

The Arizona Chapter
An Affiliate of the
Military Officers Association of America
Arizona's First Chapter



Chapter Operations Manual

**Bylaws of The Arizona Chapter of MOAA
&
Arizona Chapter Operating Instructions**

Revised: 7 May 2015

Chapter Regulations

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Revision 5: 7 May 2015

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BYLAWS OF

The Arizona Chapter, Military Officers Association of America

ARTICLE I - NAME

Section 1. The name of this organization shall be The Arizona Chapter, Military Officers Association of America, hereinafter referred to as "the Chapter".

ARTICLE II - PURPOSE

Section 1. The purpose of the Chapter shall be to promote the objectives of the Military Officers Association of America (MOAA); stimulate love of our country and the flag; defend the honor, integrity, and supremacy of our National Government and the Constitution of the United States; advocate military forces adequate to the defense of our country; foster fraternal relations among retired, active, and former officers of the uniformed Services and their National Guard or reserve components; protect the rights and interests of active duty, retired, reserve, and National Guard personnel of the uniformed Services and their dependents and survivors; provide useful services for members and their dependents and survivors; and serve the community and the nation.

ARTICLE III - STATUS

Section 1. The Chapter shall be a nonprofit organization, operated exclusively for the purpose specified in Article II above.

Section 2. Officers, directors, and appointed officials shall not receive any stated compensation for their services, but the board of directors may authorize reimbursement of expenses incurred in the performance of their duties.

Section 3. Nothing herein shall constitute members of the Chapter as partners for any purpose. No member, officer, or agent of the Chapter shall be liable for acts or failures to act on the part of any other member, officer, or agent. Nor shall any member, officer, or agent be liable for acts or failures to act under these bylaws, excepting only acts or failures to act arising out of willful malfeasance or misfeasance.

Section 4. The Chapter shall use its funds only to accomplish the purposes specified in Article II above, and no part of said funds shall inure or be distributed to members.

Section 5. In the event of the dissolution of the Chapter and after the discharge of all liabilities, the remaining assets shall be given to a nonprofit organization whose purposes and objectives are similar to those of the Chapter, such organization to be designated by a majority vote of the board of directors.

Section 6. The mailing address of the Chapter shall be as designated by the incumbent board of directors.

ARTICLE IV- MEMBERSHIP

Section 1. The membership of the Chapter shall be composed of men and women who are serving or have served on active-duty or in one of the National Guard or reserve components as a commissioned or warrant officer 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 Service), as well as widows and widowers of any deceased individuals who would, if living, be eligible for membership .

Section 2. Subject to the provisions of Section 1 above, membership shall be of three classes:

a. Regular members - commissioned or warrant officers who are on the retired lists, active duty officers, and former officers who were separated under conditions acceptable to the board of directors.

b. Auxiliary members - widows and widowers of any deceased individuals who would, if living, be eligible for membership .

c. Honorary members - certain individuals in recognition of their services to the nation, the military officer community, or the Chapter. Honorary membership shall not convey any voting rights and shall require no payment of dues.

Section 3. Applications for regular or auxiliary membership should be submitted in writing to the board of directors. Recommendations for honorary membership should be submitted in writing to the board of directors by regular and auxiliary members. The board of directors shall be empowered to accept or reject any application or recommendation for membership, including honorary membership.

Section 4. The board of directors may drop any member for good and sufficient cause after that member has been given an opportunity to be heard.

Section 5. Regular members are required to hold and maintain membership in the Military Officers Association of America. All auxiliary members are also encouraged to acquire and maintain such membership.

ARTICLE V - VOTING

Section 1. Except as otherwise provided in these bylaws, all questions coming before the membership shall be decided by a majority vote.

Section 2. Only regular and auxiliary members in good standing present at a meeting of the Chapter shall be entitled to vote.

Section 3. Proxy voting shall not be permitted at any meeting of the Chapter.

Section 4. Ten (10) members (Regular and Auxiliary) or ten percent of the membership in good standing, whichever is greater, shall constitute a quorum for the transaction of any business brought before the meeting.

ARTICLE VI - DUES

Section 1. The annual dues for each member for the next calendar year shall be determined by the membership at the annual meeting, after receiving the board of directors' recommendation in the matter.

Section 2. The annual dues for a calendar year shall become due on January 1 of that year. Notification will be made by the treasurer at least 30 days prior to the due date.

Section 3. Regular and auxiliary members shall be classified as "delinquent" after sixty (60) days and shall be dropped after ninety (90) days. The board of directors may, without further notice and without hearing, drop any member from the role. The member shall thereupon forfeit all rights and privileges of membership.

Section 4. Any member who has been dropped for nonpayment of dues shall be reinstated upon reapplication for membership and payment of the annual dues for the current year.

Section 5. A new member recruited anytime between 1 January and 30 June will not be charged dues for that calendar year. Anyone recruited between 1 July and 31 December will not be charged dues for that calendar year or the following year.

Section 6. No member shall be assessed by the Chapter for any purpose other than annual dues.

ARTICLE VII - MEETINGS

Section 1. There shall be an annual meeting of the Chapter during the month of November for the receipt of annual reports, the determination of annual dues for the next calendar year, the election of officers and directors,

and the transaction of other business. Notice of the meeting shall be provided to each member at least 15 days in advance and must conform to any notice requirements of relevant state laws.

Section 2. Regular meetings of the Chapter shall be held during the months of September through May unless otherwise decided by the board of directors. Meeting format will be as determined by the membership. Notice of each such meeting shall be provided to each member at least 15 days in advance.

Section 3. Special meetings may be called by the president with the consent of the board of directors, or at the request of five or more members. All members shall be notified in writing at least ten days prior to any special meeting stating the date, time, place and purpose.

ARTICLE VIII - BOARD OF DIRECTORS

Section 1. The board of directors shall be composed of the elected officers (president, 1st vice president, 2nd vice president, secretary, and treasurer), the immediate past president, and five elected directors.

