



## 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 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. – The *proposed chapter* will send a “Letter of Intent” to establish a chapter of NAHFE to the NAHFE Headquarters Office, P.O. Box 14514 Washington, D.C. 20044. The “Letter of Intent” must include the following information: (*Letter of Intent Sample will be attached to this email*)
  - The proposed name of the chapter
  - The name of the 5 interim officers of the proposed chapter, the General Counsel may be waived or substituted. (These will be temporary until the chapter holds elections)
  - A \$ 50.00 charter fee
  
2. – The NAHFE Board of Directors upon receipt of the “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:
  - Sample Model Bylaws for an Affiliate Chapter (*The proposed chapter will modify the sample bylaws as applicable before sending them to the NAHFE HQ, a sample will be provided*)
  - NAHFE Brochure
  - NAHFE At A Glance Document
  - NAHFE Strategic Plan
  - NAHFE National Bylaws
  - NAHFE Sample Letter of Intent
  
3. –The *proposed chapter* will complete the startup process by completing and/or sending to the NAHFE Board of Directors the following:
  - Complete the on-line membership applications for five or more members of the chapter
  - Complete the on-line (PayPal) payment membership fees for five or more members of the chapter
  - Minutes of the meeting documenting approval of the chapter bylaws by proposed chapter
  - Approved chapter bylaws document
  - The names, titles, grades, emails, phone numbers and agencies of the elected chapter officers
  
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***

***(202) 239-0879***