

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES
ASSOCIATION
Chapter 182
Las Cruces, New Mexico
Standing Rules

Rule I

Executive Board will consist of elected Chapter officers, Immediate Past Chapter President, Committee Chairs and two Executive Board Members at Large. All aforementioned Board members shall be voting members.

- (a) Immediate Past Chapter President will provide continuity and expert advice and assistance to Executive Board.
- (b) Executive Board Member at Large
 - (1) Become familiar with procedures of Executive Board
 - (2) Perform other duties as assigned by President

Duties for the balance of Executive Board members are defined in following rules.

Rule II

Officers and their duties

President: Shall be the senior officer. Shall preside over all meetings of the chapter and of the Executive board. In performing the assigned duties, the President must:

- (a) Be fully informed on the NARFE organization, its aims, programs, and objectives.
- (b) Be knowledgeable in parliamentary procedure.
- (c) Conduct meetings with order and dispatch.
- (d) Appoint Committee Chairs, except Membership and Legislative who are elected.
- (e) Review the Monthly Chapter Activity Report (M112) each month. Send letter welcoming each new member to the chapter. Invite them to next meeting. Coordinate with Member Communications Chair for future notifications.
- (f) Approve expense vouchers for payment.
- (g) Sign Chapter checks when the Treasurer is absent or unable to sign.
- (h) Submit article for every Chapter Newsletter.
- (i) Serve as back-up to Treasurer for checking Chapter Post Office box and distributes mail as needed.
- (j) Provide input for annual budget.
- (k) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

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First Vice President (Legislation): Shall in the absence of the President, preside at all Chapter and Executive Board meetings and perform other duties as assigned by the President. Serves as Chair of the Legislative Committee.

- (a) Keep current on legislative matters.
- (b) Report and reporting to membership on proposals and actions of US Congress and State Legislature.
- (c) Advise and urge needed participation of members in town halls, telephone calls, emails, and letter writing.
- (d) Approve expense vouchers in absence of President.
- (e) Submit article for every Chapter newsletter.
- (f) Speak on legislation at every meeting.
- (g) Provide input for committee for annual budget.
- (f) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Second Vice President (Membership): Shall in the absence of the President and First Vice President, preside at all Chapter and Executive Board meetings and perform other duties as assigned by the President. Serve as Chair of the Membership Committee.

- (a) Responsible for developing general and special plans for membership recruitment and retention
- (b) Review the Monthly Chapter Activity Report (M112) each month. Send out appropriate letters as follows:
 - (1) Send second renewal letters to second renewal notice members.
 - (2) Send letter with questionnaire to dropped members.
 - (3) Send letter with questionnaire to members who have transferred to National Only.
 - (4) Contact each prospective member. Encourage them to join chapter and invite them to next meeting. Send them a recruitment letter.
- (c) Coordinate health fair participation.
 - (1) Order supplies for packets from National (approximately 250) in September. *(Include: NARFE Magazine, F-135 Membership Application, M-2 Prospect card, F-126 10 Worst Mistakes Federal Employees can Make, F-127 10 Worst*

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Mistakes Retirees Can Make, F-123 Pop Quiz, F-134 NARFE Book Marks)

- (2) Obtain Health Fair Schedule from Blue Cross/Blue Shield.
- (3) Identify health fairs that Chapter 182 is responsible to cover (normally emailed in early September).
- (4) Obtain volunteers to cover each health fair (by email or at Board of Directors Meeting).
- (5) After supplies are received from the National Office, the Chair will:
 - (a) Purchase large envelopes.
 - (b) Obtain copies of the most recent Chapter Newsletter.
 - (c) Print 250 "*Let Me Introduce You to NARFE*" information pages.
 - (d) Print 250 "WHY BELONG TO A NARFE CHAPTER?" information pages.
 - (e) Print business cards to be inserted in envelopes.
 - (f) Print labels with Membership Chair's information for front of envelopes
 - (g) Set a time & place for the committee to assemble the packets.
- (6) Arrange for table top display to be given to member for the large participant health fairs.
- (7) Designate a person to collect the M-2 cards at each Health Fair. That person must ensure that you receive the M-2 cards for consolidation and sending to National Headquarters. Send the Chapter Newsletter Chair information for sending 3 consecutive months of newsletters to prospective members.
- (8) If the Executive Board approves gift cards, each Health Fair designated person is responsible for identifying the "winner". For the gift card drawing for combined Health fairs, the Membership chair will identify the winner. This drawing is an incentive for employees to complete the M-2 card.
- (9) A report will be made at the next Executive Board meeting on number of M-2 cards submitted to the National Office and "winners" of gift cards if authorized.

