



**NATIONAL ACTIVE and RETIRED FEDERAL EMPLOYEES  
ASSOCIATION**

**MISSOURI FEDERATION**

# **Policy Manual**

**January 24, 2019**

## TABLE of CONTENTS

<b><u>I. NEW CHAPTER FORMATION</u></b>	<b>4</b>
A. Organization of a New Chapter	
<b><u>II. FEDERATION FUNDS AND STATE CONFERENCE</u></b>	<b>4</b>
A. Host Chapter of State Conferences	
B. State Conference Dates and Days	
C. President's Reception at State Conferences	
D. Conference Committees appointed by the FEB	
E. Conference Committees organized by the Conference Host	
<b><u>III. OFFICER DUTIES</u></b>	<b>7</b>
A. Duties of the Congressional District (and Senatorial) Leader (CDL)/ District Officer	
<b><u>IV. ALLOWANCES</u></b>	<b>8</b>
A. Use of Home for Federation Business	
B. State Conferences	
C. National Conferences	
D. Voluntary Payment of Federation Dues	
<b><u>V. GENERAL PROCEDURES</u></b>	<b>9</b>
A. Call for Candidates for Federation Offices and Committees, and for Federation Bylaws Amendments and Resolutions	
B. Election of Federation Officers and Vote on Federation Bylaws Amendments and Resolutions	
C. Illnesses (Executive Board Members and Spouses)	
D. Deaths (Executive Board Members and Spouses)	
E. Federation Mentoring Program	
F. Federation Executive Board Action Deadlines	
<b><u>VI. RECORDS MANAGEMENT</u></b>	<b>17</b>

A. Introduction

B. Retention and Disposal

**VII. TRAVEL** **20**

A. Federation Executive Board Expense Regulations

**VIII. CONGRESSIONAL DISTRICTS AND ASSIGNED CHAPTERS** **21**

## **I. NEW CHAPTER FORMATION**

### **A. Organization of a New Chapter**

1. It shall be the policy of the Missouri Federation to advance \$50.00 to the Treasurer of a new Chapter to help get the Chapter organized. This amount shall be sent to the Treasurer after it has been determined that the Chapter Secretary has forwarded all necessary documentation and has complied with National procedures and regulations.
2. This advance is contingent upon availability of funds in the Federation treasury.

## **II. FEDERATION FUNDS AND STATE CONFERENCE**

### **A. Host Chapter of State Conferences**

1. It shall be the policy of the Missouri Federation to provide a \$500.00 deposit to the Conference Host account in 2018 which will then be transferred with the account to the new Host when the account is turned over at the conclusion of each Annual Federation Conference to the next Conference Host.
2. This \$500 should be returned to the Federation if and when no future conferences are planned and the Conference Host account is closed.

### **B. State Conference Dates and Days**

1. State Conferences are limited to two full consecutive days. All business transactions will be completed by the end of the second day.
2. The Treasurer's report for the Conference will include a balance sheet and will be provided to members in the registration package.
3. Conference Rules will also be provided to members at the time of registration.

### **C. President's Reception at State Conferences**

1. It shall be the policy of the Missouri Federation to provide funds, up to \$300.00, from the Federation treasury, if available, for the President's reception which is normally held the evening before the opening of the MO Federation Conference.

2. Reception planners will be reimbursed up to the allowed amount contingent upon availability of funds in the Federation treasury.

#### **D. Conference Committees appointed by the FEB**

##### **1. Rules Committee**

The Rules committee shall develop the rules to be followed during the State Conference and will distribute them prior to the call to order of the assembly.

##### **2. Audit Committee**

The audit committee shall conduct an audit of the Federation receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments. The Chair will present a report at the State Conference. The Executive Board shall print this report in the newsletter following the Conference.

##### **3. Budget Committee**

The budget committee shall prepare a budget based on expected receipts and disbursements for the year following the State Conference and recommend changes in Federation investments if appropriate. The committee chair shall report this budget and recommendations at the Conference.

##### **4. Bylaws & Resolutions Committee**

The Bylaws & Resolutions committee will review amendments and resolutions to the Federation Bylaws returned in response to the call for submissions sent out in the Fall Federation newsletter. The review may be possible in early October and will follow the Federation Bylaws Article XIII, Section 2.

