

**CALUSA CHAPTER
MILITARY OFFICERS ASSOCIATION OF AMERICA, INC.**

BYLAWS INDEX

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**CALUSA CHAPTER
MILITARY OFFICERS ASSOCIATION OF AMERICA, INC.
BYLAWS**

Article I – Name

The name of this organization shall be the Calusa Chapter of Military Officers Association of America, hereinafter referred to as “the Chapter” or as CCMOAA.

Article II – Purpose

The purpose of the Chapter shall be to promote the purposes and objectives of the Military Officers Association of America: to foster fraternal relations among retired, active and former officers of the uniformed services and their National Guard or reserve components; to protect the rights and interests of active duty, retired, reserve, and National Guard personnel of the uniformed services and their dependents and survivors; to provide useful services for members, their dependents and survivors; and to serve the community and the nation.

Article III – Operation

Section 1 The Chapter shall be a nonprofit organization, operated exclusively for the purposes specified in Article II above.

Section 2 The Chapter shall maintain a scholarship fund account separate from its general operating funds for the receipt and disbursement of monies to be used solely in service to the community and nation in accordance with Article II of these bylaws. Community service shall include charitable donations to further the advanced educations of deserving Junior ROTC graduating seniors of Lee County and the financial support of certain JROTC or other youth leadership training programs. The Board of Directors shall determine the number and amount of scholarship awards and all related financial support donations; the President shall report the Board’s decisions to the members present at the next regular Chapter meeting; the Secretary shall record and publish the Board’s actions; and the Treasurer shall disburse said funds as directed by the Board. Expenditures from the scholarship fund may not be used for any purpose that does not directly support its charitable purposes or fund-raising activities. Scholarship funds may, however, be loaned without interest to the general operating fund for non-charitable purposes, provided they are repaid in a timely manner and do not adversely affect the disbursement of obligated payments from the scholarship fund. The general membership shall be notified prior to the board action.

Section 3 Nothing herein shall constitute members of the Chapter as partners for any purpose. No member, officer, or agent of the Chapter shall be liable for acts or failures to act on the part of any other member, officer, or agent. Nor shall any member, officer, or agent be liable for acts or failures to act under these Bylaws, excepting only acts or failures to act arising out of willful malfeasance or misfeasance. The Chapter shall obtain insurance to indemnify its officers and directors from any claims of liability arising from their actions in those capacities. The cost of such insurance must be determined by the insurance company and approved by the general membership prior to purchase.

Section 4 The Chapter shall use its funds only to accomplish the purposes specified in Article II above, and no part of said funds shall inure or be distributed to members or to any other organizations or individuals for any purpose that is not in accord with Article II.

Section 5 In the event of dissolution of the Chapter and after the discharge of all liabilities, the remaining assets shall be given to a nonprofit organization whose purposes and objectives are similar to those of the Chapter.

Article IV – Membership

Section 1 Membership shall be of three classes: Regular, Associate, and Honorary.

Section 2 Regular membership of the Chapter shall be composed of men and women who are presently serving or who have served on active duty as a commissioned or warrant officer in one of the several U.S. uniformed services--Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Services--or in one of the National Guard or reserve components; their current living spouses; and the surviving spouses of deceased uniformed service members.

Section 3 Associate membership status may be conferred by the Board of Directors upon any person desirous of joining the Calusa Chapter who does not qualify for Regular membership in accordance with Section 2 of this Article. Associate members are added to the Chapter roster upon payment of annual dues (unless waived) and are considered in every respect to be full members of the Chapter, with the exception that they are not permitted to vote in any matters that may come before the membership and they may not serve on the Board of Directors.

Section 4 Honorary membership status may be conferred by the Board of Directors upon any person whom the Board deems worthy of our association and wish to add to our membership roster without assessing annual dues. Honorary members typically are occasional attendees who do not qualify for Regular membership under Section 2 of this Article, or who are already members of another chapter but wish to be included in the Calusa Chapter's social events, and who materially support our Chapter's purposes and objectives. Honorary members are not permitted to vote in any matters that may come before the membership or to serve on the Board.

Section 5 Applications for Associate or Honorary membership shall be submitted in writing to the Board of Directors. The Board of Directors shall be empowered to accept or reject any application or recommendation for membership.

Section 6 The Board of Directors may drop any member for good and sufficient cause after that member has been given an opportunity to be heard by the board. Regular and Associate members who do not pay annual dues by March 31 will be dropped from the roles.

