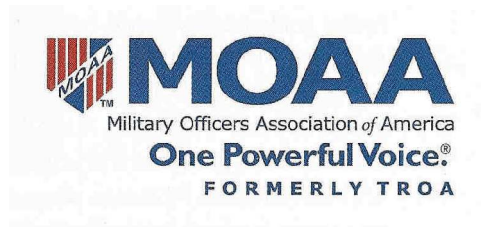


# JAYHAWK CHAPTER



The Military Officers Association of America



## PROCEDURES MANUAL

January 2005

**ORGANIZATION.** The Jayhawk Chapter is a chapter of the Military Officers Association of America (MOAA). In accordance with the MOAA Chapter Manual, the Jayhawk Chapter is an independent, self-governing and self-supporting organization.

**BY-LAWS.** The By-Laws of the Jayhawk Chapter are adapted from the By-Laws of the National Association with appropriate modification to address local concerns and procedures. The By-Laws prescribe the organization of the Jayhawk Chapter.

**OFFICERS.** The Chapter Officers are the President, First Vice-President, Second Vice-President, Secretary and the Treasurer. Officers serve during the calendar year and are elected annually at the last regular meeting of the membership.

**STANDING COMMITTEES.** Chapter Committees are the Legislative Affairs, Membership, Personal Affairs, and the Public Information.

**BOARD OF DIRECTORS.** The Board of Directors is comprised of the five elected officers, the past presidents, and five elected directors who are elected for terms in accordance with the Chapter By-Laws.

**MEETINGS.** The Jayhawk Chapter normally meets on the third Tuesday evening of every other month, starting in January.

## **DUTIES AND RESPONSIBILITIES.**

### **PRESIDENT.**

The duties and responsibilities of the President are to:

1. Preside at each regular or special meeting of the Chapter.
2. Communicate, as necessary, with the National Association.
3. Be familiar with issues that affect the members of the Chapter.
4. Convey to each member at meetings and through the Newsletter, information of which the President becomes aware and which could possibly affect the members, either individually or as a group.
5. Convene, and preside over, periodic meetings of the Board of Directors to set goals and objectives for the Chapter, and conduct routine Chapter business.
6. Serve as a Chapter representative to the Kansas Council of Chapters and MOAA.

### **FIRST VICE-PRESIDENT.**

The First Vice-President is primarily responsible for Public Affairs including the activities and bi-monthly meeting arrangements.

The duties of the First Vice President are to:

1. Plan the bi-monthly program and other Chapter activities. Make physical arrangements for each regular meeting.
  - a. Schedule the meeting place and make dinner and seating arrangements for each meeting.
  - b. Arrange for meeting programs.
  - c. Ensure that the American flag, the flag of the State of Kansas, the Service flags and the MOAA flag are correctly placed at the head of the meeting room.
  - d. Ensure that the public address system is operational.
  - e. Introduce the program.
  - f. Obtain and present to the person presenting the program, a gift of appreciation.
  - g. Return the afore-named flags and public address system to the storage area.
2. Coordinate the external public relations activities of the Chapter.
3. Coordinate the Legislative issues of interest to the Chapter through the Legislative Affairs Committee.
4. Approve releases to the news media.
5. Coordinate the Chapter Affairs interests of the Chapter.
6. Serve as a Chapter representative to the Kansas Council of Chapters and MOAA.
7. In the absence of the President, assume all duties and responsibilities of the President.

### **SECOND VICE-PRESIDENT.**

The Second Vice-President is primarily responsible for Internal Affairs including Membership and the activities of the Membership Standing Committee, Personal Affairs and the Activities of the Personal Affairs Standing Committee and Public Relations.

The duties and responsibilities of the Second Vice-President are to:

1. Serve as the Member Service Committee.
  - a. Obtain committee members, who will assist with any special concerns in the membership and report them to the Second Vice-President. Such concerns could include - illness of members, special needs for transportation to meetings, etc.
  - b. Coordinate membership activities including identifying one or more committee members who will be responsible for bringing the name-tags to each regular meeting, and greeting members and guests.

