

# PSYOP REGIMENTAL ASSOCIATION

P.O. BOX 72642  
FORT BRAGG, NORTH CAROLINA 28307

## Association Bylaws

### Name

The name of the organization shall be the PSYOP Regimental Association.

### Article I: Authority

**Section 1.** The PSYOP Regimental Association is established at Fort Bragg, North Carolina, as a private nonprofit organization incorporated effective 15 November 2012 in the state of North Carolina. The PSYOP Regimental Association operates with the consent of the installation commander or his delegee under the provisions of the DoDI 1000.15 (23 October 1997) and the AR 210-22 (22 October 2001), contingent upon the following requirements and conditions:

a. That programs and activities conducted do not in any way prejudice or discredit the DoD Components, the military services or other agencies of the United States Government.

b. That the nature, function, and objectives of the PSYOP Regimental Association, together with provisions for membership eligibility, management responsibilities, financial management, proper disposition of residual assets and liabilities upon dissolution, will be established in this constitution.

c. That the PSYOP Regimental Association shall not compete with the authorized activities of appropriated or nonappropriated fund instrumentalities as defined in AR 215-1, but may supplement those activities when specifically authorized in the approval document.

d. That the PSYOP Regimental Association will be self-sustaining and receive no support, assistance, or facilities from the Army or from nonappropriated fund instrumentalities defined in AR 215-1, except as provided in DoDI 1000.15, AR 210-22 and DoDD 5500.7-R, Joint Ethic Regulation, August 30, 1993.

e. That the PSYOP Regimental Association may receive logistical support from DoD components with appropriated Federal Government resources in accordance with regulations. Nonappropriated fund instrumentality funds or assets shall not directly or indirectly be transferred to this organization.

f. That neither an appropriated fund activity nor a nonappropriated fund instrumentality will assert any claim to the assets of the PSYOP Regimental Association, or incur or assume any obligation of any private organization, except as may arise out of contractual relationships.

g. Adequate insurance, as defined by the service concerned shall be secured by the PSYOP Regimental Association to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the PSYOP Regimental Association or one or more of its members acting on its behalf.

h. That the PSYOP Regimental Association shall be responsible for ensuring applicable fire and safety regulations, environmental laws, local, state, and Federal tax codes, and any other applicable statutes and regulations are complied with in the operation of the PSYOP Regimental Association.

i. That the PSYOP Regimental Association is not established to provide morale, welfare, and recreational services essential to the operation of the organization.

j. That the PSYOP Regimental Association, if conducting special events on Fort Bragg agrees to indemnify and hold harmless the United States of America, the Department of the Army, and the XVIII Airborne Corps, and their agents, events, and employees, from any liability for any and all claims, demands, rights, liens, and causes of action whatsoever kind and nature arising out of the PSYOP Regimental Association operations or activities on Fort Bragg.

k. That neither this installation nor the Government will have any liability for the organization's actions or debts.

l. That the Installation Commander or delegee has authority to enforce compliance by the PSYOP Regimental Association with the conditions enumerated herein, to inquire into the activities, and to withdraw his consent for the existence of this organization on the installation at any time.

m. The PSYOP Regimental Association understands Fidelity bonding will be purchased for members or employees handling monthly cash flow exceeding \$500. Bonding will be equal to the normal maximum amount of cash handled.

**Section 2.** The PSYOP Regimental Association will comply with all requirements set forth in AR 210-22, Private Organizations on Department of the Army Installations and DoDI 1000.15, Private Organizations on DoD Installations.

**Section 3.** Per AR 210-22, paragraph 2-1a(2)(d), the PSYOP Regimental Association is required to state the liability of the organization and its individual members for debts of or claims against the organization's liabilities in the event of bankruptcy, insolvency or dissolution. Debts and liabilities of the PSYOP Regimental Association are intended to be solely those of the organization, and not the organization's members. The PSYOP Regimental Association agrees to abide by any State or jurisdictional minimum capitalization requirements and certifies that all State and jurisdictional laws are met.

## **Article II: Purpose**

**Section 1:** The Association is a Veteran Service Organization. Accordingly, the purpose for which the association is formed are:

- (1) Foster tradition, history and camaraderie among all Officers and Non-commissioned Officers; Active Duty and Reserve; Civilian and Retired; Printers, Broadcasters, and Graphic Designers that have contributed to the success of the Psychological Operations Regiment.
- (2) Educate the PSYOP force and circulate professional ideas through publishing a regular Association publication available to all members and by hosting professional lectures to further educate members of the PSYOP Regiment.
- (3) Recognize excellence within the PSYOP regiment through the Regimental Award, recognizing outstanding Soldier efforts in the POQC/SC, AIT and PSYOP Soldiers and NCOs of the year.
- (4) Commemorate fittingly the memory of Psychological Operations troops who have paid the ultimate price in defense of American ideals.
- (5) To be a source of pride and esprit de corps for all Psychological Operations / Military Information Support Operations units.

