

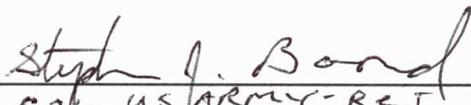


MILITARY OFFICERS
ASSOCIATION OF AMERICA
Cape Canaveral Chapter, Inc.

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CHAPTER HANDBOOK

Prepared by the Board of Directors and Committee Chairs
Edited and Approved by the Board of Directors



COL, US ARMY-RET
President, MOAACC, Inc.

16 December 2021

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MILITARY OFFICERS ASSOCIATION OF AMERICA
Cape Canaveral Chapter, Inc.
(Short Title: MOAACC)

CHAPTER HANDBOOK

1. PURPOSE.

This Handbook contains processes and procedures necessary to effectively manage the activities of The Military Officers Association of America, Cape Canaveral Chapter, Inc. (MOAACC). Its authority derives from Chapter Bylaws Article VII Board of Directors, Section 3. In case of a conflict between the provisions of this Handbook and the Chapter Bylaws, the Bylaws shall prevail. Additionally, this Handbook establishes guidelines and procedures for the Military Officers Association of America Cape Canaveral Chapter (MOAACC) Officers and Board of Directors (Board) to follow in the conduct of business and financial activities for the Chapter, consistent with the operation of a MOAA Chapter under the rules of IRS code Chapter 501(c)(19) Veterans Organization. The fiscal year for MOAACC, Inc. is 1 January through 31 December. As a living document, this handbook reflects the intent and direction of the current Board of Directors. Therefore, it shall be reviewed annually and revised, as necessary. Revisions require approval by the Board of Directors.

2. BACKGROUND.

Since MOAACC's inception in 1957, the number of committees, clubs, and activities has grown to the point that managing the business of the Chapter is complex. This handbook builds on that structure by:

- a. Defining the responsibilities (job descriptions) of the Elected Officers, Directors, and Standing Committees;
- b. Outlining the relationship between MOAACC, Inc. (501(c)(19) and the MOAACC 501 (c) (3) nonprofit organizations--Scholarship Corporation and Good Deeds Foundation;
- c. Describing the Chapter Sponsored Clubs; and
- d. Summarizing the roles of the many Special Assistants and Liaisons on whom the continued success of the Chapter depends.

3. GENERAL GUIDANCE.

MOAACC is a veterans' organization. It supports three pillars: Legislative Advocacy for the active military, veterans and their families, Philanthropy—giving back to other veterans, active military and their families, as well as students; and fostering a special camaraderie among our members while pursuing these endeavors. MOAACC is dedicated to maintaining a strong national defense and preserving the entitlements and benefits of its members. It promotes the aims, objectives, and national legislative programs of MOAA. High priority is given to providing useful services to our members and to the favorable resolution of issues that affect active-duty and retired members of

the uniformed services and their Reserve and National Guard components. MOAA National, the various State Councils and their affiliate chapters, including the Military Officers Association of America, Cape Canaveral (MOAACC), are all nonpartisan organizations. In addition to the purposes set forth in its Bylaws, the Chapter shall be guided by the following broad goals and objectives:

- a. Maintain and sustain the membership.
 - b. Encourage and provide opportunity for camaraderie and fellowship among the members.
 - c. Keep members informed of pertinent legislative issues and encourage active participation in the legislative process.
 - d. Keep members informed by publishing and distributing *The Intercom* news magazine monthly, the *MOAACC Five Things* e-Newsletter bi-weekly, chapter website, Facebook page and other pertinent mediums.
 - e. Encourage and engage in philanthropy in the community, and for members to monetarily support the efforts of the MOAACC Scholarship Corporation and Good Deeds Foundation.
 - f. Provide varied programs that are educational, informative, and/or entertaining.
 - g. Maintain an awards program for JROTC, ROTC, Sea Cadets and Civil Air Patrol units in the local area.
 - h. Provide a Survivor Assistance Program to assist members and surviving spouses.
 - i. Limit solicitation of members to membership renewal, a Scholarship Fund drive, Good Deeds Fund drive, a JROTC Medal Grant campaign solicitation, and others as determined by the Board of Directors.
- 4. FIDUCIARY GUIDANCE.** The following guidelines are established for investment of Chapter funds and for reimbursement of expenses for official travel approved by the President:
- a. **Conflicts of Interest.** Members of the MOAACC Board are prohibited from activities that might present conflicts of interest. The powers of the Board may not be used to personally benefit any Member at MOAACC or MOAA's expense. If a member has a financial interest in a transaction or other conflict, the Member must fully disclose the interest and abstain from voting. Loans to or from Board Members are prohibited. Chapter activities will be conducted using Chapter resources and the Chapter will not be indebted to members for services or donations not accounted for.
 - b. **Investment of Chapter Funds.** The intent of the Board is to control and invest funds to optimize return with minimal risk to principal. Sound investment of funds is critical to ensure that the fund generates enough income to cover the fair share of operating expenses for life members. The President shall annually appoint a Budget and Finance Committee of three MOAACC members including the Treasurer, who will be the Chair. The Committee shall review the status of investments in July and in January to determine what changes, if any, are necessary in investment policy or specific investments. The Committee's findings and recommendations will be reported to the Board of Directors, which retains

sole authority to modify or change investment policy and to approve investment strategies. The Board and the Budget and Finance Committee shall be guided by the following principles:

- (1) Account fund principal shall be safeguarded against loss or decline. Investments should provide the greatest return consistent with safeguarding principal.
- (3) The maximum maturity permitted for investment instruments is five years.
- (4) Investments shall be limited to fixed investments such as U. S. Treasury securities, federally insured certificates of deposit (CDs), and money market funds.
- (5) Treasury securities and CDs should be selected with maturity dates that anticipate the need for the funds.
- (6) Growth fund and other high-risk investments are not permitted.

c. Reimbursement of Travel Expenses. All requests for reimbursement of travel expenses must be approved in advance by the President and contained within the approved annual budget. The following reimbursement rules shall apply:

- (1) Air or rail fare at cost;
- (2) Cab fare at cost plus tip;
- (3) Privately owned vehicle at the prevailing IRS charitable mileage rate;
- (4) Event registration fees;
- (5) Mandatory/high-payoff, public relations events (e.g., awards dinners), and
- (6) Lodging.
- (7) Board members, who on rare occasions receive approval to travel outside the local Brevard County area to attend MOAA state or national level meetings may be authorized reimbursement of travel expenses. If projected expenses exceed the dollar amount allocated in the comprehensive budget, board approval will be required prior to reimbursement of travel expenses. Local travel of 50 miles or less will not be reimbursed. Local travel of a greater distance will be reimbursed for mileage and parking only. Receipts are required. Round trip mileage is reimbursed based on the IRS allowed rate for Charitable Organizations. All requests for reimbursement must be signed.

5. MOAACC's 501(c)(3) CHARITABLE ORGANIZATIONS.

a. General. MOAACC's Scholarship Corporation and Good Deeds Foundation supports MOAACC's aims, and objectives as outlined in governing documents. Presidents of 501(c)(3) are nominated annually or as required, by the MOAACC incoming President/President for approval by the MOAACC Board of Directors (BoD). Due to the importance of these positions for accomplishing Chapter objectives, both Presidents serve as *Ex Officio* (Non-voting) members of the BoD and coordinate activities closely with the MOAACC President for support. The MOAACC Board of Directors has no authority or involvement in receiving, administering, or expending charitable funds provided to the MOAACC Scholarship Corporation or MOAACC GDF, as required by IRS code for 501(c)(3) organizations. The Presidents of the 501(c)(3) organizations provide status/update reports to the BoD and chapter membership, and quarterly, provide written financial reports to the MOAACC BoD on progress and implementation of their programs (e.g., plans, status of quarterly/yearly fund raising, quarterly/yearly expenditures, impact listings, assistance required, etc.). To minimize administrative costs and maximize charitable contributions to their intended recipients, the 501(c)(3)s receive support from the Chapter (e.g., manpower, publicity, etc.). Shared administrative costs of 501(c)(3)s and MOAACC are determined by the MOAACC Treasurer and Treasurers of the 501(c)(3)s annually. Any disagreements or fees levied over \$1000/year must be approved by the MOAACC BoD.

b. The MOAACC Scholarship Corporation:

- (1) **Organization.** The MOAACC Scholarship Corporation shall be organized with a board of directors and committees as determined by the President of Scholarship. In accordance with IRS code and the Chapter Bylaws, the corporation is operated exclusively to receive, administer, and expend funds associated with the Scholarship Program and shall have its own Bylaws for this purpose.
- (2) **Composition of the Board:** The Scholarship Board of Directors shall consist of not less than three members, each of whom must be a member of MOAACC. The President, Scholarship Corporation, publishes a sequence of annual events and reports to the MOAACC Board of Directors and chapter members on status of the Scholarship Program per 5a above.
- (3) **Goals and Objectives:** The Scholarship Program supports the MOAACC objective of providing financial assistance to worthy students who are descendants of members of the Uniformed Services of the United States and to recognize appropriately donors thereto. The program aims to: 1) select worthy students based on academic merit and leadership potential; 2) be self-sufficient and achieve its approved annual scholarship objective from fund raising activities and income earned; and 3) recognize appropriately in ceremonies, by awards and in the media, all recipients, donors, and those memorialized.
- (4) **Policies:** The Scholarship Program is administered through the Scholarship Program provides grants to worthy full-time students in a variety of disciplines.

Applicant must be a descendant of active duty or retired military, descendant of current or deceased member of MOAACC or descendant in perpetuity of a MOAACC life member. The applicant must also be a Brevard County resident (unless a descendant of a MOAACC member) and have been accepted as a junior or senior in an accredited college or university, not necessarily located in Brevard County. Students entering full time graduate studies may also be considered.

- (5) **Schedule:** The annual scholarship fund drive for MOAACC Members is conducted in the spring (January-June). The cutoff date to receive applications each year is 15 June to allow selection of recipients in June and presentation of scholarship grants at the July Chapter meeting.

c. The MOAACC GOOD DEEDS FOUNDATION (GDF):

- (1) **Organization.** The MOAACC Good Deeds Foundation shall be organized with a board of directors and committees as determined by the President of GDF. In accordance with IRS code and the Chapter Bylaws, GDF is operated exclusively to receive, administer, and expend funds associated with the Good Deeds Foundation and shall have its own Bylaws for this purpose.
- (2) **Composition of the Board:** The GDF Board of Directors shall consist of not less than three members, each of whom must be a member of MOAACC. The President of GDF publishes a sequence of annual events and reports to the MOAACC Board of Directors and chapter members on status of the GDF Program per 5a above.
- (3) **Goals and Objectives:** The goal of the MOAACC Good Deeds Foundation is to support active-duty military and family, student related ROTC/JROTC and other units, and individuals and veterans needing special assistance in the area, including other non-profit organizations (e.g., Honor Flight, USO, etc.). GDF endeavors to distribute all funds raised each year to organizations and individuals which merit such support. A modest reserve will be kept annually, for funding to begin the following year. GDF program aims to be self-sufficient and achieve its approved annual donation objective from fund raising activities. It recognizes recipients of the grants appropriately in ceremonies for media coverage.
- (4) **Policies:** The GDF program is administered through the GDF Board of Directors to support the organization's aims and objectives of MOAACC, consistent with Federal and State law.
- (5) **Schedule:** The GDF seeks donations outside of MOAACC members all year long from corporations, other organizations and other individuals. Each Fall (July-December), GDF will request MOAACC members consider direct donations and participate or support one annual, major fund-raising project each fall such as a Golf Tournament.

