

The Arizona Chapter
An Affiliate of the
Military Officers Association of America
Arizona's First Chapter



Chapter Operations Manual

Bylaws of The Arizona Chapter of MOAA

Arizona Chapter Operating Instructions

Revised: April 3, 2008

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BYLAWS OF The Arizona Chapter of MOAA

Revised: October 20, 2007

Article I - Name

Section 1. The name of this organization shall be The Arizona Chapter, Military Officers Association of America, hereinafter referred to as "the Chapter".

Article II - Purposes

Section 1. The purposes of the Chapter shall be to promote the purposes and objectives of the Military Officers Association of America (MOAA); stimulate love of our country and the flag; defend the honor, integrity, and supremacy of our National Government and the Constitution of the United States; advocate military forces adequate to the defense of our country; foster fraternal relations among retired, active, and former officers of the uniformed Services and their National Guard or reserve components; protect the rights and interests of active duty, retired, reserve, and National Guard personnel of the uniformed Services and their dependents and survivors; provide useful services for members and their dependents and survivors; and serve the community and the nation.

Article III - Status

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

Section 2. Officers, directors, and appointed officials shall not receive any stated compensation for their services, but the board of directors may authorize reimbursement of expenses incurred in the performance of their duties.

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.

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.

Section 5. In the event of the 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, such organization to be designated by a majority vote of the board of directors.

Section 6. The mailing address of the Chapter shall be as designated by the incumbent board of directors.

Article IV- Membership

Section 1. The membership of the Chapter shall be composed of men and women who are serving or have served on active-duty or in one of the National Guard or reserve components as a commissioned or warrant officer in one of the seven U.S. uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public

Health Service), as well as widows and widowers of any deceased individuals who would, if living, be eligible for membership .

Section 2. Subject to the provisions of Section 1 above, membership shall be of three classes:

a. Regular members - commissioned or warrant officers who are on the retired lists, active duty officers, and former officers who were separated under conditions acceptable to the board of directors.

b. Auxiliary members - widows and widowers of any deceased individuals who would, if living, be eligible for membership .

c. Honorary members - certain individuals in recognition of their services to the nation, the military officer community, or the Chapter. Honorary membership shall not convey any voting rights and shall require no payment of dues.

Section 3. Applications for regular or auxiliary membership should be submitted in writing to the board of directors. Recommendations for honorary membership should be submitted in writing to the board of directors by regular and auxiliary members. The board of directors shall be empowered to accept or reject any application or recommendation for membership, including honorary membership.

Section 4. The board of directors may drop any member for good and sufficient cause after that member has been given an opportunity to be heard.

Section 5. Regular members are required to hold and maintain membership in the Military Officers Association of America. All auxiliary members are also encouraged to acquire and maintain such membership.

Article V - Voting

Section 1. Except as otherwise provided in these bylaws, all questions coming before the membership shall be decided by a majority vote.

Section 2. Only regular and auxiliary members in good standing present at a meeting of the Chapter shall be entitled to vote.

Section 3. Proxy voting shall not be permitted at any meeting of the Chapter.

Section 4. Ten (10) members (Regular and Auxiliary) or ten percent of the membership in good standing, whichever is greater, shall constitute a quorum for the transaction of any business brought before the meeting.

Article VI - Dues

Section 1. The annual dues for each member for the next calendar year shall be determined by the membership at the annual meeting, after receiving the board of directors' recommendation in the matter.

Section 2. The annual dues for a calendar year shall become due on January 1 of that year. Notification will be made by the treasurer at least 30 days prior to the due date.

Section 3. Regular and auxiliary members shall be classified as "delinquent" after sixty (60) days and shall be dropped after ninety (90) days. The board of directors may, without further notice and without hearing, drop any member from the role. The member shall thereupon forfeit all rights and privileges of membership.

Section 4. Any member who has been dropped for nonpayment of dues shall be reinstated upon reapplication for membership and payment of the annual dues for the current year.

Section 5. No member shall be assessed by the Chapter for any purpose other than annual dues.

Article VII - 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. Notice of the meeting shall be provided to each member at least 15 days in advance and must conform to any notice requirements of relevant state laws.

Section 2. Regular meetings of the Chapter shall be held during the months of September through May unless otherwise decided by the board of directors. Meeting format will be as determined by the membership. Notice of each such meeting shall be provided to each member at least 15 days in advance.

Section 3. Special meetings may be called by the president with the consent of the board of directors, or at the request of five or more members. All members shall be notified in writing at least ten days prior to any special meeting stating the date, time, place and purpose.

Article VIII - Board of Directors

Section 1. The board of directors shall be composed of the elected officers (president, 1st vice president, 2nd vice president, secretary, and treasurer), the immediate past president, and five elected directors.

Section 2. Elected officers or directors shall be elected annually by the membership at the annual meeting. Each elected officer or director shall take office at the first regular or special meeting in the calendar year following election and shall serve for a one-year term.

Section 3. 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 purposes; and shall have authority to expend funds, incur liabilities and authorize contracts. It may adopt such rules and regulations for the conduct of its business as may be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 4. The board of directors is not authorized to adopt positions regarding local or national politics, legislative agendas, nor otherwise adopt resolutions in the name of the Chapter.

Section 5. The Board shall meet upon the call of the president at such times and places as he or she may designate and still be called to meet upon demand of a majority of its members. Notice of each meeting of the board of directors shall be mailed to each member of the board at least 10 days in advance.

