

STANDING RULES
Of
THE SANDHILLS CHAPTER
Of the
MILITARY OFFICERS ASSOCIATION OF AMERICA

Chartered 5 June 1979

Version 1, April 2014

Amended March 2015

Amended February 2016



P. O. Box 4205
Pinehurst, North Carolina 28374
Sandhills.moaa@gmail.com

**THE SANDHILLS CHAPTER
MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA)**

An IRS Approved 501c(19) Nonprofit Organization (TIN 56-21651810)

Standing Rules provide for the day-by-day operation of the organization. Procedures that are not covered in the bylaws, but are a general policy or way of operating for the organization belong in standing rules.

The Purpose of Standing Rules is to provide guidance regarding procedures, expectation, and standards of the organization. Standing Rules are informal, yet detailed guidelines that describe the procedures of the Board of Directors. These guidelines are meant to be flexible and reflect the will of the Board; therefore they may be modified, added to, or deleted by a majority vote of the Board of Directors.

Version 3: February 2016

SANDHILLS MOAA STANDING RULES

- I. Board Operations
 - a. The Board of Directors (voting members) shall be composed of the elected officers (President, 1st Vice President, 2nd Vice President, Secretary, Secretary-elect, Treasurer, and Treasurer-elect); the immediate Past President, and the elected directors. (BL)
 - b. The Board of Directors shall have supervision, control, and direction of the affairs of the Chapter. (BL)
 - c. The Board of Directors shall determine its policies or changes therein within the limits of the bylaws; shall actively prosecute its purposes; and shall have discretion in the disbursement of its funds. (BL)
 - d. The Board of Directors may adopt such rules and regulations for the conduct of its business as deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary. (BL)
 - e. All questions coming before the Board shall be decided by majority vote, with each Board member present being entitled to one vote. Proxy voting shall not be permitted. (BL)
 - f. The Board of Directors meet monthly; the schedule and location is determined by the President and BOD at the start of the current term (January).

- g. Fiscal Year: January 1 to December 31
- h. The Chapter operates under an annual budget. The Chapter books must be audited every four years. (Last audited 2014)
- i. All elected and appointed members of the Board of Directors (BOD) should be National MOAA members.

II. Duties of the Board Members

The following listing of duties includes the specific responsibilities set down in the By-Laws (BL) and additional administrative responsibilities set down in this document. The composite listing provides a comprehensive account of the responsibilities of each position.

OFFICERS

a. President

- i. Shall be the chief elected officer of the Chapter and shall preside at meetings of the Chapter and the Board of Directors. (BL)
- ii. No member shall be eligible to serve more than two consecutive one-year terms as President. (BL)
- iii. As the Chair of the Board of Directors, has the authority to break a tie vote.
- iv. Shall be a member ex officio, with the right to vote, of all committees, except the nominating committee. (BL)
- v. Shall, at the annual meeting and at other times that might be deemed proper, communicate to the Chapter or to the Board of Directors information or proposals to help in achieving the purposes of the Chapter. (BL)
- vi. Shall be elected annually by the membership at the annual meeting. Shall take office at the first regular or special meeting in the calendar year following election. (BL)
- vii. Shall co-chair with the outgoing President, the Planning Session at the first regular or special meeting of the calendar year.
- viii. Shall appoint all standing and special committees except the nominating committee.
- ix. Shall serve as the chapter's principal delegate to the state council of chapters (may delegate other board members to attend).
- x. Schedules and provides the agenda for the Chapter's monthly Board of Directors meeting.
- xi. Oversees coordination of chapter's activities and events.
- xii. Provides the editor of the Chapter's *Newsletter* a monthly "President's Remarks".
- xiii. Performs such other duties as are necessarily incident to the office of the President. (BL)

b. 1st Vice President

- i. In the event of the President's temporary disability or absence, shall perform the duties of the President. (BL)

