

OPERATING GUIDELINES

These Operating Guidelines supplement the information in the Federation Bylaws and can be changed by action of the Executive Board.



SOUTH CAROLINA FEDERATION OF NARFE CHAPTERS

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Elected Officers and Executive Board

The elected officers of the South Carolina Federation of NARFE Chapters shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, a Chaplain, a Historian, a Sergeant-at-Arms, and the District Field Officers. These officers, plus the Immediate Past President, shall constitute the Executive Board empowered to handle the business of the Federation between conventions.

1. The Federation President will provide notification of meetings to the Executive Board members, as well as others invited to attend, informing them as to the date, time and location of the meeting along with an agenda. Typically two meetings are held annually, in January and in June, but other meetings can be held at the call of the President. Executive Board meetings may also be held upon the request of three or more board members, stating the necessity of the meeting and items to be discussed.

2. Nine or more members of the Executive Board shall constitute a quorum and a majority vote shall govern, except that a motion to propose to amend the bylaws shall require a two thirds (2/3) vote.

3. The right and responsibility to make motions and to vote is reserved to members of the Executive Board. Appointed officers or others invited to the meeting are not entitled to make motions or vote, but their input and comments are encouraged.

4. Luncheon at Federation expense will be provided to those persons required to attend the meeting. They will also be reimbursed for travel expenses at the currently approved rate. Luncheon expenses for observers may be paid if a motion is made, seconded, and approved by members of the Executive Board.

5. A District Field Officer who is unable to attend a meeting may be represented by a chapter president within his/her district or excused by the President.

6. Any NARFE member of the South Carolina Federation of NARFE Chapters may attend the Executive Board meetings as an observer. Such individuals will attend at their own expense.

7. Minutes of the meetings will be prepared and distributed, within 3 weeks following the meetings, to the Executive Board members, federation officers, federation committee chairs, chapter presidents, and Region III Vice President.

8. Failure of Executive Board members to attend two consecutive Board meetings without prior approval by the President, or an excuse acceptable by the remainder of the Board members, may result in removal from the Board and from elective or appointed position for a period of not less than 2 years,

9. If an elected office becomes vacant, the President will appoint an individual to serve in the position until the next federation convention. The appointment requires approval of the Executive Board.

10. In the event a federation president is elected to a federation office immediately at the conclusion of his/her presidential term, the elected office will be the primary position and the title of Immediate Past President will also apply, but the individual will have only one vote as an Executive Board member.

President

The South Carolina Federation of NARFE Chapters will have a President to function as the chief executive officer of the federation.

1. The President will be elected by the delegates attending the annual Federation Convention for a term of 1 year. The President may be reelected at subsequent conventions to one or more additional consecutive terms.

2. The President is responsible for execution of the federation's policies and programs and the efficient functioning of the organization.

3. He/she will preside at all annual conventions and Executive Board meetings.

4. The President will appoint all committee chairs and non-elected federation officers, subject to the approval of the Executive Board. He/she will be an ex officio member of all committees.

5. He/she makes assignments of duties and responsibilities of federation officers as deemed appropriate to the best interests of the federation, subject to concurrence of the Executive Board.

6. The President may call special meetings when necessary or requested by a majority of the Executive Board members or by 30% of the chapters. Notices of special meetings will be issued to the Executive Board members and/or Chapter Presidents at least 10 days before the dates of the meetings.

7. He/she will attend each biennial NARFE National Convention and Region III meetings as the principal federation representative.

8. The President will approve all requests for reimbursement of expenses except for the President's requests which will be approved by the First Vice President.

9. The President will prepare an article for every edition of the federation newsletter.

Vice Presidents

The South Carolina Federation of NARFE Chapters will have two Vice Presidents.

1. The Vice Presidents will be elected by the delegates attending the annual Federation Convention for a term of 1 year. They may be reelected at subsequent conventions to one or more additional consecutive terms.

2. The First Vice President will:

A. Function as the Federation President at the request or absence of the President.

B. Supervise the District Field Officers in their work with active chapters, in promoting and establishing new chapters and, along with the District Field Officer, endeavor to visit at least one chapter in each district annually.

C. Serve as the Federation Membership Officer.

D. Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation Conventions. Submission of articles for the federation's newsletter is encouraged.

E. Succeed to the office of President until the next Federation Convention if the office becomes vacant.

3. The Second Vice President will:

A. Function as the Federation First Vice President at the request or absence of the First Vice President.

B. Function as the Federation President at the request or absence of both the First Vice President and the President.

C. Assist in the selection of the federation newsletter editor, counsel and advise him/her, and endeavor to maintain a steady flow of news from the chapters (e.g., informational articles and notices).

D. Present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation Conventions. Submission of articles for the federation's newsletter is encouraged.

E. Succeed to the office of the First Vice President until the next Federation Convention if the office becomes vacant. Succeed to the office of President until the next Federation Convention if both of the offices of First Vice President and President become vacant.

Secretary

The South Carolina Federation of NARFE Chapters will have a Secretary to implement the secretarial functions of the federation.

1. The Secretary will be elected by the delegates attending the annual Federation Convention for a term of 1 year. He/she may be reelected at subsequent conventions to one or more additional consecutive terms. If the position should become vacant between conventions, the President shall appoint someone to fill the position until the next convention. The appointment requires approval of the Executive Board.

2. He/she will keep a true and correct record of the proceedings of all Executive Board meetings and Federation Conventions. In addition to taking notes, the use of an electronic recording device is recommended.

3. Minutes of Executive Board meetings will be prepared and distributed, within 3 weeks following the meetings, to the Executive Board members, federation officers, federation committee chairs, chapter presidents, and Region III Vice President.

4. Approximately 1 month prior to each federation convention the Secretary will request each Chapter President submit a list of the names of chapter members who will be attending the convention as a delegate, an alternate delegate, a member, or a guest. The list is to be signed by both the Chapter President and Chapter Secretary and submitted to the Secretary at least 2 weeks prior to the convention. The Secretary will review the lists and verify each name is a current NARFE member and the number of delegates allocated to each chapter is not exceeded (one delegate for each 25 members and each fraction thereof). Any discrepancies will be resolved with the applicable Chapter President.

5. The roll call at all conventions and Executive Board meetings will be read by the Secretary and attendance recorded.

6. Immediately upon conclusion of Federation Conventions the Secretary will prepare form F-7, State Federation Officer Roster. This can be readily accomplished by using the interactive form on the NARFE web site (www.NARFE.org).

7. Also after Federation Conventions the Secretary will prepare form F-22, State Federation Convention Report, and minutes of the convention. The F-22 form, with photographs as specified on the form, a copy of the financial report (prepared and signed by the Treasurer), and copies of resolutions considered at the convention as well as a copy of the convention minutes are to be submitted to the National Secretary. A copy of the F-7A and F-22 forms and the Federation Treasurer's annual financial report are to be sent to the Region III Field Vice President as stated on the F-22 form.

8. The Secretary shall prepare and maintain lists of federation officers and committee chairs and all major chapter officers. The lists will include names, addresses (including e-mail), and telephone numbers. These lists are to be treated as confidential in accordance with the Confidentiality of Membership Lists section of this document. Copies of the lists will be distributed periodically to federation officers and chapter presidents.