6. ELECTED OFFICER JOB DESCRIPTIONS. In accordance with the Chapter Bylaws, Directors and Elected Officers provide guidance for chapter business activity (e.g., approve budget, provide general directions for the corporation, and ensure execution is in accordance with bylaws, policy and procedures.) Chapter Officers have execution authority to implement day-to-day chapter operations and provide reports on implementation to the BoD and general membership at business meetings. The organization chart for the chapter is at Annex A and shows supervisory alignment of the BoD and the Chapter Officers under the direction of the Chapter President. Job descriptions for elected officers are listed below.

a. President: The Chapter President is generally selected to progress through the Vice President positions after having first served in other capacities, such as a Director, Secretary, Treasurer, or major Committee Chair.

(1) Serves as Chief Executive Officer (CEO) of the Chapter and coordinates the activities of other Chapter Officers to accomplish the goals and objectives of the Chapter.

(2) Presides over the Board of Directors meetings, Thursday Morning Breakfast Club meetings, and most MOAACC events and meetings unless delegated.

(3) Appoints Chairpersons of the Standing Committees, Other Committees, and Chapter Sponsored Clubs approved by the Board of Directors.

(4) Nominates Presidents of the 501(c)(3) organizations to the Board of Directors for approval. Ensures close coordination is maintained with the Presidents of the 501(c)(3)s to support the goals and objectives of the organizations.

(4) Appoints Special Assistants, including Chaplains, Surviving Spouse Liaison, and Historian.

(5) Serves as senior Chapter Delegate and appoints other delegates for each annual Convention of the Florida Council of Chapters.

(6) Sets annual goals and objectives for the Chapter.

(7) Writes a column for each issue of The Intercom.

(8) Establishes liaison with other military/service, veteran, and community organizations within the local area.

(9) Nominates Chairpersons for the Nominating and Awards Committee to the Board of Directors for approval.

(10) Coordinates the Annual Comprehensive Budget presentation and the approval of revenue sources and expenditures in accordance with the Board approved Comprehensive Annual Budget. Is authorized to direct expenditure of chapter funds, in the amount determined by the BoD for chapter emergency and immediate purposes, without prior approval of the BoD. Current approved limit will not exceed \$250 for expenditures outside the approved annual budget. Briefs the BoD on these expenditures at the next board meeting. Uses President's Travel Funds for Chapter purposes withing approved budget limits, as deemed necessary.

b. First Vice President:

- (1) Under the supervision of the President, coordinates and supervises, as required, the following committees and activities: Public Relations and Marketing, Speakers Bureau, Current Affairs Forum, Veterans back to Class/Joe Foss Institute, Events, Luncheon, Welcome, Entertainment, Student Affairs (ROTC/JROTC), and other committees and activities as assigned.
- (2) Develops and submits a proposed annual luncheon program speaker schedule to the Board of Directors for review and approval.
- (3) Extends invitations to speakers two to three months before the date of the monthly luncheon or other scheduled events.
- (4) Provides guest speaker's biography and photograph to PR&M for publication prior to the speaking event.
- (5) Introduces guest speakers and arranges for a memento to be presented to each guest speaker.
- (6) Prepares MOAACC's Levels of Excellence (LOE 5 Star Award) application for submission to MOAA each May.
- (7) Coordinates the bi-Weekly e-Newsletter, MOAACC Five Things to keep members informed. Advises the webmaster and social media coordinator of information for posting.
- (8) Supervises the MOAACC JROTC Medal Grant program in coordination with the Treasurer, Public Relations & Marketing and Student Affairs Chairpersons. Conducts focused fundraising campaign annually for this program.
- (9) Assists the President as required.

c. Second Vice President:

- (1) Chairs the Membership Committee and executes plans and procedures to gain

and retain members.

- (2) Under the supervision of the President, coordinates and supervises as required the following Committees and activities: Legislative Affairs, Quartermaster, Health of the Chapter, survivor Assistance, and Financial Literacy and other committees and activities as assigned.
- (3) Assists the President and First Vice President as required.

d. Secretary:

- (1) Provides written notice of meetings of the Chapter and of the Board of Directors via all MOAACC medium sources.
- (2) Prepares the minutes of each Board meeting and provides copies for the next meeting for members of the Board.
- (3) Ensures the minutes of each Board meeting contain the following:
 - (a) Date/time/place of meeting and names of attendees (A "sign-in" list may be appended).
 - (b) Summary of reports received and approved.
 - (c) The text of each motion and the result.
- (4) Coordinates the collection and distribution of Chapter mail to appropriate individuals within MOAACC.
- (5) Delivers invoices received to the Treasurer for payment.
- (6) Provides a summary of Board actions to the Editor for publication in *The Intercom*.
- (7) Maintains files of Board meeting minutes, annual meeting summaries, official correspondence as directed by the President, and annual financial audits. The State of Florida and/or Internal Revenue Service (IRS) may require copies of minutes in order to continue the Chapter's tax-exempt status.
- (8) Acts as the Parliamentarian and with knowledge of Robert's Rules of Order, provides recommendations to the President and the BoD as necessary.
- (9) Maintains the Corporate Book which contains Articles of Incorporation, Bylaws, letters of agreement, meeting minutes, significant correspondence, directives, and policy instruments which have a continuing effect on the way the Chapter does business.
- (10) Provides a listing of new officers and directors to Secretary of the Florida

Council of Chapters and to MOAA National Chapters and Councils Affairs office after Installation of Officers in January.

- (11) Provides direction and ensures adequate resources, coordination, and support are provided to the Special Assistant to the Secretary for Membership Affairs so as to facilitate efficient and timely accomplishment of duties prescribed in the handbook by that individual, and with coordination with the Second Vice President, assists to ensure the duties of the Membership Secretary are performed.

e. Assistant Secretary:

Acts for the Secretary in his or her absence and assists the Secretary as necessary. Maintains backup files for the Secretary. Also functions as the Recording Secretary for Board of Directors meetings and the annual Chapter meeting. Note: It is essential that the Assistant Secretary be able to perform as many of the Secretary's numerous functions as feasible.

f. Treasurer:

Financial Responsibilities Policies and Procedures: The MOAACC Board of Directors formulates financial and business policies, and reviews operations and activities on a periodic basis. The MOAACC President has primary responsibility for implementing all financial policies and procedures. The Chapter Treasurer, with oversight by the MOAACC Board, has the day-to-day operations responsibility for managing the MOAACC Operating, Savings, and Reserve Account, ensuring the accuracy of the accounting records, internal controls, preparation of monthly and annual financial reports, bank reconciliation, Annual Certification with the FL Department of State, and the annual IRS Form 990 (Non-Profit) submissions. The MOAACC Treasurer and Assistant Treasurer, as executives to the Military Officers Association of America Cape Canaveral Chapter (MOAACC) Board of Directors, have the authority to conduct all banking/financial business on behalf of the MOAACC, Inc. business entity, the MOAACC, Inc. Board of Directors and its members. They:

- (1) Maintain official accounting records (cost accounting method), financial files and records covering a minimum of three years.
- (2) Deposit all sums received in a financial institution(s) approved by the Board.
- (3) Identify funds earmarked for specific purposes.
- (4) Report year-to-date status by budget line item at quarterly Board of Directors meetings.
- (5) Pay Chapter bills on an "as occurring" basis for items in the approved budget categories, and as separately approved by the Board of Directors.

- (6) Monitor status of investments and makes recommendations to the Board of Directors.
- (7) Support the annual review. The MOAACC Board of Directors will arrange to have an external review within 3 months of the fiscal year ending December 31st, no later than the end of March and have a report presented to the Board. The Audit will be performed by a competent financial authority (i.e., CPA, auditor, accountant, etc.) who is a disinterested party who has no leadership or administrative authority within MOAACC. The annual IRS Form 990 (post card or EZ option) shall be completed and submitted at this time or in no case after May of the fiscal year, unless an extension for filing, IRS Form 8868 is submitted and approved. This should only occur under unusual circumstances with justification.
- (8) Chair the Budget and Finance Committee, presents a draft annual budget and recommends annual dues to the Board for approval prior to the annual business meeting. The Board must approve the budget by a majority vote. The President and select VPs, with the help of the various Committee Chairs and major activity event coordinators and the Treasurer shall be responsible for producing an Annual MOAACC Comprehensive Budget and presenting it to Board of Directors within sixty (60) days of the current Board installation and submit it for approval to the Board at the next Board meeting following installation. The budget shall contain revenues and expenses forecasted by month.
- (9) File annual federal income tax returns (Form 990) per IRS code and 501(c)(19) laws.
- (10) Submit the Florida Department of State Corporate annual report (due annually by 1 May). <https://dos.myflorida.com/sunbiz/>
- (11) File Consumer Certification of Exemption (Tax Exemption) every five years.
- (12) The Treasurer shall prepare and present to the Board, Monthly Financial Reports in a format approved by the Board. The reports shall contain opening balance at the end of the previous month in the Operating and Reserve Account balances, a list of revenues by item received and deposited in each account, a list of expense disbursements by item made from each, and the ending balance in each account. Trends and shortfall projections should also be noted.
- (13) The Treasurer shall maintain and oversee the Chapter Bank accounts and ensure the Chapter's day-to-day financial operations. Several accounts are to be maintained for MOAACC as follows: Operational Account (checking account), Savings Account(s), and Life Membership Reserve Investment Account. These accounts may be changed as financial conditions and requirements change and/or as required by the financial institution used by MOAACC. All opening and closing of accounts or creation of new investment

instruments must be approved by the Board. An Operating (checking) Account will be maintained for accounting for operational income and expenses. All revenue in the form of checks, cash, money orders, and credit card deposits, are reviewed by the Treasurer and deposited in the Operational MOAACC Checking Account in a timely manner. Checks are to be written at least biweekly to meet obligations, or ongoing operational expenditures. Checks are pre-printed with a 90-day expiration date. Any check reported as stolen will have an immediate Stop Payment Order placed on the check and it can be reissued immediately. A check reported as lost or misplaced may not be replaced until after the 90-day period to avoid the \$30. stop payment fee and to allow time for it to be found. After 90 days a new check will be reissued without a Stop Payment. An operating account balance of at least two months monthly operating expenses shall be maintained. When the balance falls below this minimum, the Board shall develop a plan for replenishing it from a Savings Account.

- (14) Funds which are not required to maintain the minimum required Operating Account Balance (See Para VIII, above) may be maintained in a Savings Account(s) until such time as they are required for use in the Operating Account. The amounts maintained in this Savings Account may be limited by direction of the MOAACC Board of Directors.
- (15) A Reserve Investment Account will be established by the MOAACC Board to provide a legacy account for the Life Members. This account may provide additional interest income to the MOAACC Operating Account.
- a. The total dollar amount in the Life Member Reserve Account must always be equal or greater than the amount required to support membership benefits to all MOAACC Life Members calculated as follows:
 - b. The total number of years until all Life Members reaches the age of 90 times \$10 per year.
 - c. Reviews annually of the Life Member Reserve. Recommended changes will be presented at the February Board meeting for approval. Life Expectancy is 90 years of age. Calculation of reserve: Life expectancy minus average age of life members; times total number of life members; times \$10. Example: $90 - 86.3 = 3.7$; $3.7 \times 271 = 1002.7$; $1002.7 \times \$10 = \$10,027$. \$10,000 is recommended Life Member reserve.
 - d. This actuarial formula may change as the needs of sustaining the Life Members memberships change and demographics of Life Members shift.
- (16) Inflow and Outflow Procedures (Cash Accounting): All revenue and contributions shall be recorded and must be credited to the appropriate

account, of the MOAACC, Inc. Operating account. All cash revenue receipts should be turned over to the Treasurer as soon as practically possible. The Treasurer will use a two-part cash receipt book or other appropriate supporting document; and write a cash receipt for every cash transaction. The original copy of the receipt will be given to the person from whom the cash is received, and the copy will be attached to the Invoice document prepared for the receipts for the event. If the Treasurer is not available, an Assistant Treasurer must be assigned to receipt for the cash. It should subsequently be placed in an envelope with identification of what it is payment for and maintained in a safe location until it can be transferred to the Treasurer. In the case of memberships, the membership application will substitute as the cash receipt and will be filed with the Quicken Invoice document prepared for the posting of the income to the ledger.

