved with the winning Chapter's name and number to be placed on the Weida White Tolley Memorial trophy for presentation at the Federation Annual Meeting. Refer to page 6.
 - Prepares and gives a report at the Federation Annual Meeting on research and money contributed during the past year.
 - Sets up Alzheimer's table at the Federation Annual Meeting and helps conduct an auction or other money-making activities during that event. Brochures can be ordered through NARFE Headquarters and the Alzheimer's Association.
 - Presents "Citation for Distinguished Service," signed by the NARFE-Alzheimer's National Committee Chair and the NARFE National President, during the Federation Annual Meeting. Certificates are obtained from the Region X Coordinator and member of the National Alzheimer's Committee.
 - Handles Memorial Contributions: The Federation Coordinator has the responsibility to 1) notify the respective family when a memorial donation has been made to NARFE-Alzheimer's Research, and 2) send a NARFE thank-you card to the donor of a memorial contribution.
- Taken from the **NARFE Chapter and Federation Officers Manual**
- Provides information to the TN Federation newsletter to update the TN Federation community.

NARFE-PAC Chairperson

- Provides Chapters with information about NARFE-PAC and its importance to the federal civil service community. Encourages Chapters to contribute.
- Collects voluntary contributions from NARFE members for political action purposes that benefit NARFE members and their families.
- Funds-collected at Chapter meetings and TN Federation Annual Meeting are recorded separately and forwarded separately.
- Funds collected are sent to NARFE Headquarters no later than 30 days after ~~collection~~ they are received.
- Provides a yearly report to the TN Federation Board and the Chapters on contributions.
- Assists with the determination and recognition of the Federation NARFE-PAC trophy (Leo Potts Memorial) winner and certificates for first and second place Chapter winners given at the Federation Annual Meeting. Refer to page 6.
- Provides information to the TN Federation newsletter to update the TN Federation community.

Network Coordinator:

- Serves as the coordinator and manager of the TN Federation website.
- Assists with the design and implementation of the Federation website in coordination with NARFE Headquarters and the Configuration Advisory Board (CAB).
- Monitors and updates the content of the website to keep it applicable to the Federation and Chapters' needs. Includes content supplied by Federation and Chapter Officers upon approval of the Federation President.
- Works with the Federation Board, specifically the President, to monitor information which should remain Member Only and what can be viewed publicly.
- Responds quickly to requests for information received from members and/or the public via the Federation website.

Newsletter Editor:

- Notifies Federation officers, committee chairpersons, Region X RVP and others of due dates for newsletter articles.
- Receives newsletter articles and edits as necessary. Articles are required from the Federation President, Vice President, Legislative Officer, and Membership Officer. Other Federation and Chapter members may submit reports to the Federation President and will be included upon his/her approval and as space permits.
- Prepares and arranges for printing and mailing of the newsletter by the beginning of the designated months of: February (committee chairpersons designated, Nominations Committee results when applicable, candidate bios when applicable, voting ballot and information when applicable, Annual Meeting information and Registration Form); July (Federation Annual Meeting reports including the financial audit report); and November (call for officer nominations when applicable, and reminders of important reports such as Chapter Roster Reports following the election of officers, etc.).
- Provides a DRAFT copy of final format to the Federation President (and/or other members of Executive Board) for final approval prior to sending to the printer.
- Coordinates and works with printer/publisher.
- Coordinates/handles the distribution of the newsletter using current mailing lists (Chapter and National Only members) from NARFE headquarters.

NOMINATIONS, ELECTIONS & VOTING

Nomination -- Officers

Beginning in 2025 with the approval of the 2024 Bylaws, officers and elected positions shall serve a two-year term of office. A **Nominations Committee** shall be appointed by the Federation President by **June 1** of the year of elections. [See **COMMITTEES** page 8 for information on Nominations Committee.] Suggested schedule:

Candidate nomination due date (to the committee):

December 1st

Nominations Committee Report due (to Executive Board) December 5th
 Candidate Bios Due: January 4th
 (Send to Federation Newsletter Editor for inclusion in the February newsletter, and to the Network Coordinator to be placed on the TN Federation website.)
 Term of Service: **April 2026 to April 2028** (even years thereafter).
 (Following installation at the Federation Annual Meeting)

Elections/Voting

When there is more than one candidate for an office, election shall be by mail (postal and/or electronic) ballot unless otherwise determined by the Federation Executive Board. A single candidate shall be declared elected by acclamation.