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- (d) Submit article for every Chapter newsletter.
- (e) Speak on membership at every chapter meeting.
- (f) Provide input for committee for annual budget.
- (g) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Secretary: Shall perform the following duties:

- (a) Record and maintain minutes of Executive Board and Chapter meetings.
- (b) Preserve documents of the chapter.
- (c) Send report of meetings and activities to the Federation Secretary and National Office as required.
- (d) Handle correspondence.
- (e) Maintain roster of Executive Board.
- (f) In conjunction with Member Records Officer, fulfill all duties as described in NARFE Chapter and Federation Officers Manual (F10).

Treasurer: Shall perform the following duties:

- (a) Keep a complete record of all monies received (income vouchers), their source, monies disbursed, and the purpose for which expended (expense vouchers).
- (b) The Treasurer shall deposit all monies in a Federally insured financial institution approved by the Executive Board. A minimum of two signatures are required on account.
- (c) No expenditure will be made except on approval of the Executive Board or by motion in a membership meeting. Expense Vouchers must be authorized by President, 1st Vice President, or 2nd Vice President.
- (d) All checks shall be signed by the Treasurer or the President.
- (e) Maintain the Chapter checking account and reconcile with monthly bank statements.
- (f) In coordination with 2nd VP for Membership insure any dues collected for annual National and Chapter membership are sent directly to National in accordance with instructions of current dues payment system.

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- (g) Serve as primary key holder for Chapter Post Office box. Routinely checks and distributes mail as needed.
- (h) Report on Chapter Finances at each chapter meeting.
- (i) Provide information on income and expenditures by Committee to Budget Chair.
- (j) File IRS Form 990-N at the end of tax year. (Tax year is June 1st – May 31st).
- (k) Provide Chapter financial records for audit.
- (l) Collect monies, distribute breakfast/coffee tickets, and annotate attendance roster at monthly chapter breakfast meetings.
- (m) Maintain financial records in accordance with records retention policy. (Current year plus three previous years.)
- (n) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Rule III

Voting

One Member – One Vote Biennial Timeline and Procedures for election of Chapter Officers:

- (a) May – Nominating Committee Chair is appointed by President.
- (b) January – At the Chapter meeting, Nominating Committee Report and nominations from floor. Nominees may address chapter.
- (c) February – Newsletter containing nominees' statements, ballot and instructions for voting. At the same time the newsletter is mailed, email to all members who have provided emails to the chapter with ballot and instructions for returning electronically.
- (d) March – Ballot and Teller Committee (to be appointed as needed) will report election results.
- (e) April – Installation of Officers.
- (f) May – New Executive Board takes over and newly elected President conducts both Executive Board and Chapter meetings.

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Rule IV

Committees - Committee Chairs may form committee comprised of any Chapter members in good standing. Chair is responsible for maintaining list of committee members with contact information, and providing list to Chapter Secretary.

Standing

Alzheimer's:

- (a) Brief chapter on Alzheimer's news.
- (b) Conduct fundraisers and forwards proceeds to the National Alzheimer's Association.
- (c) Create and forwards report for every fundraiser to NARFE National Alzheimer's point of contact with a copy to Federation Alzheimer's Chair.
- (d) Arrange annual Alzheimer's chapter meeting. Obtains speaker. Introduces speaker. Obtains and distributes latest material from Alzheimer's Association.
- (e) Create articles for chapter newsletter as needed.
- (f) Provide input for committee for annual budget.
- (g) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Member Communications

- (a) Chair of this committee forms committee comprised of enough callers to assure no one caller is over-burdened
- (b) Hold meeting before year starts (in August) with all callers. Give letter of instruction and call list for the year.
- (c) Call each caller at least nine days before chapter meeting, making sure callers will make calls and allow time for responses before deadline. Assure each caller is aware of program for the meeting.
- (d) Maintain Chapter email account and electronic email lists.
- (e) Send electronic invitation to those members who have chosen email as their preferred method of communication.
- (f) On Tuesday before meeting, compile draft list of members along with volunteer hours, from callers and email.

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- (g) Number of attendees for Chapter meeting will be reported at Executive Board meeting.
- (h) On Friday before meeting, finalize attendance roster for Chapter meeting.
- (i) Create attendance notes for President. Notes to include people present at the Chapter meeting who need to be recognized, new members, prospective members, guests, and those members we haven't seen for long time. Notes will also include deaths since the last meeting, volunteer hours and number of members at meeting. Copy of attendance notes are given to President, Secretary, and Newsletter Editor.
- (j) After year is complete, scrub caller lists for those who have not responded for at least a year.
- (k) Submit article for newsletter, inviting members to be added to meeting notification list either by telephone call or email.
- (l) Provide input for committee for annual budget.
- (m) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Member Records

- (a) Maintain membership records for the Chapter on the national database.
- (b) Report numbers at Executive Board and chapter meetings.
- (c) Submit article for every Chapter newsletter.
- (d) Provide input for committee for annual budget.
- (e) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Newsletter

- (a) Send out reminders for newsletter articles.
- (b) Editor receives articles from various board members/chapter members. Edits articles and formats the newsletter for publication.
- (c) Take completely formatted newsletter to printer.
- (d) When printer has completed copies as requested, pick them up, address, stamp and take them to the Post Office for mailing.