Section 7 Regular members are encouraged to hold and maintain membership in the Military Officers Association of America national organization.

Article V – Elected Officers

Section 1 The elected officers shall be a President, a Vice President, a Secretary, and a Treasurer, each of whom shall be a Regular member of the Chapter and must have been a member for at least one full year before standing for office. The election of the officers plus one Member-at-Large of the Board of Directors shall be conducted in accordance with Standing Rule 3: Election Procedures.

Section 2 The officers shall be elected by the voting members for one-year terms at the November meeting. Officers shall be sworn into office at the December meeting for terms to run from January 1 through December 31 of the following year.

Section 3 No elected member shall be eligible to serve more than three consecutive one-year terms in the same office. Exceptions to term limits may be granted by a two-thirds majority vote of members present at the November election meeting only in the absence of a qualified candidate for office.

Section 4 The Vice President shall fill a vacancy in the office of the President automatically. Vacancies in the other elected offices shall be filled as the Board of Directors may decide.

Section 5 The President shall preside over Chapter business meetings and Board of Directors meetings, shall appoint all committee chairs and the non-elected officers of the Chapter, and shall be an *ex officio* member with the right to vote on all committees except the nominating committee. He shall perform such other duties as are necessarily incident to the office of the President and keep the Chapter informed of activities pursuant to the goals of Article II.

Section 6 In the event of the President's disability or absence, and for certain ceremonial duties at the request of the President, the Vice President shall perform the duties of the President. In the event of the disability or absence of the President and the Vice President, the Secretary shall perform the duties of the President.

Section 7 The Secretary shall provide for timely notification of all meetings to the Chapter and shall record and publish, or provide to the chapter Newsletter Editor/Publisher, a record of all proceedings of Board or membership meetings in sufficient detail to inform the members absent from those events. The Secretary shall maintain membership records, as provided by the Membership Chair, and send required annual membership reports to the state and national organizations. The Secretary shall provide to the Historian in a timely manner and usable format the recorded minutes of all general membership and board meetings. Further, the Secretary shall perform such other duties as are commensurate with the office or as might be assigned by the Board of Directors or by the President.

Section 8 The Treasurer shall maintain a record of all sums received and expended by the Chapter; collect the members' annual dues; make such disbursements as are authorized by the Bylaws, Chapter or the Board of Directors; pay assessed dues to the state; deposit all sums received in a financial institution approved by the Board of Directors; and present balance statements at monthly membership meetings. The Treasurer shall prepare a budget for the coming calendar year and submit it to the Board of Directors for concurrence in October. At the November general membership meeting the Treasurer shall present the recommended budget for general membership approval and an annual written financial report, which has been audited by three members appointed by the President in September in accordance with Section 1 of this Article. The Treasurer shall report to the Membership Chair for his/her roster maintenance the names of Chapter members when they pay their annual dues.

Article VI – Board of Directors

Section 1 The Board of Directors shall be composed of the five elected members—President, Vice President, Secretary, Treasurer, and Member at Large.

Section 2 The Board of Directors shall have supervision, control and direction of the affairs of the Chapter; shall determine its policies or changes therein within the limits of the Bylaws; shall actively prosecute its objectives

and purposes; and shall have discretion in the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of the business as may be deemed necessary or advisable and may, in the execution of the powers granted, appoint such agents as it may consider appropriate. In the event of a non-majority vote of the Board of Directors present, the issue in question may be tabled for later consideration by the Board or referred to the general membership for resolution.

Section 3 The Board of Directors shall not be authorized to adopt resolutions or to establish positions in the name of the Chapter that would favor any political cause or candidate over another, nor to espouse or to participate in any political or religious activity as representatives of MOAA.

Section 4 The President has the discretion to convene Board of Directors meetings and the responsibility to notify all Board members with at least seven (7) days advance notice or to select a time and location to accommodate the majority of the Board. All Board meetings are open to attendance by the general membership; however, the President has sole discretion whether to allow non-board members to officially participate in the meeting. Regular Board meetings normally will be scheduled to be conducted following each monthly general membership meeting but may be waived at the discretion of the President. Efforts will be made to notify all Chapter members of the time and place of Board meetings not held in conjunction with a regular membership meeting. In any case, the Board of Directors shall convene during September and at least every two months thereafter until May.