Section 6. A majority of the entire board shall constitute a quorum at any meeting of the board.

Section 7. All questions coming before the board shall be decided by a majority vote, with each member of the board present being entitled to one vote. Proxy voting shall not be permitted.

Article IX- Officers

Section 1. The elected officers shall be a president, a 1st vice president, a 2nd vice president, a secretary, and a treasurer, each of whom shall be a regular or auxiliary member of the Chapter or spouse of a regular member of the Chapter.

Section 2. The elected officers shall be elected annually by the membership at the annual meeting. Each elected officer shall take office at the first regular or special meeting in the calendar year following an election and shall serve for a term of one year or until a successor is duly elected and installed.

Section 3. No member shall be eligible to serve more than two consecutive one-year terms as president.

Section 4. The 1st vice president shall fill a vacancy in the office of the president automatically. The 2nd vice president shall fill a vacancy in the office of the 1st vice president automatically. Vacancies in other offices shall be filled as the board of directors may decide.

Section 5. The president shall be the chief elected officer of the chapter, shall preside at meetings of the chapter and of the board of directors, and shall be a member ex-officio, with right to vote, of all committees except the nominating committee. The president shall also, at the annual meeting and as such other times as might be deemed proper, communicate to the Chapter or the board of directors information or proposals to help in achieving the purposes of the Chapter. Further, the president shall perform such other duties as are necessarily incident to the office of the president.

Section 6. In the event of the president's temporary disability or absence, the 1st vice president shall perform the duties of the president. In the event of a temporary disability or absence of the president and the 1st vice-president, the 2nd vice president shall perform the duties of the president. The vice-presidents shall perform other duties such as the president may assign.

Section 7. The secretary shall provide timely written notification of all meetings of the Chapter and of the board of directors and will maintain a record of all proceedings. The secretary shall also carry out these duties: maintain the membership records; prepare such correspondence as might be required; maintain the Chapter's correspondence files; and safeguard all important records, documents, and valuable equipment belonging to the Chapter. 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 authorized by the Chapter or the board of directors, deposit all sums received in the financial institutions approved by the board of directors, and make a financial report at the annual meeting or when called upon by the president. Funds may be drawn from the account in the financial institution upon the signature of the treasurer. The funds, books, and vouchers in the custody of the treasurer shall at all times be subject to inspection and verification by the board of directors.

Section 9. This being a composite Chapter representing all of the services, there shall be a reasonable representation of all services by rotation of Chapter offices among members of the various services, whenever possible.

Article X - Committees

Section 1. The President, subject to the approval of the board of directors, shall annually appoint standing and special committees such as might be required by the bylaws or might be advisable.

Section 2. The standing committees of the Chapter shall include membership, programs, scholarship, ROTC Awards, arrangements, legislative, and personal affairs. The membership committee shall secure new members to strengthen the organization. The program committee shall be responsible for suitable programs for all meetings. The scholarship committee shall be responsible for the Chapter's Scholarship Program. The ROTC Awards committee shall be responsible for the ROTC Medals program. The arrangements committee shall be responsible for making proper arrangements for all meetings. The legislative committee shall protect the rights and privileges of members by maintaining close contact with current and proposed legislative actions, will advise members accordingly, and will recommend action. The personal affairs committee will advise members and families of deceased members when in need as to their rights and privileges, and will assist members in securing veterans' and other benefits. Special committee assignments shall consist of a chaplain, a historian, a photographer, and a newsletter editor in addition to other assignments which might be advisable.

Section 3. At least 60 days before the annual meeting, the board of directors shall appoint a nominating committee of five regular members to nominate candidates for the elective offices. The committee shall notify the secretary in writing, no later than the October board of directors meeting, of its proposed slate of officers and directors for the next calendar year. The secretary shall list in the chapter's November newsletter the nominated candidates for the elected offices.

Section 4. The entire slate recommended by the nominating committee will be verbally presented to those attending the annual meeting. In addition, further nominations from the floor will be accepted at that time. Closure of the nominations shall be followed by voting on the slate in accordance with Article V.

Article XI - Amendments

Section 1. The bylaws may be amended, repealed, or altered in whole or in part by a two-thirds vote of the membership present at any duly organized meeting of the Chapter, providing that a copy of any amendment proposed for consideration has been mailed to each member qualified to vote at least 15 days before the meeting.

Article XII - Order of Business

Section 1. The normal order of business at all Chapter meetings will be as follows:

- a. Meeting opened by the president.
- b. Invocation
- c. Pledge of allegiance to the flag.
- d. Introductions.
- e. Reading of minutes of prior meeting.
- f. Report of board of directors.
- g. Unfinished business.
- h. New business.
- i. Program, elections, installations, etc.
- j. Benediction.
- k. Adjournment by president.

Article XIII - The Flag

Section 1. The American flag shall be displayed and honored at all meetings of the Chapter.

This is to certify that these bylaws were approved at the annual meeting of the Arizona Chapter at Scottsdale, AZ on November 11, 1999.

S/ Charles Schluter
Charles Schluter, Col. USA (Ret)
President

S/ Irene Doto
Irene Doto, CAPT USPHS (Ret)
Secretary.

This is to certify that these bylaws were amended to add the scholarship committee at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on April 18, 2002

S/Ronald Green
Ronald Green, LtCol. USAF (Ret)
President

S/Terry Tassin
Terry Tassin, LCDR USN (Ret)
Secretary.