Section 2. Elected officers or directors shall be elected annually by the membership at the annual meeting. Each elected officer or director shall take office at the first regular or special meeting in the calendar year following election and shall serve for a one-year term.

Section 3. The board of directors shall have supervision, control, and direction of the affairs of the Chapter; shall determine its policies or changes therein within the limits of the bylaws; shall actively prosecute its purposes; and shall have authority to expend funds, incur liabilities and authorize contracts. It may adopt such rules and regulations for the conduct of its business as may be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 4. The board of directors is not authorized to adopt positions regarding local or national politics, legislative agendas, nor otherwise adopt resolutions in the name of the Chapter.

Section 5. The Board shall meet upon the call of the president at such times and places as he or she may designate and still be called to meet upon demand of a majority of its members. Notice of each meeting of the board of directors shall be mailed to each member of the board at least 10 days in advance.

Section 6. A majority of the entire board shall constitute a quorum at any meeting of the board.

Section 7. All questions coming before the board shall be decided by a majority vote, with each member of the board present being entitled to one vote. Proxy voting shall not be permitted.

ARTICLE IX- OFFICERS

Section 1. The elected officers shall be a president, a 1st vice president, a 2nd vice president, a secretary, and a treasurer, each of whom shall be a regular or auxiliary member of the Chapter or spouse of a regular member of the Chapter.

Section 2. The elected officers shall be elected annually by the membership at the annual meeting. Each elected officer shall take office at the first regular or special meeting in the calendar year following an election and shall serve for a term of one year or until a successor is duly elected and installed.

Section 3. No member shall be eligible to serve more than two consecutive one-year terms as president.

Section 4. The 1st vice president shall fill a vacancy in the office of the president automatically. The 2nd vice president shall fill a vacancy in the office of the 1st vice president automatically. Vacancies in other offices shall be filled as the board of directors may decide.

Section 5. The president shall be the chief elected officer of the chapter, shall preside at meetings of the chapter and of the board of directors, and shall be a member ex-officio, with right to vote, of all committees except the nominating committee. The president shall also, at the annual meeting and as such other times as might be deemed proper, communicate to the Chapter or the board of directors information or proposals to help in

achieving the purposes of the Chapter. Further, the president shall perform such other duties as are necessarily incident to the office of the president.

Section 6. In the event of the president's temporary disability or absence, the 1st vice president shall perform the duties of the president. In the event of a temporary disability or absence of the president and the 1st vice-president, the 2nd vice president shall perform the duties of the president. The vice-presidents shall perform other duties such as the president may assign.

Section 7. The secretary shall provide timely written notification of all meetings of the Chapter and of the board of directors and will maintain a record of all proceedings. The secretary shall also carry out these duties: prepare such correspondence as might be required; maintain the Chapter's correspondence files; and safeguard all important records, documents, and valuable equipment belonging to the Chapter. Further, the secretary shall perform such other duties as are commensurate with the office or as might be assigned by the board of directors or by the president.

Section 8. The treasurer shall maintain a record of all sums received and expended by the Chapter, collect the members' annual dues, make such disbursements as authorized by the Chapter or the board of directors, deposit all sums received in the financial institutions approved by the board of directors, and make a financial report at the annual meeting or when called upon by the president. Funds may be drawn from the account in the financial institution upon the signature of the treasurer, president or another designated board member. The funds, books, and vouchers in the custody of the treasurer shall at all times be subject to inspection and verification by the board of directors.

Section 9. This being a composite Chapter representing all of the services, there shall be a reasonable representation of all services by rotation of Chapter offices among members of the various services, whenever possible.

ARTICLE X - COMMITTEES

Section 1. The President, subject to the approval of the board of directors, shall annually appoint standing and special committees such as might be required by the bylaws or might be advisable.

Section 2. The standing committees of the Chapter shall include membership, programs, scholarship, ROTC Awards, arrangements, legislative, and personal affairs. The membership committee shall secure new members to strengthen the organization. The program committee shall be responsible for suitable programs for all meetings. The scholarship committee shall be responsible for the Chapter's Scholarship Program. The ROTC Awards committee shall be responsible for the ROTC Medals program. The arrangements committee shall be responsible for making proper arrangements for all meetings. The legislative committee shall protect the rights and privileges of members by maintaining close contact with current and proposed legislative actions, will advise members accordingly, and will recommend action. The personal affairs committee will advise members and families of deceased members when in need as to their rights and privileges, and will assist members in securing veterans' and other benefits. Special committee assignments shall consist of a chaplain, a historian, a photographer, web master, and a newsletter editor in addition to other assignments which might be advisable.

Section 3. During the May meeting, the board of directors shall appoint a nominating committee consisting of three regular members to develop a slate of candidates for the elective offices. The sitting second Vice President shall serve as the Chairman of the nominating committee. One sitting regular board member and one non-elected regular member shall be appointed to serve as the other members of this committee. The committee shall notify the secretary in writing, no later than the September board of directors meeting, of its proposed slate of officers and directors for the next calendar year. The secretary shall list in the chapter's October newsletter the nominated candidates for the elected offices.

Section 4. The entire slate recommended by the nominating committee will be verbally presented to those attending the annual meeting in November. In addition, further nominations from the floor will be accepted at that time. Closure of the nominations shall be followed by voting on the slate in accordance with Article V.

ARTICLE XI - AMENDMENTS

Section 1. The bylaws may be amended, repealed, or altered in whole or in part by a two-thirds vote of the membership present at any duly organized meeting of the Chapter, providing that a copy of any amendment proposed for consideration has been mailed to each member qualified to vote at least 15 days before the meeting.

ARTICLE XII - ORDER OF BUSINESS

Section 1. The normal order of business at all Chapter meetings will be as follows:

- a. Meeting opened by the president.
- b. Invocation
- c. Pledge of allegiance to the flag.
- d. Introductions.
- e. Reading of minutes of prior meeting.
- f. Report of board of directors.
- g. Unfinished business.
- h. New business.
- i. Program, elections, installations, etc.
- j. Benediction.
- k. Adjournment by president.

