



NATIONAL ASSOCIATION OF HISPANIC FEDERAL EXECUTIVES (NAHFE)

PROCEDURES FOR ESTABLISHING A NAHFE CHAPTER

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 or have been a GS-12 through GS-15 or SES, Federal, State, Municipal, Military or Private Sector equivalent employee.

Below are the steps needed to establish a NAHFE chapter:

1. Email your intent to establish a chapter to the NAHFE Board of Directors via president@nahfe.org cc: vpresident@nahfe.org and we will send you a "Letter of Intent" template for you to fill out and return to us.

It must include the following information:

- The proposed name of the chapter
- The name of the five interim chapter officers of the proposed chapter, the General Counsel may be waived or substituted. (These will be temporary until the chapter holds elections)

2. – The NAHFE Board of Directors upon receipt of the "Letter of Intent" will provide to the proposed chapter a start-up package. The start-up package will consist of:

- NAHFE National Organization Summary
- NAHFE At-A- Glance Document
- NAHFE National Mentoring Program Summary
- NAHFE National Strategic Plan
- NAHFE National Bylaws
- NAHFE Template - New Chapter Bylaws (That you will modify as applicable)
- NAHFE Template - For tracking info of chapter members (Excel)

3. –The proposed chapter will finalize the startup process by completing the following:

- Having all Chapter members complete the on-line membership applications.
- Having all Chapter members complete the on-line (PayPal) payment membership fees.
- Send NAHFE the Minutes of the Chapter meeting documenting approval of the Chapter bylaws by the Chapter officials, including the approved bylaws.
- A \$ 50.00 charter fee

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

Respectfully,

Al Gallegos

National President & CEO

National Association of Hispanic Federal Executives - (NAHFE)

Hispanics - One Voice, One Heart

president@nahfe.org (202) 309-9027