

## MEMORANDUM OF UNDERSTANDING (MOU)

### NARFE ARIZONA (AZ) AND NEW MEXICO (NM) FEDERATIONS

**Background:** On June 14, 2023, during the National Executive Board Meeting President William (Bill) Shackelford assigned Region VII Vice President Sharon Reese to the Federation Merger Committee to proceed with the proposal to merge the AZ Federation with the NM Federation.

On June 16, 2023, an email was sent to both Federations' Executive Board requesting concurrence of the plan of action (process to merge the federations). Concurrence was received from all elected board members to proceed.

A letter was sent to all members of each federation asking for comments/concurrence. These were sent electronically and USPS for members with no email addresses. Responses received affirmative to proceed.

**Purpose:** Place an agreement, a MOU, until NARFE National Executive Board and NARFE Headquarters approves the merger between the Arizona and New Mexico Federations. This MOU will define the working relationships between AZ and NM.

**BYLAWS:** Official bylaws will be written and submitted for approval once the merger approval has been granted. Note: This will include an agreed upon name change for the Federation.

**Advocacy:** Current positions and roles will remain in effect. A plan for advocacy has been developed and approved by NARFE Headquarters, John Hatton, Staff Vice President Policy, and Programs, with input from both AZ and NM current Federation Presidents.

**Financial:** AZ and NM will continue to maintain individual treasurers and treasuries, with 10% funds continuing as currently being managed by headquarters. Both Federations will continue to request supplemental funds from Headquarters as appropriate.

**Officers:** Current Federations boards will continue in place. Officers of one Federation will be invited to meetings of the other Federation's board to continue to build relationships. These meetings may be held in person or electronically. If a

vacancy occurs in an appointed or elected position in either Federation (including President) and there are no in-state candidates for that position, the counterpart or another member in the other Federation may perform the position's duties with his/her expenses paid by the Federation receiving the services.

**Conference:** In 2024 a combined Biennial Conference (for training) will be held. In 2025 a combined Annual Conference (with elections) will be held. Both conferences may be held virtually or hybrid (in person and virtually). Members attending virtually will pay the same registration fee as in-person attendees. NM will take the lead on this with the help from AZ. Costs will be apportioned to each Federation based on the number of attendees from each Federation. The location will be set to be equally convenient for travel by members of both Federations.

**Membership Recruiting:** The resources of both Federations will be employed together to recruit new members.

**Services to Members:** Both Federations will continue to make their members, including National members, aware of services and events available to them. Federation Newsletters will continue to be distributed as they currently are.

**APPROVED:**

*/s/*      **8/28/2023**

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**Deborah Corner    DATE**  
**AZ Federation President**

*/s/*      **8/28/2023**

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**Mark Mickelsen    DATE**  
**NM Federation President**