

**NATIONAL ACTIVE & RETIRED FEDERAL EMPLOYEES
ASSOCIATION
ARIZONA FEDERATION BYLAWS & POLICIES 2018**

ADMINISTRATIVE **Page – 3**

- 88-07-02 Bank Card Signatures
- 90-08-01 Federation Dues for Chapters
- 02-09-01 Motion Policy

AWARDS **Page – 4**

- 00-01-01 Free Membership Renewal for Forming New Chapter
- 12-05-08 Member Award Policy
- 12-05-09 Federation Presidential Discretionary Award Fund
- 12-05-10 Morris Weingarten Award

BUDGET **Page - 6**

- 88-07-01 Chapter Funding
- 94-09-01 Federation Assessment Over-Payment Policy
- 10-04-01 Federation Web Page Cost
- 11-09-01 Budget Adoption
- 12-01-06 Motion on Per Capita Assessment Rebates
- 13-09-01 Health Fair Mileage and Parking Fees

CONFERENCE **Page – 7**

- 85-01-01 Conference Start Fund
- 97-09-01 Conference Minutes
- 00-09-01 Federation Convention Guidelines
- 12-01-05 Chapter Presidents Meeting
- 12-05-11 Conference Ads Policy
- 12-05-12 Memorial Service Dates
- Arizona Federation Standing Rules for Resolutions

DISTRICT **Page – 9**

- 89-06-01 Assistants to District Vice Presidents (ADVP) or National District Vice President (ANDVP)
- 18-02-01 District Changes
- 17-05-03 Establishment of National District Vice President (NDVP) Position

EXECUTIVE BOARD **Page – 10**

- 96-01-01 Federation Name Badges
- 02-09-02 Executive Board Agenda
- 11-09-02 Executive Board Expense Report
- 12-05-14 Executive Board Expenses
- 17-01-01 Reimbursement for Federation Events: Conference and Workshops (Off-Year)
- 17-01-02 Reimbursement for Attendance at National and Regional Conferences (except National Legislative Conference) and Federation Presidents Meeting

LEGISLATIVE

Page – 12

85-04-02 Federation Lobbyist

18-01-01 Attending Legislative Conference

NEWSPAPER

Page – 13

18-05-01 Publication Policy

RECORDS

Page – 14

12-05-13 Distribution Policy

Policies are numbered by “Year-Month-number” of motion.

Example: 91-01-01 = Year 1991-Month of January-1st motion of Policy change]

ARIZONA FEDERATION BYLAW & POLICY MANUAL ADMINISTRATIVE

Bank Card Signatures

88-07-02 The Federation Secretary's signature shall be added to the bank card as an alternate signature in case of the absence of the treasurer.

Federation Dues for Chapters

90-08-01 Federation dues for chapters less than a year old will be waived.

Motion Policy

02-09-01 The Federation use form FH-17 (9/02) or facsimile thereof, on which to write out all future motions, when possible, especially those designated as Policy. This is to ensure that all time limits, cost amounts, and other pertinent details are clearly delineated for lasting value to the federation.

Such form would be dated and would include estimated cost of implementation should that be relevant, the name of person making motion, who second it, the action taken, and the action date. It would also indicate if this motion is a one-time only or to be added to the policy manual. There would be two copies of each motion: one for the secretary and one for the maker of the motion.

Motions developed or amended during the Executive Board meeting should be written/edited by the secretary, prior to voting.

ARIZONA FEDERATION BYLAW & POLICY MANUAL AWARDS

Free Membership Renewal for Forming New Chapter

00-01-01 The Federation will give an award of one-year free membership to any member who is responsible for forming a new chapter. Life members will get the equivalent of one-year dues renewal.

Member Award Policy

12-05-08 The Federation will award “*Citations for Distinguished Service*” at the biennial federation conference to outstanding individuals or a committed couple from each NARFE chapter as recommended by Chapter Executive Boards. Such members or couple should have made a major contribution to their chapter and/or community to be worthy of such recognition. Details of the members’ accomplishments are to be written up by a Chapter Executive Board member and signed by the President of the proposed honoree’s chapter. Two copies of this recommendation shall be forwarded to the Federation Secretary at least two months prior to the Federation Conference in order for Citation certificates to be prepared. These awards will be presented either at a special ceremony at the conference or in the Chapter meeting by the DVP who will read the letter of commendation out loud to the attendees. It is the goal that chapters will take advantage of this opportunity to recognize their hardworking members, and by so doing; inspire others to emulate their performance.

