

## IDAHO FEDERATION

### STANDING RULES

#### Standing Rules are set by the Executive Board except where stated.

1. Federation Dues shall be \$3.00 per chapter member based on membership of the respective Chapter at the end of the preceding calendar year. The Federation Treasurer will notify each Chapter Treasurer of their dues amount in February. Chapters may pay in lump-sum, biannually or quarterly. The amount of Chapter Dues may be changed by a majority vote of the Executive Board and the Chapter(s) (as the number of chapters gets smaller and this revenue source will decrease).
2. The Federation Conference shall be held during an odd numbered year in a location to be determined by the Executive Board. The Federation President shall set the agenda of the Federation Conference.
3. Standing Committees may include Membership Chair, Two (2) Congressional District Leaders, NARFE-PAC Chair, Alzheimer's Chair, Service Officer, State Legislative Chair, and shall be appointed by the Federation President, and may include any volunteer(s) member(s) each Chair may call upon for assistance.
4. Standing Committee Chairs shall be available to assist or provide technical support to any Chapter within our Federation when called upon.
5. Executive Board rate of reimbursement for Federation business will be:  
Cost of common carrier or 35 cents per mile for private vehicle  
Actual cost of lodging up to \$75 per day supported by receipts.  
Meal rates will be \$7 per breakfast, \$8 per lunch, \$15 per dinner. Receipts not required.  
Cost of Convention registration.
6. Actual cost of Federation or National Conventions/Conferences.  
Actual cost of postage, phone charges and supplies supported by receipts.  
Rates for National Conferences and Workshops will be actual cost for lodging.
6. Committee Chair rate of reimbursement will be the same as above if their presence at the meeting was requested by the President. Actual cost of postage, phone charges and supplies up to the amount budgeted by the Federation supported by receipts.
7. Approval process for meal reimbursement will only be considered for overnight stays except as approved otherwise by the President. Travel expenses claims shall be submitted to the Treasurer on Expense Report (FH-2) with the requisite receipts attached. Other expense claims require a receipt or paid invoice with a brief explanation of the purpose of the expense and the requestor's signature. The Treasurer is authorized to approve Expense Claims that are in accordance with the budget. All others must be approved by the President.
8. All voting will be by ballot mailed to all Chapter and National members via the Gemette Newsletter. Members will have 30 days to respond by mail. Membership numbers will be required for qualifying all ballots.
9. Nominations for Officers will be requested by electronic means prior to publishing the odd-year Spring Gemette Newsletter.