This is to certify that these bylaws were amended primarily to reflect the change in the Chapter's name to the Arizona Chapter, Military Officers Association of America, and to make the term of office for staff officers one year, at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on November 16, 2002.

S/Ronald Green
Ronald Green, LtCol. USAF (Ret)
President

S/Terry Tassin
Terry Tassin, LCDR USN (Ret)
Secretary.

This is to certify that these bylaws were amended primarily to reflect changes in the make-up of the Board of Directors; the filling of BOD vacancies; and in the make-up of the BOD candidate nominating committee, at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on September 18, 2004.

S/Gary Fredricks
Gary Fredricks, Col. USAF (Ret)
President

S/Terry Tassin
Terry Tassin, LCDR USN (Ret)
Secretary.

This is to certify that these bylaws were amended primarily to reflect changes in the scheduling of meetings, and the separation of the Chapter scholarship and ROTC award programs into two separate committees, at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on October 20, 2007.

S/Terry Tassin
Terry Tassin, LCDR USN (Ret)
President

S/Ronald Perkins
Ronald Perkins, Col USAF (Ret)
Secretary.

Arizona Chapter Operation Instructions

Arizona Chapter Operating Instruction #1

Subject: Arizona Chapter Meritorious Service Award (MSA)

Purpose: To identify and recognize those members of the Arizona Chapter of the Military Officers Association of America (MOAA) who have performed exceptional service to the chapter deserving of special recognition.

Background: The Arizona Chapter of MOAA has provided subject award to recognize and reward outstanding acts or service which are above and beyond that normally expected and which distinguish the individual among those performing similar acts or services. This award is an effective means of fostering high morale, incentive, motivation, and esprit de corps.

Description: The Chapter Meritorious Service Award is bronze, 2 inches in diameter, suspended on a red, white, and blue ribbon. The award is worn around the neck of the recipient. In addition to the medal, each award recipient will receive either a Meritorious Service Award Lapel Pin to be worn on clothing or a Lapel Pin suitable for adhering to the individual's name tag.

Procedures:

- Award recipients will be selected once a year in October.
- The chapter president will appoint a review panel consisting of four to seven members of any membership class (regular, life, auxiliary) and at least one individual to represent spousal nominations.
- Nominations will be submitted to the selection panel no later than five days prior to the October Board of Directors meeting, in writing, describing specific accomplishments that the nominated member has achieved and what impact the accomplishments have had on the Chapter. A nomination form will be available prior to October of each year.
- The membership chairman will provide an accurate, up to date accounting of current membership status at the October Board of Directors meeting in order for the selection panel to determine the maximum number of awards that can be made.
- The review panel will select up to 5% of the current years total membership, excluding spouses and honorary members, to receive the award. While not a rule, the review panel should consider a representative share of awards going to regular and auxiliary members and spouses.
- The review panel will provide a brief written statement explaining the reason for their selections. The selections need not be ordered by rank.
- The president will present the selection of the review panel to the Board of Directors for approval/disapproval. The President may then add a single individual to the list of recipients without reducing the total number the review panel and Board of directors are allowed to nominate/approve.
- The entire nomination and approval/disapproval process should take place at the October Board of Directors meeting.

- The Chapter Treasurer will order, at a minimum, the number of Meritorious Service Awards necessary to satisfy the year's requirement after the October Board of Directors meeting.

Award Presentation Procedure:

- The Chapter Meritorious Service Award will be presented to all recipients at the annual meeting held in November of each year during an appropriate ceremony. There are no provisions for out of cycle nominations or award presentations.
- Subsequent awards of the medal to the same individual results in the award of an "Oak Leaf Cluster" to be worn on the ribbon used to suspend the original award. The "Oak Leaf Cluster" award will count against the total authorized awards for the year. Second and subsequent "Oak Leaf Cluster" awards will be positioned beginning three inches above the medal and at one-half inch intervals on the wearers left side.

Other Requirements:

- A member of the Board of Directors or the selection committee who is nominated for an award will excuse him/herself from the selection process involving him/her only.
- Recipients are encouraged to wear the Chapter Meritorious Service Award at all MOAA functions.

Approved:

This Chapter Operating Instruction was approved at the July 19, 2001 Board of Directors meeting held at American Legion Post #44, 7145 East 2nd Street, Scottsdale, Arizona 85251.

Ronald Green, LtCol USAF (Ret), President

This Chapter Operating Instruction was amended to reflect the change in the Chapter's name to the Arizona Chapter, Military Officers Association of America at the October 4, 2002 Board of Directors meeting.

Ronald Green, LtCol USAF (Ret), President

This Chapter Operating Instruction was amended to reflect the change in the award's name and description at the October 2, 2003 Board of Directors meeting.

Ronald Green, LtCol USAF (Ret), President

This Chapter Operating Instruction was amended to reflect a minor change in sentence structure at the September 6, 2007 Board of Directors meeting.

Terry Tassin, LCDR USN (Ret), President

Arizona Chapter Operating Instruction #2

Subject: Arizona Chapter Travel Expense Reimbursement

Purpose: To establish consistent procedures for reimbursement of travel expenses for official travel on behalf of the Chapter.

Applicability: This Chapter Operating Instruction will apply to attendance at Arizona Council of Chapters meetings, and to attendance at other Military Officers Association of America (MOAA) meetings as authorized by the Chapter Board of Directors.