Section 5 Minutes of the Board meetings will be recorded by the Secretary and disseminated at the next membership meeting and in the next edition of the monthly newsletter. Additionally, the Secretary will forward to the Historian and to the Newsletter Editor in a timely manner the minutes of all Board meetings. If an emergent item of business that cannot await a normally scheduled Board meeting comes to the attention of the President, he/she may poll the Board members by e-mail regarding its disposition. The Secretary will be a “copy to” addressee on all e-mails and shall formulate minutes of the business and actions taken which will be disseminated at the next regular membership meeting and in the next newsletter. Routine or non-time critical issues will not be handled in this manner.

Article VII – Appointed Officers and Committees

Section 1 The President shall appoint individual members to serve in various capacities and positions as the Chapter might require. Appointed Officers and Committee Chairs, along with a description of the duties and responsibilities of those offices are listed in Standing Rule 4.

Section 2 Appointed officers and committee chairs are not term-limited and shall serve in office at the pleasure of the President.

Section 3 The President shall request reports from the committee chairs and Chapter officers at each regular business meeting of the general membership. Additionally, he/she may direct any Chapter officer or committee chair to appear before the Board of Directors at a scheduled Board meeting to present information for review or to receive instructions or approvals of planned actions.

Section 4 The President, with concurrence of the Board of Directors, shall appoint a nominating committee consisting of a chairman and at least two other members no later than September. Not later than the start of the regular October business meeting, the nominating committee chair shall provide a list of all candidates for the four (4) elected offices plus one (1) Member-at-Large to the Secretary. The Secretary shall then report the roster of nominees to the members present at the October meeting and provide them to the Newsletter Editor to be published in the October edition of *The Calusa Communicator*.

Article VIII – Meetings

Section 1 There shall be an annual meeting of the Chapter during the month of November for the receipt of annual reports, the determination of annual dues for the next calendar year, the election of officers and directors, and the transaction of other business. This meeting shall be the regularly scheduled business meeting for the month unless convened separately by agreement of the Board of Directors, in which case notification to members shall be made in accordance with Section 2 of this Article.

Section 2 Regular meetings of the Chapter shall be held during the months of January through May and September through December unless otherwise decided by the Board of Directors. Notice of each such meeting shall be provided to each member at least seven (7) days in advance or by notice appearing in the Chapter Newsletter. Regular meetings are normally scheduled for the second Saturday of each month, except for December and June through August, at a location to be determined and published by the President. Exceptions to the regular schedule will be published in the newsletter, time permitting, or transmitted by e-mail and/or telephonically to all members if the change is short-notice.

Section 3 The President shall conduct the regular business meetings and Board of Directors meetings in accordance with Robert's Rules of Order (Revised) and the Bylaws of this organization. The agenda shall be in accordance with that published in Standing Rule 6. Meeting Agenda.

Article IX – Voting

Section 1 All questions coming before the membership, except for those concerning the Chapter Bylaws, shall be decided by a majority vote of the voting members present. Ratification of Bylaws and amendments thereto shall require a two-thirds majority approval in accordance with Article XII. The Secretary shall record and report the results of all votes.

Section 2 Only Regular members in good standing as determined by the Board of Directors shall be entitled to vote.

Section 3 Proxy voting and absentee ballots shall not be accepted at any meeting of the Chapter.

Article X – Quorums

Section 1 Chapter Business Meetings. A quorum exists at a scheduled Chapter meeting when two (2) or more elected officers plus at least twenty (20) percent of the total Regular member(s) are present.

Section 2 Board of Directors Meetings. A quorum exists when four (4) or more Board members are present provided one of them is the President or Vice President.

Article XI – Dues

Section 1 The annual dues for each Regular and Associate member for the following calendar year shall be determined by the members present at the November business meeting, after receiving the Board of Director’s recommendation in the matter.

Section 2 The annual membership dues for a calendar year become due on January 1st of the year and delinquent on March 31st. Members will be automatically dropped from the roll in accordance with Section 6 of Article IV. The deleted member shall thereupon forfeit all rights and privileges of membership in the CCMOAA. His/her status as a member of MOAA national is not dependent upon payment of this Chapter’s annual dues.

Section 3 Any member who has been dropped for nonpayment of dues may be reinstated upon reapplication for membership and payment of the annual dues for the current year.

Article XII – Amendments

The Bylaws may be amended, repealed, or altered in whole or in part by a two-thirds vote of the members present at any duly organized meeting of the Chapter, provided that a copy of any amendment proposed for consideration has been made available to each member qualified to vote at least fifteen (15) days prior to said vote.

Article XIII – The Flag

The Flag of the United States of America shall be displayed and honored at all meetings of the Chapter.