- ii. Shall be elected annually by the membership at the annual meeting. Shall take office at the first regular or special meeting in the calendar year following election. (BL)
 - iii. If so selected by the Nominating Committee, may assume the office of the President for the following year.
 - iv. Serve as Chair of the Program Committee. (*See: III Standing Committees, b Program Committee*)
 - v. Works with the Publicity Committee to provide information regarding Chapter activities monthly to local publications or in the absence of the Publicity Coordinator/Chair, works directly with local publications.
 - vi. Plans and organizes all formal chapter meetings, subject to BOD approval (schedules presenters)
 - 1. Provides necessary announcements, menus, speaker biography and reservation forms to the chapter newsletter editor and web site manager
 - 2. Coordinates contract and menu with venue and provides guaranteed and final headcount as indicated in venue contracts.
 - 3. Sets up flags, AV equipment etc the day of event or ensures that venue is providing.
 - 4. In absence of the Program Asssitant, will maintain attendance spreadsheet and check in attendees the day of the event.
 - 5. Purchases (with BOD approval) a speaker gift
 - 6. Coordinates list of attendees with secretary, treasurer, and program assistant.
 - vii. Submits updated event calendars to the web manager and newsletter editor and updates and revises as needed.
 - viii. Plans and organizes the Chapter Christmas dinner/dance.
 - ix. Performs other appropriate duties as the President may assign.
 - x. Attends Board of Directors meetings and Executive Committee meetings.
- c. 2nd Vice President (1-year term):
- i. In the event of the temporary disability or absence of both the President and the 1st Vice President, the 2nd Vice President shall perform the duties of the President. (BL)
 - ii. Shall be elected annually by the membership at the annual meeting. Shall take office at the first regular or special meeting in the calendar year following election. (BL)
 - iii. If so selected by the Nominating Committee, may assume the office of the 1st Vice President for the following year.
 - iv. Serve as Chair of Memorial Ceremonies Committee. (*See IV Additional Committees, C Memorial & Ceremonies Committee*)
 - v. Manages the planning and execution of the Chapter Memorial Day service, the Veterans Day Ceremony, and other special events assigned by the President and approved by the BOD.
 - vi. Serves as the Chapter's liaison to the Moore County Veterans Council.
 - vii. Performs other appropriate duties as the President may assign.
 - viii. Attends Board of Directors meetings and Executive Committee meetings.

d. Secretary:

- i. Shall be elected annually by the membership at the annual meeting. Shall take office at the first regular or special meeting in the calendar year following election. (BL)
- ii. Shall attend meetings of the Board of Directors and shall maintain a record of all proceedings. (BL)
- iii. Conducts chapter correspondence. (BL)
- iv. Shall provide safekeeping for all documents and records of the Chapter, except for financial records maintained by the Treasurer. (BL/SR)
- v. Should be conversant with and use "generally accepted computer skills" (i.e. Email, Word/.pdf Documents, Excel Spreadsheets, Databases, etc).
- vi. Collect member's annual dues and transfer all sums received to the Treasurer.
- vii. Shall maintain or oversee the maintenance of chapter membership records (i.e. database of Chapter regular and surviving spouse membership including email, postal addresses, and telephone numbers) and ensure that a list of chapter members is sent to the Department of Council and Chapter Affairs at least once a year.
 1. Electronic or paper records must be kept for seven (7) years, with the exception of original records relating to charter and 501 c 19 status which must be kept indefinitely.
- viii. Provide a quarterly listing of new members to all members of the Membership Committee, Surviving Spouse Liaison, and MOAA Women Liaison
- ix. Incorporates all information for the annual membership roster into printer format and submit booklet to printer with a goal of distributing the annual membership roster booklets to members NLT March of the calendar year.
- x. Notifies the President, Membership Chair, MOAA Women Liaison and Surviving Spouse Liaison when there are new members or losses
- xi. Notifies the President, Membership Chair, Chaplain, Surviving spouse Liaison and Personal Affairs Chair of the death of a member.
- xii. Provides monthly input for Chapter Newsletter. Input should include, but not limited to, new members, death of member(s), changes of addresses and resignations (Secretary's Report)
- xiii. Upon receipt of the electronic version of the monthly newsletter from the Newsletter Editor, distribute electronic version of the newsletter to membership, webpage manager, MOAA National and MOAA NC Chapters.
- xiv. Serves as Chapter email POC to MOAA National and maintains and updates email contact list of members.
- xv. Collect any mailed member's reservation forms and funds for chapter luncheon and dinner meetings; transfer all sums received to the Treasurer; and provide the list of attendees to the 1st Vice President and Program Coordinator by the RSVP deadline.
 1. After the deadline to RSVP, the 1st VP will keep the attendee list updated.
- xvi. Collect mail from the Chapter's post office box and distribute as appropriate.