When a ballot is required, it will be prepared by the Federation Executive Board and sent with the newsletter to ALL TN Federation members (as of January 1) as well as posted on TN Federation website so members can download, print, complete, and return.

Suggested schedule (on or about these dates):

Ballot and voting preparation:	December & January
Ballot sent to Newsletter Editor/Network Coordinator Due Date:	January 4 th
Ballot mailed and posted no later than:	February 5 th
Obtain roster of eligible TN members Gives to Ballot & Teller Committee	January 2 nd (TN Federation President)
Voting begins:	February 10 th and ends March 10 th
Ballot & Teller Committee counts/verifies results	the week of March 20 th
Election results sent to Federation President:	March 25 th
Candidates are notified of results by	March 30 (TN Federation President)

Refer to the 2024 TN Federation Bylaws, Article IV. Section 5. NOMINATIONS, ELECTIONS & VOTING (pages 3 & 4) for additional information.

FEDERATION ANNUAL MEETING

Date

The **TN Federation Annual Meeting** will be held during the third full week of April each year when possible. Accordingly, our **Annual Meeting** schedule is as follows:

2025: April 15 - 16
2026: April 21 - 22
2027: April 20 - 21
2028: April 18 - 19

A temporary change may be made any year in consultation with the Region X Vice President. Changes may occur when dates conflict with religious and/or national holidays, motel accommodation, etc.

Location

Consideration should be given to membership needs and overall recommendations gleaned from previous Annual Meeting evaluations. A chapter or group of members may make a location request to “host” the meeting. The request should be made to the TN Federation Executive Board at the close of the TN Federation Annual Meeting or no later than **July 1** of the year prior to the Federation Annual Meeting.

Planning/Program

When possible, it is desirable to have an Annual Meeting Program Planning Committee composed of Chapter, National Only, and Executive Board members. In the absence of a committee, it is the responsibility of TN Federation Board. Refer to the **2024 Bylaws** for specifics. Ideally, planning should begin soon after a previous meeting.

Recognitions/Awards

WEIDA WHITE TOLLEY MEMORIAL AWARD [Alzheimer’s]

The trophy is given annually to the Chapter, which contributed the most money per capita membership, to NARFE Alzheimer’s Research. It is determined on the total Chapter membership and contributions as of December 31st of the previous year.

Citation for Distinguished Service certificates are awarded to 2nd and 3rd place winners. These are prepared by Region X Alzheimer’s Chairperson.

- The Federation Alzheimer’s Chairperson is responsible for determining which Chapters should receive the trophy and respective certificates.
- The Chapter shall keep the trophy for one year and return it to the next Annual Meeting for presentation to the winning Chapter for that year.
- The chairperson is responsible for seeing that a nameplate is engraved with the winning Chapter’s number and name, and that it is placed on the trophy.

LEO POTTS MEMORIAL AWARD [NARFE-PAC]

The trophy is given annually to the Chapter, which contributed the most money per capita membership, to the NARFE-PAC Fund. It is determined on the total Chapter membership and contributions as of December 31st of the previous year.

Certificate of Achievement certificates are awarded to 2nd and 3rd place winners. These must be prepared by the Federation.

- The Federation NARFE-PAC Chairperson is responsible for determining which Chapter should receive the trophy and respective certificates.

- The Chapter shall keep the trophy for one year and return it to the next Annual Meeting for presentation to the winning Chapter for that year.
- The chairperson is responsible for seeing that a nameplate is engraved with the winning Chapter's number and name, and that it is placed on the trophy.

Both of the awards described above are announced and presented at the ***NARFE TN Federation Annual Meeting***. Other awards and recognitions may be presented based on circumstances and/or events.

Refer to the *TN Federation Bylaws 2024, Article V. Section 1. ANNUAL MEETING (pages 4 & 5)* for additional information.

COMMITTEES -- STANDING & SPECIAL

STANDING - members are appointed by the President in consultation with the Federation Executive Board. They perform a continuing function and members may serve rotating terms.

SPECIAL - committee(s) may be appointed as need arises to carry out a specific task.

Annual Meeting Planning Committee shall

- be responsible for assisting the Executive Board with planning and conducting the Annual Meeting.
- when possible, consist of members representing the makeup of the TN Federation membership (Chapter, National Only, etc.)
- use/rely on previous Annual Meeting attendee evaluations/input as a basis for future planning.