9. He/she shall maintain files of convention and Executive Board minutes and federation records (reports, pamphlets, books, etc.) except for financial and historical items. Reports by Federation officers/committee chairs submitted at conventions and Executive Board meetings may be discarded after 2 years. Other documents, including convention/meeting minutes, may be sent to the Federation Historian after 5 years.

10. The Secretary will attend to official correspondence of the federation.

11. All meetings minutes, reports and other documents of a permanent nature shall be prepared on white paper, 8 ½ inches by 11 inches, to facilitate binding of records together.

12. The Secretary will maintain a supply of the most recent editions of the *National Bylaws*, FH-4, and the *Chapter & Federation Officers Manual*, F-10, for distribution to newly elected and appointed federation officers. These documents are available at no cost and can be ordered on the NARFE website (www.narfe.org) or by mail using the Requisition for Printed Supplies, F-18.

13. When a new Secretary is elected at the Federation Convention, the outgoing Secretary will prepare and distribute form F-7, State Federation Officer Roster (see item 6. above), form F-22, State Federation Convention Report, and minutes of the convention (see item 7. above). All files and equipment (e.g., recording device) are to be conveyed to the incoming Secretary upon completion of these documents.

Treasurer

The South Carolina Federation of NARFE Chapters will have a Treasurer to transact all financial business of the Federation.

1. The Treasurer will be elected by the delegates attending the annual Federation Convention for a term of 1 year. He/she may be reelected at subsequent conventions to one or more additional consecutive terms. If the position should become vacant between conventions, the President shall appoint someone to fill the position until the next convention. The appointment requires approval of the Executive Board.

2. The Executive Board will determine the amount of the bond for the Treasurer and he/she will make arrangements accordingly with a surety company licensed to operate in South Carolina and doing business therein with the premium paid by the Federation and the bond delivered to and held by the President.

3. The Treasurer shall receive all financial assets, irrespective of the origin or intended disposition, of the Federation and deposit them in the name of the Federation in a bank or credit union approved by the Executive Board.

4. Upon written approval of the Federation President, the Treasurer will pay by check all bills, orders, and vouchers. (The President's requests for reimbursement of expenses will be approved by the First Vice President.)

5. The Treasurer shall keep a true and correct account of all receipts and disbursements, and present oral and written reports at all conventions and Executive Board meetings.

6. The Treasurer will prepare a budget for the forthcoming fiscal year and submit it to the Executive Board for approval. The budget will be updated and reviewed at all conventions and Executive Board meetings.

7. In January of every year the Treasurer will send a statement to the chapters showing the amount of per capita annual dues owed based on the December M110 Report, Membership Summary by State and Chapter.

8. The Treasurer will prepare and submit Internal Revenue Service Form(s) applicable for a small non-profit organization exempt from income tax.

9. In the event of temporary incapacitation of the Treasurer or vacancy of the position, the Assistant Treasurer will be the Acting Treasurer and his/her name and signature will be on the bank's signature card along with the Treasurer's name and signature.

10. The Treasurer will order federation identification badges for new Executive Board members. He/she will obtain a Federation past president's pin for presentation to the outgoing President at the next convention.

11. The outgoing Treasurer shall give the incoming Treasurer, within 30 days of election at the convention, all records and financial statements of bank accounts in good order with a clear report of all transactions from beginning of the fiscal year to date of turnover.

12. If there is a change of Federation Treasurer between state conventions, the Audit Committee members, at request of the Federation President, will examine the financial records of the outgoing treasurer and report their results to the Executive Board.

Chaplain

The South Carolina Federation of NARFE Chapters will have a Chaplain to provide ecclesiastical services during activities of the federation.

1. The Chaplain will be elected by the delegates attending the annual Federation Convention for a term of 1 year. He/she may be reelected at subsequent conventions to one or more additional consecutive terms. If the position should become vacant between conventions, the President shall appoint someone to fill the position until the next convention. The appointment requires approval of the Executive Board. The Chaplain may select assistants as deemed necessary.

2. The Chaplain will pronounce non-denominational invocations and benedictions at all Executive Board meetings and Federation Conventions as specified on the meeting agendas.

3. Prior to all meals (e.g., Executive Board meeting luncheons, Convention luncheons/banquets) the Chaplain will offer a non-denominational prayer to bless the food.

4. The Chaplain will hold a memorial service at the Convention in honor of those federation members who have passed away since the previous Convention. He/she will contact the District Field Officers and request names of the decedent members of the chapters within their districts. Planning and implementation of the memorial service will be coordinated with the Convention Chair.

5. The Chaplain will participate in the federation's Sunshine and Memorial Program as specified in these *Operating Guidelines*.

Sergeant-at-Arms

The South Carolina Federation of NARFE Chapters will have a Sergeant-at-Arms to maintain proper decorum during Executive Board meetings and Federation Conventions.

1. The Sergeant-at-Arms will be elected by the delegates attending the annual Federation Convention for a term of 1 year. He/she may be reelected at subsequent conventions to one or more additional consecutive terms. If the position should become vacant between conventions, the President shall appoint someone to fill the position until the next convention. The appointment requires approval of the Executive Board. The Sergeant-at-Arms may select assistants as deemed necessary.

2. The Sergeant-at-Arms and assistants will be readily identifiable by wearing distinctive arm bands and/or vests.

3. He/she will be responsible for posting of the colors (U. S. flag and South Carolina flag) at Executive Board meetings and all sessions of Federation Conventions.

4. During the convention registration period, the Sergeant-at-Arms and/or assistants will establish a traffic free area around the Registration and Credentials tables.

5. They will monitor the doors to the convention meeting hall to assure only those persons identified by official badges are admitted and direct them to the proper seating areas. They will close the doors after all attendees have entered the hall.

6. The Sergeant-at-Arms will lead the Pledge of Allegiance at all Executive Board meetings and conventions.

7. The Sergeant-at-Arms and/or assistants will handle the floor microphones during convention sessions.

8. They will assist the President in tallying votes both at Executive Board meetings and conventions. When voting by ballot, they will collect the ballots and convey them to the President.

9. The Sergeant-at-Arms and/or assistants should know the locations of emergency exits and available fire fighting equipment. They should also know the locations of the men's and women's restrooms.

10. He/she/they will maintain order and enforce rules of Executive Board meetings and convention sessions. If the ultimate is required (forceful ejection from the meeting/convention) a security officer of the facility or local police should be called to perform the function, **not the Sergeant-at-Arms.**

11. The Sergeant-at-Arms and/or assistants will provide assistance to the President as requested such as having the temperature of the meeting area adjusted, delivering messages, and distributing materials and voting ballots.

Historian

The South Carolina Federation of NARFE Chapters will have a Historian to preserve documents or events in the life of the federation.

1. The Historian will be elected by the delegates attending the annual Federation Convention for a term of 1 year. He/she may be reelected at subsequent conventions to one or more additional consecutive terms. If the position should become vacant between conventions, the President shall appoint someone to fill the position until the next convention. The appointment requires approval of the Executive Board. The Historian may select assistants as deemed necessary.

2. The Historian will preserve Federation Convention programs & proceedings, Executive Board meetings actions, legislative documents affecting federal retirees, and other important event documents.

3. A written annual 'resume' of the Historian's actions during the preceding year will be presented at the Federation Convention.

