

United States Army
Warrant Officers Association

BYLAWS



CRATER SILVER CHAPTER

1 April 2020

BYLAWS PREAMBLE

With reverence for God and country and being ever mindful of the glorious traditions of the United States Army our duty to uphold and defend the Constitution of the United States of America, our responsibility to aid in maintaining adequate defense for our beloved country, our desire to assist in obtaining the highest caliber of men and women for our Army, our interest in the welfare of people who served and are serving in the Army, our devotion to our fellow soldiers in good fortune or distress, and our reverence for the memory of our departed comrades; we unite to further the aims and objectives of this Association. This chapter shall be governed by Articles of Incorporation, BYLAWS of the United States Army Warrant Officers Association (USAWOA), and this Chapter's BYLAWS.

ARTICLE I NAME AND LOCATION

This chapter shall be known as the Crater Chapter of the United States Army Warrant Officers Association, hereinafter referred to as the "Chapter" as chartered by the United States Army Warrant Officers Association on 22 February 1974.

On 1 April 2020, the Crater Chapter is awarded Silver Status for 25 consecutive years, and will hence forward be known as the Crater Silver Chapter.

The location of the Chapter shall be at Fort Lee, Virginia.

ARTICLE II OBJECTIVES

The objectives of the chapter are:

1. To foster a spirit of patriotism and devotion to duty among the members of the chapter commensurate with the high ideals of the Army and the position of the members therein.
2. To recommend programs for the improvement of the United States Army.
3. To disseminate professional information among warrant officers.
4. To promote the technical and social welfare of the members of the chapter.
5. To promote the spirit of comradeship among the members of the chapter
6. To recommend programs that will enhance community relations and provide community assistance.
7. To do such other things, which are not inconsistent with law, which are necessary to carry out the above stated objectives.

ARTICLE III PURPOSE

The purposes of the chapter shall be:

1. To provide a local forum for members of the Association to discuss problems any member may have in carrying out the purposes of the Association.
2. To make recommendations to the Region Council of Presidents (COP).
3. To make recommendations to the Annual Meetings of the Members of the Association.
4. Underscore the Warrant Officer role to Fort Lee leadership and represent our causes.
5. To carry out such civic and charitable purposes as the chapter members may desire.
6. The civic and charitable purposes strictly follow all pertinent Army Regulations, Joint Ethics Regulations, and all Federal, State, and Local Laws. Should any question arise concerning the legality or propriety of any event, a legal opinion shall be requested.

ARTICLE IV MEMBERSHIP

Section 1. Department of Defense (DOD) Policy:

This chapter fully supports the DOD policy on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, sex, religion, or national origin. The chapter will not accept invitation from, nor participate in, any activity or organization that does not conform to this DOD policy.

Section 2. Classes of Members:

1. The chapter shall have only one class of “voting member”, that of a regular member. Membership in the chapter shall be open to any person who now holds, or has held, under honorable conditions, a bona fide warrant officer appointment, whether regular or temporary, Reserve, National Guard, or other warrant officer status in the Army of the United States of America and is a member in good standing of the USAWOA. Voting members must transfer their membership to the Crater Silver Chapter. USAWOA members from other chapters may not vote in Crater Silver Chapter business.
2. Associate membership may be extended to persons, not otherwise eligible for regular membership, when recommended by a regular member and approved by a majority vote of the chapter. Associate members have the same privileges and obligations as regular members except they may not vote nor hold an office. Dues for associate members shall be the same as those for regular members and shall be bore by the person making application for associate membership.
3. Honorary membership may be bestowed upon persons not eligible for regular membership. Nominees for honorary membership must have contributed significantly to the betterment of the United States Army Warrant Officer Association, its membership or the Warrant Officer Corps in general. Nominations may be submitted in accordance with Section 2, bylaw I of the USAWOA National BYLAWS. Honorary members shall have the same privileges and obligations as regular members except they will not be allowed to vote, hold office or have a voice in matters pertaining to chapter business.

Section 3. Selection of Members:

1. All members of the Crater Silver Chapter are assigned by the National Headquarters. Chapter affiliation can be changed online, by phone or by filling in affiliation data on a membership card, signing it and mailing form to USAWOA.
2. All members must be reflected on the Crater Silver Chapter roster in order to vote, hold office or participate in matters pertaining to Chapter business. All members should possess a current USAWOA membership number card.

