

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 10 (A)
ORGANIZING A NEW CHAPTER

The federation president will determine whether forming a new chapter is practical and advantageous, based upon many factors.

I **Criteria:** A minimum of five members or eligible members, in cooperation with the Federation President, may apply to form a new chapter

II **Organizing Process:**

A. Once the decision is favorable to organize a new chapter, the Federation President will arrange for a District Vice President or other Federation representative to coordinate and assist in the new chapter organizing process as listed below:

1. Order a new chapter kit from the National Federation & Chapter Services. This kit contains many of the needed forms required to organize a new chapter.
2. Solicit and record names and phone numbers of prospective members from among local federal workers and retirees and:
 - a. Contact local current federal agencies and invite them to attend the organizing meeting. If possible, pay a personal visit to the Agency Representative to solicit support and participation.
 - b. Place articles in local newspapers. The District PR member can be helpful with this assignment.
 - c. Arrange for announcements on local radio station. The District PR member can be helpful with this assignment.
 - d. Post flyers on local bulletin boards.
3. Arrange for "Seed Money" to defray organizing expenses.
4. Prepare a mailing to all-prospective members and members within the town or assigned zip codes.
5. Schedule a meeting of all interested parties. Ask them to get their friends involved by becoming members. This meeting should not exceed two hours. The Federation Representative and the potential officers can meet later to work out specific details not finalized during this meeting.
6. Prepare adequate handouts for attendees:
 - a. NARFE's legislative accomplishments
 - b. Advantages of chapter membership
 - c. Advantages of federation affiliation
 - d. Understanding Dues Categories

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- e. Focus on main issues of concern, i.e., retaining our earned benefits, such as COLA, FEHBP, and stress the importance of the fact that Congress can give – and Congress can take away our earned benefits. Be sure to include facts about both CSRS and FERS retirements systems. Also stress the importance of having a local chapter.
5. Conduct election of chapter officers and administer oath of office. Try and sell members on the importance of taking a job in the chapter, and briefly explain the duties of each office/chair.

III Documentation

- A. The federation representative should coordinate and assist with the preparation and submission of all required documentation as follows:
 1. Charter Application, F-19, listing applicants and authorized zip codes
 2. Chapter Officer Roster, F-7 completed with all information.
 3. Transmittal Forms F-16 and F-16R with membership applications, renewals, and checks for all national and chapter dues.
 4. Chapter Constitution & Bylaws Form F-21 complete and signed dated by chapter secretary for final approval at National Headquarters.
- B. Non-members who wish to become charter members must enroll as a member of NARFE not later than the date of the charter application.
- C. Essential officers for an operational chapter are President, Secretary, Treasurer or Secretary/Treasurer if a combined office is preferred