



**NATIONAL ACTIVE and RETIRED FEDERAL EMPLOYEES ASSOC.**

**MISSOURI FEDERATION OF CHAPTERS**

# **Policy Manual**

**APRIL 2017**

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**I. ADVANCE OF FEDERATION FUNDS AND STATE CONVENTION DATES AND DAYS.**

**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.

**B. Host Chapter of State Conventions.**

1. It shall be the policy of the Missouri Federation to advance \$500.00, upon request of the host Chapter, for expenses incurred prior to registration or receipt of other donated funds. The advance should be sent to the host chapter Convention Treasurer after December 1.

2. This advance should be returned to the Federation following the close of the State Convention if sufficient funds are budgeted and received to cover their expenses.

3. This advance is contingent upon availability of funds in the Federation treasury.

**C. State Convention Dates and Days.**

1. The Executive Board voted on June 27, 1996, that future State

Conventions are limited to two full consecutive days. All business transactions will be completed by the end of the second day, thus eliminating the breakfast meeting, this in the past was held on the third day.

2. The Executive Board voted on July 24, 2008, that the Treasurer's report for the Convention include a balance sheet and that the Treasurer's report be provided to delegates in the Registration package.

3. The Executive Board voted on July 24, 2008, that Convention Rules be provided to delegates at the time of registration.

#### **D. President's Reception at State Conventions.**

1. The Executive Board voted on June 4, 2014, that funds, up to \$300.00, be taken from the Federation treasury for the President's reception which is normally held the evening before the opening of the MO Federation Convention.

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

#### **E. Convention Committees.**

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

The Rules committee shall develop the rules to be followed during the annual meeting (State convention) and will distribute the same prior to the call to order of the assembly.

##### **2. Registration and Credentials Committee**

This committee shall verify at the time the registration for the State Convention is received whether the registrant is a NARFE Association member or a guest by use of the OAM. At the annual meeting the registration committee shall provide identification to all members and guests registered in advance or at the State Convention.

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

The Sergeant-at-Arms committee shall ensure only registered members and guests are admitted to the general assembly at the State convention. They shall direct attendees to functional locations and manage the lost and found function during the annual meeting.

##### **4. Audit Committee**

The audit committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and its chair present a report at the annual meeting (State convention). The Executive Board shall print this report in the newsletter following the annual meeting.

## 5. Budget Committee

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

## 6. Bylaws & Resolutions Committee

The Bylaws & Resolutions committee will review amendments and resolutions to the Federation Bylaws or National Association Bylaws returned in response to the call for submissions sent out in the August 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 December newsletter. The votes are expected to 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 annual meeting.

The committee chair will present the voting results of proposed changes to Federation Bylaws or National Bylaws at the annual meeting.

## 7. Nominating & Elections Committee

A call for applicants to elected and appointed Federation offices will be sent out in the August Federation newsletter and returns are expected to be available by early October. The committee will verify that they 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 December newsletter.

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 65 days prior to the annual meeting.

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 annual meeting (State convention). Elected officers are expected to register for and attend the annual meeting at which they will be officially installed.

The committee chair will report at the annual meeting on the eligibility and the election of officers resulting from the ballot votes of the Federation members.

### 8. Membership Committee

The Membership Committee, chaired by the Federation Vice President, will consist of NARFE Association members and chapter membership chairs that plan to attend the State convention. This committee will meet at the annual meeting. The purpose of this committee shall be to develop strategies to be adopted at the annual meeting 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.

### 9. NARFE-PAC Committee

The NARFE-PAC committee shall be chaired by the Federation NARFE-PAC coordinator and promote contributions to national NARFE-PAC at the State convention.

### 10. Time & Place Committee

The State Convention shall be held in April at such time and place as shall have been fixed at the previous convention by the Time and Place committee or by the Executive Board in the absence of previous designation or in the case of an emergency.

### 11. Alzheimer's Committee

The Alzheimer's committee will be chaired by the Federation Alzheimer's coordinator and will include the Alzheimer's chairs of Missouri chapters. This committee, plus NARFE Association members who have expressed an interest in serving on the committee for the State convention, shall organize and carry out fundraising during the State Convention and in their communities thereafter.

## II. OFFICER DUTIES (expanded)

### A. Duties of the Congressional District and Senatorial Leader (CDL)

1. An e-mail address and computer access is required for the expected frequent checking of e-mail guidance from the Legislative Staff of NARFE Headquarters.
2. He/she 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 or website or at chapter meetings. When appropriate, he/she will organize appropriate actions for Federation members to take.
3. The CDL may serve as the contact person for the Congressional/ Senatorial Office in the District and may schedule meetings with the Member(s) of Congress or 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, 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.

