



**United States Army Warrant Officers Association
The Quiet Professionals®**

462 Herndon Parkway, Suite 207, Herndon, VA 20170-5235
1-800-587-2962, 703-742-7727, Fax 703-742-7728
Web: <https://usawoa.org> Email: hq@usawoa.org



**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) quarter basis, from the dues paid by their members during the quarter, **providing 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 8 is optional, provided the information is reported in minutes submitted to the home office.
3. 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 your Chapter Minutes are reviewed by the National Awards Committee, 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:

<u>When minutes are received:</u>	<u>The percent of earned rebate that will be paid is:</u>
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:

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

Rebates are based on the following calculations:

- a. \$2.50 is earned for each regular new member and renewal.
- b. \$1.50 is earned for each new retiree membership and renewal.
- c. **No rebate is earned** on introductory memberships (WO1 no cost initial membership).
- d. Either \$1.50 or \$2.50 is earned from the first payment of a life membership.
- e. **New chapters** (those within the first 24 months of activation) receive double the rebate amounts above.



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Army Regulation 210-22, Private Organizations on Department of the Army Installations, 22 October 2001 (as administratively revised on 6 March 2019) contains specific for private organizations organized or meeting on Army Installations, including the ARNG and USAR:

- 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.
- Paragraph 3-1 contains restriction of the letterhead and heading of minutes or memorandums.
- Paragraph 4-2a(4) restricts Army employees from using their titles, offices, or positions in connection with their private organization.
- All members must not use official government email addresses for any association correspondence.
- AR 210-22 is available for download at https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=77711

If you have any questions, please contact the Home Office

- Email: hq@usawoa.org.
- Phone: (800) 587-2962 or (703) 742-7727)