



UNITED STATES ARMY WARRANT OFFICERS ASSOCIATION

New Chapter President Information

MEETING TIME AND LOCATION:

It isn't easy to find one perfect meeting time or place. However, Chapter leaders should seek to accommodate most members that are "regulars" at their meetings. However, it is beneficial to ***change meeting times and locations periodically***. Several times a year, highly successful Chapters set up a special meeting. They arrange for a guest speaker that will interest a diverse group, for example, the commissary manager; TRICARE official; state veterans' service coordinator; military museum curator, etc. They widely advertise this meeting. Often, they invite spouses, serve pizza, and even provide childcare. Experience shows that at such special meetings, you will get not only an excellent turnout of your regular Members but also other warrants that do not attend your regularly scheduled meetings.

MEETING CONDUCT AND CONTENT:

USAWOA Members expect and deserve organized, professionally conducted Chapter meetings. The enclosed pamphlet will help. Chapter meetings must provide value to the Members; they want to learn something, not just hear "how it was," war stories, or gossip. A good practice might be to bring the latest *NEWSLINER* to your meeting and discuss current events from articles and Chapter activity ideas gleaned from the Chapter News section. As a Chapter president, you must productively guide the discussion; yet not stifle the expression of opinions or views. But mastering this skill pays dividends!

MANAGEMENT OF YOUR MEMBERSHIP:

One of Chapter leaders' most significant challenges is keeping updated membership rosters with current contact data. Chapter Presidents should make it a priority to request current membership rosters periodically and take attendance at meetings. They should also use the list of expiring Members delivered in each monthly "Presidents Package" (see "President's Letter" on the next page) to remind Members to keep their membership current. USAWOA bylaws prohibit both voting and the holding of Chapter offices by non-members. Using these tools religiously will help Chapter Presidents immensely in managing and expanding legitimate Chapter membership.



CHAPTER PUBLICITY:

Many installations and communities have a "military" newspaper. Military units also often have some form of paper or electronic "bulletin." Contact the individual responsible for such publications to learn what's needed to publicize Chapter meetings and events. Send them material and photos about Chapter activities and individual achievements; "toot the Chapters horn." The publicity will gain Chapter Members and appreciation within the community.

MINUTES OF CHAPTER MEETINGS:

A copy of the minutes of Chapter meetings ***must be submitted*** to the USAWOA home office. There are several reasons for this:

- USAWOA **incorporation documents require** we retain copies of Chapter minutes.
- Minutes are **proof of a meeting**. One meeting per calendar quarter **qualifies a Chapter to receive a rebate** of a portion of Members' dues. (See "Rebates" below.)
- The Awards Committee reviews minutes to **determine winners of national-level awards**.
- A Chapter meeting must be documented every quarter to qualify the Chapter for longevity awards (such as 10, 20, 30, 40-year streamers and eventual "Silver Chapter" status)

It is important to know that minutes *do not* need to be "approved" before submitting it. As soon as written, minutes can, and should, be submitted to the home office by mail, fax, or email.

If a Chapter meeting is scheduled and you do not have enough members present to have a quorum, a Memorandum for Record can be submitted in the absence of formal minutes. **The receipt of such an MFR qualifies the Chapter for a rebate.** (See "Major Deployments or Unit Training.")

REBATE POLICY AND PROCEDURES:

A portion of each Chapter Member's dues is returned to the Chapter. Rebates are \$ 2.50 for each \$ 45.00 membership and \$ 1.50 for each \$ 30.00 (retiree) membership. (Recently organized Chapters receive double these amounts for the first two years.). Checks are issued in February, May, August, and November for the previous calendar quarter. ***Please deposit the checks promptly. The checks are valid for 90 days. Checks will not be "re-issued."***

MAJOR DEPLOYMENTS OR UNIT TRAINING:

Major unit deployments or field training often makes it difficult for a Chapter to meet. In these cases, any Chapter officer may write or email to advise the home office of the situation. ***The Executive***



Committee has the authority to grant a waiver to the "minutes for rebate qualification rule" for a short period (usually six months). This action allows the Chapter to continue to receive a rebate even though the deployment or major training exercise prevents the Chapter from holding meetings and keeps the Chapter eligible for continuing Longevity Awards.