Approved and adopted at the Regular Chapter meeting in Cape Coral, Florida on _____

Secretary

President

Standing Rule 1. Critical Action Timeline and Checklist

January:

Annual Chapter membership dues should be paid. Due on Jan 1, late on Jan 31.

Secretary sends in state dues based upon total membership as of January 1.

President ensures application package for 5-Star Award submitted on time. See MOAA Council and Chapter Policy & Procedures Guide.

Treasurer pays liability insurance: Olin Hill & Associates, 945-1900, Policy 20510866.

Treasurer pays annual incorporation fee to Florida Department of Revenue upon receipt of notice.

January General Membership Meeting:

President introduces new officers and Board of Directors.

Final details of January Shrimp Boil (if held) should be provided by project officer.

January Board of Directors Meeting:

Fashion Show (if held) project officer briefs venue, date, suggested ticket price to Board for approval.

Programs Chair gives after action report on Military Ball (if held) —cost, revenue, lessons learned, etc.

President reviews Critical Action Checklist with all Board members for future actions.

February:

President contacts Lee County JROTC PMS to inform him of number/value of scholarships to be awarded. Request that recipients be our guests at May meeting to receive certificates.

February General Membership Meeting:

Fashion Show (if held) project officer briefs members (if fashion show scheduled prior to March meeting).

Shrimp Boil (if held) project officer (or Programs Chair) reports financial results to members.

March General Membership Meeting:

Membership Chair reminds any delinquent members that roster will be scrubbed as of March 31.

Fashion Show (if held) project officer (or Programs Chair) reports financial results to members.

April:

Membership Chair provides “scrubbed” roster to Historian, President, and Newsletter Editor.

Newsletter Editor attaches new Chapter roster to electronic version of *Calusa Communicator*.

President presents scholarships to JROTC seniors at awards ceremony (April or May)

May General Membership Meeting:

President recognizes scholarship recipients and presents certificates.

July:

Post Office Box rent is due.

September Board Meeting:

President (with Board approval) designates the following:

1. Nominations Committee Chair plus two other members. Nominations due by October.
2. Three non-Board members to audit Treasurer (NLT Oct 31).

Programs Chair names project officers for Military Ball, Shrimp Boil and Fashion Show (if held).

October General Membership Meeting:

Nominating Committee Chair gives to Secretary the list of candidates for office *prior to* meeting. Secretary presents roster of candidates to members present and provides list to Newsletter Editor. Members discuss/decide on participation in Veterans' Day parade. Treasurer presents Financial

October Board Meeting:

Audit committee report results to Board, if audit completed.
Treasurer submits following year's budget and suggested dues to Board for review/approval.
Military Ball (if held) project officer (or Programs Chair) briefs venue, menu, ticket prices, etc. for Board approval.
Statement and next year's budget to Board members.

November:

Military Ball (if held) project officer (or representative) mails formal invitations with RSVP enclosed. (Remember to invite Florida Council of Chapters President and comp his meal.) Also, coordinate color guard and bagpiper(s).
Newsletter Editor includes Treasurer's Financial Statement and budget in Nov newsletter.

November General Membership Meeting:

Secretary again reads list of nominees to members during business meeting.
President accepts additional nominations from floor. Nominees are offered opportunity to speak (if more than one candidate for office). President calls the vote and congratulates winners.
Treasurer presents Financial Statement and next year's budget to members.
Discuss and vote on the Chapter dues for the following year.
Military Ball project officer briefs members on venue, cost, and other details.

November Board Meeting:

Shrimp Boil (if held) project officer briefs venue, menu, price, other details of event for Board approval.
Treasurer presents Financial Statement and budget to Board of Directors, Historian, and Newsletter Editor

December:

Military Ball (if held) supplants regular general membership meeting. Only essential business conducted, if any.
New officers installed by state MOAA officials, terms to begin Jan 1 following year.
Streamer, if earned, presented to President.

Standing Rule 2. Reimbursement of Expenses

Officers, directors, and appointed officials shall not receive any stated compensation for their services. The President and/or Chapter representative(s) designated by the Board of Directors shall receive reimbursement of expenses incurred for travel, meals, lodging, and other necessary expenditures in accordance with Standing Rule 2: Reimbursement of Expenses.

