



How to Book for Chapters

WMA Members and Loyal Escorts Only

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FORWARD

One of the most important responsibilities of our Women Marines Association is to keep our members informed, educated, and motivated.

From the time WMA was first organized through the present, our Purposes have remained steadfast and true. The methods used to conduct some of those purposes have evolved and changed over time. We strive to bring new ideas for new times. That's how we keep our Association relevant and moving forward.

This updated *"How To Book"* is dedicated to all members who work in preserving our history and traditions along with bringing fresh, exciting, and innovative ways of taking care of WMA business.

Chapter Presidents are important links in the chain of command between WMA members and the National Board. It is with these particular members in mind that this updated *"How To Book"* has been prepared.

Contained within these pages are answers to commonly asked questions; information on the workings of chapters; applications and forms; ideas for ceremonies; and even songs to use.

To those women who preceded us and were the "originators" of this publication, we salute you and say "THANK YOU"!

From the women who have worked to bring you this latest edition, we hope it will assist you in performing your tasks within WMA, and in carrying on the history and traditions of our Association.

Semper Fidelis!



Patricia Collins
WMA Vice President
2022-2024

Introduction

Enclosed within the pages of this book are resources and guidelines that can help build your leadership skills and assist you in bringing your chapters to their full potential.

Keep this with your important chapter and national information. It contains a wealth of information. Remember that this book **means a seamless transition of paperwork from an outgoing officer to the incoming officer**. Keeping the RIG (“**R**elevant, **I**mproving, **G**rowing”) moving smoothly means a seamless transition of paperwork from an outgoing officer to the incoming. Continuity will follow when a good foundation is formed and passed on.

You & WMA

When you join the Women Marines Association you become a part of an experience, a sisterhood of the most elite of women in the world. There is no rank in WMA – we are all equal - but we each have individual gifts that we can contribute to WMA. These gifts may range from making calls to writing thank-you notes to outstanding leaders and board members. Regardless of what your gift is, you are important to the whole, and your gifts are needed. Please be willing to share them.

You may be an active member from the day you first join WMA, or you may grow into roles, as necessary. Your participation may vary over the years.... but, please, **do** participate. You will reap much more than you give.

In this “*How To Book*” you find information about WMA and procedures to establish, run and disband chapters. As chapter officers read the book for content and use it often as a reference for leading and/or guiding your chapter. As a chapter leader, knowing the procedures will help make your meetings more effective.

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CHAPTER 1: GENERAL WMA INFORMATION

1.1 ~ What is the Women Marines Association?

The Women Marines Association (WMA) is a 501(c)(3) non-profit charitable organization comprised of women who have served or are serving honorably in the United States Marine Corps or the Marine Corps Reserve. FMF U.S. Navy qualified women Corpsmen, Medical Officers, Chaplains, and religious Program Specialists and must have earned the Warfare Device/Service Ribbon with the Marine Corps device. We are a fraternal group of women who proudly earned the title "MARINE". Esprit de corps drives our members to fulfill its purposes.

Since 1918, American women have answered their country's call to serve. We have served proudly with distinction and honor, each generation evolving, but always retaining our proud traditions. WMA honors those who have gone before us and mentors those who now march ahead.

1.2 ~ Purposes of the Association

1. Preserve and promote the history and traditions of women in the Marine Corps from World War I to the present.
2. Conduct programs for charitable and educational purposes.
3. Counsel, assist, and mutually promote the welfare and well-being of elderly, disabled, and needy women Marine veterans, as well as women serving in the Marine Corps.
4. Provide entertainment, care, and assistance to hospitalized veterans and members of the armed forces of the United States.
5. Promote the civic and social welfare of the community.
6. Sponsor or participate in activities of a patriotic nature, particularly those that perpetuate the tradition and esprit de corps of the United States Marine Corps.
7. Foster, encourage and perpetuate the spirit of comradeship of women who have served or now serve the United States Marine Corps, regular or reserve components.

1.3. ~ Membership

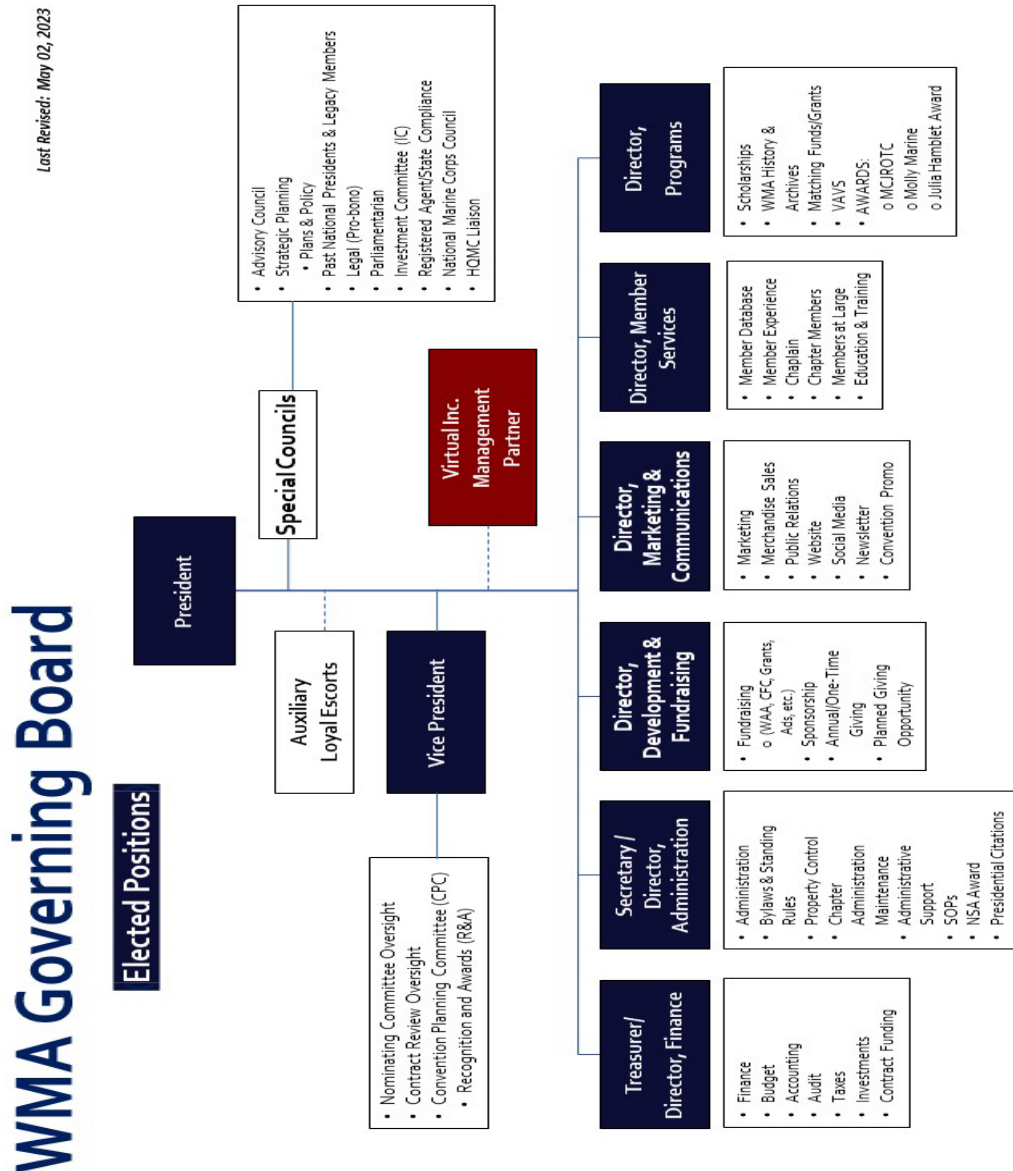
There shall be four classes of membership; active, honorary, supporting, and compassionate retention, of whom only active members shall have voting rights and be eligible to hold any office, elective, or appointive. Membership qualifications are:

1. **Active members** are those women who serve or have served honorably in the United States Marine Corps regular or reserve components; or in the United States Navy as "Fleet Marine Force (FMF) qualified" personnel including corpsmen, chaplains, religious program specialists, and medical officers.
2. **Honorary Members** are women who serve in senior positions of organizations that support women Veterans including but not limited to Presidents past and current of the Women in Military Service for America (WIMSA).

3. **Compassionate Retention** allows active term and/or life members who are no longer physically or mentally able to maintain active participation in WMA to be retained on the rolls that ensure they are recognized at the appropriate Memorial Service when they pass.
4. **Supporters** include commercial businesses of any size whose philosophies and practices are consistent with WMA's stated purposes. These are designated Supporters and shall be admitted to membership by vote of WMA's BOD. The Board shall establish a separate dues structure and define responsibilities and privileges for Supporters.
5. **WMA Member Platform:**
 - a. The WMA Member Platform provides a place for members to access their membership records. You can add profile information, update your extended profile fields, and pay an open membership invoice if your renewal is upcoming.
 - b. There is a membership directory that includes name, photo, phone, and email fields. Members with official WMA roles will have their association role listed. On the directory page, you can click the Chapter Directory which will provide a dropdown of Chapters to view the associated member names.
 - c. You can download the WMA Member Platform User Guide at [Member Platform User Guide](#).

1.4 ~ Organizational Chart of the WMA

WMA officers are elected officials that you have entrusted to hold sacred all the ideals of WMA. It is only with your help and cooperation that we will build upon the foundation that was first laid in 1960. Your ideas and support are valuable commodities, and it is hoped that you will contribute to the continued success of WMA. Contact information for your officers, both elected and appointed, can be found at www.womenmarines.org, and in your current 'NOUNCEMENTS'. This data is readily available to provide guidance and information.



1.5 ~ The Loyal Escorts, WMA Auxiliary

The Loyal Escorts of the Green Garter (LE) is the 501(c)(3) official auxiliary of the WMA. They support the WMA chapters and WMA National in accomplishing their missions. Membership in the LE is open to all who support the seven purposes of the WMA. **Every Loyal Escort must be sponsored by a WMA member in good standing.**

Since 1972, the LE has supported the WMA in reaching its national goals in many ways. They contribute an annual scholarship. They also sponsor and present awards to chapters that achieve noteworthy accomplishments at each convention. Members are pledged to "aid, assist and escort" WMA members in the performance of their duties as delegates at the WMA National Biennial Convention and Professional Development Conference, and other numerous National and local functions.

The Loyal Escorts meet biennially at the WMA convention. Members attending the convention register as Loyal Escorts and participate in general membership meetings that are the venue for all auxiliary business.

The most recent membership information and applications can be obtained at www.loyalescorts.org and on the WMA website at www.womenmarines.org.

1.6 ~ WMA or LE Application Process

1. WMA applicants must meet all membership criteria. Current applications may be obtained through 'NOUNCEMENTS'. Printable applications and online **applications and** dues payment may be found on the WMA website <https://www.womenmarines.org/join-wma/>.
2. Once the WMA application is completed, it may be sent to the local chapter treasurer where the member belongs or is joining a chapter, or to the **address as printed** on the application with the appropriate dues attached.
3. Loyal Escorts have a separate application form available in 'NOUNCEMENTS' or at <https://loyalescorts.org>. Mail the completed application form along with dues as directed on the application.

NOTE: If you are a term member and renew your dues periodically – it is highly recommended that you completely fill out another application form including the next of kin information each time you renew your membership. This gives WMA your most current contact information and updates your next of kin information if it has changed since you last submitted an application. **To renew your membership email** membership@womenmarines.org.

Application forms are available in the 'NOUNCEMENTS' newsletter and at **the links above**.

1.7 ~ WMA Seal vs. the WMA Logo

The official SEAL of the Women Marines Association has a roped circle around it (see below). This is a copyrighted item and may only be used with permission of the Board of Directors.

The **WMA LOGO** can be used by Chapters and for National use. No outside use is authorized under copyright restrictions.

The Seal



The Logo



1.8 ~ Saluting

Wearing the official WMA cap constitutes being in uniform. Therefore, saluting is authorized. **By custom and tradition, Marines do not render the hand salute when out of uniform or when uncovered.** When not covered, saluting is not authorized. Instead, members should place their right hand over their hearts during appropriate ceremonies or flag presentations. (See ALMAR 052/08)

The Marine Corps salutes when in uniform and covered.

1.9 ~ Wearing Uniforms After Being Discharged

Honorably discharged veterans, from a period of declared or undeclared war, may wear their uniform to retirements, ceremonies, and functions. The uniform should be complete and accurate in every detail for the period in which it was originally worn.

It is not proper to wear an incomplete uniform or pieces of a uniform with civilian clothing.

1.10 ~ What to Send Where

1. Current contact information for all national officers **and appointed officers** can be found in the current issue of 'NOUNCEMENTS'. Elected officers **are listed on the WMA website at <https://www.womenmarines.org/2022-2024-national-board/>** and chapter officers are **listed in the monthly membership report sent to all chapters utilizing their official chapter email address.**
2. The official WMA mailing address is:
Women Marines Association
402 Edgewater Place, Suite 600
Wakefield, MA 01880
3. The WMA website is:
www.womenmarines.org
4. **For general information about WMA, the email address is:**
WMA@womenmarines.org
5. **Membership questions, to include updates to member contact information is:**
membership@womenmarines.org
6. **For questions and comments regarding the new governance structure is:**
[Listening@womenmarines.org`](mailto:Listening@womenmarines.org)
7. **Your contact information needs to be updated** in the WMA database as changes occur. Send the following by email or U.S. mail to the WMA address **by completing and submitting the *Change of Status* form or via email to membership@womenmarines.org. (See Appendix A)**
 - **ADDRESS CHANGES:** Our publications are mailed to 3rd class, which the Post Office does **NOT** forward when you move. Please remember to send both your old and new addresses. Snowbird addresses are now included in our database and are most welcome!
 - **NEXT OF KIN (NOK):** Please update your next of kin information when changes occur with the NOK, address, or designation. When it becomes necessary, WMA uses this information to send condolences to your NOK.
 - **DEATH of a MEMBER:** We list and honor our deceased members at a Memorial Service held during each convention. Email the name, life member number or term dues expiration date, date of death, full name and address of the next of kin and their relationship information (son, daughter, friend, husband, etc.) to membership@womenmarines.org **and the Chaplain at chaplain@womenmarines.org** or to the address listed in the most recent issue of 'NOUNCEMENTS'. If you prefer to send the information by U.S. Mail, please use the Deceased Member Report provided in Appendix A.
8. **RENEWAL APPLICATIONS:** You may renew your WMA membership **by emailing membership@womenmarines.org whereby you will receive a link to renew your dues** or by sending the application along with your check to your chapter treasurer **or mail directly to WMA.** If you are a

Member-At-Large (MALs have no chapter affiliation), send your application directly to the WMA's official address or email membership@womenmarines.org.

