



CHAPTER & FEDERATION OFFICERS OPERATIONS MANUAL

FEDERATION OFFICERS’ OPERATIONS MANUAL TF-10

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SECTION 1 PURPOSE AND GENERAL RESPONSIBILITIES

GENERAL

This manual provides a reference guide to assist Texas Federation (TF) officers in performing their activities and duties more efficiently and effectively. Outgoing officers should ensure their copy of the Texas Federation TF-10 and all files pertaining to their position are passed to their successors upon the successor's installation. Also, officers should be familiar with the "Chapter and Federation Officer's Manual" F-10, the "NARFE National Bylaws" FH-4 and the "Texas Federation Bylaws" TFH-4. The contents of these manuals are not duplicated in these operations manuals.

TF elected and appointed officers and chapter elected, and appointed officers should be able to send and receive email and send and receive email attachments. To ensure communication lines are established, those elected and appointed members must ensure their member record includes their phone number and email address. If an officer uses only a cell phone that number also should be included in their phone number.

1-1. Executive Board

The Board consists of the President, Executive Vice President, Secretary, Treasurer, and up to sixteen (16) Area Vice Presidents (AVP). Currently there are five (5) Area Vice Presidents. In accordance with the Federation Bylaws, it shall:

- a. Conduct federation business between federation conferences and annual meetings in accordance with the bylaws and resolutions.
- b. Declare any elected or appointed position vacant because of failure of the incumbent to perform the duties and to carry out the responsibilities thereof and ratify vacancy appointments for federation offices.
- c. Meet at least two times annually or when called by the President or by most of the Board members and may use electronic meeting software to reduce meeting costs.
- d. Provide the minutes of each federation conference to each board member within one (1) month after adjourning. A brief of the minutes shall be published in the next issue of the "Texas Federation Register" (TFR).
- e. Approve the appointed officers.
- f. Select the TF Conference and Annual Meeting sites and dates when necessary.
- g. Establish policies of the federation not covered by the Bylaws or resolutions mandated.

1-2. Federation Annual Meeting and Biennial Conference

Annual meetings of the membership shall be held in accordance with the requirements of the laws of the District of Columbia.

The Annual Meeting will be held in conjunction with an executive board meeting in even-numbered years and the biennial conference in odd-numbered years to hear reports from the President and Treasurer.

Full details are found in SECTION 6.

1-3. Transfer of Federation Property

- a. Each federation officer, elected or appointed, is obligated to care for and properly safeguard all books, papers, and other properties of the federation which they may possess at any time.
- b. The care of these properties includes updating with the provided materials.
- c. The outgoing federation officer will transfer to the newly elected federation officer all federation properties in his/her custody within two (2) weeks of the next term of office.

- d. Essential papers needed to complete the outgoing officer's term of operation may be retained no more than two (2) weeks after the new term begins.
- e. Immediately notify the Federation Treasurer when non-expendable property in their custody is transferred to any other federation officer.

1-4. Revision of Federation Officers Operations Manual TF-10

- a. The contents of this manual will be the responsibility of the Federation Executive Board and must be in accord with the National and Federation Bylaws.
- b. All recommendations for change must come from a member of the Executive Board but may be presented to any board member from any NARFE member (in good standing) of the TF.
- c. All changes to the TF-10 adopted by the Executive Board will be prepared and distributed by the Federation Secretary or other designated person.

SECTION 2 DUTIES & RESPONSIBILITIES OF FEDERATION POSITIONS

2-1. General

This section establishes guidelines for duties and responsibilities of elected and appointed federation officers. All officers will receive their TF-10 and appropriate files from their predecessor. They are, in turn, responsible for passing on such TF-10 and files to their successors upon the successor's installation. All officers may be asked by the Federation President to submit Monthly Activity TF-1 and Officer Expense TF-2, see Section 3) reports, and perform other duties as assigned. (*See Section 5-5 Federation Forms for any forms beginning with TF-.*) Failure to perform the duties in accordance with the TF-10 can be considered as failure to perform the duties to which you are elected or appointed and can be cause for removal.

When communicating by email, information may be distributed to all officers in the line of communication at the same time.

- a. Monthly Activity Report (Form TF-1): If submitted via postal, duplicates are required. Otherwise, send via email with copies of supporting documents as attachments. (See Figure 2-1, Sample TF-1.)
- b. The following dates should be adhered to in the submission of monthly reports:
 - 1) The District Representatives (DR) Monthly Activity Report TF-1 should reach their respective Area Vice President (AVP) NO LATER than the fifth (5th) day of the month following the month of activity.
 - 2) The AVP shall submit the DR's reports and their own Monthly Activity Report TF-1 to reach the Federation President by the tenth (10th) day of the month following the month of activity.
 - 3) If requested by the Federation President, the Executive Vice President, Secretary, and Treasurer shall submit a Monthly Activity Report TF-1 to reach the President by the tenth (10th) day of the month following the month of activity.
 - 4) Appointed officers will submit Monthly Activity Report TF-1 when requested by the TF President.

2-2. Federation President

As the Chief Executive Officer, the President has the full responsibility of leadership of the federation and the furtherance of the aims and objectives defined in the National Bylaws and the Texas Federation Bylaws. The President is charged with certain responsibilities to accomplish these goals and is responsible for the following:

- a. Presiding over the federation conferences, annual meetings, and Executive Board meetings. Calling Executive Board meetings, setting time and location and presiding at these meetings.
- b. Preservation of the Federation Charter and Treasurer's Bond.
- c. Promotion of membership recruiting programs.
- d. Promotion of national and state legislative issues that concern the membership.
- e. Setting up lines of communication between the NARFE Headquarters (HQ), the federation officers, and chapters.
- f. Approval and guidance in rules concerning prudent expenditures of NARFE funds, (e.g., receive and approve payment of claims, sending those approved to the Treasurer for payment).
- g. Signing of checks and authenticating when required and assuring more than one signature is authorized for all federation financial institution accounts.
- h. Selecting all appointed officers and filling any federation vacancies (subject to the approval of the Executive Board).
- i. Overseeing chapter functions, such as: opening new chapters; merging chapters; assigning zip code numbers to chapters; and offering general assistance, as needed.
- j. Representing the federation at the National Conferences, the National Legislative Conferences, and other functions when called to do so.
- k. Representing the federation at regional meetings called by the National Regional Vice President.
- l. Appointing certain federation conference committees.
- m. Planning the Memorial Service at biennial federation conferences.

- n. Sending member's requests to serve on National committees to the National Regional VP, with recommendations.
- o. Overseeing the publication of the "Texas Federation Register" (TFR.)
- p. Furnish the TFR publisher the mailing list.

2-3. Executive Vice President (EVP)

The Executive Vice President will provide for continuity in the Office of the President and assist the President as required. The EVP shall:

- a. Preside in the absence of the President; perform presidential functions if the Office of President is vacant or requested to do so by the President.
- b. Attending federation conferences, Executive Board meetings and other meetings, as directed.
- c. Coordinate chapter and federation officer training programs.
- d. Chair the Review Committee for distribution of funds requested to help attendees offset costs to attend the National Legislative Conference.
- e. Prepare articles for the TFR as directed by the Federation President.

2-4. Federation Secretary

The Secretary shall oversee all administrative books and records of the federation. The salary of the Secretary is established when the budget is approved. The Secretary shall:

- a. Attending federation conferences and Executive Board meetings and keep records of all proceedings. Prepare and distribute minutes of the TF conference and Executive Board meetings to the board members. Prepare summary of minutes for publication in the "TFR".
- b. Handle correspondence and other administrative duties for the TF, as requested by the Executive Board, and under the direction of the President.
- c. Accept all proposed resolutions and bylaw changes for consolidation and submission to the Chair of the Bylaws and Resolution Committee.
- d. Prepare and submit all resolution and bylaw changes from the Bylaws and Resolution Committee to the Webmaster for publication on the website and a summary to the "TFR" for publication in the biennial ballot issue.
- e. Prepare the ballot for the biennial election, proposed resolutions, bylaw changes and budget for publication in the TFR.
- f. Update Federation Officer List in AMS immediately following the federation conference and submit to the NARFE HQ. This was previously called the "F-7A" form.
- g. Prepare "Federation Convention/Conference Report" F-22 immediately following the federation conference and submit it to the NARFE HQ. Furnish a copy of the report to the Federation President.
- h. Receive death notices from chapters and prepare a listing for publication in the "TFR". Furnish the listing of deceased members to the Federation Conference Committee for publication in the Memorial Book presented at the Conference Memorial Service.
- i. Maintain a federation stationary template on the federation website. Maintain and update the TF-10. Distribute copies and updates to the TF-10 to federation officers, as required and approved.
- j. Assigns federation form numbers.
- k. Request NARFE HQ to issue anniversary certificates.
- l. Prepare award certificates and order plaques.

2-5. Federation Treasurer

The Treasurer serves as financial adviser to the Federation, especially to the President and Federation Executive Board, on matters affecting the use of federation funds. The salary of the Treasurer is established when the budget is approved. The Treasurer shall:

- a. Receive all funds for TF and keep an accurate record of all receipts and disbursements.

- b. Deposit all federation funds in a bank, credit union or savings institution (which is fully insured under FDIC, NCUA, or FALIC) in the name of the Texas Federation-NARFE and will obtain an appropriate number of signature cards from the institution to insure appropriate back-up signatures for the withdrawal of funds.
- c. The Treasurer may request up to three debit cards from the financial institution to be issued to the Treasurer and either the President and/or the Secretary. The debit cards may be used for expenses of that position or for the federation. Expenses paid by debit card issued to the Treasurer or Secretary must be approved within a week after the purchase by the President and then recorded in the books of the federation by the Treasurer. Expenses paid by the President must be sent to the Treasurer within a week after purchase who will review the expense for appropriateness and recording. If there are questionable expenses, the Treasurer shall submit the expense to the Executive Board for approval. Expenses not approved shall be collected from the person incurring the expense or by deduction from the salary or future expense reports of that person.
- d. Pay all bills and/or obligations by check or debit card when approved at the annual conference, or by the Executive Board, or by the President. The Treasurer or President may pay salaries and payroll withholdings without monthly approvals.
- e. The Treasurer will NOT pay his/her own salary or expenses. Those payments shall be made by the President. Treasurer expenses may be paid by debit card issued to the Treasurer.
- f. Pay by check or with debit card, without approval, the expenses for the TF Treasurer Bond of not less than twenty-five hundred dollars (\$2,500). The Bond will be kept in the possession of the President.
- g. Furnish the President and the Executive Board with a monthly report of receipts and disbursements with year-to-date budget.
- h. Prepare and submit all official reports to the Internal Revenue Service, including income and expenses as a non-profit organization; make payments of Quarterly Federal payroll taxes on salaries paid; and prepare reports for Texas Workforce Commission and pay quarterly payroll taxes on salaries paid. Prepare W-2 Forms for all TF-NARFE Employees.
- i. Prepare year-end financial reports of receipts and disbursements with budget for inclusion in the Treasurer's report to the TF Conference.
- j. Chair the Budget Committee.
- k. Make all records of the Federation Treasurer available to the Audit Committee.
- l. Prepare Annual "Chapter Dues Statements" based on the December 31 Dashboard, M110 or M110S Membership Summary report from NARFE HQ of the preceding calendar year. Collect all Chapter dues owed the federation.
- m. Transfer all records pertaining to the Federation Treasurer to the newly elected and authorized successor. Provide assistance and instructions on the duties and functions of the Treasurer to the incumbent.
- n. Maintain for retention, financial records for five (5) years; and other records for three (3) years.
- o. Maintain records of all non-expendable property (valued at \$250 or more) owned by the federation showing the location and monetary value of the property.

2-6. Area Vice President (AVP)

The Area Vice President will oversee the District Representatives and chapters in the geographical area assigned by vote of the Executive Board. The AVP will follow the line of communication (i.e., from the President, Executive Vice President, AVP, DR, and chapter) and in reverse order for approvals of action items, when approval is required. The AVP must be familiar with the TF Bylaws and policy matters. A thorough knowledge of chapter operating procedures and the chapter officers' duties is required. The AVP shall:

- a. Be a member from the geographical area he/she is elected to represent.
- b. Be responsible for publication of changes passed down by the Conference and Executive Board actions that pertain to the Federation Bylaws.
- c. Review DRs Activity Report TF-1 and Expense Report TF-2, checking for accuracy and making corrections as necessary.
- d. Work with DRs in organizing new chapters, in assisting weak chapters, in scheduling district conferences, in training of DRs and chapter officers.

- e. Present chapter anniversary certificates as requested by the Federation President.
- f. Submit recommendations or suggestions made by DRs (e.g., change in Zip Code assignments).
- g. Prepare articles for publication in the “TFR” as directed by TF President.
- h. If a DR position in the area is vacant, the AVP will serve in that DR role until the position is filled.
- i. Serve as a member of the Federation Membership Committee

2-7. District Representatives (DR)

The District Representative (DR) is the primary interface between the TF Executive Board and chapter leaders. The DR coordinates federation activities and advises, trains, and mentors chapter leaders.

All districts in the federation are numbered and all district boundaries are designated by the Executive Board. The line of communication and responsibility is from the President through the Area Vice President (AVP) to the District Representative (DR) and in reverse order for approvals of action items when approval is required. It is the responsibility of the DR to be familiar with the TF Bylaws and policy matters passed down from the Executive Board through the AVP. A thorough knowledge of chapter operating procedures and the chapter officers’ duties is required. The DR shall:

- a. Be a member from the geographical area he/she is appointed to represent.
- b. Submit a Monthly Activity Report TF-1 to the AVP. See Section 2-1 for requirements.
- c. Submit an Officer Expense Report TF-2 to the AVP when claiming authorized expenses. (See Section 3-1 for requirements.)
- d. Visit chapters at least once per year. Reimbursement for travel and/or meals is approved for no more than two visits annually. Prior approval must be granted by the AVP for more than two visits if unusual circumstances exist. Communicate often by email, mail or telephone as needed. Report chapter problems to the AVP immediately.
- e. Work closely with the host chapter, AVP and Federation President in setting time and place for district conferences. The DR will conduct the business session of the district conference. (See Section 6).
- f. Encourage chapters to follow up on contacting prospective members.
- g. Seek out members to be leaders.
- h. Prepare a list of prospects for each proposed new chapter, and mail letters for the first organizational meeting. (See Section 4).
- i. Assist, train, motivate and encourage chapter members to be active recruiters.
- j. Conduct district/chapter training seminars for all chapter officers immediately after the elections and/or installations are completed. Training may be done in a meeting, by mail (postal or email), webinar or by telephone. Coordinate training with the AVP.
- k. Maintain a current copy of the Texas Federation Officers Operation Manual TF-10, and upon leaving office give the TF-10 to the newly designated DR or to the AVP.
- l. Recognize, honor, and bestow awards to chapter leaders in accordance with Section 8 Federation Awards Program guidelines.
- m. Prepare articles for the “TFR” as directed by Federation President.