MEMBERSHIP DUES AND APPLICATION FORM:

USAWOA National Bylaws state that Chapters cannot charge "Chapter" dues. Not charging chapter dues is the reason why we have a rebate policy. USAWOA Form 600-1 is the primary form approved for the membership application. The form is available on the USAWOA websites. It is also part of certain other promotional materials. "Local" forms are not to be used. However, a Chapter may overprint the approved USAWOA form with certain Chapter unique information. Memberships may also be initiated or renewed in the Online Store, on the Portal via a link at www.usawoa.org.

PRESIDENT'S LETTER:

A website link will be emailed each month to access a periodic message from the USAWOA President or the home office. The Association president writes about "broad-spectrum" topics of importance to the Association and the Corps. The home-office letter focuses more on administrative issues and items of Chapter management.

The posting will also contain IMPORTANT Chapter management reports. These are:

- List of Chapter minutes received at National, and a list of all "Lost Members."
- List of Members who have recently joined (or rejoined) the Association.
- List of ***Members that are about to let their membership expire (please follow-up on these).***

Successful Chapters contact each new arrival and new Members to welcome them to the area and the Chapter. Many Chapters use a committee or volunteer individuals to make these first contacts. ***Personal contact is essential in the case of WO1 Members.*** A Chapter can help recently appointed warrant officers get off on the right foot. In addition, you can get these new members involved in the activities and operations of your Chapter.

The importance of contacting new Chapter Members cannot be over-emphasized, particularly "first-time" Members. Renewal statistics prove that more than 60% of our regular, ongoing Members renew. However, the renewal percentage of our "first-time" WO1 Members is ***less than 30%***, and other (CW2-5) "first-time" Members are about 40%. This signup rate shows that we ***attract*** new members but fail to ***keep*** them. You can help by emphasizing this area and following up on the reports discussed in the paragraph immediately below.



The third report is a roster of Members about to let their membership expire. ***Federal law prohibits pressuring soldiers to join or rejoin Military Service Organizations, and this should never happen.*** But recent experience has taught us that most Members who fail to renew do so and appreciate a reminder (and follow-up). Others lapse as Members because they are completely unaware of either the accomplishments of local Chapters or the historic achievements fought for and won at the national level (targeted Warrant Officer pay raises, flight-pay increases, authorization of W5 pay grade, etc.). ***Patiently educate them (and contact USAWOA Headquarters for legislative "cliffs-notes").***

RENEWAL POLICY AND PROCESS:

The home office emails a renewal to the member about 60 days **before** expiration. If no renewal is received, we Email another notice 30 days from the month of expiration. Suppose no renewal is received by the first week of the month of expiration. In that case, we mail the first of two paper notifications, which have the renewal application printed on the backside of the letter. The second (final) notification is sent out by mail 15 days before making the member's record inactive. On the 45th day after the member's membership has expired, the record is made inactive. This action often results in some online or telephone renewals.

"AUTOMATIC" RENEWALS:

Several hundred Members have this option and find it helpful during times of PCS and deployments. ***Automatic renewal is an excellent program to encourage*** because it helps to retain Members. The only thing required is for the member call the USAWOA headquarters staff and set up the automatic renewal option by supplying a Pentagon Federal Credit Union (PenFed) credit card number or PenFed savings or checking account number. By doing this, the member authorizes us to charge annual dues to this account.

MATERIAL FOR P.D. DAYS:

For special Chapter events, the home office can provide limited quantities of back editions of the *NEWSLINER* and other support. Advance coordination is required to allow the most economical mailing/shipping rates. Additional material, fact sheets, etc., can be downloaded from the USAWOA digital library. We will gladly help you with this.

