



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. – Email a “Letter of Intent” to establish a chapter to the NAHFE Board of Directors via president@nahfe.org or mail it 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 can be downloaded from our website)

- The proposed name of the chapter
- The name of the 5 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 the proposed chapter a start-up package. The start-up package will consist of:

- NAHFE Brochure and/or NAHFE At A Glance Document
- NAHFE Strategic Plan
- NAHFE National Bylaws
- NAHFE Sample Model Bylaws for an Affiliate Chapter (To be modified as applicable)

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
- 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

(202) 239-0879