Federation Presidential Discretionary Award Fund

12-05-09 The Federation shall designate a discretionary fund of \$150, budgeted annually, for the Federation President to utilize to honor one or more NARFE members with special recognition in whatever form he/she deems appropriate. This award is to recognize NARFE members who have done something exemplary which will inspire others to achieve equally significant achievements. Such achievements might be unique, newsworthy, or inspirational. The President does not have to award this on a regular basis. It is to be a significant recognition but not as extraordinary as the Morris Weingarten award.

Morris Weingarten Award

12-05-10 The Federation shall designate about \$150 for plaque and engraving; (replaces 06-09-01)

A. NOMINATION PROCESS

1. A nomination letter is required for each and every nominee for this highest recognition award.
2. Any current NARFE member assigned within the Arizona Federation, as verified by National Membership Rosters, may nominate an individual or committed couple for this award.
3. The nomination is first submitted to a Chapter President, or in the case of a board or member not wanting to let a board member know of their nomination, directly to the District Vice President who submits all nominations to the Federation President by January 15. This allows the Federation board to act on the nomination at the January board meeting usually held in the third week of January.
4. This award may or may not be awarded biennially to an individual or a committed couple and should be in the form of a plaque worthy of our highest honor.
5. The DVPs will be the nominating committee. The committee will make a report to the Federation Board at their January meeting on the eligibility of the nominees only. The Committee will also write the award letter once the Board has voted and the rejection letter to the person nominating an individual or committed couple who was not approved for the award with the reason for non-approval.
6. The elected Federation Board members will meet in executive session to select the individual or committed couple, if any.
7. The award presentation will be made at the AZ Federation Conference.

B. AWARD CRITERIA

1. The nominee may or may not be a NARFE member.
2. The criteria shall be the same for nominees from anywhere in the state.
3. The nominee has performed selfless, extraordinary and invaluable services to NARFE members (Selfless is defined as “having no concern for self”; Extraordinary is defined as “something exceeding the usual order or method”; Invaluable is defined as “valuable beyond estimation”).
 - a. Details of the benefits to NARFE members should be included.
 - b. Details of the services to the community should be included.
4. The criteria as met will be included in the award letter written by the Morris Weingarten Committee to accompany the plaque.

C. COST

1. The cost of each plaque shall not exceed \$150.
2. The cost of the award may be adjusted at any time by a 2/3 approval vote of the elected members of the Arizona Federation Executive Board.

MINORITY OPINION: That nominees must have provided exceptional benefit to NARFE members in order to be given this award. This would be an addition to mandatory criteria that has not existed in the past.

ARIZONA FEDERATION BYLAW & POLICY MANUAL BUDGET

Chapter Funding

88-07-01 It is the policy of the Federation that each new chapter and each reactivated chapter shall be given \$25.00 from the Federation funds.

Federation Assessment Over-Payment Policy

94-09-01 If a chapter over-pays Federation assessment and later tells the treasurer about it within a 60-day period the amount of overpayment should be refunded.

Federation Web Page Cost

10-04-01 Provides for a Federation website and pays for the Website and Domain fees annually.

Budget Adoption

11-09-01 The Federation budget adoption will be accomplished at the January Board meeting.

Motion on per capita assessment rebates

12-01-06 The Federation establish an incentive program for retention and legislative activists, whereby (1) a rebate of fifty cents will be applied toward the Chapter's annual per capita assessment for each voting Life Member (excluding Honorary Life Members) and voting member utilizing Dues Withholding; and (2) an additional rebate of fifty cents will be applied toward the Chapter's annual per capita assessment for each voting member subscribed to NES. Rebates under this incentive program will be based on membership and OAM statistics as of December 31 of each year, beginning with 2012.

Health Fair Mileage and Parking Fees

13-09-01 Subject to the approval of the Federation President, a NARFE member participating in an Open Season Health Fair(s), on behalf of NARFE, may be reimbursed for mileage (at the current rate of 25 cents per mile), once the cumulative mileage claimed for that member, within one Open Season, exceeds 75 miles. Parking fees will be reimbursed regardless of mileage claims provided a receipt is submitted. Travel to a health fair that exceeds 75 miles one way and that may warrant overnight lodging and reasonably priced meals must be approved in advance by the Federation President. Open Season mileage claims should include all costs (total mileage, parking, etc.) for the entire Open Season.”

ARIZONA FEDERATION BYLAW & POLICY MANUAL CONFERENCE

Conference Start Fund

85-01-01 The Federation shall make available to the Host Chapter of a Federation conference an amount not to exceed \$500.00 for initial expenses to be paid back at the conclusion of the convention.

Conference Minutes

97-09-01 The Federation Secretary is responsible to ensure that the Federation Board Minutes and Federation Conference Minutes be kept as permanent records and put in chronological order in “Book” form and that any other records will only be kept for TWO years.