2-8. Coordinator, “Texas Federation Register” (“TFR”)

The “TFR” is the official news publication of the Texas Federation of NARFE. The coordinator is appointed by the President and approved by the Executive Board. The salary of the coordinator is established when the budget is approved. The coordinator shall:

- a. Assist in resolving problems pertaining to or involving the activities of the newspaper.
- b. Receive, assemble, and mail appropriate articles to the publisher after exercising editorial judgment as to contents and news worthiness.

2-9. State Legislative Officer

The State Legislative Officer is appointed by the President and approved by the Executive Board. This person will be thoroughly familiar with the State Legislative delegation to inform the President and the membership on issues that relate to the Texas NARFE membership. The State Legislative Officer shall:

- a. Be informed on bills proposed, in committee, debated on the floor of the Texas Legislature, and when they become law.
- b. Keep the membership informed on the actions being taken during the state legislative process by means of report printed in the “TFR.”
- c. Prepare articles for the “TFR” as directed by Federation President.

2-10. National Legislative Officer

The National Legislative Officer is appointed by the President and approved by the Executive Board. This person shall be in close contact with the NARFE National Legislative Department and actions of the US Congress, advising the President and the membership. The National Legislative Officer shall:

- a. Be informed on the resolutions from the National Conference that direct NARFE HQ on bills before Congress.
- b. Serve as a liaison to the senators’ offices and serve as Senatorial Leader (SL) for the Federation.
- c. Serve as the Coordinator for the Congressional District Leaders (CDLs).
- d. Contact congressional offices to update them on NARFE’s legislative priorities, if no CDL is assigned to a specific district.
- e. Report on National Legislative issues in the “TFR”.
- f. Work with chapter legislative officers and CDLs to make sure they have the resources necessary to be successful.
- g. Represent the TF at the NARFE National Legislative Conference in odd numbered years.
- h. Perform other duties that are detailed in the “NARFE Advocacy Leader Guide”, FH-7.
- i. Prepare articles for the “TFR” as directed by Federation President.

2-11. Congressional District Leader (CDL)

A Congressional District Leader is appointed, trained and supervised by the Texas Federation National Legislative Officer. The CDL serves as the liaison between a member of Congress’ office and the NARFE chapters within that congressional district. It is strongly encouraged that the CDLs be constituents of the congressional district they represent. The CDL must have an email address at NARFE and check it regularly. The CDL is responsible for:

- a. Ensuring the federation leadership is kept up to date on activities in the congressional district. This includes chapters’ grass-roots activities the congressperson is hosting and ensuring NARFE members are attending them and, in general, how the member of Congress votes on NARFE issues.
- b. Ensuring the chapters within the congressional district are kept up to date on the latest legislative information and are taking appropriate action.
- c. If requested and approved by the National Legislative Officer, visit chapters in the district and provide legislative updates and/or training.
- d. Attending public events hosted by the congressional office to help build the relationship.
- e. Schedule meetings with the members of Congress and NARFE members/leaders from the chapters represented in the congressional district.
- f. Coordinate activities among chapters within the congressional district.
- g. Report on activity and congressional interactions to NARFE’s Legislative Department.
- h. Reach out to congressional staff in advance of key votes.
- i. Perform other duties that are detailed in the “NARFE Advocacy Leader Guide”, FH-7.

2-12. Historian

The Historian is appointed by the President and approved by the Executive Board. The Historian shall:

- a. Be responsible for keeping the official history of the Texas Federation. Upon completion of the term of office of each President, consult with the retiring President and Secretary for information necessary to record the history as accurately as possible.
- b. Retain the official copy of the “History of the Texas Federation of Chapters” written by Noel D. Patterson, who served as TFC President 1972-1974, and Region VI, National Field Vice President 1974-1978. (This publication covers the history of the TFC from its inception in August 1953 through the 33rd TFC Convention held in May 1985.)

2-13. Federation Service Officer

The Federation Service Officer is appointed by the President and approved by the Executive Board. The Service Officer shall:

- a. Be familiar with the NARFE publication of service officer duties, “Service Officer Guide FH-10.”
- b. Assist and train chapter service officers and area service officers, as requested.
- c. Submit articles for publication in the “TFR” as directed by the President.

2-14. Public Relations Officer

The Public Relations Officer is appointed by the president and approved by the Executive Board. The Public Relations Officer shall:

- a. Be familiar with the “Public Relations Handbook FH-9,” published by the NARFE HQ.
- b. Promote the PR functions within the chapters and state to promote NARFE and to make NARFE better known.
- c. Work with the President on establishing goals and getting the best results through publication in multiple channels such as the federation webpage, social media, local media (print, radio, and TV), and the “TFR”.

2-15 Alzheimer’s Coordinator

The Alzheimer’s Coordinator shall be appointed by the President and approved by the Executive Board. The Alzheimer’s Coordinator shall:

- a. Forward all donations in a timely manner (at least monthly) to the Alzheimer’s Association.
- b. Keep the President informed of the status of Alzheimer’s donations within the TF.
- c. Submit articles for publication in “TFR” as directed by the President.
- d. Encourage chapters to register for and participate in “Walk to End Alzheimer’s.”

2-16. Membership Coordinator

The Membership Coordinator shall be appointed by the President and approved by the Executive Board. The Membership Coordinator shall:

- a. Be familiar with the NARFE “Membership Marketing Manual”, FH-19.
- b. Serve as ex officio member of the Membership Committee.
- c. Work with the Membership Committee, DR’s, and chapters to promote the benefits of NARFE throughout the state.
- d. Works with federation officers and chapters to promote NARFE at state and local conventions/conferences of organizations of active or retired federal employees.
- e. Assists chapters in setting up exhibits at conventions/conferences and help them with ordering and distributing NARFE literature at these recruitment projects.
- f. Assists the President in reviewing matching funds requests for membership and/or recruitment projects.
- g. Submit articles for publication in the “TFR” as directed by TF President.

2-17. Webmaster

The Federation Webmaster shall be appointed by the President and approved by the Executive Board. The Webmaster shall:

- a. Maintain the federation website, adding and updating material as needed to present the best and most current information possible.
- b. Add new material to the Web site ONLY after it has been approved by the President.
- c. Submit articles for publication in the “TFR” as directed by the President.

2-18. Standing Committees

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

- a. **Membership Committee:** consisting of the Executive Vice President as chairperson and Area Vice Presidents as members, as well as chapter and non-chapter federation members. All members shall serve until the end of their term. The Federation Membership Coordinator shall serve as an ex officio member of the committee. The purpose of the Membership Committee shall be to promote recruitment, develop new chapters, to encourage those eligible to join the National Active and Retired Federal Employees Association, to promote the benefits of local chapters, and to encourage membership retention. The Membership Committee shall:
 - 1) Be familiar with the NARFE “Membership Marketing Manual”, FH-19.
 - 2) Develop a recruitment and retention plan that identifies and promotes the benefits of membership.
 - 3) Work with federation officers and chapters to promote NARFE at State and Local Conferences/Conventions of organizations of potential members.
- b. **Bylaws and Resolution Committee:** composed of one member from each area, nominated by the respective Area Vice President (or some odd number of volunteer members) and approved by the Executive Board. The President shall appoint the chairperson. Members shall serve a term of four years with the exception that membership shall rotate with one-half of the members to be replaced after the first biennium (two years) so the committee will retain many experienced members biennially.
- c. **Audit Committee:** shall be composed of at least two members, nominated by the Executive Vice President, and approved by the Executive Board. The President shall appoint the Chairperson. The committee shall conduct an audit of the receipts, disbursements, assets and liabilities, and a list of investments, and prepare a report for submission to the membership for approval. After approval, the Executive Board shall publish the report in the first issue of the Federation newspaper after the state conference. Members shall serve until the completion of the audit.

The Audit Committee shall:

- 1) Audit the TF Treasurer’s books in odd numbered years after the treasurer has received the December financial institution statement. “Checklist for the Audit of NARFE Chapter Funds” F-131 provides guidance.
- 2) The committee shall review pertinent records to ensure that the records are current.
- 3) Submit a report to the president after each audit with the results of the audit. Prepare a written report and present it to the membership at each federation conference.
- 4) In even numbered years, conduct a mini review that would check for correct recording of receipts and disbursements.

d. Budget Committee: shall be composed of one member from each area, nominated by the respective Area Vice President and approved by the Executive Board. The President shall designate the Treasurer as chairperson. Members shall serve until the end of the odd-numbered biennial conference year. The committee shall:

- 1) Develop and prepare a proposed line-item budget that corresponds to the term for federation officers for the ensuing two years.
- 2) The proposed budget shall be submitted to the President to be reviewed and approved by the Executive Board for publication in the “TFR” in odd-numbered years in the issue containing the ballot for vote by the members.

FIGURE 2-1 Sample TF-1 Monthly Activity Report

MONTHLY ACTIVITY REPORT FOR Month/Year: April, 2018

NARFE CONCERNS

Chapter 0987 President Mary Brown had a serious fall and after a hospital stay is now home recovering.

Chapter 1234 has the secretary position open and is struggling to find a volunteer.

CHAPTER STATUS & OTHER ACTIVITIES

Chapter 0456 East Gulf Coast – assisted chapter president with chapter bylaws update. This is the only District chapter still needing to update their bylaws.

Chapter 1234 Small Town – Attended meeting and assisted President and Secretary with guidance on Preferential Voting for upcoming NARFE national election. Attendance was 7 of 53 members.

Chapter 2345 Big Suburb – no meeting this month.

COMMUNICATIONS WITH CHAPTERS, ETC.

Reminded chapters the IRS 990N ePostcard is due by May 15. All chapters have been submitted. Assisted a chapter member with information on transferring to a chapter closer to where he lives. Sent information to all chapter presidents, secretaries and national legislative officers about the duties and responsibilities of a NARFE Congressional District Leader.

Messages forwarded to District Chapter Presidents:

- Texas Federation Gain/Loss Data for March 2018.
- 10 Apr NARFE Ballot Questions and Election Frequently Asked Questions.

COMMENTS & RECOMMENDATIONS

I will be unavailable for the two weeks of 7-20 May, as my wife and I are traveling.

MILEAGE & EXPENSES NOT CLAIMED

None

SUBMITTED BY: John Smith Title: DR-16 Date: 5/4/2018

REVIEWED BY: Title: Date:

Form TF-1 (revised 5/18)

SECTION 3 EXPENSES AND ALLOWANCES

3-1. General

This section covers the expenses and allowances approved by the Executive Board that an officer (elected & appointed) may report for approval and payment. When a need for expenses arises that is not covered by this section, PRIOR APPROVAL MUST BE OBTAINED FROM THE PRESIDENT subject to approval by the Executive Board.

- a. Expense provisions apply to the federation officers and others who are directed by the President and/or the Executive Board to perform federation duties. All expenses will be within the approved budget guidelines. Where approval is required prior to incurring an expense, it will be on a case-by-case basis, unless otherwise stated.
- b. Expense claims must be made timely, not more than three (3) months after the expenditures. Claims filed after three (3) months are to be submitted to the appropriate officer, accompanied by an explanation for the delay. The claim will be presented to the Executive Board for action.
- c. DRs will send the Form TF-2 with receipts (in duplicate if via United States Postal Service – USPS), otherwise one copy via email to be received by the AVP not later than the fifth (5th) of the month. The AVP must review the Form TF-2 for accuracy and necessary receipts. When the AVP signs approval for payment, one copy with receipts will be sent to the President to be received by the 10th of the month. After the President signs his/her approval, the Form TF-2 and receipts will be sent to the TF Treasurer for payment.
- d. All other federation officers will submit their Form TF-2 directly to the President with all required receipts. After the President approves the claim for payment, the Form TF-2 and receipts will be sent to the TF Treasurer for payment.
- e. Reimbursement for travel by AVPs and DRs outside their designated areas is not authorized without advance approval.
- f. DRs are limited to reimbursement for two visits to a chapter during a calendar year, without prior approval from the AVP or the President.
- g. Receipts are required for expenses unless otherwise stated.
- h. An Officers Expense Report (Form TF-2) does not have to be submitted until the expenses have accumulated a total of ten dollars (\$10.00) or more, or the three-month time limit for expenditure reimbursement is approaching.

3-2. Authorized Expenses

- a. Travel by privately owned automobile (POV) will be reimbursed at the rate of forty (\$.40) cents per mile as specified by the Executive Board. Receipt(s) for mileage are not required for distances using normal routing guidance. Excessive mileage beyond the normal must be justified.
- b. If airfare is less expensive than driving, air fare at coach rate, tax, airport parking, limousine and taxi fares, tolls and tips will be reimbursed.
- c. Meals: Breakfast \$16.00; Lunch \$18.00; Supper \$22.00. These rates include tax and tips. When claiming meals, showing time of departure and return on the Form TF-2, receipts are not required unless this is part of a Matching Funds Final Report.
- d. Lodging: Overnight lodging including tax and parking at the approved conference rate or other economical rate at other times; receipts are required. Tips do not require a receipt unless there is an unusual amount, which will require explanation (e.g., transfer of conference materials).
- e. Postage and shipments. Receipts required.
- f. Repair of TF owned equipment. Prior approval is required when the cost is more than one hundred (\$100.00) dollars. Receipts required.
- g. Office supplies. Receipts required.
- h. Fast copy, small quantities only. Receipts required.

- i. Registration fees, luncheons, etc. for seminars and programs which enhance NARFE recognition require prior approval, subject to budget limitations. (Receipts required.)
- j. Federation conference registration fees for elected and appointed TF officers may be claimed for reimbursement along with other authorized conference expenses on the Officer Expense Report TF-2 after attending a conference.
- k. The conference expenses for appointed officers will be limited to five hundred (\$500.00) dollars, in addition to the registration fee, for those who are authorized in advance to attend the TF conference. Expenses must be itemized on Form TF-2, with the required receipts.
- l. All new DRs will be authorized for payment for expenses for attending the TF Conference orientation training.
- m. Appointed and elected Federation Officers may be reimbursed for the purchase of business cards. Receipts required.
- n. Rental fees for meeting places for special NARFE events, with prior approval. Receipts required.
- o. Newly organized chapters will be given one hundred (\$100.00) dollars, start-up money.
- p. Additional visits may be authorized to organize a new chapter, to reactivate a chapter, or for special events. Prior approval is required.