Policy: It is the policy of the Chapter to reimburse travel expenses for official travel on behalf of the Chapter as follows:

- **Mileage:** Travel mileage will be reimbursed at the federal statutory rate for charitable travel. The 2001 rate is \$0.14/mile. This rate will follow the federal statutory rate without requiring changes to this Operating Instruction.
- **Lodging:** Lodging will be reimbursed at cost, including applicable taxes, for staying at the Hotel or Motel designated for the specific event.
- **Meals:** Meals, including tax and tip, served as part of the official function will be reimbursed at cost for the Chapter representative.

Procedure:

Official representation at MOAA activities will be as designated by the Board of Directors prior to the scheduled activity.

Within 60 days after attending a meeting as the official representative of the Chapter, the attending members will submit a request in writing to the Chapter President for reimbursement of expenses as defined above in "Policy". Upon approval of the Board of Directors, the Chapter Treasurer will draw a check in the names of the attendees on the Chapter's General Fund Account.

Approved:

*This operating Instruction was approved at the April 4, 2002 Board of Directors meeting held at the American Legion Post #107, 20001 North Cave Creek Road, Phoenix, AZ.

Ronald R. Green, LtCol USAF (Ret), President

*This is to certify that this Chapter Operating Instruction was amended to reflect the change in the Chapter's name to the Arizona Chapter, Military Officers Association of America at the October 4, 2002 Board of Directors meeting.

Ronald Green, LtCol USAF (Ret), President

Arizona Chapter Operating Instruction #3

Subject: *The Sentinel* Advertising Guidelines

Purpose: To provide a process and guidance for placement of paid advertisements in the Arizona Chapter Newsletter, *The Sentinel*.

Background: National Headquarters supports and recommends that separate Chapters accept advertising to offset newsletter publication and postal expenses. Advertising should be utilized to promote both member owned and other local businesses that are supportive of Chapter activities. It has been determined that current Chapter non-profit status and policies satisfy internal revenue and other legal considerations.

Policy: Acceptance and placement of advertisements will consist of a simple process, which does not hinder publication of *The Sentinel* nor require undo administrative actions on the part of Chapter officers.

Advertisement Placement:

- Members or businesses may place advertisements in accordance with policies published herein.
- Exception: Advertisements that promote Travel or Insurance Agencies or Political activities will not be accepted.
- All advertising is subject to space availability on a first come, first placed basis.
- Final approval of space allocation and general appearance resides with the Editor.

Advertisement Run Dates:

- *Annual:* Advertisements placed on an annual basis will appear in each *The Sentinel* published during the calendar year (January through December). Advertisers may anticipate 10 newsletters to be published annually. Annual advertisements are preferred over all other options.
- *Quarterly:* Advertisements will be placed for a period of 3 months beginning with each calendar quarter.
- *Impact Advertising:* One time advertising intended to support special announcements or events.

As a general rule, it is expected that advertising will not change appearance during the run dates, and also that run dates will be consecutive.

An accepted rule is that an advertisement placed once each quarter will be considered as Impact Advertising.

Process and Responsibilities for Request and Placement of Advertisements:

- Chapter members may solicit advertisers or place advertisements.
- Advertisers must provide a copy of the advertisement in the appropriate dimension, suitable for publication (black and white only) to the Treasurer accompanied by payment in the correct amount.

- The Treasurer:
 - Will confirm amount received is correct and forward the advertisement to the Editor for placement.
 - Will inform the Editor of effective dates (Start and End dates by month).
 - Will provide a receipt when requested and when a return address is specified.
- The Editor:
 - Will determine suitable page location and publish the advertisement accordingly.
 - Must inform member (and Treasurer) when space is no longer available.
- Related Deadlines:
 - May be solicited at anytime (first come first placed, contingent upon space availability)
 - Must be received by the Treasurer 60 days prior to intended publication date.
 - Must be received by the Editor 30 days prior to the intended publication date.

Special Considerations:

- Advertising Promotions: The Board of Directors (BOD) may direct periodic advertising promotions in support of specific chapter related activities or events. During those occasions, specific guidance and promotional material and samples will be designed and provided as directed by the BOD. A committee may be appointed at that time.
- Refunds: Will be subject to joint approval of the Treasurer and the Editor and should only be considered in those circumstances where the advertised service or product is no longer available, or when it is considered prudent to withdraw the advertisement in the best interest of the Chapter and its members.
- Advertisers Proof: Non-chapter member advertisers will receive a complimentary issue of *The Sentinel* each month that their advertisement is published.

Advertisement Size and Pricing Guidelines: Advertisements will be priced according to size in multiples that approximate standard business card dimensions. (Samples attached as Tabs 1-2)

| Size | Annual | Quarterly | Impact Ad |
|-----------------|---------------|------------------|------------------|
| Single Card | \$80.00 | \$25.00 | \$15.00 |
| Double Card* | \$160.00 | \$50.00 | \$30.00 |
| Quadruple Card* | \$320.00 | \$100.00 | \$60.00 |

*Both Double Card and Quadruple Card advertising may be placed in either Banner or Rectangle configuration.

Prorated advertising may be considered under special circumstances but is subject to joint approval of both the Treasurer and the Editor.

Approved: This Operating Instruction was approved on June 6, 2002, by the Board of Directors during a regularly scheduled meeting held at the American Legion Post #107, 20001 North Cave Creek Road, Phoenix, AZ, 85050.