- (17) Deposits: All checks shall be endorsed with the Chapter's official stamp. All cash and checks received through the mail shall be deposited at least biweekly. All deposits shall be made by either the Treasurer or Assistant Treasurer. Receipts for funds deposited by Assistant Treasurer will be forwarded to the Treasurer with documentation identifying the source of the revenue so that the appropriate MOAACC Account may be credited.
- (18) Expenditure Procedures: All expenditures are made by check, with only rare exception. All expenditures shall be made by the Treasurer in compliance with the applicable Boards approved Comprehensive Budget. Questions as to whether an expense item substantially complies with the approved budget must be settled by consensus of the Board of Directors. Upon payment, the paid invoices or reimbursement requests will be filed by the Treasurer, with the payment check stub, by month (Jan-Dec). All requests for expenditure and reimbursement by MOAACC will be made on the approved forms located on the MOAACC Webpage (moaacc.org). Any requests not on the proper forms or not signed will be returned without payment. Any expenditure for items of a non-routine nature in excess of an amount budgeted for such items in the Comprehensive Chapter Budget for that year must be approved by the Board.
- (19) Signature Policy: The Treasurer or Asst. Treasurer will sign all checks. Checks are generated using the Chapters Quicken Accounting Software. In an emergency, the Assistant Treasurer, who is authorized signatory on all MOAACC Inc. Accounts, can generate checks. In the event of absence of the Treasurer, all Officers who are involved in financial matters must follow the same expenditure procedures as the Treasurer to sign all checks, drafts, or orders for payment of money, contracts and commitments in the name of the Chapter.
- (20) Credit Card Transactions: MOAACC does not utilize a Corporate Credit Card. MOAACC, Inc. owns a Credit Card Machine and PayPal business account which is used at MOAACC functions to accept Credit Cards payments at

MOAACC functions. Credit Cards are also accepted as follows:

- a. Payments of new and renewal membership dues and contributions for the MOAACC are accepted at the MOAA Website and are tracked by the Treasurer via the MOAA Chapter Dues Site. The payments are closed out by MOAA and posted to the MOAACC Operational Account on the 5th of the month following collection. Appropriate digital notifications are received by the treasurer and passed to the appropriate Boards and Chairpersons.
 - b. Credit Cards are also accepted on the MOAACC.org Website via the business account for payment of new or renewal dues, contributions to Good Deeds Foundation or Scholarship Corporation, as well as payment for MOAACC Luncheons and other events. These transactions are tracked via the MOAACC membership management system and posted to appropriate accounts at the end of the month.
 - c. Funds received for Scholarship Corp and Good Deeds Foundations are maintained in an "IN and OUT" account for visibility, but do not reflect in the year-end MOAACC Budget or Operational Account Cash flow balance. The Treasurer subsequently transfers these funds from the MOAACC, Inc. account to the appropriate organizations when the Treasurer receives bank credit card transaction notifications.
- (21) Insurance: Reasonable and adequate coverage will be maintained to protect the Chapter's interests. Liability coverage is maintained by and paid for through the Treasurer. Event coverage for certain events may be acquired.
- (22) Change Fund/Cash Bank: The MOAACC, Inc. will minimize the use of this type of account. For MOAACC, Inc. events requiring a change fund, the fund will not exceed \$200.00; the Treasurer will maintain this fund and provide on an as-needed basis to support specific events (e.g., Luncheons).

g. Assistant Treasurer:

Acts for the Treasurer in his or her absence and assists the Treasurer as required. Maintains backup files of Chapter financial data.

h. Master-At-Arms:

- (1) Maintains custody of chapter flags, banners, and other designated items.
- (2) Ensures order is maintained at meetings and carries out the duties described in Annex C, Arrangements Checklist.
- (3) Serves on the Welcoming Committee for luncheons and other events.

i. Assistant Master-At-Arms:

Assists Master-At-Arms and serves as Master-At-Arms in his absence.

7. COMMITTEE CHAIRPERSON RESPONSIBILITIES AND JOB

DESCRIPTIONS: Chairpersons are responsible for the various functions performed by their assigned committee. They report to the designated Chapter officer assigned to manage and supervise the committee. They provide updates to the general membership at business meetings. Reporting should be informal on a frequent basis and formal for input into annual reports. All revenue and expenditure requirements for the various committees will be programmed by the Committee Chair in the annual budget, coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis.

a. Entertainment Committee:

- (1) Plans and carries out Chapter-wide social events including bus tours and other special events (except for the On-The-Go luncheons), as presented to the Board.
- (2) Plans venue, entertainment, and food and beverage service for events.
- (3) Maintains fiscal controls to ensure that fees and registration cover the expenses of each event.

b. Legislative Affairs Committee:

- (1) Monitors local, state, and national legislative actions that affect national defense or military personnel (active duty, retirees, veterans, surviving spouses and spouses), when Service matters are under consideration, and keeps Chapter members informed.
- (2) Recommends actions to achieve legislative objectives.
- (3) Maintains liaison with local veteran and military retiree organizations to combine support for common legislative objectives.
- (4) Maintains liaison with the Legislative Affairs Committees of the Florida Council of Chapters and with MOAA's Government Relations Office.
- (5) Establishes and maintains effective relationships and communications channels with local, state, and national legislators.
- (6) Highlights "MOAA's Legislative Update" by reporting summary content at the Thursday Morning Breakfast Club, Board of Directors meetings, and in articles for The Intercom, the Five Things e-Newsletter, website, and

Facebook Page and makes use of other available tools (e.g., emails) to encourage members to “Take Action” as appropriate.

c. Membership Committee:

- (1) The Second Vice President is Chairman of the Membership Committee.
- (2) Establishes procedures to recruit new members using lists requested from the MOAA Chapter Affairs Office (members of National who live in the local zip codes, members moving into our area, etc.
- (3) Makes recruitment and retention a top priority by encouraging support from every member.
- (4) Conducts membership drives.
- (5) Emphasizes the advantage of Chapter membership in articles for The Intercom, local and national publications, MOAACC Website and other MOAACC Board approved social media sites.
- (6) Provides Chapter information and application forms to prospective members.
- (7) Receives and processes membership applications.
- (8) Contacts each new member with an email welcome and says thank you to the new member for joining and invites him/her to next luncheon, the Thursday Morning Breakfast Club and other scheduled social events.
- (9) Attends monthly meetings of the BOD and weekly Thursday Morning Breakfast Club to welcome and introduce new members and visitors.
- (10) Maintains the MOAA membership database to ensure currency. Establishes and maintains contact with the Council and Chapter Affairs Office of MOAA.
- (11) Recruits new members for the Membership Committee to provide diversity.
- (12) Updates the website and information trifold for recruiting new members
- (13) Annually provides public recognition of the individual member who recruits the most members that calendar year.
- (14) Ensures the MOAA Database is updated and current with new designated chapter officers, liaisons, and new chapter members. Reviews the database for accuracy on an annual basis.

d. Public Relations & Marketing (PR&M): The PR&M Committee, performs essential services to provide information external to the Chapter and internal to Chapter members, including public releases to media outlets, editing and distributing *The Intercom* News Magazine, *The Five Things* e-Newsletter, website content and management, Facebook page, and obtains advertisers and sponsors, The PR&M Committee:

- (1) Establishes and maintains contacts with local media (newspapers, radio, and television stations) to publicize MOAACC news and events.
- (2) Arranges for photographic coverage of newsworthy events.
- (3) Invites media coverage of significant Chapter events.
- (4) Maintains contact with Patrick Space Force Base and the Editor of Shark Pride newspaper on newsworthy events.
- (5) Prepares and submits Chapter news items for the above-named media agencies.
- (6) Submits Chapter news to Florida Council of Chapters and MOAA National for publication in the Communiqué newsletter, The Affiliate, and The Military Officer and Today's Officer magazines.
- (7) The PR&M Chairman, Editor of The Intercom, in coordination with the Chapter *The Intercom* Editor, First Vice President, and President coordinates messages for Chapter publications, news releases, website, and Facebook page. They ensure material submitted for publication is directly related to the mission of the Chapter as stated in the Bylaws.

Circulation Manager:

- (1) Arranges contractual services and obtains Board approval for printing and mail-out of the monthly newsletter at bulk mail rates.
- (2) Coordinates with the Membership Secretary to ensure that the name/address data base provided each month for electronic distribution or to the contracted mail-out service includes:
 - (a) Each regular, surviving spouse, spouse, associate and honorary member.
 - (b) Each member of the MOAA Board of Directors.
 - (c) President, Florida Council of Chapters, area Vice President, and Communiqué Editor.

- (d) Florida Senators and appropriate Congressional Representatives.
 - (e) Local military commanders and JROTC, ROTC, Civil Air Patrol, Sea Cadet organizations in Brevard County.
 - (f) MOAA Council and Chapter Affairs office.
 - (g) Each Intercom advertiser.
 - (h) Other MOAA Chapters in Florida and those other Chapters that send MOAACC their newsletters and other organizations as approved by the Board.
- (3) Determines the total number of Intercoms to be printed by obtaining from the Membership Secretary the total number in the data base, plus a small number to meet local distribution and recruiting needs. Provides this total to the printing contractor and editor by the 20th of each month.
 - (4) Coordinates the electronic distribution and with the printing contractor to ensure *The Intercom* is available and printed by the 3rd working day prior to the end of the month.
 - (5) Coordinates with the mail-out service to ensure Intercoms are picked up from the printer and mailed out by the last Friday of the month. Picks up remaining copies for internal distribution.

Advertising Manager:

- (1) Obtains advertisements for *The Intercom*, *Five Things* e-Newsletter, and Website. Works with *The Intercom* editors and keeps them and the Board of Directors fully informed.
- (2) Due to Postal System regulations, (USPS Pub 417) advertisements for the mailed version of *The Intercom* are not accepted from financial institutions, credit card companies, insurance companies, travel agencies, or real estate agencies. Ads for each 16-page printed issue of *The Intercom* are limited to 2½ pages. Ads are offered to Chapter members for three-month periods and to all others for six- or twelve-month periods. The Advertising Manager recommends advertising rates each year for approval by the Board of Directors.
- (3) Ads must be submitted and paid for by the 10th of the month for inclusion in *The Intercom* to be published two months hence. A waiting list of potential advertisers is maintained with Chapter members given priority. Other ads are accepted on a first come, first served basis. The Editor must clear all ads, including additions and deletions.

- (4) Checks are delivered to the Treasurer for deposit. Current advertiser addresses are provided to the Secretary for entry into the Chapter Database for monthly mailing of *The Intercom*. Advertisers are contacted three months before the ads expire for renewal. If changes to ad copy are desired, the client must provide “camera ready” art. The Advertising Manager submits an invoice to each client after agreement on ad content and duration.
- (5) Reports to the Board semiannually on status of advertising accounts. Report to include number of current accounts, financial status of each, and action being taken for any delinquent accounts.

Facebook Page Administrator:

Maintains and updates the Facebook page for the chapter and coordinates postings with the Public Affairs Chairperson.