9. **CHECKS FOR DONATIONS:** Send donation checks with a short note indicating how you would like them to be used to the WMA National Treasurer at the official WMA address. If the donation is in memory of or in honor of someone, please identify the person in whose name/honor the donation is being made. Donations may be designated for a specific fund such as the WMA General Fund, WMA Memorial Scholarship, Major Megan McClung Memorial Scholarship, Fallen Warrior Memorial Scholarship, or the Emergency Grant Fund.
10. **CHAPTER STARTUP KITS:** The entire kit is included in Appendix (C).
11. **PROPOSED CHANGES TO NATIONAL BYLAWS OR STANDING RULES:** WMA Bylaws and Standing Rules can only be changed by a vote of the membership.
 - a. A ballot (electronic or hard copy) will be sent to all members for a vote to approve amendments/revisions indicating a deadline date for return, or
 - b. To be considered a convention, previous notice shall be given by publication to all active WMA members at least 45 days before the convention start date.
 - c. The Secretary/Director of Administration has the forms required to submit proposed amendments. All proposed amendments to bylaws or standing rules must be received by the National Secretary/Director of Administration at least **120 days before the convention** at which the changes are to be considered.
 - d. A majority vote of completed returned ballots when ballots are mailed or sent electronically to all active WMA members, or two-thirds (2/3) vote of all members present to vote at a convention business meeting.
12. **PAID ADVERTISING:** Contact the WMA '**NOUNCEMENTS** Editor at Editor@womenmarines.org. She will provide sizing and format details and the associated price schedule. Merchandise advertising in the back of '**NOUNCEMENTS** is free for chapters only.
13. **COPIES OF LOCAL PUBLICITY CITING WMA:** Please provide copies of any local publicity to the National Public Relations Officer at PRO@womenmarines.org.
14. **ASSISTANCE OR INFORMATION:** The Secretary/Director of administration **MUST BE** the first person in your chain of command for any **chapter** questions. The Director of Member Services is the first person in your chain of command for any membership questions. Chances are if you have a question, others do as well, and she can make sure everyone gets the answer. If either officer is not available, the next line is the Vice President. By your vote, you have entrusted these officers with these positions, and they are here to assist you and your chapter.
15. **REPORTING CHAPTER OFFICER CHANGES:** All chapters are required to keep their chapter officer rosters current with WMA National. Report all officer changes as they occur. Additionally, all chapters are required to report their current chapter officers and associated contact information to the Director of Member Services no later than June of each convention year to ensure the information is current in the WMA database.

16. **DONATING MARINE CORPS RELATED ITEMS:** Contact the **History Committee** at historian@womenmarines.org.
17. **USING THE WMA-PROVIDED GOOGLE DRIVE:** Chapters that have and utilize a WMA email have access to many forms and information that can benefit their chapter on their WMA Google Drive. More information can be gotten by contacting the PRO at pro@womenmarines.org.

1.11 ~ Proper Protocol

PROTOCOL is a crucial factor in organizations everywhere and especially in veteran organizations. The specific aim of protocol is to create an atmosphere of friendliness. It is the observance of accepted practices that gives recognition to officers and shows proper respect to guests. The office a person represents is honored. The person is not. Personal friendships, likes, and dislikes cannot be considered. Protocol covers matters of seating, introductions, and rank. National elected officers are introduced in the order listed in the directory

1.11.1 ~ Introductions and Rank

1. GOVERNMENT OFFICIALS take precedence over all association officers, except the presiding officer, in the following order: federal officials, state officials, and city or county officials.
2. A GUEST SPEAKER, who is not a member of WMA, outranks even national officers. This is a courtesy due to a guest.
3. PAST NATIONAL PRESIDENTS (PNPs) should always receive courtesy and honor. Introductions should be by seniority. The term of years should be stated after the name. Terms of service for all PNP are listed **on the WMA website** at <https://www.womenmarines.org/in-memoriam/> **and in the convention program book**. When the National President is introduced, the membership rises in recognition of the office.
4. CHAIRS of standing committees and Chairs of convention committees should be given recognition at some time during the event if they have not been previously introduced as an elected officer, **if appropriate**. Chapter presidents should be given recognition at some time during the event.
5. AT THE CHAPTER LEVEL when a national officer visits a chapter, she should be honored by introduction. In her chapter, she should be honored on special occasions.

1.11.2 ~ Seating

1. THE PRESIDING OFFICER sits to the right of the lectern. If no lectern is used and there is an odd number at the head table, the presiding officer sits in the center.
2. If there is an even number, the presiding officer sits at the right of the center. The guest of honor always takes precedence over any other dignitary and is seated to the right of the presiding officer. The second-ranking guest is seated to the left of the presiding officer. Other guests may be seated right, left, right, or left, according to rank.

3. ANOTHER OPTION IS to have all guests of honor seated to the right of the presiding officer and other dignitaries or officers to the left. Others to be introduced may be seated at a second head table or side tables immediately adjacent to the head table.
4. WHEN GUESTS OF HONOR are to rise only, they are introduced according to rank, the highest first. If the guests are expected to say a few words, introduce the lowest rank and go up the list. When introducing several guests, request that applause be withheld until the final introductions.
5. ACTIONS that demonstrate the greatest degree of consideration for the officers and guests reflect the most appreciated type of courteous treatment. It is warmth and friendly intent that is most important.

1.12 ~ Planning Ahead

Planning for the future is never easy. Here are a few ideas to help make that planning easier.

1. Make sure your Next-of-Kin (NOK) information is up to date with both your chapter and with WMA National. This allows WMA to provide memorial tributes to the NOK selected by the member. Additionally, make sure your NOK is aware of your connection to WMA and tell them how to contact the **Director of Members Services** when you pass on.
2. Make your wishes known in writing. It is always a good idea to have everything written down and in one place. This paperwork should include copies of your DD 214, insurance policies, your will, a list of your important papers, and your wishes for your final service.
3. Should WMA be on your list of bequests, gifts to the General Fund are always appreciated as they benefit our future generation of members.

IMPORTANT NOTE – Every chapter officer, and every national office holder should arrange for someone to know where their WMA documents and memorabilia are stored and should notify family or friends of who is allowed to pick up these records should the need arise. This ensures important chapter and/or WMA records are not lost.

1.13 ~ Burial Arrangements

1. Gravesites in national cemeteries cannot be reserved before the death of the eligible veteran. Families should, however, ensure that adequate documentation of qualifying military service is accessible for use in establishing eligibility for burial. To establish eligibility, a copy of the official military discharge document or DD214 will be required. When the need arises, a funeral director or the next of kin should contact the national cemetery in which a burial is desired. For burial in Arlington National Cemetery call the Superintendent, at Arlington National Cemetery at (877) 907-8585 or write to the Superintendent at Arlington National Cemetery, Arlington, VA 22211. Note that space in Arlington is extremely limited and they are not able to accept all veterans who want to be buried there. Contact Arlington for more detailed information.
2. If the necessary documentation is not available, the family should try to secure it before the time of need. A copy of the member's DD214 may be obtained by contacting the National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri, 63132-5100, telephone (314) 538-4224 or (314) 538-4247, or online at:
<https://www.archives.gov/veterans/military-service-records>.
3. To qualify for burial in a National Cemetery, the DD214 must specify active military service and indicate that release from active duty was under conditions other than dishonorable. Active duty for training in the National Guard reserves does not qualify. The cemetery director will set a tentative committal service date pending verification of eligibility. For safety reasons, committal services are commonly held in shelters located away from the gravesite. Viewing facilities are not available. Interment takes place following committal services.
4. Burial space in many older national cemeteries is limited or unavailable. Cemetery directors should be contacted for information regarding space availability. National cemeteries do not conduct burials on weekends or federal holidays. It is always best to call the desired national cemetery during their normal Monday-Friday work hours.
5. Military honors are not provided by national cemeteries. The funeral director, the family, or a family representative must arrange for Military Honors. The national cemetery can provide a list of local military contacts. If military honors cannot be provided, the cemetery staff may be available to play a recorded version of taps at the committal service if desired.
6. One headstone or marker is normally provided for all family members buried within one grave. Upright marble headstones are standard in most national cemeteries. The cemetery director may be contacted to determine what type of headstone or marker is furnished. If a burial is in a cemetery other than a national, state, veteran, or military post cemetery, the headstone or marker must be requested from the Veterans Administration. To apply, complete Form 40-1330 and forward it to the Director, Memorial Programs Service (403A), National Cemetery System, Department of Veterans Affairs, Washington, DC 20420. Detailed information can be found on their www.va.gov website.
7. Forms are available at VA Regional Offices. Floral arrangements may accompany the casket or urn and will be placed on the grave. An American flag is available for all eligible veterans. A flag may then be given to the next of kin.

1.14 ~ Resource Material Available to You

The **WMA website** contains documents that govern the operation of WMA:

- The Articles of Incorporation
- The Bylaws
- The Standing Rules

The **WMA website** also provides information about:

- Scholarship Application Procedures
- All elected and appointed National officers
- WMA and LE Past National Presidents
- Honorary Members
- Dates/places of all WMA Conventions
- National Service Award Recipients
- Calendar of upcoming events
- Definition of all WMA Areas

The **monthly membership report sent to all chapters lists:**

- **Chapter Leadership**
- Listings of all members **can be sorted by state, chapter, etc.**
- **Create a chapter roster by sorting by Chapter**
- **Other related chapter information is available within the report**

The WMA **website** has a wealth of information about WMA – www.womenmarines.org

WMA publishes the “**Monthly Minute**” which is sent electronically to every member with an active email address as published in the WMA database. It is also published on the WMA website at <https://www.womenmarines.org/news-articles/>. If you encounter problems **or not receiving email**, please contact the Electronic Communications Committee at PRO@womenmarines.org.

This “**How To**” **Reference Guide** has a wealth of information to help build and maintain a chapter and is available for use by all chapter officers and members.

The quarterly newsletter, ‘**NOUNCEMENTS**’, has an abundance of information for chapters and members. Be sure to keep back copies for at least two years and read them cover-to-cover so you don’t miss anything. You can view past copies online at: <https://www.womenmarines.org/news-articles/>.

1.15 ~ Merchandise Sales

WMA maintains an inventory of all merchandise offered for sale by the Association. The most recent issue of *'NOUNCEMENTS* will have the current Merchandise available for sale and provides associated ordering instructions. When ordering merchandise make all checks payable to WMA.

Merchandise available for sale includes:

- WMA Patches
- WMA pins (Hat and Life Member)
- WMA Caps
- WMA Flag
- WMA streamers (36" red ribbon embroidered with chapter designation and name)
- WMA blanket throws

Note: Merchandise Sales does sell the WMA chapter flags/**colors** and streamers, but not the flagpoles or finials (toppers). These can be purchased from any store that carries flags and is readily available online. For ease of shipping, it is recommended that the chapters purchase a flagpole that comes in two pieces or that can be reduced in size (i.e., telescoping). Please note that the standard flagpoles used by WMA are 8" in height and have a spear as the topper. Do not purchase the eagle topper because this is only used on the American flag when WMA displays the chapter flags.

CHAPTER 2: CHAPTERS

2.1 ~ Starting a New Chapter

1. The process of starting a chapter is not difficult. Contact your **Secretary/Director of Administration** with any questions you might have or ask members of another local chapter for their ideas.
2. Geographic chapters are formed by five or more active WMA members who reside within a defined geographic area such as a city or state. These chapters will be identified on their charter with a chapter code based on their State. FYI – The chapter designator and code will be assigned by the National Secretary/**Director of Administration** who maintains the roster of all WMA active and **retired** chapters. This ensures that duplicate designators are not assigned. For example, the first chapter in Wyoming would be designated WY-1. The 20th chapter in California would be CA-20. Chapter bylaws must include the minimum number of meetings to be held each year and will identify how the chapter will define a quorum for voting purposes.
3. Non-geographic chapters may also be formed by five or more members who share a common interest or experience such as deployment to a combat area, being a woman veteran-owned business, served as a drill instructor, etc. These chapters will be designated as National chapters and will be given a 3-letter designation such as NAT-1, INT-1, USA-1, etc. Members in these chapters may choose to meet using other venues such as conference calls, email groups, or chat rooms. Electronic meeting formats (not in-person meetings) must be defined and authorized in the bylaws. Roll call votes are recommended when meetings are held electronically. These chapters must meet the same charter requirements as geographical chapters. When charters for these chapters are approved the 3-letter chapter code will be assigned by the National Secretary/**Director of Administration**.
4. Appendix (C) contains a detailed Chapter Startup Kit. The founding members gather at least five WMA members, decide to form, and support the chapter, establish chapter bylaws and standing rules, file for a chapter EIN and elect chapter officers. The last step is to send the required information to the National Secretary/**Director of Administration** as defined in the Chapter Startup Kit.
5. One question frequently asked is how to elect officers, so the chapter has them defined for the application procedure. New chapters should proceed as though the chapter will be approved. Members who agree to serve as chapter officers should be prepared to make a two-year commitment. Do not define temporary officers to satisfy application requirements and then election new officers once the chapter is officially chartered. It takes a little time to process new chapter applications and the process should not delay the start of chapter activities. Once the bylaws are approved the chapter may conduct a formal installation ceremony. This is a tradition and there are several options defined in Appendix B - Installing New Officers.
6. Another note: when you send the forms defined in the startup kit to the National Secretary/**Director of Administration**, ensure chapter bylaws do not conflict with those of the national organization. National Bylaws may be found **on the WMA website at <https://www.womenmarines.org/wma-strong/#wma990>**. Sample chapter bylaws can be found in Appendix C.
7. Be sure the chapter bylaws specify what constitutes a quorum to conduct official business at your meetings. Chapter officers will also be defined in chapter bylaws. Normally, chapters will have a

president, vice president, treasurer, and secretary. That may be altered to meet your chapter's individual needs. For example, one officer could fill two positions such as President and Treasurer or Vice President and Secretary. Every chapter must have a president. If they have a bank account, the chapter must also have a treasurer. To satisfy the requirement to keep formal minutes of all chapter meetings, the chapter must also have a secretary.

