



National Association of Hispanic Federal Executives

PROCEDURES FOR ESTABLISHING A NAHFE CHAPTER

In order to establish a NAHFE chapter, a minimum of five individuals who meet the membership criteria must be identified. To qualify for NAHFE membership an individual must be a manager, administrator, executive or professional in the Federal Government or serving in a position equivalent to Federal grade levels GS/GM-12 and above in the private sector; in, State, County, and Municipal government, or in the Military with equivalent grade levels. Retirees who have served at the same level are also eligible for membership.

Below are the steps needed to establish a NAHFE chapter:

1. - The *proposed chapter* will send a "Letter of Intent" to establish a chapter of NAHFE to the NAHFE Headquarters Office, P.O. Box 23270 Washington, D.C. 20026. The "Letter of Intent" must include the following information:
(*Sample will be attached to email*)

- The proposed name of the chapter
- The name of the 5 interim officers of the proposed chapter (These will be temporary until the chapter holds elections)
- A \$ 50.00 charter fee

2. - The NAHFE National Executive Committee upon receipt of the completed "Letter of Intent" and the \$ 50.00 charter fee, will provide the proposed chapter a start-up package. The start-up package will consist of:

- Blank Membership Applications
- Sample Model Bylaws for Affiliate Chapter
(*The chapter will modify before sending back, a sample will be attached to email*)
- NAHFE Brochure
- NAHFE Informational Packet

3. -The *proposed chapter* will complete the startup package and send it to the NAHFE National Executive Committee along with the following:

- Completed membership applications for five or more members of the chapter
- Membership fees for all members of the chapter
- Approved chapter bylaws
- Minutes of the meeting documenting approval of the chapter bylaws by proposed chapter
- The names and titles of the elected chapter officers

4. - The NAHFE National Executive Committee upon receipt of the item listed above, will issue a Formal Acceptance Chapter Charter letter.

Respectfully,

Al Gallegos

National President,

National Association of Hispanic Federal Executives - (NAHFE)

Hispanics - One Voice, One Heart

(202) 239-0879