Webmaster:

- (1) Maintains and updates the Chapter website, coordinates input for approved webpages reflecting chapter activities, and manages the membership management system. Ensures website costs are properly budgeted and paid for in accordance with MOAACC’s financial policies.
- (2) Ensures that the website/membership management system includes:
 - (a) An alphabetic listing of members with name, rank, service, spouse’s name, local address, e-mail address, telephone number and Intercom receipt via mail or email in the Members only database.
 - (b) The MOAACC Mission, Organization, Current Officers and Directors.
 - (c) 501(c)(3) Presidents, Committee and Club Chairs.
 - (d) Photographs, including Chapter Leadership.
 - (e) A list of Past Presidents of the Chapter.
 - (f) A list of recipients of the annual MOAACC Distinguished Service Award.
 - (h) Links to the Florida Council of Chapters, MOAA National, and websites of the uniformed services.
 - (i) A list of legislative contacts with addresses, telephone numbers and e-mail addresses.
 - (j) A list of key web resources for membership.

e. Student Affairs (ROTC) Committee:

- (1) Under the supervision of the First Vice President, the committee chair coordinates and arranges presentation of the MOAA ROTC/JROTC awards to an outstanding cadet in each local college and high school units as selected by the Commanding Officer or Senior Military Instructor. The basic award is the MOAA ROTC Medal with Ribbon Bar and MOAA Certificate. Additional units supported by MOAACC (Sea Cadets, Civil Air Patrol, Young Marines, Sea Scouts) are not eligible to receive a MOAA Medal but they participate is the April MOAACC Award Luncheon. The top performing cadet receives a certificate of Military Merit and a MOAACC Challenge Coin. The committee chair orders the awards from the MOAA store on the MOAA website. Reports the names of the awardees to the Treasurer by April 1st to obtain the grant checks to be presented with the medals at the April MOAACC MOAA Medal Awards Luncheon. The MOAACC President presents the MOAA Medal, Ribbon, Certificate and Grant Check to the cadets at the April MOAACC Awards Luncheon. The Committee Chair coordinates with the Senior JROTC instructors for the presentation of the MOAA Medals again at the respective school awards ceremony to provide recognition of the cadets at their school. If the cadet did not attend the MOAACC Awards Luncheon, the grant check will be presented with accompanying MOAA medal and certificate at the school ceremony. If the cadet is not available at either ceremony, the Committee Chair will make arrangements with the unit's senior instructor to present the MOAA Medal and check to the cadet at a later date.
- (2) Invites recipients of the MOAA ROTC Medal, and one ROTC Instructor from each high school receiving awards, as guests of the Chapter at the April luncheon. Coordinates luncheon ceremonies with the Chapter President, the Program Chairman, Luncheon Coordinator and any other Chapter activities involved.
- (3) Arranges for a senior officer to present the MOAA medal/ribbon to the outstanding cadet in each Brevard County High School, JROTC Unit, U. S. Naval Sea Cadet Corps Unit and in the ROTC unit at the Florida Institute of Technology. JROTC units are located at the following Brevard High Schools: Astronaut (Army), Bayside (Navy), Cocoa (Army), Cocoa Beach (Army), Eau Gallie (Air Force), Florida Air Academy (Air Force), Heritage (Army), Melbourne (Air Force), Merritt Island (Army), Palm Bay (Marine Corps), Rockledge (Army), Satellite (Air Force), Space Coast (Air Force), Titusville High (Navy) and Viera (Army) High Schools. A Senior Army ROTC Unit is located at Florida Institute of Technology. The U. S. Naval Sea Cadets have units in Melbourne and Cocoa. Civil Air Patrol Units are in Titusville and PSFB.
- (4) Arranges for JROTC, Sea and Air Cadet Units to provide a Color Guard on a rotational basis for the August through May luncheons. The Chapter provides lunch for four Color Guard members and one Instructor.

- (5) In August, provides budget estimates to the Board of Directors for awards, luncheons, plaques, postage, and photographic costs.
- (6) Invites high school seniors who received service academy appointments and/or ROTC scholarships to colleges and universities to the May luncheon and presents each with a suitable memento/monetary grant.

f. Personal Affairs Program:

The Chapter has a comprehensive Personal Affairs program, under the supervision of the Second Vice President, which includes the following functional areas: Health of Chapter Coordinator; Quartermaster/MOAACC Store (Name Tags, Shirts, etc.); Survivor Assistance Committee. Each of these areas is supported by volunteers who perform the duties prescribed elsewhere in this handbook.

g. Survivor Assistance Committee:

- (1) Assists members and surviving spouses.
- (2) Provides information on entitlements to members and survivors.
- (3) Assists members and survivors in the submission of inquiries, applications, and claims to government agencies.
- (4) Maintains a library of pertinent personal affairs publications from MOAA's Personal Affairs Office.
- (5) Maintains addresses and telephone numbers of survivor assistance officers at local and regional military offices; Finance Center for each Service; Veterans Administration and Social Security Offices; MOAA's Personal Affairs Office; MOAA's Survivor Administrative Assistance Service.
- (6) Provides, on a monthly basis, notices of death of members to the Assistant Secretary for Membership for the update of the Member Database and to the Editor for publication in *The Intercom*.
- (7) Sends a list of Chapter members who passed away during the preceding calendar year to the Secretary of the Florida Council of Chapters and MOAA Chapters and Councils Affairs Office.
- (8) Sends an email notification to MOAA and Chapter leaders when a member dies.

8. CHAPTER AWARDS PROGRAM

Awards Committee. Under the supervision of the Chapter President, is composed of a

chairperson and two others, preferably past presidents or members in long standing. The function of the Committee is to identify those Chapter members who are eligible for an award. Any MOAACC member may make an award recommendation to the Awards Committee. Once the identification is made, the Chairman will forward the name/names of the Award Nominees and the award title to the MOAACC President for review and approval by the Board of Directors. The President at his/her discretion may appoint one or more individuals to assist with administrative duties such as writing the citations and/or filling in and framing the certificates, ordering plaques, medallions, etc. Chapter officers may recommend members for special MOAA or FCOC awards. Recognition of an individual's service to the Chapter and military or civilian community may be made by presentation of the following MOAACC awards:

a. Distinguished Service Award

(1) Award Criteria:

- (a) Long and distinguished service in position(s) of great responsibility requiring diligence and leadership.
- (b) Recognition by peers for major contributions to the goals and objectives of the Chapter.
- (c) Active member of the Chapter for at least five years.

(2) The Award:

A good quality wood finish base approximately 6" deep by 4 3/4" high. Atop the base is mounted a bronze eagle approximately 7 1/2" high with a wingspan of approximately 8." Mounted on the front of the base below the eagle is a 4 1/2" by 4" black with bronze trim plaque with the following engraved in bronze under the MOAA logo:

Cape Canaveral Chapter Military
Officers Association of America
DISTINGUISHED SERVICE AWARD
Rank, Name, Service or Type of Membership Date
presented

(3) The Medal:

A bronze medallion 2 1/2" in diameter displaying the MOAA crest suspended from a red, white, and blue ribbon 1 3/8" in width. The ribbon is worn around the neck and suspends the medallion 1 6 1/2" down from the back of the neck. The reverse side of the medallion is engraved with the following: "MOAACC Distinguished Service Award, recipient's rank, name, service or type of membership and date".

(4) Selection Procedure:

- (a) The Awards Nominating Committee shall provide to the Distinguished Service Award Selection Committee a list of suggested nominees with supporting rationale. The list shall contain a minimum of two names.
- (b) The Distinguished Service Award Selection Committee shall consist of the Chapter President and the two Vice Presidents who shall recommend a single candidate to the Board for approval.
- (c) Only one Distinguished Service Award shall be presented in a calendar year.
- (d) The award shall be signed and presented by the outgoing Chapter President at the annual installation banquet.
- (e) Actions concerning this award shall be kept confidential until presented.
- (f) A photograph of the recipient and a write-up shall be published in *The Intercom* in the month following the presentation.

b. MOAACC Award.

(1) Award Criteria:

- (a) Outstanding service by a Chapter member in one or more key elected or appointed positions, which demonstrates the spirit and dedication expected of MOAACC leaders to their Chapter or their military and civilian communities.
- (b) Normally this outstanding service would have taken place over several years.

(2) The Award:

A 9" by 12" walnut wood plaque upon which is superimposed an 8" by 11" black enameled brass plate bordered in gold-colored metal. Three inches below the top of the brass plaque is superimposed a 2" circular brass disc with a MOAA emblem in color and the words "Cape Canaveral Chapter." A gold-colored wreath surrounds the disc. The following shall be engraved below the disc:

- "Cape Canaveral Chapter, MOAA."
- The recipient's name, rank, and branch of service;
- The words "For Outstanding Service to the Aims and Goals of the Cape Canaveral Chapter, MOAA and support of the Military and Civilian Communities".

(3) Selection Procedure:

- (a) Recommended by the Awards Nominating Committee and approved by the Board.
- (b) Normally no more than two awards will be presented in a calendar year.
- (c) The award shall be announced and presented as directed by the President, normally at the Installation Banquet.
- (d) A photograph and a news item shall be included in *The Intercom* in the month following the presentation.

c. Certificate of Merit:

- (1) **Award Criteria:** Awarded for meritorious service in elected or appointed positions of responsibility in which the individual has made significant contributions toward the goals and objectives of the Chapter or the military and civilian communities.
- (2) **The Award:** The MOAA National Certificate of Merit will be framed and personalized by adding the Chapter and recipient's names, date, and the Chapter President's signature.
- (3) **Selection Procedure:**
 - (a) Recipients are selected by the Awards Nominating Committee and approved by the Board.
 - (b) No more than four awards per year.
 - (c) The award will be announced and presented as directed by the President. Normally presented at TMBC.
 - (d) A news item will be included in *The Intercom* in the month following the presentation.

d. Other Military Awards:

Awards in support of Active/Serving Military: Patrick SFB-Senior NCO of the Year/Quarter and Junior NCO of the Year/Quarter; Naval Ordnance Test Unit (NOTU) and the Cape Canaveral Coast Guard Station Senior Enlisted of the Year/Quarter and Junior Enlisted of the Year/Quarter; or other Active/Serving Military Organizations.

- (1) Award Criteria: The designated MOAACC Service Liaison will coordinate the award and presentation date for the designated recipients.
- (2) All Non-Commissioned officer and enlisted awards will be presented during the unit's award ceremony by their appropriate MOAACC Liaison. The MOAACC award will consist of a certificate and a check (amount to be determined by the

MOAACC Good Deeds Foundation).

e. Outstanding Citizen Award.

- (1) **Award Criteria:** Awarded based on exemplary service outside the MOAACC area of operations and influence. The individual must have made the contribution on an ongoing basis, or a recent one-time significant event as determined by the Awards Nominating Committee.
- (2) **The Award:** To be approved by the Board. Usually, a Letter of Citation and a Plaque.
- (3) **Selection Procedure:**
 - (a) Recipients are selected by the Awards Nominating Committee and approved by the Board.
 - (b) Two awards a year are authorized.
 - (c) The award will be announced and presented as directed by the President.
 - (d) A news item will be included in *The Intercom* in the month following the presentation.

f. Special MOAACC Mementos.

- (1) At the discretion of the President a memento, to be determined by the current Board, will be given to distinguished guests and speakers.
- (2) Similar mementos will be awarded to outgoing officers and directors when their terms of office are successfully completed.

g. Procedures for Publication in *The Intercom*.