The President and/or Chapter representative(s) designated by the Board of Directors shall receive reimbursement of expenses incurred for travel, meals, and lodging, not to exceed \$250 per day per person in total, not to exceed two nights, while attending MOAA national or state meetings. Additionally, the Chapter shall reimburse the cost of attending official functions, seminars, and such activities as the Board deems appropriate and necessary for the conduct of business on behalf of the Chapter during said meetings. The Treasurer shall issue reimbursement for the above expenses upon submission of appropriate receipts by the authorized persons, or in advance upon receipt of an approval by the Board of a formal agenda and cost schedule for said meetings. The Treasurer shall automatically reimburse postage, printing, and supply expenses incurred for official Chapter business authorized by the Board, such as for the monthly newsletter, Chapter rosters, event invitations, and official correspondence for which appropriate receipts are submitted. The Board may authorize additional expenditures as it deems necessary for the benefit of the Chapter. All expenditures listed in this section shall be disbursed from the Chapter's account for general operating funds in accordance with this Standing Rule.

Standing Rule 3. Election Procedures

The nominating committee is not constrained to present a single candidate for each office but must present the names of all eligible members who wish to be nominated for a particular office. Nor shall the nominating committee make any recommendation to the members regarding the candidates. After the roster of candidates is given to the Secretary, the nominating committee is dissolved.

During the regular November meeting, the Secretary will again present the roster of candidates to the members present, after which nominations from the floor may be accepted. In the event two or more candidates are nominated for the same office, each must be given an opportunity to speak briefly to the members before any vote, and the vote must be taken by written secret ballot. The President will designate two members present at the meeting who are not Chapter officers or directors to tally the ballots.

Standing Rule 4. Appointed Officers and Committee Chairs

Section 1 The appointed officers and standing committee chairs of the Chapter shall be but are not limited to: Chaplain, Historian, Newsletter Editor/Publisher, Membership Chair, Programs Chair, Personal Affairs Officer, Veterans Affairs Officer, Legislative Affairs Officer, Public Affairs Officer, and Auxiliary Liaison.

Section 2 The Chaplain shall perform his duties as he/she best sees fit. All regular membership meetings will normally be opened with the invocation followed by the Pledge of Allegiance. The Chaplain serves all members of the Chapter, regardless of faith, in the same manner as active duty military chaplains.

Section 3 The Historian shall maintain all official Chapter records for continuity purposes to include, as a minimum, the currently approved Bylaws, the annual general membership roster as of March 31 as provided by the Membership Chair, minutes of all general membership meetings and Board of Directors meetings for three (3) years as provided by the Secretary, annual Financial Statements and Budgets for three (3) years as provided by the Treasurer each November, all editions of the chapter newsletter for the past two (2) years, and all such other documents as the President may direct. The Historian will be provided a lap-top computer with which to maintain these records and must, therefore, possess appropriate computer skills. Printed hard copies of documents shall be made available upon request, with reasonable reimbursement for printing expenses incurred.

Section 4 Newsletter Editor/Publisher shall construct and publish a monthly chapter newsletter, currently titled *The Calusa Communicator*, in every month the Chapter has regular business meetings. The newsletter shall be sent electronically to all Chapter members who can receive e-mail. Printed copies shall be mailed via the Post Office to members lacking e-mail service, with mailing costs reimbursed by the Treasurer upon submission of receipts. The Newsletter Editor shall obtain and include appropriate input from the committee chairs, minutes of regular business meetings and Board meetings from the Secretary, a message from the President, a schedule of

coming events, a local chapter membership application form, and any other information relevant to the Chapter. Each November, the Newsletter Editor should receive from the Treasurer a financial statement and a budget for the following calendar year which should be published in the first available edition of the newsletter. Each April, the Newsletter Editor should receive from the Membership Chair an updated Chapter membership roster for publication.

Section 5 Membership Chair functions as the single point-of-contact for prospective new members, providing them with membership applications and information about the chapter. He/she maintains a current roster of Chapter members and their contact information, adding new members to the roster upon notification by the Treasurer of receipt of their annual dues (currently waived for first year members). The Treasurer notifies the Membership Chair when Chapter members pay their annual dues. Any member(s) who have not paid their annual dues as of March 31 will be deleted from the chapter roster. The Membership Chair will then provide the most current roster to the Historian, the Newsletter Editor/Publisher, and the President.

Section 6 Programs Chair is appointed by the President without term limits. He/she may request the assistance of and participation by any of the general membership to support him/her as necessary and to serve on his/her committee. The Programs Committee plans and coordinates the major social functions of the Chapter, such as the military ball, shrimp boil, fashion show, sea cruises, and any other such events or activities as might be considered a worthy endeavor. A Speakers Program Chair shall provide the Programs Chair a listing of speakers for upcoming general meetings. The Programs Chair may appoint action officers for specific projects or events. The project officers shall submit, through the Programs Chair, recommendations as to venue, price, menu, date(s), and all other pertinent details to the Board of Directors for approval and/or modification at least sixty (60) days prior to the event. The Board has the final approval authority for all functions and programs.

