

**How To Form
A Local Chapter
Of The
United States Field Artillery
Association**

Local chapters are the primary vehicle by which the Association seeks to promote the Field Artillery and to enhance the professionalism of Field Artillerymen. The national organization provides supporting resources and incentives; the chapters plan and conduct innovative programs tailored to local needs but designed to accomplish the Association's overall purpose and objectives. The following extract of Article IX of the Association's Constitution provides the organization's official position and requirements regarding local chapters.

ARTICLE IX

CHAPTERS

- a. The Association supports the formation of local chapters. It is the intent and spirit of this Association that such chapters be organized at brigade/division artillery level or around a certain geographical area. In other cases where organizations (separate battalions) or special groups organize to form a local chapter and petition for recognition, exceptions may be granted by vote of the Executive Council.
- b. After local chapters have been formally organized and have adopted bylaws, a copy of such bylaws will be presented to the Managing Director with a roster of Association members making up the chapter and a petition to the President of the Association for a charter. When these documents have been approved by the Managing Director, a charter will be issued to that chapter in the name of the Association by the Chairman of the Board. Chapters may not function as a part of the Association without a charter or the consent of the appropriate installation commander.
- c. Having been presented such a charter, each chapter will be expected to maintain a viable membership; to uphold the declared principles, purpose and objectives of the United States Field Artillery Association and this Constitution; to abide by the letter and spirit of the provisions of the chapter's established bylaws; and to comply with all local laws and established regulations that govern the operations of private organizations.
- d. Each chapter is required to provide an annual, calendar-year report by 20 January of the next calendar year. The report should include the status of activities, programs, plans, membership and financial posture.

Requirements and a Checklist for Certification

Local chapters are relatively easy to establish. All organizers need do is follow the step-by-step procedures outlined in this document. These bylaws, requests and applications have stood the test of time. Of course, these models may be modified as local needs dictate, but care should be taken to ensure that changes do not conflict with *AR 210-1, Private Organizations on Department of the Army Installations*.

The following checklist, which refers to enclosures to this document, outlines the simple procedure for certification:

Step 1: Identify the need for a local chapter to the Redleg leaders in your community and determine whether the chapter will be organized around a division artillery, a Field Artillery brigade, a separate Field Artillery battalion or a specific geographical area.

Step 2: Contact the national organization to request guidance, resources and assistance.

Step 3: Establish an organizing committee of enthusiastic Redlegs to enlist the support of local individuals who are already members of the Association and to recruit nonmembers through an aggressive membership drive.

Step 4: Use the organizing committee to prepare local bylaws based on the sample draft attached as enclosure 1. Variations from the sample bylaws are permissible, but ultimately they must be approved by the Association's Executive Council. **The Association's leadership recommends that local leaders merely fill in the blanks of the bylaws provided.**

Step 5: Conduct an election in which your original local chapter members select an executive council in accordance with your proposed bylaws.

Step 6: If your local chapter is to exist on a Department of Defense installation, secure approval from the installation commander in accordance with *AR 210-1*. Enclosure 2 is a sample letter of request. Also solicit and submit the Internal Revenue Service Package 1024 as outlined in Enclosure 3.

Step 7: Apply to the United States Field Artillery Association for permission to form a local chapter. The petition must include the location, name, roster of executive council officers, proposed bylaws, installation commander's approval (if required), signatures of the executive council members and a roster of your chapter's initial membership. Enclosure 4 provides a sample format for such an application.

Step 8: The Executive Council of the Association reviews the petition for local chapterhood and responds appropriately by forwarding a letter of recognition, a charter and an incentive grant.

ARTICLE I

NAME

The name of this organization is the _____ Chapter of the United States Field Artillery Association, hereafter referred to as the Chapter.

ARTICLE II

PURPOSE AND OBJECTIVES

Section 1. Purpose.

The purpose of the Chapter is the purpose of the United States Field Artillery Association.

Section 2. Objectives.

The Chapter objectives shall be the objectives of the United States Field Artillery Association.

ARTICLE III

OFFICERS AND GOVERNING BODY

Section 1. Officers of the Chapter.

a. The Chapter shall be governed by an executive council consisting of the following duly elected officers: a president, a vice president, a secretary, a treasurer and five (5) members of the council.

b. Officers of the executive council shall be elected from the Chapter membership residing in the geographical or organizational area of the Chapter. They shall take office on the first day of the calendar year for which they were elected to serve. An officer may be elected for a specified term but may not hold the same office for more than two (2) succeeding terms.