Ronald Green, LtCol USAF (Ret), President

Tab 1: *The Sentinel* Sample Ads and Prices

| | |
|-------------------------------------|-----------------|
| Advertise in this size space | |
| <i>Impact Ad</i> | \$30.00 |
| <i>Quarterly</i> | \$ 50.00 |
| <i>Annual</i> | \$160.00 |

| | |
|-------------------------------------|-----------------|
| <i>Advertise in this size space</i> | |
| <i>Impact Ad</i> | \$30.00 |
| <i>Quarterly</i> | \$50.00 |
| <i>Annual</i> | \$160.00 |

| | |
|------------------|----------------|
| <i>Advertise</i> | |
| <i>Impact Ad</i> | \$15.00 |
| <i>Quarterly</i> | \$25.00 |
| <i>Annual</i> | \$80.00 |

| | |
|------------------|----------------|
| <i>Advertise</i> | |
| <i>Impact Ad</i> | \$15.00 |
| <i>Quarterly</i> | \$25.00 |
| <i>Annual</i> | \$80.00 |

| | |
|-------------------------------------|-----------------|
| Advertise in this size space | |
| <i>Impact Ad</i> | \$60.00 |
| <i>Quarterly</i> | \$100.00 |
| <i>Annual</i> | \$320.00 |

Tab 2 The Sentinel Sample Ad Styles

GLENDALE UNION HIGH SCHOOL DISTRICT
APOLLO HIGH SCHOOL
8045 North 47th Avenue
Glendale, Arizona 85302

LCDR Terry J. Tassin USN (Ret)
Senior Naval Science Instructor
Navy Junior Reserve Officers' Training
Corps

Best Wishes
to the
Arizona Chapter
Military Officers Association
of American

In recognition of your 50 years of successful
service to the military community.

Topnotch

LUXURY TRANSPORTATION

OFFICE 602-652-1234
VICTOR NOTCH VICTOR'S CELL 602-672-1234
JAME'S CELL 480-560-1234
abcd@aol.com

800-211-1234

MOAA Vacations

Princess Cruise Specials

www.MOAAvacations.com

A Special Thank you to all
the members of the
Arizona Chapter

of MOAA for your
generosity, caring and
patriotism!

Good Luck in all you do!

Topnotch Cadillac
(480) 333-1234

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Insurance – Banking – Investments- Services

Call us at 1 800 531- 1234 or visit us at

usaa.com

Shoulder Cords Unlimited
Quality
> Shoulder Cords > Shoulder Knots
> Aiguillettes > Epaulettes
> Citation Cords > Ascots
(DBA The Oak Basket, Inc.)
1008 Strengthford/Pleasant Grove Road
Laurel, Mississippi 39443
Phone: 601-425-4558 Fax: 601-649-9476

Arizona Chapter Operating Instruction #4

Subject: Arizona Chapter Memorial for Deceased Members

Purpose: To establish a standardized procedure for the memorial for members of the Arizona Chapter when death occurs. In this case Chapter Member means a Military Officer or a former Military Officer that is a Chapter member, their spouse or an Auxiliary Member.

Background: This Chapter Operating Instruction (COI) establishes a standardized procedure for honoring any Chapter Member, their spouse or an Auxiliary Member upon their death. At one time a wreath, monetary contribution to some charity, or a combination of both was made when a member passed away. This was not standardized and varied with each person. As this presented the possibility of creating hard feelings among the survivors, it was decided by the Board of Directors that each Member, Spouse or Auxiliary member should receive the same type of recognition/memorial.

Description: When notified by the Chapter Memorial Coordination Person (MCP) of the passing of a member of the Arizona Chapter, the treasurer shall transfer \$50.00 from the General Fund into the Chapter's Scholarship Fund in the deceased individual's name. The Board will appoint the MCP and that person will maintain that responsibility until relieved/replaced by the Board or Chapter President.

Procedures:

- Any member may notify any Chapter officer of a members passing. That officer will notify the MCP when they learn of a members passing.
- When the MCP is informed of a member passing he/she will verify that the information is correct. It should be noted that time is not of the essence, but accuracy of information is critical.
- The MCP will notify the Membership Chairperson who will ensure that the roster is corrected and pass this information on to the Chapter Secretary and Newsletter Editor. Additionally, the Membership Chairperson will make the necessary notifications to MOAA National of the passing of the member.
- When the information is verified as correct the MCP will prepare the Donation Notification Letter (Tab 1) from the Chapter to the survivor of the deceased, to establish the donation in the deceased's name. The letter is to be sent under the signature of the Chapter President.
- The MCP will transfer the completed form to the Treasurer by mail or in person.
- The Treasurer will then transfer \$50.00 from the General Fund into the Scholarship Fund in the deceased individual's name.
- The MCP will notify the Board that the action has been completed at the next Board of Directors (BOD) meeting.
- The Treasurer will confirm that the action has been completed.

Attachment: Tab 1: Sample Donation Notification Letter

Approved: This Chapter Operating Instruction was approved at the December 4, 2003 Board of Directors meeting held at American Legion Post #107, 20001 N. Cave Creek Rd., Phoenix, Arizona 85024.

Ronald Green, LtCol USAF (Ret), President

This Chapter Operating Instruction was amended to reflect a minor change in sentence structure at the 6 September 2007 Board of Directors meeting.

