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100 – NATIONAL EXECUTIVE BOARD

101 LITIGATION

Whenever a “court” document is served on the national association or a national officer of the association, the National Executive Board is to be notified by telephone within 24 hours; copies of the document are to be sent by priority mail to the board within 72 hours.

102 ACCESS TO INFORMATION, NEB MEMBERS

Policy, procedures, personnel documents and information, without exception, will be made available expediently to any National Executive Board member upon request to the National President; confidential information must be so treated by the board member.

103 DISCUSSION, FINANCIAL MATTERS

Financial matters cannot be voted on by means of a conference call, but must always be through face-to-face discussion except by unanimous consent of the National Executive Board.

104 NATIONAL POLICY BOOK APPROVAL

The policies contained in the National Policy & Procedure Manual can only be adopted, revised or eliminated with National Executive Board approval. The procedures contained in the appropriate section of this manual can be added, revised or eliminated by National Resident Officer approval.

105 NATIONAL CONVENTION NOMINATING COMMITTEE

The Regional Vice Presidents select the Nominating Committee during the first National Executive Board meeting of the convention year.

106 QUORUM NATIONAL EXECUTIVE BOARD MEETING

A quorum required to conduct NARFE National Executive Board business will consist of a minimum of eight (8) National Executive Board members.

107 SALARIES, ANNUAL OF ALL NEB MEMBERS

The Resident Officers/Regional Vice Presidents salaries shall be adjusted annually by the amount of the Cost of living Allowance (COLA) approved by law for retired federal employees and on the same effective date. The delegates at the National Convention may also adjust the salaries.

108 SPOUSE, ACCOMPANYING NEB MEMBER ON OFFICIAL BUSINESS

No travel expenses are authorized for accompanying spouses unless specifically authorized by the National President.

109 THRIFT INVESTMENT ADVISORY COUNCIL

The National President will recommend a representative of this council; the Association's appointee must be an active member of the National Executive Board.

110 EXECUTIVE BOARD PROPERTY

Regional Vice Presidents are authorized to purchase FAX machines, computers, printers and related equipment, for use in their homes or offices, when properly justified, included, and approved in their current budgets. All equipment is to be Association property. Regional Vice Presidents will have the option to purchase their respective equipment, at negotiated value, turn it over to their replacements, or return it to NARFE Headquarters at the end of their terms in office. NARFE will pay shipping costs as required.

111 RETIREMENT PLAN FOR ALL NEB MEMBERS

NEB members, including Regional Vice Presidents, may participate in the NARFE 401(k) Plan up to twenty five percent (25%) of their pay, tax deferred. NARFE will make no contribution of 2% or match funds of voluntary contributions to the NARFE 401(k) Plan by NEB members, including Regional Vice Presidents.

112 RELOCATION EXPENSES, RESIDENT OFFICERS

The Association will reimburse all expenses in connection with relocation of National Resident Officers to and from National Headquarters. The reimbursements of all the reasonable relocation expenses will be limited to the costs of relocation from and returning to the officer's permanent legal residence at the time of election to the national office. In the event the relocations are different from the permanent legal resident at the time of election to the national office, the reimbursements will not exceed the amounts that would have been incurred if the relocations were from and returning to the permanent legal residence. All reimbursed relocation expenses must be incurred within 12 months of the beginning of the term of office and within 12 months of the expiration of the term of office. The reimbursed expenses include:

- (a) A trip to secure accommodations at the beginning and completion of term of office;
- (b) Automobile shipment (the current IRS or public carrier rate, whichever is lower).
- (c) Reasonable costs of overnight accommodations and meals.
- (d) Shipment of household goods to and from the DC metropolitan area to the location of the officer's choice.
- (e) The automobile and household goods shipment must originate within the 12 months limit described above.

200 – NATIONAL CONVENTION

201 CONVENTION, APPEALS COMMITTEE

A Convention Appeals Committee (CAC) will be in place for each National Convention. The members of the CAC will be: the chairs of the Bylaws, Rules and Resolutions Committees. The Appeals Committee members will elect one of their members to chair the committee. The CAC will investigate any matter of dispute, which relates to nominations, voting procedures, counts, and such other matters as the convention chair deems appropriate, and will recommend to the convention chair a solution. If the convention chair disagrees with the CAC's recommendation, the Chair will ask the assembly to resolve the matter. The decision of the CAC or the assembly will be binding on all concerned.