8. Members may belong to more than one chapter and may participate in more than one chapter. They simply have to meet the membership requirements of each chapter. Each WMA member must designate which chapter is their primary chapter for national use in the database.
9. It is imperative to keep the lines of communication open, not only to chapter members but also to the members-at-large (MAL) who live in your geographic area, so they feel connected to WMA. WMA provides **monthly** rosters to all chapters **via the official chapter email address only** to verify that chapter rosters and National rosters are current and accurate. These rosters also list all MALs who reside in your geographic area. This roster can be used to find new chapter members, to form new chapters in areas where none exist, or to simply communicate with MALs via chapter newsletters, email, cards, phone calls, or visits.

2.2 ~ Forming a New Chapter

Action to be taken by the Petitioners:

Forward the following to the National Secretary/**Director of Administration**.

1. The **Original Chapter Charter Petition**, containing the **original signatures** of at least five eligible members. A scanned copy (showing signatures) is acceptable for this item, which will remain in the files of the National Secretary/Director of Administration. Please note that black or blue ink should be used so that the signatures are readable when copied.
2. The following must be submitted electronically or by hard copy:
 - A typed list of names and addresses of chapter charter members
 - The proposed chapter bylaws and standing rules. [A copy will remain in the files of the National Secretary/**Director of Administration**, the Bylaws Committee will use other copies.]
 - The completed "Information & Activity Sheet".
 - Complete and process Form SS-4: IRS application for Employer Identification Number (EIN).
Note: Applying for an EIN can be done online and only takes a few minutes at:
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
3. Grammar and changes that do not affect content may be made by the Bylaws Committee without returning to the chapter for a rewrite; however, designate in your bylaws that the National Secretary/**Director of Administration** is authorized to make administrative changes that do not affect the chapter bylaws.

Formal Ratification of Charter Issuance: Even though interim charters are issued as soon as they are approved by the Board of Directors, formal ratification of all interim charters is an agenda item at each Biennial National Convention. New chapter presidents are urged to make every effort to be present for this ceremony.

2.3 ~ Standard Operating Procedures for Chapters (SOP)

1. Chapters are especially important to the national organization and very few requirements are imposed on them. Bylaws are reviewed and approved when the chapter is chartered, and any changes thereto must be submitted to the National Secretary/**Director of Administration** for approval. A chapter startup kit is provided in Appendix C.
2. Chapter Standing Rules are submitted for review to ensure they comply with and are not contradictory to the national bylaws or standing rules.
3. Although chapters usually establish a number of officers with assigned duties, the President is the chief officer and is responsible for the conduct of business and the wellbeing of the chapter.
4. Only active members of WMA National may join WMA chapters.
NOTE: LE may participate in chapter activities but cannot be required to pay chapter dues.
5. In the first quarter of each year and as changes occur, submit a roster of chapter officers to the National ~~1st~~ Vice President, the **Director of Member Services**, and **the Secretary/Director of Administration**.
6. Upon receipt of your **monthly** rosters from WMA National, submit a list of chapter membership changes to the National Vice President, the **Director, Member Services via email to membership@womenmarines.org**. Do not redline the roster and submit the entire roster to national. Please submit only those items that have changed to include names, addresses, phone numbers, and next of kin.
7. When your chapter was chartered, the chapter acquired an Employer Identification Number (EIN) from the IRS, and it was provided to the National Treasurer/**Director of Finance**. The National Treasurer/**Director of Finance** will include your EIN in her annual IRS reports unless specifically directed in writing not to do so (very rare). See more about this in the chapter on the IRS. NOTE: Each year, the National Treasurer/**Director of Finance** informs the IRS which subordinate EINs are still active in WMA. This is why National requests that each chapter confirms it is still active and plans to remain active. This confirmation letter is sent to the chapters in the first quarter of each year.
8. Any changes which occur to the above reports should be promptly submitted to the WMA Vice President, the **Secretary/Director of Administration**.
9. Chapter treasurers may collect national dues and promptly send them to the WMA's **official mailing address**. Members may also submit their WMA dues directly to National via mail or online. **A receipt will be sent electronically to the member**. If the member is affiliated with a WMA chapter, she should bring her WMA membership **receipt** to the next meeting, so the chapter treasurer can **verify national** membership status.
10. Chapter newsletters are of interest to the President, Vice President, the Editor of **'NOUNCEMENTS**, and Public Relations Officer (PRO). Please send courtesy copies to these national officials. If the newsletters are available online, send them via email.
11. When a communication from **any national official** is received, inform the chapter members of any pertinent information contained therein. All members of national and chapters should be reminded that they are the Women Marines Association and, as such, are especially important to the whole.

12. When a member passes, send the information to the official WMA address and the **Director of Member Services** at wmadirmembers@womenmarines.org and a copy to the Chaplain at chaplain@womenmarines.org. Be sure to include the date of death, and next of kin name, relationship, and address. Send a condolence note to her next kin from the chapter. Notification may be submitted via email or using the Sample Deceased Member Report form provided in paragraph 2.21.
13. Although not required by National, the following are suggestions for successfully conducting chapter business. Keep the chapter charter, bylaws, standing rules, officer duty descriptions, current rosters, and any other information that would be helpful to incoming officers in a notebook for ready reference. Include information about who has various chapter possessions such as flags, checkbooks, records, etc., and where they are kept. Failure to have such information readily available has caused much confusion and anxiety in chapters where sudden death occurs.
 - a. Include the chapter's copy of this guide. This belongs to the chapter, not the President or any other person. Copies may be made as appropriate.
 - b. The President is an ex-officio member of each committee, except the nominating committee.
 - c. It is an honor and a privilege to carry the chapter flag during national convention opening ceremonies. Chapter Presidents should have this honor, but any member of the chapter may be appointed. **NOTE: This is a pay-to-enter event during the convention, therefore ensure the flag bearer purchases the Opening Banquet ticket.**
 - d. Make every effort to keep in close touch with your members. Offer moral support and help of any kind they might need without waiting to be asked. We have a moral obligation to our sisters to provide aid and comfort. This does not always mean monetary help, but phone calls or cards during illness or family difficulties would certainly be appreciated. Extensions of friendship are never out of place and our association is based on camaraderie.
14. If counsel is needed to resolve an issue, chapters should go through the chain of command starting with **the Director, Member Services**, and then the Vice President. If further intervention is needed the Vice President will follow proper protocol to help bring about an agreeable resolution.
15. All chapter officers should have documentation stating where the chapter records are kept, where the bank accounts are, and who has access to them. **NOTE: ALWAYS HAVE TWO OFFICERS AUTHORIZED TO ACCESS CHAPTER BANK ACCOUNTS.** When possible, there should be alternates for every position and backups with access to accounts and records. This protects the chapter if one or more of the officers passes away or becomes incapacitated. Family members should be informed of who has access to your records and where they are kept.
16. Chapter proceedings shall be governed by Robert's Rules of Order (Newly Revised) in all matters not otherwise provided for in Bylaws, Standing Rules, or Rules and Regulations issued by the Board of Directors.
17. Member Fund – If possible, set aside or collect money to keep national and chapter memberships active for women who are temporarily not able to do so themselves. Many times, a Marine will enter the late stages of life or become incapacitated in some other way and that is when our sisterhood should be looking after her. If the member wants to continue receiving WMA printed materials, the chapter can offer to pay her dues if she is unable to do so herself. This is what Esprit de Corps is all about. Should a chapter member become mentally or physically unable to manage her affairs, the chapter may submit that member to National as a candidate for Compassionate

Retention (CR). CR members are kept in active status but do not receive any of the WMA printed materials. This ensures they are recognized at the appropriate National Convention when they pass.

2.4 ~ Duties of Chapter Officers

I. President

1. Preside over and conduct meetings following accepted parliamentary procedure.
2. Keep discussions on the subject.
3. Observe time limits.
4. Select and appoint members to serve on committees.
5. Represent the Chapter at special events, before civic clubs, other veterans' groups, and other organizations.
6. Coordinate and guide Chapter officers.
7. Serve as an ex-officio member of Chapter committees, except the Nominating Committee.
8. Promote and support chapter activities.
9. Counsel other chapter officers concerning their duties and responsibilities.
10. In the first quarter of each year, submit a roster of chapter officers to the National ~~1st~~ Vice President, **and the Director of Member Services.**
11. Ensure quarterly membership rosters are validated and that any changes are forwarded to the **Director of Member Services at wmadirmembers@womenmarines.org with a copy to membership@womenmarines.org for updating the WMA database.**

II. Vice-President

1. Assist the President in executing the duties of her office.
2. Preside over Chapter meetings during the absence of the President.
3. Perform other duties as assigned.

III. Secretary

1. Take notes and prepare minutes of chapter and officer board meetings.
2. Answer all incoming Chapter correspondence.
3. Maintain a file of outgoing and incoming correspondence.
4. Prepare Chapter Reports.
5. Read letters and communications at Chapter meetings.
6. Keep a record of votes cast.
7. Keep an accurate list of all members.
8. Have available at every meeting the Chapter Bylaws, Standing Rules, and minutes of previous meetings.

IV. Treasurer

1. Receive and account for all funds that come into the Chapter treasury.
2. Keep separate accounts of the general and special funds of the local chapter. For example, an open separate account for scholarship funds if the chapter offers a scholarship.
3. Upon receipt, promptly deposit all monies belonging to the Chapter.

4. Keep financial records, neat, accurate, and up to date.
5. Collect Chapter and national dues; be responsible for the disbursement of national dues paid through the Chapter.
6. Distribute Chapter membership cards to members.
7. Report all receipts, disbursements, and account balances to the members at each business meeting.
8. Submit bills at business meetings for payment authorization by the members.
9. Maintain chapter membership file with dues paid status
10. File the annual IRS 990-N, also known as the e-Postcard. NOTE: Chapters may authorize the National Treasurer/**Director of Finance** to submit this report for them if so desired.

2.5 ~ Committees

I. Nominating Committee

1. The Chapter President appoints the committee. Usually consists of a chair plus 2-3 members. Tailor committee size to chapter size.
2. The committee chair reports to the chapter before the end of the term with a slate of officers to be presented to the members for election.
3. The Chapter President may not be a member of this committee.

II. Auditing Committee

1. The first act of the Chapter President during a new term is to appoint an audit committee to review the chapter's financial records.
2. The President is an ex-officio member of the committee.
3. The findings of the committee will be reported to the chapter membership at the next chapter business meeting.

2.6 ~ Document Retention

1. As long as the chapter exists, the following documents should be retained in chapter files:
 - Chapter charter
 - Minutes of each meeting to include committee reports filed with the minutes
 - Bylaws and other governing rules
 - History books
 - Copies of tax returns (IRS receipts for 990-N filings)
2. For seven years chapters should retain:
 - Audits and financial statements
 - Support for tax return information if a tax return is required to be filed. Note: Only chapters with incomes over \$50,000 per year must file a tax return. This is rare and does not apply to most of our WMA chapters.
 - Bills, invoices, and receipts that require a board or chapter action

3. For three years from the due date of a tax return (if one is filed)
 - Support for tax return information
4. For three months or until the next meeting:
 1. Physical ballots for any issue that is not resolved by a standing vote

2.7 ~ Tax information and the IRS

(The following information is non-binding and advisory only. All chapters should check with qualified tax preparers for guidance.)

The Women Marines Association is exempt under the Internal Revenue Service as a 501(c)(3) and may receive tax-deductible donations in accordance with this Code. Most WMA chapters are exempt as a 501(c)(19), the designation authorized for organizations whose members are past or present veterans of the United States Armed Forces. Donations to a 501(c)(19) Veterans organization normally **are not deductible** as a charitable contribution.

Small tax-exempt organizations whose annual gross receipts are \$50,000 or less are required to electronically submit IRS Form 990-N, also known as the e-Postcard.

Information you will need to file the e-Postcard:

2. Chapter Employer Identification Number (EIN).
3. Tax year (Fiscal year is Jul-Jun and Calendar year is Jan-Dec)
4. Legal chapter name and mailing address. (Address is normally the principal officer's address)
5. The URL of the Chapter's website (If the chapter has a website).
6. A yes or no statement indicating whether the Chapter intends to continue in existence for the next year,
7. Any other names the organization uses. (Normally not applicable)
8. Name and address of principal officer. (Normally the chapter President)

Chapters may request the WMA National Treasurer/**Director of Finance** to file the e-postcard for them (wmadirfinance@womenmarines.org).

See IRS.gov annual electronic filing requirements for small exempt organizations - Form 990-N (e-Postcard).