The committee chair will provide the amendments and resolutions to be voted by the membership to the Federation Secretary for publication to all members in the Winter newsletter. The votes shall be returned by the end of January. The Federation Secretary will provide the Committee the votes returned by members as soon as possible but no later than 60 days prior to the State Conference.

The committee chair will present the voting results of proposed changes to Federation Bylaws at the State Conference.

##### **5. Nominating & Elections Committee**

A call for applicants to elected and appointed Federation offices will be sent out in the Fall Federation newsletter during even numbered years for two-year terms, and returns will be available by early October. The committee will verify that candidates are members of the Association and reside in Missouri. Candidates for appointed offices will be conveyed to the Federation Executive Board for action.

This committee will prepare the ballots for elected offices and provide them to the Federation Secretary for publication to all members in the Winter newsletter of even numbered years.

If no nominations are submitted for an elected office, the Federation Secretary will provide the nominating & elections committee such nominations from the Federation Executive Board as may be necessary.

Voting responses should be available to the committee by early February. The committee must provide the list of elected officers to the Federation Secretary as soon as possible but no later than 60 days prior to the State Conference.

The Federation Secretary will prepare the notification of elected officers for e-mail or regular mailing by the current Federation President at least 60 days prior to the State Conference. Elected officers are expected to register for and attend the Conference at which they will be officially installed.

The committee chair will report at the State Conference on the election of officers resulting from the ballot votes of Federation members.

#### **6. Membership Committee**

The Membership Committee, chaired by the Federation 2<sup>nd</sup> Vice President, may include chapter membership chairs and other Federation members. This committee will meet at the State Conference. The purpose of this committee shall be to develop strategies to be adopted at the Conference to encourage eligible annuitants and employees of the Federal civilian service to become members of the Missouri Federation and to retain membership therein. They will draw from the national membership plan for promoting membership and implement such a plan during the following year.

#### **7. NARFE-PAC Committee**

The NARFE-PAC committee shall be chaired by the Federation NARFE-PAC coordinator and may include chapter NARFE-PAC coordinators and other Federation members. The committee will promote contributions to NARFE-PAC at the State Conference.

#### **8. Time & Place Committee**

The State Conference shall be held in April at such time and place as shall have been fixed at the previous Conference by the Time & Place committee, or by the Federation Executive Board in the absence of previous designation or in case of an emergency, and shall be coordinated with the availability of the Regional Vice President.

#### **9. Alzheimer's Committee**

The Alzheimer's committee will be chaired by the Federation Alzheimer's coordinator and may include chapter Alzheimer's chairs and other Federation members. This committee shall organize and carry out fundraising during the State Conference and in their communities thereafter.

#### **E. Conference Committees organized by the Conference Host**

### **1. Conference Planning Committee**

This committee includes the leaders of all conference host committees and will propose the conference agenda to be approved by the FEB in October prior to the State Conference. The chair will keep the FEB posted on any subsequent agenda developments.

This committee selects and contracts the conference hotel; invites a keynote speaker with approval of the FEB; finds conference sponsors and exhibitors; selects menus; determines charges for registration and meals, and for chapter and commercial ads; sets submission deadlines; and provides Federation newsletter notices. It coordinates for additional sponsors, exhibitors or commercials ads with the National Marketing Department in January of the conference year.

### **2. Conference Treasurer**

The treasurer accepts the Federation Host Conference account from the previous host and maintains the host conference treasury in accordance with NARFE treasurer bylaws and policies. The treasurer collects registration, meal, sponsorship, and program ad fees and pays conference bills and turns over the Federation Host Conference Account to the next host at the end of the conference.

### **3. Registration Committee**

This committee tracks registration and payments of conference attendees, prepares identification badges and registration bags to contain the agenda and other necessary conference information. It develops registration forms for e- or regular mail and posting on the Federation website. This committee checks in conference attendees and issues on site registrations.

### **4. Sergeant-at-Arms Committee**

The Sergeant-at-Arms committee ensures only paid attendees are admitted to the general assembly and meals at the State Conference. They shall direct attendees to functional locations and manage the lost and found function. They provide microphones to the audience during Q&A sessions.

### **5. Decorations Committee**

This committee plans the President's Reception and arranges for entertainment as desired. It provides decorations for the head table of the general conference assembly and for meals.