3-3. Unauthorized Expenses:

- a. Printed envelopes, stationery, and forms.
- b. Items for use by chapters or conference committees, unless paid from the conference committee funds.

3-4. NARFE National Legislative Conference Funds

The TF may budget funds to help defray expenses of those authorized to attend the National Legislative Conference. The Review Committee for authorization of TF funds to attend the NARFE National Legislative Conference will be made up of the TF Executive Vice President (EVP), the Area Vice President (AVP) of EVP's area, and the TF National Legislative Officer. The EVP will serve as Chair. The committee will meet in January of odd numbered years as required. They will give their recommendations to the President by January 20th, who will make the final decision after consultation with the Executive Board. Request for use of the available funds shall:

- a. Be a Texas Federation officer in good standing.
- b. Be submitted to the Executive Vice President NO LATER THAN JANUARY 1, in odd numbered years.
- c. State how the federation and chapter will benefit from his/her attending the National Legislative Conference.
- d. Supply other input that might assist the committee. (e. g. recommendation from chapter and/or TF officers).
- e. Members will make appointments with their congressional representatives. The TF National Legislative Officer will arrange meetings with the Senators. All are expected to attend these meetings.
- f. Members requesting funds in accordance with this section will be notified by January 31st of odd numbered years of the approval or disapproval of the request. The member receiving these funds must file an Officer Expense Report TF-2 including a written report of conferences and meetings with their congressional representative on Capitol Hill. Receipts should be included, and all filed with the TF President.

3-5. Matching Funds Procedure for Approval of Matching Funds

- a. All matching funds projects/events are subject to availability of funds at both the federation and national level.
- b. The matching funds process is a reimbursement process. Requests must be approved in advance. Reimbursement is based on actual expenses supported by actual receipts and two required forms.
- c. Only requests totaling \$100 or more will be considered.
- d. Detailed information on the Texas Federation Matching Funds process is available:
 - 1) TF-4A Application and instructions, and
 - 2) TF-4F Final Status Report and instructions.

- 3) A TF-2 Expense form is also required with the TF-4F.
All are in the TF website library. Chapters needing assistance should contact their District Representative.
- e. Applications for matching funds from chapters must be received by the TF President one (1) month before the event/project. The application should be submitted to the District Representative for approval using form TF-4A. The DR then sends to the Area Vice President for approval and forwarding to the president. The President will distribute to members of the Executive Board for approval.
- f. If an application is approved by the TF President, and if it meets NARFE HQ criteria, the TF President will submit it to NARFE HQ following HQ policy.
- g. The matching funds percentage for approved events/projects depends on the total amount requested in the TF-4A Application and documented in the TF-4F Final Report and TF-2 Expense Report.
 - 1) 50% from chapter and 50% from federation for projects totaling \$100 to \$199.
 - 2) For approved events/projects also approved by NARFE HQ and totaling \$200 or more, 50% NARFE HQ, 25% federation, and 25% chapter.
 - 3) If NARFE HQ funding is not available for a project totaling \$200 or more, the Federation President will decide.
- h. A TF-2 Expense Form and receipts for all expenditures **including meals** for the total amount of funds **MUST** accompany the TF-4F Final Report.
- i. Funds will not be disbursed until after the TF-2 Expense and TF-4F Final Report are received and approved.

FIGURE 3-1 Sample TF-2 Officer Expense Report

The Excel workbook includes a “User Instructions” spreadsheet (see appendix)

TEXAS FEDERATION
NARFE

Name: Jerry Sample
Title: District Representative XX
Address & suite: 1234 E Main St
City, St, Zip Anytown TX 12345-6789
Phone w AC & email: 777-555-1212 Jsample@nodomain.com

OFFICER'S EXPENSE REPORT

Attach all receipts and travel coupons

Month/Year: January 2024

Show each date separately

Date	Chapter or Meeting-Common Carrier POV <u>X</u> By Air <u> </u>	No. of MILE S	Amt. * 0.40	Meals BLD	Lodging Taxes & Tips	Other
1/17	Anytown to Corsicana (RT) POV Leave 8:30 AM Return 8:00 PM Chapter 10 meeting	100	40.00	LD	40.00	
1/31	Anytown to Corsicana (RT) POV Lv 7 AM, Return 4:40 PM District XX Conference Parking	100	40.00	L	18.00	8.00
TOTAL		200	\$ 80.00	\$ 58.00	-	8.00
Travel Expenses						146.00
Postage (Amount only)		Office Supplies	Printing & Copying			
9.80		2.15			11.95	
Grand Total of all expenses listed above						157.95

Submitted By: Jerry Sample

Date: 2/3/2024

APPROVED

Date _____

AVP

APPROVED _____

DATE _____

TITLE TF PRESIDENT

DISTRIBUTION OF EXPENSE S

ITEM # _____ AMOUNT _____ ITEM # _____ AMOUNT _____

ITEM # _____ AMOUNT _____ ITEM # _____ AMOUNT _____

PAID \$ _____ CHECK # _____ DATE _____

FEDERATION TREASURER _____

Form TF-2 (Revised 1/2024)

SECTION 4 ORGANIZING CHAPTERS

4-1. General

The Federation is available to assist all chapters to continue in operation and carry out the NARFE agenda; to assist in the opening of new chapters; to reactivate and/or reorganize a chapter. When a chapter can no longer function for any reason, the TF President will take the necessary action to see that the members are assigned to another active chapter.

“NARFE Chapter and Federation Officers Manual”, F-10, covers the topics of organizing, closing and reactivating chapters in Section 2. Find the specific location of the below actions in the table of contents. If the F-10 instructions and these instructions conflict, the F-10 instructions have precedence.

4-2. New Chapters

- a. Instructions for Organizing a New Chapter have been developed by the NARFE Headquarters in the F-10.
- b. DRs and all officers are urged to assist when a group expresses interest in opening a new chapter, keeping the President advised of any activity. The Secretary will assist with the forms necessary to open a chapter.
- c. A minimum of five (5) new or current members are needed to form a new chapter.

4-3. Reactivating Closed Chapters

See NARFE’s F-10 Procedures for reactivating chapters.

4-4. Merging of Chapters

When a chapter can no longer continue due to lack of attendance or because they are unable to elect officers, the chapter and/or the DR must inform the AVP and the TF President who will provide the proper procedures.

- a. The entire chapter membership must be notified of the reason for the proposed action to merge.
- b. The membership will be advised when and where the meeting will take place to vote on the merging of the chapter and encouraged to attend.
- c. The vote to merge does not require a quorum to be present, just a majority of those members present at the announced meeting.
- d. When a chapter merges with another chapter the chapter president shall ensure all per capita dues due the TF Treasurer are submitted.
- e. All remaining funds, audits for the past 5 years, meeting minutes of the past year, and printout of current membership will then be transferred to the receiving chapter’s president.
- f. The chapter’s financial institutions account can NOT be closed until notified by NARFE HQ that they have closed the chapter.
- g. The TF President will notify the NARFE HQ of the merger and forward the charter and Form F-46 (Changes to LSA Assignments) to reassign zip codes.
- h. When the chapter votes to merge with another chapter, the chapter president will send the chapter (if it is still available) to the TF President for forwarding to NARFE HQ.
- i. The Texas Federation President will then notify the Webmaster, TFR Coordinator, and Social Media Coordinator.

SECTION 5 REPORTS and FORMS

5-1. General

NARFE HQ provides online access to current membership data and many guides and forms to help both officers and members.

The “Chapter and Federation Officers Manual” F-10 states: “If you are a chapter officer with an email address, you must accept NARFE email. Save time, expense, and reduce errors by using the NARFE website. The most current versions of forms and guides may be downloaded.” Using the NARFE website and email helps NARFE keep dues low yet provide timely resources.

To find NARFE forms and manuals, go to www.narfe.org and click “Member Quick Links” at the top of the page and log in. On the member quick links page, scroll down to “Officer Resources” and click on the entry “Online forms...” The current version of forms and manuals may be downloaded. In addition, there is the option to order a printed copy (may not be the most current version) using the online “NARFE Requisition for Printed Supplies” F-18 order form.

The Federation has developed additional forms and guides to meet local needs. See Section 5-5 Federation Forms for any forms beginning with “TF-”.

Many good training tutorials and videos are available on the NARFE Configuration Advisory Board (CAB) website <https://sites.google.com/view/narfecabweb> (no login required). It also has a NARFE-hosted microsite www.narfe.org/CAB (requires login to NARFE website).

5-2. NARFE HQ Association Management Software (AMS).

If you have login problems with a NARFE HQ system, contact NARFE HQ at the toll-free number or email link shown on the login screen.

NARFE AMS portal. The AMS is a gateway to member information. If an officer logs in to the main NARFE website, they do not need to enter additional logins to access the various systems. To navigate to the Officer Portal, on the NARFE home page select “For Members” then “Log into the Member Portal,” then “Officer Portal.”

The AMS is accessible to all members with different levels of access. A member may update their contact information such as mailing address, telephone, email, and member type which is updated immediately. They may also use the member portal “Find Local Chapter”.

Access to membership and officer lists, activity and financial reports is controlled by national policy, and only for officers.

“**Key officers**” have more access in the online system. At this writing key officers are the chapter and federation president, secretary, treasurer, secretary/treasurer, membership chair, chapter first vice president and federation executive vice president. All other officers have view access only. The “Officers and Position Codes with Access Level” document is found on the NARFE web site in the officer portal by clicking the “FAQ” icon (Frequently Asked Questions). Access is controlled also by level, i.e., chapter officers see only their own chapter members, federation officers see all federation chapter members, a very few federation offices see National-only members.

The chapter and federation system offers lists, reports, and services.

Lists are on-screen displays. Much activity occurs with **month-end processing** which is usually done between the 5th and 10th of the following month except about a week later in January. Key officers can export data to Excel.

Reports are formatted output with headings and totals with the option to output to PDF, Excel, or Word. All officers have access to the reports at their portal level (chapter and/or federation).

Services include a chapter locator, dashboards, and federation search.

Find Local Chapter. This locator is found at the top right of the screen to search by chapter name, chapter number, ZIP code, or state. Output includes chapter number and name, federation, president's name, phone, email, and meeting location all of which come from the AMS chapter information so is most current. Note there is a public chapter locator before logging into NARFE, "Find a Chapter" under the membership menu which provides map-based information and very limited chapter information which is manually maintained.

Discontinue using the predecessors to the AMS: the Online Activities Module (OAM) and the much older Online Reports Module (ORM).

- a. **AMS Officer Portal.** Lists and reports from this system are accurate up to the second except dashboards which reflect yesterday. Any authorized officer may access with a browser whether computer, tablet, or mobile device.

Not all features found at the chapter level are available at the federation level. Some options allow you to select subsets (date ranges for activities) or output sequence (last name, zip code, etc.). Most browsers and operating systems have a "Print to PDF" function so a user can save output to email to another officer.

- 1) **Dashboard.** This is an on-screen display of membership statistics (as of yesterday) and information such as charter date, dues amount, Employer ID, website, meeting location and information (day of the month, time etc.), and bylaws.
- 2) **Member list** (replaces the M-114). This is an on-screen display. By default, the members are shown alphabetically by last name. An alphabetical index, A to Z appears above the data allowing an officer to go directly to members whose last name starts with that letter. You can reorder the data by clicking on any column header that is underlined, for example "Expiration" to find members about to be dropped. You may hide some of the data columns.

Key chapter officers may submit updates to member contact information or report a death (formerly called "F-9") by locating the member and clicking on the row that displays their data. An update screen is displayed. Changes do not take effect immediately as they are processed by a staff member. A key officer should make a copy of their list at least once a month after month end processing.

- 3) **Officer list** (replaces the M-111). This is an on-screen display of all active officer assignments including title and contact information.
- 4) **Chapter Officer List Update and chapter information** (replaces the online F-7 update and add screen and form). This is required each year by January by all chapters. Updating is done online in the AMS Officer Portal by key **chapter** officers. **Updates are applied immediately as are additions.** For this reason, if the officer entering the updates is ending their own position, that should be done after all new officers are added **and also have a position code displayed (not blank).**

To extend or end an officer's term, locate the officer on the officer list, and click the row with the officer information. An update screen allows entering the new term end date, generally 12/31/2099.

To end a term, enter a term-end date that is in the past.

Note: If you do not see the optional oval function buttons indicated below you may need to click the "Dashboard" folder to reveal those for which your position is authorized, for example "Add Chapter Officer" or "Update Chapter."

- 5) To add a new officer, click the oval “Add Chapter Officer” button. Search for the member using member ID (fastest) or last name and select the member from the list. Select the position title from the list provided. If not shown, type a portion of the title as listed in the “Officer and Position Codes with Access Level” document. For term end, “12/31/2099” is recommended. **Initially the position code is blank. You must notify Federation and Chapter Services fedchpsrvcs@narfe.org** to add the position code which enables the officer’s access.
Click the “Update Chapter” oval function button to add or change the chapter meeting location address and meeting information (day of the month and time), change the annual dues amount, webpage, and Facebook page.
If an office is vacant, the chapter president should be assigned to the position so that the chapter will receive all information NARFE HQ offers. If a chapter assign roles to specific vice presidents, such as membership to the 1st VP the officer should be assigned on the officer list as both 1st VP and Membership Chair.
- 6) **Federation Officer List and Update and federation information** (replaces F-7A form). Key federation officers only. This informs NARFE HQ when new federation officers are elected or appointed, and when changes or replacements are made during the biennium. One completed Federation Officer List Update is required after each biennial conference when federation officers are installed, along with a completed form “Federation Convention/Conference Report”, F-22. Officers are assigned like the chapter process. **When adding a new officer, initially the position code is blank. You must notify Federation and Chapter Services fedchpsrvcs@narfe.org** to add the position code which enables the officer’s access.
- 7) **Activity Report (M-112)**. Many activity transaction types may be included. It is recommended that a key chapter officer make a copy at least once a month after month end using the date range of the first through the last day of last month. It can be run more often. Officers have observed that you need to set a date range of multiple months to see certain transaction types such as transfers and second notices.
- 8) **Chapter Financial reports**. A Treasurer should run these monthly after month end processing. These reports correspond to the monthly direct deposit from NARFE HQ:

This month’s deposit = last month’s (A-220 + M-130) + this month’s W-101

There may be adjustments by HQ such as dues refunded for a deceased member. Chapters sign up for direct deposit, using a form available from the NARFE Finance Department. NARFE-HQ charges a fee to postal mail financial reports to a chapter.

A-220 Chapter Dues Activity Report lists dues paid by members for last month.