Further, we will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

## **Article III: Membership**

**Section 1: Eligibility.** Any person interested in the aims, objectives, and purposes of the Association, as set forth in these Bylaws, is eligible to apply for membership in the Association. Membership is subject to the conditions prescribed in these Bylaws, unless application for such membership shall be disapproved by the Association Executive Council. Corporate memberships in the Association may be approved by the Association Executive Council for business organizations and other entities who demonstrate continued support for the Association or the Psychological Operations Regiment.

**Section 2: Categories.** Individual membership in the Association shall be of three types: Active, Honorary and Lifetime.

a. Active Members are defined as any Non-commissioned Officer, Officer, Active Duty, Reserve, Retired, Civilian, Contractor, or Allied Soldier that has contributed to the success of the Psychological Operations Regiment, and such other persons as may be approved by the Executive Council. Active Members will pay annual dues of \$30 per year (exception: \$20/year for E6 and below).

b. Honorary Membership is a right bestowed by the Executive Council to individuals who hold significant positions within the Armed Forces, government or civilian sector and further the objectives and purposes of the Association. This is done for the purposes of enhancing the status of the Association. Additionally, the title of Honorary President is offered to every MISOC Commander, free of charge while holding the position.

c. Lifetime Members are defined as persons from the Active category who apply for and are granted such Lifetime status after payment of a one time single level of dues (\$200 for E6 and below/\$300 for all others), and the fulfillment of other obligations and requirements as might be established by the Executive Council.

d. Corporate Membership may be granted to corporate entities wishing to contribute funds, sponsor, or otherwise support the PSYOP Regimental Association. Corporate Membership contribution levels will be determined by the Executive Council.

**Section 3: Privileges.** Membership privileges shall be defined by categories of membership.

a. Active and Lifetime Members may participate in Association activities, vote in elections called for by the Executive Council, hold office, purchase merchandise sold by the Association and receive official Association publications.

b. Honorary, and Corporate Members may participate in Association activities and receive official publications, but may not vote or hold office.

**Section 4: Term of Membership.** Membership shall remain in force so long as the member maintains current membership status by payment of dues and meets such other requirements as may be established by the Executive Council. Individuals may make their initial membership payment at any time of year, however the next annual dues are to be collected each October 1<sup>st</sup>. Members who do not pay their dues by October 31<sup>st</sup> will have their membership privileges suspended until their payments are made current. Annual members who wish to convert their membership to a lifetime membership must pay the full lifetime rate, regardless of the number of years they have contributed annual dues.

**Section 5: Nondiscriminatory Organization.** No person shall be excluded from membership, segregated, or otherwise discriminated against within this PSYOP Regimental Association on the grounds of race, color, sex, age, marital status, national origin, political affiliation, religion or handicap. In no way will the activities of the organization deprive individuals of their civil rights.

#### **Article IV: Executive Council**

**Section 1: Officers.** The officers of the PSYOP Regimental Association shall be

President, Vice President for Marketing, Vice President for Operations, Treasurer, Secretary, Assistant Secretary for Officers, Assistant Secretary for NCOs, Assistant Secretary for Reserves, Assistant Secretary for Retirees and Civilians, and a maximum of one Executive at Large (in order to include influential members that may reside outside the Fort Bragg/Southern Pines area).

**Section 2: Executive Council.** The Executive Council shall consist of the Association Officers and shall have the power to act in the Association's name in situations requiring decision and will be at the call of the President. Members of the Executive Council must reside locally in the Fort Bragg/Southern Pines area and be available to attend Association meetings in person with the exception of the Executive at Large. The Executive at Large may reside within or outside the Fort Bragg/Southern Pines area and should maintain communication with the Executive Council and attend Association meetings in person or via VTC whenever possible. The strategy to include an Assistant Secretary from each of AC Officers, AC NCOs, Reserves, and Civilian/Retirees, ensures there will always be a voice from each group represented on the Executive Council.

**Section 3: Status and Powers.** The officers listed in Section 1 above shall be the decision body of the Association, and shall govern in accordance with these Bylaws. Actions by the Board of Officers require a quorum (more than 50% of the Executive Council, one of which must be the Association's President or a Vice President) Decisions may be made by the Executive Council must reach consensus.

**Section 4: Term of Office.** In order for the Association to endure with steadfast continuity, the terms of office for the Executive Council shall be one year unless one of the following occurs: Council member resigns, Council member becomes incapacitated, Council member relocates to an area that would prevent him/her from attending regular Executive Council meetings, or the Council member is voted off the Executive Council by majority vote by the remaining Council members. There are no term limits for any positions within the Association Executive Council.