- xvii. Perform other appropriate duties as the President may assign.
- xviii. Attends Board of Directors meeting and Executive Committee meetings.

- e. Secretary-elect (if position filled, prefer 1 yr as secretary-elect, 1 yr as Secretary)
 - i. The Secretary-elect shall perform the duties of the Secretary in the absence of the Secretary and shall serve the second year of the two-year term in the office of the Secretary.
 - ii. Preferably also serves as newsletter editor.

- f. Treasurer:
 - i. Shall be elected annually by the membership at the annual meeting. Shall take office at the first regular or special meeting in the calendar year following election. (BL)
 - ii. Shall collect and discharge funds as directed by the Association. (BL)
 - iii. Shall keep financial records belonging to the Association, which shall be open to inspection. (BL)
 - iv. Shall present itemized financial reports. (BL)
 - v. Shall maintain Association bank accounts and sign all checks and drafts. (BL)
 - vi. Record receipts/bank check issues in appropriate ledgers and include the amount and purpose of each transaction.
 - vii. All checks must have the signature of the Treasurer or other officer(s) who are listed on the bank or other financial institution signature card. (BL)
 - viii. Must be conversant with and use "generally accepted accounting principles".
 - ix. Makes disbursements authorized by the Chapter or Board of Directors.
 - x. Deposits all sums received in a financial institution approved by the Board of Directors. (BL)
 - xi. Makes a financial report at the annual meeting or when called upon by the President. (BL)
 - xii. Recommends to the Board of Directors, whenever appropriate, new or revised financial policies/investment strategies for all of the Chapter's accounts.
 - xiii. Recommends to the Board of Directors, for approval prior to the annual meeting, a budget for the next calendar year.
 - xiv. At the January joint meeting of the incoming and outgoing BOD, present a year-end summary and the proposed annual budget for the BOD.
 - xv. Recommends to the Board of Directors, whenever appropriate, changes to the approved budget.
 - xvi. Present a monthly report to the BOD regarding the Chapter's fiscal status.
 - xvii. Maintain specific funds:
 - 1. Operating Account
 - 2. JROTC Scholarship Fund: Record and deposit funds donated by members and others. The Treasurer will disburse funds to designated institutions of higher learning upon receipt of certification from such institutions that the approved

- scholarship recipient is enrolled and in good standing.
Certification may be in the form of invoices for tuition, books, or other bona fide educational expenses
3. Other specific purpose funds as designated by the Board of Directors.
- xviii. Prepares and submits to the Internal Revenue Service (IRS) annually the required US Report of Nonprofit Organizations (IRS Form 990 or 990EZ) for the Sandhills Chapter account (501c(19))
- xix. Obtain the number of Chapter members (excluding surviving spouse and honorary members) as of December 31st from the Secretary and send a check to NCCOC in the amount of \$1.50 per member.
- xx. Attends the Board of Directors meetings and all Executive Committee Meetings.
- xxi. Shall coordinate an audit of the funds, books, and vouchers maintained by the treasurer every four years or whenever a new treasurer is elected.
- xxii. Oversees and manages PayPal option for payment of dues, new member fees and luncheon & dinner fees and other events as determined by the President.
1. sets up links to pay pal per event or purpose
 2. notifies Secretary, 1 VP and Program Assistant of payments received via PayPal as needed
- xxiii. Perform other appropriate duties as the President may assign.
- g. Treasurer-elect: (if position filled, 1yr as treasurer-elect and 1yr as treasurer)
- i. The Treasurer-elect shall perform the duties of the Treasurer in the absence of the Treasurer and shall serve the second year of the two-year term in the office of the Treasurer.
- h. Immediate Past President (1-year term):
- i. Serves as an advisor to the current President to ensure continuity of Chapter operations and activities.
 - ii. Recruits, organizes and chairs the annual Nominating Committee, as approved by the BOD.
 - iii. Shall chair the first regular or special meeting of the calendar year.
 - iv. Completes the annual report for the year they were president.
 - v. Perform other appropriate duties as the President may request.
 - vi. Shall attend the Board of Directors meetings as required.

