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