Section 4. Voting Rights:

1. Regular members, holding a current USAWOA membership, aligned to Crater Silver Chapter, shall be entitled to one vote on each issue submitted to a vote of the members.
2. Proxy voting shall be authorized in accordance with Section 4 b, Bylaw III, USAWOA BYLAWS.

Section 5. Dues:

1. The National Board of Directors, USAWOA, determines the yearly dues payable to the Association by its members.
2. Payment of dues may be made directly to the National Headquarters or submitted to the Chapter Treasurer, who will remit to National Headquarters.
3. Termination, resignation, reinstatement and transfer of membership in the USAWOA shall be in accordance with Sections 6 through 11, Bylaw III, of USAWOA BYLAWS.

ARTICLE V MEETINGS

Section 1. Notice of Meetings: Crater Silver Chapter members shall be given due notice of all meetings to include the time, date and place, at least seven (7) days in advance of the date thereof.

Section 2. Quorum:

1. Ten percent (10%) of the active chapter membership (or proxy provided), in person or connected electronically shall constitute a quorum for the transaction of chapter business, among whom shall be the President or Vice President who shall have been authorized to convene the chapter session. A quorum must exist prior to chapter business being conducted.
2. In the case of elections, a quorum shall consist of fifteen percent (15%) of the chapter membership entitled to vote in person, by proxy, electronic connection, or by mail. If a quorum is not present, another meeting will be scheduled within 15 days. When ballots are dispersed, the election committee will provide results at next meeting.

Section 3. Regular Stated Meetings: The chapter may hold regular monthly meetings, but shall hold at least one (1) chapter business meeting each quarter.

Section 4. Special Meetings:

1. The President or, in his/her absence, the Vice President, may call a special meeting of the chapter membership.
2. Due notice shall be given of such meeting as required in Section 1, this Article, and shall state the business to be transacted

Section 5. Elections:

1. The chapter will schedule elections that permit installing new officers in January.
2. The nominations/election committee shall begin soliciting nominations and declarations of candidacy for elective office at least four months prior to elections (August time frame). The goal of the nominations committee will be to place at least two (2) candidates for each elective office on the ballot.
3. The nominations/election committee shall, at least 30 days prior to the election (Nov), provide their list of candidates to the Chapter.
4. Nominations for elective officers accepted from members will be added to the ballot prior to a vote.
5. The nominations/election committee shall obtain nominated members approval to accept office prior to placing them on the ballot.
6. The election committee will provide each member with a ballot for casting their vote. After all members have marked their ballots, they shall be collected, then tallied and the results provided to the Chapter Secretary. The presiding officer (or election committee chairman) shall announce the newly elected officers for the coming year. Ballots received via email will have the complete email senders name and email address in conjunction with the completed ballot. Email will also contain the date and time of the transmission.
7. Special elections: Should an elected official be unable to fulfill their obligation a special election may be required. The election committee will follow same procedures as with a normal election.

Section 6. Attendance: All elected and appointed officers shall be expected to be in attendance at regular and special meetings as well as chapter functions or events.

Section 7. Conduct of Meetings:

1. The parliamentary practices contained in "Robert's Rules of Order" newly revised editions, shall govern the chapter in all cases to which they are applicable, and in which they are not inconsistent with the Articles of Incorporation and the BYLAWS of the USAWOA, or these BYLAWS.
2. The President or, in his/her absence the Vice President shall preside over and conduct meetings.

3. Members in good standing may participate in Chapter meeting in person, by providing their proxy, telephonic and internet exchange. Electronic communications must provide “real-time” (voice & hearing as a minimum) interactive exchanges with quorum and members connecting.

4. The Chapter may establish Sub-Chapters in outlying locations to include overseas locations where there is no formal Status of Forces Agreement (SOFA) in place; Those Sub-Chapters (in the US or overseas) will be governed by the same directives as the Crater Silver Chapter and will be titled “*Name* Sub Chapter”. Crater Silver Chapter officers hosting a sub-chapter must remain in contact with and include in their minutes the updates or copies of the sub-chapters minutes. All other elements of this and all other directives will remain the same.