2.8 ~ Tax Identification Numbers

Chapter Employer Identification Numbers (EINs) are used for IRS purposes to identify each chapter much like a Social Security Number (SSN) is used for an individual. The chapter must apply for their EIN from the IRS when they submit their application for a WMA charter. Once obtained, the National Treasurer/**Director of Finance** will list your chapter on the group tax exemption list she files with the IRS unless your chapter wishes not to be included and notifies her in writing. (Note: Normally, only chapters that have separately filed for recognition as 501(c)(3) will request this exemption.) This EIN

is used when you file the chapter tax return. IT IS NOT A SALES TAX EXEMPTION NUMBER. That number must be filed independently with each state and requires separate reporting under state law.

2.9 ~ Unrelated Business Income (UBI)

If the chapter has more than \$1,000 in gross receipts from unrelated business income, they will have to file their own IRS Form 990-T (Exempt Organization Business Income Tax Return) as well as form 990 or 990-EZ.

Even though the chapter derives its exemption from the WMA group exemption, since National has no part in the fundraiser and does not benefit from the fundraiser, the chapter should file its tax return(s) as "not part of a consolidated return." The IRS rules have become a little murky in this area.

For information only, the following is the IRS definition of UBI.

"Unrelated Business Income Defined

For most organizations, an activity is an unrelated business (and subject to unrelated business income tax) if it meets three requirements:

1. It is a trade or business,
2. It is regularly continued, and
3. It is not related to furthering the exempt purpose of the organization."

If you think your chapter falls under the definition of UBI, consult your local IRS office or a tax professional to ensure the chapter keeps in good standing with IRS. Such filings should not affect the WMA filing at a national level as long as their filing is clear about not being part of a consolidated return.

NOTE: This information is non-binding. Professional tax advice should be sought to correctly manage UBI and tax returns.

2.10 ~ Renaming a Chapter

Once a chapter has applied for and been granted a charter, the information associated with that chapter is utilized in a variety of places including:

1. Approved Bylaws and Standing Rules are filed with the National Secretary/**Director of Administration.**
2. The name/number is published **on** the **WMA website** which members use as a reference.
3. Membership database that WMA uses to generate various reports and rosters.
4. Internal Revenue Service (IRS) issues a unique Employer Identification Number to each chapter.
5. WMA streamer for the WMA National Flag bearing the chapter name and number.
6. The chapter purchases a streamer from Merchandise Sales for their chapter flag bearing the chapter name and number.

Because the chapter name is utilized in so many ways and places, it is not a minor task to change a chapter's name. If, however, a chapter has sufficient justification to change the chapter name after it

has been granted a charter, the following steps must be taken:

1. Draft a letter to the National Secretary/**Director of Administration** justifying the name change.
(Note: The chapter may continue to use the same chapter number.)
2. Submit modified chapter Bylaws and Standing rules reflecting the name change and any other changes the chapter chooses to submit
3. The chapter will be required to pay to replace both the chapter streamer for their chapter flag and the chapter streamer for the WMA National flag.
4. Once the name change is approved, the chapter must file a final Form 990EZ stating that the chapter no longer exists under the original name. This removes the original EIN from the IRS rolls **only if the original chapter name is used with the current EIN. For example, NE-01 is registered with the IRS as NE-1 Women Marines Association. But the chapter name was Lady Leathernecks on the Charter. When NE-1 renamed its chapter to Grace Carle it did not have to apply for a new EIN.**
5. The chapter will then apply to the IRS for a new EIN using the new legal chapter name and will provide that EIN to the National Treasurer.

2.11 ~ Installation Procedures

Officer installations are important. They bring before the members the aims, goals, and purposes of an organization. They challenge the new officers to work in harmony, lead their members, and offer services to all.

General Procedures

I. BEGINNING

1. The outgoing chapter president introduces the installing officer. This introduction should provide a little information about her background.
2. The installing officer may wish to say, "It is my pleasure to be serving as your installing officer. An installation is neither an end nor a beginning to any organization. It merely marks another step in the chapter's continued progress."
3. Installation is accomplished up the line of officers. They may be called forward individually starting with the treasurer or they may be called forward as a group.
4. A gavel may be presented to the incoming president either by the outgoing president or the installing officer. She might say, "This gavel is the symbol of your office. Always remember that although the majority rules, the minority also has the right to be heard. I place this gavel in your hands and I know you will use it wisely."

II. CLOSING

Rather than repeating the closing of each installation ceremony as seen in Appendix B, an apropos ending to any of them is printed here as follows:

1. The installing officer might say, "The members of this chapter have chosen you to be their leaders. Please answer in unison, 'I do' to the following: reflecting upon your responsibilities, do each of you, here in the presence of your members, pledge yourselves to **faithfully** discharge the duties of your respective offices?" (Each officer raises her right hand and states "I do".)
2. Installing officer states "Now by the authority vested in me as _____ of the Women Marines Association, I do declare the officers of the _____ Chapter duly installed."
3. She steps up to each officer, shakes hands, and offers congratulations.
4. She then turns to the members and says, "Will all members assembled here please stand and give a round of applause in support of your new officers."

Several optional installation ceremonies may be found in Appendix B

2.12 ~ Membership Information

Keep an accurate record of all members including their addresses, phone numbers, membership expiration dates, birth dates, service dates, and next of kin. This will help you provide information to National when asked and also when a member passes away. This should be a perpetual database whether kept manually or electronically.

2.13 ~ How to Conduct a Meeting

Have someone in your chapter 'greet' members as they arrive. Being told, "Glad you could come," is part of the esprit de corps Marines like to experience.

In parliamentary procedure, WMA is governed by *Robert's Rules of Order*, newly revised. This is a set of rules for conduct at meetings and allows everyone to be heard and to make decisions without confusion. It is the basic operational handbook for most clubs and organizations because it's a time-tested method of conducting business. Everyone must know these basic rules. Robert's Rules of Order may be found online at www.robertsrules.org or may be purchased at any bookstore.

2.14 ~ Typical Agenda

- CALL TO ORDER: Presiding officer calls the meeting to order. Raps the gavel ONCE, waits for quiet, and then says, "The meeting will please come to order."
- INVOCATION by the chapter chaplain. (Nondenominational)
- PLEDGE OF ALLEGIANCE (Someone appointed before the meeting.)
- PRESIDING OFFICER welcomes members and guests.
- ROLL CALL: Members say "present" as their names are called.
- MINUTES: Secretary reads a record of the previous meeting. The presiding officer asks if there are any corrections. If none, she says, "The minutes are approved as read." If corrections, she says, "The minutes are approved as corrected."
- TREASURER'S REPORT: After the report, the presiding officer says, "This report is for your information and is to be filed."
- BILLS: Bills should be given to the treasurer before the meeting. She reads them and moves them to be paid. Payment of chapter bills must be voted on.
- OFFICER'S REPORT: After the secretary reads the officer's report, she moves the adoption of the officer's recommendation. No second is required.
- COMMITTEE REPORTS: First come reports from "standing" or permanent committees, then from 'ad-hoc,' or special committees.
- UNFINISHED BUSINESS: Business leftover from previous meetings.
- NEW BUSINESS: Introduction of new topics.
- ANNOUNCEMENTS: Informing the group of other subjects and events. This is also a good time to go around the room and allow each member to share information of interest to the chapter.
- ADJOURNMENT: If there is no further business, the meeting is adjourned. No need to move to adjourn if no business on the floor.
- BENEDICTION: Optional.

NOTE: *Robert's Rules of Order* is now available in "brief". It is a very handy and useful resource. There is also a national association of parliamentarians. They offer classes on parliamentary procedure, and it may be a good idea to have them train your officers/members, so your meetings go smoother. Their

website can be found at <http://www.parliamentarians.org/>. WMA National has an appointed office called the Parliamentarian. She attends all National board meetings and ensures the board follows Robert's Rules. Chapters may wish to have parliamentarians as well. This is good training for filling the national position.

2.15 ~ How Chapters may Include Loyal Escorts

- First and foremost – include Loyal Escorts in your chapter meetings and ask for their assistance with chapter projects or events!
- Keep a roster of Loyal Escort members attached to your chapter roster.
- Recognize Loyal Escorts for their efforts and contributions to your chapter.
- Include a Loyal Escort section in your chapter newsletter and ask them to contribute to it. Put them on your chapter newsletter mailing list.
- Include Loyal Escort members in your programs, projects, and activities.
- Encourage your members to recruit family members and friends to join the Loyal Escorts.
- Encourage your Loyal Escorts to attend WMA conventions.

2.16 ~ Imagination: How to Keep Members Interested

By keeping your members enthused and involved, you are building the foundation not only for your chapter but also for a stronger WMA. Below are a few ways to keep your members interested and your chapter moving forward.

- Keep your meetings well organized. Make events and meetings informative.
- Welcome new members. Make them feel at ease and an integral part.
- Have members sign up to sponsor meetings where the hostess gets to select the theme, provide table decorations, provide dessert, and/or provide raffle prizes.
- Make the WM Anniversary in February and the Marine Corps Birthday in November the chapter's two biggest and most special meetings.
- If your chapter has members who are spread across a wide distance, move the meetings from one location to another so the same members do not always have the longest travel time.
- Make fun events part of your agenda. For example, have each member share her most memorable experience from boot camp. Have the younger members share their experiences serving in combat areas. Celebrate diversity by having each member bring one or more mini flags representing their cultural background. Have a recipe exchange. Have a cookie exchange.
- Members join because they want to be part of your chapter. Work to provide ways for them to fit in. Welcome innovative ideas and input.
- Recognize your members for a job well done. Hold an annual recognition ceremony to honor all who have contributed to your chapter.
- If a member has missed a meeting call to make sure that all is well, so they know they were missed.

- Select chapter projects and/or activities in which all members can find their comfort level. Consider ages, mobility, and other special limitations your members may have. Every contribution is important in the growth of your chapter and WMA.
- Acknowledge member birthdays at chapter meetings
- After the formal business meeting, go around the table and allow each member to share personal news that is important to them. For example, trips, new grandchildren, the anniversary of graduation from boot camp, etc.
- During conventions, ask for volunteers to assist older members while traveling to the convention site. This can make travel much easier and less stressful for older members who do not travel very often.

WMA is a service organization and fulfilling WMA purposes can figure into your chapter events and meetings. This can be accomplished by raffles to raise funds for veteran/active duty /community-based projects. Many activities involve little or no money at all. Examples include:

- Collecting Campbell labels that can be used by the Veterans of Foreign Wars (VFW) Children's Home
- Save pull tabs from cans for the Ronald McDonald House at St. Jude Children's Hospital in Memphis
- Collect books or calendars for your local Veteran's Hospital
- Contact the Fisher House at your local Veteran's Hospital to see what items they could use for families supporting their wounded veterans
- Visit senior centers or senior facilities to bring a little cheer to older residents
- Designate a chapter "Sunshine Lady" to send Birthday cards, Get Well Cards, and Thinking of You cards to members and MALs in your area
- Visit hospitalized chapter members/MALs
- If possible, provide transportation to meetings for members or MALs who cannot drive
- Collect items to send to deployed personnel. The WMA PRO can provide the names and addresses of deployed personnel. *(NOTE: All packages sent overseas must be addressed to a specific individual. The post office and military hospitals will not accept packages addressed to "A Wounded Marine, A US Serviceman or Servicewoman, etc.,")*

Your **Director of Member Services** (WMADirMembers@womenmarines.org) and **the** WMA PRO (pro@womenmarines.org) are always available to help assist.

2.17 ~ Fundraising ideas

Raising funds for your chapter/events is key to your chapters. WMA is a non-profit organization, and as we focus on charitable and education opportunities, having the funds to continue our programs can come from a variety of avenues.

Start by thinking SMART! Review what has been done in the past and what seems to work. Brainstorming is a great technique to build enthusiasm and make everyone feel involved in the process. Once you decide on a goal, plan your event, monitor progress, and get ready to achieve success.

- Any type of fundraising will require the help of your membership. By using social networking (Facebook, Twitter, etc.) as well as media and community contacts, you will be on your way. Networking with local groups and charities is beneficial in spreading the word about your goals and events.
- Raffles can provide a small steady stream of income. Goods for the raffles may be donated by members or procured from the community. Raffles need not be limited to your chapter. When holding any type of event, a raffle can bring awareness to your chapter and WMA.
- Hold 50/50 raffles at each meeting where members buy raffle tickets for \$1. At the end of the meeting, one winning ticket is selected and 50% of the money goes to the winner and the other 50% goes to the chapter treasury.
- Other fundraising avenues can range from holding dinners, bake sales, walk-a-thons, and golf tournaments, or to simply putting out a call to the public. Publicize your goal (i.e., raising funds to send packages to our troops) and ask the public to support your event with monetary donations and/or goods.

The **Director of Members Services** and PRO are always available for guidance. Chapter Presidents check with **the above-mentioned** for items and ideas that can help your chapter thrive. A wealth of information is available on the WMA Google Drive that is provided to each Area Director when they are assigned their Google AD email address.

2.18 ~ Publicity

The Key to WMA's Survival is Recruiting and Retention. You can help to get the name WOMEN MARINES ASSOCIATION" out there! WMA chapters are always striving to accomplish our mission and there are so many things being done that it's often hard to comprehend. HOWEVER, no one knows about your accomplishments unless they're communicated. Here are some great ways to get new members.

1. Write a Press Release

Remember that it is a good idea to get press releases out 4 - 6 weeks ahead of the event and then send a reminder to each of your email contacts as the event gets closer. Develop your contacts by watching which reporters have favorable rankings when it comes to profiling veteran organizations.

- Utilize the national Public Relations Officer (PRO) if you need help.
- Utilize the five "W's" of good journalism - Who? What? Where? When? Why?
- Draft an interesting headline/lead (Pick a perky headline that can help you lead into the story).
- Use action words and quotes.
- Use photos with captions.