### **6. Program Book Committee**

This committee solicits ads and booster lists from chapters and from commercial enterprises and prepares and distributes the necessary forms. It engages the printer and oversees the printing of the program books with the agenda in the center, sponsor and exhibitor, chapter and commercial ads.

## **III. OFFICER DUTIES**

**A. Duties of the Congressional District (and Senatorial) Leader (CDL)/District Officer**

1. An e-mail address and computer access are required for the expected frequent checking of e-mail guidance from the Legislative Staff of NARFE Headquarters.
2. The CDL will maintain positive working relationships with local staff of the Congressional District(s) and/or Senatorial Offices and will keep Federation NARFE members informed of the latest legislative information through the Federation newsletter, website, and chapter meetings. When appropriate, he/she will organize appropriate actions for Federation members to take in the assigned district.
3. The CDL may serve as the contact person for the Congressional/ Senatorial Office and may schedule meetings with the Member(s) of Congress and Senator(s) for Federation NARFE members in the assigned Congressional District(s). Federation members will be asked periodically, through the Candidates for Office calls in the Federation newsletter and website, about interest in team visits to Congressional and Senatorial staff offices. Responses through mail, e-mail or phone call will be entertained throughout the year and passed from the Federation Secretary to the appropriate CDL.
4. The CDL will report activity and Congressional interactions to NARFE's Legislative Department, the Federation Executive Board, and the Regional Vice President.
5. The CDL will provide additional support requested by members of chapters in their assigned district and keep the chapters regularly informed of Federation activities and progress.

**IV. ALLOWANCES****A. Use of Home for Federation Business**

1. It shall be the policy of the Missouri Federation to allow \$200.00 each for the President, Secretary and Treasurer, for the use of their homes and equipment in connection with Federation business. These allowances should be included in the Missouri Federation Annual Budget and be paid after the beginning of the budget year, including \$200.00 for the Newsletter Editor and the Webmaster.
2. These allowances are contingent upon the availability of funds in the Federation treasury.

**B. State Conferences**



1. It shall be the policy of the Missouri Federation to reimburse the President, Secretary and Treasurer \$200.00 each to prepare for and attend the State Conference.
2. It shall be the policy of the Missouri Federation to allow the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, the CDLs, and the Immediate Past President one night's lodging and round-trip mileage to attend the Executive Board meeting at the State Conference.
3. It shall be the policy of the Missouri Federation to reimburse elected and appointed board members mileage and one night's lodging to attend the Executive Board meeting prior to the State Conference. This was the result of a vote of the Executive Board meeting on April 16, 2008.
4. These allowances are contingent upon availability of funds in the Federation treasury.

### **C. National Conferences**

1. It shall be the policy of the Missouri Federation to allow \$200.00 plus registration fee each for the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President, Secretary and Treasurer (or another designated Federation member) to attend the National Conference held every two years.
2. It shall be policy for the Missouri Federation to reimburse the Federation President for the cost of attending the annual Federation Presidents' meeting and whoever the Board approves to send to the annual National Legislative Conference, based on receipts for travel, registration fees and hotel.
3. These allowances are contingent upon availability of funds in the Federation treasury.

### **D. Voluntary Payment of Federations Dues**

Chapters that voluntarily pay Federation dues will be eligible to compete for a subsidy, announced by the Federation Executive Board, for one member to attend the Annual Legislative Conference held in the Washington, DC area subject to availability of funds.

## **V. GENERAL PROCEDURES**

**A. Call for Candidates for Federation Offices and Committees, and for Federation Bylaws Amendments and Resolutions**

The Revised Missouri Federation Bylaws (approved by NARFE Headquarters in May 2017) recognize the results of the 2016 NARFE National Convention which made voting in NARFE elections a duty of ALL NARFE members.

Consequently, in order to meet all the deadlines down the line, culminating in the Federation Conference in April [applicable year], your input in finding candidates for the offices listed below is requested.

**CALL FOR ELECTED OFFICERS**

Your reply, using this form, must be received via one of the following methods within 30 days of receipt of this notice:

- mail to NARFE MO Federation; c/o [current Federation Secretary's name and address]
- email to [current Federation Secretary's email address]

In your response, please provide your

name \_\_\_\_\_,  
membership number \_\_\_\_\_, and  
candidate nomination(s).

You may nominate yourself or another member (including current officers for an additional term) with their knowledge.