Section 2. Termination of Officer Status.

Any elected officer may resign his office by submitting his resignation, in writing, to the executive council of the local chapter. Such officer shall continue to be responsible for the conduct of the duties of his office until his resignation has been formally accepted and a suitable replacement has been duly appointed.

Section 3. Removal from Office.

An officer of the Chapter may be removed from office through the following procedure:

a. A Petition to Recall must be signed by at least ten percent (10%) of the membership of the Chapter and must be read initially at a Chapter meeting.

b. Notice of the Petition to Recall shall be distributed to the entire membership of the Chapter, together with notification of the place, date and time of the meeting at which the Petition to Recall is to be read again.

Section 4. Temporary Appointment of Officers.

The president shall, with the approval of the executive council, appoint replacements to elective offices vacated, subject to formal approval by a simple majority of the membership present at the time a vote on this matter is taken at the next duly announced general membership meeting.

Section 5. Compensation for Chapter Council Members.

The officers of the Chapter shall serve without compensation. With prior approval in principle by the executive council, officers may be reimbursed for *bona fide* professional services performed or expenses incurred in the conduct of Chapter affairs.

ARTICLE IV

DUTIES OF THE OFFICERS OF THE CHAPTER

Section 1. President.

The president shall preside at all meetings of the Chapter, call and preside at executive council meetings, appoint any committee chairmen and any other position required for the conduct of business. The president shall, in the unavailability or incapacity of the treasurer, sign checks and withdrawal authorizations on behalf of the Chapter, and the same shall be honored on his signature alone. As the chief executive officer of the Chapter, the president shall have general and active management of the business affairs and property of the Chapter, and he shall be responsible that all orders and resolutions of the Chapter and the executive council are carried into effect.

Section 2. Vice President.

The vice president shall, in the absence or incapacity of the president, perform the duties of the president. The vice president shall perform such other duties as may be directed by the president.

Section 3. Secretary.

The secretary shall keep and maintain such records and files as may be required in the conduct of Chapter business. He shall act as the official custodian of the Chapter bylaws, charter and all current and past records, including the official file copies of past financial records. The secretary shall record the minutes of all business meetings of the Chapter and the executive council, including actions taken by vote or direction of the president. He shall assist the president and the executive council with the correspondence of the Chapter. He shall give notice of all executive council and general membership business meetings as requested by the president.

Section 4. Treasurer.

The treasurer shall have charge and custody of all receipts, funds and securities of the Chapter and shall secure them in the name of the Chapter in such depositories as may be designated by the executive council. The treasurer shall sign all checks and withdrawal authorizations on behalf of the Chapter, and the same shall be honored on his signature alone. He shall keep accurate and current accounts in books belonging to the Chapter; collect local chapter dues as required; and shall render to the executive council, as required, an account of all his transactions as treasurer and of the financial condition of the Chapter. The treasurer shall be bonded in accordance with policy established by the executive council and the Chapter books shall be audited annually by a committee or agency designated by the president.

Section 5. Member.

A duly elected member of the executive council will attend all council meetings and advise and support the executive council by exercising sound professional judgment on all matters presented to the council. The council member shall assist in the management of the council business. He shall have the same responsibilities as the council officers concerning the making or amending of Chapter bylaws and shall have the voting power to provide for the appointment of such officers, agents and employees in the bylaws as necessary and proper, and to prescribe their duties and compensation.

ARTICLE V

THE CHAPTER EXECUTIVE COUNCIL

Section 1. Organization.

The executive council shall consist of the Chapter president, the vice president, the secretary, the treasurer and five (5) members. Six (6) members present at a meeting of the executive council shall constitute a quorum.

Section 2. Council Responsibilities.

The executive council shall be responsible to ensure implementation of all policies, orders and resolutions of the Chapter membership. Lacking such guidance, the executive council shall formulate and execute policy and initiatives deemed necessary and in the best interests of the Chapter. It shall determine the number and functions of committees and shall generally supervise the business affairs of the Chapter. Decisions and actions taken by the executive council shall be reported promptly to the Chapter membership at business meetings or through appropriate Chapter publications.

Section 3. Meeting Schedule.

The executive council shall meet at the times and places set by the president, but no less than three times each calendar year. At the last council meeting of each calendar year, appropriate arrangements shall be agreed upon for an orderly transition of authority and management to the incoming executive council.