Reaching your target audience

- Ads – classified ads, notices in grocery stores, ads in free publications, etc.
- The best way to target active-duty Marines is through base newspapers.
- Utilize briefs, notices, articles, and items that can reach other publications – veterans' magazines, shopping guides, community calendars, special columns, coming events, etc. Always meet submission deadlines!

2. Internet – Email - WWW.WOMENMARINES.ORG - Facebook-Twitter and other Social Media Outlets

The use of electronic communications should be encouraged whenever possible. With social media and the internet, you can reach a much larger demographic. Web pages are a great way to communicate chapter events to the masses. Submit chapter events to webadmin@womenmarines.org for publication in the WMA online calendar Join Facebook www.facebook.com and start a page for your chapter. You can also tweet your events to Twitter at www.twitter.com. Start your chapter webpage. When people reply to you in support of your events, be sure to keep those supporters in the loop for upcoming chapter events. Email chapter supporters and ask them to pass the information on to others who may be interested.

3. Use Handouts

- Brochures, posters, bookmarks, business cards, etc.
- Place them in public locations such as libraries, Chamber of Commerce, senior citizens' facilities, MC recruiting offices, MCJROTC offices, VA Medical Centers, bulletin boards, VFW, VAVS, Marine Corps Leagues, American Legions, federal offices, etc. The list is endless.

4. Visibility within a Chapter

- Conduct membership drives.
- Wear WMA caps, and jackets in parades, at telethons, at community projects, and when sponsoring American patriotic programs.

- Conduct essay contests.

5. Radio/TV/Video

Many radio and television stations have Public Affairs programs. Programs can be taped live for as short as five minutes or as long as 30 minutes. Or “spot” announcements for 30 seconds, or less. Use when specific dates are concerned, such as Marine Corps birthday, women Marines anniversary, Veterans Day, and Regional Conferences.

- Make use of the “free” advertising offered by radio, TV, print, calendars, etc.
- Participate in telethons. Ask your chapter members to volunteer to answer phones. You’ll be visible, so wear WMA caps, and jackets; however, you advertise your chapter. (e.g., print, radio, TV):
- Members of the chapter of the Women Marines Association invite women who serve or have served honorably in the U. S. Marine Corps to a luncheon at the time, at the name of restaurant/location. Contact (name, address, and phone number) for further information.
- The chapter name/number of the Women Marines Association will meet at the restaurant/location at the time/date for their annual Christmas luncheon. For further information, contact (name, address, phone number).
- Name, National President of the Women Marines Association, will be guest of honor at the banquet hosted by the chapter, date, and time. For further information, contact (name, address, phone number).

6. Pass the Word

- Some people say the best way to advertise/publicize WMA is word-of-mouth. So, we say PASS THE WORD! When your members are involved and enthused, they will talk about your event with conviction and excitement. Enthusiasm is a chapter’s greatest asset and should be fully utilized.
- Don’t forget to publicize what your chapter does in ‘*NOUNCEMENTS* by submitting articles or Chapter Clippings. If your chapter does something outstanding, write a story and take a picture – submit it as a separate article. This will encourage your members and give other chapters ideas, too. Everyone likes to see themselves on the pages of our National Newsletter. Always send in Chapter Clippings about your meetings and activities to keep the organization up to date on what you’re doing. Mail your events to editor@womenmarines.org

7. Active Duty

- Identify recruiters, reservists, and duty stations within driving distance of your chapter and host a luncheon for them. Make sure they get invited to everything you do and see if they need help from your chapter.
- Make them aware that they are wanted and needed and that we honor their service. There are many things you can do to encourage them to join and participate. Talk to the PRO and other chapters to see what they’ve done in this area.
- Work with your recruiters to help answer questions of the Poolees getting ready to ship off to boot camp. Write letters to recruits while they are in boot camp and follow them as they progress. By being there as they start their career you can help them to spread the word about WMA in boot camp and onward.

2.19 ~ Matching Funds and Grants (MFG) Committee

The Matching Funds and Grants Committee (MFG) is comprised of a chairperson and two WMA members. The Matching Funds and Grants Committee reviews and approves and/or disapproves matching funds requests from chapters and Emergency Grant requests from individuals. The MFG application form is provided in Appendix A.

1. Matching Funds for Chapters:

- a. Funds awarded to any chapter are limited to \$250.00 per chapter, per fiscal year (1 July-30 June).
- b. Funds to be matched must be used to provide service, supplies, or equipment to support living military veterans.
- c. For clarity, the term “matching” means that the chapter funds half, and WMA “matches” the amount paid by the chapter up to the maximum of \$250.00.
- d. WMA will match half up to the \$250.00 maximum as follows:
 - 1) First, the chapter determines the total amount to be spent or donated. *(Example: Chapter elects to donate \$500.00 to help purchase a DVD player and library of movies to a veteran’s organization.)*
 - 2) If the chapter has all of the funds available, they may elect to pay the full amount up front and then file a claim for matching funds which will return half the amount expended (\$250 maximum) to the chapter. *(Example: The chapter spent \$500.00 on the DVD player and movies and files a matching funds request which is approved, and the chapter receives a check for \$250.00. In this case, the chapter paid \$250.00, and WMA matched with another \$250.00 which yielded a total donation of \$500.00.)*
 - 3) If the chapter does not have all the funds available, they may elect to pay half of the total amount and file a claim for the other half (up to \$250.00) which will be paid directly to the organization being supported. *(Example: The chapter spends \$250.00 for a DVD player and files a matching funds request which is approved, and the organization receives a check from WMA for an additional \$250.00 to be used to purchase the movie library. The total donation is still \$500.00 with half provided by the chapter and half provided by WMA.)*

2. Emergency Grants for Veterans:

- a. A one-time, per-person, grant of up to One Thousand Dollars (\$1,000.00) is available to assist needy veterans. This person need not be a WMA member.
- b. Some examples of why veterans seek Emergency Funds grants include skills training, loss of support, severe illness, or catastrophic incidents.
- c. Procedures:
 - 1) Requests for an emergency grant will be submitted by the requestor to the Chair, MFG Committee at MFG@womenmarines.org and shall include the following:
 - (a) A detailed letter explaining the financial need and requesting a specific dollar amount, not to exceed \$1,000.00:

- (b) Two letters of reference from reliable sources: one from a Pastor, Social Worker, Bank Official, or Chapter Officer; and the other from a Veteran's Service Officer or a Women Veteran's Coordinator.
- 2) Supporting documentation **MUST** accompany the requestor's letter along with a copy of his/her DD214 or other appropriate discharge papers. For privacy, **applicants** may black out all but the last 4 digits of their SSN/service number. **For example, copies of unpaid bills, estimates for car or house repairs, overdue rent or mortgage notices, school fees that need to be paid, etc.**
- 3) The Chair will convene a meeting of her committee to act upon the request(s). Grants need to be managed expeditiously respecting the individual's privacy. The MFG Committee will make any independent investigations it deems necessary, which may include contacting the nearest Chapter President to determine the validity of the request. The committee will either approve or deny the specified amount requested or approve a lesser amount.
 - (a) If the Committee approves the request for any amount, it will send all documentation along with the initial or signed approval form to the National Treasurer/**Director of Finance** for posting.
 - (b) If the MFG Committee denies the request, it will notify the requestor promptly.
 - (c) Please note that this process takes 3-4 weeks to complete because WMA board members and support personnel are scattered all across the USA. Do not submit emergency grant requests that require a receipt of the grant within a very short amount of time – i.e., within a few days or less than 2 weeks. Our process cannot accommodate immediate grant requests.

2.20 ~ Importance of Next-of-Kin Information and Notifying National of a Member's Passing

1. When a WMA member passes, the National Chaplain sends a condolence card or letter to the Next-of-Kin (NOK). Also, if the WMA National Treasurer/**Director of Finance** receives a donation for a deceased member, she uses the NOK information to acknowledge the gift.
2. If a deceased member's name is not removed from the active roster, NOK at the member's same address will continue to receive WMA mail for their loved one which might cause additional grief. **Ensure you notify the Director/Member Services of a member's death.**
3. If the deceased member's name is not removed from the active files, they remain in an active status and WMA continues to send out WMA publications, which may be returned by the post office, and this adds additional expense to WMA for return postage fees.
4. If the deceased member's name is not reported to the WMA Chaplain, the member will not be listed in the memorial booklet at the convention; nor will she have the privilege of being honored by her sisters.
5. When a member has been reported to the **Director, of Member Services** as deceased, the person reporting the death must include the name and address of the current NOK because the NOK that is on file with WMA may be out of date. This is especially true if the member has been with WMA for a long time and never updated her NOK information.
6. If the deceased was a life member of WMA, the WMA Treasurer/**Director of Finance** transfers \$50.00 of her life membership fee to the WMA Memorial Scholarship Fund in her memory.
7. If your chapter is not notified of a member's passing, your chapter will not be able to attend the funeral or memorial service to pay your respects. Encourage prompt notification of all member and Loyal Escort deaths.
8. Don't forget to check on older Members at Large (MALs) in your area to make sure they are doing well. In some cases, the family may not know how to notify WMA and the chapter can assist them with this notification.

The notification format to be used when reporting a deceased member is provided in Appendix A.

2.21 ~ Chapter Ribbons and Award Streamers

1. **WMA Chapter Designation Ribbon.** The Chapter Designation Ribbon is made by WMA Headquarters (**this may change**). The three-inch **red ribbon** is placed on the WMA National Flag when the chapter is chartered and remains on the WMA National Flag until the chapter is retired.
2. **Chapter Name Ribbon.** This ribbon is also red. The chapter name is embroidered, in a script, onto this ribbon. The chapter name is just that: Columbine, Edith Macias Vann, Southern California, Channel Islands, Molly Marine, etc. with the year of charter (i.e., 14, 15, 16) at the bottom. Chapters may order both their WMA flag and Chapter Name Ribbon from WMA Merchandise Sales at sales@womenmarines.org. This may be the only ribbon the chapter will have on its chapter flag. The purpose of this ribbon is to identify the flag with the chapter because all the chapter flags are

placed on the stage during conventions. They all look alike so this is the easiest way of telling them apart when the chapters claim their flags following the closing ceremony.

3. **Award Streamer.** These are award streamers (not ribbons) that the chapters earn by entering various Recognition and Awards (R&A) competitions held during the convention. These streamers are ordered by the R&A Committee from the Loyal Escort President and are made specifically for each **convention and should be ordered three (3) months before the convention**. These streamers are awarded to the winners of the various competitions and each color designates a specific award. Streamers are awarded to the 1st Place winners in major categories such as History Book, Chapter Achievement, Recruiting, etc. Refer to the section on Recognition and Awards for complete details.

2.22 ~ Retiring a Chapter

1. **Chapter Activity**

- a. As defined in the WMA Bylaws and SOP, there are several activity levels that all chapters must maintain to be considered viable. If the chapter cannot meet any of the following requirements, it should consider **retiring**:
 - Chapters must meet at least **quarterly (four times a year)**.
 - Chapters must annually submit a list of current officers to the WMA Membership Secretary.
 - Chapters must respond to all IRS tax reporting requirements
 - Chapter membership must include at least 5 active members who can attend chapter meetings. Members who belong to a chapter but live out of state do not constitute active members. Members who are physically or mentally unable to participate in chapter activities do not constitute active members.
- b. Additionally, if chapter members are unable or unwilling to serve as chapter officers, the chapter should consider retiring the Chapter. Whatever the reason, there may come a point in time when a chapter is not viable. Ask the WMA PRO and **the Director of Member Services** for help in revitalizing your chapter. After all reasonable avenues to revitalize and continue the chapter have been explored, the chapter President should take the actions noted below. The sample Email/Letter of Intent to Retire is provided in Appendix A.

2. **Contact the National Secretary/Director of Administration.**

Keep **the National Secretary/Director of Administration** informed of all the steps you have taken and are taking at **WMADirAdmin@womenmarines.org**.

3. **Your chapter must vote to retire.**

- a. A letter or email must be sent to each current member of your chapter.
 - This can be done by any chapter officer with the knowledge and permission of the other officers.
 - The letter should explain the reason why the chapter is retiring.
 - The letter should contain a return envelope and a separate ballot with signature
 - The letter should include a return due date.
 - The letter may be sent via email

- b. The recording officer will retain all ballots and create a summary of the vote. Appendix A provides a sample letter to the membership with the ballot.

4. Send a Letter of Intent to Retire to the National Vice President

- a. This will be a formal letter to the National Vice President. A sample letter to the National Vice President appears in Appendix A. This letter will include minutes of the last meeting, a summary of the ballots received, and the reason for disbanding.
- b. The National Vice President will write an endorsement and forward the letter to the Secretary/Director of Administration for preparation of a formal ballot.
- c. The National Secretary/Director of Administration submits the request to retire the chapter to the WMA Board of Directors for a formal vote. This takes approximately three weeks.
- d. The National Secretary/Director of Administration will notify the National Vice President of the voting results and the VP will write to the chapter president reporting the official BOD ballot results.
- e. Once the chapter has been formally retired, the chapter members become Members-at-Large (MAL) unless they designate another chapter as their primary chapter. WMA Life members will remain life members and will continue to receive WMA publications. Term members must continue to pay WMA dues or become Life members to continue receiving WMA publications.

5. Liquidation of chapter assets

- a. Once the Board approves the vote to retire the chapter, the chapter assets are dispersed.
- b. All liabilities and obligations shall be paid.
- c. Follow dissolution provisions defined in the chapter bylaws or standing rules.
- d. Closing chapter records such as the final meeting minutes, final treasurer's report, and ballots to retire are sent to Secretary/Director of Administration. The chapter name ribbon - if they have one. FYI: If the chapter so desires, they may donate or sell their chapter flag/colors directly to another WMA chapter. In this case, only the chapter name ribbon would be sent to the Secretary/Director of Administration.
- e. The chapter charter is sent to the WMA National Secretary/Director of Administration. (See the address in the current issue of 'Nouncements.)
- f. Any remaining financial assets may be distributed to the WMA General Fund, Emergency Grants, scholarships, or to another qualifying non-profit group as defined in the chapter bylaws/standing rules.
- g. File final 990EZ with IRS. (Note: If you notify the National Treasurer/Director of Finance that you are retiring, she will file the final 990EZ for the chapter.)