**Section 5: Elections.** Any Executive Council member or Association member in good standing may nominate a candidate to fill a vacancy on the Executive Council so long as the nominee is in close proximity to Fort Bragg, North Carolina, and can readily attend Executive Council meetings (with the exception an At Large Executive nomination). Executive Council nominees shall be voted on by majority vote of the Executive Council. Elections will be held each year in October.

## **Article V: Officers**

**Section 1: General.** The Executive Council is the senior body of the Association. The Executive Council is empowered to execute the affairs of the PSYOP Regimental Association and shall be administered under the direction of the President. The members charged with the execution of assigned Executive Council responsibilities, are constituted as follows.

**a. The President shall be the Chief Executive Officer of the Association. Responsibilities:**

- (1) Preside at all meetings.
- (2) Provide strategic guidance for the Association.
- (3) Fulfill the supervisory functions and perform administrative duties approved by the Executive Council to achieve the objectives and purposes enumerated herein.

**b. The Executive At Large is the Deputy Chief Executive Officer of the Association. Responsibilities:**

- (1) Perform such duties as delegated by the President and the Executive Council.
- (2) In the absence, disability, or death of the President, the Executive at Large shall perform the duties and fulfill the responsibilities of the President until such time as a successor is elected or the original incumbent returns to office.
- (3) Provide oversight and counsel to each of the Vice Presidents, the Secretary, and the Treasurer in the discharge of their responsibilities.

**c. Vice President for Marketing. Responsibilities:**

- (1) Coordinate to the marketing and PR arm of the Association.
- (2) Coordinates the branding, messaging and strategic communication of the Association
- (3) Creates press releases for relevant publications (Special Warfare Magazine, Veritas, Peacemaker, etc).
- (4) Seeks publicity opportunities (parades, fairs, expos, festival, conventions, etc).
- (5) Manages the Association's web content (official website, Facebook site, Linked In site).
- (6) Responsible for design, layout, production of Association publication, responsible for soliciting content.
- (7) Runs the ordering, sale and storage of merchandise, maintains accurate financial and tax records and submits to financial division.

(8) Maintains sales records to identify trends in popular items for reordering and unpopular items to discontinue.

**d. Vice President for Operations. Responsibilities:**

(1) Implements the Association's programs and activities.

(2) Coordinates the availability of facilities and dates for Association dinners and other gatherings.

(3) Plans the agenda and activities for these functions.

(4) Coordinates and supervises the execution of Association activities and functions.

(5) Prepares and briefs the Executive Council on an annual calendar of planned activities, programs, and events.

(6) Identifies members to supervise and operate programs and activities, both short and long term. Forms and manages volunteer committees to execute each event.

(7) Coordinate fundraising events for the Association and ensure the Association has at least one fundraiser per quarter.

(8) Maintain a record of fundraisers, supplies needed for each fundraiser, and points of contact.

(9) Report financial plan prior to each fundraiser to the Treasurer, if necessary.

(10) Perform other duties as assigned by the President or Executive Council.

**e. The Treasurer shall be the official custodian of the funds of the Association. Responsibilities:**

(1) Shall be responsible for accountability of assets, satisfaction of liabilities, disposition of any residual assets on dissolution, and other matters for reasonably responsible financial management.

(2) Receive, expend, and account for all Association monies, acting on guidance and authority of the President and the Executive Council.

(3) Coordinate the preparation and submission of the Association's annual budget in cooperation with the President and the Vice Presidents.

(4) Submit the Association's financial records, funds, and accounts to audit at least annually, as directed by the President and the Executive Council.

(5) Support coordination, staffing, editing, and finalization of all official correspondence generated by members of the Executive Council.

(6) Assists in the development of the annual operating budget by providing predictive monetary income figures.

(7) All checks will be signed by the treasurer and the President.

(8) Performs other duties as assigned by the President or Executive Council.

(9) The treasurer and any other assistant designated by the treasurer must be bonded.

**f. The Secretary shall be the official records keeper of the Association under the direction of the President. Responsibilities:**

(1) Keep the minutes of the meetings of the Executive Council and all other Association meetings and perform secretary duties in accordance with AR 210-11. The secretary will ensure that minutes/financial statements of scheduled meetings are properly prepared, co-signed by the President and Secretary, and forwarded to the Installation Non-appropriated Fund Office, ATTN: AFZA-PA-Z, not later than ten working days after the meeting is conducted.

(2) Ensure that correspondence and other official records of the Association are properly safeguarded.

(3) Prepares necessary revisions to the Constitution and Bylaws of the Association and submits them to the Executive Council for approval.

(4) Custodian of the Regimental Awards Program/Excellence Recognition Program

(a) Develops and recommends to the Executive Council policies and actions concerning initiation and implementation of the Association's awards program.