4. Prior to Federation Conventions the Historian will identify to the President the chapters with anniversary dates for presentation of certificates. The Historian will present certificates at conventions to Chapter Presidents marking the chapters' anniversaries beginning at the 25th year and every 5 years thereafter.

5. To assure continuity and consistency, the outgoing Historian will turn over to his/her successor all archives when the new Historian is installed.

District Field Officers

The South Carolina Federation of NARFE Chapters is divided into seven geographical districts containing two to four NARFE chapters and each district is represented by a District Field Officer.

1. The District Field Officers will be elected at district caucuses during each Federation Convention in accordance with the following procedure:

A. Each candidate must be a member of a chapter in the district in which he/she is seeking office.

B. Candidates may be selected by a nominating committee from the district they represent or nominated at the caucus.

C. No candidate can hold another elected federation office at the time of nomination unless he/she agrees to resign the current position if elected to another federation position.

D. The convention host chapter(s) will provide the areas/rooms to hold the district caucuses.

E. As appointed by the Federation President, each caucus will be chaired by a Past Federation President, current Federation Officer, or the incumbent District Field Officer.

F. Voting in contested elections will be by secret paper ballots. Counting of the ballots will be by the caucus chair. Each chair will give the written results of the election to the Federation President.

G. The Federation President will announce these election results, along with the other elected officers at the convention.

2. The District Field Officers will represent the Federation President in all matters pertaining to the Federation within their district.

3. The District Field Officers shall be under the general supervision of the Federation First Vice President and work with him/her to strengthen chapters, recruit new members, and organize new chapters where concentrations of potential members exists. Conversely, they will work with the membership when a chapter must be closed.

4. They will attend Federation Executive Board meetings and State Federation Conventions. Each District Field Officer will present an oral report of the chapter activities within their district at each meeting and simultaneously submit a written report to the Federation Secretary.

5. The District Field Officers will be the liaison between their district chapters and the federation officers promoting close cooperation through prompt dissemination of information that may be of mutual benefit. They will encourage regular chapter communication (newsletters, e-mail, telephone, etc.) to exchange ideas within the chapters and between chapters.

6. They may install new chapter officers and will assure new officers receive the appropriate materials from the National Office and the Federation and assist in their training.

7. The District Field Officers should have a knowledge of their chapters membership, official forms and publications, and possess the ability to organize new chapters and work with troubled chapters to keep them from closing. They should have a list of current officers and the time & place for chapter meetings.

8. They should visit each chapter at least once (preferably twice) a year. At each chapter meeting the District Field Officer should:

A. Relay important information from the National Office and the Federation including membership, legislation, Alzheimer's program, FEEA, and NARFE-PAC.

B. Solicit comments from the chapter that could be considered at the state level.

C. Seek ideas from the chapter that could be submitted to the state or national conventions in the form of a bylaws change or as a resolution.

D. Discuss current issues and listen to chapter needs/problems.

E. Encourage contact with national congressional Senators & Representatives as well as state and local officials. Provide chapters with their mailing addresses, e-mail addresses, and telephone numbers both locally and in the Washington, DC, area.

F. Urge chapter members to participate in chapter administration by serving as officers and committee chairs/members.

9. It is suggested the District Field Officers hold a meeting of the chapter officers within their district annually to promote communications and exchange knowledge between chapters.

10. Preparation of articles for publication in the federation newsletter by the District Field Officers is encouraged.

Alzheimer's Disease Research Program Coordinator

The South Carolina Federation of NARFE Chapters will support the National Office fund raising efforts for the Alzheimer's Research Program. All affiliated chapters are encouraged to support the program.

1. An Alzheimer's Disease Research Program Coordinator is appointed by the Federation President with approval of the Executive Board. The Coordinator selects assistants as he/she deems necessary.

2. The Coordinator will be bonded in an amount determined by the Executive Board and he/she will make arrangements accordingly with a surety company licensed to operate in South Carolina and doing business therein with the premium paid by the Federation and the bond delivered to and held by the President.

3. The Coordinator will encourage each chapter Alzheimer's Chair to collect free will contributions from their members at regular chapter meetings. In addition, each chapter's Alzheimer's Coordinator is encouraged to hold periodic fund raising events such as 50/50 drawings, car washes, used book sales, yard/garage sales, semi-annual fund drives, collection and sale of aluminum cans, etc., or other means decided by each chapter. Funds collected will be deposited into each chapter's treasury and the chapter treasurer will periodically make a check payable to NARFE/Alzheimer's accompanied by a completed Alzheimer's Federation Form I-2006 (available at www.scnarfe.org or from the federation Coordinator) and mailed to the Coordinator. Contributions may also be given to local Alzheimer's groups and the Federation Coordinator advised of the amount contributed

4. The Coordinator will receive all contributions from chapters, record the amounts, and deposit the contributions in a checking account exclusively for this purpose. Once a month he/she sends the total contributions to Sharon Gideon, Specialist, Foundations Relations, Alzheimer's Association National Headquarters, 225 N. Michigan Ave., 17th Floor, Chicago, IL 60601-7633. Telephone 312-335-5885.

5. Chapter Alzheimer's funds contributions records may be destroyed after 3 years and federation records destroyed after 5 years. The preferred method of destruction is by shredding.

6. During the Federation's annual convention the Coordinator may set up a display table of items for the Alzheimer's raffle and conduct the raffle. He/she will also present Certificates of Appreciation to chapters for outstanding contributions during the past year at the convention.

7. The Coordinator will present written and oral reports of research progress, donation amounts, and provide suggestions to chapters for fundraisers at Executive Board meetings and at Federation Conventions. Submission of articles for the federation's newsletter is encouraged.

Assistant Treasurer

The South Carolina Federation of NARFE Chapters may have an Assistant Treasurer.

1. The Federation President may appoint an Assistant Treasurer with approval of the Executive Board.

2. In the event of absence or temporary incapacitation of the Treasurer the Assistant Treasurer will be the Acting Treasurer. His/her name and signature will be on the bank's signature card along with the Treasurer's name and signature

3. If the Treasurer's position should become vacant between conventions the Assistant Treasurer will become the Acting Treasurer, pending appointment of someone to fill the position by the President until the next convention. The appointment requires approval of the Executive Board.

4. When functioning as Acting Treasurer, he/she will serve as a member of the Executive Board.

Audit Committee

An Audit Committee will assure the financial records of the Federation are accurate.

1. The Chair of the Audit Committee is appointed by the Federation President with approval of the Executive Board. The chair selects committee members, typically two people from two different chapters.

2. The federation fiscal year is from April 1 through March 31. Receipts and expenditures of the federation's operating accounts and promotional funds for the prior fiscal year, as well as current state convention records, are examined.

3. The audit is usually conducted during registration in the afternoon on the first day of the state convention and takes approximately 3 hours to complete.

4. One auditor reviews the Federation Treasurer's books (income versus expenditures) inclusive of cancelled checks, expense vouchers, receipts, deposits, income received from NARFE national headquarters (dues rebates, matching funds, etc.), chapter member per capita dues, interest, savings accounts, certificates of deposits, and in/out transactions. Everything is done on a test basis (spot checked) such as checks issued being traced to the authorization for their issue, including validity of the payee (check endorsement verification where applicable). All deposits are traced to supporting documents and bank deposit slips.