203 DELEGATE STRENGTH

Before the convention, Regional Vice Presidents and Federation Presidents will be furnished, by computer printout, timely information on National Convention delegates and voting strength.

204 EXHIBITS

National Headquarters will solicit and select National Convention exhibitors and vendors.

205 FUNDS AND ACCOUNTING

The National Convention Host Committee will select a treasurer to keep an accurate record of receipts and disbursements by the National Convention Host Committee. These records will be available for inspection, along with back up material, by the National Treasurer. Neither the National Convention Host Committee nor any of the members will have any authority to sign contracts without prior approval of the National President.

206 GUIDELINES, HOST CHAPTER

The National Convention Host Committee shall adhere to the requirements of the Headquarters manual, Host Chapter Guidelines (FH-8).

207 PER DIEM REIMBURSEMENT, COMMITTEE MEMBERS

The National Executive Board will set the per diem reimbursement rate and schedule the number of days for which each National Convention committee will be eligible for reimbursement. No member will be entitled to reimbursement for more than one committee assignment. Committee members will be reimbursed only for days they actually serve. The National President will be the final authority in all disputed cases. The reimbursement rate and number of days will be established at the first National Executive Board meeting at the start of the National Convention year.

208 PROXIES

National Headquarters will include a proxy form with, or as part of, the “Designation of Chapter Delegates and Voting Representatives” form in the pre-convention package sent to each chapter. The chapters will be advised that they have the option of either sending a delegate (or delegates) or exercising the enclosed proxy. It will be plainly stated that in the event a proxy delegate is selected and a delegate from the chapter becomes available, the proxy can be canceled upon request of a chapter officer to the Chair of the Convention Credentials Committee. Upon verification, the proxy will be canceled and proper voting credentials for the delegate will be issued. Such changes may be made while the convention credentials committee’s records are open.

209 REVENUE OVER EXPENSE DIVISION

The split of National Convention program book net profit shall be 100 % for the host committee and any National Convention deficiency be absorbed by NARFE.

210 SEATING

The seating for regions at convention business sessions will be determined by lot with the exception of the host region, which will exercise the first choice. The drawing for assignments will take place at the first National Executive Board meeting of the convention year.

211 CANDIDATES, NATIONAL OFFICE

Candidates, or members actively working on the candidate’s campaign, cannot serve on three National Convention committees, Ballot & Teller, Credentials and Nominating. This eliminates the appearance of, and occasion, in which a candidate could influence or manipulate a vote or site selection.

These same concerns for impartiality apply to members serving on these three committees. While attending a National Convention, members may express privately their preferences for a candidate or a convention location. However, while serving on or in preparation for any of these three committees, they should not make public statements in behalf of a candidate or a convention location.

212 CONVENTION COMMITTEE MEMBERS

Members appointed to National Convention committees must be delegates to the convention.

213 CONVENTION RESOLUTIONS AND SUGGESTIONS RECEIVED AT HEADQUARTERS

For National Convention, resolutions shall be sorted by content by the National Secretary and referred to an appropriate committee for review and recommendation to the delegates. Resolutions, clearly outside the Objectives of NARFE as stated in the Articles of Incorporation, Article 3., may be returned to the submitter.

The content of a resolution shall not be edited prior to being sent to the committee without the written approval of the submitter.

Suggestions sent to National Headquarters by members-at-large will be referred to a committee, which shall consider and report them to the floor if it deems them important.

214 CONSIDERATION OF RESOLUTIONS

Each committee shall thoroughly study, and should determine, to the best of their ability, the intent of all resolutions assigned to it. The committee may recommend amendments, combine with similar resolutions, prepare a substitute for, or recommend rejection of any resolution over which it has jurisdiction. A written report of the committee's recommended disposition of resolutions shall be distributed to the delegates by at least the close of Opening Ceremonies, or the General sessions, on the day prior to consideration of these resolutions. The report shall list together all resolutions the committee recommends be adopted, be rejected, or be substituted for the combining of similar resolutions. Written reports should include a statement of rationale for recommending rejection of a resolution.