Section 8. Order of Business:

1. The order of business at each regular meeting of the chapter shall be as follows:

- a. Call to order. Constitution of a quorum.
- b. Pledge of Allegiance to the flag.
- c. Recognitions and announcements
- d. Welcome guest and new members.
- e. Reading of minutes of preceding meeting.
- f. Reading of the monthly financial report.
- g. Report of standing and special committees
- h. Old business.
- i. New business.
- j. Remarks (schedule next meeting date & time).
- k. Adjournment.

2. The order of business at special meetings is limited to the discretion of the presiding officer:

ARTICLE VI OFFICERS - ELECTIVE AND APPOINTED

Section 1. Elected Officers:

1. The elected officials of the chapter shall be as follows:

- a. President.
- b. Vice President.

2. The President and Vice President shall be elected at the date and place promulgated in these BYLAWS. No elected chapter official shall hold another USAWOA office concurrently.

Section 2. Appointed Officers:

1. The Chapter President shall appoint a Secretary, Treasurer, and Vice President for Reserve Affairs, a Vice President for Retired Affairs, Parliamentarian, and other officers as deemed necessary. Such officers shall have the authority to perform the duties prescribed by the President.

2. The President shall, as soon as possible after election and installation, but not later than the next regular meeting of members, announce selection of appointed officers and standing committee chairpersons.

Section 3. Term of Office:

1. Elected and appointed officers shall serve in such offices for a period of approximately one (1) year.

2. Such officers shall be installed in office at an appropriate installation ceremony or at the next regular meeting of the chapter and shall continue in office until their successors are elected/ appointed and formally installed in office.

3. Elected officials named in these BYLAWS are eligible to succeed themselves, but no elected official shall serve more than two (2) consecutive terms in the same office.

Section 4. Vacancies in Office:

1. In the event of death, resignation, removal through disqualification or otherwise of any of the officers named in these BYLAWS, the office shall be deemed vacant and a successor thereto shall be elected, appointed or succeeded to the next higher office as follows:

VACANCY

President: Vice President succeeds to the Presidency.

Vice President A new Vice President is elected.

Secretary A Secretary is appointed by the President.

Treasurer A Treasurer is appointed by the President.

Vice President for Reserve Affairs: A Vice President for Reserve Affairs is appointed by the President.

Vice President for Retired Affairs A Vice President for Retired Affairs is appointed by the President.

Parliamentarian A parliamentarian is appointed by the President.

2. The President shall replace any other appointed officers/committee chairpersons by a new appointment.
3. Resignation from any elective or appointed offices in these BYLAWS, for any reason other than those mentioned in this section, shall occur. Acceptance or rejection of the resignation shall be made by a majority vote of members present at a regular or special meeting for elected officers.
4. Elective vacancies shall be filled by election at the next regular meeting of the chapter membership. Voting shall be limited to those members present and the candidate receiving a majority vote shall be declared elected to the vacant office.
5. Appointive vacancies shall be appointed at the first opportunity by the Chapter President.
6. Officers so elected or appointed shall be charged with all duties and responsibilities of one regularly elected or appointed.

Section 5, Standing Committees:

1. The incoming Chapter President shall appoint a chairperson to each of the following standing committees within 30 days of installation.
 - a. BYLAWS Committee (every five years).
 - b. Elections Committee.
 - c. Memorabilia Committee
 - d. Volunteer Records Keeper
 - e. Community Public Relations Committee
 - f. Boy Scouts
 - g. JROTC
 - h. Rebuilding TriCities
 - i. McGuire VA Hospital
 - j. Holiday Helper
 - k. Wreaths Across America
2. Each chairperson shall select committee members from the general membership to assist in the performance of committee duties.

Section 6. Special Committees:

1. The Chapter President may appoint such additional special committees as deemed necessary to carry on chapter business.
2. Special committee chairpersons shall select members from the general membership to assist in the performance of committee duties.

Section 7. Board of Directors (BOD)/ Executive Committee (EXCOM):

This body shall consist of the Chapter President, Vice-President, Secretary, Treasurer and other appointed officers and committee members as deemed necessary by the President. BOD meetings may occur in person, by telecon or via internet.

ARTICLE VII DUTIES

Section 1. General: The duties of officers, elected or appointed, shall be in accordance with the Articles of Incorporation, BYLAWS of the USAWOA, and as set forth herein.