5. Another auditor conducts a review of the state convention committee's books, acting on behalf of the Federation Treasurer, essentially repeating the same procedure. Income from "seed money," registration fees, cancellation refunds, hotel and hospitality expenses, program printing costs, postage, and anything related to the overall conducting the convention are reviewed.

6. The third auditor reviews the transactions of the Federation's NARFE Alzheimer's Disease Research Program Coordinator, matching individual chapter donations with deposits tied to checks, convention raffle, garage/yard sales, and any money generating scheme issued to Alzheimer's Research as verified by Alzheimer's acknowledgments. This review follows the same procedures as outlined above.

7. During the audit process an auditor may contact the Federation Treasurer, the Convention Treasurer, and the Alzheimer's Disease Research Program Coordinator for clarification of any issue.

8. Upon completion, the Audit committee issues a letter of compliance to the Federation President (which is also read as a report to the convention delegates) for the Federation Treasurer's books (in accordance with the acceptance of the previous Convention Treasurer's books) and the Alzheimer's Disease Research Program Coordinator. Any major unresolved discrepancies are listed in this report as well as any recommendations to improve their respective system.

9. In the event of a change of Federation Treasurer between state conventions, the Audit Committee members, at request of the Federation President, will examine the financial records of the outgoing treasurer and report their results to the Executive Board.

10. When there is a change of the Alzheimer's Disease Research Program Coordinator the Audit Committee members, at request of the Federation President, will examine the financial records of the outgoing coordinator and report their results to the Executive Board.

Bylaws Officer

The South Carolina Federation of NARFE Chapters will have a Bylaws Officer to process proposed amendments to the bylaws and update this document when amendments are approved.

1. The Bylaws Officer is appointed by the Federation President with approval of the Executive Board. The officer selects assistants as he/she deems necessary.

2. Upon receipt of a resolutions form to amend the bylaws, the Bylaws Officer will assure the form has been reviewed and approved by the Resolutions Officer and a number and date assigned.

3. He/she will carefully review each resolutions form to assure the proper page, article, section, and paragraph of the bylaws are specified along with the correct narrative information. If any information is incomplete, the resolutions form will be returned to the submitter for revision. When the resolutions form is determined to be acceptable, it will be forwarded to the Executive Board.

4. The Bylaws Officer will present written and oral resolutions reports proposing amendments to the bylaws at Executive Board meetings and at Federation Conventions.

5. Upon Executive Board approval of the proposed bylaws amendments, the Bylaws Officer will assure copies of the resolutions are sent to all chapter presidents at least 60 days prior to commencement of the convention. If additional proposed amendments are subsequently approved by the Executive Board, copies of the resolutions will be promptly distributed to the chapter presidents.

6. When the proposed bylaws amendments are voted upon at the convention, the Bylaws Officer will assure the votes are accurately tallied, perhaps by assistants and/or the Sergeant-at-Arms. For proposed amendments sent to the chapter presidents at least 60 days prior to the convention a two-thirds (2/3) approval vote is required. If the resolutions were distributed to the chapter presidents less than 60 days preceding the convention or accepted from the convention floor, a unanimous vote of approval is needed.

7. Proposed amendments failing to meet the 60 days deadline that receive less than a unanimous vote, but more than two-thirds (2/3) vote, shall be distributed by the Bylaws Officer, within 30 days following the convention, to all federation chapters for ratification. Ratification by two-thirds (2/3) vote of the chapters, within 90 days after the convention, with each chapter having the number of votes equal to its convention delegates, shall validate the amendment.

8. Upon approval of bylaws amendments at the convention or via the ratification process, the Federation President and the Bylaws Officer will sign on the applicable lines at the bottom of the original resolutions forms.

9. The Bylaws Officer will send copies of the resolutions forms approved at the convention to the National Secretary to determine the amendments are not in conflict with the NARFE Articles of Incorporation and the Bylaws of the Association as specified in the National Bylaws, Article IV, Section 1, paragraph D (2008 edition).

10. When approval of the National Secretary is received, the Bylaws Officer will assure the amendments are incorporated into the bylaws and send the completed document to the National Secretary for signatory approval.

11. Subsequent to receipt of the National Secretary's signatory approval, the revised bylaws will be duplicated and distributed to Executive Board members, federation officers and committee chairs, and chapter presidents.

12. The Bylaws Officer will provide newly elected and appointed federation officers with a copy of the most recent federation bylaws and the *Operating Guidelines*.

13. An accurate record of all expenses (postage, envelopes, copies, etc.) incurred by the Bylaws Officer should be kept to submit to the Federation President for reimbursement.

FEEA Coordinator

The South Carolina Federation of NARFE Chapters will have an individual to coordinate the Federal Employee Education and Assistance (FEEA) program.

1. The FEEA Coordinator will be appointed by the Federation President subject to approval of the Executive Board.

2. The FEEA Coordinator will be knowledgeable of NARFE's Annual Scholarship Awards Program as described in NARFE publication F-105. Copies of this guide can be ordered from the NARFE website (www.narfe.org) and provided to interested NARFE members.

3. He/she will alert Executive Board members and Chapter Presidents of the date when scholarship applications are due, usually late April/early May. The applications are printed in the NARFE magazine several months prior to the due date. The FEEA Coordinator should have copies of the applications to provide to NARFE members and assist in preparing applications if requested. He/she, with others, may evaluate the applications submitted by South Carolina members and submit completed evaluations to the National Office FEEA Coordinator.

4. The FEEA Coordinator will be cognizant of the FEEA Natural Disaster Fund that provides grants of up to \$500 per NARFE household to reimburse NARFE members for losses stemming from **declared** natural disasters. Applications may be downloaded from the FEEA website www.FEEA.org or requested via e-mail to feeahq@aol.com, toll free telephone 1-800-323-4140, or USPS mail to FEEA, 8441 W. Bowles Ave., Suite 200, Littleton, CO 80123-3245.

5. The FEEA Coordinator will encourage federation and chapter members to make tax deductible donations via checks payable to the FEEA/NARFE Scholarship Fund or the FEEA/NARFE Disaster Relief Fund, sent to FEEA/NARFE Programs, 8441 W. Bowles Ave., Suite 200, Littleton, CO 80123-9501. Contributions may be charged to Visa, Mastercard or American Express credit cards at the FEEA website www.FEEA.org or by telephone toll-free at 1-800-323-4140.

Legislative Officer

The South Carolina Federation of NARFE Chapters will have a Legislative Officer to monitor federal and state legislative activities that may affect active and retired federal employees and to advise federation and chapter members on actions to endorse or oppose these matters.

1. The Legislative Officer will be appointed by the Federation President subject to approval of the Executive Board.

2. He/she will strongly encourage every Chapter President to appoint a Legislative Officer and, in large chapters, a Legislative Committee and they will function as the federation Legislative Committee.

3. The Legislative Officer will maintain an up-to-date directory of all Chapter Legislative Officers to include names, addresses (including e-mail), and telephone numbers (including fax if available). If a chapter does not have a Legislative Officer, the chapter president will be the point of contact

4. He/she will also ensure every Chapter Legislative Officer has a NARFE GEMS e-mail address to receive prompt information from NARFE Headquarters

5. The Legislative Officer will closely track all federal legislation being considered by Congress that may affect active and retired federal employees. This includes Federal Employees Health Benefits Program (FEHBP) premium conversion, repeal or modification of the GPO/WEP social security benefits restrictions, modifications to the FEHBP, changes to MEDICARE and other similar actions. This information can be obtained from the NARFE magazine and website, the Congressional Record website, newspapers, and television.