- (1) Coordination with the Editor is required to expedite reporting of awards presentations.
- (2) Whenever possible, the Chair of the Awards Committee will provide PR&M with the names of individuals to receive chapter awards in enough time for their publication in all MOAACC *medium* in the month following the month in which the award is to be presented.
- (3) The Chair of the Awards Committee provides *The Intercom* Editor with a copy of the Citation for individuals receiving the Distinguished Service Award and the MOAACC Award in enough time for publication in *The Intercom* in the month following the presentation.
- (4) The Chair of the Awards Committee provides *The Intercom* Editor with a short

news article on everyone receiving the Certificate of Merit in enough time for publication in *The Intercom* in the month following the presentation.

9. OTHER COMMITTEE JOB DESCRIPTIONS

a. Budget and Finance Committee:

- (1) Consists of the Treasurer and two Board members selected by the President.
- (2) Prepares a proposed budget, including recommended dues, for the upcoming year, and submits it for review and approval by the Board of Directors. The members at the annual business meeting must approve any dues increase proposed by the Board.

b. Luncheon Committee:

- (1) Reserves the venue in November for the following year based on service, food, price and availability for the MOAACC luncheon held on the third Tuesday of each month.
- (2) Plans menus with Catering Manager and determines prices in November for lunches in following year and presents prices to the Board at November meeting to determine if we need to change amount, we charge members. Venue caterer determines cut-off day for reservations. Catering Manager emails invoice to MOAACC Treasurer and Luncheon Manager.
- (3) Makes up a Luncheon Menu Schedule with dates, programs, menus for hot meal and cold meal choices and submits the schedule to The Intercom Editor, and the Webmaster, for inclusion in the appropriate issue and webpage. Also sends to President and First Vice President for their use in luncheon planning.
- (4) Accepts reservations monthly for Chapter Luncheons from mail, email, website and phone and creates alphabetized reservation list for use at check-in with each guest's meal choice and method of payment (cash, check, website charges, credit card or pay at door). Once a reservation is made, it must be paid for unless canceled by the cut-off date. Only reasons for lenience are death in family, emergency hospitalization or other very unusual circumstances. Free or complementary meals discussed at (11) below.
- (5) Incorporates list of permanent reservations with the current file. Members on the permanent list will indicate their choice of payment upon sign up and understand they must pay the Treasurer if they do not cancel by cut-off date.
- (6) For special events, incorporates the list of attendees provided by either the Chairman of Student Affairs for April and May or the Scholarship Corporation representative in July.
- (7) On cut-off date, finalizes list of attendees; determines total number of meals by

type and advises the Catering Manager by 3 PM of guaranteed numbers; determines number of ten-person tables to be set up (round up to accommodate people without reservations) and makes a clean list of attendees with menu choices and payments for use at the check-in desk and sends a list of attendees to President.

- (8) Prepares seating chart and sends copy to President. Selects name place cards and sorts according to table number on seating chart. Makes new name place cards for new members attending luncheon.
- (9) On luncheon day, arrives at venue by 10 AM, places table numbers and name place cards on tables; by 11 AM gives lists and seating charts to two to three check-in volunteers arranged for earlier; (Catering office will provide the proper number of meal choice slips per reservations); assists at check-in, makes accommodations for people without reservations, if possible, and closes check-in desk and closes the credit card batch at 12 Noon. The Treasurer is the custodian of the MOAACC Credit Card Machine linked with the Chapter Checking Account.
- (10) By Thursday following the luncheon, reconciles and turns over all cash, checks and credit card lists with Financial Statement to the Treasurer.
- (11) Policy for complementary meals include Monthly speaker and one guest; Four Color Guard members plus their instructor; Newspaper representative and/or Photographer; Intercom or Directory advertisers (one time only). The Chapter President may approve others on a case-by-case basis. For Special Events: In April, for the ROTC and JROTC Awards, we provide free meals to the honoree and the instructor, all family and guests pay; In May for the Honoring of Academy Appointees and ROTC Scholarship winners, we provide free meals to the honoree, the instructor and the principal of the school, other family and guests pay. For the MOAACC Scholarship Awards in July, the scholarship winner or his representative are free, all family and guests pay. Additionally, two people per donation of \$500 or more are invited by letter from the Scholarship Chairman to attend the luncheon free of charge. Invitations with meal selections are mailed to these donors no later than four weeks before the luncheon. Those invited are asked to respond to the Scholarship Corporation Secretary who tabulates those who will attend and their meal choices. This information is then passed to the Chairman and the luncheon coordinator as soon as all have responded but no later than one week before the luncheon. The luncheon chairman is responsible for informing the MOAACC Treasurer of the number of complementary scholarship meals provided so he/she may charge the MOAACC Scholarship Corporation; he/she may forward an invoice to the MOAACC Scholarship Corporation Treasurer. Any exceptions must be approved by the President.
- (12) The Scholarship Selection Chairman and the Student Affairs Chairman provide current luncheon forms to their honoree to fill out and return before the cut-off dates for their individual events.

c. Nominating Committee:

- (1) The MOAACC President will recommend for approval to the Board of Directors a MOAACC member to serve as Chairperson of the Nominating Committee.
- (2) When approved by the Board, the Nominating Committee Chairperson will select no less than three and no more than five regular or surviving spouse members not currently holding elective office to nominate candidates for elective offices.
- (3) The mission of this committee is to develop a slate of officers and new directors for the coming year.
- (4) The Nominating Committee submits a slate of nominees in time for publication in the October issue of *The Intercom* and for election at the November annual meeting.
- (5) The Nominating Committee Chairperson will keep the BoD informed of progress, but the Board of Directors has neither responsibility nor authority regarding the functioning and findings of the Nominating Committee.
- (6) The Chairperson of the Nominating Committee conducts the election at the Annual Meeting.

d. Welcome Committee:

- (1) The Master-at-Arms greets each new member at the front lobby on the day of each monthly luncheon.
- (2) Identifies new members on entry and escorts each new member to the dining area and introduces him/her to the President and other MOAACC members as time permits.
- (3) Assists guests with special needs (e.g., in wheelchairs) to the dining area.
- (4) Identifies Guest Speakers and other dignitaries and performs appropriate welcoming duties.
- (5) Coordinates with the Membership and Luncheon Committee and keeps informed on new members and arrangements.
- (6) Performs same duties at special social functions.

10. SPECIAL ASSISTANTS AND LIAISONS:

The following Special Assistants may be appointed by the President. All revenue and expenditure requirements will be programmed in the annual budget,

coordinated through the Treasurer and approved in advance by the Board annually or on an as needed basis. Job descriptions and responsibilities follow:

a. Brevard Veterans Council Liaison:

The Brevard Veterans Council Liaison represents the Chapter President and is the point of contact between the two organizations. The Liaison reports current activities of the Council to Chapter members at the Thursday Morning Breakfast Club and provides the BVC with information about Chapter events and activities.

b. Chaplains:

- (1) Provide ecumenical religious ministrations, as needed, including invocations and benedictions at meetings of the Chapter and special events.
- (2) Advise and assist the President and other officers in maintaining camaraderie among members.

c. Patrick SFB Commander's Retiree Advisory Council Representative:

- (1) Represents the President and attends monthly meetings of the Patrick SFB Retiree Advisory Council and reports to the Council appropriate Chapter activities and concerns.
- (2) Reports to the President and MOAACC members at Thursday Morning Breakfast Club and via the *Five Things* e-Newsletter.

d. Quartermaster—Manages the MOAACC Store and Storage Area:

Name Tag Coordinator:

- (1) Provides name tags as ordered by Chapter members.
- (2) Determines costs and collects from customer at time of ordering. Name tags may be ordered at any MOAACC function. Delivery should be within 15 days. Records are kept for three years.

Shirt Factory Coordinator:

- (1) Offers several choices of short sleeve shirts to Chapter members. All orders must be paid in advance of ordering to ensure timely processing and reduce risk of loss of MOAACC Inc. funds.
- (2) Members order shirts from the Shirt Factory Coordinator who contracts for preparation and delivery. A small fee is added to the cost of each customized shirt for benefit of the MOAACC Scholarship Fund.

e. Auxiliary Committee: The MOAACC Auxiliary Committee consists primarily of Surviving Spouses and Spouse Members; however, any Chapter member may serve on

this committee. The Auxiliary Chairperson is also the Chapter Surviving Spouse Liaison. The Auxiliary Committee assists the Events and Luncheon Committees when requested. Other duties include:

- (1) Assists Survivor Assistance Officer as required, to assist with bereavement and comforting of the surviving spouse.
- (2) Fosters Camaraderie. Plans and conducts two events per year, a Christmas Tea and a bus trip.

f. Speakers Bureau Coordinator:

- (1) Maintains and updates the Speakers Bureau Webpage. Arranges for members to speak on topics of their competence and maintains a registry of speakers available for external and internal requests.
- (2) Coordinates speakers' events and maintains a log of external speaking appearances by MOAACC members.
- (3) Submits an annual report to the President and First Vice President for the year-end reports and for incorporation into the LOE award submission.

g. Health of Chapter Program Coordinator:

- (1) Contacts members or their family members who are ill or hospitalized; visits them at home and/or hospital; and sends cards as appropriate.
- (2) Reports on the "Health of the Chapter" at Thursday Morning Breakfast Club meetings.
- (3) Distributes "yellow sheets" or "Get well cards" for signatures and mails them to sick members.

h. Transition & Career Support Coordinator:

- (1) Provides a placement and relocation program interface with MOAA's TCS program to assist fellow officers, active and retired, and their dependents, in seeking employment or relocation information.
- (2) TCS provides a means to network with MOAACC members, industry, and local businesses for job opportunities. As a MOAACC recruiting tool, TCS also offers a wealth of experience within the Chapter to assist current and potential members.

i. VA Clinic, Patrick Space Force Base Clinic and Pharmacy Liaison:

- (1) Represents the Chapter President and serves as liaison between the Chapter and the Clinics/Pharmacy.

- (2) Provides pertinent information to Chapter members at the Thursday Morning Breakfast Club, *The Intercom*, *Five Things* e-Newsletter, MOAACC Website and Facebook page.

j. Historian:

- (1) Gathers, preserves and archives any and all documents pertaining to the Chapter which have historical value. This material should be of a nature that highlights the activities and achievements of the Chapter so that present and future members can share its heritage.
- (2) Writes articles for *The Intercom* and Website highlighting historical facts that would be of interest to the membership.
- (3) Periodically, the Historian, as he/she sees fit will publish a comprehensive history of the Chapter and make that history accessible to all members via the MOAACC Website.
- (4) The Historian will be available to the President and Board of Directors to research questions that may arise regarding the history of the Chapter.

k. Assistant Secretary for Membership Affairs:

- (1) Maintains the membership database including name, address, email, phone number, and dues status of each member.
- (2) Ensures FCOC and MOAA National Databases are up to date.
- (3) Provides the mail-out service contractor with the mailing list for *The Intercom* on or before the Friday preceding the last Friday of each month. This list will include the regular, surviving spouse, spouse, honorary and associate members requesting to receive *The Intercom* via mail, advisors and other interested organizations as approved by the Board of Directors.
- (4) Supports mailing campaigns to recruit new members in support of the Membership Chairperson.
- (5) Submits names of new members to the Secretary for approval at each monthly meeting of the Board of Directors.
- (6) Submits name, spouse's name, and sponsor of each new member and total Chapter Membership figures to *The Intercom* Editor as of the end of each month.
- (7) Assists the Membership Chairman and Army Liaison with preparations for welcoming newly commissioned 2LTs graduating from Florida Institute of Technology as outlined in Annex I to the Chapter handbook.

- (8) Provides other membership support as requested by the Secretary or other officers of the Chapter.
- (9) Keeps the Second Vice President/Membership Committee Chair informed of significant changes or issues arising in membership affairs that require attention of the Secretary.