DIRECTORS

Directors (2-year term):

- a. Three of the six elected Directors shall be elected each year by the membership at the annual meeting. Newly elected Directors shall take office at the first regular or special meeting of the calendar year following election. (BL)
- b. Expected to Chair or participate in committee and Chapter activities to enhance their ability to assume Chapter officer positions in the future.
- c. Shall attend the Board of Directors meeting.

EX OFFICIO MEMBERS

a. Chaplain :

- i. May attend the Board of Directors meetings but should not, unless otherwise qualified, vote.
- ii. Appointed by the President with consent of the BOD.
- iii. Shall deliver the invocation at chapter meetings and on other appropriate occasions.
- iv. Supports the Personal Affairs Coordinator.
- v. Shall be a member of the Personal Affairs Committee.

b. Surviving Spouse Liaison :

- i. Appointed by the President with consent of the BOD.
- ii. Provides updates on the surviving spouse activities and represents the interests of the surviving spouse members of the Chapter.
- iii. Assists the Personal Affairs Coordinator as requested and serves of the Personal Affairs and Membership Committees to address surviving spouse member issues and to ensure each surviving spouse eligible member is encouraged to remain as an active Chapter member.
- v. Shall be the primary point of contact on legislative and benefits-information issues concerning surviving spouses.
- vi. Works directly with the national association's Surviving spouse Member Advisory Committee (AMAC). AMAC assists chapter surviving spouse liaisons by providing regular email correspondence and, upon request, publications and fact sheets relevant to surviving spouses from MOAA's Benefits Information and Financial Education Departments.
- vii. Maintains good communications between the two organizations and keep objectives and activities properly coordinated.
- viii. Shall attend the Board of Directors meeting but should not, unless otherwise qualified, vote, except in matters pertaining to surviving spouse membership.

c. MOAA Women Liaison:

- i. Shall attend the Board of Directors meeting but should not, unless otherwise qualified, vote.
- ii. Nominated by MOAA Women and appointed to the BOD by the President with consent of the BOD.
- iii. Provides updates on MOAA Women and represents the interests of the MOAA Women.
- iv. Maintains good communications between the two organizations and keep objectives and activities properly coordinated

d. Newsletter Editor:

- i. Appointed by the President with the consent of the BOD, and unless otherwise qualified, is a non-voting member of the BOD.
- ii. Shall be a member of the Publicity Committee.
- iii. In conjunction with the President, establishes a monthly deadline for submission of articles to the *Newsletter*.
- iv. Compiles input and formats for publication at least 10 monthly editions of the

Newsletter per year and forwards the draft to the President for review. The hard copy version that is mailed to members will be limited to 8 pages to limit costs. The email version is unlimited. The *Newsletter* should contain at a minimum:

1. President's comments, Secretary's report, Legislative comment, and time, date and location of next meeting.
 2. Information on how people can join
 3. Articles that promote the chapter and are appealing to every segment of the chapter's membership
- v. Once approved by the President, a draft copy of the newsletter is emailed to all contributors for review.
- vi. Emails the final version to the Secretary and to the designated printing company for publication and distribution with the following instructions for printing:
1. Number of hard copies to be printed
 2. Black and white only, no color
 3. Print in booklet format-2 sided
 4. Staples in spines
 5. Fold and seal with tabs for mailing
 6. Mailing labels to mail newsletters to members without email
- vii. A copy of the *Newsletter* is emailed to the North Carolina Council of Chapters (NCCoC) Newsletter Editor by the chapter Secretary.
- viii. The *Newsletter* will contain no commercial advertising and will remain free of political discourse.
- ix. Attends the Board of Directors meeting when specific issues regarding the *Newsletter* will be discussed.