6. He/she will also have a thorough knowledge of all legislation being considered by the South Carolina legislature that may affect active and retired federal employees.

7. The Legislative Officer will communicate his/her findings to the Executive Board members and Chapter Legislative Officers or Chapter Presidents including recommendations to support or oppose legislative by contacting Senators, Congressional Representatives, or state representatives in person or via correspondence.

8. He/she will attend the NARFE biennial National Legislative Conference.

9. The Legislative Officer will encourage Chapter Presidents to arrange individual or joint chapter forums with Congressional candidates in their districts during election years.

10. The Legislative Officer will present written and oral reports at Executive Board meetings and at Federation Conventions. Submission of articles for the federation's newsletter is encouraged.

Membership Officer

The South Carolina Federation of NARFE Chapters will have a Membership Officer to coordinate and oversee the federation's membership activities.

1. The First Vice President will be the Federation Membership Officer
2. He/she will strongly encourage every Chapter President to appoint a Membership Officer and, in large chapters, a Membership Committee.
3. The Membership Officer will maintain an up-to-date directory of all Chapter Membership Officers/Committee Chairs to include names, addresses (including e-mail), and telephone numbers (including fax if available).
4. He/she will ensure every Chapter Membership Officer has a copy of the most recent edition of *NARFE Duties and Responsibilities: Membership Chair*, F-60, *Membership Development Manual*, FH-19, and *Member Records Manual*, FH-6. These documents are available at no cost and can be ordered on the NARFE website (www.narfe.org) or by mail using the *Requisition for Printed Supplies*, F-18.
5. The Membership Officer will also ensure every Chapter Membership Officer/Committee Chair has a NARFE GEMS e-mail address to receive prompt information from NARFE Headquarters.
6. He/she will ensure all Chapter Membership Officers/Committee Chairs are aware of the eight types of letters to recruit new members and retain current members available on the NARFE website.
7. The Membership Officer will periodically notify the Chapter Membership Officers/Committee Chairs that he/she is available to answer questions and resolve problems.
8. He/she will present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation Conventions. Submission of articles for the federation's newsletter is encouraged

NARFE-PAC Coordinator

The South Carolina Federation of NARFE Chapters will have a NARFE-PAC Coordinator to facilitate communication between Federation members and National Headquarters on congressional races and candidates within South Carolina.

1. The NARFE-PAC Coordinator is appointed by the Federation President with approval of the Executive Board.
2. He/she will strongly encourage every Chapter President to appoint a NARFE-PAC coordinator
3. The NARFE-PAC Coordinator will maintain an up-to-date directory of all Chapter NARFE-PAC Coordinators to include names, addresses (including e-mail), and telephone numbers (including fax if available). If a chapter does not have a NARFE-PAC Coordinator, the Chapter President will be the point of contact.
4. When the NARFE-PAC Coordinator receives a request from NARFE Headquarters regarding recommendations for House of Representatives candidate funds, he/she contacts the chapter NARFE-PAC Coordinators or Chapter Presidents within the Congressional District for their recommendations. For Senatorial candidates, all chapters are contacted. Each chapter should poll their members and make a consensus report to the Federation NARFE-PAC Coordinator. A response within 10 days is typically requested. The federation NARFE-PAC Coordinator prepares the reply, based on the input from the chapters, and forwards it to NARFE Headquarters to meet the usual 2 week deadline.
5. The NARFE-PAC Coordinator will prepare and present written and oral reports at Executive Board meetings and Federation Conventions. He/she will also distribute relevant brochures, posters and pins to federation and chapter members at these gatherings. Periodic newsletter articles will be submitted as deemed necessary. These activities will be directed towards:
 - A. Educating Federation leaders and members of NARFE-PAC's importance to NARFE's primary mission of protecting and enhancing members earned benefits.
 - B. Motivating Federation members to contribute to NARFE-PAC and become involved in the political process.
 - C. Updating Federation members with information about their contributions and disbursements to Congressional candidates from South Carolina

Newsletter Editor

The South Carolina Federation of NARFE Chapters will have an editor for the monthly federation newsletter.

1. The Federation President will appoint the Newsletter Editor with approval of the Executive Board.

2. The Newsletter Editor will gather information from various sources such as the NARFE magazine, federation officers, chapter members, the news media, etc.

3. He/she will prepare articles and arrange them into the newsletter format.

4. The Newsletter Editor will either upload or arrange to have the newsletter placed on the federation website (www.scnarfe.org) near the beginning of each month. In addition, Federation Officers and Chapter Presidents will be advised by e-mail when the newsletter has been published on the website.

Nominating Officer

The South Carolina Federation of NARFE Chapters will have a Nominating Officer to select nominees for elected federation offices.

1. The Nominating Officer is appointed by the Federation President with approval of the Executive Board. The Nominating Officer selects assistants as he/she deems necessary. (No Executive Board member should serve as an assistant to avoid the possible appearance of impropriety.)

2. The Nominating Office will seek nominees for the positions of President, First Vice President, Second Vice President, Secretary, Treasurer, Historian, Chaplain, and Sergeant-at-Arms for the coming year. (District Field Officers will be elected at district caucuses during each Federation Convention by delegates from their district.)

3. The Nominating Officer is encouraged to contact the District Field Officers and request they ask the Chapter Presidents in their district to submit potential nominees. A brief resume relevant to the position should be included with each nominee submission.

4. Nominees for the offices of First Vice President and Second Vice President should understand the former usually becomes the President after 1 year and the Second Vice President becomes the First Vice President. Therefore, the nominees must be willing to serve for 2 years and 3 years, respectively, unless a President is reelected for a second term requiring an additional year of service. No one may be nominated for more than one elected office.

5. The Nominating Officer will present an oral and written report at the winter Executive Board meeting, usually held in January, on the status of the slate of nominees.

6. At least 30 days prior to the beginning of the convention, the Nominating Officer will submit the proposed slate of nominees to the President. If there is more than one candidate for the same office the last names will be listed alphabetically.

7. If feasible, the slate of nominees will be published in the federation newsletter.

8. On the last day of the convention, typically in April, the Nominating Officer will present an oral and written report of the slate of nominees.

Parliamentarian

The South Carolina Federation of NARFE Chapters will have a parliamentarian to ensure adherence to the proper parliamentary procedures during all Executive Board meetings and Federation Convention business sessions.

1. The Parliamentarian will be appointed by the Federation President subject to approval of the Executive Board.

2. The rules contained in the latest edition of *Robert's Rules of Order, Newly Revised*, will be used as a guide by the Parliamentarian for conducting all meetings unless the bylaws or convention rules have superseding procedures.

3. The parliamentarian is responsible for determining if a quorum exists after the role call is read at Executive Board meetings and Federation Convention business sessions.

4. He/she will advise the Federation President on points of order such as during Executive Board meetings only board members may make motions, second motions, and vote on the motions but all attendees are welcome to participate in discussions. Similarly during Federation Convention business sessions only delegates may make motions, second motions, and vote on the motions but all attendees may participate in discussions.