M-130 Recruiting Fee Report lists new members recruited by the chapter for last month (January-August) if earned. Chapters do not receive a recruiting fee during the annual membership drive September-December, as the recruiter receives the fee.

W-101 Chapter Dues Advance Payment Report lists dues withholding payments on members’ dues withholding anniversary date for this month.

9) **Chapter Mailing labels: Officer and Member**. Labels are compatible with Avery 5160, or 30 labels per page. You may select the order such as last name or zip code, and there is an option to print only members with no email address. PDF output is recommended. Be sure to select “Actual Size” when printing, and not “Fit”.

10) **Federation Membership Reports**.

M-110S Membership Summary (current chapter member data). Shows for each active chapter total current membership, and totals for different dues categories in two sections. This has some of the information shown on the Federation dashboard, but groups member dues categories differently. Used by federation president, treasurer, Area VP and District Representatives. 3 pages for TX.

M-110 Membership Summary Detail (current data). Same report as M-110S but each chapter is on a separate page, or as a separate worksheet. Not recommended.

M-112 Monthly Chapter Activity (monthly). Run after month end. Each chapter with activity will be a separate page, or a separate worksheet if downloaded to Excel.

M-260 Individual Recruiting Report (monthly). Run after month end. Shows all members recruited by federation members including national-only members and members who join out of state chapters.

L-103 LSA (zip codes). Federation President must request the LSA list by contacting Federation and Chapter Services fedchpsrvcs@narfe.org and noting specific chapter numbers required or the entire federation.

11) **Federation Financial report**

M-102 Ten Percent Fund Report is used by the Federation Treasurer. Run after month end.

12) **Federation Mailing Labels for Chapter officer, Federation officer, Chapter member.**

Labels are compatible with Avery 5160, or 30 labels per page. You may select the order such as last name or zip code. Most of the other options on this screen **do not work**. Use PDF output, select “Actual Size” when printing, and not “Fit”.

13) **Federation Search.** Allows searching for a variety of data including prospective and dropped members. Only shows members in this federation, TX, and may display members with a TX address who belong to chapters in other federations.

- a. **NARFE Email System (NES).** This system is scheduled to be replaced Fall of 2022 once a suitable replacement is operational. Key officers, editors and legislative chairs may use the NES. It uses the NARFE member database as the address book, allows reusable distribution lists and saved message templates that are NARFE branded.
- b. **Website Hosting.** This system is scheduled to be replaced Fall of 2022 once a suitable replacement is operational. Provides a NARFE-branded, easy-to-use website for NARFE field organizations. Does not require a knowledge of programming, just simple word processing. NARFE HQ charges a modest fee for this service.
- c. **FEDHub Online Member Community.** A member-only online community where members can interact. It is organized around communities which may be topical such as Advocacy or for an organization such as the Texas Federation community.

5-3. **Other Forms**

NARFE HQ offers most forms in Portable Document Format (PDF) fillable format read by most devices. Download a specific form and save to your computer, then open from your file explorer, fill in the form, “save as” a copy to your hard drive, and email or print.

Only chapters or federations without computer access should use the paper “Chapter Officer Roster” F-7 form or paper “Federation Officer Roster” F-7A form, complete it, and mail the original to NARFE HQ at the address on the form, plus copies to the federation president, federation secretary, and district representative. See the current Texas Federation Register for current mailing addresses.

- a. F-7 Chapter Officer Roster. Use the AMS Officer Portal to update the officer list if possible. See Section 5-2.a.4 for details.
- b. F-7A Federation Officer Roster. Use the AMS Officer Portal to update the officer list. See Section 5-2.a.5 for details.
- c. Notification of Death of a Member (formerly F-9).
 - 1) Online a key chapter officer uses the AMS membership list. See Section 5-2.a.2. Information also should be forwarded to the federation secretary for “TFR” publication and Memorial Service purposes.
 - 2) By email, send to NARFE HQ memberrecords@narfe.org and the federation secretary including the member’s name as it appears on the roster, member number, chapter number, date of death if known; whether there is a surviving spouse and, if so, survivor contact information and if they are a NARFE member. The officer should include their own contact information and chapter position.

- 3) By postal mail, if email is not available, the same information listed above should be included in a letter and sent to NARFE HQ Member Records, and a copy to the federation secretary.
- d. F-16r Dues Transmittal Sheet-Member Renewals. When transferring a member who pays annually (1-, 2- or 3-year dues, or life members) **from national-only status to a chapter**, only the chapter dues are collected and reported on the F-16r with the notation “dues retained by the chapter.” A completed “NARFE Member Request for Transfer” F-84 for the member should be included.
A member who pays dues annually and wishes to transfer to a different chapter normally only needs to complete the F-84.
If the member is on **dues withholding, you will need to provide a signed letter** from the member authorizing the change to the withholding from their annuity.
- e. F-18 Requisition for Printed Supplies is used to order printed forms, pamphlets, manuals, etc. from NARFE HQ. Forms and guides may be ordered online at the NARFE HQ Website: www.narfe.org which saves a week on delivery time and increases accuracy. Many are available by downloading only. This is helpful for large guides which let you keep current, and reference specific pages.
- f. F-21 Chapter Bylaws: A Preferred Standard (PDF or Word)
- g. F-22 Federation Conference/Convention Report
- h. F-38 Chapter Treasurers Monthly Report. Also available in Excel.
- i. F-84 Request for Chapter Transfer.
- j. F-128 Distinguished Membership Application (completed by a chapter officer)
- k. F- 131 Checklist for the Audit of NARFE Chapter Funds.
- l. F-135 Membership Brochure with application, printed copies include application and pre-paid envelope.
- m. M-1 Reinstatement Card.
- n. M-2 Prospect Information Card.

5-4. Publications

NARFE HQ offers many publications to help officers and members and may be downloaded. They may be ordered online (more reliable and saves about a week), or by mail using the Requisition for Printed Supplies” F-18. There is no charge when ordering five items or less. The newest version of a publication is available for download, but older printed versions may be shipped from inventory.

Publications are PDF readable by most devices. You can read them on screen or print the few pages you need to reference. Key publications are:

- a. F-10 Chapter and Federation Officers Manual
- b. F-100 Be Prepared for Life’s Events (members only)
- c. FH-4 NARFE National Bylaws
- d. FH-7 NARFE Advocacy Leader Guide.
- e. FH-9 Public Relations Handbook
- f. FH-10 Service Officer Guide
- g. FH-15 Chapter Development Manual
- h. FH-19 Membership Marketing Manual.
- i. H-134 Headquarters Directory

5-5. Federation Forms

When federation forms are created in computer form, they must have the same formation that is on the printed form.

Forms may be downloaded from the federation website library. Form numbers are assigned by the Federation Secretary. Most forms are in PDF format.

- a. TF-1 Monthly Activity Report, Word (preferred) or PDF
- b. TF-2 Officers Monthly Expense Report, Excel (preferred) or PDF

- c. TF-3A Proposed Federation Committee Resolution
- d. TF-3C Proposed Federation Bylaws/Standing Rule Amendment
- e. TF-4A Matching Funds Request Application
- f. TF-4F Matching Funds Final Status Report
- g. TF-5 Bid for Federation Conference
- h. TF-6 Chapter President's Report at District Conference, Word (preferred) or PDF.
- i. TF-7 Award Certificate Nomination
- j. TF-8 Award Plaque Nomination
- k. TF-9 Award Certificate Template
- l. TF-10 Texas Federation Officers Manual (this document)
- m. TF-11 Chapter Visit Checklist
- n. TF DW-2 Texas Federation Dues Withholding Form, Current Members
- o. TF-DW-3 Texas Federation Dues Withholding Form, New Members
- p. TFH-4 Texas Federation Bylaws
- q. TF-Area Map
- r. TF-Letterhead
- s. TF-Logo
- t. TF-Organization Chart
- u. TF-Recruiting Labels

SECTION 6 CONFERENCES and MEETINGS

6-1. General

The TF Executive Board has adopted guidelines to assist in the uniform development of activities necessary to conduct the business of the TF Conferences and Meetings and the District Conferences.

6-2. Texas Federation Annual Meeting

The Annual Meeting of membership shall be held in accordance with the requirements of the laws of the District of Columbia. In even-numbered years, the Annual Meeting will be held in conjunction with an Executive Board meeting. In odd-numbered years, it will be held in conjunction with the TF Biennial Conference.

6-3. Texas Federation Biennial Conference

The TF Biennial Conference will install officers who were elected by ballot, receive reports on ballot results on resolutions, bylaws changes, and budget; announce the location, date & time of the next TF Conference; provide training; and conduct other business which may come before the assembly.

- a. The TF Biennial Conference will be held in odd numbered years, usually in the month of April. The TF Executive Board shall select the site of the TF Conference two (2) years in advance. It will be hosted by chapter(s) which bid for and are accepted by the TF Executive Board. When no bid is received to host a Conference, the Executive Board will select the site. When a previously approved Conference bid is withdrawn for any reason, the Executive Board will select a Conference site.
- b. Chapter(s) that wish to bid for a TF Conference must submit their Bid on “Bid for Federation Conference” TF-5 in the Appendix. The Bid must be submitted to the TF President at least two (2) months prior to the Conference.
- c. The Conference site must be accessible by public transportation, or the conference committee must assure availability of transportation from public terminals for long distance travel.
- d. The President and the Executive Board will review the bid(s) to ensure all requirements are met and make the site selection to be announced by the President at the conference.
- e. Host(s):
 - 1) Host chapter(s) will be responsible for arrangements requested by the President and Executive Board. Committees to accomplish conference functions will be the responsibility of the host chapter(s).
 - 2) Funds up to seven hundred and fifty dollars (\$750) are available from the federation treasury. When these funds are provided by TF, a full written accounting shall be rendered to TF within three (3) months following the conference, listing all receipts and disbursements. If receipts exceed disbursements, the advanced funds shall be returned to the TF Treasury
- f. Voting: In all votes, including elections, each member shall vote independently. Voting on federation officers, bylaws amendments, and general resolutions shall be decided by ballots which will be published in the January-March issue of the “TFR” with a deadline for submission of the completed ballot. All ballots must be received by the secretary no later than the *deadline date* published in the “TFR.” All ballots received by the deadline will be tabulated by a “Teller Committee” and a report provided for the President. A report shall also be prepared for publication in the “TFR” after the conference.
- g. Committees: If necessary, the President shall appoint a Chaplain, a Parliamentarian, and the following committees: Teller and Sergeant-at-Arms.
 - 1) The Teller Committee will tabulate the ballots and prepare a report on the results three (3) weeks before the conference. The Teller Committee serves under the direction of the Federation Secretary.
 - 2) The Sergeant-at-Arms Committee is made up of the District Representatives. They are to see that order is maintained during the Conference and attend the Executive Board and Host Committee, as required.

- h. The Host Committee Chair shall appoint the number of committees necessary to complete the arrangements for the conference such as decorations, public relations, advertising, etc. and assign the duties of each. The hosts will register all attendees, making all advance preparations for fast and accurate registration and issuance of Conference materials to include registration forms, badges, program kits, packets and/or portfolios. The Host will file a report with TF after the conference stating number of registered attendees (full address, telephone number and email address of each), banquet attendees and guests and number of hotel rooms reserved and filled, cost of the conference, income from registration, advertisements, etc.

6-4. District Conferences:

- a. District Conferences will be held (as needed) in odd-numbered years on dates established by the Executive Board. The host chapter was selected at the previous district conference. Each AVP will coordinate with each DR to work out any problems with dates before the dates are published for their area on the website and in the “TFR”.
- b. Electronic meeting/conferencing solutions may be used.
- c. The DR will prepare the agenda, in conjunction with the AVP, in accordance with the “Suggested Agenda.” (See Figure 6-1.)
- d. The host chapter will be responsible for the conference secretary who will distribute the minutes to every chapter president, the DR, AVP and any TF officers in attendance. Copies of the agenda and chapter sign-in-sheets will be furnished by the host chapter.
- e. The DR will notify all chapters in the district of the date, time and place of the meeting along with available housing and directions within the city. Courtesy invitations to the NARFE Regional Vice President will be coordinated with the AVP officer to allow time on the agenda for remarks.
- f. Duties to be completed at the district conference:
 - 1) Chapter written reports and sharing significant events.
 - 2) Selection of host chapter for the next conference.
 - 3) Member information exchange on selected topics.
 - 4) The chapter presidents of the district shall serve as a nominating committee for the recommendation of the DR for the next two years. The AVP will chair the process and appoint the DR subject to approval by the Executive Board.
- g. The AVP is required to attend the district conference.
- h. Multiple districts in the same federation area may hold a joint district conference.
- i. Host chapters are reminded that time is limited, therefore entertainment (when included) should be limited to 15-20 minutes. City officials might provide a welcome and members of Congress or their aides may have a few minutes to speak. Time for awards and door prizes may be offered.
- j. Host chapters should keep registration fees and food costs to a minimum, and plan so that all expenses are covered by the registration fee. If meals are catered, the cost of registration and meals, including tips, should be collected with the mail-in registration. Advance registration of two or more weeks allows the host chapter to confirm meals and arrange the proper number of handouts and materials. Registrations at the door should be charged an additional fee.
- k. A Chapter President's Report is suggested for use in preparing the report. Use “Chapter President’s Report at District Conference” TF-6 in the Appendix.

FIGURE 6-1: DISTRICT CONFERENCE SUGGESTED AGENDA

District # _____ Conference _____ Date _____, 20____

9:30- 10:00 AM Registration

10:00 AM Call to Order, Host Chapter
Invocation
Pledge of Allegiance
Introductions
Visiting VIPs (Congressman, Mayor, NARFE Officers, etc.)
Welcome-Mayor, Chamber of Commerce, etc.
Presentation of gavel to DR

10: 15 AM Roll Call of Chapters (attendee count from registration)
Speakers: National Officer
TF President/EVP
AVP
Other TF Officers

10:40 AM Introduce panel schedule DR
Panel discussion/training - selected topics

11:30 AM Lunch

12:30 AM Continue panel discussion/training DR

1:30 PM Business Session: reading of last meeting's minutes.
Chapter presidents present significant event or programs.
DR Report
AVP Appointment of DR (subject to Federation Executive Board approval)
Site selection for next Conference
Awards.

2:30-3:00 PM Adjournment

SECTION 7 TRAINING

7-1. General

NARFE HQ provides periodic training via webinars, teleconferences, and guides. The NARFE Federal Benefits Institute hosts monthly webinars on federal benefit topics useful to all NARFE members. The NARFE Legislative Department offers regular webinars. Most are available from the NARFE website shortly after the event. Federation officers are encouraged to take part in these events or view selected events afterward.