Section 2. President:

1. The President is the Chief Executive of the chapter. In addition to other duties outlined herein, the Chief Executive shall have the overall responsibility for conducting the official business of the chapter; have full and complete control over all chapter functions and activities; give careful attention to the welfare and work of the chapter; carry into effect and enforce the provisions of these BYLAWS, the Articles of Incorporation, BYLAWS of the USAWOA, and the policies determined upon by the majority of the chapter membership.
2. The President shall appoint chapter officers, as deemed necessary and all committee chairpersons as well as see that all officers and committees discharge their respective duties as specified herein.
3. The President shall be an ex-officio member of all committees except the nominations committee.
4. The President shall engage in public relations activities aimed at enhancing the image of the Crater Silver Chapter, the United States Army Warrant Officer Association, and the United States Army.
5. The President shall frequently review the financial records of the chapter to ensure that all funds, property, and assets are properly accounted for.
6. The President shall serve as the primary representative of the chapter at the Region Council of Presidents meetings and Annual Meeting of the Members (AMM).

Section 3. Vice President:

1. In the absence of the President, or due to inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers and authority of the Presidency.

2. The Vice President shall be a standing member, representing the Board of Directors, on standing and special committees.

3. The Vice President is the Membership Committee lead, and will serve as chairperson at all chapter Membership Committee meetings. Membership Committee notes, and reports from the Vice Presidents for Retired and Reserve/NG Affairs will be reported in the VP report.

4. The Vice President shall assist the President and perform other such duties as may be assigned by the President.

Section 4. Secretary:

1. The Secretary shall be responsible to the President for overall administration of the chapter.

2. The Secretary shall issue notices of the chapter general membership meetings as outlined in Section 1, Article V, of these BYLAWS.

3. The Secretary shall maintain a record of attendance at each meeting and prepare the minutes of meetings and will supply a copy to the Installation Commander, Fort Lee, Virginia.

4. After each meeting, the Secretary shall revise and finalize minutes and forwarding them to the North East Region Director and USAWOA Headquarters not later than seven (7) days after each meeting by email.

5. The Secretary shall inform the North East Region Director and USAWOA Headquarters of the results of chapter elections and any other changes of members.

6. The Secretary shall maintain administrative records for the chapter, to include correspondence (incoming and outgoing) and those transactions pertinent to the operation of the chapter, preferably by digital file.

7. The Secretary shall be responsible to ensure that only individuals in good standing with the Association are allowed a voice and vote on chapter business at regular and special meetings.

8. The Secretary shall compile, or cause to be compiled, annually, from the archives of the chapter and from other sources, a narrative history of the chapter as well as its activities and accomplishments (for the AMM).

9. The Secretary shall be the custodian of the Chapter Charter and such other historical records and documents belonging to the chapter.

10. The Secretary will maintain and revise proxies, and proxy holder's listings. List will be published or available at meetings to ensure quorum counts and voting results.

11. The outgoing Secretary shall transmit to the incoming Secretary, all records and property responsible for under these bylaws.

12. The Secretary shall perform other such duties as may be assigned by the President.

Section 5. Treasurer:

1. The Treasurer shall be the chief financial officer of the chapter. The Treasurer shall act as custodian of chapter funds and shall be charged with the financial record keeping of the chapter. The chapter treasurer serves at the consent of the Chapter President. The chapter treasurer, in compliance with Virginia Commonwealth laws (for all private organizations) is bonded; as an individual. This nonrefundable bonding requirement is for the treasurer to legally operate. As such, treasurers may serve at the consent of successive presidents.
2. The Treasurer shall receive and disburse chapter funds, maintain accounts, preserve vouchers and establish an audit trail for each transaction. Records are open to inspection by the Board of Directors and subject to audits at any time by an Auditing Committee duly appointed by the President. Records maintained may be physical or digital files.
3. The Treasurer shall render a detailed financial report of receipts, disbursements, and a comparative statement of such at each regular chapter meeting, as well as provide a copy to the North East Region Director and USAWOA Headquarters.
4. The Treasurer shall present the chapter's financial records to auditors, when required, and assist for the duration of the audit.
5. Individual membership registration and renewal electronically is generally the norm. However, the Treasurer shall forward (if required) annual dues received from chapter members and applications for membership to National Headquarters monthly using USAWOA Form 300-IIR, Membership Dues Transmittal.
6. The Treasurer shall give the successor in office, records and property responsible for under these BYLAWS. A financial audit will be accomplished prior to relief of responsibility.
7. The Treasurer shall file an annual financial report with USAWOA Headquarters prior to March 15th of each year.
8. The Treasurer shall prepare and present to the membership a proposed annual budget that will ensure continued operations and maintenance of the Chapter. Revisions of the current fiscal years shall be presented to the Chapter EXCOM as needed for review, approval to be placed into new business and presented to the membership prior to implementation. The proposed annual budget will be presented to the general membership the meeting following the installation of new officers (Feb).
9. The Treasurer shall maintain the official chapter Post Office Box and perform other such duties as the President may direct.