Committee chairs, when reporting to the delegates, will identify those resolutions recommended for approval, rejection (with rationale), or substitution in separate steps. On request of a single delegate, with concurrence by one other delegate from a different chapter, any resolution may be withheld from the group for separate consideration. All resolutions remaining in each category, i.e., for approval or rejection, shall be considered as a group and adopted or rejected in gross, by a single vote without debate. Only withheld resolutions will be considered as individual items.

215 COMMITTEE COORDINATION

The chairpersons of the Bylaws, Membership and Resolutions Committees will coordinate and resolve with each other concerning any overlapping resolutions pertaining to the subject matter each committee is responsible to consider.

216 CANDIDATE STATEMENTS

Candidates for national office (President, Vice President, Secretary, Treasurer and Regional Vice President) may publish statements in Retirement Life and transmit them on the GEMS email system. The criteria is as follows:

- Announcements will run one time in Retirement Life and twice on GEMS.
- Statements must be in first person singular and make no reference to third party endorsements.
- Announcements may not exceed 400 words for the magazine or 500 words for GEMS.
- Statements will not be edited or corrected for errors. They will run as received.
- GEMS announcements are sent to all addresses; statements for RVP candidates will be sent to the candidate's region.
- No third party endorsements will be published in Retirement Life or on GEMS.
- Specific technical requirements will be published in Retirement Life each convention year.

300 - FINANCE

301 NATIONAL ALZHEIMER'S COMMITTEE

The National President appoints the oversight officer for the National Alzheimer Committee. The National President will have final approval of expenditures from this fund. The Chair of the National Alzheimer's Committee will present a budget each year to the national oversight officer, who will present it to the National President at the first meeting of each fiscal year, with his/her recommendations for an approval.

302 RESERVE FUND

NARFE has established and – unless or until the National Executive Board should decide alternately – will maintain a \$2 million reserve fund to be used expressly to cover expenses which might arise as the result of unforeseen pressing circumstances. Withdrawals from this fund, other than periodic earnings from interest, will require National Executive Board approval.

303 INVESTMENTS

A five-member Investment Committee, appointed by the National President, consisting of the National Treasurer – Chair, National Vice President and three Regional Vice Presidents, is charged with direct responsibility for managing NARFE investments and will provide status reports to the National President and the full National Executive Board at each of its meetings so the board may fulfill its oversight responsibility in these matters as prescribed by Article III, Section 2B7, of the National Bylaws. *See Investment Policy at the end of the Policy section of this book.*

304 LIFE MEMBER DUES

A restricted National Life Membership Trust Fund (NLMTF) will be established into which all monies for life membership dues will be deposited on a monthly basis. At the end of each month, funds will be transferred from the NLMTF to the general operating fund in an aggregate amount equal to one-twelfth of all life members' annual dues determined on the basis of each individual member's dues in effect at the time of purchase. No other withdrawal is authorized except for reasonable related expenses that may be incurred periodically in administering the NLMTF.

305 NATIONAL LIFE MEMBERSHIP TRUST FUND

The National Treasurer will conduct periodic actuarial reviews of the Life Membership Trust Fund to determine any shortfalls in the fund and keep records thereof. Adjustments will require National Executive Board approval.

306 FUNDING APPROVAL FOR SPECIAL PROJECTS

All special projects requiring funding, irrespective of their origination, must be fully developed, with a cost benefit analysis, for presentation to and approved by the National Executive Board at its July meeting, in order for the project to be included in the fiscal year budget proposal presented to the National Executive Board in the November sessions.

308 SPENDING, NONBUDGET

Committing or spending funds by National Executive Board members or National Headquarters staff for any nonbudgeted purpose, shall be restricted to an amount approved by the National Treasurer or the National President.

309 SCHOLARSHIP COORDINATOR REIMBURSEMENT

Regional NARFE Scholarship coordinators shall be allowed to submit for payment charges incurred in undertaking their duties. Expense requests shall be submitted first to the appropriate Regional Vice President for approval. The RVP shall then forward the expense request to the national oversight officer, who will submit the expense request to the National Treasurer. Approved charges include mileage at the current rate for attending meetings to judge the yearly entries, postage, telephone calls, and miscellaneous expenses. These expenses shall be charged as part of our NARFE scholarship expenses.

