



**National Active and Retired  
Federal Employees Association**

**PROCEDURES FOR CLOSING A NARFE LOCAL CHAPTER**

**(Replaces "Procedures for Closing A Chapter", pages 17 and 18 of F-10, "NARFE Chapter and Federation Officers Manual")**

Federation officials are expected to work with all chapters within their jurisdiction to ensure chapters are active and to also assist in improving their viability. As we evolve, however, local chapters will likely close for a variety of reasons. Some of the most common reasons are lack of leadership or the same leadership serving continuously for many years; infrequent or no meetings; decline in chapter activity; and significant decline in membership. Local chapters are also vulnerable to environmental and generational issues. Once it appears that a local chapter is no longer viable, and there is an increased risk of losing members, then it is imperative that the following actions be taken.

Chapter and/or federation officials should discuss and explore all efforts and/or alternatives for re-invigorating a local chapter (this can be accomplished by meeting, conference call, or email). When none appear to be viable, then procedures for closing the chapter should commence.

Chapter and/or federation officials should notify chapter members by mail or email of the pending chapter closure and the options available to the members for continuing their membership in the local chapter nearest their residence, the e-Chapter, or chapter of their choice. Although notification by mail or email is preferable, the procedure for notification must follow current chapter bylaws. All methods of notification should include sufficient time for members to communicate their choice of transfer.

If Chapter bylaws require a meeting with a quorum, this information should be included in the notification with the date, time, and purpose of the meeting. After the meeting is called to order, and if the meeting is absent a quorum to officially vote to close, then it is recommended that a vote to waive the chapter bylaws be taken.

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At the conclusion of the meeting, or once the deadline for response from members has passed, and the final decision for closure has been confirmed, the federation president will ensure that the following steps as outlined on pages 18.

The closing chapter's officials must ensure that the procedures listed below are implemented to officially close a chapter. If the chapter officials are unable to complete the process for closing, then federation officials must complete the process:

### **MEMBER AND CHAPTER NOTIFICATION**

All members, including voting and non-voting, being transferred (both automatically or by choice) must be notified of (a) the name and number of their new chapter; and (b) the name, phone number, and email address, if available, of the new chapter's president.

National Only members should be transferred to the LSA of the chapter nearest to where they reside or chapter of their choice.

Members residing outside the chapter's zip code may be transferred to the chapter nearest to where they reside or chapter of their choice.

Receiving Chapters must be given a list of transferred members (including address, phone number, and email address). It is recommended that the new chapter's leadership contact the transferred members to welcome them to the chapter and invite them to participate if they so desire.

### **CLOSING FINANCIAL RECORDS**

Ensure that all outstanding financial obligations are met prior to official closing.

Any funds remaining after the chapter has met all outstanding financial obligations should be forwarded to the receiving chapter(s) on a pro rata basis (sufficient funds to cover per capita rates is required).

If there are funds remaining after the above transactions have taken place, forward to the respective federation. Close the chapter bank account(s).

If the closing chapter is incorporated within their state, the Secretary of State must be notified of the closing once all funds have been appropriately distributed.

The Internal Revenue Service must be notified of the chapter closing.

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## **FEDERATION PRESIDENT FOLLOW-UP WITH HEADQUARTERS**

The federation president must submit a report to Federation and Chapter Services (HQs) which states the closure of the chapter with a list of member names and the chapter(s) to which they are being transferred. Additionally, notify the respective regional vice president of the closing.

The federation must re-assign the closing chapter's zip codes to another chapter(s), complete the F-46, "LSA Assignments Form", and forward to Headquarters.

If available, the closed chapter's charter should be returned to headquarters.