

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**FEDERATION RESPONSIBILITIES
CHAPTER 5**

I Funding:

- A. The Federation will pay the registration fee and official convention meal costs for the official representative of NARFE National Headquarters.
- B. The Federation will pay meal costs of the Federation Past Presidents, their spouses/guests and widows of Past Presidents, who are the guests of the Federation at the Recognition Luncheon.
- C. The Federation will pay for official meal costs for any other special invited guests of the Federation, i.e., banquet speaker and spouse, invited National Headquarters staff.
- D. The Federation will pay the cost of the floral arrangement and candles for the Eulogy.

II Review And Approval Authority:

- A. The final draft of the Program Book shall be submitted to the Federation President for review, editing and approval prior to printing. If the Convention Host Committee keeps the Federation routinely informed, via the District Vice President, this approval should be merely a simple formality.
- B. Plans for tours, golf, etc., should be coordinated with the Federation President, via the District Vice President. The Federation Policy requires that any such activity not conflict with official Convention sessions or Executive Board Meetings.
- C. No charges may be imposed for Hospitality room food and drinks without the approval of the Federation President, via the District Vice President.
- D. Any products offered for sale at the Convention must have the approval of the Federation President, via the District Vice President. Profit making ventures will not be approved. The exception might be NARFE items carrying the official emblem of the Association or other articles offered by the Ways and Means Committees of this convention or next convention for purposes of convention fund raising.

III Selection Authority:

- A. **Banquet Speaker:** the Federation President selects The Banquet Speaker and the MC. The Convention Host Committee may recommend a speaker for approval, via the District Vice President.
- B. **Seating at Head Table(s):** The Federation President names those who will occupy places at the Head Table at the banquet, at the Honor Table(s) and during the business sessions of the convention. The Master of Ceremonies for the Recognition Luncheon determines the seating arrangement at the Head Table.

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- C. **Meal Selections:** The Federation President makes the final selection of meals for the official meal functions, including the prices to be charged.
- D. **Invocations:** Traditional invocations have been discontinued in favor of a moment of silence in which each member may offer their own silent invocation

IV Credentials Committee And Registration Committee Procedures:

- A. The procedures to be followed by these two committees shall be coordinated.
- B. The locations of these two committees at the convention shall be as close as possible to insure ease of coordination.
- C. As a courtesy to the Federation Executive Board, and visiting National Dignitaries, the Chair of each committee should pre-register the members of the board, visiting dignitaries and their spouses at the pre-convention Executive Board Meeting.

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