- c. Coordinate the calling of members to disseminate information on issues.
  - d. Coordinate the activities of the Chaplain.
  - e. At the direction of the President, accomplish any special tasks that might affect individual members, such as arranging for flowers to be sent to family members of recently-deceased members.
2. Coordinate the presentation of the MOAA achievement awards to the designated Cadet or Midshipmen of each of the Reserve Officer Training Corps units at the University of Kansas.
- a. Obtain from the National Association the appropriate medals and ribbons;
  - b. Communicate with the appropriate person in each of the ROTC units who will identify the cadet or midshipman to receive the award, and will provide information about the recipient;
  - c. Attend or coordinate with a Chapter member to coordinate the Awards Ceremony of each ROTC unit and arrange the presentation of the MOAA award to the designated recipient.
3. Through the Newsletter Editor, coordinate other internal affairs of the chapter.
- a. Ensure the publication of a Chapter Newsletter for the purpose of informing members of local and national issues which affect them. Note that this is done in cooperation with the First Vice-President whose responsibilities include external affairs publicity efforts.
  - b. Through the Personal Affairs Standing Committee, ensure that members are informed of all services available to them at Fort Leavenworth and at other area military bases and civilian facilities.

### **SECRETARY.**

The duties and responsibilities of the Secretary are to:

1. Serve as the Membership Chair.
2. Maintain accurate membership records.
3. Prepare an annual Membership Directory.
4. Maintain the records of the Jayhawk Chapter, including the Chapter Procedures Manual, Membership Directory, Chapter By-Laws, correspondence, and such other items as are deemed essential and are required by corporation and other law.

5. Submit the Annual Report to the MOAA National Association, and to the Kansas Council of Chapters; submit the Corporate Report to the Kansas Secretary of State.
6. Assure accuracy of MOAA national records of Jayhawk Chapter membership at least annually.

### **TREASURER.**

The duties and responsibilities of the Treasurer are to:

1. Maintain accurate financial records of the Chapter.
2. Receive and deposit the checks or cash of each member or guest who attends the meeting(s). Receive and deposit each member's annual dues.
3. Ensure that all bills for each meeting are paid promptly.
4. Prepare an annual financial report.
5. Pay an annual fee to the Kansas Council of Chapters.

### **STANDING COMMITTEES.**

The standing committees of the Chapter shall include: Membership, legislative and personal affairs.

#### **LEGISLATIVE AFFAIRS COMMITTEE.**

The Legislative Affairs Committee is administratively responsible to the First Vice-President in keeping that person and Chapter members informed of Legislative actions, especially at State level.

#### **MEMBERSHIP COMMITTEE.**

The Membership Committee is administratively responsible to the Second Vice-President.

#### **PERSONAL AFFAIRS COMMITTEE.**

The Personal Affairs Committee is administratively responsible to the Second Vice-President and provide the following:

1. When called upon, provide information to members and survivors on their entitlements.
2. When called upon, help members and survivors in the submission of inquires, applications, and claims to governmental agencies, for example, the Department of Veterans Affairs office, military personnel offices and finance centers, and Social Security offices.
3. In case of serious illness or death, express sympathy to the next-of-kin and offer assistance as needed.
4. Keep members informed, generally by means of the chapter newsletter, on facilities and services available in the area such as commissaries, exchanges, hospitals, dispensaries, and officers' clubs.

5. A library of essential personal affairs publications should be established to help the Personal Affairs Committee do its job effectively. The reference library should include all MOAA publications concerned with personal affairs material as well as information available at local Department of Veterans Affairs and Social Security offices. A basis assortment of MOAA publications, which are available to order, is listed at **Appendix G**.
  6. The committee should have available, the telephone numbers and addresses of the following:
    - a. The local military retirees' activities offices or offices that have appointed survivor assistance officers.
    - b. The Defense Finance and Accounting Service Center and the finance centers for the USCG, NOAA and USPHS.
    - c. The nearest Department of Veterans Affairs Regional office: 1(800)827-1000.
    - d. The nearest Social Security office: Lawrence 843-2254, 1(800) 772-1213.
    - e. MOAA's Benefits Information Department: 1 (800) 234-6622, X116 or [benefitsinfo@moaa.org](mailto:benefitsinfo@moaa.org).
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6. **PUBLIC INFORMATION COMMITTEE.**

The Public Information Committee is administratively responsible to the Second Vice-President. Duties and responsibilities of the Public Information Committee are to:

- a. Prepare and distribute the bi-monthly MOAA Jayhawk Chapter Newsletter.
- b. Maintain a library of past Newsletters.
- c. Provide members with information that will enable them to communicate with their elected officials or with the National Association.
- d. Coordinate and assist the First Vice-President with media news releases.

**CHAPLAIN.**

The Chaplain is not a Standing Committee but is administratively responsible to the Second Vice-President. The Chaplain will:

1. Prepare and deliver the invocation at each regular Chapter meeting.
2. Be aware of, and coordinate with the Second Vice-President, any necessary steps needed to alleviate the special concerns of individual members.