# GUIDANCE ON PREPARATION AND SUBMISSION OF MEETING MINUTES

Our association’s legal documents and bylaws require that the USAWOA home office receive a copy of the minutes of all meetings and financial reports. USAWOA operating manuals specify that regions and chapters will receive a rebate, on a (calendar) quarterly basis, from the dues paid by their members during the quarter, provided **minutes are submitted in a timely manner.**

**A memorandum must be prepared and submitted in situations when a region or chapter attempts to hold an actual or virtual meeting but is unable to due to lack of a quorum, deployments, OPTEMPO, or PERSTEMPO.** This will serve in lieu of official minutes.

There are **three important facts** to know about this subject:

1. **Minutes do not need to be approved or signed before submission.**
2. Minutes and/or memorandums are required to be transmitted by email to

(hq@usawoa.org). They can additionally be uploaded to the USAWOA MS Teams site as a backup. The sample financial report shown in USAWOA Manual 300-1, Attachment 5, is optional, provided the information is reported in minutes submitted to the home office.

1. Please provide your Region Director with a copy of your minutes, who can also upload a copy of your minutes on the USAWOA MS Teams site. Optionally, you may also upload a

ZOOM or MS team recording of your meeting.

You also need to be aware that the National Awards Committee reviews your Chapter Minutes to select the winners of annual National-level Chapter awards presented at the Annual Meeting of the Members. ***Detailed reporting in the minutes could mean an award for your Chapter***.

**To receive a rebate, the USAWOA home office must receive minutes or memorandums according to the following schedule:**

**The percent of earned**

**When minutes are received: rebate that will be paid is:**

Not later than the 5th working day after the end of the quarter 100 %

Not later than 30 calendar days after the end of the quarter 75 %

Not later than 45 calendar days after the end of the quarter 50 %

Later than 45 calendar days after the end of the quarter 0 %

**To assist region and chapter leadership, the USAWOA home office will:**

1. Record receipt of minutes/memorandums to official USAWOA MS Teams Historical records.
2. Email region/chapter leadership of receipt.
3. Notify region/chapter leadership when a region or chapter rebate is in jeopardy due to nonreceipt of minutes or memorandums.
4. Pay rebates to qualifying regions/chapters within 60 days after the end of the quarter.

**Rebates are based on the following calculations:**

1. Chapters will receive a dues rebate according to the following schedule and procedures.
2. No rebate will be made for introductory (no-cost) memberships.
3. No rebate will be made for individuals who select Member at Large status (no chapter affiliation).
4. Newly activating/reactivating chapters will receive a rebate of $5.00 for each regular member ($45.00) membership and ($3.00) for each retired ($30.00) membership (both initial and renewal) processed for that chapter during each calendar quarter. This rebate amount will be received for the initial 24 months of the chapter’s existence.
5. Established chapters will receive a rebate of $2.50 for each regular membership and $1.50 for each retired membership (both initial and renewal) processed for that chapter during each calendar year.
6. All chapters will receive a rebate of $15.00 for each Small Business Proprietor-Level membership and $2.00 for each Small Business Partnership-Level membership (both initial and renewal) processed for that chapter during each calendar year.
7. In accordance with the rebate schedule above, a one-time rebate will be paid for each Lifetime membership. Payment of this rebate will be based on the calendar year in which the first payment toward the life membership is received.
8. All rebates are subject to the following provision: There must be at least one business meeting of the chapter during the quarter, and copies of the minutes and financial statement thereof be forwarded to the National Headquarters by no later than the tenth working day of the new quarter.

**Army Regulation 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, dated 6 March 2019,** contains specific for private organizations organized or meeting on Army Installations, including the ARNG and USAR:

1. Paragraph 2-1c requires that copies of by-laws, minutes, financial reports, names & addresses of officers, and copies of audit reports be submitted to the installation commander’s designee.
2. Paragraphs 3-1 contain restrictions on the letterhead and heading of minutes or memorandums.
3. Paragraph 4-2a(4) restricts Army employees from using their titles, offices, or positions in connection with their private organization.
4. All members must not use official government email addresses for any association correspondence.
5. AR 210-22 is available for download at <https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=77711>

**If you have any questions, don't hesitate to get in touch with the Home Office.**

**Email: hq@usawoa.org.**

# Phone: (800) 587-2962 or (703) 742-7727)