ARTICLE XIII - THE FLAG

Section 1. The American flag shall be displayed and honored at all meetings of the Chapter.

This is to certify that these bylaws were approved at the annual meeting of the Arizona Chapter at Scottsdale, AZ on November 11, 1999.

S/ Charles Schluter
Charles Schluter, Col. USA (Ret)
President

S/ Irene Doto
Irene Doto, CAPT USPHS (Ret)
Secretary.

This is to certify that these bylaws were amended to add the scholarship committee at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on April 18, 2002

S/Ronald Green
Ronald Green, LtCol. USAF (Ret)
President

S/Terry Tassin
Terry Tassin, LCDR USN (Ret)
Secretary.

This is to certify that these bylaws were amended primarily to reflect the change in the Chapter's name to the Arizona Chapter, Military Officers Association of America, and to make the term of office for staff officers one year, at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on November 16, 2002.

S/Ronald Green
Ronald Green, LtCol. USAF (Ret)
President

S/Terry Tassin
Terry Tassin, LCDR USN (Ret)
Secretary.

This is to certify that these bylaws were amended primarily to reflect changes in the make-up of the Board of Directors; the filling of BOD vacancies; and in the make-up of the BOD candidate nominating committee, at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on September 18, 2004.

S/Gary Fredricks
Gary Fredricks, Col. USAF (Ret)
President

S/Terry Tassin
Terry Tassin, LCDR USN (Ret)
Secretary.

This is to certify that these bylaws were amended primarily to reflect changes in the scheduling of meetings, and the separation of the Chapter scholarship and ROTC award programs into two separate committees, at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on October 20, 2007.

S/Terry Tassin
Terry Tassin, LCDR USN (Ret)
President

S/Ronald Perkins
Ronald Perkins, Col USAF (Ret)
Secretary.

This is to certify that these bylaws were amended primarily to reflect changes in new member dues, authorized check signers, and Chairman of the Nominating Committee, at the regular monthly meeting of the Arizona Chapter at Phoenix, AZ on November 20, 2010.

S/Ronald Perkins
Ronald Perkins, Col USAF (Ret)
President

S/Beth Cullison
Beth Cullison
Secretary.

Arizona Chapter Operating Instruction #1

Subject: Arizona Chapter Meritorious Service Award (MSA)

Purpose: To identify and recognize those members of the Arizona Chapter of the Military Officers Association of America (MOAA) who have performed exceptional service to the chapter deserving of special recognition.

Background: The Arizona Chapter of MOAA has provided subject award to recognize and reward outstanding acts or service which are above and beyond that normally expected and which distinguish the individual among those performing similar acts or services. This award is an effective means of fostering high morale, incentive, motivation, and esprit de corps.

Description: The Chapter Meritorious Service Award is bronze, 2 inches in diameter, suspended on a red, white, and blue ribbon. The award is worn around the neck of the recipient. In addition to the medal, each award recipient will receive either a Meritorious Service Award Lapel Pin to be worn on clothing or a Lapel Pin suitable for adhering to the individual's name tag.

Procedures:

- Award recipients will be selected once a year in October.
- The chapter president will appoint a selection panel at the September Board of Directors meeting consisting of three individuals, one each from the following classes; regular, auxiliary [if available – may be replaced by a regular member], and spouse. The panel should consist of individuals who have received the maximum allowable MSA awards.
- The selection panel will select individuals deserving of the chapter's MSA. In addition to those selected by the panel, individual members, spouses and auxiliary may submit separate nominations to be considered by the selection panel. Nominations will be submitted to the panel no later than two weeks prior to the October Board of Directors meeting, in writing, describing specific accomplishments that the nominated member has achieved and what impact the accomplishments have had on the Chapter.
- The membership chairman will provide an accurate, up to date accounting of current membership status at the September Board of Directors meeting in order for the selection panel to determine the maximum number of awards that can be made.
- The selection panel may select up to 5% of the current years total membership, excluding spouses and honorary members, to receive the award. While not a rule, the panel should consider a representative share of awards going to regular and auxiliary members and spouses.
- A maximum of three MSAs may be awarded to any member. Further outstanding contributions to the chapter may be recognized by putting the individual in for an appropriate National MOAA award.
- The president will present the recommendations of the selection panel to the Board of Directors for approval/disapproval. The President may then add a single individual to the list of recipients without reducing the total number the selection panel and Board of Directors are allowed to nominate/approve.
- The entire nomination and approval/disapproval process should take place at the October Board of Directors meeting.

- The Chapter Treasurer will order, at a minimum, the number of Meritorious Service Awards necessary to satisfy the year's requirement, after the October Board of Directors meeting.

Award Presentation Procedure:

- The Chapter Meritorious Service Award will normally be presented to all recipients at the annual luncheon meeting in November.
- Subsequent awards of the medal to the same individual results in the award of a Gold Star to be worn on the ribbon used to suspend the original award. Second and third award Gold Stars will be positioned beginning three inches above the medal and at one-half inch intervals on the wearer('s left side

Other Requirements:

- Recipients are encouraged to wear the Chapter Meritorious Service Award at the award luncheon.

Approved:

This Chapter Operating Instruction was amended to reflect a minor change in sentence structure at the April 5, 2012 Board of Directors meeting.

John Ady, Col USA (Ret), President

Arizona Chapter Operating Instruction #2

Subject: Arizona Chapter Travel Expense Reimbursement

Purpose: To establish consistent procedures for reimbursement of travel expenses for official travel on behalf of the Chapter.

Applicability: This Chapter Operating Instruction will apply to attendance at Arizona Council of Chapters meetings, and to attendance at other Military Officers Association of America (MOAA) meetings as authorized by the Chapter Board of Directors.