**ELECTED FEDERATION OFFICES**

Members may hold only one elected office at a time. Those elected must attend the Federation Conference on [conference dates] in [conference location] for installation.

Federation President: \_\_\_\_\_

Federation 1<sup>st</sup> Vice President: \_\_\_\_\_

Federation 2<sup>nd</sup> Vice President: \_\_\_\_\_

Federation Secretary: \_\_\_\_\_

Federation Treasurer: \_\_\_\_\_

Congressional District Leader (CDL) for District\_\_\_\_ (# of the district in which you reside):

\_\_\_\_\_

Congressional District Team Member for District\_\_\_\_ (# of the district in which you reside):

\_\_\_\_\_

(Team members participate in legislative activities, advocate on NARFE's behalf, and visit Congressional and Senatorial Offices (if able) at least once per year. All applicants will serve a two- year term.)

## **CALL FOR APPOINTED OFFICERS**

Your reply, using this form, must be received via one of the following methods within 30 days of receipt of this notice:

- mail to NARFE MO Federation; c/o [current Federation Secretary's name and address]
- email to [current Federation Secretary's email address]

In your response, please provide your

name \_\_\_\_\_,

membership number \_\_\_\_\_, and

candidate nomination(s).

You may nominate yourself or another member (including current officers for an additional term) with their knowledge.

## **APPOINTED FEDERATION OFFICES**

Members running for elected office should not also run for appointed office, although it is not prohibited by the Federation bylaws.

Candidates will be considered by the Federation President for appointment and will be notified of results by the Federation Secretary prior to the Federation Conference. Members in appointed positions must register for and attend the Federation Conference each year of the two-year term.

Alzheimer's Coordinator: \_\_\_\_\_

Federation NARFE-PAC Chair: \_\_\_\_\_

Missouri Legislative Chair: \_\_\_\_\_

Webmaster & Public Relations Chair: \_\_\_\_\_

Federation Newsletter Editor: \_\_\_\_\_

Federation Service Officer: \_\_\_\_\_

Conference Committee member:

Rules - \_\_\_\_\_

Audit - \_\_\_\_\_

Budget - \_\_\_\_\_

Bylaws & Resolutions - \_\_\_\_\_

Nominations & Elections - \_\_\_\_\_

Membership - \_\_\_\_\_

Time & Place - \_\_\_\_\_

NARFE-PAC - \_\_\_\_\_

## CALL FOR FEDERATION BYLAWS AMENDMENTS

(NOTE: National Bylaws Amendments and Resolutions are submitted directly to NARFE HQ within the deadline usually announced in the magazine in even numbered years.)

Your reply, using this form, must be received via one of the following methods within 30 days of receipt of this notice:

- mail to NARFE MO Federation; c/o [current Federation Secretary's name and address]
- email to [current Federation Secretary's email address]

In your response, please provide your

name \_\_\_\_\_,

membership number \_\_\_\_\_, and

proposed amendment(s).

### **BYLAWS AMENDMENTS**

If you desire to submit a Federation Bylaws amendment to be considered at the [applicable year] conference(s), please indicate so below:

FEDERATION BYLAWS AMENDMENT: YES\_\_\_/NO\_\_\_ (must mail in OR email completed Form 3C “Proposed Bylaw/Standing Rule Amendment”)

### **CALL FOR FEDERATION RESOLUTIONS**

Your reply, using this form, must be received via one of the following methods within 30 days of receipt of this notice:

- mail to NARFE MO Federation; c/o [current Federation Secretary’s name and address]
- email to [current Federation Secretary’s email address]

In your response, please provide your

name \_\_\_\_\_,

membership number \_\_\_\_\_, and

proposed resolution(s).

### **RESOLUTIONS**

If you desire to submit a Federation Resolution to be considered at the [applicable year] conference(s), please indicate so below:

FEDERATION RESOLUTION: YES\_\_\_/NO\_\_\_ (must mail in OR email completed Form 3A “Proposed Resolution”)

### **B. Election of Federation Officers and Vote on Federation Bylaws Amendments and Resolutions**

The Winter newsletter and the website shall publish the Federation Elected Officers ballot. (A list of candidates nominated for appointed positions shall also be included for members' information only. The Federation Executive Board will make the appointments.) If any Bylaws Amendments or Resolutions were submitted, these would also be on the ballot.