I. Service Liaisons. Service Liaisons represent the Chapter President and act as Primary Points of Contact between MOAACC and the respective Service Organizations/Units in the MOAACC service area. They report back to the President and provide information at business meetings. They coordinate with other committees and/or Good Deeds Foundation as necessary. The MOAACC President will recommend MOAACC members for approval to the BoD to serve as Service Liaison Officers for each of the Military Services, USPHS and NOAA. Service Liaisons:

- (1) Provide direct support to the MOAACC President and are assigned to various MOAACC functions (e.g., Good Deeds Foundation, Scholarship Committee) as required.
- (2) Develop programs and events that support both MOAACC and organizations/units about MOAA/MOAACC.
- (3) Designate Alternate/Deputies to assist and provide continuity of service to assigned unit/organization.
- (4) Maintain contact with their representative service organization/unit, including specific active, reserve, National Guard, ROTC, JROTC, Civil Air Patrol and Sea Cadets units/organizations in the service area, in concert with the Student Services Coordinator.
- (5) Provide advice to MOAACC Scholarship Committee and Good Deeds Foundation related to their supported service. Request MOAACC funding support for the units/organizations via the Yearly Request Call, (note: similar requests should balance among similar organizations).
- (6) Provide information to MOAACC about the organizations, including articles for *The Intercom*, MOAACC website and other information to support MOAACC functions and activities.

11. SPONSORED CLUBS. The Board of Directors authorizes the following MOAACC Clubs:

a. On-The-Go Luncheon Club:

- (1) The On-The-Go Club meets on the second Tuesday preceding the monthly MOAACC luncheon meeting.
- (2) The objective is to foster camaraderie, while sampling a variety of local eateries and have fun without a formal program. Restaurants are selected and are published in *The Intercom* and on the Website. Members should sign up with the Coordinator Host by the TMBC before the lunch. Telephone reminders determine the final count before each luncheon.
- (3) The On-The-Go Club Coordinator Host is responsible for providing accurate schedules and related information to *The Intercom* editors webmaster and the Public Affairs Officer.

b. Current Affairs Forum:

- (1) The Current Affairs Forum provides a means for disseminating, discussing, and exchanging information and opinion pertaining to geopolitics, military history, and current affairs.
- (2) The format and meeting schedule are flexible and determined by the sitting Chair. While meetings and coffees are the most frequent activities, the Chair and others may use The Intercom and Website as a vehicle for distributing information and stimulating interest. Guest speakers may be invited to Thursday Morning Breakfast Club meetings and special panels may be used/created for chapter activities.

c. Thursday Morning Breakfast Club (TMBC).

- (1) The Chapter President hosts the TMBC meetings. TMBC occurs approximately forty-eight (48) times per year on Thursday Mornings at 0800. It does not meet on the US Thanksgiving Holiday and on the last Thursday in December and the first Thursday in January.
- (2) The purposes of the TMBC are:
 - (a) To foster camaraderie among the attending members,
 - (b) To conduct Chapter business, and
 - (c) To provide attendees information on matters of interest from standing committees and clubs. (This may include an occasional guest speaker).
- (3) Meetings are generally held at the IRCC 19th Hole.

- (4) Coffee and Donuts/refreshments provided for the TMBC. These charges are mostly defrayed by voluntary contributions of \$1.00 (“table money”) by attendees.
- (5) The Master-at-Arms sets up the room with a podium, a MOAACC banner, and the U.S. flag. He also collects the table money.
- (6) Agenda for the weekly TMBC meeting is at Annex J.

ANNEXES TO THE HANDBOOK

PROCESSES FOR EFFICIENT CONDUCT OF CHAPTER BUSINESS

- Annex A: Chapter Organization Chart
- Annex B: Actions required each month during the planning year (January-December)
- Annex C: Checklist to ensure timely completion of arrangements for Chapter and Board of Directors meetings
- Annex D: Procedures to aid the Chairman of the Student Affairs Committee
- Annex E: Administrative Procedures
- Annex F: Life Member Fee Schedule
- Annex G: Agenda for MOAACC Annual Meetings
- Annex H: Summary of the Agenda and Script used at the Installation Banquet
- Annex I: Summary of the MOAACC Gold Bar Program
- Annex J: Agenda for TMBC Weekly Meetings



ANNEXES TO MOAACC CHAPTER HANDBOOK

**EDITED AND APPROVED BY BOARD OF DIRECTORS
15 SEPTEMBER 2020
Updated 19 October 2021**

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- Annex A: Chapter Organization Chart**
- Annex B: Annual Schedule Checklist (Actions required each month during the planning year)**
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ANNEX A CHAPTER ORGANIZATION CHART

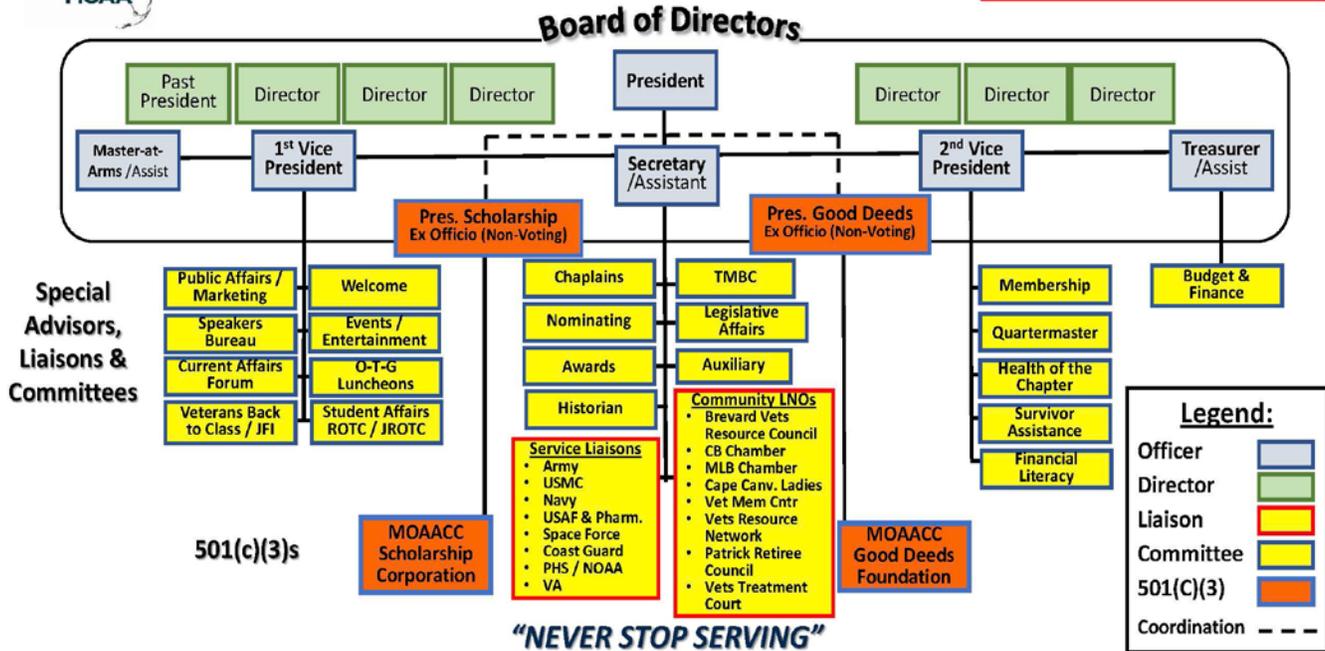
Cape Canaveral Chapter

Legislative Advocacy – Philanthropy – Camaraderie



MOAACC Organization

Approved by MOAACC BoD 1/19/2021



ANNEX B ANNUAL SCHEDULE CHECKLIST

The following schedule checklist shall be considered when preparing the agenda for each meeting of the Board of Directors to ensure that time-sensitive matters are not overlooked. Action officer(s) are indicated in parentheses.

JANUARY

- a. Send a list of Chapter members who died during the preceding calendar year to the Secretary of the Florida Council of Chapters. (Personal Affairs/Survivor Assistance Chairperson)
- b. Prepare and approve Treasurer's report for the previous year. (Treasurer, Board of Directors)
- c. Direct review of chapter's financial records with report to the Board of Directors (President). The Treasurer will report results at the annual membership meeting.
- d. Send list of new officers and directors to Secretary of the Florida Council of Chapters and to MOAA National. (Secretary)
- e. Send list of new officers, directors, and Committee/Club Chairs to Public Affairs and Marketing Chairperson (PR&M for inclusion in in all MOAACC medium not later than February/Secretary)
- f. Attend Florida Council Leadership (President, 1VP, 2VP)
- g. Install new Officers and Directors. (President/Installing Official)
- h. Establish contact with the Base Awards committee to be informed of the CGOY Award winner's name, rank and telephone number. (President/USAF Liaison)
- i. Submit Communications (Harris) Awards Package to MOAA. Deadline: February (Past President)
- j. Publish a notice in the February Intercom that memberships dues not paid by 1 March are delinquent and those who have not remitted dues payment will be dropped from the Chapter rolls. (PR&M)
- k. Submit a proposed annual luncheon program schedule to the Board of Directors for review and approval. (1VP)
- l. Update MOAA National Database with new Officers, Directors, Legislative Liaison, and Surviving Spouse Liaison (2VP/Membership Chair)
- m. Send the chapter roster to MOAA National, Council and Chapter Affairs Office and to FCOC. (Secretary)
- n. Update MOAACC Website, Florida Council Web site and MOAA Web site with new officers and Florida Council with the number of members as of January 1. (2VP, Secretary and Webmaster)
- o. Order MOAA ROTC/JROTC Medals and Certificates. (Student Affairs Chair)
- p. Good Deeds Year-End Report to BoD (Pres. GDF)

FEBRUARY

- a. Pay dues based on membership as of December 31 to the Florida Council of Chapters by 1 March. (Treasurer)
- b. Prepare for publicity of "Scholarship Corporation." (Scholarship Corp./PR&M)
- c. Prepares the JROTC Medal Grant Fundraising Campaign. (1VP)

MARCH

- a. Renew the State sales-tax exemption certificate every five years beginning May 2011. (Treasurer)
- b. Schedule MOAACC Members to present MOAA ROTC/JROTC Medals at Schools. Prepare certificates signed by Chapter President; forward medals and certificates to schools involved if the cadet does not receive the medal at the April MOAACC Luncheon; obtain funds from Treasurer to procure appropriate awards as determined by the Board. Note: Coordinate with Senior JROTC Instructors for selection and presentation of the MOAA JROTC Medal and MOAACC JROTC Medal Grant. Notify the MOAACC Treasurer of grant recipient's names, address, email and phone number. Coordinate with PR&M Chair for publicity for Awards, Grant Presentations, and Luncheons. (Student Affairs Chair)
- c. Designate delegates for State Convention and notify Secretary, Florida Council of Chapters. (President)
- d. Invite recipients of the MOAA JROTC Medal and one JROTC instructor from each high school receiving awards, as guests of the Chapter at the April luncheon. Coordinate luncheon ceremonies with the Chapter president and all chapter activities involved. (Student Affairs Chair)
- e. Advise Luncheon Coordinator of Cadets, Instructors and guests who will attend the April luncheon. (Student Affairs Chair)
- f. Assist the President in preparing a certificate for presentation to the JROTC students at the April luncheon. (Student Affairs Chair)
- g. Begin planning and coordination with FIT ROTC PMS for May gold bar presentation. (President/Army Liaison)
- h. Scholarship Quarterly Report to BoD (Pres. Scholarship)