7-2. Federation and Chapter Officer Training Requirements

- a. Each newly appointed DR shall attend an orientation either by webinar, seminar, or at the TF Biennial Conference and will receive authorized expenses as detailed in Section 3.
- b. Area Vice Presidents under the direction of the President/EVP will assist with DR training at the TF Biennial Conference. They will give follow-up training as needed within their own area. This training shall include all activities and requirements outlined in this manual, TF-10.
- c. Appointed officers will attend the DR orientation and training to give them the knowledge needed to understand how information flows in the TF.
- d. All elected and appointed officers will be instructed regarding report requirements and how to claim reimbursement for authorized office expenses as specified in the TF-10.
- e. District Representatives will conduct training for newly elected chapter officers and any other member who wishes to attend. They should use the AVP and other experienced officers to assist as trainers.

SECTION 8 FEDERATION AWARDS PROGRAM

8-1. General Information

The mission of the Federation Awards Program is to recognize, honor, and bestow awards to federation and chapter leaders and members for their outstanding services. The Executive Board has established the awards program and guidelines.

- a. The Federation President will oversee the awards program. Awards are subject to change as required, depending on funds available for plaques and certificates. All recommendations must be submitted on the “Awards Certificate Nomination Form” TF-7 or “Award Plaque Nomination Form” TF-8. (See details in this section and forms in the Appendix.)
- b. Nominations for plaques must reach the Federation President seven (7) weeks prior to the event.
- c. Nominations for certificates must be received by the appropriate officer and deadline outlined in the criteria listed later in this section. Certificates to be presented at the TF Biennial Conference must be received at least six (6) weeks prior to the conference. A minimum of one (1) month is needed to prepare certificates once all approvals are made.
- d. Nominations for certificates should include the suggested wording.
- e. Awards from chapter presidents or DRs may be prepared by that officer and presented at meetings. The “Award Certificate Template” TF-9 is available on the federation website. Also, certificates, plaques, etc. that are paid for by chapters and presented to speakers or visitors are acceptable at chapter and district levels.

8-2. Award Responsibilities

- a. TF President will:
 - 1) Oversee the awards program.
 - 2) Act on recommendations for certificates and plaques to be presented at chapter meetings, district conferences or federation conferences.
 - 3) Request the TF Secretary prepare certificates and order plaques for presentation.
 - 4) Announce the recipients and present awards at the TF Biennial Conference.
- b. TF Secretary will:
 - 1) Maintain a template of the approved certificate for use within the federation.
 - 2) Assist the TF President and the Executive Board by preparing certificates, ordering plaques, etc.
 - 3) Notify the TF President of requests for certificates, plaques, etc.
 - 4) Prepare a list of federation conference plaque recipients for the “TFR” and website.
- c. TF Treasurer will:
 - 1) Advise the President and Executive Board at least three (3) months before the Biennial Conference of funds available for approved Awards Programs.
- d. Area Vice Presidents will:
 - 1) Oversee the Awards Program within their assigned area and see that the recommendations are forwarded in a timely fashion to the TF President.
- e. District Representatives will:
 - 1) Ask chapters to keep documentation that can be used to justify the requested award.
 - 2) Make recommendations as required to keep the Awards Program meaningful.
 - 3) Report their own activities to their AVP using the TF-1, to be used in making recommendations.

8-3. Deadline for Nominee Award Recommendations

- a. *For plaques and certificates awarded at the TF Biennial Conference or other events, all Nominee Award Recommendations must be received by:*
 - 1) The DR for his/her districtnine (9) weeks prior to the TF Conference.
 - 2) The AVP for his/her area musteight (8) weeks prior to the TF Conference.
 - 3) The TF Presidentseven (7) weeks prior to the TF Conference.

b. Nominee Award Recommendations WILL NOT be accepted after these deadlines.

8-4. Distribution of Section 8 Awards Program

- a. The Federation Secretary will provide TF-10 Award Program Sections 8-6 through 8-10 as reference material to all chapters via the NARFE email system in early January of the year of the biennial conference. This email will be sent to chapter presidents, secretaries, and secretary/treasurers.
- b. The “Award Certificate Nomination Form” TF-7 and “Award Plaque Nomination Form” TF-8 will be available from the federation website.
- c. The “Award Certificate Template” TF-9 will be available from the federation website.

8-5. Procedures to Process All Awards.

- a. If the nominee is not from a TX chapter, but is a national-only member, use “0000” for the chapter number and National for chapter name.
- b. The responsibilities for nominee award recommendations vary. Depending on criteria, the nomination for different certificates and plaques begins at different levels. The process follows an award nomination from the chapter through to the federation president.
- c. The chapter president or his/her designee initiates the nominee award recommendation. After the recommendation is filled out, it is mailed or emailed to the appropriate DR.
- d. DR reviews the recommendation and includes approval (yes/no) with the chapter’s recommendation. The recommendation is then sent to the appropriate AVP.
- e. AVP considers the recommendation, includes approval (yes/no) for the nomination and then sends it to the President of the Federation.
- f. Federation President forwards approved awards to the Federation Secretary for processing.

8-6. Criteria for Federation Service Plaque

- a. Nominations for the Federation Service Plaque are from an Executive Board member.
- b. The nominee must be a past or present federation officer who provided exemplary service and/or must have served as one of its officers five (5) years or more.
- c. The EB member will send the recommendation using form “Award Plaque Nomination” TF-8 with reasons and justification for the recommendation so it is received by the Federation President seven (7) weeks before the conference.
- d. The Federation Service Plaque is awarded at the TF conference.

8-7. Criteria for the Meritorious Certificate

- a. This nomination will be accepted from any elected chapter officer and awarded to a member upon the officer submitting reasons, and justification in writing for the recommendation.
- b. Send the recommendation using form “Award Certificate Nomination” TF-7 to the appropriate DR who will include approval (yes/no), forward to the AVP who will include approval (yes/no) and forward, so it is received by the Federation President seven (7) weeks prior to the conference.
- c. The Meritorious Award may be awarded at the TF Conference, chapter meeting or district conference.

8-8. Criteria for Service Award Certificate

- a. This nomination may be from any elected chapter or federation officer and awarded to NARFE members who served five (5) years or more as a chapter or federation leader.
- b. Send the recommendation using form “Award Certificate Nomination” TF-7 with reasons and justification to the appropriate DR who will include approval (yes/no), forward to the AVP who will include approval (yes/no) and forward, so it is received by the Federation President seven (7) weeks prior to the conference.
- c. The Service Award Certificate may be awarded at the TF Conference, chapter meeting or district conference.

8-9. Criteria for Certificate of Recognition

- a. Nominations for the Certificate of Recognition may be made by any chapter officer and are awarded to a NARFE member to recognize the number of years of chapter membership, attendance, and supportive participation in NARFE activities.
- b. Send form “Award Certificate Nomination” TF-7 to the Federation Secretary six (6) weeks before the event.
- c. Chapter or federation officers who choose, may download the “Award Certificate Template” TF-9 from the Federation website and prepare as needed.
- d. Nominations may be made by any members, non-NARFE members, Business, or other members.
- e. This award may be presented to any NARFE member serving their chapter for several years whom the nominating officer justifies as worthy to receive it.
- f. These awards may be signed by Chapter President, Drs, AVPs, or the Federation President at the desire of the nominating Officers.

8-10. Criteria for Certificate of Appreciation

- a. Nominations for the Certificate of Appreciation may be made by any chapter officer, or TF officer, and may be given to any member or non-member, business, etc. to show appreciation.
- b. Send form “Award Certificate Nomination” TF-7 to the Federation Secretary six (6) weeks before the event.
- c. Chapter or federation officers who choose, may download the “Award Certificate Template” TF-9 from the Federation website and prepare as needed.
- d. Nominations may be made at any time desired by the officer making the nomination.
- e. This Award may be presented to any member, non-NARFE member, business, or other entity the nominating officer justifies as worthy to receive it.
- f. Chapter presidents may sign these Awards, DRs, AVPs or the Federation President at the desire of the nominating officers.

SECTION 9 COMMUNICATIONS

9-1. General

This section covers the several forms of communication used to keep the Texas NARFE members informed.

9-2. “Texas Federation Register” (“TFR”) Newspaper

Federation officers, chapter officers and members are encouraged to submit news items for publication but may be instructed by the President to submit articles at certain times.

- a. This paper is mailed to all TF chapter members in good standing.
- b. Contract for publication of the “TFR” is negotiated by the TF President or a designee, subject to approval of the TF Executive Board.
- c. The coordinator is appointed by the TF President and confirmed by the TF Executive Board.
- d. The coordinator is reimbursed a per issue fee based on the approved Budget.
- e. The TF President will submit an article for each issue.
- f. Executive Board members will submit articles as directed by President.
- g. The TF Secretary will submit a summary of all Executive Board meetings for publication in the “TFR.”
- h. Chapter news articles should feature stories and not just chapter minutes.
- i. Guidelines for publication and deadlines are included in the “TFR,” usually where officer contact information is listed.

9-3. Websites and social media

Maintained and active Texas Federation chapter websites, social media, email, etc. are encouraged and are important to maintain instant, reliable communication between members, prospects, officers, NARFE HQ, etc.

Chapter websites are strongly encouraged to provide a link to the NARFE HQ website, provide a link to join NARFE, and at a minimum include when and where the chapter meets and a method of contacting a local officer. Information should be timely and kept up to date. Chapter websites should avoid promoting a political agenda but are welcome to provide legislative information. NARFE hosted website automatically includes many of these features.

Chapters may designate their website and Facebook page using the AMS “Update Chapter” function (see Section 5) so the information is displayed in NARFE’s chapter locators to help prospects and other NARFE members to connect.

Current national and federation websites are:

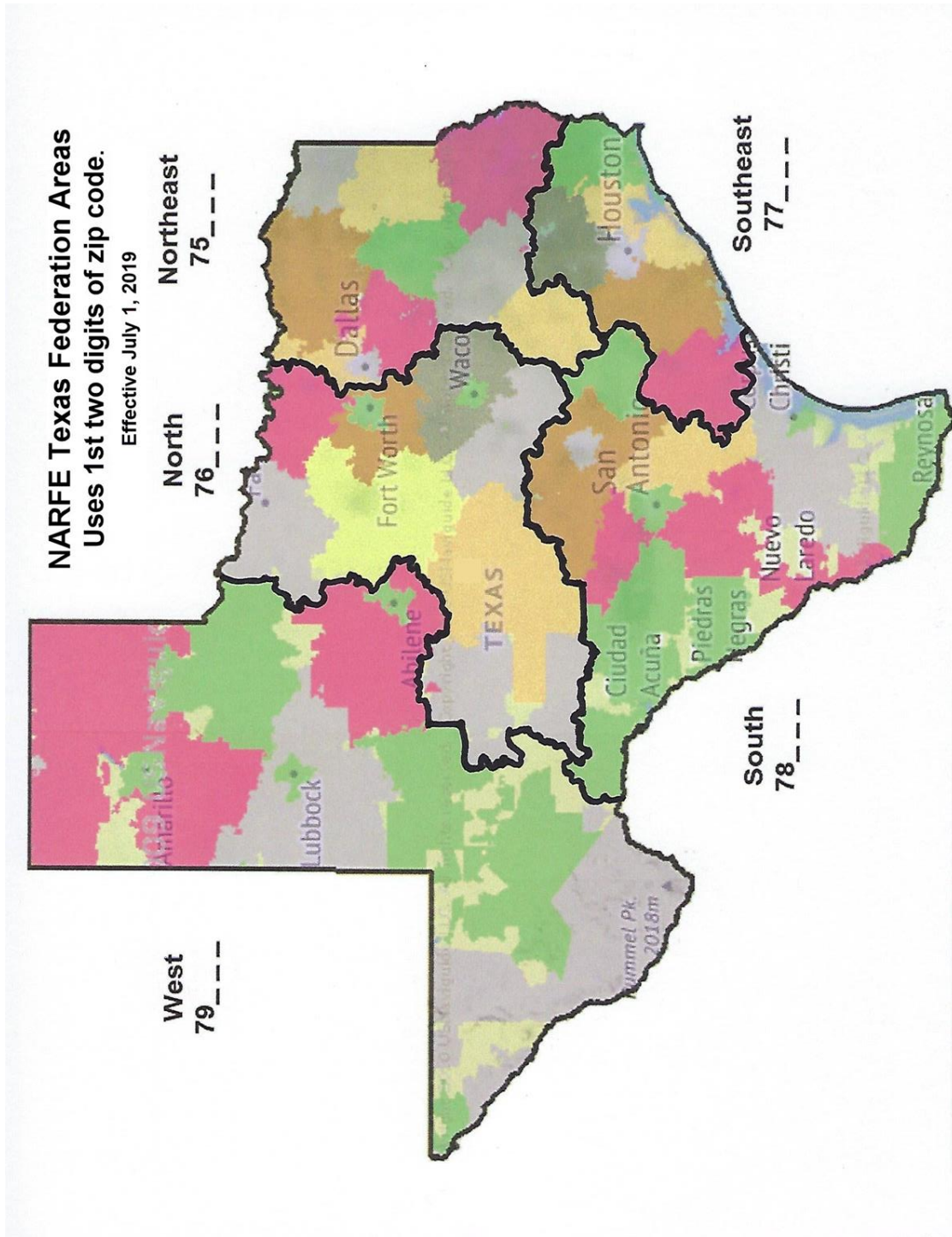
www.narfe.org – NARFE HQ site

www.narfe.org/TX/ -- TF site.