Section 7. Parliamentarian (if appointed):

1. The parliamentarian is an appointed position that ensures the proper conduct of membership meetings.
2. It shall be the duty of the Parliamentarian to monitor meetings to ensure proceedings are in accordance with Robert's Rules of Order, newly revised edition, and subsequent editions, the Articles of Incorporation, BYLAWS of the USAWOA, and this chapter's BYLAWS.

3. The Parliamentarian shall perform other such duties as directed by the President.

Section 8. Vice President for Reserve Affairs:

1. Vice President for Reserve Affairs is an appointed position.
2. It shall be the duty of the V/P for Reserve Affairs to identify programs for the chapter that will reach out to the USAR or ARNG Warrant Officers in the community with the goal of chapter membership.
3. Prepare and present reports to the chapter Membership Committee on reserve component issues and concerns.
4. Identify chapter activities of special interest to the Reserve Component Warrant Officers.
5. The Vice President for Reserve Affairs shall perform other such duties as the President may request. Additionally, serves on Membership Committee.

Section 9. Vice President for Retired Affairs:

1. Vice President for Retired Affairs is an appointed position
2. The V/P for Retired Affairs identifies activities and programs for the chapter that will appeal to the retired warrant officer community and serve the retired warrant officer with areas of interest not encompassed in another association's activities.
3. Report to the chapter Membership Committee on current retired issues and concerns.
4. Identify chapter activities that might be of special interest to the retirees and the community with the goal of membership.
5. The Vice President for Retired Affairs will perform other functions as requested by the Chapter President.
6. Additionally serves on Membership Committee.

Section 10. Volunteer Records Keeper

1. Trained and ensures volunteer hours are entered into Volunteer Management Information System (VMIS) database.
2. Recommends awardee information to the President for Installation and USAWOA recognition.

Section 11. Community Public Relations Committee

1. Maintains the Chapter Facebook

2. Submits articles to the Fort Lee Traveler and to USAWOA.
3. Performs other publications duties as requested by the Chapter President.

Section 12. Boy Scouts Committee

1. Coordinate with Troop 912 leaders, Boy Scouts of America, for participation in chapter events.
2. Advises Chapter President, gaining signatures for awards and providing quorum the overview and progress within Boy Scout Troup 912.

Section 13. Junior Reserve Officer Training Corps (JROTC)

1. Coordinates with local high school JROTC leaders for participation in Chapter events.
2. Advises Chapter President, gaining signatures for awards and providing quorum the overview and progress within JROTC programs.

Section 14. Removal of Officers:

1. Any elected or appointed officer of the chapter not attending three (3) consecutive chapter meetings, without just-cause, i.e., official duty, family emergency, illness, etc., may be removed from office.
2. Appointed officers, the Secretary, Treasurer and Committee Leads shall keep the President aware of their status. Missing more than three meetings is grounds for automatic replacement. Current operating procedures require committees without active leadership to be suspended. It is accepted practice for members and Chapter Officers to participate by phone or TELECON in meetings. The President shall emplace new committee leadership in these scenarios with the least disruption.
3. The elected officer whose status as an "officer in question" under the provisions of this section shall be given ten (10) days notification by the Chapter President or acting President.
4. Elected officer removal is by a vote of two thirds of the eligible members present. Elected officers subject to removal under provisions of this section, shall have the right to present any arguments or testimony to the membership. Elected officers shall also have the right to have a fellow member or group of members appear before the membership in his/her behalf.

Section 15. Governing Body:

1. Subject to the Articles of Incorporation, USAWOA bylaws, and these BYLAWS, the general membership in assembled meetings, shall be the governing body of the chapter during meetings.
2. The chapter EXCOM (Executive Committee) shall be the governing body at all other times.