(b) Prepares and recommends, within guidance limitations, an overall Association awards program, including types of awards to be presented, criteria for selection, pamphlet, and an awards budget.

(c) Ensures arrangement of appropriate publicity for awards.

(d) Prepares award recommendation packets for voting.

(e) Prepares awards for presentation, shipment, and approval.



(f) Maintains the Association stock of awards on-hand.

(g) Performs other duties as assigned by the President and the Executive Council.

(5) Supervise the PSYOP Regimental Association membership program. Monitors membership trends and recommends policy to the Executive Council.

(6) Maintain the Association's membership database.

(7) Manages the membership renewal program with application production and distribution.

**g. Assistant Secretary – AC Officers. Responsibilities:**

(1) Keeps a current version of the AC Officer Membership database from the Secretary.

(2) Ensures messages from the Marketing Division and scheduled events are disseminated to the AC Officer Member population via email.

(3) Solicits profile updates no less than twice annually.

(4) Is the primary association point of contact for Active Officer Members.

(5) Responsible for recruiting towards this particular segment.

(6) Must be an Active Duty Officer

**h. Assistant Secretary – AC NCOs. Responsibilities:**

(1) Job Description: Keeps a current version of the AC NCO Membership database from the Secretary.

(2) Ensures messages from the Marketing Division and scheduled events are disseminated to the AC NCO Member population via email.

(3) Solicits profile updates no less than twice annually.

(4) Is the primary association point of contact for AC NCO Members.

(5) Responsible for recruiting towards this particular segment.

(6) Must be an Active Duty NCO.

**i. Assistant Secretary – Reserves. Responsibilities:**

- (1) Keeps a current version of the Reserve Membership database from the Secretary.
- (2) Ensures messages from the Marketing Division and scheduled events are disseminated to the Reserve Member population via email.
- (3) Solicits profile updates no less than twice annually.
- (4) Is the primary association point of contact for Reserve Members.
- (5) Responsible for recruiting towards this particular segment.
- (6) Must be a Reserve Officer or NCO.

**j. Assistant Secretary – Civilians & Retirees. Responsibilities:**

- (1) Job Description: Keeps a current version of the Retired & Civilian Membership database from the Secretary.
- (2) Ensures message from the Marketing Division and scheduled events are disseminated to the Retired & Civilian Member population via email
- (3) Solicits profile updates no less than twice annually.
- (4) Is the primary association point of contact for Retired & Civilian Members.
- (5) Responsible for recruiting towards this particular segment.
- (6) Must not be serving in the US military.

**Section 2. Reporting Requirements.** The officers of the PSYOP Regimental Association will ensure the following items are submitted to the Directorate of Morale, Welfare, and Recreation on a routine basis (at least annually):

- a. Minutes or summaries of PO meetings.
- b. Financial statements.
- c. Any major changes in Private Organization activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions.
- d. Names, addresses and phone numbers of officers.
- e. A copy of audit reports.

f. A copy of any correspondence about applicability of Federal, State, or local laws.

**Section 3.** Income will not accrue to individual members, whether individually or collectively, except through wages and salaries as employees or as award recognition for services rendered.

**Section 4.** Reimbursement to the Army for utility expenses, shall be conducted as directed, unless utility use is incidental.

### **Article VI: Special Committees**

The President is authorized to appoint Special Committees, activated for short duration, to perform limited or one time missions of a temporary nature. The Chairman of said Committees will also be appointed by the President; however, he/she will select his/her own Committee members. The Vice President for Operations will appoint Committees and Committee Chairmen of his or her choosing to execute special events hosted by the Association.

### **Article VII: Meetings**

**Section 1: Association General Meetings.** The Association will conduct an annual meeting on or about each January at Fort Bragg. The purpose of the annual meeting will be to introduce new Executive Council officers, present awards, vote on general Association issues, and conduct other Association business. General Meetings will be held quarterly at Fort Bragg in order to update members on Association developments, voice member concerns, nominate issues for consideration. Active Members wishing to vote on issues may attend meetings in person or may submit his or her vote for any issue brought for general membership vote via email. Proceedings of all the meetings will be recorded and reflect members in attendance, current financial statements of the Association, any certified inventories, and reports of committees. The Executive Council and other meetings of the Association shall be governed by Robert's Rules of Order.

**Section 2: Executive Council Meetings.** The Executive Council shall meet at the call of the President and assemble not less than monthly. The agenda for such meetings shall be prescribed by the President. Financial statements pertaining to the Association's operations shall be presented at least annually for approval by the Executive Council, and more if required. Vote of the majority of the Executive Council members present shall govern.