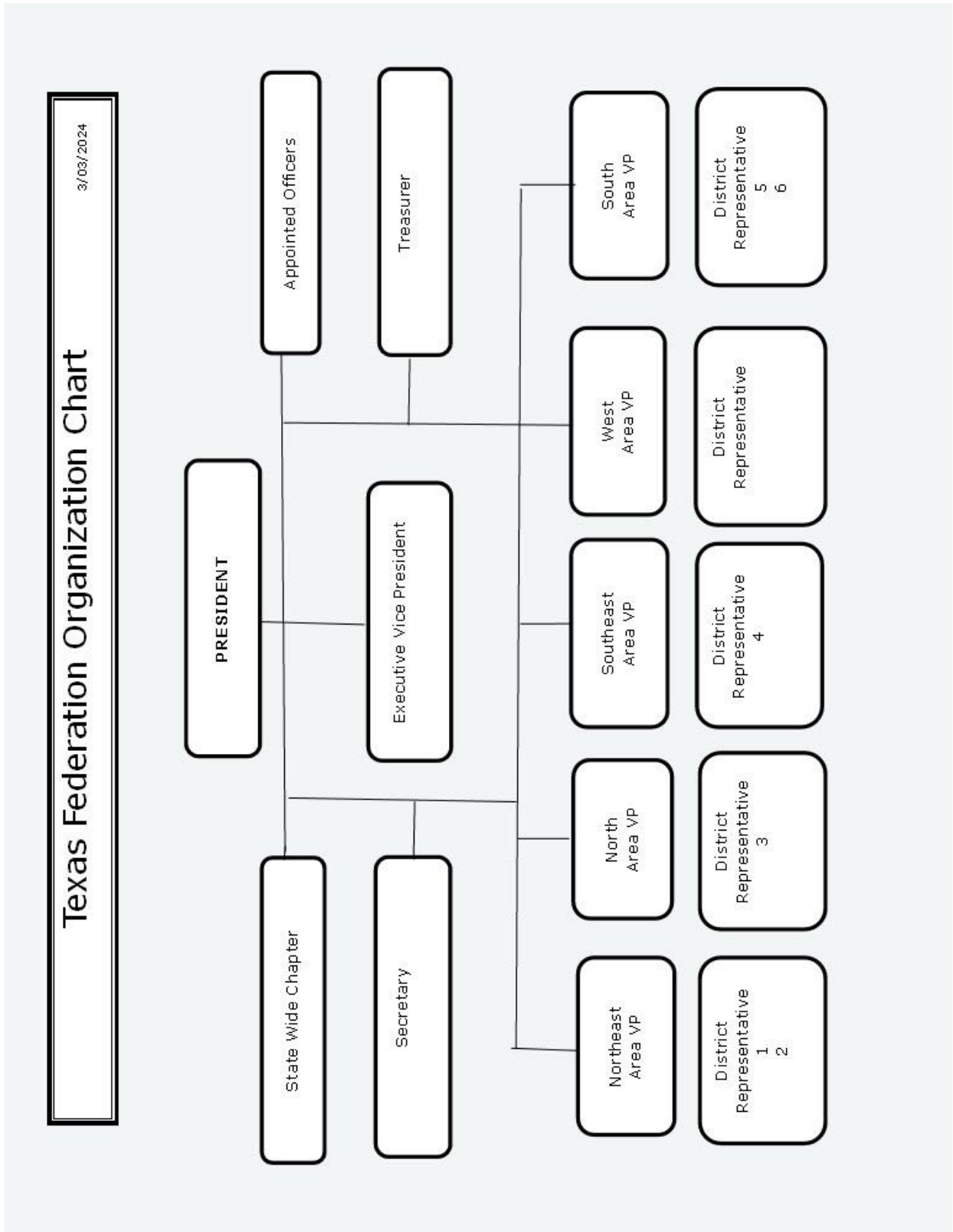
Several Texas chapters have websites and Facebook pages.

SECTION 10 APPENDIX
10-1. ORGANIZATION STRUCTURE

a. Texas Map – Outline of Areas



b. Organization



c. TX Federation Chapters

TX FEDERATION CHAPTERS+AR-EAS+DISTRICTS						
(UPDATED 01/15/2024)						
ZIP	Area	Chater#	Chapter Name	DIST.	#CH-Dist	Area Totals
75			NORTHEAST			
	NE	0344	ROSE CITY-TYLER	1		
	NE	0801	LONGVIEW	1		
	NE	0862	NEW BOSTON	1		
	NE	1290	LAKE TEXOMA-SHERMAN	1		
	NE	1345	BONHAM-FANNIN COUNTY	1	5	
	NE	0122	DALLAS	2		
	NE	0559	MCKINNEY	2		
	NE	0981	DALLAS-RED BUD	2		
	NE	1191	BLUEBONNET-ELLIS-NAVARRO CNTY	2		
	NE	1273	EPPARD-RICHARDSON	2	5	10
76			NORTH			
	NO	0229	WACO	3		
	NO	0274	BROWNWOOD	3		
	NO	0509	WEATHERFORD	3		
	NO	1201	ARLINGTON	3		
	NO	1583	N.E. TARRANT COUNTY	3		
	NO	2329	BOOMTOWN-BURKBURNETT	3	6	6
77			SOUTHEAST			
	SE	0607	BRYAN-COLLEGE STATION	4		
	SE	0828	GREATER N. HOUSTON	4		
	SE	1321	HOUSTON-NASA	4		
	SE	1375	SW HOUSTON	4		
	SE	1430	AUSTIN COUNTY	4	5	5
			WEST			
	W	1495	WEST EL PASO			1
78			SOUTH			
	SO	0228	AUSTIN BLUEBONNET	5		
	SO	0672	NEW BRAUNFELS	5		
	SO	1594	SAN ANTONIO	5		
	SO	2111	FREDERICKSBURG	5	4	
	SO	0091	SPARKLING CITY BY THE SEA	6		
	SO	0520	RIO GRANDE VALLEY	6	2	6
STATE	STATE	2365	LONE STAR STATE	STATE		1
			TOTAL CHAPTERS=			29



TEXAS FEDERATION
TREASURER'S
MANUAL

This manual is a stand-alone document that is available from the Federation Treasurer. This page is used as a reference to the manual and has been approved by the Federation Executive Board as an official Federation document.

August 20, 2019
Revised July 24, 2023

10-2. FORMS

TF-1 Monthly Activity Report

MONTHLY ACTIVITY REPORT FOR Month/Year: _____

NARFE CONCERNS

CHAPTER STATUS & OTHER ACTIVITIES

COMMUNICATIONS WITH CHAPTERS, ETC.

COMMENTS & RECOMMENDATIONS

MILEAGE & EXPENSES NOT CLAIMED

SUBMITTED BY: _____ Title: _____ Date: _____

REVIEWED BY: _____ Title: _____ Date: _____

TF-1 (revised 4/18)

TF-2 Officer's Expense Report "User Instructions" Worksheet

This spreadsheet has the current approved rates for mileage and meals as of 1/1/2024.

If you are using a printed version, you are responsible for all calculations.

MILEAGE = \$.40/mile. Enter miles in "No. of Miles" (column D) and it will be extended automatically.

MEALS. Receipts are not required unless part of a Matching Funds Final Report.

Breakfast = \$16.00

Lunch = \$18.00

Dinner = \$22.00

If using the spreadsheet, enter one of the following in "BLD" (column F), and the amount is entered automatically B, L, D, BL, BD, LD, or BLD and the total will appear in "Meals" (column G). Note, no extra spaces are allowed, and only one of the above may be used. For example, "LD" works but not "DL", nor "L D" nor "LD " (notice extra space at end).

After the main expense lines are other fields in row twenty-seven, below the header "Postage," etc.

In the row 27 fields, enter only the dollar amount. Do not enter text.

If you need to describe an expense, use a main expense line, and enter the amount in "Other."

The spreadsheet will total the values from all main lines, plus the row twenty-seven fields ("Postage", etc.) and display the grand total to the right of "Grand Total of All Expenses Listed Above."

If instead of the total amount you see "#VALUE!" the most common cause, is you entered a non-amount (text) into one of the row twenty-seven fields below the main lines ("Postage," etc.).

See the TF-10 Federation Officers' Operations Manual, Section 3 for expense policy.

If you encounter a problem using the spreadsheet, please download a fresh copy from the Texas Federation website at www.narfe.org/TX/. It may be your current copy is damaged. If you continue to have problems, please contact the Federation Treasurer. Contact the Federation President if you feel the spreadsheet should be changed.

Spreadsheet design:

The spreadsheet is currently protected. No password.

If you unprotect it, avoid erasing the built-in formulas.

Constant values are below:

Cell E11, Name="Mileage", value=.40

Cell D6, Name="BRK", value 16.00

Cell D7, Name="LUN", value 18.00

Cell D8, Name="DIN", value 22.00



Proposed Federation Committee Resolution

Submit to txresbylaws@gmail.com

Due by September 1, 20__

Please follow instructions on (next page)

Date: _____

1. Subject:

2. Submitted by: (select only one)

Member Name: _____ Member # _____

OR Chapter Number: _____

OR Federation _____

3. SUBMITTING ORGANIZATION Action: Adopt Adopt as amended Reject

Date of meeting: _____

4. FEDERATION COMMITTEE Recommendation: Adopt Adopt as amended Reject

5. WHEREAS: *(Provide the reason that the membership should take the proposed action. Limit to no more than three paragraphs.)*

6. BE IT RESOLVED: *(Proposed action membership should take.)*

7. Estimated Annual Cost: *(Necessary for informed decisions.)*

Instructions for Proposed Federation Committee Resolutions
Please read before completing reverse side! Deadline:
September 1, 20__

This form is used for submitting to the Federation Bylaws and Resolution Committee all resolutions that **do NOT** involve an amendment to the Bylaws or Standing Rules.

- All resolutions should be electronically submitted.
- The WHEREAS section must include rationale for the change. The case for the proposed action should be capable of being justified in no more than three paragraphs.
- Clearly identify the proposed action the membership should take (BE IT RESOLVED).
- All Chapters must show the action taken by the chapter, if applicable.

Estimated Cost

Many changes result in administrative costs only; however, some can involve significant costs. The Committee cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted. Refer to the Federation Treasurer for assistance.

Submitting Resolutions

1. Resolutions should be forwarded to the Federation Secretary at txresbylaws@gmail.com as soon as written, using form "Proposed Federation Committee Resolution" TF-3A from the NARFE TX Federation website www.narfe.org/TX/.
2. Federation Secretary:
 - a. Review resolutions as soon as received for completeness. Compile resolutions until deadline. If not complete, return for correction(s).
 - b. Submit all Resolutions to the Bylaws and Resolutions Committee for action.

NOTE: Chapter members are encouraged to submit resolutions through their chapters.

Federation Committee Procedures

For each resolution referred, the Federation Bylaws and Resolutions Committee may amend, combine with similar resolutions, or prepare a substitute, then recommend adoption, adoption as amended, or rejection.



Proposal to Amend Federation Bylaws or Standing Rule

Submit to txresbylaws@gmail.com
 Due by September 1, 20
 Please follow instructions on page 2

Date: _____

1. Title: _____

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

3. State the specific change proposed: *(Complete a and b)*

a. If Adopted:

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

4. Estimated Cost: _____

5. Submitted By: *Choose one*

- Member/Chapter to Federation Secretary.
 Chapter No. and Name: _____ Date _____
 Member Name/POC: _____ Member # _____
- To Federation Executive Board Date _____

6. Federation Approval Process

- a. Federation Secretary to Bylaws & Resolutions Committee (date): _____
- b. Federation Bylaws & Resolutions Committee Recommendation:
 Adopt Adopt as amended Reject
- c. Federation Executive Board Voting, Date: _____ Adopt Adopt as amended
 Reject
- d. Membership Vote by Ballot: Adopted Rejected
- e. Date action is taken by Executive Board, if adopted: _____

Instructions for Proposed Federation Bylaws Amendment (or Standing Rule) Form **Please read before completing TF-3C**

- 1. Title:** In 10 words or less, describe what this amendment proposes to DO, such as "Raise member dues," "Change residence requirement for Federation Officers" or "increased number of meetings of Federation Executive Board."
- 2. Bylaws Article and Section affected:** It would be helpful to provide the descriptive words as well as the number. For example: Article V, Meetings, Section 1, Paragraph B.
- 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 "seventy-five (75)" and insert "ten (10)."
- 3a. If Adopted:** Show exact wording of the bylaw or standing rule that would appear in the Federation Bylaws when published. For example: "The quorum for the state conference shall be ten (10) members."
- 3b. Reason the change should be adopted:** Try to be as brief as the subject allows, but fully support the proposed amendment. For example: "Requiring seventy-five (75) members to attend annual meeting is too high of a percentage of the membership to attend."
- 4. Estimated cost:** Many changes result in administrative cost only; however, some can involve significant costs. The membership cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted. Refer to the Federation Treasurer for assistance.
- 5. Method of proposal:** The ones listed are the only options provided in the bylaws for the initiation of a bylaw's amendment.
- 6. Approval process:** This lists the sequence of the approval process.

Submitting Federation Bylaws/Standing Rule Amendments

1. Federation Bylaws/Standing Rule Amendments should be forwarded to chapter secretary as soon as written, using the form TF-3C from the TX NARFE website library at www.narfe.org/TX/
2. Chapter secretary:
Submit Federation Bylaws/Standing Rule Amendments, as soon as received, to Federation Secretary at txresbylaws@gmail.com.
3. Assignment of Federation Bylaws/Standing Rule Amendments
The Secretary will compile and forward properly completed Federation Bylaws/Standing Rule Amendments to the Federation Bylaws & Resolutions Committee.
4. The Secretary will return any Federation Bylaws/Standing Rule Amendment not complying with these instructions to the originator with an explanation of the reason for not accepting the Amendment.

NOTE: Chapters are encouraged to submit Federation Bylaws/Standing Rule Amendments through chapters.

Federation Committee Procedures

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

TF-4 Matching Funds Request Guidelines

NARFE Matching Funds Guidelines – Texas Federation

DESCRIPTION AND APPLICATION PROCEDURES

The Matching Funds Program is a 50-50 match incentive designed to encourage NARFE federations and chapters to implement projects that enhance membership prospecting and recruiting marketing strategies. The program assists the efforts of federations and chapters by offsetting the cost of developing prospects and recruiting NARFE members.

All federations and chapters are eligible to apply for matching funds. However, because of limited funding, applications are approved on a case-by-case basis. When budgeted funds have been depleted for the budget year no additional matching funds can be distributed.

Examples of projects that may qualify for matching funds are:

- Advertising in local newspapers or other relevant local publications (Multiple placements with input coordinated through the Federation).
- Booths or tables at local conferences, conventions, fairs, festivals or other relevant events in your area (insurance, booth fees).
- Recruiting/membership incentives (drawing prizes, door prizes)

Submitting a Request to the Federation – TF-4A Application

Matching funds require prior approval.

Federation guidelines must comply with NARFE Headquarters guidelines, which may change. Activities and events which may have been approved in the past may not be approved in the future. In some cases, NARFE Headquarters and the Federation use different policies. Please **follow federation policies** when applying and when completing the final report.