APRIL

- a. Prepare MOAA Levels of Excellence Award submission for the previous year for BoD approval and submit NLT 1 May (1VP)
- b. File the Corporation's annual report (State of Florida Dept of State 2020 Certification) with the State of Florida Department of State, Division of Corporations, Document Number 747973 prior to 1 May. (Treasurer)
- c. Send letters to principals of Brevard County High Schools requesting names of seniors who will be attending a military service academy or are the recipient of a four-year ROTC scholarship. (Student Affairs Chair)
- d. Invite ROTC scholarship and military academy appointees, their instructor and school principal to May luncheon presentation. (Student Affairs Chair)
- e. Advise Luncheon Coordinator of Students, Instructors and guests who will attend

- the May luncheon. (Student Affairs Chair)
- f. Appoint the Chairperson and members of the Nominating Committee and advise the PR&M chair. (President)
- g. Publish Nominating Committee names in June issue of *The Intercom*. (PR&M Chair)
- h. File IRS Form 990 (Non-Profit Income Tax Return) with the Department of the Treasury, IRS, prior to the 15 May deadline. (Treasurer)
- i. GDF Quarterly Report to BoD (Pres. GDF)

MAY

- a. Conduct the ROTC Awards program for full ROTC scholarship awards and Service Academy selectees as part of the monthly luncheon meeting (Student Affairs Chair)
- b. Meet and welcome ROTC Scholarship recipients, Service Academy Appointees and instructors and introduce to Chapter members as time permits. (Student Affairs Chair, Board of Directors)
- c. Represent the Chapter and Present Gold Bar Commissioning Sets at FIT May Commissioning (Army Liaison/President)

JUNE

- a. Conduct a mid-year budget review and report results and recommendation to the Board during the July meeting. (Treasurer/Budget Committee)
- b. Report status of Chapter investment accounts. (Treasurer/Budget Committee)
- c. Report on MOAACC advertising accounts for all MOAACC medium to BoD (The Intercom, e-Newsletter, website, etc.). (PR&M)
- d. Scholarship Quarterly Report to BoD (Pres. Scholarship)

JULY

- a. Identify and schedule an Installing Officer (Flag or General Officer preferred) for the January Installation Banquet. (President, 1VP)
- b. Presentation of the Scholarship awards at the July luncheon. (Scholarship President)
- c. Present the list of proposed Award Recipients for the first half of year. (Awards Committee)
- d. Contact Brevard County JROTC Coordinator to determine when and where the annual In-Service Meeting of JROTC Instructors will be held and arrange to attend. (Student Affairs Chair)
- e. GDF Quarterly Report to BoD (President GDF)

AUGUST

- a. Prepare for publicity of "Good Deeds Fund". (President GDF/PR&M Committee)
- f. Call for budget requirements for the following year. (Treasurer, Officers, and Committee Chairs)

- g. Submit a slate of nominees to the Board of Directors for its review, for publication in the October issue of The Intercom, and for election at the November annual meeting. (Nominating Committee Chair and PR&M)
- h. Begin planning for use of Good Deeds Fund. (President GDF)

SEPTEMBER

- a. Begin planning and advertising the Christmas Dinner Dance. (Entertainment)
- b. Scholarship Quarterly Report to BoD (Pres Scholarship)

OCTOBER

- a. Prepare for the November annual business meeting. (President, 1VP, Secretary, Treasurer)
- b. Begin planning and advertising the Installation Banquet. (Entertainment, 1VP)
- c. Request the Awards Committee to begin the DSA process. (President)
- d. Make new contract with approved business entities/venues for luncheon dates and menus for upcoming year and present to the BOD with prices at the November meeting. (Luncheon Committee)
- e. GDF Quarterly Report to BoD (Pres. GDF)
- f. Assess the effectiveness of the JROTC Medal Grant fundraising campaign and prepare for the next School Year. (1VP)

NOVEMBER

- a. Present "State of the Chapter" report at the annual business meeting. (President)
Present the highlights of the fiscal health of the Chapter to the members at the annual business meeting. (Treasurer)
- b. Conduct election of new Officers and Directors at annual business meeting. (Chairperson, Nominating Committee)
- c. Finalize arrangements for the January installation ceremony. (President, 1VPr)
- d. Submit an annual report of key activities to the Chapter President. (All Committee Chairs)
- e. Prepare draft resolution(s) for submission to the Florida Council in February. (President)
- f. Prepare new listing of 501(c)(3) presidents, committee chairpersons and organize committees before the Installation Banquet. (President-elect)
- g. Send out invoices for dues to non-life members and arrange to publish a reminder all MOAACC medium that annual dues are payable as of January 1. Or, as membership renewals become due during the fiscal year. (2VP, PR&M)
- h. Review December items in November. (President)
- i. Scholarship Annual Report to BoD (Pres Scholarship)

DECEMBER

NOTE: With no Board meeting in December, these requirements should be addressed in November.

- a. Provide end-of-year summary financial reports for publication in the February issue of all MOAACC medium. Present the final report to new Board at the February meeting. (Treasurer, PR&M)
- b. Ensure that the January issue of The Intercom includes reports from the November annual business meeting. (President, Secretary, Treasurer, PR&M)
- c. Provide the meeting schedule for the upcoming year to IRCC. (President)
- d. Report on Intercom advertising accounts. (PR&M)
- e. Represent the Chapter and Present Gold Bar Commissioning Sets at FIT ROTC Commissioning (Army Liaison/President)

ANNEX C MEETING EXECUTION CHECKLIST

For Monthly Chapter meetings, the Master at Arms will:

1. Review the calendar of meeting dates approved by the Board of Directors.
2. Check with the First Vice President to identify special facilities or equipment required.
3. The speaker and spouse/guest, President, First Vice President, Second Vice President and Chaplain are normally seated near the podium.
4. Arrive about one hour before scheduled start to ensure that: set-up is as requested, public address system is working, lectern is in place, place cards are on the table and the American Flag and Chapter Banner are in place.

Board of Directors Meeting

The Master-at Arms reserves a meeting room through the Club management and assures that the room is properly set up. A US flag is required.

Thursday Morning Breakfast Club

The Master-at-Arms reserves space at the 19 Hole/IRCC each Thursday from 0800-0930 (except the third Thursday of the month) and ensures that the room is properly set up. A US Flag is required. Greets attendees and collects the table money (“\$ on the table”) for delivery to the Treasurer. In the event of last-minute changes, notifies the Secretary so that the changes can be sent to MOAACC members via the quickest medium.

ANNEX D STUDENT AFFAIRS PROCEDURES

The Committee Chairperson is responsible for the proper performance of all duties described in the Chapter Handbook. He/she must personally contact each school and develop a working relationship with the senior JROTC/ROTC instructor. In preparation for the MOAACC luncheon in April and for the medal and grant awards presentation at each school he must personally contact the senior instructor to:

1. Determine the name and grade of the medal recipient from each school.
2. Determine the date, time and place of the awards ceremony to be conducted by each school.
3. Personally, invite the senior instructor and the cadet and Principal from each school to the MOAACC ROTC Awards luncheon in April. Inform the senior instructor that the cadet's parents and other family members are welcome as paying guests by making prior reservations.

In preparation for presentation of the medals and grants to recipients at the MOAACC Awards luncheon and the medal/grant presentation at each school, the Committee Chairperson must arrange for:

1. The procurement of the requisite number of MOAA medals.
2. Coordinate with JROTC Senior Instructors and MOAACC Treasurer on the amount of the grant and names of the individuals receiving the Medals/Grants.
3. The preparation of the MOAACC certificates and checks which accompany each medal and ensure the Chapter President signs each certificate before it is framed.
4. Ask senior chapter members to present the medal at the award ceremonies at the participating schools. Each presenter should be provided with the medal and framed certificate for that school, directions to the school and a point of contact at the school to include the telephone number. Whenever possible, chapter members who present the medal, should present the medal at the same school each year.

The Committee Chairperson must coordinate with the Master at Arms, the Luncheon Coordinator and the First Vice President on the arrangements and programs for the April Awards luncheon and the May luncheon for Service Academy appointments and ROTC Scholarship winners. Both ceremonies should be short, crisp, and military. A short motivational talk is appropriate. There should be prearranged seating for all honorees and their guests, and they should be greeted upon arrival and be introduced to as many people as possible. Guests should be introduced as part of the ceremony. The Committee Chairperson should personally work with school senior instructors to develop a schedule covering color guards for MOAACC all luncheons. Color guards should be briefed and rehearsed before the luncheon begins.

The Committee Chairperson should contact the principal and/or the senior instructor of each high school to determine the names of Service Academy appointees and ROTC Scholarship winners. He should determine the names of paying guests (parents, grandparents, teachers etc.) who will attend the May luncheon. He should also assure that the honoree, the high school principal and, if appropriate, the senior JROTC instructors are formally invited. If a memento is to be given to each honoree, he should arrange for its procurement.

ANNEX E ADMINISTRATIVE PROCEDURES

1. **Purpose.** This annex describes responsibilities and administrative procedures to support chapter operations.
2. **General.** Since no Chapter office exists, it is imperative that key participants in the execution of Chapter business understand approved processes and procedures.
3. **Incoming US Mail.** U.S. mail is delivered to Post Office Box 254186 at the Patrick AFB Post Office. Two keys are provided to the Chapter and are held by individuals designated by the president. Mail is picked up at least twice a week by one of the key holders. A postage due account provides automatic payment of postage due from returned mail. Mail picked up from the Post Office is routed to the appropriate action officer, usually at the Thursday Morning Breakfast Club. Membership applications are routed to the Secretary for action and entry into the Member Database. Statements, checks, and invoices are routed to the Treasurer. Newsletters received from other MOAA/Veterans organizations are forwarded to the President for identification of “best practices” for possible use by MOAACC. The MOAACC Scholarship Corporation utilizes Post Office Box 254708 at the Patrick AFB Post Office. Correspondence intended for the Scholarship Corp. but received at the MOAACC box, is routed to the Scholarship Corp. point of contact, usually at the Thus. Morning Breakfast Club
4. **Outgoing U.S. Mail.** The majority of the outgoing mail is the newsletter that is sent out bulk rate on a permit issued to the mail-out contractor by the Melbourne Post Office. Extra copies of the Intercom are provided to the Secretary each month for mailings to new members. Copies of *The Intercom* that are not mailed in bulk require first class postage.
5. **Membership Management System Database.** The member database is the “Rosetta stone” for membership status, membership directory, address labels for newsletter, campaign emails and other bulk distributions/mailings. The 2nd VP, membership committee, Secretary and the system administrator/webmaster jointly maintain the Member Management System Database and are responsible for entries therein.
6. **Meeting Minutes.** The Secretary/Assistant Secretary prepares the minutes of all Board of Director meetings and of the annual business meeting.
7. **Official Correspondence.** Use of Chapter letterhead is normally correspondence prepared for signature by the President, First Vice President,

Second Vice President, Secretary, Treasurer, PR&M chair and Committee Chairs. Committee Chairs may sign routine correspondence pertaining to the normal activities of their committee after coordination with the President. Copies will be provided to the Secretary for archive purposes.

ANNEX F LIFE MEMBER FEE SCHEDULE

The following schedule of life member fees was established by the Board of Directors based on recommendations by MOAA National that reflect current trends in interest earned and actuarially sound practices:

Age 40-49, \$460
Age 50-59, \$400
Age 60-69, \$330
Age 70-79, \$235
Age 80-89, \$155
Age 90-99, \$ 75
Age 100+, No cost

ANNEX G

AGENDA FOR ANNUAL MEMBERSHIP MEETING

This agenda is meant to be a guide for conduct of the annual Membership Meeting normally held in November each year.