## **II. 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 paid shortly after the election of these officers at the State Convention each spring. This was the result of a vote of the Executive Board on May 12, 1989. Two hundred dollars for the Newspaper Editor is also allowed; this was the result of a vote by the Executive Board on January 24, 2008.

2. These allowances are contingent upon the availability of funds in the Federation Treasury.

### **B. State Conventions.**

1. It shall be the policy of the Missouri Federation to reimburse the President, Secretary and Treasurer \$200 each to prepare for and attend the State Convention. This was the result of a vote of the Executive Board meeting on January 16, 1990.

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 District Officers and the Immediate Past President one night's lodging and round-trip mileage to attend the Executive Board meeting prior to the State Convention.

3. It shall be the policy of the Missouri Federation to reimburse **elected and** appointed board members mileage and one night's lodging prior to the State Convention. This was the result of a vote of the Executive Board meeting on April 16, 2008 **and on.....**

4. It shall be the policy of the Missouri Federation to allow the members of

the Credentials Committee one night's lodging and mileage to serve on the State Convention Credentials Committee. This was the result of a vote of the Executive Board on February 25, 2007.

5. These allowances are contingent upon availability of funds in the Federation Treasury.

### **C. National Conventions.**

1. It shall be the policy of the Missouri Federation to allow \$200.00 plus registration fee each for the President, 1<sup>st</sup> Vice President, Secretary and Treasurer (or a Federation Delegate) to attend the National Convention held every two years. This was the result of a vote of the Executive Board meeting on October 26, 2005. Also to be included is the 2<sup>nd</sup> Vice President; this was the result of a vote of the Executive Board meeting on April 16, 2008.

2. These allowances are contingent upon availability of funds in the Federation treasury.

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

Chapters who 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.

## **III. GENERAL PROCEDURES.**

### **A. Call for candidates for Federation Offices, Committees and for Federation and National Bylaws and Resolutions**

The August newsletter and the website shall publish a call for candidates as follows:

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#### **INSTRUCTION TO FEDERATION MEMBERS**

Please indicate your interest in one the following positions. If you reply by mail, e-mail or phone call, please provide your name, membership number and state the position of interest. It is suggested that you not apply for an appointed office if you are running for an elected office.



Please mail your response to \_\_\_\_\_; or e-mail to \_\_\_\_\_;  
or call \_\_\_\_\_.

ELECTED OFFICES: Members can hold only one elected office at a time- those elected must attend the Federation Convention for installation.

Federation President \_\_\_\_\_; Federation Vice President \_\_\_\_\_; Federation Secretary \_\_\_\_\_;  
Federation Treasurer \_\_\_\_\_; Congressional District Leader for District \_\_\_\_\_ (# OF DISTRICT)

APPOINTED OFFICES: Members running for elected office should not also run for appointed office, although it is not prohibited)

Alzheimer's Coordinator \_\_\_\_\_; Federation PAC chair \_\_\_\_\_; Missouri Legislative Chair \_\_\_\_\_;  
Webmaster & Public Relations Chair \_\_\_\_\_; Federation Newsletter Editor \_\_\_\_\_; Federation  
Service Officer \_\_\_\_\_

CONGRESSIONAL DISTRICT LEADER (CDL) TEAM: Members participate in legislative activities and in visiting Congressional or Senatorial Offices at least once per year. All applicants will serve two year terms.

CDL District # Team Member \_\_\_\_\_

CONVENTION COMMITTEE MEMBER: Members must register and attend the Federation Convention each year of the term.

Rules \_\_\_\_\_; Registration & Credentials \_\_\_\_\_; Sergeant-at-Arms \_\_\_\_\_; Audit \_\_\_\_\_;  
Budget \_\_\_\_\_; Bylaws & Resolutions \_\_\_\_\_; Nominations & Elections \_\_\_\_\_; Membership \_\_\_\_\_;  
Time & Place \_\_\_\_\_

FEDERATION BYLAWS AMENDMENT: \_\_ YES/NO \_\_ (must mail in Form 3C "Proposed Bylaw/Standing Rule Amendment")

NATIONAL BYLAWS AMENDMENT: \_\_ YES/NO \_\_ (must mail in Form 3C "Proposed Bylaw/Standing Rule Amendment")

FEDERATION RESOLUTION: YES/NO (must mail in Form 3A “Proposed Resolution”)

NATIONAL RESOLUTION: YES/NO (must mail in Form 3A “Proposed Resolution”)

**B .Election of Federation Officers and Vote on Federation or National Bylaw Amendments or Resolutions**

The December newsletter and the website shall publish the ballots for election of Federation Officers. If any Bylaw Amendments and/ or Resolutions were submitted to the AUGUST newsletter these would also be on the ballot printed in the December Newsletter and on the website.