ARTICLE VIII FUNDS AND PROPERTY

Section 1 Funds:

1. The chapter is not organized for pecuniary gain or profit and no part of any net earnings thereof may inure to the benefit of any member.
2. All funds and property (inclusive of memorabilia inventory) of the chapter shall be accounted for, as directed by Army Regulations, the applicable laws of the State of Virginia, and the USAWOA Financial Instructions. The Treasurer shall forward the necessary copies of financial statements to the Installation Commander.
3. The chapter shall maintain a bond to cover the Treasurer or other persons designated to handle chapter funds, as directed by National Headquarters.
4. No loans shall be made by the chapter to any officer or member of the chapter.
5. The members of the chapter shall be responsible for the custodianship and accountability of all chapter funds.
6. Chapter members are responsible for satisfying any liabilities and the disposition of any residual assets when and if the fund is dissolved. Disposition of remaining funds after satisfying any liabilities shall be in accordance with the Articles of Incorporation and BYLAWS of the USAWOA.
7. No funds, except for that are provided elsewhere in these BYLAWS, shall be disbursed or expended without the approval of the general membership, by majority vote, at a regular or special meeting. Further, a record of such approval shall be duly recorded in the minutes of the meeting in which approval was given.
8. Chapter Memorabilia property limits are generally limited to what can be sold in one year, and that can be safely and securely stored. The Chapter Memorabilia Chair is authorized to fund replenishment of existing memorabilia lines from the sales proceeds up to \$999.00 limit. Memorabilia funds transferred to the treasurer are to reflect memorabilia net profit or funds to begin a new line of memorabilia. The Memorabilia Chair may retain net memorabilia profits and directly purchase new items when the quorum approves such transactions beforehand, thus precluding the treasurer receiving and disbursing the gross funds twice.
9. The President is allowed to commit up to \$500.00 monthly for expenditures that need a quick turnaround. Such expenditures are incorporated in the treasurers' report and briefed at the next meeting.

Section 2. Annual Audit:

1. The accounts of the chapter shall be audited at least annually in accordance with generally accepted auditing standards by one or more disinterested parties. Although a chapter member may be considered a disinterested party, no elected or appointed officer of the chapter may be so defined. The Chapter President shall appoint an audit committee sixty days prior to the date the audit is to be conducted and shall set forth the date in which the audit is to be completed with the results submitted to the Chapter

EXCOM. The Treasurer shall ensure a copy is forwarded of each annual audit to the Installation Commander.

2. The audit will normally be conducted with the change of Treasurer, and prior to installation of new officers. Audits shall be conducted at a place designated by the President and Treasurer.

3. All books, accounts, financial records, reports, files, and other papers, things, or property belonging to or in use by the chapter shall be made available to the person(s) conducting the audit. Full facilities for verifying transactions with the balances or securities held by depositories, fiscal agents, and custodians shall be afforded to such persons.

4. The report shall set forth the scope of the audit and include such statements as necessary to present fairly the chapter's assets and liabilities, surplus or deficit with an analysis of the changes therein during the year, supplemented in reasonable detail with a statement of the Chapter's income and expenses during the year including the results of any commercial endeavor carried on by the chapter together with the independent auditor's opinion of those statements.

5. Results of each audit shall be reported to the general membership at the next regularly scheduled meeting following the successful completion of the audit.

Section 3. Chapter Operated Clubs and Other Activities:

1. This chapter shall not sponsor or endorse any club or venture involving finances, unless such club or enterprise shall be in compliance with Army Regulations and the laws of the State of Virginia.

2. Failure to comply with the provisions of this section shall be sufficient cause for the revocation or suspension of the chapter's charter by the USAWOA.

ARTICLE IX STANDING RULES

1. The chapter may establish standing rules for the purpose of defining special procedures unique to its operation. Such standing rules shall not be in conflict with the Articles of Incorporation and BYLAWS of the USAWOA or these BYLAWS.

2. Each standing rule shall be approved by the general membership, at a regular or special meeting, by majority vote.

3. Each chapter member shall be provided a copy of the chapter's standing rules.

ARTICLE X DISSOLUTION

Upon dissolution of the Chapter, assets thereof shall be disposed of in the manner prescribed for such funds and properties by the National Headquarters of the USAWOA, subject to the approval of the Installation Commander.