Only requests totaling \$100 or more will be considered. Please submit your application using Matching Funds Application TF-4A with the following details:

- Date of event or launch date of project.
- Detailed description of the project/opportunity.
- For booth and fair opportunities, provide exhibitor kits and/or links to exhibit information.
- Anticipated impact on efforts to attract prospects and/or recruit members.
- Goals for the project/event.
- The estimated cost of the project (Use actual costs if available.)
- Marketing plan if you are creating your own event.
- A matching funds request must total at least \$100 before it will be considered by the federation. It must total at least \$200 before the Federation will consider it for submission to NARFE Headquarters.
- Lodging for an event less than 100 miles away (200-mile round trip), requires advance approval.
- Proposal must be signed by the chapter president and forwarded to the District Representative. If approved, the DR forwards to the Area Vice President. If approved, the AVP forwards to the federation president for approval by the Federation Executive Board.
- The Federation President must receive the TF-4A Application at least one (1) month before the event date.

Email and contact information for your DR is published in each issue of the “Texas Federation Register.”

All proposals will be reviewed, and the approval or denial will be sent in a timely manner to the chapter or federation representative who submitted the proposal.

IMPORTANT NOTE:

Funds will not be released until a final report for the event or project is completed, approved by the Federation, and optionally sent to NARFE Headquarters by the Federation for those activities which qualified.

Final Status Report – TF-4F Final Report and TF-2 Expense Report

The Final Status Report must be submitted as soon as possible after the event and should follow the same flow as the application. Chapters must send a copy to their DR. If approved, the DR forwards to the AVP, and if approved, the AVP forwards to the Federation President **within 30 days after the event**. If appropriate, the federation must send a final report to NARFE Headquarters **within 30 days after the event**. Use Matching Funds Final Status Report TF-4F. The report will include:

- 1) Provide an “outcomes to goals” comparison. Were your expectations met?
 - a. For events:
 - i. Total attendees
 - ii. Count of contacts (visitors to booth)
 - iii. Number of applications provided/completed
 - iv. M-2 cards completed
 - b. For advertising
 - i. Leads generated
 - ii. Members gained
 - iii. Audience reached
- 2) Lessons learned
- 3) Honest evaluation of the value in terms of outcomes to dollars and energy spent
- 4) Form TF-2 Expense Report with copies of all receipts, **including receipts for any meals claimed**.
- 5) Completed M-2 cards. Make sure M-2 cards have at a minimum a usable, readable name and mailing address. Spell out abbreviations, e.g., change “SA” to San Antonio, etc. Send them as soon as possible to the NARFE Recruiting Department at Headquarters. The faster NARFE gets them in the database the sooner they can contact them for membership!

NARFE Texas Federation Matching Funds Application

Matching funds requests require advance approval by the Federation Executive Board at least **30 days before the event**. A Final Status Report TF-4F must be received within 30 days after the event before funds will be disbursed. Include a Word document if more space is needed.

Send this form and final status report to your Texas Federation District Representative for approval and forwarding to the Area Vice President, then to the Federation President.

Submitted by (Name): _____ Position: _____

Contact Email: _____ Phone: _____

Chapter #: _____ Chapter Name: _____

Event (name, location, city, dates): _____

Detailed description of the project: #attendees _____ % Eligible NARFE _____

For booth and fair opportunities, provide exhibitor kits and/or links to exhibit information.

Anticipated impact on efforts to attract prospects and/or recruit members.

Breakdown of estimated costs (booth fee, miles, mileage, meals (#B, L, D), lodging (# nights). Use current Texas Federation rates for mileage and meal cost:

Marketing plan if you are creating your own event. Include breakdown of costs.

Estimated cost of the project. Use actual costs if available. \$ _____

Chapter President Signed: _____ Date: _____

DR: _____ Approved: Yes No Date: _____

AVP: _____ Approved: Yes No Date: _____

President: _____ Approved: Yes No Date: _____

EB: _____ Approved: Yes No Date: _____

Please use a Word document if more space is needed.

NARFE Texas Federation Matching Funds Final Status Report

Matching funds requests require advance approval using form TF-4A. Final Report must be sent to your TF District Representative so that it is received by Federation President within 30 days after the event/project. Include a Word document if more space is needed.

Submitted by (Name) _____

Contact Email: _____ Phone _____

Chapter #: _____ Chapter Name: _____

1.A. Event

Describe event (name, location, city, dates) or advertising campaign:

Attendees: _____ % NARFE Eligible: _____ # of visitors to booth: _____

Applications given out: _____ # new paid members: _____

M-2 cards completed: _____

**Forward M-2 cards to NARFE Recruiting Department (as soon as possible) **

1.B. Advertising

Leads Generated _____ Members gained. _____

Audience Reached

2. Outcomes to Goals comparison

3. Lessons learned

4. Total Cost _____ / **Members gained (not free)** _____ = **cost/member** _____

5. Honest evaluation of the value in terms of outcomes to dollars and energy spent

6. Itemized costs such as booth fee, insurance, # miles & mileage, meals, lodging, drawings, etc. (**Include TF-2 Expense form**). Include copies of **all receipts including meals (indicate whether breakfast, lunch, or dinner)**. Receipts need to show **actual purchase**, not just a dollar amount.

Chapter President Signed: _____ Date: _____

DR: _____ Approved: Yes No Date: _____

AVP: _____ Approved: Yes No Date: _____

President: _____ Approved: Yes No Date: _____

EB: _____ Approved: Yes No Date: _____

BID FOR FEDERATION CONFERENCE FOR _____ (YEAR)

TO: Federation President

The following information is submitted for consideration.

Location (Name of hotel, address, area code/phone #):

Dates (usually late April): _____ to _____

Rooms: Single \$ _____ ; Double \$ _____ ; Additional guest \$ _____

Number of rooms guaranteed: _____ # Accessible: _____

Parking: Auto #/\$ _____ RV #/\$ _____ Hookups #/\$ _____

Space: Conference floor: _____ Seating # _____ Type: _____
(sq. ft.) (classroom/theater)

Committee rooms: _____ Seating # _____ Type: _____
(classroom/theater)

Committee rooms, size _____

Banquet seating: _____

Gratis rooms/suites for officer(s) _____

Meals/breaks: Availability _____
(Location, type)

Exhibit tables cost: _____ Covered/skirted (yes/no, additional cost)? _____

Access: Auto _____
(Routes - Interstate/highway)

Air: _____
(Nearest Airport & Airlines)

Other Ground Transportation: _____

Audio/Visual: _____
(Wi-Fi, screens, projection)

Local Attractions: _____
(Historical, Ball Parks, etc.)

Additional remarks: _____

Submitted by: _____ **Date:** _____

Title: _____

Chapter #+Name _____

Address: _____

Chapter President's Report at District Conference for Last Calendar Year, 12/31/ _____

(Copy of Written Report to be given to Secretary and DR at time of introduction)

Chapter President: _____

Chapter #: _____ Chapter Name _____

Chapter Location: _____

Voting Members _____ Average Meeting Attendance _____

Meeting Place: _____ Day: _____ Time: _____

Programs (Best three only)	Subject	Date
1.	_____	_____

2.	_____	_____

3.	_____	_____

Significant Event _____

Special Projects (if any) _____

Recruiting Activities _____

Chapter Concerns: _____

Awards Certificate Nomination

Nominating Officer Name: _____

Nominating Officer Phone: _____ **Email:** _____

Chapter Number _____ **Chapter Name** _____

Nominating Officer: Chapter Officer Chapter President DR AVP

Certificate Type (see TF-10 Sections 8.7-8.10): Appreciation Recognition

Meritorious Service Public Relations Service

Name of Nominee: _____

Certificate wording (keep short and specific, up to 15-25 words):

Justification (attach any additional information):

Approved: DR, last name: _____ **Yes** **No** **Date:** _____

AVP, last name: _____ **Yes** **No** **Date:** _____

President: _____ **Yes** **No** **Date:** _____

Award Plaque Nomination

Nominating Executive Board Officer Name: _____

Nominating Officer Phone: _____ **Email:** _____

Plaque Type (See TF-10, Section 8-6): Exemplary Service Federation Service

Name of Nominee: _____

Chapter Number _____ **Chapter Name** _____

Justification (attach any additional information):

Approved: President: Yes No **Date:** _____

TF-8 (04/18)



National Active and Retired
Federal Employees Association

CERTIFICATE OF APPRECIATION

presented to

Member's Name

Three or four lines describing duties performed and how performed.

(insert date of presentation)

Date

(Federation President's signature)

President

Texas Federation Officer Chapter Checklist

This checklist is intended to help chapters improve. It may be used as a guide to maximize the effectiveness of visits for both the visitor and the chapter.

This is a planning worksheet; it is not a required report. Please include noteworthy results, observations, and recommendations in your monthly activity report TF-1.

Chapter #: _____ Chapter name: _____

Report by: _____ Visit date: _____

Before Visit

1) Review chapter activity in the NARFE AMS to look back on chapter performance since the last visit. Last visit date: _____

New Members: _____	Reinstatements: _____	Dropped: _____
2 nd Notice: _____	Transfer out: _____	Transfer in: _____
Cancellations: _____	Prospects: _____	#Members with emails: _____
Voting Members Last: _____	Voting Members Now: _____	Net Gain/Loss _____
Honorary Members: _____		

2) Identify praiseworthy items for commending the chapter: dues withholding %, email at NARFE %, recruiting and retention, etc.

3) Identify items needing emphasis or improvement opportunities (agenda, greeter, hospitality, interesting programs, legislative initiatives, publicity, honorary members remaining on membership lists, etc.

4) Prepare for any special requests and/or questions from the chapter.

During Visit

1) Are annual audits conducted?

2) Review the proper filing of reports (monthly chapter, annual 990-N, etc.).

3) Review the financial status of the chapter (Non-profits need proper use of funds – expenses for NARFE related mission activities. Does the chapter have excess cash on hand?).

4) Ask if they need assistance with a NARFE issue or problem or if they need any training regarding a NARFE program.

Texas Federation Officer Chapter Checklist

- 5) Inquire about succession planning (persons identified to assume chapter leadership roles).
- 6) Commend and encourage the chapter for items they are doing well.
- 7) Point out areas where the chapter could improve.
- 8) Provide updates on and promote NARFE campaigns and current events (legislative, dues withholding, conferences, PAC, Alzheimer's, etc.).
- 9) Offer suggestions for future programs for chapter meetings.
- 10) Suggest goals for the chapter (prospects, recruitment, retention, dues withholding, emails at NARFE, cleanup of membership files, etc.).
- 11) Assess the overall "health" of the chapter (attendance, leadership, gain/loss, atmosphere, financial).

After Visit

- 1) Provide written feedback (via email when possible) to Chapter President of your observations.
- 2) DRs should update their AVPs and AVPs should update the Federation President with the outcomes on the next Activity Report (TF-1).
- 3) Fulfill any commitments made to the chapter or answer any unanswered questions.
- 4) Determine if a follow-up visit is needed, obtain approval and schedule accordingly.

TF-11 (6/25/2023)

★
NARFE’s Dues Withholding Program

What is dues withholding?

It is a dues-payment method available to retired NARFE members, their spouses and annuitant survivors giving them the option to have their annual NARFE membership dues deducted from their annuities each month.

Advantages

- Save more than 10% off your annual NARFE dues
- Sign up your spouse and double your savings
- You’ll never get another dues reminder from us
- Your monthly payment is affordable and convenient
- You may cancel your dues withholding at any time

How does it work?

One-twelfth of your total dues is automatically deducted from your monthly annuity. Your monthly deduction is determined by the following formula:
 (\$42 NARFE dues ÷ 12) + (Chapter dues - if applicable ÷ 12) = total monthly deduction

How do I sign up?

Complete the Dues Withholding Application below. Send no payment. It may take 60 to 90 days before auto-deduction starts. Your membership starts as soon as your application is received.

To learn more about dues withholding, call **800-456-8410**.



NARFE Dues Withholding Application for NARFE Members who are Retirees, Spouses of Retirees or Annuitant Survivors

STOP! Complete this section ONLY if you are signing up for Dues Withholding. If so, DO NOT send payment

YES. I want to enroll in NARFE’s Dues Withholding Program. NARFE dues of \$42* and chapter dues, if applicable, to be withheld annually. (*Dues-withholding members save more than 10% off the regular NARFE dues rate.)

Social Security Number (9-digit number)

□ □ □ - □ □ - □ □ □ □ □

Mr. Mrs. Miss Ms.

Full Name _____
 Street Address _____
 Apt./Unit _____
 City _____
 State _____ ZIP _____
 Phone (_____) _____
 Email _____
 Date of Birth ____/____/____
mm dd yyyy

Civil Service Annuity Number

C S □ - □ □ □ - □ □ □ □ - □
(Include prefix, CSA or CSF)
 (Include any applicable suffix)

NARFE MEMBERSHIP INFORMATION

NARFE Membership ID _____
 NARFE Chapter Number _____
 YES. I also authorize my (NARFE member) spouse’s dues to be withheld from my annuity. (Additional annual dues of \$42 and chapter dues, if applicable, to be withheld annually. If YES, enter spouse’s information below.)
 Spouse’s Name _____
 Spouse’s Membership ID _____
 Spouse’s Email _____

AUTHORIZATION (Withholding will begin in 60-90 days). **Send NO PAYMENT with Dues Withholding Application!**

I authorize the United States Office of Personnel Management to make appropriate deductions from my annuity payments, not to exceed the amount certified by the National Active and Retired Federal Employees Association as the amount of dues for which I am annually obligated, in accordance with elections I made above, and to pay the deducted sum to the National Active and Retired Federal Employees Association (NARFE). This authorization shall also apply to any and all dues changes certified by NARFE membership in accordance with elections I made. *Please allow 60-90 days for processing.*

I understand that this authorization shall be valid until NARFE receives and processes my written notice of cancellation in accordance with its agreement with the Office of Personnel Management and that any disputes regarding this authorization shall be a matter between NARFE and myself. I hold the Office of Personnel Management harmless for any erroneous allotment deduction made pursuant to this authorization.

 Signature of Annuitant or Survivor-Annuitant _____
 Date

Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

For TF \$20 reward, send THIS FORM TO: NARFE Texas Federation; 361 Tobin Dr, Buda, TX 78610-3745

TF-DW-2 (01/21)

Do not send money with this form

★ NARFE’s Dues Withholding Program for **NEW** Members

What is dues withholding?

It is a dues-payment method available to retired NARFE members (retirees), their spouses and annuitant survivors giving them the option to have their annual NARFE membership dues deducted from their annuities each month.

Advantages

- After the first year, save more than 10% off annual NARFE dues
- Sign up your spouse and double your savings
- You’ll never get another dues reminder from us
- Your monthly payment is affordable and convenient
- You may cancel your dues withholding at any time

To learn more about dues withholding, call **800-456-8410**.

How does it work?

One-twelfth of your total dues is automatically deducted from your monthly annuity. Your monthly deduction is determined by the following formula:

First year: (\$48 NARFE Dues ÷ 12) = Total monthly deduction

Subsequent years:
(\$42 NARFE dues ÷ 12) + (Chapter dues - if applicable ÷ 12) = total monthly deduction

How do I sign up?