400 - DUES

401 AGE, NATIONAL LIFE MEMBERS

The age of a life membership applicant shall be deemed to be the applicant's age at his or her most recent birthday.

402 LIFE MEMBERSHIP, DECEASED MEMBER

Upon the death of a National Life Member, any unused portion of his/her membership remains in the Life Membership Trust Fund. No money will be rebated to his/her estate or to the surviving spouse. If not already a member, the spouse will be granted annual membership until the next anniversary date.

403 HOME CHAPTER

A member may belong to as many chapters for which he or she is willing to pay dues. However, one will be designated as his or her "home chapter" and National Headquarters will send the member's chapter dues to that chapter. The member may change this designation at any time by notifying National Headquarters of his or her choice in writing. He or she will be designated as an associate in all the other chapters, and National Headquarters will not collect associate members' chapter dues. See National Bylaws Article IV, Section 3. B 1, for further details on voting, etc.

404 INCENTIVES, RECRUITMENT BY CHAPTERS

Recruitments, as a direct result of chapter efforts, are eligible for a rebate as authorized by the bylaws. The rebate will be sent to the chapter of the recruiter of the new member. No special request is necessary.

405 DECEASED MEMBER

The unused dues of a deceased member (national only and/or national and chapter) who paid on an annual basis will be transferred to the surviving spouse. Any portion of a deceased's annual dues that remains will be credited to the member's surviving spouse, whether the spouse is a member or not. A suitable adjustment to his/her expiration date will be made by the membership services section.

406 DUES WITHHOLDING, VOLUNTARY

- The member's anniversary date is the month and year monies were first withheld from the member's annuity. Future dues increases will not affect the member's dues until his or her anniversary date following a dues increase.
- Requests for cancellation, or reinstatement, of dues withholding must be in writing.

407 REFUND, DUES ANNUAL PAYEES

There will be no refund of dues to annual paying members unless there are extenuating circumstances. Written appeals will be considered on a case-by-case basis by the National Treasurer.

408 REINSTATED MEMBER

Members dropped for nonpayment of national dues, who rejoin within one year, are reinstated members, to be reassigned the same membership numbers they had at the time dropped and assigned new expiration dates twelve (12) months from the date their reinstatements are processed; chapters are not entitled to \$2 rebates from such dues.

500 - OPERATIONS

501 LABEL LISTS

- Regional Vice Presidents, federations and chapters may buy labels from headquarters, covering their members and prospective members, such as used for *Retirement Life*, for mailing of federation newspapers, newsletters, or bulletins. Label orders must be submitted through the Director, Operations for approval. In no instance will any labels covered under this policy be used in conflict with Standing Rules I, Section 2 A, B and C.
- Members' telephone, fax number and e-mail address may not be included on any lists of NARFE members provided advertisers and/or contractors, under terms of existing contracts or new contracts.

502 CREDIT CARD (CORPORATE) HOLDERS REPORTING PROCESS

An employee who is the holder of a corporate credit card or telephone card will submit an expense voucher, ~~to include~~ **including itemized** receipts, to ~~reach~~ National Headquarters within thirty (30) days after return from travel or occurrence of the expense.

503 CREDIT CARD (CORPORATE)

Each National Executive Board member is authorized to use a NARFE corporate credit card. The National Treasurer will issue and be accountable for such cards; telephone charge cards are authorized. A corporate credit card may be issued to senior staff members when authorized by the National President.

504 HEADQUARTERS CLOSING

- The National President (or designee) shall have the authority to close the National Headquarters in the event of severe weather conditions, or comparable emergencies. In such instances, the members of the National Executive Board shall, as a matter of courtesy, be notified as soon as the decision to close has been made.
 - The Association follows the U. S. Government practice; National Headquarters will be closed on federal holidays and may close on other occasions (e.g., Inauguration Day) observed by the U. S. Government.