ARTICLE XI AMENDMENTS

1. To the extent that any provision of these BYLAWS conflicts with the applicable law of the local, state, federal, or other Governmental jurisdiction in which the chapter may be situated, such Bylaw provision is hereby amended to conform to the requirement of such applicable law.
2. These BYLAWS may be amended by a two-third majority vote of those members present at any general membership meeting at which a quorum is present. Notice of such proposed action shall have been given with the notice of the meeting.

ARTICLE XII MISCELLANEOUS

Section 1. Fiscal Year: The fiscal year of the chapter shall be from January 1 through December 31.

Section 2. Voting:

Any item requiring a vote by the membership that may affect each member (individually) shall not be voted-upon without first notifying the general membership. Notification is through the normal means outlined herein, of the time and place of the meeting and the item to be voted on.

Section 3. Disbursement of Funds:

1. The Treasurer shall be authorized to maintain and disburse chapter funds, not to exceed \$ 500.00 without general membership approval, for the purpose of paying chapter expenses that are routine and recurring in nature, or require quick-turn around as addressed in VIII, item 9. The Treasurer shall maintain records of receipts and disbursements associated with this fund.
2. The Treasurer shall be authorized to disburse chapter funds, not to exceed \$500.00 for the purpose of procuring Warrant Officer Memorabilia for resale.
3. Expenditure of funds in excess of \$ 500.00 for other than memorabilia shall require general membership approval, by majority vote at any regular or special meeting before disbursement of such funds.
4. Disbursement shall be made by check or other financial means, as approved by the general membership.

ARTICLE XIII Chapter Scholarships

The CRATER CHAPTER Scholarship Program was created in 2007 to administer the awarding of scholarships by the Crater Silver Chapter of the USAWOA. The goal of the program is to make financial awards to the most deserving candidates. Decisions are made by a selection committee and are based on the whole-person concept.

Application packets must be received between Jan 1 and April 1 of that year, in order to be considered for scholarships offered. Completed application packets should be mailed directly to: CRATER SILVER CHAPTER: (Warrant Officer Association - Crater Chapter, PO Box 5032, Fort Lee, Virginia 23801-1601). Electronic submission is to ftleewoa1@gmail.com.

Membership. Applications will be accepted from the children (natural or adopted) and dependent step-children, under the age of 23 (seniors in High School or above), or spouses of Crater Chapter members employed or residing in the Fort Lee area and *active members' grandchildren.

Community. Applications will be accepted, funds permitting, from the children under the age of 23 (seniors in High School or above), in the Tri-Cities area, (natural or adopted) to include orphans, enrolling or enrolled in college in Virginia.

All applicants must be in their senior year of high school (or higher) and plan to attend, or continue their education, in an accredited American college/university, vocational technical institution on a fulltime basis. All must have a cumulative GPA of 3.0 or higher on a 4.0 scale. The school must be a degree (or certificate) granting institution,

The application packet consists of:

1. Basic application form.
2. One typewritten 1,500 (minimum) word essay – listed on application form.
3. Special circumstances, if any, which may affect the applicant's, school attendance (i.e. medical, family dislocation, etc.)
4. List of extracurricular activities
5. Recommendation from high school counselor, instructor, or current faculty advisor if already attending college or trade school
6. High school (and college if applicable) transcript showing grades and grade point average
7. National Test Scores, SAT, ACT, etc. (unless currently enrolled in college).

**Because grandchildren will not have Army Dependent Identification Card and there likely is not documented proof of lineage and actual relationship to the member-grandparent: Crater Silver Chapter member who desire to sponsor a grandchild less than 23 entering or in college will gain quorum approval in the months January through March of the scholarship year. Grandparent members will review their active participation with the Crater Silver Chapter, committees and event participation or contributions for the Crater Silver Chapter and community. Members will inform the quorum with details how member is hands on involved with this child who is not in their house, which they are not financially responsible for and how they have and will influence this child's future. Member will also clarify to the quorum the biological or adopted status of this grandchild to their children. Token grandchildren who are not member-grandparents children's biological or adopted child are eligible to compete for the community scholarship if within the area and meeting that criteria. Minutes will reflect the details. The Scholarship Committee will use normal selection criteria for this scholarship packet.*

Applications must be complete at the time of receipt. No "partial" application will be accepted. All applications must be received at CRATER SILVER CHAPTER by the 1st of April to be considered. Awards will be announced no later than May 202X. Scholarship awardees will be notified and their names posted on the CRATER SILVER CHAPTER Homepage at <https://woaonline.org/crater> after the awardees are notified. Scholarship distribution will be made upon receipt of correspondence from the school registrar confirming registration. Checks will be made out to the school and will be sent to the student's designated financial aid office.