Section 7 Personal Affairs (PA) Officer ensures Chapter members are informed of current benefits and services available to them and their families. In concert with the Chaplain and the Auxiliary Liaison, he/she may assist bereaved family members to coordinate certain funeral arrangements and offer other assistance as requested. The PA Officer shall coordinate directly with MOAA's Benefits Information and Financial Education Department for publications and fact sheets relevant to veterans and surviving spouses, per MOAA's *Council and Chapter Policies and Procedures Guide*, Section II, and Appendix J.

Section 8 Veterans Affairs (VA) Officer informs Chapter members of current issues regarding veterans' benefits, upcoming events for veterans, and appropriate charity campaigns. He/she serves as the single-point contact for specific questions about veterans' benefits and is the Chapter's liaison with other veterans groups of the community. Additionally, the VA Officer provides support to the Legislative Affairs Officer if requested, in legislative matters concerning veterans.

Section 9 Legislative Affairs (LA) Officer monitors local, state and national legislative developments that might affect service members, active and retired, and their families. He/she tracks the progress of pertinent bills and amendments as they progress through the congressional process and appraises members of their status and impact. He is authorized to communicate with legislators and other government officials on behalf of the Chapter in matters that concern the membership, including the ascertainment of their positions on issues relevant to the members. All such communications shall be reported to the membership and shall reflect the positions and opinions of the members. Additionally, the LA Officer shall diligently ensure that all such communications support the purposes and objectives of Article II and comply with Article VI, Section 3 of these By-Laws.

Section 10 Public Affairs (Publicity) Officer communicates the CCMOAA mission, goals and purposes to the outside community. As opportunities arise, he/she submits timely news articles for publication in local print media, including photographs when practical, and notifies local media of significant Chapter events for their coverage. Prior to each regular membership business meeting, the Public Affairs Officer submits for publication in local newspapers an announcement of the date, time and place of the meeting along with any additional

pertinent information if known, such as the name and subject of the guest speaker, upcoming events, etc. If permitted, each such announcement should include a membership “tag line,” such as: “All current, former and retired officers of the uniformed services or their reserve components—Army, Navy, Marines, Air Force, Coast Guard, the USPHS, and the NOAA—are invited to join the Military Officers Association of America. Contact LCDR B. A. Joiner, USN (Ret), 555-1234.”

Section 11. Auxiliary Liaison shall be the primary point of contact for legislative and benefits-information issues concerning surviving spouses. He/she will work directly with the national association’s Auxiliary Member Advisory Committee (AMAC) to order relevant publications via e-mail from auxcomm@moaa.org or via telephone at (800) 234-6622, or by downloading publications from MOAA’s web site. The Auxiliary Liaison will coordinate his/her efforts with the Personal Affairs Officer.

Standing Rule 5. Financial Planning

Fundraisers are held to support the Junior ROTC Scholarship program and to enhance the general operating fund. In the event the chapter’s general fund requires funds to carry on day-to-day business not limited to the purchase of postage, paper, travel costs of members, etc., by a majority vote of the board, up to 25% of a fundraiser’s profits may be deposited into the chapter’s operating account. Advance notice must be made to the membership so that any advertising for fundraisers will not state that all monies are going into the scholarship fund.

While it is important to support our community, requests for charitable support shall be submitted, in writing, to the board for consideration. If the board deems the request to be something the membership might support, such request will be taken to the general membership for the final decision.

When a social event is planned, all details shall be in writing. The program project officer shall sign the contract after Board approval.

Standing Rule 6. Meeting Agenda

Call to Order

Invocation

Pledge of Allegiance

Welcome

Introduction of Guest Speaker or Special Program

Speaker Presentation/Program

Recess (5 minutes, if desired)

Business Meeting

Approval of Minutes (should be placed on each table to save reading and time)

Acceptance of Treasurer's Report which is filed for audit

Officer and Committee Reports

Vice President

Secretary

Programs Chair

Membership Chair

Personal Affairs Officer

Veterans Affairs Officer

Legislative Affairs Officer

Public Affairs Officer

Newsletter Editor/Publisher

Historian

Auxiliary Liaison

Unfinished Business

New business

Announcements

Adjournment