505 INVITATIONS, STAFF FROM OTHER THAN NARFE OPERATIONS

Visits of National Headquarters staff to NARFE chapters, federations and other organizations in the Washington, D. C. metropolitan area, shall be approved by the National President. Resident Officers and National Headquarters staff visits to NARFE organizations outside the Washington, D.C. metropolitan area shall be approved by the National President, with notification to the appropriate Regional Vice President. The National President may require funding by the visited organization in some instances.

506 RETIREMENT SAVINGS PLAN COMMITTEE

A 401(k) Savings Plan Committee of three, who are plan participant members: One National Executive Board member elected by the National Executive Board, two (who cannot be Regional Vice Presidents or Resident Officers) elected by plan participants, plus one non-voting advisor appointed by the National President.

507 RETIREMENT SAVINGS PLAN COMMITTEE TERMS

Each committee member is elected for a two year term and may be re-elected, staggered for participant-elected members; the board member representative to be elected at the first board meeting each odd-numbered year.

508 SPECIAL STAFF

Employees designated as Special Staff include Directors, Associate and Assistant Directors, and the Human Resources Officer. {Also see National Bylaws, Article III, Section 2., B. 4}.

600 – RETIREMENT LIFE

601 ACCOUNTS, ADVERTISING

Discounts may be granted by the cognizant Resident Officer on prepaid *Retirement Life* advertisements, and interest may be charged on invoices 30 days overdue.

602 ARTICLES BY NATIONAL EXECUTIVE BOARD MEMBERS

The National Resident Officers may write articles in each issue of *Retirement Life*. Regional Vice Presidents may write one full page per year. Regional Vice Presidents shall coordinate a schedule for appearance of articles with the editor.

603 BY LINES

Only articles in *Retirement Life* by National Executive Board members will be identified by a “by line.” All other articles written by staff will carry a notation at the end of the article as to who contributed to the content.

604 EDITORIAL CONTENT

The editorial content of the magazine will affirm the Association’s legislative, public relations, service and administrative/management agenda, as established by the membership through resolution(s) adopted at biennial conventions and by the National Executive Board, between conventions or as required by the National Bylaws. The editorial guidelines for *Retirement Life* magazine are as follows:

- (a) Items containing personal attacks on public or private people will not be considered for publication.
- (b) NARFE is a bipartisan organization, so items should not use political characterizations.
- (c) While the magazine will promote an “exchange of ideas,” it will not publish materials that vent anger at an individual, a program, or a political party.
- (d) A writer’s name will be withheld upon request; however, anonymous letters will not be considered for publication.
- (e) Relevance, timeliness, clarity and brevity will be taken into account when considering materials for publication.
- (f) Endorsements for NARFE-elected offices will not be accepted.

605 OBITUARIES

The obituary guidelines of the magazine, *Retirement Life*, with due and necessary consideration given to space limitations, will include short obituaries for current and former

national officers, current and former federation officers or other NARFE members approved by the National President.

606 SUBSCRIPTION RATES

The cost of an annual subscription for non-members shall be determined by National Executive Board action as part of the budget process.

607 EDITORIAL AUTHORITY

Final authority for content and publication will rest with the *Retirement Life* National Editorial Board.

700 – GENERAL**701 NATIONAL ALZHEIMER’S COMMITTEE**

The National President will request a nominee from each of the ten Regional Vice Presidents to serve on the National Alzheimer’s Committee, and will select the chair from among the ten names appointed. The ten appointees will serve two years, at which time the National President may request new nominees, or reappoint those on the committee, and will do so with the concurrence of the respective Regional Vice Presidents. The regional appointees will also serve as the Alzheimer’s coordinators in their respective regions. This is in compliance with the Association’s 1999 agreement with Alzheimer’s Disease and Related Disorders Association (ADRDA). The National President will approve when and where the National Alzheimer’s Committee will meet. {See *Policy 301 for Control Committee Fund Policy*}.

702 INSURANCE POLICIES

National Headquarters will provide each National Executive Board member, upon request, copies of any NARFE insurance policies that furnish coverage for professional liability, fiduciary liability, travel, etc.; also any time there is a change, either a copy of the change or the entire policy will be furnished.

703 LEGAL COUNSEL

All requests for legal assistance from members of the National Executive Board and/or staff must be submitted to the National President for review and determination for submission to legal counsel. All opinions from legal counsel will be in writing and will be shared with the National Executive Board, as appropriate.