### **Article VIII: Amendments**

These Bylaws shall become effective upon approval by a majority vote of the Founding Members. Amendments can be made by a majority of those attending any Executive Council meeting, provided 15 days advance written notice of the proposed amendment

is given to each Council member.

### **Article IX: Fundraising**

The PSYOP Regimental Association will adhere to AR 210-22 and furnish documents that states the Private Organization's (PO) nature, function, objectives (including planned use of funds) and activities. Fundraising on Army property will be in accordance with DOD 5500.7, and AR 600-29.

### **Article X: Fiscal and Operational Years**

**Section 1: Fiscal Year.** The fiscal year of the Association shall be from 1 January to the following 31 December.

**Section 2: Operational Year.** The operational year of the Association shall be from 1 January to the following 31 December.

**Section 3: Coinciding Periods.** All recognized periods of the Association, including the fiscal and operational years, shall coincide unless changed by the Executive Council.

### **Article XI: Audits**

An audit of the PSYOP Regimental Association financial records, accounts, assets, and holdings shall be conducted annually by a disinterested, qualified auditor at a time determined by the Executive Council or upon change of Treasurer.

### **Article XII: Regulatory Compliance**

The PSYOP Regimental Association, which is headquartered at Fort Bragg, North Carolina, shall operate in full compliance with US Army and other Federal regulations, as well as those initiated by the local installation. This Constitution and Bylaws to carry out its provisions are adopted subject to the approval of an affirmation vote of the Founding Members and with final approval by the Garrison Commander or his/her designee. Amendments to the Constitution and Bylaws become effective upon approval of the Garrison Commander or his/her designee.

### **Article XIII: Dissolution**

**Section 1:** The PSYOP Regimental Association may be dissolved by a majority vote of the general membership or by direction of the Fort Bragg Installation Commander.

**Section 2:** In the event of the withdrawing of consent by the installation commander, the Association may establish itself off the federal reservation. In the event of dissolution by the initiative of the membership and approval of the Installation Commander, residual assets of the Association will be turned over to one or more organizations which

themselves are exempt as organizations described in Sections 501 (c) 3 and 170 (c) 2 of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State or Local government for exclusive public purposes. The organization(s) to which the residual funds will be given after liquidation of all debts and obligations will be determined by a majority vote of the general membership in a duly constituted meeting. If liabilities exceed assets, each member shall be assessed his or her pro-rata share of the remaining debt after assets have been liquidated and applied toward liabilities.

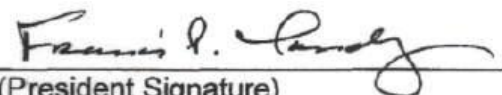
#### **Article XIV: Indemnification**


**Section 1: Indemnification.** To the full extent authorized by law and permitted by the Association's resource, the organization shall indemnify for any financial loss, including the cost of any defense arising out of a claim predicated upon the conduct of their official duties, all officers, Executive Council members and Employees of the Association made a party in a civil or criminal action or proceeding by reason of the aforementioned positions. The Association shall have the option of purchasing insurance to protect, or securing counsel to represent, each of the aforementioned principals to satisfy its obligation hereunder.

**Section 2: Personal Liability.** All members are required to read the constitution and bylaws upon joining the organization. All members understand that they are personally liable if the assets of this organization are insufficient to discharge all liabilities or claims. PO will comply with all State and jurisdictional laws. Neither the installation nor the Government will have any liability for the PO's actions or debts.

#### **Article XV: Insurance**

The PSYOP Regimental Association understands that it will be required to obtain adequate insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the PSYOP Regimental Association or one or more of its members acting in its behalf, of the operation of any equipment/apparatus or device under the control and responsibility of the private organization, in accordance with DoDI 1000.15, Section 6.9 and AR 210-22, Section 3-2. We certify that all State and jurisdictional laws are met regarding the amount of liability coverage.

  
(President Signature)

  
(Secretary Signature)

## **Enclosure 1: Forming a Chapter**

### **Section 1: General**

The goals and aspirations of the PSYOP Regimental Association can best be served by Chapters in the field, which are organized and activated to build a network of motivated and interested members in their local areas. The fraternal bond formed by shared experiences and solved problems can be found only at Chapter level, where the commonalities of environment, mission, locality and structure create a positive atmosphere of mutual understanding and respect. Ultimately, the true strength of the Association will be determined by the active Chapters and their programs, not by the Association's central headquarters. Chapters, then, truly will guide the Association to maturity through increased membership, support for and education of PSYOP Active and Reserve Soldiers, Civilians and Retirees, and PSYOP mission support personnel, and development of activities and programs designed to meet the needs and desires of members to be served locally.