### **C. Illnesses (Executive Board Members and Spouses)**

1. It shall be the policy of the Missouri Federation that the Secretary sends cards to the Executive Board Members and their spouses in case of illness or hospitalization.

### **D. Deaths (Executive Board Members and Spouses)**

1. It shall be the policy of the Missouri Federation that the Secretary authorize a \$25.00 contribution to the memorial chosen by the deceased's family, and if none is specified, a \$25.00 contribution will be given to NARFE/Alzheimer's Research.

### **E. Federation Mentoring Program**

1. On October 26, 2006, the Missouri Executive Board decided to begin a mentoring program to train potential NARFE leaders. Mentoring asks experienced leaders to help new and potential leaders feel more comfortable about accepting leadership in a chapter or federation.

2. Training workshops held during the annual Federation Conference are intended for training chapter leaders. Any dues paying member interested in a chapter leadership position who desires training beyond what is provided in workshops should inform one of the Executive Board Members at the conference or any other time by phone, e-mail or regular mail in order that a mentor can be assigned.

3. To participate in the mentoring program for the Federation Secretary, Treasurer, District Officer, or appointed officer, any dues paying Federation member may notify a Federation Executive Board member by phone, e-mail or regular mail of his/her interest prior to the annual Federation Conference. Training will begin after the Conference by approval of the

Executive Board. The incumbent officer will provide the training throughout the year, most likely at quarterly Executive Board meetings, which the trainee may attend as a guest. The Federation Executive Board may approve mileage expenses for this purpose if funds are available. The trainee may be reimbursed for lodging expenses according to the rules which apply to the Board.

4. The Federation may issue a call for interested trainees for this program through the Federation newsletter or website when appropriate. The person being trained shall be called an Assistant Officer during the training period. There are no special qualifications other than an interest in learning the work of the mentor.

5. This training does not guarantee nomination or election to the position.

6. At the end of the training year, the trainee may declare candidacy for the position for which training was received when a call for candidates is requested. However, it is understood that election of Federation Officers will proceed as described in Article IV of the Federation Bylaws in which mentoring is not required.

7. The Federation President approves a change of incumbent as appropriate for all appointed positions on the Federation Board.

#### F. Federation Executive Board Action Deadlines

##### Secretary's Timeline:

##### **- Post-Conference (late April/early May):**

- Prepare and email April FEB minutes and Conference minutes to FEB and Chapter Presidents & Secretaries.

- File F-7A via OAM at [www.narfe.org](http://www.narfe.org). Email copy to Region V Field VP.

- File F-22. Obtain blank form from [narfe.org](http://narfe.org) Forms section. Complete and email to NARFE Headquarters, cc Region V Field VP.

- Order badges via General Store at [narfe.org](http://narfe.org).

- Verify hotel contract (overnight traveler rooms, meeting room, lunch) for July, October and January FEB meetings has been signed (usually by local CDL).

- **June, 4<sup>th</sup> Thursday** – Email FEB meeting invitation to FEB, cc Region V Field VP.

- **July, 3<sup>rd</sup> Thursday** – Email FEB meeting agenda to FEB, cc Region V Field VP.