Audit Committee shall:

- be appointed by the Federation President annually to perform a review of the financial records of the Federation.
- consist of at least three members in good standing.
- shall function/meet and complete the review during the Annual Meeting each spring.

Bylaws Review shall

- be appointed by the Federation President when the Federation Bylaws are in the process of being revised/updated.
- consist of at least three (3) members who have a working knowledge of the Bylaws under which the Federation is currently operating (Examples: former Federation or Chapter Presidents, current or previous Executive Board members, etc.).
- review/evaluate the amendments and reasons for submission following the NARFE Headquarters guidelines/template and the **National NARFE Bylaws** documents, making sure the proposed amendments do not conflict with National.

- review/evaluate proposed amendments for clarity, functionality, and appropriateness to the TN Federation (membership size, leadership availability, etc.)

Ballot & Teller shall

- be appointed by the Federation President when an election is to take place.
- consist of at least three members in good standing.
- receive the returned ballots following an election, count and verify the results.
- Report the election results to the Federation President within a week following vote verification.

Long Range Planning shall

- consist of a representational sample of the TN Federation membership (officer, chapter, national only) who have a tenure of at least five (5) years or more in the association.
- advise the Federation Board on issues such as membership trends, anticipated financial issues, and member participation focusing on approximately three to five (3 to 5) years into the future.

Nomination Committee shall:

- be composed of at least three (3) members from across the state and be representative of the Federation membership.
- identify/recommend at least one candidate for each elected office at the appropriate time. (June 1st to December 1st prior to the election year)
- report the nominees to the Executive Board to determine the election method.

Refer to the *TN Federation Bylaws 2024*, Article VII. Section 1. STANDING & SPECIAL COMMITTEES (page 6) for additional information.

AUTHORIZED TRAVEL

Reimbursement for all national sponsored functions shall be on an expense basis for travel and lodging with a fifty dollar (\$50) inclusive of tips allowance for food subject to the approval of the Federation President and within authorized budget limitations. **Budgeted travel is pre-approved.**

Immediate Past President shall be entitled to the same travel allowances as the elected positions.

All Federation Officers will be allowed two days *Federation Annual Meeting* expenses excluding registration. Sunday travel will be authorized as needed. It is understood that no one will receive expenses in more than one capacity.

- a. **National Legislative Training**: Paid attendance shall be limited to the Federation Legislative Chairperson and one other of his/her choice.

- b. **Region X Conference**: Paid attendance shall be for the Federation President and up to two other members of the Federation Board selected by the President. This may be expanded at the request of the President and subject to Federation budget limitations.
- c. **FEDcon (National Conference)**: Federation President is expected to attend (the Vice President in his/her absence or another officer representative) representing the TN Federation.
- d. **Joint National Executive Board (NEB) & Federation Presidents Mtg**: This meeting generally occurs in alternate years with FEDcon. Federation President (and/or incoming Federation President) is expected to attend and participate.

TRAVEL EXPENSES

Pre-planning

Prudent measures are to be exercised by all travelers and travel shall be to conduct business that is in the best interest of the Tennessee Federation.

- **Prior Approval** from the Federation President is required for travel with the exceptions of **Authorized Travel** listed above [Federation Annual Meeting, National Legislative Training, Region X Conference, FEDcon (National Conference), Joint NEB & Federation Presidents Meeting], and the following:
 1. Federation Board Meetings.
 2. Annual Chapter visits.
- For travel requiring prior approval, a written request (preferably e-mail), shall be submitted to the Federation President at least **two weeks** in advance (if possible) of the event and shall include the name of the event and/or a brief description, date of travel, and approximate expense to be incurred. **See Procedures, second bullet below.**
- A decision on the prior approval request shall be made immediately upon receipt of the request. If the Federation President cannot process the prior approval request within a couple of days, the request should be forwarded to the Vice President for action. If that position is vacant, send to the Immediate Past President.
- *It is the responsibility of the traveler to follow up on the approval request!* If a decision is not received in a timely manner, the traveler may then forward the request to the Vice President (or Immediate Past President if position is vacant).
- Unless circumstances beyond the control of the traveler prevent the submission of a prior approval request, travel will not be reimbursed if prior approval is not obtained.