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**Instruction to members:**

In your ballot response please provide your name and membership number and for each office the candidate you are voting for whether you respond by mail, e-mail or phone call. If Bylaw Amendments or Resolutions are provided, please vote YES or NO for each, identifying the ID reference provided. Please return your response to by mail to : \_\_\_\_\_; by e-mail to: \_\_\_\_\_; or to phone number \_\_\_\_\_ leaving the appropriate voice mail if necessary.

ELECTED OFFICERS: Please print the name of your selection

FEDERATION PRESIDENT \_\_\_\_\_

FEDERATION VICE PRESIDENT \_\_\_\_\_

FEDERATION SECRETARY \_\_\_\_\_

FEDERATION TREASURER \_\_\_\_\_

CONGRESSIONAL/SENATORIAL DISTRICT LEADER \_\_\_\_\_

(ONLY VOTE FOR YOUR DISTRICT. I AM IN District # \_\_\_\_\_ )

**BYLAWS AMENDMENTS AND/OR RESOLUTIONS**

FEDERATION BYLAW AMENDMENT (ID reference) \_\_\_\_\_ YES/NO \_\_\_\_\_

NATIONAL BYLAW AMENDMENT (ID reference) \_\_\_\_\_ YES/NO \_\_\_\_\_

FEDERATION RESOLUTION (ID reference) \_\_\_\_\_ YES/NO \_\_\_\_\_  
NATIONAL RESOLUTION (ID reference) \_\_\_\_\_ YES/NO \_\_\_\_\_

**C. Illnesses (Executive Board Members or Spouses).**

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

**D. Deaths (Executive Board Members or 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 Convention 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 convention 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 affiliated chapter member may notify a Federation Executive Board member by phone, e-mail or regular mail of his/her interest prior to the annual Federation Convention. Training will begin after the convention 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 [monarfe.org](http://monarfe.org) 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 at the Federation Convention for the position for which training was received. 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.

#### **IV. 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, keeps 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. Chapter continuity is dependent upon complete, valid records. They are the property of the 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 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 Chapter and its officers.

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

### **PERMANENT RECORDS**

President:

NARFE 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)

Chapter & Federation Officers Manual (F-10) \*\*\*

National Bylaws (as revised) (FH-4) \*\*\*

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

Resolutions \*\*\*\*

Secretary:

Chapter Officer Rosters (F-7)

Directory of Chapters \*

NARFE Manuals and Handbooks \*\*\*

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

Federation Executive Board – Minutes

State/ National Convention – Minutes

Treasurer:

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

Employer Identification Number (EIN) for the IRS

Equipment Inventory \*\*

Record of 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**

President/Membership Chair:

Membership Summary State/Chapter (M-110)

Monthly Chapter Activity Report (M-112)

Monthly Chapter Activity Summary (M-112S)

Semi-Annual Membership Roster (M-114)

Treasurer:

Bank statements (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 proceeding 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.

## **ONE YEAR RETENTION**

Secretary:

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

NOTES: Maintenance Period – Previous year and the current fiscal/calendar year.

Comments – Correspondence should be destroyed unless containing historical information.

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 (permanent, three-year, or one-year).

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)

## **V. 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 Chapter 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 (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.



**VI. CONGRESSIONAL DISTRICT AREAS.****District #1- St. Louis Area**

112- Greater St. Louis  
1229- Lewis and Clark/St. Charles  
1240-North St. Louis County/Florissant  
1278- Jefferson County  
2071- West St. Louis County

**District #2 – Midwest Area**

605- Sedalia  
1463- Golden Valley/Clinton  
1980- Pomme de Terre  
2212- Warrensburg

**District #3- Springfield Area**

011- Springfield  
695- West Plains  
1437- Shepherd of the Hills/Branson  
2096- Houston  
2283- Ava

**District #4- Mid Central Area**

313- Jefferson City  
991- Washington/Corn Cob Pipe Capitol

**District #5- Kansas City Area**

020-Greater Kansas City  
1012- Cass County

1164- Independence

2041- Blue Springs

2256- Kansas City North

**District #6- North Central Area**

307- St. Joseph

1915- North Central Missouri

1944-Northland/Excelsior Springs

**District #7- Joplin Area**

019- Joplin

1843- MO State Chapter

**District #8- Bootheel Area**

694- Poplar Bluff

1237- Perryville

1926- Kennett/Bootheel

**District #9- Northeast Area**

312- Columbia

683- Hannibal

787- Kirksville

1859- Mexico