Policy: It is the policy of the Chapter to reimburse travel expenses for official travel on behalf of the Chapter as follows:

- **Mileage:** Travel mileage will be reimbursed at the federal statutory rate for charitable travel. The 2001 rate is \$0.14/mile. This rate will follow the federal statutory rate without requiring changes to this Operating Instruction.
- **Lodging:** Lodging will be reimbursed at cost, including applicable taxes, for staying at the Hotel or Motel designated for the specific event.
- **Meals:** Meals, including tax and tip, served as part of the official function will be reimbursed at cost for the Chapter representative.

Procedure:

Official representation at MOAA activities will be as designated by the Board of Directors prior to the scheduled activity.

Within 60 days after attending a meeting as the official representative of the Chapter, the attending members will submit a request in writing to the Chapter President for reimbursement of expenses as defined above in "Policy". Upon approval of the Board of Directors, the Chapter Treasurer will draw a check in the names of the attendees on the Chapter's General Fund Account.

Approved:

*This operating Instruction was approved at the April 4, 2002 Board of Directors meeting held at the American Legion Post #107, 20001 North Cave Creek Road, Phoenix, AZ.

Ronald R. Green, LtCol USAF (Ret), President

*This is to certify that this Chapter Operating Instruction was amended to reflect the change in the Chapter's name to the Arizona Chapter, Military Officers Association of America at the October 4, 2002 Board of Directors meeting.

Ronald Green, LtCol USAF (Ret), President

Arizona Chapter Operating Instruction #3

Subject: *The Sentinel* Advertising Guidelines

Purpose: To provide a process and guidance for placement of paid advertisements in the Arizona Chapter Newsletter, *The Sentinel*.

Background: National Headquarters supports and recommends that separate Chapters accept advertising to offset newsletter publication and postal expenses. Advertising should be utilized to promote both member owned and other local businesses that are supportive of Chapter activities. It has been determined that current Chapter non-profit status and policies satisfy internal revenue and other legal considerations.

Policy: Acceptance and placement of advertisements will consist of a simple process, which does not hinder publication of *The Sentinel* nor require undo administrative actions on the part of Chapter officers.

Advertisement Placement:

- Members or businesses may place advertisements in accordance with policies published herein.
- Exception: Advertisements that promote Travel or Insurance Agencies or Political activities will not be accepted.
- All advertising is subject to space availability on a first come, first placed basis.
- Final approval of space allocation and general appearance resides with the Editor.

Advertisement Run Dates:

- *Annual:* Advertisements placed on an annual basis will appear in each *The Sentinel* published during the calendar year (January through December). Advertisers may anticipate 9 newsletters to be published annually. Annual advertisements are preferred over all other options.
- *Quarterly:* Advertisements will be placed for a period of 3 months beginning with each calendar quarter.
- *Impact Advertising:* One time advertising intended to support special announcements or events.

As a general rule, it is expected that advertising will not change appearance during the run dates, and also that run dates will be consecutive.

An accepted rule is that an advertisement placed once each quarter will be considered as Impact Advertising.

Process and Responsibilities for Request and Placement of Advertisements:

- Chapter members may solicit advertisers or place advertisements.
- A copy of the advertisement will be provided by the advertiser to the editor in electronic format at least two weeks prior to the first publication date. The copy will be in appropriate dimension, suitable for publication.
- A copy of the advertisement will be provided to the Treasurer accompanied by payment in the correct amount prior to publication.

- The Treasurer:
 - ⊖ Will confirm amount received is correct.
 - Will provide a receipt when requested and when a return address is specified.
- The Editor:
 - Will determine suitable page location and publish the advertisement accordingly.
 - Must inform member (and Treasurer) when space is no longer available.
- Related Deadlines:
 - May be solicited at anytime (first come first placed, contingent upon space availability)
 - Must be received by the Editor two weeks prior to the intended publication date.

Special Considerations:

- Refunds: Will be subject to joint approval of the Treasurer and the Editor and should only be considered in those circumstances where the advertised service or product is no longer available, or when it is considered prudent to withdraw the advertisement in the best interest of the Chapter and its members.
- Advertisers Proof: Non-chapter member advertisers will receive a complimentary issue of *The Sentinel* each month that their advertisement is published.

Advertisement Size and Pricing Guidelines: Advertisements will be priced according to size in multiples that approximate standard business card dimensions. (Samples attached as Tabs 1-2)

Size	Annual	Quarterly	Impact Ad
Single Card	\$80.00	\$25.00	\$15.00
Double Card*	\$160.00	\$50.00	\$30.00
Quadruple Card*	\$320.00	\$100.00	\$60.00

*Both Double Card and Quadruple Card advertising may be placed in either Banner or Rectangle configuration.

Approved: This Operating Instruction was approved on June 6, 2002, by the Board of Directors during a regularly scheduled meeting held at the American Legion Post #107, 20001 North Cave Creek Road, Phoenix, AZ, 85050.

Ronald Green, LtCol USAF (Ret), President

This Chapter Operating Instruction was amended to reflect changes in the handling process of advertisements at the November 4, 2010 Board of Directors meeting.

Ronald Perkins, Col USAF (Ret), President

Advertise in this size space

Impact Ad	\$ 30.00
<i>Quarterly</i>	<i>\$ 50.00</i>
<i>Annual</i>	<i>\$160.00</i>

Advertise in this size space

<i>Impact Ad</i>	<i>\$30.00</i>
<i>Quarterly</i>	<i>\$50.00</i>
<i>Annual</i>	<i>\$160.00</i>

Advertise

<i>Impact Ad</i>	<i>\$15.00</i>
<i>Quarterly</i>	<i>\$25.00</i>
<i>Annual</i>	<i>\$80.00</i>

Advertise

<i>Impact Ad</i>	<i>\$15.00</i>
<i>Quarterly</i>	<i>\$25.00</i>
<i>Annual</i>	<i>\$80.00</i>