It takes 60-90 days to process your application. Once the process is complete, you will receive a special membership card distinguishing you as a NARFE dues-withholding member. Your membership starts as soon as your application is received.



NARFE Dues Withholding Application for **NEW** NARFE Members who are Retirees, Spouses of Retirees or Annuitant Survivors

YES. I want to enroll in NARFE’s Dues Withholding Program.

I authorize first-year dues of \$48 to be deducted from my annuity. In subsequent years, \$42* and chapter dues, if applicable, to be withheld annually. (*Dues-withholding members save more than 10% off the regular NARFE dues rate.)

Social Security Number (9-digit number)

□ □ □ - □ □ - □ □ □ □ □

Mr. Mrs. Miss Ms.

Full Name _____

Street Address _____

Apt./Unit _____

City _____

State _____ ZIP _____

Phone (_____) _____

Email _____

Date of Birth ____/____/____
mm dd yyyy

NARFE Chapter # (if applicable) _____

Civil Service Annuity Number

C S □ - □ □ □ - □ □ □ □ □ - □ □
(Include prefix, CSA or CSF)
 (Include any applicable suffix)

RECRUITER INFORMATION

Recruiter name _____

Recruiter Membership ID _____

Recruiter Chapter (if applicable) _____

YES. I also authorize my (NARFE member) spouse’s dues to be withheld from my annuity. (Additional first-year dues of \$48 to be withheld. In subsequent years, \$42 and chapter dues, if applicable, to be withheld annually. If YES, enter spouse’s information below.)

Spouse’s Name _____

Spouse’s Email _____

AUTHORIZATION (Withholding will begin in 60-90 days). **Send NO PAYMENT with Dues Withholding Application!**

I authorize the United States Office of Personnel Management to make appropriate deductions from my annuity payments, not to exceed the amount certified by the National Active and Retired Federal Employees Association as the amount of dues for which I am annually obligated, in accordance with elections I made above, and to pay the deducted sum to the National Active and Retired Federal Employees Association (NARFE). This authorization shall also apply to any and all dues changes certified by NARFE membership in accordance with elections I made. *Please allow 60-90 days for processing.*

I understand that this authorization shall be valid until NARFE receives and processes my written notice of cancellation in accordance with its agreement with the Office of Personnel Management and that any disputes regarding this authorization shall be a matter between NARFE and myself. I hold the Office of Personnel Management harmless for any erroneous allotment deduction made pursuant to this authorization.

Signature of Annuitant or Survivor-Annuitant

Date

Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

For TF \$20 Reward, MAIL THIS FORM TO: NARFE Texas Federation; 361 Tobin Dr, Buda, TX 78610-3745

TF-DW-3 (01/21)

Do not send money with this form

NARFE Texas Federation’s Dues Withholding (“DW”) Program and Reward

The Texas Federation Dues Withholding reward is a one-time \$20 paid back to you when you sign up and your completed form is accepted by NARFE Texas Federation and the US Office of Personnel Management (OPM).

To qualify for the Texas Federation reward, you must be joining NARFE as a new member or have an expiration date in the next twelve (12) months, be receiving a civilian Federal retirement annuity and mail the appropriate Dues Withholding Application form to: NARFE Texas Federation; 361 Tobin Dr, Buda, TX 78610-3745. **Do not send any money with the form.**

The Dues Withholding application form is sent to OPM, so the Social Security Number, Civil Service Annuity Number and date of birth are **required fields**, and you must **sign and date the form**. The surviving spouse of a deceased Federal Employee should fill out the form with their own information and survivor annuity number. Do not include information about the deceased.

Renewing members use form TF-DW-2:

Renewing members pay \$42 discounted National annual dues, plus chapter annual dues (if a chapter is selected) divided by 12 for the monthly deduction amount. For two membership couples, double the monthly deduction.

Under Dues Withholding, renewing members pay monthly:

$(\$42 \text{ National dues}) \div 12 = \3.50 plus $(\$ \text{ annual chapter dues}) \div 12$. See chart below for total amounts.

New Members use form TF-DW-3:

For new members joining with Dues Withholding first year annual dues are $(\$48 \text{ National Dues}) \div 12 = \4 monthly and include one-year free optional chapter membership (specify chapter on the form).

New: Nat'l Dues (+ optional 1 yr. chapter)	New Member: Mo. Amt	Renew: Natl dues.	Renew: Natl Dues DW Mo.
48	4.00	42	3.50
Renewing members			
Annual Chap Dues	Ch. Dues Mo.	Renew Natl+Ch.	Natl+Ch. Mo
0	0.00	42.00	3.50
1	0.08	43.00	3.58
2	0.17	44.00	3.67
3	0.25	45.00	3.75
4	0.33	46.00	3.83
5	0.42	47.00	3.92
6	0.50	48.00	4.00
7	0.58	49.00	4.08
8	0.67	50.00	4.17
9	0.75	51.00	4.25
10	0.83	52.00	4.33
11	0.92	53.00	4.42
12	1.00	54.00	4.50
13	1.08	55.00	4.58
14	1.17	56.00	4.67
15	1.25	57.00	4.75

TF-DW Instruction (Jan 2021)

TEXAS FEDERATION BYLAWS

6 April 2021

ARTICLE I— NAME

The name of this organization shall be the TEXAS Federation of the National Active and Retired Federal Employees Association (NARFE).

ARTICLE II — PURPOSES

The purposes of the federation are to promote the aims and objectives of the association and ensure that its chapters' and members' concerns are presented to the NEB. The bylaws of the federation shall not conflict with the national association bylaws. The federation shall not enter into activities, arrangements, or agreements that conflict with programs or activities of NARFE.

ARTICLE III — MEMBERS

Section 1. Eligibility

A federation shall be composed of members belonging to chapters chartered within its borders and national-only members residing within its borders. Only one federation will be authorized within any one state, the District of Columbia, territory or possession of the United States or foreign country. A chapter of NARFE members approved by national NARFE may apply to be an affiliated chapter in the federation. The appropriate district/area vice president or other officer designated by the federation executive board/committee shall assist and advise the members in organizing, electing officers, preparing bylaws or other steps necessary to obtain a charter from NARFE and to function as an affiliated chapter of the federation.

ARTICLE IV — OFFICERS

Section 1. Elected Officers

The elected officers shall be president, executive vice president, secretary, treasurer (or secretary/treasurer) and area vice presidents. Officers must be voting members.

Section 2. Terms and Term Limits

A. Terms shall begin at the close of the fiscal year after the meeting at which those elected are announced and continue for a term of up to two years or until a successor is elected and assumes office. A short period for transition allows for records transfer.

B. A president may not serve more than two consecutive terms.

Section 3. Duties of Officers

A. The president shall preside at meetings of the executive board, executive committee (if applicable), and federation, serve as the official spokesperson for the federation, shall appoint with approval of the executive board membership, legislative (national and state, if available), nominating and audit committees, serve as an ex-officio member of all committees except the nominating and audit committees, and perform other such duties

specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board.

- B. The executive vice-president shall preside in the absence of the president, as specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board.
- C. The secretary shall perform such duties usual to the office of secretary, as specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board, and handbooks/manuals published by the federation or national headquarters.
- D. The treasurer shall perform such duties usual to the office of treasurer, as specified in these bylaws, the parliamentary authority, and any rules adopted by the executive board, and handbooks/manuals published by the federation or national headquarters.

Section 4. Appointed Positions

There may be positions appointed by the president and approved by the executive board such as chaplain, service officer, parliamentarian, at least one congressional district leader (CDL) for each *Texas* congressional district, a senatorial leader (SL), or other positions as deemed necessary.

Section 5. Nominations and Election

- A. The nominating committee shall be composed of at least three members. The nominating committee shall nominate at least one candidate for each elected state office and shall report the nominees to the executive board to determine the ballot method.
- B. The officers shall be elected by ballot vote. A majority of the members voting is required to elect. In case of a tie, the winner shall be chosen by lot. If there is only one candidate nominated for office, that candidate shall be declared elected by acclamation without need for a ballot.

Section 6. Removal and Vacancy

A vacancy in the office of president shall be filled by the executive vice president for the unexpired term. A vacancy in any other office shall be filled by the executive board for the unexpired term. By a two-thirds vote of the entire executive board, any person may be removed from any elected office for failure to perform the duties and responsibilities of the office, following a hearing and the affected officer being given the right to speak in his or her own defense.

Section 7. Bond

The federation may by resolution require the treasurer (or the secretary-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.

ARTICLE V — MEETINGS

Section 1. Annual Meetings

The federation shall hold an annual meeting that can include: a financial report, and such other reports as designated by the Executive Board.

- A. When an annual meeting is held, the call for the meeting shall be sent at least ninety days prior to the date of the meeting.
- B. The quorum for the annual meeting is 6 federation members.

Section 2. Federation Conference

In odd-numbered years, the federation may hold a biennial conference to provide for election of officers, votes on resolutions and national or federation bylaws amendments, financial report and such other reports as designated by the Executive Board, and additional training on NARFE's programs.

- A. When a biennial conference is held, the call for the meeting shall be sent at least ninety days prior to the date of the meeting. The federation executive board shall determine the procedures to be used for planning federation conferences, selection process, fundraising, reports, program content and all other meeting arrangements. This should be recorded in a procedures or guidelines document and be available for use by federation members.
- B. The quorum for the biennial conference shall be 20 federation members.
- C. The voting body shall be composed of all federation members, each entitled to cast one vote on any matter brought before the meeting. Ballots may be distributed by mail, federation newspaper or electronic process (such as e-mail or on web site) in advance of the conference or at the conference. Upon request, a paper ballot will be made available. Allowance for write in candidates or nomination from the floor if voting is held at a meeting. The method of voting shall be determined by the executive board and included in internal federation operating procedures.
- D. The executive board may postpone or cancel a conference by a majority vote. All members shall be promptly notified of the postponement or cancellation with an explanation. In the event of a cancellation, the executive board may set a new date for the conference. If a new date is not set, new officers and any pertinent information may be distributed to all members by the most appropriate means as determined by the executive board.

ARTICLE VI — EXECUTIVE BOARD

Section 1. Composition

At a minimum, the executive board shall consist of the elected federation officers. Additional voting members may be added with the approval of the executive board. Any others appointed to the board shall be ex-officio nonvoting members.

Section 2. Authority and Duties

The executive board shall have full power and authority over all affairs of the Federation between annual meetings or conferences. The executive board shall: (1) adopt an annual budget, by two-thirds majority vote, at the last executive board meeting of the preceding fiscal year; (2) establish if there will be a chapter per capita fee, the amount and what the fee will be used for; and (3) fill vacancies except for the office of president. In addition, the executive board shall determine by majority vote the fiscal year of the federation and the procedures for filing the appropriate IRS form for a tax-exempt organization.

Section 3. Executive Board Meetings

The executive board shall meet at least once per year at a time and place designated by the president after consultation with a majority of executive board members. Additional meetings may be held and scheduled at least 60 days in advance or at the call of a majority of the board members. A meeting may be cancelled or postponed by a majority vote of the executive board. A quorum for a board meeting shall be a majority of the board members, three of whom must be officers.

The act of a majority of board members present shall be the act of the executive board. A vote of the board may be taken by telephone, video conference, ballot, mail, or e-mail. If a vote taken is not at a regular board meeting, the action taken shall be recorded in the minutes of the next meeting. The board can only act by email if there is unanimous written consent. That means that every board member must send their consent to take this action without having a meeting or the opportunity to discuss. However, a conference call may be held with a quorum of the board and then the vote required is a majority of board members present. A two-thirds vote of the entire executive board shall be required to amend the adopted budget.

Section 4. Executive Committee

The executive committee of the executive board shall consist of the president, executive vice president, secretary and treasurer or secretary/treasurer. The committee shall be authorized to take emergency action between board meetings. All actions taken must be promptly reported to the whole executive board. The committee will meet at the call of the president.

ARTICLE VII — COMMITTEES

Section 1. Standing and Special Committees

The executive board shall establish such other standing and special committees as they deem necessary to further the work of the federation. Subject to the approval of the executive board, the president shall appoint the chair and members of the committee.

Standing committees shall be those appointed to perform a continuing function. Special committees may be appointed, as the need arises, to carry out a specified task

Section 2. Audit Committees

The audit committee shall be appointed by the president to annually perform an audit of the financial records of the federation.

Section 3. Ex-officio Member

The president shall be an ex-officio member of all committees except the nominating and audit committees.

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 to which they are applicable and in which they are not in conflict with these bylaws, NARFE Articles of Incorporation, NARFE bylaws, and any special rules of order the federation may adopt.

ARTICLE IX — AMENDMENTS

Section 1. Amendments

- A. Proposed amendments to these bylaws may be initiated by an affiliated chapter, any group of 20 members, the federation executive board, or the bylaws committee, and shall be submitted to the federation secretary and bylaws committee chair by a date established by the executive board.
- B. Notice of bylaws amendments shall be sent to all members at least sixty days prior to a vote. These bylaws may be amended by a two-thirds vote of the members voting.
- C. Amendments shall be approved at national headquarters before becoming effective

ARTICLE X — ADDITIONAL PROVISIONS

Section 1. Per Capita Dues

Per Capita dues are not a requirement in every federation but if the federation assesses such fees, each affiliated chapter in the federation may be assessed a per capita fee in an amount decided by the federation executive board. That amount for the Texas federation shall be \$2.00. These funds shall be used to enhance other federation funds to provide unique services to benefit the chapters' members (recruiting, legislative support for contacting national and local offices, training, leadership recruitment, etc.).

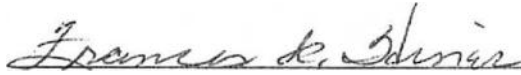
Any federation document relating to dues, contributions, or gifts must contain this statement: "Due's payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes."

Section 2. Federation Guidelines and Procedures

Additionally, guidelines and procedures on implementation of these bylaws may be contained in a separate document approved by the federation executive board. The federation is responsible for making governance documents available to its membership.

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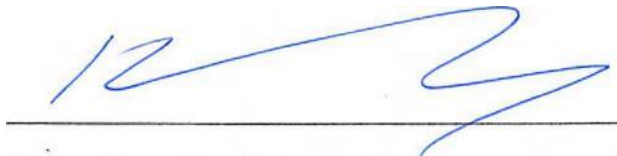
Federation IRS EIN



16 March 2021

Federation Secretary Signature

Date



4 April 2021

National Secretary/Treasurer Sig

Date

Kathryn E. Hensley