- **July, 4<sup>th</sup> Thursday** – Attend FEB; take notes. Within ~ one week, prepare and email minutes to FEB and Chapter Presidents & Secretaries.
- **Early August (prior to Fall newsletter submission deadline)** - Prepare and email “calls” (Call for Federation Elected Officers\*, Call for Federation Appointed Officers\*, Call for Federation Bylaws Amendments, Call for Federation Resolutions, and Call for Federation Conference Committee Members) to Newsletter Editor and Website Coordinator (\*odd years only (in preparation for even-year officer elections and appointments)).
- **September, 4<sup>th</sup> Thursday** – Email FEB meeting invitation and “call” results to FEB, cc Region V Field VP. Email Conference Planning Committee (upcoming conference host, as determined at previous conference) to request draft conference agenda.
- **October, 3<sup>rd</sup> Thursday** – Email FEB meeting agenda and draft conference agenda to FEB, cc Region V Field VP.
- **October, 4<sup>th</sup> Thursday** – Attend FEB; take notes. Within ~ one week, prepare and email minutes to FEB and Chapter Presidents & Secretaries.
- **Early November (prior to Winter newsletter submission deadline)** – Assist, if needed, Chairperson of Nominations & Elections Committee in preparing ballots and emailing them to Newsletter Editor and Website Coordinator (odd years only). Assist, if needed, Conference Planning Committee in emailing draft conference agenda to Newsletter Editor and Website Coordinator.
- **Mid November** – Contact NARFE HQ Communications Department to request that election be advertised in January edition of NARFE magazine (odd years only).
- **Early December** - Remind Chapter Secretaries (cc Chapter Presidents) to file F-7. Update Chapter Presidents, Secretaries, Service Officers, and Meeting Information lists as notifications are received. If necessary, email FEB and Chapter Presidents (cc Chapter Secretaries) to request additional volunteers for Conference Committees.
- **December, 4<sup>th</sup> Thursday** – Email FEB meeting invitation to FEB, cc Region V Field VP.
- **January, 3<sup>rd</sup> Thursday** – Email FEB meeting agenda (and updated “call” lists, if applicable) to FEB, cc Region V Field VP.
- **January, 4<sup>th</sup> Thursday** – Attend FEB; take notes. Within ~ one week, prepare and email minutes and Conference Committee lists to FEB and Chapter Presidents & Secretaries. Email Conference Committee lists to appointees.
- **February** – As requested, forward documents from Conference Planning Committee to Chapter Presidents & Secretaries.
- **Late February** – Order gift (e.g., clock, plaque, etc.) for outgoing President (if applicable).
- **March** – Plan conference Memorial Service. Plan Chapter Secretaries’ training.



- **March, 4<sup>th</sup> Thursday** – Email FEB meeting invitation to FEB, cc Region V Field VP.
- **Early April** - Prepare Certificates of Appreciation for outgoing FEB members (if applicable).
- **April, 3<sup>rd</sup> Thursday** – Email FEB meeting agenda to FEB, cc Region V Field VP.
- **Late April** – Attend FEB; take notes. Attend Conference; take notes, conduct training for Chapter Secretaries, and conduct memorial service.

## **VI. RECORDS MANAGEMENT.**

### **A. Introduction**

1. A record of what an organization, be it a Chapter or the Federation, has done can be as important as the event and its aftermath. Records that describe the purpose, conditions, people, and other factors pertinent to an event are critical to any NARFE activity.
2. How records are achieved varies with the people involved and their ability to organize material, keep it for specific time periods, and purge materials periodically.
3. The primary rule on what and how records are maintained depends on the needs and resources of the organization to amass, retain, and reduce its records as appropriate. Records and the Federation's ability to store them influence the record management process in many ways.
4. Not many individuals can devote personal space to assorted boxes of files that are currently generated, yet there should be an accepted method which assures officers and committee chairs systematically file, retain, and periodically reduce their records.
5. Although variations exist, current practices indicate general acceptance in NARFE that records can be divided into three categories – Permanent Records, Three-Year Files, and One-Year Files.
6. If records are subject to change or renewal, it is only necessary to retain current records.

### **B. Retention and Disposal**

1. Federation/Chapter continuity is dependent upon complete, valid records. They are the property of the Federation/Chapter. They are to be used by the officers and members and must be passed from one administration to the next. The records are the responsibility of the

President. The President should be assured that all original and official documents are safeguarded. Rental of a safety deposit box could be considered for safeguarding these documents.

2. All Federation/Chapter records should be reviewed annually by the President and Secretary to assure that they are current and complete. The retention period for any records not listed below should be determined locally; i.e., at the discretion of the Federation/Chapter and its officers.

3. The following are guidelines for record retention and disposal:

### ***PERMANENT RECORDS***

#### *President:*

*NARFE Federation/Chapter Charter*

*Report of formation of new Chapters and application for Chapter Charter (F-19)*

*Chapter Constitution and By-Laws and all future amendments (F-21)*

*Chapter ZIP Code Assignments and Changes (F-46)*

*Federation Constitution and Bylaws (as revised) \*\*\**

#### *Secretary:*

*Federation/Chapter Officer Rosters (F-7A/F-7)*

*Directory of Chapters \**

*General correspondence unless it contains policy or instructions, then it should be incorporated into the policy manual which is permanent.*

*Federation Executive Board – Minutes*

*Federation/ National Conference – Minutes*

#### *Treasurer:*

*Dues Transmittal Sheet New Members/Renewals (F-16/16R)*

*Employer Identification Number (EIN) for the IRS*

*Equipment Inventory \*\**

*Record of Federation/Chapter property (flag, gavel, postal permits, furniture, banner, briefcases, and any other equipment)*