5. Approximately 3 weeks prior to an Executive Board meeting the Parliamentarian will request the Federation President provide him/her, at least 10 days prior to the meeting, an agenda of controversial items to be discussed.

6. The parliamentarian will immediately advise the Federation President of any error in proceedings.

7. He/she researches and advises the Federation President on issues involving parliamentary law.

Public Relations Officer

The South Carolina Federation of NARFE Chapters will have a Public Relations Officer to serve as liaison between the NARFE National Public Relations Department and the Chapter Public Relations Officers.

1. The Public Relations Officer will be appointed by the Federation President subject to approval of the Executive Board.

2. He/she will strongly encourage every Chapter President to appoint a Public Relations Officer and, in large chapters, a Public Relations Committee.

3. The Public Relations Officer will maintain an up-to-date directory of all Chapter Public Relations Officers to include names, addresses (including e-mail), and telephone numbers (including fax if available).

4. The Public Relations Director should be knowledgeable about the various available media to communicate with the public (e.g., newspapers, television, radio, fairs, festivals, parades, yard sales, etc.).

5. He/she will ensure every Chapter Public Relations Officer has a copy of the most recent edition of the *Public Relations Officer Handbook*, FH-9. This document is available at no cost and can be ordered on the NARFE website (www.narfe.org) or by mail using the *Requisition for Printed Supplies*, F-18.

6. The Public Relations Officer will also ensure every Chapter Public Relations Officer has a NARFE GEMS e-mail address to receive prompt information from NARFE Headquarters.

7. He/she will remind all Chapter Public Relations Officers to have available NARFE membership recruitment supplies when participating in a media event. Pamphlets, brochures, application forms, etc., are available at no cost and can be ordered on the NARFE website (www.narfe.org) or by mail using the *Requisition for Printed Supplies*, F-18.

8. The Public Relations Officer will periodically notify the Chapter Public Relations Officers that he/she is available to answer questions and resolve problems.

9. He/she will present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation Conventions. Submission of articles for the federation's newsletter is encouraged

Resolutions Officer

The South Carolina Federation of NARFE Chapters will have a Resolutions Officer to process all resolutions.

1. The Resolutions Officer is appointed by the Federation President with approval of the Executive Board. The Resolutions Officer selects assistants as he/she deems necessary.

2. All resolutions are to be prepared using the South Carolina Federation resolutions form available at the federation website (www.scnarfe.org) or from the Resolutions Officer or from the Bylaws Officer. The resolutions are to be submitted to the Resolutions Officer by USPS mail or e-mail.

3. The Resolutions Officer will review the resolutions form to verify it has been correctly completed. If the form has not been completed and/or some information is incorrect/missing, the form will be returned to the submitter for revision.

4. When the Resolutions Officer determines the resolutions form is properly filled out, a number and date will be assigned to the resolution and then sent to the Bylaws Officer or other appropriate committee/federation officer for review. Resolutions not amending the bylaws will be forwarded to the appropriate officer or committee.

5. The Resolutions Officer will present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation Conventions.

Service Officer

The South Carolina Federation of NARFE Chapters will have a Service Officer to guide Chapter Service Officers, coordinate their activities, and keep them advised of new developments.

1. The Service Officer will be appointed by the Federation President subject to approval of the Executive Board.

2. He/she will strongly encourage every Chapter President to appoint a Service Officer and, in large chapters, a Service Committee.

3. The Service Officer will maintain an up-to-date directory of all Chapter Service Officers to include names, addresses (including e-mail), and telephone numbers (including fax if available).

4. The Service Officer should be knowledgeable about the Federal Employees Health Benefits (FEHB) program, MEDICARE benefits, federal life insurance, Federal Employees Dental & Vision Program, survivor benefits, Federal Long Term Care Insurance Program, Social Security procedures, Thrift Savings Plan, and federal & state income taxes.

5. He/she will ensure every Chapter Service Officer has a copy of the most recent edition of *NARFE Duties & Responsibilities, Chapter Service Officer*, F-58, and *Service Officer Guide*, FH-10. These documents are available at no cost and can be ordered on the NARFE website (www.narfe.org) or by mail using the *Requisition for Printed Supplies*, F-18.

6. The Service Officer will also ensure every Chapter Service Officer has a NARFE GEMS e-mail address to receive prompt information from NARFE Headquarters.

7. He/she will inform all Chapter Service Officers of the retirement services available from the Office of Personnel Management at their website www.servicesonline.opm.gov.

8. The Service Officer will periodically notify the Chapter Service Officers that he/she is available to answer questions and resolve problems.

9. He/she will present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation Conventions. Submission of articles for the federation's newsletter is encouraged.

Website Coordinator

The Federation will have an internet website to display information of interest to NARFE members and potential members.

1. The Website Coordinator will be appointed by the Federation President, with approval of the Executive Board, and will serve at his/her pleasure.

2. The federation website home page, www.scnarfe.org, will be maintained by the Website Coordinator using inputs obtained from various organizational elements and individuals of the federation.

3. The Website Coordinator develops and presents to the Federation President guidelines and procedures for effective operation of the website. He/she also consults and advises the President regarding innovative proposals and methods for improving the website.

4. Assistance is provided to the Chapter Presidents by the Website Coordinator in defining duties of the chapters' Net/Web Page Coordinators and works with the coordinators in maintaining their chapter home page.

5. The Website Coordinator makes arrangements to pay the annual fee to the internet provider for the website.

6. He/she will present written and oral reports of accomplishments and plans at Executive Board meetings and at Federation Conventions. Submission of articles for the federation's newsletter is encouraged.

Amendments to the Bylaws

The South Carolina Federation of NARFE Chapters bylaws may be amended if the procedures described below are implemented.

1. Proposed amendments to the federation bylaws may be initiated by any member of the federation using the *South Carolina Federation Resolutions* form. This form is available on the federation website (www.scnarfe.org), from the Resolutions Officer, and from the Bylaws Officer. When the form is prepared at the chapter level the *Chapter Action* section is to be completed including the signatures of the Chapter President and the Chapter Secretary.

2. The resolutions form is to be submitted to the Resolutions Officer who will review it to assure all required information has been completed and assign a resolutions number and date. The Resolutions Officer will then forward the resolutions form to the Bylaws Officer who will review the proposed amendment to assure there is no conflict with the national bylaws. He/she will distribute copies of all resolutions forms to the Executive Committee members by e-mail, surface mail, fax or during the winter (January) board meeting. Subsequently all resolutions forms containing proposed amendments approved by the Executive Board will be sent to the Chapter Presidents by the Bylaws Officer at least 60 days prior to the annual federation convention or as soon as possible thereafter.

3. During the federation convention the Bylaws Officer will present each proposed amendment, briefly describing the rationale for the revision and inviting comments from the attendees. After all comments have been completed, each amendment will be voted upon. A two-thirds (2/3) vote of approval is required to adopt amendments that have been submitted at least 60 days prior to the convention. For amendments sent to the Chapter Presidents less than 60 days before the convention an unanimous vote of the delegates is required for adoption.