The Association will continue as a visible and energetic focal point for:

- PSYOP Esprit-de-Corps
- Professional development
- Fraternal bonding for all elements of membership
- Sharing information on programs and activities
- Enhancement and expansion of member services

### **Section 2: How to Organize**

- a. Determine the Feasibility of a Chapter: Realistic assessment of a Chapter's potential is the critical first step to ensuring that success can be achieved. Steps in this process include the following actions:
- b. Identify the senior PSYOP leader in area whose leadership, support and resources are necessary for Chapter commencement.
- c. Contact and invite the key Officer, NCO and civilian leaders (usually not more than 20) to a feasibility meeting. At this meeting, determine the geographical area and units the Chapter should serve, as well as the number of potential members assigned or living therein. Estimate the support that can be engendered and the esprit that could result. If all assessments are positive, designate the group in attendance as the Chapter Organizational Committee.
- d. Prepare and dispatch a letter of announcement to the PSYOP Regimental Association concerning the Chapter's proposed activation. Schedule a general organizational meeting to which all potential members can be invited per the guidance provided by the PSYOP Regimental Association Bylaws. This meeting would usually be held in the evening hours, and should be open to all PSYOP Soldiers, civilians and affiliates, with special emphasis on attendance of Junior

Officer, NCO and civilian leaders. The meeting should be publicized by mail, email, social media, posted flyers and through staff conferences.

- e. At the meeting, criteria for membership and activation should be discussed. Potential programs and activities should be emphasized, as well as member services. A proposed slate of Chapter Officers should be nominated and voted on. Overall support for the Chapter should be assessed, and Association membership applications distributed to gain the commitment necessary to attain qualification for activation of the Chapter. If all indicators are positive, the Chapter should consider itself ready to petition the Association for approval of activation and official chartering. Procedures for petitioning the Association are discussed in a subsequent section below.

### **Section 3: Membership Rules and Criteria for Chapter Activation**

Certain basic ground rules and criteria necessary to preserve and perpetuate the Association, as well as to protect the rights and responsibilities of its Chapters, are described as follows:

- a. Chapters can be activated only upon approval of the Association Executive Council, after an appropriate petition has been submitted.
- b. Activation petitions must contain the Chapter's initial slate of proposed officers, and the signature of 15 active members of the Association. Membership applications (with payment) may be submitted with the petition if sufficient signatories are otherwise unavailable.
- c. Chapter members must be Association members.
- d. Chapter officers must be members of the Chapter and the Association, and initially must be elected at a general membership meeting of the Chapter to which all members are invited.
- e. Within six months of activation, Chapters must submit their Chapter Addendums to the Association Bylaws for the Executive Council's approval.

### **Section 4: Duties of the Organization Committee**

This Committee plays a key role in performing specific functions critical in the petitioning and activating processes. These functions include:

- a. Coordination with the Association Executive Council. Advance contact will save time and effort in the preparation of the activation petition and other administrative requirements.
- b. Definition of the Chapter's Limits and Boundaries. Chapters may be defined by location; such as a post, camp or station; by unit, such as a Battalion; or as a combination of both. Whichever definition has the most potential for building esprit and morale should be selected by the Committee and submitted on the petition.

- c. Selection of the Chapter Name. Usually the committee will choose a name which has some link or affiliation with the installation, geographical area or unit served by the Chapter. This recommendation must also be submitted with the petition.
- d. Nomination of the Initial Slate of Officers. This slate should contain, as a minimum, a nominee for President, one or more Vice Presidents, a Secretary, an Adjutant, and a Treasurer. These positions should be defined in the Chapter Addendum as the elective offices; however, the Association Executive Council will approve the first slate as part of the petitioning process. Special care must be taken to ensure that Officers, NCO, civilians and other potential membership groups receive appropriate and representative consideration in the nomination process.
- e. Organization and conduct of the Initial Membership Meeting. As discussed in the Feasibility section, the Committee must use this initial meeting to inform the potential membership about the Chapter's purposes, organization and leadership, as well as to assess the overall support for activation. At a minimum, the following agenda items must be addressed at the meeting:
  - 1. Discussion of the criteria for membership and Chapter activation.
  - 2. Briefing on potential Chapter programs and activities.
  - 3. Discussion of the proposed Chapter name and geographical area served.
  - 4. Nomination and concurrence with the initial slate of Chapter officers.
  - 5. Recruitment to membership.
  - 6. Preparation and signing of the petition.
  - 7. Concurrence in Chapter activation.
- f. Submission of the Petition. After the initial membership meeting is concluded and the support for activation is established, the Committee assumes responsibility for submitting the signed petition to the Association Executive Council. Procedures for preparing and submitting the petition are discussed in the next section below.

