



POLICIES AND PROCEDURES OF THE PORTLAND CHAPTER, MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA)

1. POLICY ON CHAPTER MEMBERSHIP

Article IV of the **MOAA Portland Chapter Bylaws** defines the three classes of membership in the Chapter, and this policy expands on that article:

- **Regular Members:** Men and women who are or have been federally commissioned in one of the seven U.S. uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Services) or the National Guard or other Reserve Components of those services. These include:
 - Officers (whether drawing retired pay or not) who are on the retired lists
 - Active Duty Officers
 - Warrant Officers
 - Officers serving in one of the National Guard or Reserve Components
 - Former officers who were separated under conditions acceptable to the Board of Directors
- **Surviving Spouse Members:** Widows and widowers of former MOAA members who are deceased; or widows and widowers of a deceased individual who would, if living, be eligible for membership.
- **Honorary Members:** Individuals not otherwise eligible may be granted honorary membership by the Board of Directors in recognition of their services to the nation, the retired officer community, or the Chapter.

Regular members are required to hold and maintain membership in the Military Officers Association of America (MOAA). Surviving Spouse members holding Chapter offices are required to hold and maintain membership in the MOAA. All Surviving Spouse members are also encouraged to acquire and maintain such membership. Applications for Chapter membership must be in writing, using the appropriate application form, which should be sent to the following:

Portland Chapter
Military Officers Association of America
P.O. Box 18206
Portland, OR 97213

The Chapter membership application forms (regular and surviving spouse) are found on the chapter website: www.MOAAPortland.org

The Chapter Board of Directors approved this policy on **6 August 2010**.

2. POLICY FOR COMPOSITION OF CHAPTER BOARD OF DIRECTORS

Article VIII, Section 1 of the **MOAA Portland Chapter Bylaws** specifies that there shall be 12 directors on the Chapter Board of Directors, but there is no description of the composition of these 12. According to the founding members of the Chapter, the composition of these directors was intended to be the following:

- 2 representatives each from the Army, Navy, and Air Force;
- 1 representative each from the Marine Corps and Coast Guard;
- 1 representative for Women in Service;
- 1 representative for Surviving Spouse;
- 1 representative each from NOAA and USPHS; and,
- in the absence of NOAA and USPHS representatives, directors-at-large will be appointed by the President, with the approval of the Board of Directors.

The Chapter Board of Directors approved this policy on **6 August 2010**.

3. POLICY ON CHAPTER DUES

- Dues in the amount of \$30.00, payable to the MOAA Portland Chapter, are due on the first day of January of the calendar year. Dues can be paid when attending Chapter meetings or sent to the Treasurer at the following Chapter address:

Portland Chapter
Military Officers Association of America
P.O. Box 18206
Portland, OR 97213

- Regular members are required to pay dues.
- Surviving Spouse members are not required to pay dues, but may volunteer to do so if they wish.
- Chapter dues are \$30.00 annually and cover the period 1 January through 31 December.
- If the Treasurer has to send out a second invoice in early March (at the 60-day point) to any member who has still not paid his/her annual dues, that member will be charged a \$5.00 late fee—in addition to the \$30 annual dues—for a total of \$35
- The Chapter Board of Directors approved this policy on **14 May 2015**; revised it on **26 May 2016** and **8 November 2018**.

4. POLICY ON GUEST SPEAKERS

- The guest speaker at a Chapter meeting will receive a free meal and a token of appreciation from the Programs Committee.
- The Chapter will also pay the cost of the meal for the spouse of the guest speaker.
- Any other individuals accompanying the guest speaker will be required to pay for their own meals.
- The Chapter Board of Directors approved this policy on *6 August 2010*.

5. POLICY ON “NO SHOWS”

- If members make reservations and commit to attending the event, the members must pay since the chapter has to cover the cost of those meals.
- The Treasurer will send out invoices to “no shows” and ask them to reimburse the Chapter treasury.
- The Chapter Board of Directors approved this policy on *6 August 2010*.

6. POLICY ON MEMBERSHIP APPRECIATION

- Each member in attendance at the chapter meetings in September, December, March, and June will have his/her name put into a "Membership Appreciation Drawing," and, at each of these meetings, the Chapter will select one winner for a free meal.
- The Chapter Board of Directors approved this policy on *11 February 2011*.

7. POLICY ON PRESENTATION OF CHAPTER FINANCIAL REPORTS

- The indicated Chapter Financial Reports will be presented at the following Board of Directors’ Meetings:
 - August Board Meeting: actuals from 1 August through 31 July of Previous Year and Presentation of the Proposed Budget for the Next Year (1 August through 31 July)
 - November Board Meeting: actuals from 1 August through 31 October
 - February Board Meeting: actuals from 1 November through 31 January
 - May Board Meeting: actuals from 1 February through 30 April
 - August Board Meeting: actuals through 31 July and Presentation of Proposed Budget for the Next Year (1 August through 31 July)
- The Chapter Board of Directors approved this policy on *6 August 2015*.

8. POLICY ON CHAPTER CHARITABLE GIVING PARAMETERS

- The types of charities for which the chapter will consider donating must adhere to the following parameters:
 - **Organizations** must be:
 - Military/veteran focused or related
 - Have 501 (c) (3) status, if applicable
 - Be non-partisan
 - Pass due diligence by the Chapter Board of Directors
 - Practice transparent governance, which includes controlling overhead expenses
 - **Projects** must:
 - Project specific focus, without requiring long term operating support
 - Generally be Portland Metro Area projects
 - Ensure the commitment can be fulfilled within one calendar year or less
 - Ensure the funds committed will have a measurable impact that can be communicated to the Chapter membership
 - Entail no long term obligations
 - May be selected more than once, but not sequentially
 - Be expected to have broad appeal and support at the Chapter level
 - **Approval:**
 - All projects and recipients must be approved in advance by the Chapter Board of Directors
- The Chapter Board of Directors approved this policy on *18 August 2016*.