4. Proposed amendments failing to meet the 60 days deadline that receive less than a unanimous vote, but more than two-thirds (2/3) vote, shall be distributed by the Bylaws Officer, within 30 days following the convention, to all federation chapters for ratification. Ratification by two-thirds (2/3) vote of the chapters, within 90 days after the convention, with each chapter having the number of votes equal to its convention delegates, shall validate the amendment.

5. Resolutions to amend the bylaws will be accepted from the convention floor for debate and consideration provided that a majority of the delegates agree to the submission. Unanimous approval will be required of such amendments.

6. In the event of an urgent need for a decision on an Executive Board approved proposed amendment to the bylaws that cannot wait until the forthcoming convention, the chapters ratification process described above will be used.

7. Amendments approved by the federation membership shall be processed as described in the Bylaws Officer section and become effective upon approval by the National Secretary.

Changing a Chapter's Name

A chapter's name may be changed if the procedures stated below are followed.

1. The chapter's members vote on the name change. This may be done at a meeting, via USPS mail, e-mail, or some combination thereof.
2. If approved by two thirds (2/3) vote, revise the chapter's constitution and/or bylaws. Submit the original of the revised constitution and/or bylaws to the Bylaws Officer of the South Carolina Federation of NARFE Chapters.
3. The Bylaws Officer will assure the revised chapter's constitution and/or bylaws do not conflict with the federation's bylaws. He/she will then forward the document(s) to National Headquarters for approval in accordance with Article IV, Section 1.D. of the National Bylaws (2008).
4. Upon receipt of National Headquarters approval, the Bylaws Officer will forward the original approval document(s) to the chapter, provide copies to the Federation Secretary & Federation Historian, and retain a copy in the federation's bylaws file.

Chapter Federation Membership and Dues

All NARFE chapters chartered in South Carolina may become members of the South Carolina Federation of NARFE Chapters.

1. A new NARFE chapter may be organized, in conjunction with federation officers, as described in the *Organizing a New Chapter* paragraph, *Section II: Federation Officers & Operations* of the *Chapter & Federation Officers Manual*, NARFE publication F-10, latest edition. Upon receipt of the approved charter from NARFE headquarters, the chapter may apply for federation membership in writing and tendering the dues for each chapter member. The application shall be acted upon by the Federation in convention or by the Executive Board between conventions.

2. Dues for federation chapters shall be \$0.50 per year for each chapter member, excluding honorary members, based on the chapter membership as of 31 December. Payment of the per capita dues is to be made to the federation treasurer by 31 January. Newly chartered chapters are not required to pay dues for any period of the calendar year in which their charter is dated. However, any new chapter whose charter is dated between the first day of January and the opening date of that year's federation convention will be entitled to their number of federation convention delegates as are all other affiliated chapters. Any change to the per capita dues must be approved by the federation membership.

3. Chapters which have not paid their per capita dues by 31 January shall be considered delinquent and shall forfeit the right of representation at federation functions including conventions. Delinquent chapters will be reinstated as members of the federation upon the payment of their per capita dues.

4. Closed chapters that are reactivated will become federation members and are exempt from paying per capita dues during the year they are reactivated. Reactivated chapters are entitled to their number of federation convention delegates similar to new chapters.

5. Dues, payments, gifts and contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

Closing a Chapter and Reactivating a Closed Chapter

When a chapter must be closed or when a closed chapter is to be reactivated, the procedures described below will be followed.

1. Closing a Chapter. The Chapter President will take all actions available to him/her to maintain the chapter including seeking advice and/or assistance of the District Field Officer (DFO) and the Federation President. When all efforts have been exhausted to maintain the chapter without success, the Chapter President will notify the DFO by written notice of the chapter closure. If the DFO agrees it is impossible for the chapter to maintain active status he/she will notify the Federation President. Then the steps described in the *Closing a Chapter* paragraph, *Section II: Federation Officers & Operations* of the *Chapter & Federation Officers Manual*, NARFE publication F-10, latest edition, will then be implemented.

2. Reactivating a Closed Chapter. When the members and prospective members of a closed chapter, the DFO and the Federation President agree a closed chapter should be reactivated the instructions in *Reactivating a Closed Chapter* paragraph, *Section II: Federation Officers & Operations* of the *Chapter & Federation Officers Manual*, NARFE publication F-10, latest edition, will be followed.

Confidentiality of Membership Lists

All membership lists, prospective members lists, and computer labels in the custody of Federation and Chapter members are to be treated as confidential in accordance with Article I, Section 6.A., of the National Bylaws (2008 edition) to prevent identity theft and other inappropriate use.

1. Requests for a list that includes names, addresses (including e-mail) and/or telephone numbers of Federation and/or Chapter members, or prospective members, will be denied.

2. In questionable cases where the release of such lists may possibly be of benefit to the Federation/Chapter, the Federation President will be consulted to determine suitability of such release.

3. All documents containing any of the aforementioned information will be destroyed, preferably by crosscut shredding, so none of the information can be retrieved.

Federation Conventions

The South Carolina Federation of NARFE Chapters will hold annual conventions.

1. The dates and locations of federation conventions will be determined as described in the Time and Place Committee section.

2. Convention attendance shall be open to all members of the federation chapters and their guests. The following persons shall be delegates with the right to vote on all convention matters:

- A. All current elected federation officers.
- B. All past federation presidents.
- C. Elected chapter delegates.

Each person in the above list is entitled to one vote on any measure. Chapter members who are currently elected Federation officers or are Past Federation Presidents will be considered "Delegates at Large" and will not count against the respective chapter's number of allotted delegates.

3. Each chapter is entitled to one delegate for each 25 members, or fraction thereof, as shown on the membership report of December 31 preceding the convention. A chapter with less than 26 members is entitled to two delegates.

4. A quorum at a state convention shall consist of delegates representing at least a majority of the total voting strength of all member chapters. A majority vote shall govern, except on a resolution or motion to amend the bylaws which shall require a two thirds (2/3) vote. (See Amendments to the Bylaws section.)

5. The host chapter will appoint a Convention Chair who will plan and implement the convention in accordance with the federation *Convention Guidelines* of 28 April 2004.

6. The President shall preside at all plenary assemblies of delegates to the convention or may request the First Vice President or Second Vice President to temporarily preside.

7. The convention shall be governed by the latest edition of *Roberts Rules of Order* and adhere to the rules of conduct and the program agenda, along with the *Rules for the Conduct of Business* published in the convention booklet, with the Parliamentarian providing oversight.

8. The order of business at Federation conventions shall generally be as follows:

- Call to Order
- Invocation
- Presentation of Colors
- Pledge of Allegiance
- Memorial Service
- Roll Call
- Quorum
- Adoption of Rules
- Minutes and Correspondence
- Treasurer's Report
- Old Business
- New Business
- Committee/Officer Reports
- Recognition of Past Presidents
- National Executive Board Report
- District Field Officer Reports
- SC Federation Review
- Audit Committee Report
- Membership Report
- Alzheimer's Report
- Nominating Committee Report
- Election and Installation of Officers
- Benediction and Adjournment

The President is authorized to deviate from the order of business as he/she regards appropriate.

9. If the host chapter(s) collects more money for the convention than is required to pay expenses, the chapter(s) may retain 75 percent of these profits with the remainder to be transferred to the Federation treasury. Should there be a shortfall of funds to pay convention expenses, the host chapter(s) may submit a request to the Executive Board for reimbursement of the loss. The request will include a detailed explanation of the circumstances resulting in the loss. The Executive Board will decide the amount of the shortfall that will be paid to the host chapter(s).