2.23 ~ Alternative Retiring Procedures

In some cases, chapters have tried to sustain their active status for too long and they eventually reach a point where there are no officers and/or members left to support the formal retiring process. When this happens, the National **Secretary/Director of Administration** may take the following steps:

1. Confirm chapter is no longer active
 - a. Email or call members listed in the WMA database and confirm that they agree with the decision to retire.
 - b. Determine if any of the listed officers are still able to support the retiring process
 - c. Determine where chapter assets are located such as the charter, flag, checking or savings accounts, etc.
 - d. Determine if any of the remaining members have the authorization to access the chapter bank accounts.
 - e. Determine how long it has been since the chapter held a meeting
2. Draft a letter to the Board of Directors requesting that the chapter be Retired and outline the information collected during step 1, above.
3. Forward the letter to the WMA Vice President who will endorse it and send it to the National **Secretary/Director of Administration** for preparation of a formal vote.
4. If the chapter has assets that can be returned, they should be asked to either send those assets to the WMA **Secretary/Director of Administration**. As a minimum, every effort should be made to recover and forward the following assets:
 - a. Chapter charter – send to WMA National **Secretary/Director of Administration**. (See current **'Nouncements** for address.)
 - b. Chapter name ribbon – send to National **Secretary/Director of Administration**.
 - c. If an officer with access to the chapter bank accounts is available, have that officer withdraw all remaining money and close the account(s). If the chapter had no conflicting guidance in their Standing Rules, the remaining balance should be sent in a cashier's check to the WMA General Fund at the National's **official** address. (Note: Do not send a check written against the chapter account if that account has already been closed. If sending a chapter check, please wait for that check to clear before closing the account.)
 - d. If none of the remaining chapter officers have access to chapter bank accounts, the **Treasurer/Director of Finance** will need to work with the bank to close the accounts. Specific requirements differ with each bank and state, so visit the appropriate bank to determine exactly what documentation they will require for you to close the account. If the **Treasurer/Director of Finance** has to close the account, the proceeds should be sent to the WMA General Fund.
5. In some cases, it is not possible to get any support from the chapter because all of the members have either passed, gotten so ill they are in care-related facilities, or have moved out of the state or area where the chapter was located. In such cases, the National **Secretary/Director of Administration** should draft a letter to the Board of Directors requesting that the chapter be formally retired and explaining the reasons. Any chapter that becomes non-responsive to WMA National should be retired

CHAPTER 3: National Biennial Convention and Professional Development Conference

3.1 ~ Chapters

What can chapters do to help make WMA conventions successful?

1. Buy an advertisement in the convention program booklet
2. Send a door prize. The preferred door prize donation is cash that can be given out as door prizes throughout the convention. WMA used to accept physical prizes, but in some cases, the items were too difficult to transport home via airplane, so WMA converted them to all cash prizes that attendees seem to enjoy.
3. Many chapters have merchandise that they sell as a fundraiser and the convention is one of the best venues at which to increase sales. Look in the back of *'NOUNCEMENTS* for items that other chapters are selling. The list is long and varied. Having a table at the WMA-PX does require registration and a small fee. Specific details may be found in *'NOUNCEMENTS*.
4. The opening ceremony includes a parade of chapter flags that are displayed on the dais until the convention is over. The US flag is the only flag authorized to use an eagle as the pole topper. Chapter flags should have a spear or ball as their pole topper. Each chapter should strive to have a flag for its chapter. The official WMA chapter flag is only available from WMA Merchandise Sales at sales@womenmarines.org.
5. Keep a scrapbook of your chapter history, document chapter achievements, and submit chapter newsletters. At each convention, WMA holds a Recognition and Awards (R&A) luncheon where winning chapters in each award category are awarded a streamer and a certificate. The streamers are a matter of great pride to chapters that have them and are proudly displayed on their chapter flags.
6. The contests are conducted by the convention R&A Committee. Entries cover the two years between conventions.
7. *'NOUNCEMENTS*, the WMA [social media page](#), and the WMA website are useful resources to stay up to date on WMA conventions and upcoming events. <https://www.womenmarines.org/wma-national-convention/>

3.2 ~ Individuals

1. National officers are elected before each WMA convention. Watch the mail for your ballots and return them promptly as requested. Ballots normally have a list of volunteers running for national officer positions. For information, ballots are only **published** when we have more than one candidate for a position. If we only have one candidate for each position, ballots are not necessary.
2. Support your chapter along the way with photos and by working in areas or events you enjoy. Help prepare the newsletter, history scrapbook, or chapter achievement book. Encourage others to do the same and submit your products for the contests.

3. When you arrive at the convention hotel, there will be a registration table. Once you're settled in your room, visit the registration table and the fun begins. At registration, you'll receive convention schedules, goodie bags, and bolos to wear that identify you as a registered attendee and identify dining events you are scheduled to attend. You'll also be expected to record your emergency contact and/or next of kin and put it in the bolo in case something happens to you. **NOTE: All meal events are "pay to enter".**
4. Regular convention events include an opening banquet, a special meeting for first-time convention attendees, an awards luncheon, a memorial ceremony, a mandatory WMA business meeting(s), the installation of new officers, and a closing banquet. The convention committee fills the rest of the time with seminars and other events of interest to the membership. The outgoing Board of Directors meets the day before the convention and the incoming Board of Directors meets the day following the convention
5. While you are at the convention, wear your WMA cap proudly and any chapter gear you like. Your Marine Corps uniform should not be worn unless you're on active duty or retired from the Corps. And the uniform should be worn in its entirety and properly at all times. Never wear just a cover or just a shirt or jacket.
6. Wearing the official WMA cap constitutes being in uniform. Therefore, saluting is authorized. **By custom and tradition, Marines do not render the hand salute when out of uniform or when uncovered.** When not covered, saluting is not authorized. Instead, members should place their right hand over their hearts during appropriate ceremonies or flag presentations.

3.3 ~ Recognition and Awards

The **Recognition and Awards Committee** is the point of contact for the Chapters regarding Recognition and Awards (R&A) information **which reports to the Convention Planning Committee (CPC)**. See the **organizational chart**. Should chapters have questions that are not answered by the current edition of 'NOUNCEMENTS, the WMA Bylaws, or this guide, they should contact the R&A Chair **at** RA@womenmarines.org.

1. All chapters, large and small, are encouraged to enter the competition in at least one category. The rules and prizes are delineated in detail in both the WMA **Convention Guidebook** and in 'NOUNCEMENTS. It's never too early to begin planning your entries! If your chapter did not enter any category at the last convention, pick one and concentrate on submitting the best entry possible for this convention. **Remember, you can't win if you don't enter!**
2. The award selection committee will consist of people cognizant of WMA purposes. They may or may not be WMA members. Awards in any or all of the categories may be withheld when, in the judgment of the committee, no entry in a category warrants recognition. Constructive feedback will be given to each entrant. **The decision of the judges is final!** Forms used for Recognition and Awards include:
 - Judging worksheets for Chapter Achievement, History, and Newsletter.
 - Judging Tally Sheets
 - Official R&A Entry Forms submitted by chapters
3. All entries will be displayed during the Recognition and Awards program and for one hour afterward, or as the schedule allows. Each chapter with a submission will be required to provide an escort to answer questions about their entry during that period and will be responsible for securing all chapter entries. **Note this is a pay-to-enter event. As a suggestion, the Chapter pay for the chapter representative to attend.** The escort(s) name(s) should be submitted on the entry form. All entries will be released after the luncheon to the chapter president or her designee. The designated chapter representative should contact the R&A Chair for seating information at the R&A Program.
4. All entries must be submitted with the Women Marines Association Official Entry Form for Recognition and Awards, provided in Appendix A.

3.3.1. Newsletter Competition

The purpose of this competition is to inform and improve communications within and among chapters of the Women Marines Association. To enter, the chapter will submit one copy of each of two (2) issues created since the last convention.

Newsletters will be judged on the following:

1. Format and Content
 - a. Pages: No restrictions (brevity should be considered where appropriate).
 - b. Contents
 - 1) Identification - WMA Chapter number, date, volume number, issue number, editor name, address, and phone number. Also, list all chapter officers.

- 2) Masthead – artistic, attractive, and original. State the number of newsletters issued during the year.
 - 3) Story Types – Contributors – number of articles that have bylines.
 - (a) WMA national news – not extensive – summarizes items to keep members current on National topics.
 - (b) Personalities – biographies of members.
 - (c) Local Chapter news – community involvement, volunteer work, meetings, etc.
 - (d) Personalized activities of members such as birthdays, trips, sick calls, etc.
 - (e) Special Events.
 - c. Layout
 - 1) The arrangement of copy should be neat, readable, and orderly, pictures identified, and graphics may be used.
 - 2) Does not have to be a slick ‘ad agency style’ presentation.
2. Judging Criteria
- a. The newsletter is well documented.
 - b. Creative and attractive Masthead.
 - c. The number of articles with bylines.
 - d. WMA news for member information.
 - e. Member profiles.
 - f. Local Chapter news, community involvement, and volunteer work.
 - g. Personalize activities of members – birthdays, trips, sick calls.
 - h. Special Events.
3. Awards for this competition:
- a. 1st Place – A perpetual plaque inscribed “The Editor’s Award for Outstanding Chapter Newsletter,” which is to be returned at the next convention. When returned, the chapter editor will receive a small individual award plaque bearing the winner’s name and reading “Editor Award for Outstanding Chapter Newsletter” with dates. The chapter will also receive a green streamer for its chapter colors and a certificate.
 - b. 2nd & 3rd Places – Receive certificates for their chapters.

3.3.2. History Book Competition

The purpose of this competition is to document and tell the current story of your chapter. They should contain photos, newspaper clippings, program books, chapter memorabilia, and memories you wish to preserve. The book should be informative, fun, enjoyable, attractive, meaningful, and interesting.

Each book should document the two years from the fiscal year of the convention to the end of the fiscal year before the convention (July 1st to June 30th). For example, for the Convention 2024, the timeframe would be July 1, 2022, to June 30, 2024. Note: Starting in 2016, chapters may prepare their History Books using online software such as Shutterfly.

History Books will be judged on the following:

1. Format and Content

- a. Book Layout
 - 1) Chapter name and number on the cover page.
 - 2) A brief history of the Chapter's beginning.
 - 3) Table of Contents
 - 4) Identify Chapter Officers and members.
 - 5) Chapter activities should be told in chronological order. All notable events and programs held during the year by the Chapter should be included.
 - 6) Examples of Chapter activities may include newspaper articles, thank-you letters, activity programs, and photographs.
 - 7) Only one book per Chapter will be accepted for judging.
 - b. Format
 - 1) Cover – 1 standard 3-ring binder for 8 ½ x 11-inch paper. Identification of the Chapter in a creative way is encouraged.
 - 2) Name and address of compiler – inside front cover/lower left-hand corner.
 - 3) Title page or cover page centered, double spaced.
 - 4) Table of Contents with page references.
 - 5) Page numbering for content.
 - 6) Articles and photos should have names, places, and dates. Remember the Who, What, When, Where, and Why. Blurry and foggy prints will not enhance your finished product.
2. Judging Criteria
- a. Only one book will be judged per Chapter.
 - b. The material is enclosed in an attractive cover.
 - c. Chapter properly identified and indexed.
 - d. Presentation and documentation (Use of a descriptive brief of the project, newspaper clippings, photos, letters of thanks, etc.) Remember Who, What, When, Why, and Where.
 - e. Chapter member participation. The more members involved the better.
 - f. The proper time frame covered
3. Awards for this competition
- a. 1st Place - A perpetual plaque inscribed "Outstanding Chapter History Book Award," which is to be returned at the next convention. When returned, the chapter historian will receive a small individual plaque bearing the winner's name and reading, "Historian Award for the Outstanding Chapter History Book" and the dates. The chapter will also receive a **white streamer** for its chapter colors and a certificate.
 - b. 2nd & 3rd Place - Receive a certificate for its chapter.

3.3.3. Website Competition

The purpose of this competition is to inform current members and recruit new members by showing the activities of the local chapters. The website should promote the goals of the Women Marines Association.

The period covered should be the two-year period from the fiscal year of the convention to the end of the fiscal year before the convention (July 1st to June 30th). For example, for Convention 2024, the timeframe would be July 1, 2022, to June 30, 2024.

Websites will be judged on the following:

1. Format and Content
 - a. Submit the following information.
 - b. Website address on the application form.
 - c. Identify chapter member webmaster.
2. Judging Criteria
 - a. The amount of local information.
 - b. Site design—how appealing is it? Does it catch your attention?
 - c. Appropriateness of the information. Does it meet the organization's objectives?
 - d. How easy is it to navigate through the site?
3. Awards for this competition
 - a. 1st Place - A perpetual plaque inscribed "Outstanding Chapter Website Award," which is to be returned at the next convention. When returned, the chapter webmaster will receive a small individual award plaque bearing the winner's name and reading "Outstanding Chapter Website Award" with dates. The chapter will also receive a silver streamer for its chapter colors and a certificate.
 - b. 2nd and 3rd Place - Certificate for its chapter.

3.3.4. Chapter Achievement Awards

The Purpose of this award is to recognize the chapters which best demonstrate and fulfill the WMA Purposes as listed in Article 3 of the By-Laws

The judging period will be the two-year period from the fiscal year of the convention to the end of the fiscal year before the convention (July 1st to June 30th). For example, for Convention 2024, the timeframe would be July 1, 2022, to June 30, 2024.