Advertise in this size space

Impact Ad	\$60.00		
		<i>Quarterly</i>	<i>\$100.00</i>
		<i>Annual</i>	<i>\$320.00</i>

GLENDALE UNION HIGH SCHOOL DISTRICT
APOLLO HIGH SCHOOL
8045 North 47th Avenue
Glendale, Arizona 85302

LCDR Terry J. Tassin USN (Ret)
Senior Naval Science Instructor
Navy Junior Reserve Officers' Training Corps

School (623) 435-6300 School FAX (623) 435-6369
NJROTC Office (623) 435-6337

Best Wishes
to the
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Military Officers Association
of American

In recognition of your 50 years of successful
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The Arizona Chapter



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A Special Thank you to all
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of MOAA for your
generosity, caring and
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Arizona Chapter Operating Instruction #4

Subject: Arizona Chapter Memorial for Deceased Members

Purpose: To establish a standardized procedure for the memorial for members of the Arizona Chapter when death occurs. In this case Chapter Member means a Military Officer or a former Military Officer that is a Chapter member, their spouse or an Auxiliary Member.

Background: This Chapter Operating Instruction (COI) establishes a standardized procedure for honoring any Chapter Member, their spouse or an Auxiliary Member upon their death. At one time a wreath, monetary contribution to some charity, or a combination of both was made when a member passed away. This was not standardized and varied with each person. As this presented the possibility of creating hard feelings among the survivors, it was decided by the Board of Directors that each Member, Spouse or Auxiliary member should receive the same type of recognition/memorial.

Description: When notified by the Chapter President of the passing of a member of the Arizona Chapter, the treasurer shall transfer \$50.00 from the General Fund into the Chapter's Scholarship Fund in the deceased individual's name. Procedures:

- Any member may notify any Chapter officer of a members passing. That officer will notify the President when they learn of a members passing.
- When the President is informed of a member passing he/she will verify that the information is correct. It should be noted that time is not of the essence, but accuracy of information is critical.
- The President will notify the Membership Chairperson who will ensure that the roster is corrected and pass this information on to the Chapter Newsletter Editor. Additionally, the Membership Chairperson will make the necessary notifications to MOAA National of the passing of the member.
- When the information is verified as correct the President will prepare the Donation Notification Letter (Tab 1) from the Chapter to the survivor of the deceased, to establish the donation in the deceased's name. The letter is to be sent under the signature of the Chapter President.
- The President will transfer the completed form to the Treasurer by mail or in person.
- The Treasurer will then transfer \$50.00 from the General Fund into the Scholarship Fund in the deceased individual's name.
- The President will notify the Board that the action has been completed at the next Board of Directors (BOD) meeting.
- The Treasurer will confirm that the action has been completed.

Attachment: Tab 1: Sample Donation Notification Letter

Approved: This Chapter Operating Instruction was approved at the December 4, 2003 Board of Directors meeting held at American Legion Post #107, 20001 N. Cave Creek Rd., Phoenix, Arizona 85024.

Ronald Green, LtCol USAF (Ret), President

This Chapter Operating Instruction was amended to reflect a minor change in sentence structure at the 6 September 2007 Board of Directors meeting.

Terry Tassin, LCDR USN (Ret), President

This Chapter Operating Instruction was amended to reflect a change in donation receipt at the April 3, 2008 Board of Directors meeting held at the Arizona Veterans Home, Room A107, 4141 N. 3rd Street, Phoenix, AZ.

Terry Tassin, LCDR USN (Ret), President

This Chapter Operating Instruction was amended to reflect a change in responsibilities from the MCP to the President at the October 7, 2010 Board of Directors meeting held at the Arizona Veterans Home, Room A107, 4141 N. 3rd Street, Phoenix, AZ.

Ronald Perkins, Col USAF (Ret), President

SAMPLE LETTER COVERING DONATION NOTIFICATION TO SURVIVOR

(On AZ Chapter MOAA stationary)

THE ARIZONA CHAPTER

An Affiliate of the Military Officers Association of America

Arizona's First Chapter

[Name]

President Arizona Chapter MOAA

[Chapter's Mailing Address]

[Date]

[Name]

[Address of Survivor]

Dear Mr. / Mrs. [Surviving spouse's name]:

In honor of your [husband/wife/grandfather, etc], [deceased's name], we have donated \$50.00 in his/her name to the Arizona Chapter's Scholarship Fund. This fund is used to recognize and help outstanding students from the schools that are supported by the Chapter to further their career goal of a college education.

Sincerely,

[President's Typed Name]

Arizona Chapter Operating Instruction #5

Subject: Arizona Chapter Medal Awards to JROTC Students

Purpose: The purpose of the MOAA JROTC medal is to recognize an outstanding cadet who is in his or her Junior year in the JROTC program and who has demonstrated exceptional potential for military leadership. The presentation of the MOAA JROTC medal is one way the Arizona Chapter fosters a positive military recognition among the youth of the community. To be eligible for an award, a candidate must:

- ❑ Be in his or her Junior year of a JROTC program.
- ❑ Be in good academic standing.
- ❑ Demonstrate a high degree of loyalty to the unit, school, and the country.
- ❑ Demonstrate exceptional potential for military leadership.

The individual's unit commander, who coordinates the selection and presentation with our chapter, selects the award recipient.

The Arizona Chapter of MOAA sponsors seventeen (17) high school Junior Reserve Officers Training Corps. Schools supported are:

- ❑ Alhambra High School Army JROTC
- ❑ Apollo High School Navy JROTC
- ❑ Cactus High School Air Force JROTC
- ❑ Camelback High School Army JROTC
- ❑ Carl Hayden High School Army JROTC
- ❑ Central High School Army JROTC
- ❑ Cortez High School Navy JROTC
- ❑ Deer Valley High School Air Force JROTC
- ❑ Glendale High School Navy JROTC
- ❑ Greenway High School Navy JROTC
- ❑ Moon Valley High School Navy JROTC
- ❑ North High School Army JROTC
- ❑ Sandra Day O'Connor High School Air Force JROTC
- ❑ Shadow Mountain High School Air Force JROTC
- ❑ South Mountain High School Army JROTC
- ❑ Sunnyslope High School Air Force JROTC
- ❑ Thunderbird High School Navy JROTC

Background: The Arizona Chapter of MOAA provides a nationally generated certificate, medal and ribbon for award to a Junior in the JROTC program at selected high schools, in order to recognize and reward outstanding acts or service.