Terry Tassin, LCDR USN (Ret), President

This Chapter Operating Instruction was amended to reflect a change in donation receipt at the April 3, 2008 Board of Directors meeting held at the Arizona Veterans Home, Room A107, 4141 N. 3rd Street, Phoenix, AZ.

Terry Tassin, LCDR USN (Ret), President

SAMPLE LETTER COVERING DONATION NOTIFICATION TO SURVIVOR

(On AZ Chapter MOAA stationary)

THE ARIZONA CHAPTER

An Affiliate of the Military Officers Association of America

Arizona's First Chapter

[Name]

President Arizona Chapter MOAA

[Chapter's Mailing Address]

[Date]

[Name]

[Address of Survivor]

Dear Mr. / Mrs. [Surviving spouse's name]:

In honor of your [husband/wife/grandfather, etc], [deceased's name], we have donated \$50.00 in his/her name to the Arizona Chapter's Scholarship Fund. This fund is used to recognize and help outstanding students from the schools that are supported by the Chapter to further their career goal of a college education.

Sincerely,

[President's Typed Name]

Arizona Chapter Operating Instruction #5

Subject: Arizona Chapter Medal Awards to JROTC Students

Purpose: The purpose of the MOAA JROTC medal is to recognize an outstanding cadet who is in his or her Junior year in the JROTC program and who has demonstrated exceptional potential for military leadership. The presentation of the MOAA JROTC medal is one way the Arizona Chapter fosters a positive military recognition among the youth of the community. To be eligible for an award, a candidate must:

- ❑ Be in his or her Junior year of a JROTC program.
- ❑ Be in good academic standing.
- ❑ Demonstrate a high degree of loyalty to the unit, school, and the country.
- ❑ Demonstrate exceptional potential for military leadership.

The individual's unit commander, who coordinates the selection and presentation with our chapter, selects the award recipient.

The Arizona Chapter of MOAA sponsors seventeen (17) high school Junior Reserve Officers Training Corps. Schools supported are:

- ❑ Alhambra High School Army JROTC
- ❑ Apollo High School Navy JROTC
- ❑ Cactus High School Air Force JROTC
- ❑ Camelback High School Army JROTC
- ❑ Carl Hayden High School Army JROTC
- ❑ Central High School Army JROTC
- ❑ Cortez High School Navy JROTC
- ❑ Deer Valley High School Air Force JROTC
- ❑ Glendale High School Navy JROTC
- ❑ Greenway High School Navy JROTC
- ❑ Moon Valley High School Navy JROTC
- ❑ North High School Army JROTC
- ❑ Sandra Day O'Connor High School Air Force JROTC
- ❑ Shadow Mountain High School Air Force JROTC
- ❑ South Mountain High School Army JROTC
- ❑ Sunnyslope High School Air Force JROTC
- ❑ Thunderbird High School Navy JROTC

Background: The Arizona Chapter of MOAA has provided a nationally generated certificate, medal and ribbon for award to a Junior in the JROTC program at selected high schools, in order to recognize and reward outstanding acts or service.

Description: The Chapter JROTC Award includes a Certificate, Medal and Ribbon suitable for wearing, with other earned ribbons, on the uniform. The ribbon precedence will be determined by each service.

Procedures:

- The JROTC Awards Chairperson, along with the Scholarship Chairperson, will announce at the November Board of Directors meeting how many schools fall within the area of responsibility of the Chapter and update the Board of any changes since the previous year. Medal packets will be ordered from National MOAA no later than December of each year.
- The JROTC Awards Chairperson will contact the senior JROTC instructor at each school during January of the year to advise them of the program and enlist their support.
- The JROTC Senior Instructor should notify the Chairperson of the name of the award recipient when selected.
- The JROTC Awards Chairperson will then prepare a certificate of award signed by the Chapter President and forward this, along with the medal and ribbon, to the JROTC Unit prior to the school's award presentation ceremony.
- The JROTC Awards Chairperson will, if possible, obtain a volunteer from the Chapter membership to make the presentation at each school's JROTC award program.

Award Presentation Procedure:

- The Chapter volunteer will present the award to the selected student in accordance with the schedule provided by the JROTC Unit.
- If a volunteer cannot be found to make the presentation or an emergency prevents the volunteer from attending the ceremony, the Senior JROTC Military Instructor at the school will present the award in the name of the Chapter.

Approved:

This Chapter Operating Instruction was approved at the 4 December 2003 Board of Directors meeting held at American Legion Post #107, 20001 N. Cave Creek Road , Phoenix, Arizona 85024.

Ronald Green, LtCol USAF (Ret), President

This Chapter Operating Instruction was amended at the 6 September 2007 Board of Directors meeting held at the Arizona Veteran's Home, Room A107, 4141 N. 3rd Street, Phoenix, Arizona, to reflect the addition of Sandra Day O'Connor High School as the Chapter's 17th supported high school.

Terry Tassin, LCDR USN (Ret), President

Arizona Chapter Operating Instruction #6

Subject: Arizona Chapter Scholarship Program

Purpose: To identify and recognize clearly outstanding students of the Junior Reserve Officers Training Corps (JROTC) units from the schools that are the designated responsibility of the Arizona Chapter of the Military Officers Association of America (MOAA). Recipients must have maintained an exceptional scholastic standing, demonstrated qualities of leadership and good moral character, and participated in extracurricular activities or performed other community services.

