

Rules - 2024 NFFE Local Organizing and Recruitment Donation Program

A Local Lodge must “opt in” to qualify for the program. In order to opt in to the 2024 NFFE Local Organizing and Recruitment Donation Program, Local Lodges must submit a number of items to NFFE National by close of business on Friday, May 17, 2024. These items should all be submitted to NFFE National at the same time using the contact info at the bottom of this document. The items required for a Local Lodge to successfully opt-in are as follows:

1. Current list(s) of Local Lodge bargaining unit employees. Preferably that list will indicate the geographic work locations of the bargaining unit employees. Electronic lists are preferred to PDF file lists;
2. Current list of Local Lodge members. Preferably that list will indicate the geographic work locations of the Local Lodge members;
3. Well-constructed and written Local Lodge organizing and recruitment plan. Local Lodges must work with their National Business Representative to develop their plan.
4. A list of Local Lodge members designated to serve on a Local Organizing and Recruitment Committee. This list should include the names, email addresses (preferably both personal and government-issued email addresses), phone numbers (preferably work, home, and mobile), and work locations. One person on the committee should be designated the primary point of contact. Committees must have at least three appointed members (though more is preferred);
5. A specific numerical organizing goal for the Local Lodge;
6. Completed Local Lodge Officers Form (including info for all current officers of the Local Lodge); and
7. A completed enrollment form signed by the Local Lodge president.

Local Lodges must maintain the minimum dues rate for 2024, which is currently \$33.62 per pay period to be eligible.

In order for a Local Lodge to receive payments from participation in the 2024 NFFE Local Organizing and Recruitment Donation Program, the Local Lodge must turn in to NFFE National a number of additional items. A Local Lodge can opt-in to the program without these items being submitted and complete them during the course of the year; however, no payments will be made to the Local Lodge without the successful completion and submission of these items. These items are as follows:

1. A completed copy of the Local Lodge’s most recent IAM audit report from 2022 or later, a verified request to an IAM Grand Lodge Auditor asking for assistance with an audit from 2022 or later, or a Local’s National Business Representative certifying that a Local audit committee has been formed and is actively engaged working toward completing audits from 2022 or later.
2. A completed copy of the Local Lodge’s most recent IRS 990 form. Only IRS 990 forms from 2022 or later will qualify.
3. A completed copy of the Local Lodge’s most recent LM form. Only LM forms from 2022 or later will qualify.
4. Copies of all completed SF 1187’s as new members join. These are due at NFFE Headquarters 14 days after being signed by the new member. Please note on the bottom of the form the name of the person who recruited/signed up the new member.

A failure to opt in will disqualify the Local Lodge from receiving any funds (as detailed below) from NFFE National as part of this program. NFFE National will inform Local Lodges when they have successfully met the criteria to opt in to the program. NFFE National reserves the right to determine if the opt in criteria has or has not been met. Local Lodges must submit all documents by close of business on Friday, May 17, 2024 to be eligible to opt in. Local Lodges need not wait to officially opt in to begin organizing and recruitment activities. Membership building can and should begin immediately.

Local Lodges must work with their National Business Representatives to develop a well-constructed Local Lodge organizing and recruitment plan that includes a numerical goal. After discussing the plan with the Local Lodge, National Business Representatives will certify that the Local Lodge has developed a sufficiently detailed plan. NFFE National will determine if the other opt in criteria have been met. In some instances, NFFE National may designate someone other than a National Business Representative to work with a Local Lodge to develop an organizing and recruitment plan. Local Lodges must provide updated plans through the year as appropriate.

A donation of \$100 will be paid for each net new member increase based on a comparison of the number of members the Local Lodge had in the last pay period of October 2023 and the number the Local Lodge had in the last pay period of October 2024. For example, if a Local Lodge had 100 members as per the report NFFE received at the end of October 2023, and has 110 members as per the report received at the end of October 2024, NFFE National will pay the Local Lodge \$1,000 (10 x \$100) as an organizing and recruitment donation. Only regular members as defined by the NFFE Bylaws (Sec. 4.2) are included in these calculations (retired and honorary members do not count). Membership increases that are a direct result of consolidation of Local Lodges will be appropriately adjusted for the purposes of calculating donation amounts.

Starting in 2018, NFFE National began paying eligible Local Lodges \$20 for each new member that is signed up and initiated. "Initiation" is when a new member is entered into the IAMAW membership system. It is prompted by dues being deducted from a new member and a record of that appearing on a report that comes to NFFE from the agency. This \$20 payment for initiations is in addition to payments a Local Lodge might receive as part of the organizing and recruitment donation program. Local Lodges must meet the following criteria to be eligible for initiation payments:

1. A completed copy of the Local Lodge's most recent IAM audit report from 2022 or later, a verified request to an IAM Grand Lodge Auditor asking for assistance with an audit from 2022 or later, or a Local's National Business Representative certifying that a Local audit committee has been formed and is actively engaged working toward completing audits from 2022 or later.
2. A completed copy of the Local Lodge's most recent IRS 990 form. Only IRS 990 forms from 2022 or later will qualify.
3. A completed copy of the Local Lodge's most recent LM form. Only LM forms from 2022 or later will qualify.
4. Copies of all completed SF 1187's as members join. These are due at NFFE Headquarters 14 days after being signed by the new member. Please note on the bottom of the form the name of the person who recruited/signed up the new member.

While donations can be used to fund most Local Lodge activities, there are tax and other issues with paying members directly for 1187s gathered. Such payments are strongly discouraged.