CHAPTER RECRUITING DRIVES:

Successful Chapters hold periodic membership drives (typically about 90 to 180 days). We can send you recruiting materials and make memorabilia available at reduced rates for incentives. ***In some***



cases, Chapters will reduce the membership fee and make up the difference from Chapter funds.
We'll be glad to discuss this topic with you further.

NEWSLINER SUBMISSIONS:

Chapters are encouraged to submit "Chapter News" items for publication in the *NEWSLINER* magazine. Generally, these are in the form of a picture taken at a recent Chapter event. If a Member has a compelling article for publication, we will also gladly consider it for publication. When submitting "Chapter News" items, please ensure that all picture files are of the highest resolution possible. The *NEWSLINER* is now an all-color publication. We cannot use poor-quality photos pasted into presentation word-processing files. Please also include a suggested caption, listing a description of the event, the location, the date, and the name and rank/title of persons depicted (left to right).

RECOGNITION OF ACHIEVEMENT:

The home office has two types of certificates. An "***Appreciation Certificate***" and an "***Academic Achievement Certificate***." Upon request, we will complete and sign appreciation certificates and mail them to you. Suppose your Chapter is located at an installation where warrant officer training is conducted. In that case, *you are strongly encouraged* to link up with the training department and arrange for them to use our academic achievement certificates. We will pre-sign these certificates and mail them in quantity to either a Chapter POC or the training department.

Many Chapters develop "Chapter-unique" certificates. With the availability of high-quality printers and special paper, this is easy to do. You are encouraged to do so. For informational purposes, we request that you mail us a blank copy of each certificate.

For genuinely exceptional achievement at the Chapter-level, the Chapter President is the approval authority for the Honorable Order of the Eagle Rising (bronze-level award).

ARMY OFFICIAL OPERATING AUTHORITY:

HQDA considers USAWOA to be an approved "National Military Service Organization." This policy provides for authorized use of Permissive TDY, or if command approved, Funded TDY may be used for attendance at our Annual Meeting. If you conduct Chapter activities on-post, please also be aware of Army Regulation 210-22, Private Organizations on Department of the Army Installations. For clarification of how this may apply to your organization, please contact the USAWOA national headquarters for assistance.



BANK ACCOUNTS:

Most Chapters have the treasurer as the primary "check-writer." However, it is prudent to have a few other officers have signature authority and for each of them to hold a blank check from the end of your check series. This way, in the absence of your treasurer or checkbook, you will be able to access Chapter funds. ***Your Chapter must have an "Employer Identification Number" (EIN) from the IRS to set up and operate a bank account.*** Each Chapter must have its own EIN. The EIN will appear on your bank statement. Ask your bank for the forms to request an EIN; or, the form (SS-4) can be downloaded from the Internet (IRS.gov). Follow the form instructions to complete the form. It takes a bit of time to request a Chapter EIN, but it's the right way.

TAX EXEMPTION:

The IRS granted "**501c(4)**" status to USAWOA and its Chapters. The USAWOA and all chapters are "**not-for-profit**," as opposed to a "**non-profit**" organization. USAWOA and Chapters **are not automatically exempt from local sales taxes**. It is up to each Chapter to determine if the state and local jurisdiction grant exemptions to 501c(4) organizations. If the action will benefit the Chapter, apply for such exemption.

MEMORABILIA:

Most successful Chapters sell memorabilia. Not only does this augment Chapter funds, but it also brings a Chapter together to plan, select, and market memorabilia items. Feel free to use the home office as a sounding board for your ideas for new memorabilia. We encourage the use of the USAWOA logo on memorabilia items. **The home office must approve memorabilia items before a Chapter contracts for purchase.**

USAWOA does not grant exclusive "franchises" for items to a Chapter. However, most Chapters cooperate and do not compete by selling the same items.

Please remember, we're here to help you be successful. Don't hesitate to call to ask questions or to discuss and test your ideas with us!