## **Section 5: Petitioning the Association for Approval to Activate**

The petition format is a letterhead memorandum signed by the senior PSYOP leader that includes the following within the memo or as attachments:

- a. Proposed Chapter Name and quick summary of why the proposed Chapter name was selected.
- b. A proposed slate of Chapter Officers, to include e-mail addresses and telephone numbers.
- c. Planned programs and activities for the next 12 months (i.e., luncheon, guest speaker, etc.).
- d. The signatures of 15 active members of the Association that will be part of the Chapter upon activation. Membership applications (with payment) may be submitted with the petition if sufficient signatories are otherwise unavailable.
- e. Acknowledge that within six months of activation, the Chapter will submit their Chapter Addendums to the Association Constitution and Bylaws for the Executive Council's approval.



Once completed, the petition and membership payments should be submitted to the Association as soon as practical. In turn, the Association will consider the petition at the next regular meeting of the Executive Council. Once approval is granted, the Association will notify the Chapter by mail, along with forwarding a dated Chapter Charter Certificate.

### **Section 6: The Chartering Ceremony**

Once the Chapter Charter has been approved, an appropriate ceremony or activity should be planned to commemorate the event. Usually, the ceremony will take place at a military club or some other suitable facility. The program should include, at a minimum, the official acceptance of the Chapter by the Chapter President, with appropriate remarks concerning the objectives and programs of the Chapter.

If possible, a prominent speaker should keynote the event. It is also recommended that a program be printed to highlight all of the events and activities involved.

### **Section 7: Chapter Finances**

Chapters are not authorized to assess their members for dues. Only the Association Executive Council is authorized to collect dues to support programs and activities benefiting the entire membership.

Association dues are payable no later than the last day of the month in which the member's membership expires. The Association will make efforts to collect dues from delinquents who have not yet paid by the expiration date. Those remaining delinquent after 60 days will be removed from the active member rolls and their member privileges suspended until their dues are made current.

Chapters are authorized and encouraged to find other means to finance their programs. Examples of money-making projects would include (please double check with local installation authorities to ensure compliance):

- a. Auctions of corporate sponsor donations of prizes and goods.
- b. Bake sales.
- c. Bingo nights.
- d. Car washes.
- e. Corporate sponsorships.
- f. Flea markets.
- g. Garage sales.
- h. Golf tournaments with entry fees.
- i. Organization day activities and admissions.
- j. Raffles.

## **Section 8: Chapter Records**

The Chapter Executive Council must decide where the permanent records of the Chapter shall be located. Every effort must be made to systematically make a record of the activities and programs in which the Chapter becomes involved for future reference. Usually, an after-action report will suffice for this purpose, as long as it contains copies of all plans and promotional materials used in conjunction with the event.

The Chapter Secretary is normally charged with the responsibility of maintaining and posting the Chapter's records. The Secretary must be particularly attentive to keeping accurate minutes of all Chapter Executive Council meetings and General Membership meetings. The Secretary should also maintain a permanent policy file which houses all resolutions and permanent guidance and decisions on issues and other matters emanating from both the Association and the Chapter.

The Chapter Treasurer must produce a monthly financial statement which, at a minimum, lists the following items:

- a. Beginning balance.
- b. List of all income items and amounts.
- c. List of all expense items and amounts.
- d. Ending balance.

Each fund-raising activity of the Chapter must be duly and properly recorded by the Treasurer in the form of a Cost Center with complete disclosure of all revenues and expenses involved therein.

An annual financial report must be prepared by each Chapter. Full disclosure of all revenues and expenses, particularly those involving unrelated business income, must be reported in compliance with Internal Revenue Service requirements. Forms and other guidance in this area will be provided to Chapters by the Association Treasurer on an as needed basis.

## **Section 9: Chapter Headquarters**

One permanent Chapter headquarters location should be chosen and reported to the Association. Change of Chapter Officers and Executive Council Members should have no bearing on the permanency of this site.

## **Section 10: Chapter Reports**

Soon after the commencement of a new fiscal year on Jan 1, Chapters should submit an Annual Report covering their programs and activities for the previous year, as well as their planned events for the coming year.

These reports will be used by the Association headquarters to identify new ideas and advantageous programs that will be publicized in the Association Publication so that all Chapters can benefit.

No format for these reports is prescribed. Chapters are left to their own ingenuity to design a report that fits their needs best. Reports, however, should be neither too lengthy for easy comprehension, nor too brief for complete accreditation. At a minimum, reports should contain the following items:

- a. A complete listing of Chapter Officers and Committee Chairmen from the previous year.
- b. A complete listing of Chapter Officers and Committee Chairmen (including addresses, e-mails and phone numbers) for the current year.
- c. Description of programs and activities sponsored by the Chapter during the previous year.
- d. Description of programs and activities planned for the current year.
- e. Listing of the Chapter meetings held during the previous year.
- f. Listing of Chapter members.
- g. Listing of Association-presented awards and recipients involved from the previous year.
- h. Problems encountered the previous year.
- i. Description of fund raising activities used or planned.
- j. Recommendations to the Association.

