

**CALIFORNIA STATE FEDERATION OF CHAPTERS
POLICIES OF THE FEDERATION EXECUTIVE BOARD**

I. Federation Executive Board Meetings:

- A. The Federation Executive Board shall consist of four statewide elected officers, ten elected District Vice Presidents, and the Immediate Past President.
- B. Board meetings will be conducted as informally as possible, but with adequate protocol to maintain order and conduct the business at hand.
 - 1. Only one person will speak at a time after recognition by the Chair.
 - 2. Comments will be ruled out of order when not pertinent to the subject under discussion.
 - 3. When a subject is on the floor it will be pursued to a conclusion or deferred to "Unfinished Business".
- C. Minutes of Executive Board meetings will not be recorded by anyone except the Secretary designated for that meeting. The Board is considered as an incorporated entity. Discussions within the Board are privileged information that shall not be revealed in the presence of anyone other than Board members. The decisions and conclusions of the Board are applicable and binding on each member leaving the Board to carry out his/her other duties. Under some circumstances the President may declare an "executive session", i.e., no guests present and all discussions/actions taken are secret in nature, and, thus shall not go beyond the board members.
- D. Announcements of Board action shall be made initially by the Federation Secretary as a summary sheet, normally part of the minutes of the meeting, unless otherwise specifically authorized by the Presiding Officer.
- E. ONLY the Federation Secretary shall release announcements of Standing Committee appointments unless the President specifically authorizes others. Tentative appointments may be made by the Executive Vice President (or candidate for president) prior to conventions, subject to an official appointment after completion of elections.
- F. Executive Board motions that establish policy shall be added to this document immediately following the board meeting where the policy was approved. The Federation Secretary shall add the new policy to this

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document and distribute the revised document at the same time the minutes of the board meeting are distributed

II. Budget and Reimbursement Policies:

- A. Executive Board members and standing committee chairs are designated as "Budget Manager" for the funds budgeted for each function in their respective budgets and must not exceed budgeted amounts without prior approval by the Federation President. Proposed increases in their budget items shall be submitted to the President, for appropriate action by the Executive Board.
- B. District Vice Presidents should visit both general and executive board chapter meetings whenever they feel necessary to maintain rapport and to evaluate the chapter's general condition, and to install officers. At least one annual visit should be made to each chapter in their respective District. More visits can be made if budget supports expenses.
- C. District Vice Presidents should attend other federation district meetings; however, vouchers will be accepted only if they are requested to speak and not attend as an observer.
- D. The four elected top federation officers should limit their visits to District meetings and only 1 of the 4 should attend a district meeting unless special circumstances and budgetary requirements can be met. Specifically the Federation President (FP) who lives in the southern part of the state should visit southern Districts and the Executive Vice President (EVP) who lives in the northern part of the state should visit northern Districts and vice versa, when invited, and asked to speak, or install officers when requested by a DVP, due to conflicting chapter schedules. Naturally, this approach does not apply when both officers live in the same part of the state.
- E. The four elected top federation officers may attend, when invited, chapter 20th, 25th, 30th, 40th, 50th and 75th year anniversaries, and no others in

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between those years. DVPs when invited, should attend any and all anniversaries.

- F. There may be special circumstances involved in applying above travel restrictions, which our Treasurer may take into account. In those cases, it would be prudent to inquire with the Treasurer for guidance before travel commences.
- G. Special Assistants should attend meetings when invited by District Vice Presidents; however, expenses pertaining to these visits will be paid from the DVP's budget.
- H. As "Budget Managers" funds are to be used for the purpose of Federation Business and not for use as discretionary funds for use by individuals holding office or chairmanships.

1. Your interests and the Federation's interests must not be in conflict, nor in fact even appear to be in conflict. Any activity that could cast doubt on your ability to act objectively in furthering NARFE's interest, or which would benefit you or another person/activity to the detriment of NARFE is a clear conflict of interest.

2. Under no circumstances will reimbursements be made for unrelated NARFE presentations at a NARFE function. For example, presentations on credit union benefits, slides on personal trips, presentations for charity organizations, fraternal organizations, political organizations, etc. are considered to be unrelated to NARFE's mission.

- I. The amount in the total budget for each function may be increased by not more than 20% by joint approval of President and Treasurer, but only when other item(s) in the same fund are reduced by a corresponding amount. The Executive Board must approve any other budget increases.
- J. Executive Board members and the Chairs of the National Legislation and Public Relations Standing Committees are authorized reimbursement for one annual subscription pertinent to your office chargeable to Field Operations Funds, Miscellaneous Expenses.

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- K. Direct dial night rates should be used for telephone calls whenever feasible as well as other cost saving methods in order to minimize telephone costs.
- L. Expense Reports, CSFC #15, (hereafter called “vouchers”) charged against a “budget manager's” account requires receipts for all items with the exception of meals. The cost of three (3) meals in any one (1) day is not to exceed the total of **\$60.00** per day, with exception of meal prices quoted for Conventions, Training Seminars or District Meetings. A single item is considered a monthly telephone bill, monthly printing or reproduction cost, and postage. Hotel/Motel bills, at a single occupancy rate, and other items must be accompanied with a receipt. Budget account data will be entered according to instructions from the Federation Treasurer. When there is a discrepancy noted on a voucher, the officer/chair submitting the voucher shall be contacted immediately to provide resolution. If resolution of the question cannot be provided on that initial contact, the remainder of the unquestioned amount of the voucher shall be paid while the question is being resolved.