10. During the present year Federation Convention the location and dates of the following year's convention will be determined. If a decision is not made during the convention, the Executive Board will make the determination to provide maximum notice to federation members.

Financial Assistance to New, Troubled or Closed Chapters

Federation funds may be available to assist in the establishment of new chapters, support of troubled chapters, or reviving closed chapters.

1. The chapter president of a new or troubled chapter will submit a request to the District Field Officer describing the reason(s) (e.g., notices placed in newspapers, on television, and/or to be copied, mailed, etc.) for financial assistance. The District Field Officer will review the request and forward it to the Federation President with a recommendation of approval or disapproval. For closed chapters that are to be reactivated, the District Field Officer will prepare the request and send it to the President.

2. If approved by the President and the amount of funds is \$150.00 or less, the request will be forwarded to the Treasurer to issue the payment. If the amount exceeds \$150.00, the request will be forwarded to the Executive Board. If approved, the request will be sent to the Treasurer to issue the payment.

Political Activities

The South Carolina Federation of NARFE Chapters is a nonpartisan organization not affiliated with any political party.

1. Individual NARFE members have every right and are encouraged to actively support or oppose any candidate for election or issue under consideration at the national, state, and local level. However, they should not state or imply that their actions represent a NARFE position unless the position has been stated by the NARFE President, the Federation President, or the Chapter President.

2. Not only is each NARFE member encouraged to vote, but to actively support the candidate and issues of their choice and, lacking official National, Federation, or Chapter endorsement, to do it as an individual and not as a NARFE representative.

3. NARFE members may be candidates and serve in national, state, and local positions. However, they should not use any aspect of NARFE to influence their election or duties.

4. NARFE members are encouraged to cooperate with and support civic and patriotic activities (not political) of other organizations that are deemed to uphold American institutions and ideals.

Reimbursement for Federation Expenses

Federation officers will be reimbursed for expenses in accordance with the procedures discussed below.

1. General.

A. All Executive Board members, District Field Officers, and appointed federation officers and committee chairs must submit requests for reimbursement of expenses incurred in the conduct of federation business on SC Federation Form 2, Request for Reimbursement of Expenses, accompanied by all applicable receipts. The request will be submitted to the Federation President for approval and then forwarded to the Treasurer for payment.

B. Mileage rate for all approved travel will be at the rate currently paid by NARFE National Headquarters. Mileage for any trip less than 20 miles in length one way will not be reimbursed. Car pooling is encouraged.

C. Payments in excess of \$150.00 not included in the approved annual budget require prior approval of the Executive Board. Payment of \$150.00 or less per request not covered by the approved annual budget may be approved by the Federation President.

2. Conventions/Conferences/Seminars/Workshops.

A. State Conventions. Federation Convention expenses will be paid to the President, Secretary, Treasurer, and Convention Chair. These expenses will include registration fee, mileage, lodging, and meals. The amount paid will be that approved in the annual budget.

B. National Convention. Expenses to attend the National Convention will be paid for the President (or First Vice President if the President does not attend) and the Secretary. The amount paid will be that approved in the annual budget.

C. Other Conventions, Conferences, Seminars, and Workshops. The Executive Board will approve these events when they are scheduled by National Headquarters. The Executive Board will establish the limit for expenses to be reimbursed for each event based on a recommendation by the Treasurer.

3. Chapter Visits.

A. The Federation President is authorized reimbursement of mileage and other expenses for one visit to each chapter during his/her term of office. If the distance to a chapter exceeds 225 miles one way, reimbursement of overnight lodging expenses up to \$75.00 per night is authorized.

B. For trips exceeding 20 miles one way, District Field Officers will be reimbursed mileage and other expenses for up to two visits per chapter in their district per year. Exceptions to this limit are visits to troubled chapters where expenses will be reimbursed on a case-by-case basis.

C. Visits by other officers, both elected and appointed, not included in the approved budget must be approved by the Executive Board.

January 2009

Revisions to the Operating Guidelines

Revisions to the *Operating Guidelines* may be made with approval of the Executive Board.

1. Any member of the federation may request a revision of the *Operating Guidelines*. All requests for revisions are to include a reason for the change and the exact verbiage of the revision. Requests are to be submitted in writing, preferably by electronic mail, to the Bylaws Officer who will assure the proposed revisions contain the appropriate information.

2. The Bylaws Officer will distribute copies of proposed revisions to the Executive Board members and request they review them and vote their approval/disapproval to him/her within 14 calendar days.

3. If the majority of the Executive Board members approve the revisions, the Bylaws Officer will update the pertinent pages of the *Operating Guidelines* and forward copies of these revised pages to all holders of the document. If the majority of the Executive Board disapproves the revisions, the Bylaws Officer will advise the submitter accordingly including the rationale for disapproval.

4. In addition to the procedures described above, Executive Board members could revise the *Operating Guidelines* on the basis of a motion and by majority vote during an Executive Board meeting even though no written submission has been made to the Bylaws Officer.

Sunshine and Memorial Program

The South Carolina Federation of NARFE Chapters will have a Sunshine and Memorial Program to wish speedy convalescence to ill or injured federation officers and to honor deceased federation officers.

1. When a federation officer receives news of the illness or injury of a current Executive Board member, a committee chair, another federation officer, a Past President, the Region III Vice President, or the spouse of one of the aforementioned individuals, he/she will notify the Chaplain. The Chaplain will notify all current federation officers and send a get well card to the affected individual on behalf of the federation.

2. In the event of the death of one of the individuals cited above, the same notification procedure will be utilized. The Chaplain will send a sympathy card to the next of kin on behalf of the federation. The Chaplain will also send flowers, cost limit to be specified by the President, to the site of the funeral or memorial service. Executive Board members are encouraged to attend the funeral or memorial service, if possible. The Treasurer will send a memorial contribution, in an amount to be determined by the President, to a charitable organization designated by the next of kin in the name of the deceased. If no organization is selected by the deceased's next of kin, the contribution will be made to the NARFE Alzheimer's fund.

3. The Chaplain will keep an accurate record of expenses incurred and periodically submit a request for reimbursement to the President for approval and forwarding to the Treasurer for payment.

Time and Place Committee

A Time and Place Committee will determine the dates and locations of Federation Conventions.

1. The Executive Board will function as the Time and Place Committee.
2. The Executive Board will invite chapters to host conventions 2 years in advance of the present convention.
3. A member of the Executive Board, along with a member of the chapter proposing to host the convention, will visit the proposed site to assure there are adequate facilities for meetings, dining, exhibitors, vehicle parking, handicapped access, safety and security.
4. Results of the Executive Board member's visit to the proposed convention site will be reported to the other members and a decision made on acceptance of the facilities or continue searching for another location.
5. Upon Executive Board approval of the forthcoming convention site, the location and dates will be announced during the present convention.
6. If a decision has not been made for the site and dates of the forthcoming convention at the time of the present convention, the Executive Board will subsequently make the selection and notify all chapter presidents and federation officers. In addition, the dates and location, along with registration fee, lodging rates, and other details, will be published in the federation newsletter.