

The Officer Candidate Schools Alumni Association
Standard Operating Procedure
Chapter Organization and Operation
October 15, 2018

A. GENERAL

A Chapter is by definition an unincorporated auxiliary unit affiliated with, and organized in accordance with, the Standard Operating Procedures of The Officer Candidate Schools Alumni Association, herein after referred to as "Association," a veterans' organization exempt under IRC 501(c) (19) A Chapter is a sub-element of the Association.

1. **Purpose.** Chapters are established and chartered to coordinate and promote activities and camaraderie at the local level. They are an informal social grouping of OCS graduates, their families and friends who live, work or are stationed in a particular locality. As a matter of geographic convenience, they group themselves to promote fellowship and goodwill among the OCS graduate community and organize themselves to promote the purposes of the Association.
2. **Compliance.** Chapters can engage only in activities that conform to these Standard Operating Procedures.
3. **Location.** There is no limit to the number of Chapters. However, there may not be more than one Chapter in a town, city, county or designated multiple counties.
4. **Membership.** A Chapter may be established by ten (10) or more Association Members in good standing.
5. **Chapter Name.** Chapters are named in accordance with their geographic location.
6. **Chapter Leadership.** Chapters shall have a Chapter Commander and a Chapter Executive Officer selected by the membership of the Chapter. The Chapter Commander reports to the President of the Association, coordinates with Association Officers as directed; and conforms to the administrative requirements outlined herein.
7. **Charter.** Chapters are chartered by the Association. After the Board of Directors approves establishment of a Chapter, a provisional charter is provided by the Board. During the provisional period, the Chapter Committee of the Association Board of Directors closely monitors the Chapter's progress. There shall be a one-year, minimum, provisional period between establishment and a permanent charter. If, at the end of the provisional period, the Chapter has demonstrated its ability to function on its own, the Board of Directors will, upon recommendation of the Chapter Committee, grant it a permanent charter.

B. HOW TO ESTABLISH A CHAPTER

Obtain a copy of the Association Bylaws which are available from the Association web site or the Secretary. The members responsible for establishing the Chapter should become thoroughly familiar with the Bylaws and this SOP.

1. **STEP 1** –Determine the geographical location (city, town, or county) where the Chapter will reside.
2. **STEP 2** – Determine the proposed Chapter Membership
 - a. Determine the number of current Association Members within the proposed location. The Vice President, Personnel, can assist by providing a report of Members by city and or zip code.
 - b. Contact potential Chapter members by telephone or email to determine their interest in being included in the Chapter membership. Members not within the initial geographic location cannot be included in the Chapter membership count unless they agree to be included.
4. **STEP 3** – Elect the Chapter Commander and Executive Officer.

Initially, the Commander and Executive Officer shall be elected by a vote of the founding members. Thereafter, all of the Chapter members shall vote to select or replace one or both individuals.

6. **STEP 4**– Prepare Written Request (see Attachment #1)

The request letter shall be submitted by the proposed Chapter Commander to the Board of Directors, through the Secretary. The request letter will be signed by the proposed Chapter Commander.

a. The request letter will include:

(1). the proposed name of the Chapter and the locality it will cover. The Chapter should always be officially referred to in conjunction with the Association. For example, OCS Alumni Association Chapter _____ Area.

(2). include the names of the ten (or more) founding OCS Alumni members.

7. **STEP 6** – Submit Written Request

a. The proposed Chapter Commander will forward the request to establish a chapter to the Secretary.

b. The Secretary will review the request for accuracy and compliance with this SOP. If errors exist, or if information is incomplete, the Secretary will contact the requesting Chapter Commander to resolve any issues.

c. When the request meets all established requirements, the Secretary will provide a copy of the request to the Board.

8. **STEP 7** – Board of Directors Approve or Disapprove the request

C. OPERATION OF THE CHAPTER

Chapters are required to inform the Board of Directors when there is a change in leadership, membership falls to less than 10 active members and provide a year-end report.

1. Leadership.

a. The Chapter Committee of the Board of Directors is responsible for oversight of all Chapters.

b. Chapter Commander. The Chapter Commander will preside at all formal meetings of the chapter and have general supervision over the business and affairs of the Chapter. The Chapter Commander shall also perform such other duties as directed by the Board of Directors

c. Chapter Executive Officer. The Chapter Executive Officer shall assume and discharge the duties of the office of the Chapter Commander in the absence or disability of the Chapter Commander, or when called upon by the Chapter Commander. Membership shall be the primary responsibility of the Chapter Executive Officer.

2. Meetings.

a. Meetings. The Chapter shall be governed by the Association Bylaws and conducted pursuant to Robert's Rules of Order, Revised, as applicable.

b. Meeting frequency. The Chapter is expected to meet on a regular basis. The Chapter must hold at least two meetings each calendar year.