ARTICLE VI

NOMINATIONS AND ELECTION OF COUNCIL OFFICERS

Section 1. Appointing a Nominating Committee.

The chapter president shall appoint a nominating committee, annually, not later than 1 October. The nominating committee shall select a slate of at least two (2) nominees for each Chapter office, exclusive of duplications. Persons cannot hold more than one office at any time. Each nominee must agree to serve and to accept the responsibilities of the office for which nominated.

Section 2. Approval of Slate of Nominees.

After approval by the executive council, the slate of nominees will be announced, in writing, to the Chapter membership no later than 1 November, annually. Additional nominations for Chapter officers may be submitted, in writing, to the secretary in the form of a petition signed by no less than ten (10) members of the Chapter, in good standing, and accompanied by the written acceptance of the nomination by the nominee. Such petitions must be in the possession of the secretary no later than three (3) calendar weeks subsequent to the date of the announced slate of nominees.

Section 3. Election of Chapter Council Officers.

No later than 15 December, annually, a duly announced general membership business meeting shall be conducted for the purpose of electing Chapter officers and considering such other business as may be appropriate at that time. Officers shall be elected individually in the sequence listed in Article III. A simple majority of the membership in good standing, present at the time the vote is taken, will be required for the election of each officer.

ARTICLE VII

CHAPTER MEETINGS

Section 1. Minimum Requirement.

There shall be a minimum of two (2) meetings of the Chapter per year. Additional meetings featuring matters of interest to the Chapter membership shall be scheduled, as directed, by the executive council.

Section 2. Sponsorship of Events.

The Chapter's primary objective is to conduct its affairs as a professional organization or society. To achieve a financial base from which to support the Chapter goals, the Chapter can sponsor events or charge local chapter dues as deemed appropriate by the Chapter executive council.

ARTICLE VIII

CHAPTER MEMBERSHIP

Section 1. Membership.

Chapter membership shall be open to all members of the United States Field Artillery Association.

Section 2. Rights of Members.

All members shall have the rights to attend and to speak at Chapter meetings; to receive meeting notices, newsletters and other Chapter publications; and to serve on committees.

Section 3. Chapter Membership.

Any person desiring to become a member of this chapter shall so notify both the United States Field Artillery Association and the local chapter. Notification of the United States Field Artillery Association should be accomplished by annotating the membership application in the space provided.

Section 4. Withdrawal from Chapter.

Any member may withdraw from the Chapter at any time during the year by tendering his resignation, in which case he shall not be entitled to any refund of local chapter dues paid in advance. Membership shall lapse *ipso facto* upon failure to pay local chapter annual dues in advance. Such withdrawal or lapse shall not operate to relieve any such member from liabilities said member may have incurred prior thereto as a member of the Chapter of the United States Field Artillery Association.

ARTICLE IX

AMENDMENTS TO BYLAWS

Section 1. Submission and Evaluation of Amendments.

Amendments to these bylaws may be initiated by individual written petition to the executive council. In its wisdom and in light of other Chapter affairs, the council shall formulate a position on the petition. The proposed amendment and the position of the council shall be presented at the next Chapter meeting and provided to the entire Chapter membership through an appropriate publication.

Section 2. Voting on Amendments.

At the next subsequent meeting, the amendment will be called to a vote. A two-thirds (?) majority of the members in good standing, present at the time the vote is taken, will be required to amend these bylaws.

ARTICLE X

FISCAL MATTERS

Section 1. Chapter Dues.

The matter of Chapter dues shall be determined, annually, at the first meeting of the newly elected Chapter executive council. Chapter dues may be fixed or revised by the Chapter executive council at a minimum level consistent with good business practices, achievement of the objectives of the Chapter and the costs of Chapter administration beyond the annual dues expected by the United States Field Artillery Association. The exact amount of individual chapter dues shall be confirmed by a simple majority vote of the members in good standing, present at the next business meeting of the Chapter.

Section 2. Fund Raising for Chapter Support.

Funds may be raised to support the objectives and specific programs of the Chapter. Fund-raising events or activities may be planned and organized upon receipt of local approval of the installation or area commander having responsibility for the quality of life of the Chapter's general membership. In all fund-raising efforts, volunteer workers and supporters must work without benefit of compensation and all profits must be reported to the council treasurer for approval by the Chapter executive council. All funds identified for fulfillment of scholarship or other grant programs must be retained by subsequent council members.