1. One meal is reimbursable for part of a day when travel to a NARFE related meeting exceeds 70 miles from home base. However, if the meeting includes a meal that you pay for, it is reimbursable regardless of travel miles.

2. When attending two or more NARFE meetings during a week, the days between meetings can be vouchered for mileage, lodging and meals provided the total cost for each day does not exceed the cost of the round trip mileage from home base to the NARFE meeting.

3. When attending a meeting/conference/convention at a location of more than 100 miles from home base, reimbursement for mileage, lodging and meals may be based on the lower cost of airfare, train, rental car, etc., and the cost of driving. Example: using airfare for determining lowest cost airport parking and auto mileage to and from airport may be included in the total cost of the airfare. Also, if rental car, taxi, shuttle service, etc. is needed at destination, it may be included in determining the total cost of the airfare.

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- M. When eligible for reimbursement while attending a National or California Federation Convention or an Executive Board meeting, the lodging rate shall not exceed the quoted rate, plus tax, including meals when authorized, during the event.
- O. Vouchers requesting reimbursement shall be sent in **DUPLICATE** not later than the 18th of each month, to the Federation Treasurer for review and check preparation. Checks will be issued from the 25th of the month to the 5th of the following month for expense reports received in that time period. Vouchers received after the 25th, will be paid in the next cycle. Treasurer approved vouchers and checks will be forwarded to the President, or other designated official for final approval and signature, and then forwarded to the payee. Under no circumstances shall any officer approve their own voucher for reimbursement.
- P. Expense voucher for reimbursement must be submitted to the Federation Treasurer not later than sixty- (60)-days after the date when expenses are incurred. Vouchers received after the deadline will not be honored except under extenuating circumstances.
- Q. Reimbursement for use of personal vehicles (POV) for authorized Federation business shall be at the rate established by **IRS/GSA** and shall not exceed that amount.
- R. Reimbursement is not authorized for home Chapter visits, transportation to local post office, bank, or for services or procurement of supplies, etc.
- S. Members authorized by the Federation President to attend an official meeting or function who must travel at least 350 miles by privately owned vehicle (POV) during a twenty-four (24) hour period, may be reimbursed overnight lodging expenses not to exceed the Government Rate for the area. In situations where the travel time and distance are affected by unavoidable circumstances and conditions (such as meeting start time or weather), the traveler is responsible to contact the authorizing official for prior approval whenever possible.
- T. *Budget Managers* are expected to be extremely prudent in obligating

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Federation funds. As representatives of the members of the Federation, Officers *and Chairman* should keep expenses to a minimum and incur costs only for supplies, services, travel and other expenses that are necessary to the accomplishment of NARFE's mission.

- U. Outgoing Officers of the Federation will be prohibited from signing checks or other instruments for the transfer or payment of money as of the date their term of office expires.

III. Requirements and Authority for Federation Officer Reports:

CSFC Bylaws Article I, Section 1. F, requires officers to submit a written activities report within 30 days of the Federation Convention, and include goals established, accomplishments and recommendations for improvements.

CSFC Policy Guideline Section III, A, requires District Vice Presidents (DVP) to prepare and submit a written report of district activities prior to each convention for insertion in the summary. An oral report of Chapter Activities will be given at each Executive Board Meeting.

A. Types of Reports:

1. **At Each Board Meeting** – DVP will submit **a written** report ***briefly*** outlining significant activities or events involving chapters during the reporting period.
2. **Convention Reports**– Required of all Federation Officers, ***briefly*** outlining significant activities or events in which the officer participated. This report will be published in the Federation Publication and if applicable, in the Summary of Convention. The report should go to the Convention Recording Secretary with a copy to the President.

- B. **Media for Reports** - Reports are to be computer generated, using Microsoft Office software, and may be provided as an attachment to e-mail to the pertinent Recording Secretary and to the Federation President. Reports should not exceed one (1) full page. Reports will be included in the Summary of Convention as appropriate. These reports may also be published in the Federation Publication.

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IV. FEDERATION POLICY:

- A. Pre-Convention Board Meetings shall be one day in length. All business not essential to be conducted at the one day Pre-Convention meeting is to be deferred to a Post-Convention meeting. Post-Convention meetings shall be no longer than two days. Business at the Post-Convention meeting is to be conducted in accordance with ARTICLE II, Section 1. F, of the CSFC Constitution & Bylaws.
- B. The Federation shall make every effort to support Regional Training. Whenever possible the Federation Executive Board Meeting shall be held in conjunction with this event to save costs for the Federation. The Registration fee shall be granted to the members of the Executive Board.
- C. To encourage other CSFC members to attend this regional training, the Federation shall pay one half (1/2) of the registration fee for those who attend the Regional Training not to exceed the total amount budgeted.
- D. To obtain Federation funding, for Gift Memberships in conjunction with recruiting efforts, PRS presentations, etc., vouchers must be submitted to the Federation Treasurer. The resulting current \$8.00 rebate (or any other future rebates in conjunction with new members) from the National Office must then be returned to the Federation Treasurer.