3. Membership:

a. Chapters that allow their membership to fall below ten (10) Members in good standing are considered no longer viable and may have their charter withdrawn.

b. In addition to recruiting new Association members, all lapsed members in the Chapter should be urged to renew their membership.

c. A member desiring transfer of membership to another Chapter must first secure approval in writing from the Chapter Commander to which transfer is desired.

d. If a member moves away from the locality of the Chapter, the member can no longer be counted as a member in the Chapter.

4. Rebate of Membership Dues.

a. All membership dues are paid by each member directly to the Association.

b. Chapters can earn, on the each anniversary of their Charter approval, a rebate of 10% of all membership dues paid.

- c. The Chapter roster of members on the anniversary date must be sent to the Association Treasurer. Renewing Regular and New Life member names must include their respective dates of renewal or new life membership.
- d. No dues rebates shall be transferred from one Chapter to another without prior approval of the Board of Directors.
- e. All rebates are paid for renewals to the Chapter to which the member is assigned at the time of the renewal.
- f. A Rebate sub-account will be established by the Association Treasurer for each Chapter. The Chapter Commander will submit an operating expense voucher and appropriate receipts to request reimbursement from the Chapter Sub-Account.
- g. The Association Treasurer will not reimburse the Chapter in excess of the balance in the Chapter Sub-Account.

5. Finance.

- a. Each Chapter shall be authorized an annual allocation of \$300.00 to be provided from the Association General Fund. The first allocation will be made on the date the Chapter receives its provisional Charter. The Association Treasurer will maintain an account for each Chapter in good standing, and will make reimbursements based on receipts received which are considered appropriate.
- b. Chapters will not maintain any checking or savings accounts in their own right.
- c. Funds donated to any Chapter will be forwarded to the Association for credit to the account of that Chapter. Likewise, any miscellaneous funds received by any Chapter shall also be forwarded to the Association for credit to the account of that Chapter.

6. Reports.

Annual Chapter Report: A report must be made as of 31 December each year. The Report must be received not later than 31 January of the New Year. Not submitting a Report may become the basis to withdraw the Chapter Charter. The report will provide information on the following:

- a. Meetings: Conducted meeting dates and attach minutes from the meetings
- b. Membership: The current membership numbers, recruiting efforts and the number of newly recruited members along with members not retained. The Chapter shall also report member changes (additions or deletions) to the Vice President, Personnel, at the end of each quarter of the calendar year.
- c. Events and activities: A summary of the events and activities that were conducted. As soon as a meeting, event or activity is planned and/or scheduled by the Chapter, the Chapter Commander or Executive Officer will submit details including the purpose, date, time and location to the Association for placement on the Association website.

7. Chapter Support/Coordinating Responsibilities.

When a charter is approved the ultimate goal of the Association is to ensure the Chapter is successful. To that end, Association officers will assist the Chapter Commander and Executive Officer on a regular basis.

D. DISSOLUTION OF THE CHAPTER

Dissolution of the Chapter for any cause requires the return to the Association of the Chapter Charter and all official Chapter documents for record preservation. Any excess funds in the Chapter account will be returned to the General Fund of the Association.

Date:
Subject: Request to Establish a Chapter
From: Proposed Chapter Commander
To: OCS Alumni Association, Inc.
Attn: Secretary
P.O. Box 430
Fort Benning, GA 31995-2126

Request the establishment of a Chapter in _____

The proposed Chapter will cover the following geographic area:

The proposed Chapter will be named: _____

The founding members of the proposed Chapter are:

Member Name	Class	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

The postal mailing address of the Chapter is:
OCS Alumni Association Chapter _____
c/o _____
Street or Post Office Box
City, State, Zip

Proposed Chapter Commander

Proposed Chapter Executive Officer

Email: _____

Email: _____

Phone: _____

Phone: _____



CHAPTER CHARTER

BE IT KNOWN THAT: The required number of persons duly qualified for membership, desiring to establish a Chapter in their locality, having properly applied therefore and such application having been approved in due form by competent authority.

THAT THEREFORE, pursuant to the powers confirmed by the Bylaws of the OCS Alumni Association, Inc. this Charter is granted and those applying, together with such others as may unite with them, are thereby authorized to maintain a Chapter of the OCS Alumni Association, Inc.

OCS Alumni Association Inc. Chapter _____

LOCATED IN xxxxxxxx, xxxxxxxx

This instrument, unless revoked or suspended, shall be considered evidence of the lawful existence thereof.

CHAPTER FOUNDING MEMBERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

IN WITNESS THEREOF: This Charter is granted under the hand and seal of the President, and duly subscribed by the Secretary, this __ day of _____ 20__.

Association President: _____

Association Secretary: _____