ARTICLE XI

DISSOLUTION

In case of the dissolution of the organization, whatever funds are contained in the treasury, at the time, will be used to satisfy any outstanding debts, liabilities or obligations. Upon the dissolution of the Chapter, the residual balance of these assets shall be donated to the United States Field Artillery Association national headquarters at Fort Sill, Oklahoma.

ARTICLE XII

OTHER CONSIDERATIONS

Section 1.

Other aspects of the Chapter's objectives, organizations, operators and management, not specifically covered by these Chapter bylaws, are governed by the bylaws of the United States Field Artillery Association.

Section 2.

A recommended format for the conduct of chapter and executive council meetings is Robert's *Rules of Order*.

XXXX-XX

Date

SUBJECT: Request for Authority to Form a Local Chapter of the United States Field Artillery Association.

Commander
Attention: Installation Coordinator
or
Attention: Community Activities Director
XXXXXXXXXXXXXXXX, XX 00000-0000

1. On behalf of the members of the (proposed name of local chapter), I request authorization to form a chapter of the United States Field Artillery Association.
2. It is our intent to adopt the attached United States Field Artillery Association Constitution and local chapter bylaws and pursue the purposes of the United States Field Artillery Association.
3. Enclosed are the following documents:
 - Copy of the United States Field Artillery Association Constitution.
 - Proposed bylaws of the _____ Chapter.
 - A roster of the officers of the _____ Chapter's executive council.
4. If you approve this request, please advise me of pertinent local policies that would have an impact on our chapter's activities, financial operations or supporting programs.

John A. Doe
Colonel, Field Artillery
President

Enclosure 3

Instructions for IRS Status

It is usually appropriate for a local chapter to file for tax-exempt status. Here are the procedures:

- a. Chapter officers should solicit from the local Internal Revenue Service (IRS) office or from the Department of the Treasury, a copy of Package 1024, Application for Recognition of Exemption. Package 1024 contains explicit instructions from Section 501 (c) (6) of the Internal Revenue Code for preparation of the form.
- b. To file the exemption, documentation justifying nonprofit status must be provided. Such documentation will include: bylaws, list of elected officers, programs for the year and projected budget. Failure to prove your claim could result in your chapter's placement in a less desirable category of tax-exempt status.
- c. In the event there would be a paid employee, whether full-time or part-time, it would be necessary to file monthly or quarterly withholding reports and such other documents deemed necessary under the particular exemption received.
- d. Responsibilities to state governments will have to be determined on a case-by-case basis. They will have no connection with the federal exemption.
- e. File the completed application and all information required with the key district office for your principal place of business or office. As soon as possible after the completed application is received, you will be advised of the IRS commissioner's determination on your request and the annual returns your organization will be requested to file.
- f. After filing the first annual Form 990, Return of Organization Exempt from Income Tax, additional Form 990s will only have to be marked N/A until the chapter generates annual income exceeding \$10,000. The obligation to file the annual report remains, though it is not applicable.

Enclosure 4

Application To Form Local Chapter

Executive Director
United States Field Artillery Association
Post Office Box 33027
Fort Sill, Oklahoma 73503-0027

Date

Dear Sir:

We, the undersigned members of the United States Field Artillery Association, wish to form a local chapter of the Association at _____ and do hereby make application to the Executive Council of the United States Field Artillery Association to establish a fully certified local chapter.

The name of this Chapter shall be the _____ Chapter, United States Field Artillery Association.

United States Field Artillery Association members supporting and petitioning for establishment of this chapter have, for organization purposes, elected us to the following executive council positions (Type name, rank and unit address):

President _____	Signature _____
Vice President _____	Signature _____
Secretary _____	Signature _____
Treasurer _____	Signature _____
Member _____	Signature _____
Member _____	Signature _____
Member _____	Signature _____
Member _____	Signature _____
Member _____	Signature _____

We agree, for ourselves and for those who may in the future become members of this Chapter, to abide by the Constitution of the United States Field Artillery Association and to comply with all lawful orders and instructions received by us from the national President and the Executive Council. We submit for approval and agree to be bound by the attached bylaws, which meet local conditions and in no way conflict with the general provisions of the Constitution of the United States Field Artillery Association. We have attached a roster of our initial membership and will update this roster by 1 October of each year. (We have attached the approval of our installation commander.) (We are not establishing this chapter on a Department of Defense Installation.)

In witness whereof, we have hereunto set our hands this _____ day of _____, 20__ . . .

Signature of President of Proposed Local Chapter