Procedures to follow

- Use/complete the **TN Federation Expense Report Form** which can be found on and downloaded from the TN Federation website.
- If the total expense claimed on the **Expense Report Form** report for the event is more than 20 percent over the estimated amount shown on the prior approval request, an explanation should be included on/with the expense report.

- Completed **Expense Report Form** with attachments shall be submitted to the Federation President for signature not later than quarterly, **but preferably no more than 30** (thirty) calendar days from the date an expense is incurred; or December 31st for the end of the fiscal year. Unless circumstances beyond the control of the traveler prevents the timely submission of an expense report, delinquent submissions will not be processed for reimbursement. Extenuating circumstances may be considered by the Federation President on a case-by-case basis.
- Stipend reimbursement should be filed quarterly. Follow the procedures listed above.
- All checks must be cashed within 90 days.

Expenses

Federation Officers (including Executive Board Members and Appointed Positions) shall be reimbursed as follows:

Lodging: Actual cost

Meal Allowance: Up to a maximum of \$50.00 per day inclusive of tips.

- Ongoing to or returning from travel that requires overnight lodging, the Officer (or authorized persons) will be reimbursed for meals as follows:
 1. If the traveler departs from home to an away destination before 8:00 a.m., breakfast, lunch and dinner will be allowed. If departure is between 8:01 a.m. and 12:00 p.m., lunch and dinner are authorized. If the traveler departs after 12:00 p.m., dinner is authorized.
 2. If the traveler returns to his or her residence by noon, breakfast will be allowed. If arrival is between 12:01 and 6:00 p.m., breakfast and lunch are authorized. If the traveler arrives home after 6:00 p.m., breakfast, lunch and dinner are authorized.
 3. To determine eligibility, departure and arrival times must be stated on the expense report. Meals will be reimbursed at actual cost not to exceed the maximum daily allowance.

Other:

- All times must be stated in either Standard or Daylight Time as well as time zone (e.g. CST or CDT), depending on where the day starts.
- **AIR or TRAIN travel** -- use the lesser of the comparative cost between car allowance and travel by the respective conveyance will be allowed.
- For partial day travel, authorized persons will be allowed out of pocket costs plus mileage and food allowances as outlined above for attending such events as Chapter visits, visits to Congressional offices/town meetings, Board-approved seminars/workshops, etc.

Mileage:

- Travel will be by the most economical means with mileage reimbursed at the current rate not to exceed that authorized by the IRS Code. The Federation Executive Board has determined that the mileage will currently be *paid at a lesser amount of 50 cents per mile.*

Receipts are required for reimbursement and must be attached to the **TN Federation Expense Report** for any expense claimed.

STIPENDS

Monthly allowances will be afforded to the following positions at the rate indicated:

Federation Secretary	\$ 50.00	Treasurer	\$ 50.00
Newsletter Editor	\$50.00	Network Coordinator	\$50.00

REVENUES

The Federation has three ~~primary~~ sources of revenue:

Per Capita Dues

- As determined by the TN Federation Executive Board on a yearly basis, each affiliated Chapter shall pay per capita dues of \$3.00 per voting member with the exception of honorary members whose Chapter dues have been waived.
- The payment of per capita dues is payable upon receipt of the “Dues Letter” sent in October of each year to the Chapter Presidents and Treasurers. Monies are due to the Federation Treasurer by December 10th of the year assessed.

Headquarters Rebate

- The Federation receives revenue from NARFE National Headquarters in the amount of 10 percent of the National dues collected for each Tennessee Federation NARFE member.

Annual Meeting Excess

Any excess revenue from the Federation Annual Meeting will be shared equally (50/50) with the host Chapter.

Refer to the *TN Federation Bylaws 2024*, Article X. Section 1 and 2. PER CAPITA DUES and CONTRIBUTIONS (pages 6 & 7) for additional information.

CHAPTER REPORTING GUIDELINES

F-7 Update: Submit a Chapter Officer Roster to National Headquarters, the Federation President and Federation Secretary by **January 1st** annually and immediately after elections.

IRS Form 990-N (e-Postcard): File annually by the 15th day of the 5th month after the Chapter's fiscal year (normally May 15).

Deceased Members: Report annually to the Federation Secretary by **April 1st**. There will be a 15-month reporting period accepted (January 1st of the previous year to April 1st of the presentation year).