Description: The Chapter JROTC Award includes a Certificate, Medal and Ribbon suitable for wearing, with other earned ribbons, on the uniform. The ribbon precedence will be determined by each service.

Procedures:

- The JROTC Awards Chairperson will announce at the November Board of Directors meeting how many schools fall within the area of responsibility of the Chapter and update the Board of any changes since the previous year. Medal packets will be ordered from National MOAA no later than December of each year.

- The JROTC Awards Chairperson will contact the senior JROTC instructor at each school during January of the year to advise them of the program and enlist their support.
- The JROTC Senior Instructor should notify the Chairperson of the name of the award recipient when selected.
- The JROTC Awards Chairperson will then prepare a certificate of award signed by the Chapter President and forward this, along with the medal and ribbon, to the JROTC Unit prior to the school's award presentation ceremony.
- The JROTC Awards Chairperson will, if possible, obtain a volunteer from the Chapter membership to make the presentation at each school's JROTC award program.

Award Presentation Procedure:

- The Chapter volunteer will present the award to the selected student in accordance with the schedule provided by the JROTC Unit.
- If a volunteer cannot be found to make the presentation or an emergency prevents the volunteer from attending the ceremony, the Senior JROTC Military Instructor at the school will present the award in the name of the Chapter.

Approved:

This Chapter Operating Instruction was approved at the 4 December 2003 Board of Directors meeting held at American Legion Post #107, 20001 N. Cave Creek Road , Phoenix, Arizona 85024.

Ronald Green, LtCol USAF (Ret), President

This Chapter Operating Instruction was amended at the 6 September 2007 Board of Directors meeting held at the Arizona Veteran's Home, Room A107, 4141 N. 3rd Street, Phoenix, Arizona, to reflect the addition of Sandra Day O'Connor High School as the Chapter's 17th supported high school.

Terry Tassin, LCDR USN (Ret), President

This Chapter Operating Instruction was amended at the 7 October 2010 Board of Directors meeting held at the Arizona Veteran's Home, Room A107, 4141 N. 3rd Street, Phoenix, Arizona, to reflect a very minor word change.

Ronald Perkins, Col USAF (Ret), President

Revised: October 7, 2010

Arizona Chapter Operating Instruction # 6

Subject: Arizona Chapter Scholarship Program

Purpose: To provide monetary assistance to clearly outstanding college bound students of the Junior Reserve Officers Training Corps (JROTC) units from the schools that are the designated responsibility of The Arizona Chapter of the Military Officers Association of America (MOAA).

Description: Applicants for scholarships must have maintained an exceptional scholastic standing, demonstrated qualities of leadership and good moral character, and participated in extracurricular activities or performed other community services. In addition, applicants must profess intent to serve a minimum of one tour as an officer in the military services of our Nation including the Commissioned Corps of both the U. S. Public Health Service (USPHS) and the National Oceanic and Atmospheric Administration (NOAA).

Priority for awards will be applicants with

- 1) approved ROTC enrollment or in a military preparatory school,
- 2) pending ROTC enrollment or in a military preparatory school as above,
- 3) approved enrollment in a degree program leading to satisfying a requisite for commission in the USPHS or NOAA,
- 4) approved or pending enrollment in a 4 year college with intent upon graduation to enter an Officer Candidate School,
- 5) approved or pending enrollment in one of our Nation's military academies.



The number of scholarships to be awarded and the monetary amount of the award will be recommended by the Scholarship Committee for approval by the Board of Directors (BOD). The total amount of scholarships shall not exceed 50 percent of the balance in the Scholarship Fund that exists at the time the scholarships are approved - which normally is the first Thursday in April of the award year.

Procedures:

- During the month of January the Scholarship Chairperson will send a letter (Tab 1) to the JROTC Senior Instructor at each eligible school advising them of the scholarship award program.
- All application forms (Tab 2) will be submitted to the Chairperson not later than the 3rd Thursday of March.
- Instructor verification of application information is required. Instructor letters of recommendation are encouraged.
- In February the Chapter President will appoint a Scholarship Review Panel consisting of two to four members to serve with the Chairperson.
- The Scholarship Review Panel, using the Scholarship Grading Sheet matrix (Tab 3) as an aid, will select the number of awards and recommend the monetary value.
- At the April BOD meeting, the Scholarship Chairperson will submit the names of the recommended scholarship awardees and suggested monetary amounts for approval.
- Upon approval of the awards by the BOD, the Scholarship Chairperson will notify the Senior Instructor of each awardee to inform them of the scholarship recipient(s) from their school.
- The Chairperson will notify each successful applicant in writing (Tab 4), congratulating them on their selection and inviting their attendance at the May Chapter business meeting where they will receive their award. The parents of the selectee and their JROTC instructor will also be invited as guests of the Chapter.

- The Scholarship Chairperson will notify each unsuccessful applicant in writing (Tab 5) and will thank them for their participation.
- **Award Presentation Procedure:** At the May Chapter meeting the Chapter President or his designee will present a check for the approved amount to each recipient. Recipients will be invited to address the members present as to what the award means to them, where they will be attending college and their major, and what their plans are for military service to our country.

Tabs:

- 1) Sample Nomination Request Letter to Advisors
- 2) Sample Scholarship Application Form
- 3A) Sample Scholarship Grading Sheet-Blank
- 3B) Sample Scholarship Sample Grading Sheet
- 4) Sample Letter to Successful Students
- 5) Sample Letter to Unsuccessful Students

Approved: This Chapter Operating Instruction was rewritten and approved at the November 1, 2012 Board of Directors meeting held at the Papago Military Reservation, 5636 E. McDowell Road, Phoenix, Arizona, to reflect wording changes throughout the document. The Tabs containing the Sample forms and letters will be updated individually by the Scholarship Fund Officers as required from time-to-time.