Chapters may enter one or all categories for their class (chapter size). Entries require a single binder and entry form. Entries may be prepared using online tools such as Shutterfly.

Classes (chapter size)

- Class I: 5-20 members;
- Class II: 21-45 members;
- Class III: 46+ members).

1. Categories – chapters may submit entries in any of the following categories:
 - a. Fostering the spirit of comradeship among women who have served or now serve in the U.S. Marine Corps (regular or reserve)
 - b. Sponsoring participating activities of a patriotic nature, particularly those that perpetuate the traditions and esprit de corps of the U.S. Marine Corps.
 - c. Promoting activities that help community or charitable organizations function, such as office work, fund drives, volunteering, soliciting contributions, telethons, and the like.
 - d. Activities that improve the comfort, convenience, education, and quality of life for elderly, disabled, needy, or active-duty women Marines
 - e. Providing entertainment, care, and assistance to hospitalized veterans or members of the armed forces of the United States.
2. Book Layout
 - a. Chapter name, number, Class, and Category on the cover page.
 - b. Table of Contents
 - c. Chapter activities should be told in chronological order. All notable events and programs held during the year by the Chapter should be included.
 - d. Identify the purpose to which the activity relates.
 - e. Examples of Chapter activities may include newspaper articles, thank-you letters, activity programs, and photographs.
 - f. Only one book per Chapter will be accepted for judging.
3. Format
 - a. Cover – 1 standard 3-ring binder or printed book containing 8 ½ x 11-inch paper. Identification of the Chapter in a creative way is encouraged.
 - b. Name and address of compiler – inside front cover/lower left-hand corner.
 - c. Title page or cover page centered, double-spaced.
 - d. Table of Contents with page references.

- e. Page numbering for content.
 - f. Articles and photos should have names, places, and dates. Remember the Who, What, When, Where, and Why. Blurry and foggy prints will not enhance your finished product.
4. Judging Criteria
- a. Attractive Cover.
 - b. Chapter properly identified and indexed.
 - c. Presentation and documentation; who, what, when, why, and where.
 - d. Quality of project.
 - e. Proper time frame.
5. Awards
- a. 1st Place: Each class will receive a certificate from WMA, plus a [blue streamer](#) donated by the Loyal Escorts for its chapter colors.
 - b. 2nd & 3rd Place: Receive a certificate for its chapter.

3.4 ~ Ruth & Dick Broe Award for Overall Chapter Achievement

No separate entry is required for this award. This, the highest Overall Outstanding Chapter Achievement award, is presented to the chapter which in the opinion of the judges has accomplished the most in keeping the objectives of the Women Marines Association as demonstrated by their entries in the Chapter Achievement Categories.

It does not necessarily go to the Chapter with the most awards. The quality of the project is the most important key factor.

The chapter will be presented with a perpetual plaque inscribed "*Ruth & Dick Broe Overall Outstanding Chapter Achievement Award*," which is to be returned at the next convention.

When returned, the chapter will receive a small individual award plaque reading, "*Ruth & Dick Broe Overall Outstanding Chapter Achievement Award*" and the dates.

The chapter will also receive a [royal purple streamer](#) for its chapter colors. The plaque was donated by Past National President Sue Sousa. The streamer is donated by the Loyal Escorts. This award is presented at the closing banquet. The decision of the judges is final!

3.5 ~ National Service Award (NSA)

1. The R&A Committee is not responsible for this award. The **National** President coordinates the nomination, selection, and presentation of this award at the Opening Banquet of the Convention. Authorization of this award was granted to procure appropriate recognition for individuals making significant contributions to the National Association by implementing the purposes of WMA.
2. Any **WMA** member may propose nominations. The proposal must be in writing and submitted to the National Secretary/**Director of Administration**.
3. The proposal must contain the rationale and justification for the proposal. The proposal must also contain the **citation** wording that will be read to the convention delegates and guests at the time of the award presentation.
4. The prestige of the award will be in direct proportion to the standard on which it is based. Special selectivity should be exercised in proposing nominees. The Board should carefully evaluate the justification accompanying each nomination presented for consideration.
5. Criteria:
 - a. **Nominees should have contributed significantly to the achievement of the WMA National objectives. Awards should not be authorized simply for the performance of duties expected. This would apply to elected or appointed officers. An exception might be made for dedication above and beyond the call of duty. It is important to remember that this is the highest award that is given by our Association and it should be preserved and not diluted in any way. It is important to remember that if you nominate a member for this award, you need to make strong, clear reasoning and justification. It will be what is written that the Board of Directors will base their voting upon.**
 - b. **An individual cannot receive more than one National Service Award for the same service. She may be nominated again for different reasons.**
 - c. **No more than three (3) National Service Awards are to be awarded at a convention. If the board decides that NO applicant fulfills the high standards of this award, then no award needs to be given.**
 - d. **The proposal and/or authorization of an award to any individual should be privileged information, not to be divulged before the presentation.**
6. **The Board votes to approve the winners. WMA can award a maximum of three NSA awards per convention year. Where there are more than three nominations, only three can be awarded. If the Board decides that no applicant fulfills the high standards of this award, then no award needs to be given.**
7. **Individuals can receive more than one award as long as they are recognized for different accomplishments.**

CHAPTER 4: General Information

4.1 ~ Flag Etiquette

Using the Flag in an Auditorium

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker with the blue field to the observer's left. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or the right of the audience.

General Display

The fundamental rule of flag etiquette is to treat all flags with respect and common sense. It is the universal custom to display the flag only from sunrise to sunset on buildings and stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

The flag of the United States of America takes precedence over all other flags when flown in the United States. It must not be flown below or be smaller in size than any other flag. When flags of states, cities, or localities, or pennants of societies are flown on the same flag pole, the United States Flag should always be on top.

The United States flag should be in the center of a group of flags only when:

- the center pole is taller than the others or
- when a fan-like arrangement makes the center pole higher than the others

Flying the Flag at Half-Staff

Flying the flag at half-staff is a sign of mourning. You should first raise the flag to the peak and then lower it to half-staff. Other flags flown alongside should also be at half-staff. The United States flag is raised first and lowered last.

How to Care for Your Flag

When the flag is torn it should be repaired as soon as possible. Never fold a flag while it is wet. Never fly the flag during weather that might damage it. If your flag is so worn or damaged that it is no longer a fitting emblem for display, it should be destroyed privately in a dignified manner by burning or sealing it in a bag before being sent out for trash collection.

4.2 ~ Missing Marine/Sailor Table and Honors Ceremony

Moderator:

As you entered the dining area, you may have noticed a table at the front, raised to call your attention to its purpose -- it is reserved to honor our missing loved ones [or missing comrades in arms, for veterans].

Set for six, the empty places represent Americans still [our men/women] missing from each of the six services -- Army, Navy, Marine Corps, Air Force, Coast Guard, and Space Force -- and civilians. This Honors Ceremony symbolizes that they are with us, here in spirit.

Some [here] in this room were very young when they were sent into combat; however, all Americans should never forget the brave men and women who answered our nation's call [to serve] and distinctly served the cause of freedom.

I would like to ask you to stand and remain standing for a moment of silent prayer, as the Honor Guard places the five service covers and a civilian cap on each empty plate.

Honor Guard:

(In silence or with dignified, quiet music in the background, the Honor Guard moves into position around the table and simultaneously places the covers of the Army, Navy, Marine Corps, Air Force, Coast Guard, Space Force, and a civilian hat, on the dinner plate at each table setting. The Honor Guard then departs.)

Moderator:

Please be seated.I would like to explain the meaning of the items on this special table.

- The table is round -- to show our everlasting concern for our missing Marines and Sailors. The tablecloth is white -- symbolizing the purity of their motives when answering the call to duty.
- The single red rose, displayed in a vase, reminds us of the life of each of the missing, and the loved ones and friends of these Americans who keep the faith, awaiting answers.
- The vase is tied with a red ribbon, a symbol of our continued determination to account for our missing.
- A slice of lemon on the bread plate is to remind us of the bitter fate of those captured and missing in a foreign land.
- A pinch of salt symbolizes the tears endured by those missing and their families who seek answers.
- The Bible represents the strength gained through faith to sustain those lost from our country, founded as one nation under God.
- The glass is inverted -- to symbolize their inability to share this evening's [morning's/day's] toast.
- The chairs are empty -- they are missing.

Let us now raise our water glasses in a toast to honor America's POW/MIAs and to the success of our efforts to account for them.

APPENDIX (A)

Sample Forms/Letters

WOMEN MARINES ASSOCIATION

402 Edgewater Place, Suite 600

Wakefield, MA 01880

Email to: MEMBERSHIP@womenmarines.org

CHANGE OF STATUS FORM

Name: _____

Chapter: _____

Address: _____

Phone Number: _____

Date of Birth: _____

Email: _____

WHAT INFORMATION HAS CHANGED

Name: _____

Chapter: _____

Address: _____

Phone Number: _____

Email: _____

Next of Kin Name/Relationship: _____

Next of Kin Address: _____

Next of Kin Phone Number: _____

WOMEN MARINES ASSOCIATION

CHAPTER PROJECT PLANNING GUIDE

CHAPTER NAME

REGION

STATE

PROJECT NAME

DATE

CHAIRWOMAN

CHAPTER MAILING ADDRESS

PHONE CONTACT #

Use this Project Planning Guide to create a successful strategy to complete any chapter project, no matter how large or small. Good planning and accurate record keeping are the keys to a successful implementation and ultimate goal achievement. Answer the following questions in writing (outline form acceptable) before beginning a project. Follow it up with a summary and recommendations for use by future Chairwomen.

1. PRIMARY PURPOSE: What is the ultimate goal of this project?
2. DESCRIPTION: Give a brief description of the proposed project and background information. Specific measurable goals should be listed.
3. MANPOWER: What are the specific manpower assignments? Show names and duties.
4. MATERIALS: What specific materials, supplies, and resources will be required?
5. PROBLEMS: Describe potential problems and solutions to successfully complete this project.
6. BUDGET: Complete a proposed budget indicating all anticipated income and expenses.
7. STEPS TO BE TAKEN: List the specific steps to be taken with the planned dates for each step.

IMPLEMENTATION AND EVALUATION

8. REVISIONS: Record any revision of the original plan.
9. RECOMMENDATIONS: What changes or recommendations do you have for a future Chairwoman?
10. RESULTS: Give specific and measurable results for each specific goal listed above. Describe the Impact of this project on the Chapter, the members, and the community.
11. FINANCIAL STATEMENT: Attach a financial statement showing actual income and expenses.

Date approved by Chapter Board of Directors

Date of Final Report approved.

Application for WMA Matching Funds

Date: _____

Chapter Name/No. _____

Chapter President: _____

Person in charge of the project: _____

Phone #: _____

Address: _____

Project: _____

Who will benefit from this project? _____

Each chapter is limited to matching assistance of \$250.00 for each fiscal year.
Please give an itemized estimate using additional pages, if necessary. Attach receipts.

Briefly summarize why you think this project is worthwhile for veterans/active duty. Use additional pages, if necessary:

If equipment is to be purchased, how will it be used, housed, or distributed??

If this equipment is for a Veterans Affairs Medical Center or domiciliary care, please attach a letter from the Administrator verifying this need.

If the recipient is an individual veteran, make certain that he/she is a bona fide veteran. State the Branch of Service: _____

To the best of my knowledge, I verify that this information is accurate.

Signed: _____

Chapter President

Chapter Treasurer

Request for a WMA Grant

Dear Applicant,

Thank you for your inquiry concerning the Women Marines Association emergency grant program. To consider your request for emergency funds, we need the supporting documents from you at your earliest opportunity. All letters and supporting documents should be scanned and emailed to: MFG@womenmarines.org

- A brief letter from you stating the reason(s) why you are requesting emergency funds and how much money you need (maximum allowable lifetime limit is \$1,000). This letter must have your original signature on it, along with a statement about what, if any, funds you have received from the WMA MFG program previously.
- Supporting documents showing the specific financial need: For example, these could be copies of unpaid bills, estimates for car or house repairs, overdue rent or mortgage notices, school fees that need to be paid, etc.- A letter from a reliable source stating a personal knowledge of your financial situation and need for emergency funds. The letter should be from someone like a pastor, a school official, a social worker, a counselor, a bank official, or a local WMA chapter officer. The letter must be on official stationery and have the official's signature and contact information on it.
- A letter from a Veterans Service Officer or a Women's Veterans Coordinator, stating his or her knowledge of your need for emergency funds. This letter must be on official stationery and have the official's signature and contact information on it. Links at the bottom of the email can help you locate your nearest Veterans Service Office.
- A copy of your DD 214 or proof of current active duty. If your name is different than what is on the DD-214, you will need to provide legal document(s) showing the official name change. Once we have received a complete application, we will evaluate your submission and get back to you as quickly as possible once we have received all the necessary information. Questions concerning the program or process should be directed to MFG@womenmarines.org.

Please keep in mind that funds are subject to availability.

These websites may also be of help to you:

- List of County Veterans Services Officers: <http://nacvso.org/find-a-service-officer/>
- Army Emergency Relief: <http://www.aerhq.org/dnn563/>
- Military Family Relief Fund: <http://www.in.gov/dva/2329.html>
- Military Charity Organizations: <http://www.military.com/spouse/military-life/military-resources/military-charityassociations.html>
- Resources for Friends & Families of Veterans: <http://veteransfamiliesunited.org/2011/06/06/needs-assistance/>
- Operation We Are Here: <http://www.operationwearehere.com/FinancialAssistance.html>
- MilitaryOneClick Resources for Veterans: <http://militaryoneclick.com/veterans/>
- Free Grants for Veterans: <http://freegrantsforveterans.org/>



WOMEN MARINES ASSOCIATION

Matching Funds and Grants Program

Veteran's Name _____

Address: _____

Phone: _____ Email: _____

Complete this form and return it to MFG@womenmarines.org. All dollars should be entered on a MONTHLY basis (average if needed).