e. Cannon Park Memorial Stone Coordinator:

- i. Appointed by the President with the consent of the BOD, and unless otherwise qualified, is a non-voting member of the BOD.
- ii. Is a member of the Memorial and Ceremonies Committee.
- iii. Responsible for procuring requested memorial plaques and placing them in the designated location in Cannon Park.
- iv. Attends the Board of Directors meeting when specific issues regarding Memorial Plaques will be discussed.

f. Website Manager:

- i. Appointed by the President with the consent of the BOD, and unless otherwise qualified, is a non-voting member of the BOD. Coordinates website maintenance with the web administrator.
- ii. Coordinates with the Publicity Chair, using imagination and input from the BOD and Chapter members, to build and maintain a robust, informative chapter website, making recommendations to the BOD for changes or additions as necessary.
- iii. Solicits input from BOD and Chapter members regarding upcoming events, photos, and information concerning recent events, recruitment program and goals, recognition of member achievements, and any and all other important information of interest or concern to the membership.
- iv. Ensures information on the website is accurate and up to date.

- v. Serves as a member of the Publicity Committee.
- vi. Attends the Board of Directors meeting when specific issues regarding the website will be discussed.

g. Personal Affairs Officer:

- i. Appointed by President with consent of the BOD, and unless otherwise qualified, is a non-voting member of the board.
- ii. Serves as the primary point of contact for issues associated with military rights and entitlements, with special emphasis on survivor benefits information.
- iii. Deals directly with MOAA's Benefits Information and Financial Education Department for advice.
- iv. Is the Chair of the Personal Affairs Committee.
- v. May attend the BOD meetings.

h. 50/50 Raffle Coordinator:

- i. Appointed by the President with the consent of the BOD, and unless otherwise qualified, is a non-voting member of the BOD.
- ii. Attends the Board of Directors meeting when specific issues regarding the 50/50 Raffle will be discussed.
- iii. Conducts a raffle at each MOAA luncheon and dinner, the proceeds of which go to charities designated by the BOD and to luncheon/dinner attendees. 50% goes to charity and 50% is shared, normally, by two attendees.
- iv. Sells raffle tickets at the check-in table in the hour before the luncheon or dinner.
- v. Coordinates with the President to have the guest speaker and/or honored guest draw two raffle tickets at the end of the meeting.
- vi. Provides the charity share of the raffle to the Treasurer, and see to the delivery of prize money to the two lucky attendees.

III. Standing Committees

The Chapter has four Standing Committees: Membership, Program, Legislative, and Personal Affairs.

The Standing Committees shall have a Chair, nominated by the President, with the consent of the BOD and shall have at least one BOD member on the committee to provide oversight and such other members as required by the BOD

The Chairs of the Membership and Programs committees shall attend the Board of Directors meetings but should not, unless otherwise qualified, vote. The Chairs of the Legislative and Personal Affairs committees may attend the Board of Directors meetings but should not, unless otherwise qualified, vote.

a. Membership Committee

- i. Shall be responsible for retaining existing members and recruit new members for both the Chapter and MOAA National.
- ii. Establishes goals, to plan and carry out membership solicitation drives and to follow up on all leads concerning potential members.
- iii. Prepares for submission all responses to National MOAA headquarters reporting requirements on membership and recruiting.