Background: The Arizona Chapter of MOAA has provided scholarships to approved individuals each year for many years. This Chapter Operating Instruction constitutes the policy and procedures to be followed in the recognition of scholarship recipients.

Description: The Arizona Chapter of MOAA will provide scholarships to applicants in the year that their application is approved. The due date for nominations is March 25. The number of scholarships to be awarded and the monetary amount of the award will be recommended by the Scholarship Committee for approval by the Board of Directors (BOD). The total amount of scholarships shall not exceed 50 percent of the balance in the Scholarship Fund that exists at the time the scholarships are approved - which is the first Thursday in April of the award year. At that time the Chairperson of the Scholarship Committee will submit the recommended awards to the Board of Directors for final approval.

Procedures:

- The Scholarship Chairperson will advise the BOD at the November meeting which schools are eligible to participate in the scholarship program.
- During the month of December the Scholarship Chairperson will send a letter (Tab 1) to the JROTC unit commander at each eligible school advising them of the scholarship award program.
- During the months of January and February the Chairperson will contact each eligible JROTC unit to ascertain that they understand the scholarship program and for them to encourage their students to participate. All application forms (Tab 2) will be submitted to the Chairperson not later than March 25. Instructor letters of recommendation are encouraged.
- In February the Chapter President will appoint a Scholarship Review Panel consisting of four members of any membership category (regular, life, auxiliary) to serve with the Chairperson.
- The Scholarship Review Panel, using the Scholarship Grading Sheet matrix (Tab 3) as an aid, will select the number of awards and recommend the monetary value. This will occur just prior to the April Board of Directors Meeting.
- At the April Board of Directors meeting, the Scholarship Chairperson will submit the names of the successful scholarship applicants to the Board for approval and determination of the value of the monetary award.
- Upon approval of the Board of Directors, the Scholarship Chairperson will call the school of each winner to inform them of the scholarship recipient(s) from their school.
- The Chairperson will notify each successful applicant in writing (Tab 4), congratulating them on their selection and inviting their attendance at the May Chapter business meeting where they will receive their award. The parents of the selectee and their JROTC instructor will also be invited as guests of the Chapter.

- The Scholarship Chairperson will notify each unsuccessful applicant in writing (Tab 5) and will thank them for their participation.

Award Presentation Procedure: At the May Chapter meeting the Chapter President will present a certificate and check for the approved amount to each recipient. Recipients will be invited to address the members present as to what the award will mean in their education and career plans.

Approved: This Chapter Operating Instruction was approved at the March 4, 2004 Board of Directors meeting held at American Legion Post #107, 20001 N. Cave Creek Road, Phoenix, Arizona 85024.

Gary W. Fredricks, Col USAF (Ret), President

This Chapter Operating Instruction was amended at the September 6, 2007 Board of Directors meeting held at the Arizona Veteran's Home, Room A107, 4141 N. 3rd Street, Phoenix, Arizona, to reflect a change in sentence structure in Tab 1.

Terry Tassin, LCDR USN (Ret), President

Tabs:

- 1) Sample Nomination Request Letter to Advisors
- 2) Scholarship Application Form
- 3A) Blank Scholarship Grading Sheet
- 3B) Sample Scholarship Grading Sheet
- 4) Sample Letter to Successful Students
- 5) Sample Letter to Unsuccessful Students



THE ARIZONA CHAPTER
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Tab 1: Sample Nomination Request Letter to Advisors

[Date]

[School Mailing Address]

Subject: Arizona Chapter MOAA Scholarship Awards Program

This year, the Arizona Chapter of the Military Officers Association of America (MOAA) will award several monetary scholarships to graduating JROTC cadets selected from applicants attending competing high schools. With these scholarships, we hope to further the education of students who maintain a scholastic position in the upper half of his or her class and demonstrate qualities of leadership, good moral character and concern for his fellow man through service to others.

You are encouraged to nominate up to two graduating JROTC students, about to enter full time in an accepted university, college or community college. They should apply through you to the Arizona Chapter MOAA for consideration of a scholarship. A Scholarship Committee selected from our membership will review all applications and determine recipients.

Attached is a copy of an application form to be completed by the applicant and certified by you - the Instructor. If further information is needed please contact:

[Name of current Scholarship Chairman]

[Address]

[Phone number]

We are looking forward to your participation, and our continuing association with you, your school and the JROTC Program.

Sincerely,

[Name and Rank of President]

Arizona Chapter of MOAA

Attachment: Arizona Chapter MOAA Scholarship Application Form
(Copies may be made)

Tab 2: SAMPLE ARIZONA CHAPTER MOAA SCHOLARSHIP APPLICATION FORM

Part 1: Applicant Information: (Applicant must attach a current 2 1/4" x 3 1/2" glossy, individual waist up photograph in JROTC uniform, suitable for printing)

- a. Full Name _____
- b. Home Address _____
- c. High School _____
- d. Date of Birth _____
- e. Telephone # (Home) _____ E-mail Address _____
- f. Year in School (Sr., Jr.) _____
- g. Cumulative GPA as of last completed Semester/Quarter _____
- h. Current SAT/ACT score _____
- i. High School class rank _____ of _____
- j. Name of Institution of higher learning to which accepted, or now attending:

- k. Study Major (If known) _____

Part 2: Community and Extracurricular Activities:

(List all that you participated in while attending your last year of high school)(List in the order of importance [your opinion]) Attach sheet if necessary.