### **Section 11: Chapter Programs and Activities**

- a. Location Variables:

Each Chapter will be likely to involve itself in different programs and activities depending on the location, composition and needs of the Chapter. The objectives of a Chapter in Germany will probably vary considerably from those of one located in the United States.

- b. Networking:

Information and idea-sharing is a vital ingredient in the recipe for success. Chapters which share the common problems of location, mission, foreign language barriers and cultural differences should communicate regularly to exchange notes on their endeavors, particularly those which have produced positive results benefiting each entity and its membership.

- c. Program and Activity Menu:

The following listing is proposed only as an idea generator for potential programs and activities which a Chapter may choose to sponsor:

1. Athletic Competitions: A Chapter can organize its own league or its teams can be sponsored and supported in the vast array of intramural sports in the Army repertoire.
2. Awards: The Chapter should prepare and submit all recommendations for Association awards.
3. Fund Raisers: This subject is discussed under Chapter finances.
4. Organization Day: The birthday of the Corps provides a unique opportunity to sponsor competitions and activities in a commemorative environment.
5. Publications: A Chapter newsletter with Chapter-unique news can be a popular item.
6. Social Activities: Can present an excellent opportunity to enhance togetherness and the feeling of belonging.
7. Soldier Education: Continuing emphasis on doctrinal updates and Army HR developments are vital for career enhancement.

## **Section 12: Association Support for Chapters**

- a. Awards: The aim of the PSYOP Regimental Association is to gain custodianship of the Regimental Awards program.
- b. Financing: Chapters are encouraged to use fund-raising activities to support their programs and activities. Chapters are not allowed to assess dues to their members.
- c. Focal Point: The Association serves as a visible and energetic focal point for the PSYOP Regimental Association esprit-de-corps, professional development and fraternal bonding in the total force and for branch-affiliated retirees and civilians. Through its publications and other means of communication, the Association will concern itself with the continued education of current and former PSYOP professionals, and the mission preparedness of their units. It will also serve as a clearing-house for sharing information and worthwhile ideas from Chapters in the field concerning their programs and activities. It will also focus on the continued growth of Association membership, and the provision of continuously improving support and services to members and their families.
- d. Museum: As there is currently no PSYOP museum, the Association will work with units to properly exhibit PSYOP artifacts in their headquarters buildings and elsewhere.
- e. Publications:

Two types of media are currently in use to inform the Association members and support their interests, described as follows:

- a. The quarterly journal will focus on membership news, regional activities, doctrinal changes and other Regiment-specific information, entertainment and related subject matter.

- b. Home Page: Is an internet web site is currently under construction. It will be devoted to providing members with the latest news, member information, store products, an electronic membership directory (a valuable tool in enabling members to maintain contact with peers and friends) and an electronic means with which to correspond with the Association Executive Council.

### **Section 13: Common Pitfalls in Chapter Organization**

- a. Applications: Applications from new members cannot be allowed to languish in an administrative backlog at the Chapter's location.
- b. Chapter Addendums: Constitution and Bylaws Addendums are the official and legally binding rules by which Chapters operate. They should not be too detailed or restrictive.
- c. Changes of Address: An organization that moves its people as much as the Army presents a constant challenge for its affiliates to live with. Nothing is more distracting for the Association than members moving and failing to send in a change of address. Chapters can help to avoid this problem by emphasizing changes of address to members.
- d. Membership: True growth and progress can occur only through increased membership. Chapters must assume an active role in recruiting new members. It is not a job that the Association Executive Council can do from afar.
- e. Records: Poor record-keeping is the quickest way to find trouble. Financial matters, in particular, must be fully documented and properly recorded in perpetuity.
- f. Reputation: Reputations are earned, not given. Leaders must be very careful to avoid the stigma that the Chapter is an 'officers' organization. Share leader jobs and other responsibilities among all segments of membership, including retirees.
- g. Sharing the Workload: The tendency to let or ask one or two members in each Chapter to do all of the work must be overcome. Share the wealth, the glory and the burden.
- h. Status: The Association and its Chapters are nonprofit organizations. The Regiment is an official government entity. The Association and Chapters are privately funded. The Regiment is funded with appropriated moneys from Department of Defense. Work done in behalf of the Association or its Chapters is voluntary and is not protected from liability. Work done for the Regiment is protected from liability by the government. Separate the two concepts just like church and state.

### **Section 14: Summary**

The ultimate success of the Association and the satisfaction of its members will relate directly to the efforts put forth by the Chapters in the field. Growth in membership, continuing education, professional development, networking ideas, improving programs, and perpetuating the Regiment are functions and responsibilities that the Association can advocate, but only its Chapters can effectuate. Positive results are exhilarating and contagious.