



STANDING RULES

Preface: Standing Rules are written rules formally adopted by a majority vote by ballot or at a National Convention. These rules may be suspended by a majority vote or may be amended or rescinded by a two-thirds vote, either at convention or by the membership.

Amended September 2010
Amended September 2012
Amended July 2014

Amended July 2016
Revised June 2021

1. APPOINTEES AND COMMITTEES

The President may appoint, with the Board of Directors (also known as the Board) approval, any position or committee required to fill specific positions deemed necessary by the Board.

2. THE RESOURCE MANUAL AND DIRECTORY (RM&D)

The RM&D shall be published following the biennial convention and shall include but not limited to:

- Directory of all Active members
- Articles of Incorporation
- Bylaws
- Standing Rules
- Scholarship Program procedures and application.
- All named scholarships

Resource material may also be found on the WMA website or in the WMA member database.

3. SCHOLARSHIPS

A. Scholarship applicants must satisfy all qualification criteria for the award. Criteria and/or procedure changes shall be approved by the Board and published to the membership no later than January of the year in which it becomes effective. All named scholarships shall be listed in the RM&D and on the WMA website.

B. Memorial Scholarship Fund annual earnings shall determine the number and amount of individual scholarships.

C. Any donor may establish a named scholarship by providing the total funds necessary to perpetually fund the standard scholarship amount.

D. Chapters and the Loyal Escorts may establish special scholarships in various amounts. Such scholarships shall be administered by the Scholarship Committee as funds and qualified applications are made available.

4. PUBLICATION

WMA shall publish and/or distribute a quarterly newsletter titled WMA 'Nouncements to each Active member.

5. WMA LOGO and WMA SEAL

A. The WMA logo shall be the Marine Corps Emblem with the head of a woman Marine super-imposed on the globe.

B. The WMA seal shall be the logo with WOMEN MARINES ASSOCIATION inscribed within the rope circle.

C. The official WMA seal shall be imprinted on all charters; and may only be used as authorized by the Board of Directors.

6. CONVENTIONS AND PROFESSIONAL DEVELOPMENT SYMPOSIUM

Convention and Professional Development Symposium is also known as Convention.

(WMA Bylaws govern the site selection method.)

A. The Convention shall be open to all active WMA and Loyal Escort members as well as guests. Business meetings; however, are restricted to only Active WMA members in good standing with exceptions granted by the Credentials Committee and the WMA President.

B. A minimum of one business meeting shall be scheduled during each Convention.

C. Conduct of Business Meeting(s):

(1) At each business meeting, the Convention Credentials Committee Chair shall report the total number of Active WMA members who have registered and are present at the convention.

(2) Each WMA member in good standing is limited to one vote with no proxies allowed.

(3) A quorum to conduct a business meeting shall consist of a majority of the active members in attendance at the convention.

(4) The names of all members included in the reported total shall be given to the Secretary/Director of Administration, to constitute the Official Roster of Convention Representatives. Before the President declares the Convention open for the transaction of business, the Secretary/Director of Administration shall move that the members whose names appear on the Official Roster be designated as Chosen Representatives to the Convention. Upon adoption of the motion, the President shall instruct the Secretary/Director of Administration to include the Official Convention Representatives Roster, in the convention minutes.

D. A memorial service shall be incorporated into the program at each Convention.

7. WMA GEOGRAPHICAL AREAS

(This further defines present "Regions" as cited in the WMA National Bylaws.

Region 1: Connecticut; Maine; Massachusetts; New Hampshire; New York; Rhode Island; Vermont; Delaware; District of Columbia; Maryland; New Jersey; Pennsylvania; Virginia; West Virginia; Alabama; Florida; Georgia; North Carolina; South Carolina; Kentucky; Tennessee; Michigan; Indiana; Ohio; UK; Europe; the Middle East; Quebec, New Brunswick, Newfoundland and Labrador, Prince Edward Island, Nova Scotia, Canada; Caribbean Islands and Africa.

Region 2: Illinois; Iowa; Kansas; Minnesota; Missouri; Nebraska; Wisconsin; Arkansas; Louisiana; Mississippi;



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Oklahoma; Texas; North Dakota; South Dakota; Ontario, Canada; and Manitoba and Nunavut, Canada; and Mexico.

Region 3: Alaska; Colorado; Montana; Wyoming; Arizona; Nevada; New Mexico; Utah; Idaho; Oregon; Washington; California; Hawaii and Alberta, Saskatchewan, and Northwest Territories, Canada; Central America and South America and British Columbia, and Yukon Territories, Canada; Australia and New Zealand; Pacific Islands and Asia FPO/APO Zips 09XXX and 96XXX.

8. BUDGET PREPARATION

Following accepted business practices, the Treasurer/Director of Finance is responsible to have the proposed budget developed for Board review and approval. WMA budgets must be approved by the start of the WMA fiscal year which is 1 July. A mid-year review shall also be conducted in January.

9. BUDGETARY ALLOWANCES

Proposed budgets shall establish allowances to help defray expenses incurred by Board members and WMA Appointees responsible for allocated budget lines.

10. AUDIT OF NATIONAL ACCOUNTS

National Treasury accounts shall be reviewed annually by a CPA from outside the WMA membership. Within 60 days following the close of each fiscal year, the Treasurer/Director of Finance shall have paid all bills pertaining to that fiscal year and shall have sent the books to the designated CPA for a financial review as proscribed by the National Society of CPAs. A full audit shall be conducted every fourth year unless the Board deems it necessary to have a full audit conducted sooner.

11. CHAPTER EMPLOYER IDENTIFICATION NUMBER (EIN) AND GROUP EXEMPTION STATUS

(1) Each chapter shall obtain and operate under its own single EIN. New chapters must apply for an EIN at the same time they prepare and submit their Bylaws and Standing Rules to obtain their charter. The chapter's President/ Treasurer shall notify the Treasurer/Director of Finance of the chapter's assigned EIN.

(2) No chapter is allowed to use the National WMA EIN.

12. WMA PRESIDENT PIN AND WMA PAST PRESIDENT PIN

A. An official emblem pin to be known as the President's Pin shall be worn by the WMA President while in office but shall remain the property of WMA. It shall be presented to the newly installed President.

B. An official emblem to be known as the Past President's Pin shall be presented to the retiring President. This pin shall become the property of the Past President.

13. OFFICIAL WMA CAP

The WMA cap shall be overseas style, green with scarlet piping with lettering on the left side to read 'WOMEN MARINES ASSOCIATION' and on the right side, the chapter designation (optional). The only ornament affixed to the Cap is the small, enlisted gold gilt United States Marine Corps left collar emblem and (if applicable and purchased by owner) the gold "LIFE" pin, affixed 1/2" above and centered above the lettering 'WOMEN MARINES ASSOCIATION'.

14. CHARITABLE DONATIONS

Charitable donations at the national level shall be directed by the Board of Directors per applicable laws, regulations, and purposes of WMA.

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15. RESERVE FUNDS

Reserve Funds of One Hundred Thousand Dollars (\$100,000) shall be held to ensure WMA maintains fiscal responsibility. When necessary to cover a deficit in the General Fund, a Reserve Funds transfer can be approved by two-thirds (2/3) vote of the Board.

16. ADMINISTRATION OF MATCHING FUNDS AND GRANTS

Matching Funds and Grants Program is defined in the WMA Standard Operating Procedure (SOP) and consists of:

(1) Matching funds are provided to chapters in support of veterans and/or in support of local community activities;

(2) Emergency Grants are awarded to Veterans with short-term emergency financial needs. Request criteria is published annually in WMA 'Nouncements and on the WMA website.