*** Additional information continued on next page ***

**Part 3: Essay: “My Goals and Objectives” (not to exceed 350 words).
Neatness, spelling, composition counts.**

Part 4: Certification Statement:

I certify that the information provided is true and factual to the best of my knowledge.

Applicant Signature _____ Date _____

Military Advisor Signature _____ Date _____

Application must be received by 25 March to be considered. Incomplete applications will be returned.

Mail completed applications with photo to:

[Scholarship Chairman's]
[Mailing Address]

Tab 3A: Blank Scholarship Grading Sheet

| | | Student Name | | | | | | | | | |
|-------------------|----------------|--------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | | | | | | | | | |
| Points | | | | | | | | | | | |
| GPA | 1 to 10 | | | | | | | | | | |
| SAT/ACT | 1 to 10 | | | | | | | | | | |
| Class Rank | 1 to 10 | | | | | | | | | | |
| Part II | 1 to 10 | | | | | | | | | | |
| Part III | 1 to 10 | | | | | | | | | | |
| <i>Total Pts</i> | | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| <i>Rank</i> | | | | | | | | | | | |
| <i>School</i> | | | | | | | | | | | |

Note: **Part II:** Based on Community and Extracurricular Activities from Application Form

Note: **Part III:** Based on Essay from Application Form.

Evaluator: _____ Date _____

Tab 3B: Sample Scholarship Grading Sheet

| SAMPLE | ***** Student Name | SAMPLE | ***** | SAMPLE | ***** | SAMPLE | ***** | SAMPLE | ***** | SAMPLE | |
|-------------------|-----------------------------------|---------------|--------------|---------------|--------------|---------------|--------------|---------------|--------------|---------------|-------|
| | Jones, JP | Smith, TS | Door, WT | Left, AB | Right, AB | | | | | | |
| | Points | | | | | | | | | | |
| GPA | 1 to 10 | 9.175 | 9.625 | 7.738 | 9.775 | 9.025 | | | | | |
| SAT/ACT | 1 to 10 | 6.123 | 5.278 | 8.625 | 7.125 | 6.389 | | | | | |
| Class Rank | 1 to 10 | 8.788 | 9.004 | 8.392 | 9.858 | 9.180 | | | | | |
| Part II | 1 to 10 | 6.000 | 6.920 | 5.830 | 6.800 | 7.830 | | | | | |
| Part III | 1 to 10 | 5.170 | 7.500 | 4.250 | 5.830 | 7.830 | | | | | |
| Total Pts | | 35.256 | 38.327 | 34.835 | 39.388 | 40.254 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Rank | | 4 | 3 | 5 | 2 | 1 | | | | | |
| School | | Moon Valley | Moon Valley | Apollo | Apollo | T'Bird | | | | | |

Note: **Part II:** Based on Community and Extracurricular Activities from Application Form

Note: **Part III:** Based on Essay from Application Form.

Computations:

GPA: Assume a GPA of 3.85 on a scale of 4.0, $3.85/4.0=0.9625 \times 10$ equals 9.625

SAT/ACT: Max SAT is 1600. Using a SAT score of 1275 - $1275 / 1600 = 0.7968 \times 10 = 7.968$
 Max ACT is 36. Using an ACT score of 30 - $30 / 36 = 0.8333 \times 10 = 8.333$

Class Rank: Individuals class rank / total in class. Class rank is 392 / 514 in class = $0.7626 \times 10 = 7.626$

Essay Questions: Use raw scores between 1.0 and 10. Example - 8.953. No multiplier is required.
 Ten is used as a multiplier in all cases, with the exception of the essay questions, to raise the number to a potential of 10.

Evaluator: _____ Date _____



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Tab 4: Sample Letter to Successful Students

[Date]

[Student's Mailing Address]

Mr. or Ms. [Student's Name],

The scholarship committee of the Arizona Chapter of the Military Officers Association of America (MOAA) met on [date] to select the recipients of [\$ amount] scholarships from among the applications submitted this year. We are pleased to announce that you are one of the students selected to receive one of this year's scholarships.

We invite you, your parents, and your Senior Military Instructor to be our guests for an awards [luncheon/dinner] on [day and date], at the [location], commencing at [time]. Dress is informal, but we would appreciate seeing you in uniform. Please contact me as soon as possible and no later than [date] concerning your intention to attend this presentation. We will ask cadets to talk for no more than five minutes on their High School JROTC experience and how they intend to use their scholarship award.

The committee was impressed with the caliber of all of the submissions and the selection of recipients was not easy. Your involvement in school and community activities demonstrates that there are qualified young people who will be the bright future of our country.

Again, congratulations.

Sincerely,

[Name and Rank of Scholarship Chairman]
[Chairman's mailing address and telephone number]



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Tab 5: Sample Letter to Unsuccessful Students

[Date]

[Student's Mailing Address]

Dear Mr. or Ms. [Student's Name],

The Scholarship Selection Committee of the Arizona Chapter of the Military Officers Association of America has completed selection of student recipients of scholarship awards for the current year. We regret to inform you that you were not selected.

We wish we had the funding to assist every student meeting eligibility requirements that apply and complete the application process. Unfortunately, while the funding from our members for scholarships continues to grow, we still must turn down far too many well-qualified students.

We extend to you our best wishes for a productive and exciting future.

Sincerely,

[Name and Rank of Scholarship Chairman]
Arizona Chapter of MOAA