**Crater Silver Chapter United States Warrant Officers Association
Scholarship Program Application 202X**

Privacy Act of 1974 Information

Information requested will be used by the USAWOA Crater Silver Chapter Scholarship Program only for determining eligibility of applicants and, if appropriate, distribution of funds. Provision of information is voluntary; however failure to provide the requested information may result in an incorrect determination of eligibility

Name: LAST, First, Middle: _____

SSN: _____ **Date of Birth:** _____ **Home Telephone:** _____

Home Address: _____

City: _____ **State/Zip:** _____

Parent's (USAWOA Member) Name: _____

USAWOA Member #: _____ **or SSN (for 2d Scholarship):** _____

Parent's Address (if different from above): _____

Parent's Home Telephone Number (if different from above): _____

Name and address of College you plan to attend: _____

Counselor or Faculty Advisor (FA): _____

FA or Counselor Telephone Number: _____

Major or Field of Concentration: _____

YOUR APPLICATION PACKAGE MUST INCLUDE THE FOLLOWING:

____ This form completed and signed.

Choose one of the three topics below and write one typewritten 1,500 (minimum) word essay.

- 1. Question 1 will change each year.**
- 2. Question 2 will change each year.**
- 3. Question 3 will change each year.**

____ Any special circumstances that would impact your attending college.

____ List of extracurricular activities you have been involved in.

____ A recommendation from your high school counselor, or faculty advisor if already attending college or trade school.

____ High school transcript (College transcript, if already attending college.) _____

National Test Scores, i.e., SAT ACT, etc.

APPLICATION MUST BE RECEIVED NO LATER THAN 1 April each year.

SEND TO: Warrant Officer Association - Crater Silver Chapter, PO Box 5032, Fort Lee, Virginia 23801-1601. Your signature below constitutes permission for the Scholarship Committee to contact the counselor or faculty advisor named above for additional information, if deemed necessary, and to post and publish your name as the winning recipient.

Applicant's Signature _____ Date _____

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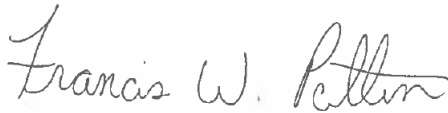
Crater Silver Chapter USAWOA, Scholarship Program

On the web at <https://woaonline.org/crater>

ARTICLE XIV ADOPTION

Upon passage of these BYLAWS by a majority of the members present, after their having been notified in advance of the vote on the BYLAWS being on the agenda, thereafter, the articles set forth herein shall be and are hereby adopted as the BYLAWS of the Crater Chapter, United States Army Warrant Officers Association.

APPROVED BY MAJORITY VOTE ON 1 April 2020.



Francis W. Pattin
President, USAWOA
Fort Lee Crater Silver Chapter 0603



Wayne Burton
Secretary, USAWOA
Fort Lee Crater Silver Chapter

DISCLAIMER:

The Crater Chapter is was formed in 1974 conforming to Internal Revenue Code: Section 501(c) (3). On 1 April 2020 it is recognized as the Crater Silver Chapter. The Crater Silver Chapter is aligned under its parent Private Organization, The United States Army Warrant Officers Association (USAWOA), which is an Internal Revenue Code: Section 501(c) (4) organization. Members' dues are paid directly to USAWOA. The Crater Chapter does not directly or indirectly, participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. The Chapter does not make contributions to political campaign funds or public statements of position (verbal or written), made on behalf of the organization in favor of, or in opposition to any candidate for public office clearly to violate the prohibition against political campaign activity. The Crater Chapter is a Private Organization, whose core membership is composed of Veterans, whose capacity is as current United States Army Warrant Officers or former Warrant officers. The Crater Silver Chapters records are provided to USAWOA and to the Fort Lee Installation leadership for review.

Form 990 Required: No

Accounting Period Ending: 31 Dec