b. Programs Committee

- i. Because of its importance to the Chapter, the 1st Vice President will chair the Program Committee.
- ii. Shall be responsible to plan and carry out a program of activities in consonance with the purpose of the Chapter and the desires of the membership.
- iii. Shall develop a schedule of activities for a full year.
- v. Provides the Newsletter Editor, Publicity Chair, and Website Manager the date, time, location and cost of the activities for dissemination to the membership.
- v. Responsible for maintaining and posting of the United States and MOAA colors at all chapter meetings.
- vi. Program Assistant: (if available, otherwise 1st VP performs the duties listed below)
 1. Receives from the Secretary the list of attendees who have registered on or before the deadline date.
 2. Handles any requests (changes, additions, deletions, etc.) pertaining to the luncheon/dinner that arise after the deadline date with the help/input of the Program Chair.
 3. Update the list of members attending to include those who have registered after the deadline.
 4. Coordinate with the Treasurer the receipt of the cash box.
 5. "Man" the registration desk at the luncheon/dinner (check-in attendees, collect outstanding checks/funds and provide written receipt for collected checks/funds) or designate individual to check in attendees.
 6. Provide name tags/markers for attendees if needed.
 7. Provide the Treasurer with the final count of attendees.
 8. Maintains the MOAA table banner.

c. Legislative Committee

- i. The Committee's **non-partisan** responsibilities are:
 1. Monitor local, state and national legislative developments that might affect service retirees, active duty personnel, the dependents thereof, or national security.
 2. Keep the Board of Directors and chapter members informed about legislative developments of particular interest.
 3. Provide the chapter's newsletter editor with a monthly article on legislative developments.
 4. Recommend to the Board of Directors, whenever appropriate, new or revised policies or objectives in the field of legislative affairs.

5. Recommend to the Board of Directors, whenever appropriate, courses of action to achieve legislative objectives.
6. Execute tasks related to lobbying that the Board of Directors might specifically direct or authorize.
7. Maintain liaison with other local organizations concerned with military or veterans' affairs or retiree problems, with a view to obtaining their support for the achievement of the chapter's legislative objectives.
8. Maintain liaison with the Legislative Committee of the state council of chapters and MOAA's Government Relations Department, relative to state and national political offices on matters vitally affecting service retirees or national security.
 1. Should participate in NCCOC Storming of the Hill in Raleigh
 - a

d. Personal Affairs Committee

- i. Keeps abreast of members deaths and notify President and Surviving Spouse Liaison. Should, when called upon:
 1. provide information to members and survivors on their entitlements.
 2. help members and survivors with contact names and numbers for inquiries, applications, and claims to governmental agencies, (i.e. Department of Veterans Affairs, military personnel offices and finance centers, and Social Security offices).
- iii. In case of serious illness or death, express sympathy to the next-of-kin and offer assistance as needed.
- iv. Arrange for chapter leadership representation at memorial or funeral services of members as requested by family or as appropriate
- v. Have access to instructions from each of the services on reporting deaths. exchanges, hospitals, dispensaries, and officer's clubs.
- vii. A library of essential personal affairs publications should be established
(currently available to all members on the web page)

IV. Additional Committees:

a. Publicity Committee

- i. Appointed by the President with the consent of the BOD.
- ii. Ensures the Chapter's programs and achievements are made known for recognition and recruitment purposes via various media, including the chapter *Newsletter*, the *Pilot*, and the Chapter website.
- iii. Consists of the Publicity Coordinator as chair; Newsletter Editor; Website Manager; at least one BOD member, and such other members as the BOD may direct.
- iv. Provides pre-chapter meeting notices to the local news media.
- v. Prepares post-chapter meeting summaries, with photos (if appropriate) to local news media.
- vi. Provides articles to the local news media on the chapter's activities that reflect credit on the chapter and its members.
- vii. Provides informational articles on new members to the local news media.

Commented [Z1]: There is a real need for a Chapter photographer to take pictures of various events for publication in newspapers, the web page & the chapter's newsletter

- viii. Provides informational articles to MOAA National and to the NC Council of Chapters.
- ix. Ensures appropriate, up-to-date information and photos are posted on the Chapter's website.

