



**The Officer Candidate Schools Alumni Association
Standard Operating Procedure
Chapter Organization and Operation
July 25, 2025**

A. GENERAL

A Chapter is, by definition, an unincorporated auxiliary unit affiliated with, and organized in accordance with, the Alumni Association By-Laws. The Alumni Association, herein after referred to as "Association," a veterans' organization is 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. These groups organize themselves geographically to foster fellowship and goodwill among the OCS graduate community and advance the Association's objectives. Each chapter is encouraged to actively participate within TUSAOCSAA by promoting donations, encouraging reunion participation (both attendance and hosting), organizing events, and sponsoring local activities to enhance awareness of the Association.
2. **Membership Requirements.** As per the bylaws, each chapter must maintain a minimum of 12 members in good standing. Chapters failing to meet this requirement will face dissolution. Virtual chapters are welcome.
3. **Chapter Name.** Chapters are named in accordance with their geographic location.
4. **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.
5. **Charter (See Attachment 2).** Chapters are chartered by the Association. After the Board of Directors approves the establishment of a Chapter, a charter is provided by the Board.
6. **Fee Structure.** The Board allocates \$300.00 annually to each Chapter from the Associations' General Fund.

B. HOW TO ESTABLISH A CHAPTER

1. **STEP 1** –Determine the geographical location (city, town, or county) where the Chapter will reside.
2. **STEP 2** – Determine the proposed Chapter Membership

- i. Determine the number of current Association Members within the proposed location. The Vice President of Administration can assist by providing a report of Members by city and or zip code.
 - ii. Contact potential Chapter members to determine their interest in being included in the Chapter membership. Members are not restricted by geographic limits in joining a particular charter.
3. **STEP 3** – Elect the Chapter Commander and Executive Officer.
4. **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 include:
 - i. 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.
 - ii. Include the names of the ten (or more) founding OCS Alumni members.
5. **STEP 5** – Submit Written Request to the Board Secretary
If the request meets all the established requirements, the Secretary will provide a copy of the request to the Board.
6. **STEP 6** – 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, or membership falls to less than 12 active members and provide a year-end report.

1. Leadership.

- i. 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.
- ii. 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.

2. Meetings.

- i. **Meetings.** The Chapter shall be governed by the Association Bylaws.
- ii. **Meeting frequency.** The Chapter is expected to meet on a regular basis. The Chapter must hold at a minimum of two meetings each calendar year.
- iii. **Professional Conduct:** Chapters must consistently uphold the association's values and maintain professionalism in all activities and interactions. **Failure to adhere to these standards—including conduct that fosters toxicity, creates divisions, or is counterproductive to organizational goals—will result in dissolution.**

3. Membership:

Chapters failing to maintain a minimum of twelve (12) Members in good standing are considered non-viable, potentially leading to charter withdrawal.

4. Finance.

- i. Each Chapter shall be allocated up to \$300.00 for reimbursable expenses. The Association Treasurer will maintain an account for all Chapters in good standing and process reimbursements based on receipts.
- ii. Chapters will not maintain any checking or savings accounts.
- iii. The Association's Treasurer will not reimburse Chapters beyond their account balance, **Additional funding requests, exceeding the \$300 annual allocation, need prior Board approval for appropriation.**
- iv. **Non-Reimbursable Expenses: Chapters will not receive reimbursement for expenses related to local meeting affiliations, as all support is provided on a voluntary basis.** The Association will not reimburse the Chapter for any Chapter expenses.

5. Reports

- i. All official reports will be submitted through the Association's Secretary for recording in the Chapter's OneDrive account.
- ii. Quarterly Chapter Reports: The Chapter's leadership will attend the Association's quarterly Board meeting to provide a concise synopsis of membership numbers/changes, planned and conducted activities, and present any other relevant business to the Board.
- iii. Annual Chapter Report: The annual report dates are from 1 Jul xxxx through 30 Jun xxxx, the Association's fiscal year. The Report must be received not later than 31 July of the new fiscal year. The report will provide information on the following:
 - (1) Membership: The current membership numbers, membership changes (additions or deletions), recruiting efforts and the number of newly recruited members along with members transferred and those not retained; reasons should be given for those members not retained.
 - (2) Events and activities: A summary of the events and activities that were conducted. Upcoming events and activities for the following year should be included as well.

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.

On July 25, 2025, the Board of Directors adopted a resolution approving this set of Standard Operating Procedure.

Carmelia Scott-Skillern

Carmelia Scott-Skillern, President

Dated 25 July, 2025

Frank Lazzara

Frank Lazzara, Secretary

Dated 25 July 2025

ATTACHMENT 1 – Request to Establish a Chapter



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.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

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

Email: _____

Phone: _____

Proposed Chapter Executive Officer

Email: _____

Phone: _____

ATTACHMENT B – Chapter Charter



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: _____