Federation Convention Guidelines

00-09-01 Federation Convention Guidelines were approved to supersede and establish policies and guideline procedures for hosting a federation convention. *Updated guidelines to be maintained in the Federation Guidelines book (available on Fed Web Site, under FREE button).*

(NOTE: This Guideline will need to be completely re-done again for a “conference”)

Chapter Presidents Meeting

12-01-05 The chapter Presidents’ meetings will be held in connection with the Federation Conference, and at such other times as may be called by the Federation President.

Conference Ads Policy

12-05-11 The Federation will put a full page (or less, depending on cost) Ad in the National and Federation Conference books, and the Regional Conference information book every two years, cost to be approved by Executive Board.

Memorial Service Dates

12-05-12 The dates will be changed for the biennial Memorial Service list to those who passed away during the prior two calendar years (Jan 1 thru Dec 31).

ARIZONA FEDERATION STANDING RULES FOR RESOLUTIONS
September 20, 2018

1. Resolutions shall be submitted electronically by February 1 of the conference year to the Federation Secretary. The Federation Secretary will number the resolution forms. Forms F-3A or F-3C MUST be used for submitting resolutions.
2. Resolutions may be submitted by a member, a Chapter, or the Federation Executive Board.
3. The “Whereas” portion of the Resolution shall specifically state the reasons or reasons for the Resolution.
4. Any Resolution suggesting a change in the Arizona Federation Bylaws must refer to the Article number and the Section number of the Bylaws.
5. A resolution accepted for filing by the Federation may be withdrawn by the filer upon formal petition to the Federation President prior to the March 1 distribution of voting materials.
6. The Resolutions Committee shall recommend that a Resolution be adopted, combined, rejected or amended. In this regard, the Committee may reject resolutions of a political nature, resolutions deemed inappropriate because they do not pertain to NARFE programs and areas of interest, and resolutions improperly prepared or submitted. If the Committee recommends that a resolution be combined or amended the Committee shall prepare a revised Resolution in final form for submission to the members.
7. Copies of Resolutions accepted for filing shall be furnished to all members on March 1 as part of the balloting information.
8. These Arizona Federation Standing Rules for Resolutions are effective January 2019. A copy will be made available on the web page and furnished to each Chapter President and Secretary.

Approved this 20th day of September 2018 by the Executive Board of the Arizona Federation.

**ARIZONA FEDERATION BYLAW & POLICY MANUAL
DISTRICTS**

Assistants to District Vice Presidents (ADVP) or National District Vice President (ANDVP)

89-06-01 Decision was made to have field officers (or *Assistant District Vice President or an Assistant National District Vice President*) to assist the DVP or NDVP instead of re-districting. Field officers can be appointed by the Federation president, however the DVP or NDVP is encouraged to select a field officer for their district.

District Changes

18-02-01 EFFECTIVE 02/26/18 Re-districting of Chapter Districts.

Those in **RED** are closed chapters.

DISTRICT I Chapters

Tucson #55
Yuma #266
Scottsdale #1234
Sierra Vista #1400
Casa Grande #1905
Roadrunner #1874

DISTRICT II Chapters

Mogollon (Payson) #1235
Saguaro(Mesa) #1469
Tempe #1505
Sunnyslope #1686
Sun City West #1789
Bradshaw #2106

PRESIDENT

Lake Havasu #1413

Closed Chapters

Benson #1559
Springerville #2207
Bisbee #1880
Page #1470
Nogales #1078
Chandler #2192
White Mountain #1165
Coolidge #907
Huachuca Del Norte #1969
Apache Junction #1181
Sun Lakes #1964
Sun City #768
Wickenburg #2201
Globe #1543
Parker #1736
Leisure World #1951
Chino Valley #2074
Safford #1560
Sedona #1726
Kingman #1707
Verde Valley #1147
Phoenix #56
Green Valley #1061
Mesa #295
Greenway Sun City #1485
Central Phoenix #1506
Copper State #2337
Flagstaff #1699
Prescott #321
Valley West #1395
Mohave Valley #1467

Establishment of National District Vice President (NDVP) Position

17-05-03 Established a National District Vice President (NDVP) position. The NDVP is to serve the National members.

ARIZONA FEDERATION BYLAW & POLICY MANUAL EXECUTIVE BOARD

Federation Name Badges

96-01-01 The Federation will pay for initial badges for the officers plus one additional badge replacement in case of loss. Further losses would be replaced by the officer.

Executive Board Agenda

02-09-02 At the Executive Board Meeting all Officers and Chairs shall present a written or oral report of their NARFE activities since the last Board Meeting.

Executive Board Expense Report

11-09-02 Expense Reports will be allowed to be sent by email with scanned receipts in lieu of an Actual signature.