-INVOCATION

-INTRODUCTION OF COLOR GUARD

-PRESENTATION OF THE COLORS

-PLEDGE OF ALLEGIANCE

-RECOGNIZE NEW MEMBERS

-RECOGNIZE GUESTS

-ANNOUNCEMENTS (ESSENTIAL ONES ONLY)

-BUSINESS MEETING:

Secretary determines quorum (Min of 50 members)

Treasurer presents financial status report

President presents State of the Chapter Report

Nominating Committee Chairperson:

-Introduces slate of nominees

-Opens floor for other nominations

-Conducts voice vote, or takes motion to elect the slate

-PRESIDENT CONGRATULATES NEW OFFICERS AND DIRECTORS

-SITTING PRESIDENT ADJOURNS THE BUSINESS MEETING

ANNEX H INSTALLATION CEREMONY

General: The Chapter holds an Installation Banquet in Jan. generally at the Colony Hall of the Indian River Colony Club. At this banquet, the newly elected Officers and Directors are installed. This is the agenda and script.

Program Agenda:

- 1700 Cocktails and Dancing

- 1800 President-“Call to Order” Calls on Chaplain for Invocation Leads Pledge of Allegiance Calls on the selected leaders to lead in the singing of the service songs
 - ARMY
 - NAVY
 - MARINE CORPS
 - COAST GUARD
 - AIR FORCE

- 1815 -1900 (Approx.) President announces dinner

- 1900 President presents the Distinguished Service Award. President presents flowers to recipient’s spouse.

- 1910-1950 Installation Ceremony

- President offers personal remarks

- President introduces Installing Officer
 - Installing Officer’s remarks
 - Installing Officer conducts Installation Ceremony (see script below)
 - New President’s Remarks
 - New President presents “pin” and plaque to outgoing President
 - Outgoing President presents new President with “pin”

- 1950 The Band resumes music for dancing

Installation Script

Outgoing President:

Ladies and gentlemen, it is now my privilege, as my final official act, to introduce our distinguished guest who will install the individuals who have been elected to serve as officers of this Chapter during this next year.

(The outgoing president introduces the installing officer, then joins him at the lectern)

Installing Officer:

President -----, the term of office for which you and your subordinate officers were elected has now expired. I am here to install the newly elected officers. Have the officers of the Cape Canaveral Chapter for the next year been duly elected?

Outgoing President:

They have.

Installing Officer:

Do you have the Presidents gavel in your possession?

Outgoing President:

I do.

Installing Officer:

Please surrender it to me

(The outgoing President hands the gavel to the installing officer)

Installing officer:

President -----, your duties as chief elected officer of the Cape Canaveral Chapter of the Military Officers Association of America has now ended. As you assume the chair of immediate past president, I remind you that it is now your duty to counsel and assist your successor, drawing on the experience you gained during your term of office.

(The outgoing President leaves the lectern and takes his seat)

Installing Officer:

Will the secretary please call the names of the newly elected officers. As he does so, will they please come forward and stand to my left, facing the members and guests.

(The secretary reads aloud the names and offices of the newly elected officers who come forward as their names are called)

Installing Officer:

Officers elect, the members of the Cape Canaveral Chapter of the

Military Officers Association of America have shown great confidence in your moral integrity and executive ability by electing you to your respective offices. These are positions of importance and responsibility. I now ask you: Do you accept the office to which you have been elected?

Officers elect:

I do.

Installing Officer:

Are you ready to receive the oath of office?

Officers elect:

I am.

Installation Officer:

Please raise your right hand and repeat after me:

I accept the office to which I have been elected. I will perform the duties of that office to the best of my ability and will in all of my actions strive for the good of the Cape Canaveral Chapter. I will uphold and enforce the Chapter's bylaws and will promote the purposes of the Military Officers Association of America. All of this I now affirm in the presence of the members here assembled and before God and the flag of this country.

Please lower your hand. Officers elect, I now install you into the office to which you were elected. I charge each of you to

be faithful and diligent in discharging the responsibilities of your office.

Chaplain, would you ask for God's blessing on this chapter and its officers?

"Eternal God, our heavenly parent, you have instructed us that we have to be leaders, we must be servants of all and endeavor to meet the needs of others. Look with favor, we pray, upon these your servants whom we elected and whom we now install as officers of our organization. Direct them in all of their endeavors. Direct them with gracious favor and with your continued help, that all of their service begun, continued and completed may uphold your purposes in life and the purposes of this organization. Imbue them with wisdom and understanding that our business may be conducted with dignity and dispatch. And give to all of us, O God, the assurance that, working together in the spirit of harmony and good-will ever seeking for our country, and our comrades that which we believe to be the best, we are truly advancing our cause in our land for the glory of your holy name, who are servant of all." Amen

Installing Officer:

President-----, the Cape Canaveral Chapter is now in your charge. I invite your attention to the Chapter Handbook and Annexes, which provide the guidance on handling of Chapter affairs, and I relinquish to you this gavel, as a symbol of your authority and responsibility.

Ladies and Gentlemen, I declare that the elected officers of the Cape Canaveral Chapter for the next year have been duly installed. Please join me in applause for the new officers.

ANNEX I

MOAACC GOLD BAR PROGRAM IN SUPPORT OF THE FLORIDA INSTITUTE OF TECHNOLOGY ARMY ROTC PANTHER BATTALION

Purpose:

This Chapter activity is designed to support and promote the Florida Tech Army ROTC Panther Battalion by providing special recognition to those ROTC Cadets who have completed the four-year Army ROTC program and are to be commissioned as Second Lieutenants in the United States Army.

Summary:

The Chapter will present each new 2LT with:

- a free Basic/electronic membership in MOAA
- a one-year membership in MOAACC
- a welcome aboard packet containing a set of Gold Bars
- a set of 2LT shoulder marks
- a letter of congratulations from the Chapter President
- a Chapter Membership Certificate
- a copy of *The INTERCOM*
- and a copy of the Military Officer magazine.

The packets will be presented to the new 2LTs at the FI Tech Army ROTC May and December commissioning ceremonies.

Procedures:

The Chapter Army Liaison is responsible for administering the Gold Bar program. Typically, the FL Tech Army ROTC has two commissioning ceremonies per year, usually in May and again in December. Occasionally, there may be a summer commissioning.

Duties of the Army Liaison for this program include:

- a. Maintain liaison with the FL Tech ARMY ROTC staff.
- b. Determine the number of officers to be commissioned each year.
- c. Budget for and submit an order to the MOAA store early each calendar year for enough sets of gold bars to provide one set to each cadet likely to be commissioned that calendar year.
- d. Budget for and purchase enough sets of Army 2LT shoulder marks to provide one set for each cadet likely to be commissioned that calendar year. (Shoulder marks may be purchased or ordered at the PAFB BX military clothing sales store. Shoulder marks for men and women differ in size.)
- e. Determine dates, location, and time of commissioning ceremonies and names of cadets to be commissioned at each ceremony.
- f. Prior to each commissioning ceremony provide the FL Tech Army ROTC staff with MOAA and MOAACC membership application forms for each prospective officer

and ensure these forms are completed (to include an email address) and returned to the Membership Chair for validation prior to the commissioning ceremony.

- g. Keep the Chapter President, Secretary and Chapter representatives who may attend each ceremony informed as information becomes available. The Chapter President, a designated Past President or retired General Officer and the Chapter's Army Liaison will represent the Chapter at each commissioning ceremony and present the welcome aboard packet to each new 2LT and deliver a short motivational talk.
- h. Coordinate with Membership Chairperson and Membership Secretary for the preparation of the welcome aboard packet for each prospective officer. Packet contents are detailed below.
- i. Ensure packets are delivered to Chapter President for presentation to each newly commissioned officer at the ceremony. After commissioning, deliver validated MOAA and MOAACC applications to the Chapter Secretary for processing

Timeline:

- **January:** Initiate contact with the FL Tech Army ROTC staff to determine the number of cadets that are expected to be commissioned that year.
- **February:** Confirm estimated number of cadets to be commissioned that year. No later than 1 March, order gold bar sets from the on-line MOAA store
Purchase enough sets of Army 2LT shoulder marks to provide one set for each cadet likely to be commissioned that calendar year.

For May and December Commissioning Ceremonies:

- ✓ At least one month prior to commissioning month request FIT ROTC staff provide the names of all cadets that are to be commissioned and the time, date and location of the commissioning ceremony.
- ✓ Give FIT ROTC staff the names of Chapter representatives that will attend the ceremony.
- ✓ E-Mail a MOAACC membership application form to FIT ROTC staff for each cadet to be commissioned. Verify receipt, and request he ensure the applications are fully completed prior to each commissioning ceremony to include an email address for each cadet. Completed application forms to be returned to MOAACC Membership Chairperson before each commissioning ceremony.
- ✓ Check returned membership application forms for completeness. Return any forms that are not complete to FIT ROTC staff and request that the required information be provided.
- ✓ Following each commissioning ceremony, confirm which cadets were commissioned and deliver completed applications for each of them to the Membership Chair/ Secretary for processing.

Contents of Welcome Aboard Packet:

- Congratulatory letter signed by the Chapter President. (Secretary). A short note will be placed inside the copy of Military Officer magazine providing a brief explanation of a free basic/national membership and the additional benefits of a regular paid national membership in MOAA that includes a subscription to

Military Officer magazine. Note will also explain that electronic membership may be converted at any time to a regular membership with low introductory rates by visiting <http://www.moaa.org/Join>

- Certificate of Chapter membership (Secretary)
- One set of gold bars provided by MOAA (Membership Chair)
- One set of Army 2LT shoulder marks (Army Liaison)
- Copy of the current INTERCOM (Secretary)
- Copy of the current *Military Officer* magazine (Membership Chair)

Note: Officers in grades 01 thru 03 do not receive ***Military Officer*** magazine unless they convert to regular national MOAA membership.

ANNEX J
FORMAT FOR WEEKLY TMBC MEETING

This agenda is meant be a guide for conduct of the weekly TMBC meeting.

A. OPENING (PRESIDENT):

- [1] WELCOME & CELEBRATIONS OF LIFE
- [2] INVOCATION & PLEDGE OF ALLEGIANCE (CHAPLAIN)
- [3] SONG-AMERICA THE BEAUTIFUL
- [4] INTRODUCTION OF NEW MEMBERS & GUESTS
- [5] BIRTHDAYS & ANNIVERSARIES
- [6] ANNOUNCEMENTS

B. REPORTS:

- [1] HEALTH OF THE CHAPTER COORDINATOR
- [2] 1ST VICE PRESIDENT
- [3] 2ND VICE PRESIDENT
- [4] SECRETARY/ASSISTANT SECRETARY
- [5] TREASURER/ASSISTANT TREASURER
- [6] LEGISLATIVE AFFAIRS
- [7] PUBLIC RELATIONS AND MARKETING
- [8] SCHOLARSHIP PROGRAM
- [9] GOOD DEEDS FOUNDATION
- [10] STUDENT AFFAIRS

C. INFORMATION:

- [1] PERSONAL AFFAIRS/SURVIVOR ASSISTANCE
- [2] CHAMBERS OF COMMERCE
- [3] SERVICE LIAISONS

[4] VA CLINIC

[5] PATRICK SFB EVENTS AND INFORMATION

(7) VETERANS TREATMENT COURT

(8) RETIREEE ADVISORY COUNCIL

D. ADMIN:

[1] ENTERTAINMENT/SOCIAL

[2] ON-THE-GO LUNCHEON

[3] QUARTERMASTER STORE

[4] CURRENT AFFAIRS FORUM (AS APPROPRIATE)

[5] SPEAKERS BUREAU

[6] VETERANS BACK TO CLASS

[7] HISTORIAN

E. ANNOUNCEMENTS FROM CHAPTER MEMBERS & WAR STORIES

F. ADJOURN-WITH ‘*GOD BLESS AMERICA*’