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- (e) Maintain addresses/emails for all members. Coordinate with WEB master for electronic publication and electronic distribution.
- (f) Provide input for committee for annual budget.
- (g) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Program

- (a) Obtain speakers for general meetings.
- (b) Provide Public Relations Chair information on speaker a month in advance for flier.
- (c) Introduce speakers at Chapter meetings.
- (d) Write article for newsletter every month.
- (e) Provide input for committee for annual budget.
- (f) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Public Relations

- (a) Create and submit articles to local media to publicize meetings and special events.
- (b) Develop fliers for upcoming programs and distribute at chapter meetings.
- (c) Provide input for committee for annual budget.
- (d) Fulfill all duties as described in Public Relations Handbook (F9).

Service – Chair is Service Officer

- (a) Maintain current knowledge on federal benefits including reading NARFE magazine and NARFE Insider.
- (b) Assist members with issues concerning benefits, OPM, reporting deaths and survivor assistance, etc.
- (c) Speak on upcoming legislation or changes at each chapter meeting.
- (d) Write article for each newsletter.
- (e) Provide input for committee for annual budget.

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- (f) Fulfill all duties as described in Service Officer Guide (FH-10).

Sunshine

- (a) Send cards to ill or bereaved members.
- (b) Write article for each newsletter.
- (c) Report at each chapter meeting.
- (d) Provide input for committee for annual budget.
- (e) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Ways and Means

- (a) Responsible for projects to raise funds for Chapter.
- (b) Write article for newsletter as needed.
- (c) Report at each chapter meeting.
- (d) Provide input for committee for annual budget.
- (e) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Special Committees

Audit

- (a) Audit treasurer's records annually.
- (b) Prepare written report, including verification of required IRS filing by the Treasurer, to be provided to the Executive Board at the May Executive Board Meeting.
- (c) Give oral report to the membership at the regular Chapter meeting in May.
- (d) Provide input for committee for annual budget.
- (e) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Budget

- (a) Budget year 1 April XXXX - 31 March XXXX.
- (b) November: Budget Year to Date update in Newsletter.

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- (c) January: Request at board meeting to committee chairs to provide budget input for upcoming year in February.
- (d) February: Emails sent to committee chairs with expenditures year to date, April 1 - January 31 and any anticipated expense for February and March. Request anticipated need for following FY.
- (e) March: Request any additions to budget. Conference/convention attendance fees and number of authorized attendees if not discussed previously.
- (f) April: Brief budget plan to Board and obtain approval. Brief budget at general meeting. Chapter members at April meeting approve budget by floor vote.

FEEA

- (a) Speak at Chapter meeting to encourage donations to FEEA (Federal Employees Education and Assistance).
- (b) Fulfill all duties as described in FEEA Chapter guidelines.

Historian

- (a) Maintains documents at storage facility.
- (b) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Logistics – electronics

- (a) Maintain Chapter's electronic equipment.
- (b) Set up PA system at each chapter meeting.
- (c) Set up screen as needed.
- (d) Set up laptop and projector as needed.

Logistics –Room Control

- (a) Prepare meeting room for Chapter meetings. Assure that room is set up to accommodate expected numbers of attendees.
- (b) Place name plates at head table and table numbers on each table.
- (c) Call table numbers for breakfast.

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NARFE-PAC

- (a) Speak at Chapter meetings to encourage contributions to NARFE-PAC (Political Action Committee).
- (b) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Nominating

- (a) Solicits candidates for the five elected Chapter Officers.
- (b) Provides potential candidates with a list of duties for each office (Standing Rules and excerpt from NARFE Chapter and Federation Officer Manual (F10) on position.
- (c) Brief Executive Board and Chapter at January meetings before One Member One Vote takes place in February.

Parliamentarian

- (a) Assist the President in following correct procedures for both Executive Board and Chapter meetings. Advises the President on points of order and questions before the assemblage.
- (b) Fulfill all duties as described in NARFE Chapter and Federation Officer Manual (F10).

Webmaster

- (a) Maintain Chapter Web page.
- (b) Maintain email address database for all chapter members.
- (c) Post each Chapter newsletter and send email to each member apprising them of new posting.

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Rule V

Order of Business

The following agenda serves as a guide for Chapter meetings

Call to Order
Invocation or moment of silence
Pledge of Allegiance to the United States of America
Breakfast
Resume Official Meeting
Program
Presentation of Minutes
Treasurer's Report
Report of Standing and Special Committees
Unfinished Business
New Business
Announcements
Adjournment

_____/s/_____
Sharon Reese, Chapter President

8 November 2017
Date

_____/s/_____
Marlene Mayfield, Chapter Secretary

8 November 2017
Date