b. JROTC Scholarship Committee

- i. Appointed by the President with the consent of the BOD.
Responsible for all aspects of the Junior Reserve Officer Training Corps recognition and scholarship program except for the annual JROTC Golf Tournament fund raiser.
- ii. Supports formal junior ROTC detachments within the Chapter area of responsibility (Anson, Lee, Montgomery, Moore, and Richmond counties).
- iii. Schools currently included with a JROTC detachment: Pinecrest HS/USAF; Union Pines HS/USN; Lee County HS/USA; Southern Lee HS/USA; AnsonHS/USA; Richmond Senior HS/USA; East Montgomery HS/USAF; and West Montgomery HS/USAF.
- iv. Recommends awards and scholarship amounts funded from the Chapter's Scholarship Fund to the BOD based on an annual review of high school JROTC detachments and the financial status of the Scholarship Fund.
- v. Coordinates with the 1st Vice President for student and faculty attendance at the annual JROTC awards luncheon held each April.
Coordinates with JROTC instructors to select scholarship recipients and provides a list to the BOD by March.
- vii. Procures ROTC medals and Certificates of Achievement to be presented to JROTC cadets.
- viii. Solicits members to represent Chapter at JROTC awards ceremonies at area high schools.

c. Memorial and Ceremonies Committee

- i. Because of its importance to the Chapter, the 2nd Vice President will Chair the committee.
- ii. Plans and conducts the Memorial Day services at the Village Chapel in Pinehurst
- iii. Plans and conducts the Veterans Day commemoration in
- vii. Provides informational articles to MOAA National and to the NC Council of Chapters.
- viii. Ensures appropriate, up-to-date information and photos are posted on the Chapter's website.

d. Golf Tournament Committee

- i. Plan and perform all activities necessary for the chapter's annual JROTC Scholarship Golf Tournament fund raiser.
- ii. Recommend the date and location of the tournament for BOD approval at the year's first BOD meeting.

V. Special Committees

- A nominating committee is the only special, or ad hoc, committee required. (BL)

- From time to time it might be expedient for the President to appoint a special committee to deal with a particular problem or requirement (i.e. A Bylaws revision committee).
- Once a special or ad hoc committee completes their assigned task, the committee goes out of existence.

a. Nominating Committee

- Develops a proposed slate of elective officers and directors for the next calendar year.
- The Board of Directors should appoint the Nominating Committee at least 60 days before the November the general meeting. Nominating Committee will be headed by the Immediate Past President.
- Submits its proposed slate, in writing, to the secretary at least 30 days before the November general meeting.

VI. Membership Dues

- The annual dues for the calendar year shall become due on 1 January of that year. (BL)
- 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. (BL)
- Dues for the surviving spouse members shall be no greater than one half (1/2) the amount of the regular dues. (BL) Dues for surviving spouses are waived for the year following members death.
- Any member who fails to pay dues within 30 days from the due date shall be notified of delinquency by the Secretary. If payment is not made within the next 15 days, the member shall be dropped from the rolls without further notice and without hearing, and shall forfeit all rights and privileges of membership. (BL) January 1st through September 1st – Full amount of dues payable for new members.
- September 1st through December 31st New members will not be required to pay dues until the following calendar year.
- Chapter dues are \$25.00 annually for regular and \$7.50 annually for Surviving spouse members.

Commented [Z2]: Needs slight revision to reflect 5-year payment option

VII. Sandhills Chapter General Information

- Chapter Name: The Sandhills Chapter of the Military Officers Association of America
- Chapter Code: NC06
- Charter Date: 5 June 1979
- Chapter Address: P. O. Box 4205, Pinehurst, NC 28374
- Chapter E-mail Address: sandhills.moaa@gmail.com
- Size of Membership: Category II (200-499 members)
- Chapter Incorporation: N/A
- Chapter Tax Exemption/Employer Identification Number: 56-2165181
- IRS Forms 990 or 990 EZ (Treasurer) 501 c 19
- Chapter Bulk Mailing Permits: PS Form 3624

THIS IS TO CERTIFY THAT THE SANDHILLS CHAPTER STANDING RULES WERE
AMENDED AND APPROVED BY THE BOARD OF DIRECTORS ON 10 FEBRUARY 2016

Polly Flippo
CDR USN Ret
President, Sandhills MOAA

William Clemons
Capt USAF Former
Assistant Secretary