John R. Ady, COL, USA retired, President

Revised: November 1, 2012



THE ARIZONA CHAPTER
Military Officers Association of America
Arizona's First Chapter

Sample Nomination Request Letter to Advisors

[Date]

[School Mailing Address]

Subject: Arizona Chapter MOAA Scholarship Awards Program

This year, the Arizona Chapter of the Military Officers Association of America (MOAA) will award several monetary scholarships to graduating JROTC cadets selected from applicants attending competing high schools. With these scholarships, we hope to further the education of students who maintain a scholastic position in the upper half of his or her class and demonstrate qualities of leadership, good moral character and concern for his fellow man through service to others.

You are encouraged to nominate up to two graduating JROTC students, about to enter full time in an accepted university, college or community college. They should apply through you to the Arizona Chapter MOAA for consideration of a scholarship. A Scholarship Committee selected from our membership will review all applications and determine recipients.

Attached is a copy of an application form to be completed by the applicant and certified by you - the Instructor. If further information is needed please contact:

[Name of current Scholarship Chairman]
[Address]
[Phone number]

We are looking forward to your participation, and our continuing association with you, your school and the JROTC Program.

Sincerely,

[Name and Rank of President]
Arizona Chapter of MOAA

Attachment: Arizona Chapter MOAA Scholarship Application Form
(Copies may be made)

ARIZONA CHAPTER MOAA SCHOLARSHIP APPLICATION FORM

Part 1: Applicant Information: (Applicant must attach a current 2 ¼' x 3 ½" glossy, individual waist up photograph in JROTC uniform, suitable for printing)

- a. Full Name & Cadet Rank _____
- b. Home Address _____
City / State / Zip Code _____
- c. High School _____
- d. Date of Birth _____
- e. Telephone # (Home) _____ Cell Phone #: _____
- f. E-mail Address _____
- g. Year in School (Sr.) _____
- h. Cumulative GPA as of last completed Semester/Quarter _____
- i. Current SAT / ACT score _____
- j. High School class rank _____ of _____
- k. Name of Institution of higher learning to which accepted, or now attending:

- l. Study Major (If known) _____

Part 2: Community and Extracurricular Activities:

(List all that you participated in while attending your last year of high school)(List in the order of importance [your opinion]) Attach sheet if necessary.

*** Additional information continued on next page ***

Tab 2

**Part 3: Essay: “My Goals and Objectives” (not to exceed 350 words).
Neatness, spelling, composition counts.**

Part 4: Certification Statement:

I certify that the information provided is true and factual to the best of my knowledge.

Applicant Signature _____ Date _____

Military Advisor Signature _____ Date _____

Application must be received by 25 March to be considered. Incomplete applications will be returned.

Mail completed applications with photo to:

[Scholarship Chairman’s]
[Mailing Address]

**AZ Chapter
Scholarship
Grading
Sheet**

	Student Name	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 110px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
	Points							
GPA	1 to 10	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 110px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
SAT/ACT	1 to 10	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 110px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
Class Rank	1 to 10	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 110px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
Part II	1 to 10	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 110px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
Part III	1 to 10	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 110px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
<u>Total Pts</u>		<input style="width: 80px; height: 25px;" type="text" value="0.000"/>	<input style="width: 80px; height: 25px;" type="text" value="0.000"/>	<input style="width: 110px; height: 25px;" type="text" value="0.000"/>	<input style="width: 80px; height: 25px;" type="text" value="0.000"/>	<input style="width: 80px; height: 25px;" type="text" value="0.000"/>	<input style="width: 80px; height: 25px;" type="text" value="0.000"/>	<input style="width: 80px; height: 25px;" type="text" value="0.000"/>
<u>Rank</u>		<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 110px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
<u>School</u>		<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 110px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>

Note: **Part II:** Based on Community and Extracurricular Activities from Application Form

Note: **Part III:** Based on Essay from Application Form.

Evaluator: _____ Date _____

Tab 3A

Sample Scholarship Grading Sheet

<i>SAMPLE</i>	***** Student Name	<i>SAMPLE</i>	*****	<i>SAMPLE</i>	*****	<i>SAMPLE</i>	*****	<i>SAMPLE</i>
	Jones, JP	Smith, TS	Door, WT	Left, AB	Right, AB			
	Points							
GPA	1 to 10	9.175	9.625	7.738	9.775	9.025		
SAT/ACT	1 to 10	6.123	5.278	8.625	7.125	6.389		
Class Rank	1 to 10	8.788	9.004	8.392	9.858	9.180		
Part II	1 to 10	6.000	6.920	5.830	6.800	7.830		
Part III	1 to 10	5.170	7.500	4.250	5.830	7.830		
<u>Total Pts</u>		35.256	38.327	34.835	39.388	40.254	0.000	0.000
<u>Rank</u>		4	3	5	2	1		
<u>School</u>		Moon Valley	Moon Valley	Apollo	Apollo	T'Bird		

Note: **Part II:** Based on Community and Extracurricular Activities from Application Form

Note: **Part III:** Based on Essay from Application Form.

Computations:

GPA: Assume a GPA of 3.85 on a scale of 4.0, $3.85/4.0=0.9625 \times 10$ equals 9.625

SAT/ACT: Max SAT is 1600. Using a SAT score of 1275 - $1275 / 1600 = 0.7968 \times 10 = 7.968$
 Max ACT is 36. Using an ACT score of 30 - $30 / 36 = 0.8333 \times 10 = 8.333$

Class Rank: Individuals class rank / total in class. Class rank is 392 / 514 in class = $0.7626 \times 10 = 7.626$

Essay Questions: Use raw scores between 1.0 and 10. Example - 8.953. No multiplier is required.
 Ten is used as a multiplier in all cases, with the exception of the essay questions, to raise the number to a potential of 10.