Executive Board Expenses

12-05-14 To change the mileage allowance to \$0.50 a mile for a member of Executive Board or \$0.50 if two or more EB members are riding in the same vehicle, starting May 7, 2012

Reimbursement for Federation Events: Conferences and Workshops (Off-Year)

17-01-01 For Federation President – Gifts for keynote speaker (\$50 limit) and other dignitaries as appropriate (\$25 limit) with a total limit of \$100 for each conference and/or workshop.

For Chairperson — Travel, registration, lodging, meals and other expenses.

For Past Presidents — Registration and banquet.

For Federation elected officers — Travel, registration, lodging, meals and office expenses related to presentations. The same applies for parliamentarian if requested by Federation President.

For presenters, both non-elected Federation officers and others — Travel, registration, one night's lodging and meals related to the presentation and office expenses related to presentations.

In most instances, the event will be combined with a Board Meeting. All board members will be reimbursed for travel and one night's lodging and meals, if authorized by the president due to necessities of scheduling, and office expenses related to their board meeting presentation. In the case of a second or follow-up board meeting at the end of the event, there will be no extra reimbursement for board members except for office related expenses if they would have to give a presentation.

Meals (except for event-connected receptions and banquets) are subject to a \$15 limitation, (including tip) or \$40 per day on an overnight stay. Lodging is not subject to a limitation because these events have contracted-for rates.

The expenses of all other Federation members attending the event will be the responsibility of their chapter or the members themselves, with the exception that expenses incurred while serving on a conference committee, in service to the conference, will be reimbursed.

Any deviation from the above (as may be necessitated, for example, by budget constraints) must be approved by the Board prior to the event, and duly publicized.

**Reimbursement for attendance at National and Regional Conferences
17-01-02 (except National Legislative Conference) and Federation Presidents' Meeting.**

For the Federation president — Full cost of travel, lodging, meals, and office expenses related to the event, travel being limited to the lesser of air or mileage.

For other Federation elected officers — A stipend of \$200 if they choose not to receive any assistance from their chapter.

For other attendees of a national or regional conference - A stipend of \$100 may be claimed by the attendees. Federation elected officers (other than the Federation president) may elect to attend under this provision in lieu of receiving the \$200 stipend, above.

Any deviation from the above (as may be necessitated, for example, by budget constraints) must be approved by the Board prior to the event, and duly publicized.

ARIZONA FEDERATION BYLAW & POLICY MANUAL LEGISLATION

Federation Lobbyist

85-04-02 The Federation Executive Board will appoint (or designate) a person to be a registered lobbyist (with the state) for the Federation to speak officially at the legislature, to deal with state agencies and to perform any and all duties necessary to such Legislation.

Attending Legislative Conference

18-01-01 The following priority system be followed for those attending the Legislative Conference and reimbursement. Priority goes to:

- (1) Federation President
- (2) Federation National Legislative Officer and
- (3) nominated or self-nominated CDLs/SLLs
 - a. New
 - b. Experienced based on the following:
 - Documentation of attempt to schedule at least one annual meeting during a CD work period with the Member of Congress (MC)
 - Provide documentation that they established a relationship with MC
 - Provide documentation of arrangement of periodic meetings with the MC and/or staff to advocate for NARFE issues and gain the MC's sponsorship or co-sponsorship of issues that NARFE supports.
 - Provide documentation that they attended meetings, town hall meetings and other events where the MC is speaking.
 - Provide feedback from the MC and/or staff to NARFE members within the district.
 - Arrange and provide training to Chapter Legislative Officers following Legislative Training.
 - Documentation of webinar participation for legislative matters.

Nominees and self-nominees will be reviewed by the Federation President and Federation National Legislative Chair and they will make a recommendation to the Arizona Federation Board for approval.

**ARIZONA FEDERATION BYLAW & POLICY MANUAL
NEWSPAPER**

Publication Policy

18-05-01 A Federation newsletter will be published and the publication date will be determined at board meetings as to whether or when a newsletter will be issued.

**ARIZONA FEDERATION BYLAW & POLICY MANUAL
RECORDS**

Distribution Policy

12-05-13 Distribution of Reports

a.) Chapter Presidents and/or Secretaries are to follow the guidelines on the Form F-7 regarding distribution of that report. If using a hardcopy of Form F-7, the chapter officer will send one copy of the F-7 to the Federation President and Secretary. If completing Form F-7 on the NARFE web site, a copy is automatically sent electronically to the Federation President and Secretary. The chapter should retain a copy for their records. The Federation Secretary will compile these reports into a Federation and Chapter Roster of Officers, at least annually, and electronically send to all Federation elected and appointed officers, each Chapter President, Region VII Vice President, and keep one copy for the Federation files.

b.) Executive board minutes shall be sent to Region VII Vice President, Executive board members, and chapter presidents.