*NOTES: Maintenance Period -*

*\* Until superseded.*

*\*\* As long as equipment is retained.*

*\*\*\* Until revised or superseded.*

*\*\*\*\* Resolutions - until adopted and implemented/rejected.*

### **THREE-YEAR RETENTION**

*Treasurer:*

*Bank statements (for investment accounts, money fund accounts, Treasury Bills, CD's, etc.)*

*Checkbooks, cancelled checks, and bank reconciliations*

*Daily cash receipts*

*Invoices, reports, vouchers*

*Per Capita report file*

*Receipts and Disbursements Ledger*

*NOTES: Maintenance Period – Three years preceding the current fiscal/calendar year.*

*Comments – Small tax-exempt organizations, such as NARFE chapters and federations that previously were not required to file returns are now required to file an electronic notice, Form 990-N, Electronic Notice (e-Postcard).*

*Organizations that do not file will lose their tax-exempt status.*

*Usually records that support an item of income, deduction or credit must be kept for three years from the date the return is due or filed, whichever is later. Keep records that verify the organization's basis in property for as long as they are needed to figure the basis of the original or replacement property. The organization should also keep copies of any returns it has filed. They help in preparing future returns and in filing an amended return.*

### **TWO-YEAR RETENTION**

*Secretary:*

*NARFE publications (Headquarters Highlights, Washington Letter, National NARFE magazine, MO NARFE newsletter, etc.)*

*Chairpersons:*

*Committee Records*

*File Folders*

*NOTES: Maintenance Period – Two years, then screened for disposal of nonessential material prior to turning items over to the incoming chairperson.*

*Comments – File folder labels should indicate: subject, calendar/fiscal year and disposition instructions.*

4. In addition to the records which are to be retained and passed on to each new President are the following:

*Current Manuals (F-54 through F-60)*

*Program information and records*

*Current legislation information*

*Current Nominating Committees*

*Chapter Newsletters*

*Scrapbooks maintained by the Historian (if a chapter has a historian)*

## **VII. TRAVEL**

### **A. Federation Executive Board Expense Regulations**

1. The following regulations shall apply to members of the Federation Executive Board, when representing the Federation on business approved by the Federation President and to members of Chapters affiliated with the Federation who are requested to perform activities by the Federation or its officers.

2. The Executive Board established the mileage rate for using privately owned automobiles at \$0.50 per mile at its April 20, 2016, meeting. This rate took effect on April 22, 2016.

3. Motel/hotel charges may be reimbursed if a Board member must drive at least one hundred fifty (150) miles each way to attend the FEB, effective April 2017.

Receipts for all lodging expenses must be submitted with the travel voucher. Motel/hotel charges are to be for single rate only and do not include charges for the spouse, unless room rates are the same for single/double, or if spouse is performing Federation business.

4. Meal charges are allowable when the person is performing approved Federation business. Charges for the meals, including tips, shall be substantiated with receipts. Meal charges are for Federation representatives only and do not include spouse's meals unless the spouse is performing Federation business.

5. All Board members, both elected and appointed, in the performance of Federation business, shall be reimbursed for expenses incurred for postage, printing, copying, supplies, etc., and other expenses submitted on vouchers with appropriate receipts. When in doubt concerning expenditure, obtain prior approval from the Federation President.

## **VIII. CONGRESSIONAL DISTRICTS AND ASSIGNED CHAPTERS**

### Congressional District 1

112 Greater St. Louis

1240 North St. Louis/Florissant

### Congressional District 2

2071 West St. Louis County

### Congressional District 3

313 Jefferson City

991 Corncob Pipe Capitol/Washington

1278 Jefferson County

1843 MO State Chapter

Congressional District 4

1012 Cass County

1463 Golden Valley/Clinton

1859 Mexico

1980 Pomme De Terre

Congressional District 5

20 Greater Kansas City

1164 Independence

2041 Blue Springs

Congressional District 6

307 St. Joseph

683 Hannibal

787 Kirksville

1915 North Central

1944 Northland Excelsior Springs

2256 Kansas City North

Congressional District 7

11 Springfield

19 Joplin

1437 Shepherd of the Hills/Branson

Congressional District 8

694 Poplar Bluff

695 West Plains

2283 Ava