Evaluator: _____ Date _____



THE ARIZONA CHAPTER
Military Officers Association of America
Arizona's First Chapter

Sample Letter to Successful Students

[Date]

[Student's Mailing Address]

Mr. or Ms. [Student's Name],

The scholarship committee of the Arizona Chapter of the Military Officers Association of America (MOAA) met on [date] to select the recipients of [\$ amount] scholarships from among the applications submitted this year. We are pleased to announce that you are one of the students selected to receive one of this year's scholarships.

We invite you, your parents, and your Senior Military Instructor to be our guests for an awards [luncheon/dinner] on [day and date], at the [location], commencing at [time]. Dress is informal, but we would appreciate seeing you in uniform. Please contact me as soon as possible and no later than [date] concerning your intention to attend this presentation. We will ask cadets to talk for no more than five minutes on their High School JROTC experience and how they intend to use their scholarship award.

The committee was impressed with the caliber of all of the submissions and the selection of recipients was not easy. Your involvement in school and community activities demonstrates that there are qualified young people who will be the bright future of our country.

Again, congratulations.

Sincerely,

[Name and Rank of Scholarship Chairman]
[Chairman's mailing address and telephone number]

Tab 4



THE ARIZONA CHAPTER
Military Officers Association of America
Arizona's First Chapter

Sample Letter to Unsuccessful Students

[Date]

[Student's Mailing Address]

Dear Mr. or Ms. [Student's Name],

The Scholarship Selection Committee of the Arizona Chapter of the Military Officers Association of America has completed selection of student recipients of scholarship awards for the current year. We regret to inform you that you were not selected.

We wish we had the funding to assist every student meeting eligibility requirements that apply and complete the application process. Unfortunately, while the funding from our members for scholarships continues to grow, we still must turn down far too many well-qualified students.

We extend to you our best wishes for a productive and exciting future.

Sincerely,

[Name and Rank of Scholarship Chairman]
Arizona Chapter of MOAA

Tab 5

Arizona Chapter Operating Instruction #7

Subject: Sponsorship of AZ Chapter Members

Purpose: To develop an internal process to grant free chapter membership to certain members who have been long-time chapter members and contributors, in order to retain their chapter membership in the Arizona Chapter.

Description: This Operating Instruction outlines the approved process for sponsorship

- Topic generally occurs only during dues renewal period (*March-April*) and often involves well-known chapter members that have not indicated their chapter dues renewal
 - It is expected to be a very limited number in any given year
- No change to the current chapter by-laws is warranted
 - No new reportable membership category will be created
 - National MOAA membership guidance is sufficient as currently written
- Sponsorship will be handled on a case by case basis
 - Only current AZ Chapter Officers and Directors can ‘sponsor’ an individual for continued chapter membership
 - Sponsoring Officer or Director must personally determine the member’s continued desire to remain involved in chapter activities BEFORE bringing the subject to the board of directors
 - Once a determination has been made, the Sponsor will bring the subject to a board meeting
 - Board will vote and approve/disapprove by a simple majority vote
 - If approved, the Sponsor is financially responsible for payment of chapter dues
 - Member will be added to the chapter membership as a “Sponsored Member”
 - Sponsored Members will not be reported to National unless they are either a current national member or a MOAA Life Member

Approved: This Chapter Operating Instruction was approved at the October 2, 2014 Board of Directors meeting held at the Papago Military Reservation, 5636 E. McDowell Road, Phoenix, Arizona.

Jim Cullison, Lt Col, USAF (ret)

Arizona Chapter Operating Instruction #8

Subject: Duty Roster for AZ Chapter Directors/Committee Chairs

Purpose: To develop an internal process among Directors/Committee Chairs to ensure all flags, stands and table decorations are available for each and every AZ Chapter Meeting each month.

Description: This Operating Instruction outlines the approved Duty Roster process so the task generally does not fall to only one individual month after month.

- Developing a Duty Roster distributes tasks to all elected Directors/Committee Chairs on a monthly basis
 - Applicable only to current Directors and Committee Chairs
- There are nine monthly meetings held each year
 - Duty Roster will be distributed to all Directors/Committee Chairs and ‘advertised’ in each monthly issue of the Sentinel
 - Special events such as Pearl Harbor Day, Memorial Day, etc. will be assigned to the Chapter principal handling the event
- Assigned personnel are responsible to bringing all flags, stands, tips and associated table decorations to the monthly meeting at McCormick Ranch Golf Club
 - Flags are to be set up NLT 11 am
 - Table decorations will be set out by the Arrangements Chair
 - Assigned personnel are also responsible for returning materials at the end of the meeting
- All AZ Chapter materials stored at the [REDACTED]
 - North of Thunderbird Road and east of Scottsdale Road
 - Unit # [REDACTED]
 - Gate code to enter [REDACTED]* (unique code for AZ Chapter)
- If assigned Directors/Committee Chairs are unable to attend the meeting, they are responsible to find a suitable replacement amongst other Directors/Committee Chairs
 - Contacting the Chapter President does not constitute finding a suitable replacement
- No change to the current chapter by-laws is warranted
- A **sample** Duty Roster for 2016 is outlined below

Approved: This Chapter Operating Instruction was approved at the May 7, 2015 Board of Directors meeting held at the Papago Military Reservation, 5636 E. McDowell Road, Phoenix, Arizona.

Jim Cullison, Lt Col, USAF (ret)

2016 AZ CHAPTER DUTY ROSTER

Jan 16	Lee Lange	Sep 17	Jim Cullison
Feb 20	Dave Fleming	Oct 15	Frank Hoak
Mar 19	Ron Bright	Nov 19	Charlie Bitner
Apr 16	Paul Schnur	Dec 17	Jim Draper
May 21	Bruce Kosaveach		