704 MILEAGE RATE

The mileage rate for official travel is the IRS rate.

705 SERVICE AND MERCHANDISE CONTRACTS

With the prior approval of the National President, staff may initiate bidding and negotiations (for service and/or merchandise) to enhance the Perk program. However, the National President is required to sign all contracts. Approval may be granted by the National President only after the National Executive Board has received and approved every contract requiring the disclosure of NARFE’s mailing lists.

706 STAFF DESIGNEE IN CHARGE

The National President will designate a member of the senior staff to be in charge of the National Headquarters in the absence of the Resident Officers. The National Executive Board will be so notified.

707 TRAVEL VOUCHER APPROVAL

Upon delegation by the National President, the National Treasurer, or the Assistant to the Treasurer, has the authority to approve travel vouchers for the Resident Officers. The National Treasurer's travel vouchers will be approved by the National President or the Assistant to the Treasurer. Regional Vice Presidents will submit their travel vouchers directly to the Budget & Finance Department for approval.

708 TRAVEL, OFFICIAL

Reimbursement for official Association travel is based on actual and reasonable expenses; receipts (including those on a NARFE corporate credit card) should be obtained and attached to the travel voucher. Expenses of \$25, or less, do not require receipts unless charged on a corporate credit card. Receipts shall be submitted within 30 days to the Budget & Finance Department.

709 TRAVEL, PRIVATE AUTOMOBILE

If a National Officer has properly budgeted funds approved by the NEB in his/her individual budget he/she may travel as desired.

710 FEDERATION CONVENTION PROGRAM

Regional Vice Presidents' ads in federal convention programs are non-reimbursable personal expenses.

711 OFFSHORE FEDERATIONS, REGIONAL ASSIGNMENTS

Offshore (outside the contiguous United States) federations and chapters will be assigned to a region by the National President

712 COALITION MEMBERSHIP

The Association will cooperate with other organizations and associations in furtherance of the Association's general objectives.

713 POLITICAL ACTION COMMITTEE (PAC)

The Association's Political Action Committee, NARFE-PAC, is registered with the Federal Election Commission. Its funds can be donated to national political committees and candidates. NARFE-PAC Committee meeting minutes of all funds allocations must be kept as a matter of record.

714 SERVICE CENTERS

National Headquarters will guide Association officials in establishing volunteer-staffed retiree service centers in office space at federal buildings, military installations, municipal centers and private entities.

715 ADVERTISEMENTS

Articles in *Retirement Life* or the Monthly Bulletin will not be used to advertise the services or merchandise of vendors.

716 REQUESTS FOR PRODUCT ENDORSEMENT

Advertising in conflict with the goals and objectives of NARFE shall not be published at any level of the NARFE organization.

717 REGIONAL CONFERENCES AND SEMINARS

No more than one national resident officer and no more than two representatives from different departments may attend regional conferences and seminars. Any exception must be approved by the National President.

718 USE OF HAND HELD OR OTHER MOBILE COMMUNICATION DEVICES

The Association does not require or condone the use of hand held or other mobile means for communicating while an officer or employee is engaged in active business travel for Association business.

Officers and employees are responsible for being aware of and in compliance with applicable state and federal laws prohibiting or restricting use of hand held or mobile communication devices, of any nature, while in active travel for business purposes.

The above devices may be used for official Association business, when an officer or employee is not engaged in actual travel as a driver/operator of a ground based vehicle.

719 VOTING WITHIN A STATEWIDE CHAPTER

A federation president may establish a statewide chapter to ensure that members within the federation continue to receive NARFE service if a local chapter no longer can do so.

If there are no volunteers from among the statewide chapter members, the federation president may detail a federation member to an officer position for a minimum of one year. If needed, this detail can be extended following approval by the National Secretary.

The persons so detailed will retain affiliation with and pay dues to their home chapters. However, when participating at chapter meetings and conventions, these officers are committed to carry out their assigned duties and the priorities of the statewide chapter.

Statewide chapter officers may cast votes during chapter meetings on routine chapter business. At conventions, an officer may represent the statewide chapter on committees and be designated as the Voting Representative, but that officer cannot serve also as Voting Representative for a home chapter.

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