**How to Form**

**a Local Chapter**

**of the**

**United States**

**Field Artillery Association**

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**General Remarks and Requirements**

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.

Local Chapters provide their members with the ability to fundraise and organize without the rules applicable to the military organization that the chapter is usually associated with. For example, Chapters can host a unit’s Saint Barbara’s Celebration. If the Chapter hosts the Saint Barbara’s Celebration vice the Unit, the Chapter can solicit local/regional businesses for sponsorship and advertising opportunities. The Chapter is not tied to the same rules as the military unit. Chapters also serve as an excellent opportunity to network the alumni of the unit with the active unit membership affiliated with the chapter.

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 and regiment level with the option of battalion level for national guard formations that do not have a recognized FA BDE or Div Arty headquarters. 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 the association Executive Director.

b. After local chapters have been formally organized and have adopted bylaws, a copy of such bylaws will be presented to the Executive 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 Executive 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 these Bylaws; 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.

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

Step 2: Establish an organizing of enthusiastic field artillerymen to enlist the support of local individuals who are already mem­bers of the Association and to recruit nonmembers through an aggressive membership drive.

Step 3: Use the organizing 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 Director. **The Association’s leadership recommends that local leaders merely fill in the blanks of the bylaws provided.**

Step 4: Conduct an election in which your original local chapter members select an executive committee in accordance with your proposed bylaws.

Step 5: 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* or applicable Marine Corps Directive. Enclo­sure 2 is a sample letter of re­quest. Also solicit and submit the Internal Reve­nue Service Package 1024 as out­lined in Enclosure 3.

Step 6: Apply to the United States Field Artillery Association for formal permission to form a local chap­ter. The petition must include the loca­tion, name, roster of execu­tive committee officers, proposed bylaws, installation commander's approval (if required), signatures of the executive committee members and a roster of your chapter's initial membership. Enclosure 4 provides a sample format for such an appli­cation.

Step 7: The Executive Director of the Association reviews the peti­tion for local chapterhood and responds appropriately by for­warding a letter of recognition, a charter and an incentive grant.

**Enclosure 1 Sample Bylaws**

**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 committee consisting of the unit commander who shall serve as president and the following duly elected officers: a vice president, a secretary, a treasurer and five (5) members of the committee.

b. The elected officers of the executive committee 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, with interim appointment by the President as required. Officers may be elected for a specified term.

**Section 2. Termination of Officer Status.**

Any elected officer may resign his office by submitting his resignation, in writing, to the executive committee 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 committee, 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 Committee Members.**

The officers of the Chapter shall serve without compensation. With prior approval in principle by the executive committee, 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 committee meet­ings, appoint any 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 committee 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 committee, including actions taken by vote or direction of the president. He shall assist the president and the executive committee with the correspon­dence of the Chapter. He shall give notice of all executive committee 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 committee. 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 committee, 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 committee and the Chapter books shall be audited annually by an accountant or agency designated by the president.

**Section 5. Member.**

A duly elected member of the executive committee will attend all committee meetings and advise and support the executive committee by exercising sound professional judgment on all matters presented to the committee. The committee member shall assist in the management of the committee business. He shall have the same responsibilities as the committee 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 COMMITTEE**

**Section 1. Organization.**

The executive committee 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 committee shall constitute a quorum.

**Section 2. Committee Responsibilities.**

The executive committee shall be responsible to ensure implementation of all policies, orders and resolutions of the Chapter membership. Lacking such guidance, the executive committee 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 s and shall generally supervise the business affairs of the Chapter. Decisions and actions taken by the executive committee shall be reported promptly to the Chapter membership at business meetings or through appropriate Chapter publications.

**Section 3. Meeting Schedule.**

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

**ARTICLE VI**

**NOMINATIONS AND ELECTION OF COMMITTEE OFFICERS**

**Section 1. Appointing a Nominating.**

The chapter president shall appoint a nominating, annually, not later than 1 October. The nominating shall select a slate of at least two (2) nominees for each Chapter office, exclusive of the President and 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 committee, 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 Committee 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 one (1) meeting of the Chapter per year. Addi­tional meetings featuring matters of interest to the Chapter membership shall be scheduled, as directed, by the executive committee.

**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 committee.

**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 chapter 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 committee. In its wisdom and in light of other Chapter affairs, the committee shall formulate a position on the petition. The proposed amendment and the position of the committee 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 committee. Chapter dues may be fixed or revised by the Chapter executive committee 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. In all fund-raising efforts,

volunteer workers and supporters must work without benefit of compensation and all profits must be reported to the committee treasurer for approval by the Chap­ter executive committee. All funds identified for fulfillment of scholar­ship or other grant programs must be retained by subsequent committee 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 committee meet­ings is Robert’s *Rules of Order*.

**Enclosure 2 Approval Letter to the Installation Commander**

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

XXXXXXXXXXXXX, 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 committee.

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

 COL, 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 (<http://www.unclefed.com/IRS-Forms/2001/irs-fill/k1024.pdf>) 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 IRS 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, obtainable from the IRS (<http://www.irs.gov/pub/irs-pdf/f990.pdf>), 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 Date

United States Field Artillery Association

Post Office Box 33027

Fort Sill, Oklahoma 73503-0027

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 Director 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 committee positions (Type name, rank and unit address):

President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We agree, for ourselves and for those who may in the future become members of this Chapter, to abide by the Bylaws 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 Director. 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