1. Provide a copy of your latest paystub and/or proof of other income such as Social Security Income/Disability or Disability Compensation from the Department of Veterans Affairs.
2. Amount requested _____. Provide a copy of the bill/invoice to be paid to include the address to mail payment. (You will be contacted to get an account number for payment if needed.)
3. Provide the following information.

(Net amount refers to the amount you receive after taxes, not your gross salary or total monthly Social Security benefit before taxes are taken out.)

INCOME, LIVING & TRANSPORTATION EXPENSES (MONTHLY)

MONTHLY INCOME:

Net pay from job _____
Net pay of spouse _____
Child Support _____
VA Disability _____
VA Education Benefits _____
Social Security (net amount) _____
SNAP/WIC (Yes/No) _____

HOME EXPENSES:

Rent/Mortgage _____
Electric/Natural Gas _____
Water/Sewage/Garbage _____

TRANSPORTATION:

Vehicle Maintenance _____
Vehicle Insurance _____
Vehicle Registration _____
Parking/Tolls/Public _____
Transportation _____
Other: _____

HEALTH EXPENSES:

Insurance (life, other) _____
Medical (co-pays, dentist, _____
orthodontist) _____

Homeowners/Renters	_____	Other	_____
Insurance	_____		
HOA Fees/Taxes	_____	CONTRIBUTIONS:	
Security Systems	_____	Family	_____
Cell Phone	_____	Religious/Charities	_____
Phone/Internet/Cable	_____		
Other (Tuition)	_____		

TOTAL MONTHLY EXPENSE: _____

4. Provide the following additional documents:
- a. SIGNED letter stating the reason for the request and the amount.
 - b. A copy of the last DD214. (redact SSN)
 - c. A letter of recommendation from their Chapter President if a member of WMA and Chapter.
 - d. A letter of recommendation from a VA Counselor, Pastor, or Doctor, depending on the reason to substantiate the request.
5. I permit WMA to share my story (anonymously) on WMA's social media.

I, _____, certify that the above information is accurate and true, and I understand that providing false information will result in the disapproval of my request for a grant.

Applicant's Printed Name

Applicant's Signature

Date: _____

Save and rename this file to your PC and then attach it to an email to send to WMA's Emergency Grant Fund at MFG@womenmarines.org

Sample Deceased Member Report

This report is used to notify WMA of a member's passing. WMA conducts a memorial ceremony at each convention. It is particularly important to keep current NOK information in chapter records so this form can be completed when needed.

Mail to: Women Marines Association

402 Edgewater Place, Suite 600

Wakefield, MA 01880-8501

Or Email to: WMADirMembers@womenmarines.org, chaplain@womenmarines.org,
membership@womenmarines.org

Date: _____

From: _____
(Chapter Code/officer title)

This is to inform you that one of our WMA/chapter members has passed as follows:

_____, _____ (_____) _____
Last Name First Name Service Name

Check one:

_____ Life Member – Life Member # _____

_____ Term Member

Date of Death: _____

NEXT-OF-KIN:

Name: _____ Phone: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____

Relationship to the Deceased: _____

(i.e., daughter, son, spouse, friend)

The chapter was notified by: _____

Chapter Contact Information: _____

(Your Name) (If chapter officer, list office)

Sample Intent to Retire Chapter Letter/Email

Date

From: Chapter President or another Chapter officer
Chapter Name and officer title
Address

To: **National Vice President (as per 2.22)**
Women Marines Association
Address

I hereby give notice to the Women Marines Association that Chapter (Enter chapter title and designator – i.e., North Dakota Chapter ND-1) intends to retire and requests a formal vote of the WMA Board of Directors.

(Explain why your chapter is not able to meet basic requirements.) Example: We no longer have a minimum of five active members. Our chapter members are not able to participate in the running of the chapter. In accordance with WMA rules our chapter must meet at least twice annually and we have not been able to do so for some time. Also, our members are at that point in their life that they are not able or willing to hold office.

A letter, phone call, or email was sent out to each current chapter member informing them of the intent to disband and allowing them to step forward to revive the chapter. Voting results are:

- _____ votes to retire
- _____ votes to not retire
- _____ abstaining or no response

The final meeting minutes are enclosed. *(If not available, state that “The final meeting minutes are not available.”)*

Semper Fidelis,

Name of submitting officer
Officer title

Encl: Minutes of the final meeting

SAMPLE 1ST VP ENDORSEMENT TO LETTER OF INTENT TO RETIRE

2nd Endorsement

Date:

From: Name , WMA Vice President

To: WMA President

Subj: Disbanding of Chapter Chapter name and number

Concur with the VP Statement.

 Name , WMA VP

SAMPLE PRESIDENT/BOD DISPOSITION NOTICE TO 1ST VP FOR LETTER OF INTENT TO RETIRE

A call to vote was submitted to the WMA Board of Directors date via the National Secretary.

The National Secretary prepared ballot number # and submitted it to the Board of Directors on date with a deadline of date .

The National Secretary reported the results of the votes on date .

The VP is instructed to notify the chapter president of the vote date .

SAMPLE LETTER FROM VP TO RETIRE CHAPTER

Date

__Name__, WMA VP

__Address__

__Phone No. __

WMAVP@womenmarines.org

Chapter Name

Chapter Address

Subj: Board of Directors Approval to Disband

Dear First Name of Chapter President,

On date, Ballot number # was sent to the WMA Board of Directors. They voted to accept your Letter to Disband. I know this decision to disband was not made lightly by your chapter. Your chapter was chartered in WMA in year and this reflects your long and honorable history as well as the sincere dedication of your chapter members.

There are many challenges to keeping a chapter active in the Women Marines Association. As a military organization, WMA national officers can appreciate the struggle our members face in holding the required annual meetings and filling officer positions. With many of our chapters established by WWII veterans, other chapters are sadly facing the same reality. I appreciate the professionalism you have taken in taking the final steps for your chapter.

Your next steps are as follows:

1. All liabilities and obligations shall be paid
2. Follow any provisions or procedures in your chapter bylaws and standing rules about the dissolution of the chapter.
3. Please send your chapter records including your final treasurer's report, final minutes, ballots to disband; and chapter flag/streamer (if you have one) to WMA Headquarters.
4. Please send your chapter memorabilia to the WMA National Historian
5. Please send your chapter charter to the WMA Secretary/**Director of Administration**
6. Any remaining assets may be distributed to another qualifying group.
7. File final 990EZ with IRS

If I can be of any further assistance, please let me know. Till then, you have my sincere thanks to you and your chapter members for many years of service to your community, fellow veterans, and WMA. God's speed to each of you.

Semper Fidelis,

VP, Women Marines Association

Cc:

Director, Member Services

Women Marines Association
Official entry Form for Recognition and Awards

Date of Submission: _____

Date of Receipt by R&A: _____

From: _____
Chapter Name and Chapter Number

Chapter Address

City, State, Zip

Name of Sender (Title) Contact Phone # and/or email

Type of entry (History Book, Newsletter, Chapter Achievement, Website)

The class required for Chapter Achievement Entries (see Official Rules)

The person assigned to accompany entry after the luncheon and receive the entry from R & A

Brief Description of Entry:

Mail to: Current R&A Chairperson

Deadline: Check your 'NOUNCEMENTS

APPENDIX (B)

Installation Ceremonies

Recommend Chapters use the installation Procedures as noted in 2.11. of this How To Book.

Color Installation Ceremony

Colors symbolize certain offices in an organization. Ribbons and/or bows can be tied to a long-stemmed flower or adorn a gift from the installing officer to those being installed.

Treasurer

GREEN is symbolic of mother nature's favorite color meaning all things growing. As your treasury grows, you will be responsible for the financial records. Green represents the trust your chapter members have placed in you — to keep their treasury growing — preferably in greenbacks.

Secretary

BLUE is the symbol of truth. You are to record the minutes keeping a true and accurate account of the meetings and business transactions of your chapter. The saying, "being true blue" is appropriate here.

Vice President

GOLD has been chosen for the office of vice president. It is a symbol of steadfastness and warmth and is historically linked with the color royal purple, which is the president's color. You will preside in the president's absence. There'll be no "goldbricking" for the vice president.

President

PURPLE is the royal color and has long symbolized leadership, love, and nobility of purpose. Purple means rank of authority. You will preside at all meetings and perform your duties in accordance with the bylaws. Exercise your right in leading your chapter members to be loyal to the purposes and goals of the Women Marines Association. Be an enthusiastic leader! Yours is a signal of honor.

Some chapters like to also install the historian and chaplain. Below is a color ceremony courtesy of the Heartland Chapter, OK-2.

Historian

The Historian's ribbons consist of ONE OF EACH OF THE OTHER OFFICES, as the Historian is responsible for maintaining a Chapter History Book on activities covering ALL aspects of the chapter. You must be creative, observant, and aware of what's going on, so you don't miss that one photo op. You are the gatherer of chapter photographs and newspaper clippings so you can document the history of your chapter. You will submit your chapter's history book for competition at the biennial conventions and send to the National Historian any items having national significance.

Chaplain

The color chosen for the Chaplain is RED. Red symbolizes Fire and Blood. Fire reminds us that the truth about God was revealed in the red-hot fire of the Burning Bush and the guidance and shield provided by the Towering Pillar of Fire. Blood is essential to Life and signifies the life that is poured out in self-sacrificial love of one's neighbor and country. In this way, the Red of our cap cord, the trim on dress blues, and the red stripe on the trousers are indicative of Marine's dedication to truth, self-sacrificial love, and to our Corps. You are called upon to stand in the presence of the Eternal God and speak the truth to your sister Marines. You are to provide spiritual guidance as needed. May the symbolization of the color Red ever encourage you in the performance of your sacred calling.

Bell Installation

The installing officer presents bells to those being installed. She says, “Bells serve many purposes, and their sounds form familiar parts of daily life: church bells summon people to worship, a tiny bell on a pet tinkle, sleigh bells jingle, cow bells clunk-clunk, bell sounds to mark the time on board a ship and some bells peal out glad tidings.

Treasurer

Don’t hesitate to ring your bell loudly to warn the members of the money due. And you are to watch for the dangers of overspending. When the treasurer rings her bell, it means it’s time for members to “pay up.”

Secretary

Before the time of daily newspapers, radio, television, computers, and e-mail, bells rang to remind people of the different days of the year to announce the hours of the day and to tell important things happening in a community. This bell is for you, as secretary, to keep accurate records of all reports and happenings in your chapter. When the secretary rings her bell, it means she is reminding chapter members of the meeting time and place.

Vice President

Bells have been used to call soldiers to battle and warn townspeople of invasion. As vice president of your chapter, you are responsible for membership growth. You will also assist the president and be prepared to serve if she is absent. When the vice president rings her bell, it means she is calling the members to serve.

President

Greek warriors hid small bells in their shields as they believed the ringing of the bells gave them courage and enthusiasm. As president of your chapter, you will have the responsibility of leading members in all endeavors. When the president rings her bell, it means she is in control and is displaying extra courage and enthusiasm for a successful chapter.

Mirror Installation

Installing officer: To each of you I give a mirror. It is a reminder that your work shall reflect credit upon you and your fellow workers.

Treasurer

This mirror I give to you will reflect you as a trustworthy person. You should be most exacting in performing the duties of this office. You will carefully manage all money and records of the same. You will be responsible for the necessary bookkeeping so that the financial status of your chapter may remain sound.

Secretary

I give you this mirror that will reflect your loyalty and steadfastness to duty. As secretary, you will take care of correspondence as requested. The minutes you record should embody all actions taken by the group.

Vice President

Though this mirror is small, it will reflect the image of all that is undertaken by you as vice president. Be ready to assume any duty the president may request of you and to act in her place should the necessity arise. The strength and encouragement you give will also reflect in the mirror of the president.

President

To you I give this mirror, the image thereto radiating life and enthusiasm while working to make and keep alive the plans and projects of the membership toward a worthwhile and successful end. As president, whatever you do and say is important. You will familiarize yourself with the policies and bylaws so that you may direct with ease and impartiality while presiding at meetings. Having been elected president is the highest honor this group can bestow upon its chapter members.

Say to all officers:

Give your mirror your best smile. It comes back to you. Give it a frown and that too comes back. You — and only you — can make the picture in your mirror what you want it to be.

Jewel Installation

The installing officer presents to each officer being installed a small, polished stone glued to a card or a pin, or an artificial gem resembling each office. She says, “Jewels have the power to reflect light and have hidden qualities.”

(Note: Italicized portions of the text are intended to rhyme)

Treasurer

JADE or EMERALD are the symbols of integrity and efficiency for the office of the treasurer. *You'll write the checks and pay the bills and add up all the money. If you balance your ledger "black", your term will end up sunny.*

Secretary

The GARNET will guide you because it is the symbol of honesty. The honest recording of minutes should contain the business done, NOT what was said. *As secretary, many duties are yours to fulfill. Records, correspondence, filing, but still, we know you will do everything that's expected. So, we take pride in the secretary we elected.*

Vice President

The symbol of your office is the PEARL. It is the mark of wisdom. *Learn all you can, and you will discover if the president is gone, you can effectively cover.*

President

The symbol of your office is the DIAMOND because it signifies strength. The diamond has no color — its real value ties in with the power to catch the light and reflect it. Symbolically, this stone will reflect the deeds of your board members through you. *It is a rare privilege, for a president to be, you have the qualifications, that, anyone can see, with your gavel you will preside. The good works of your predecessors you will not hide. If the hand of friendship to all you extend, many friends will be your dividend.*

American Flag Installation

Courtesy of Doris R. Keane, Past National President, WMA

Materials Needed:

1 small American flag for each officer-elect

1 - 12-inch ribbon for each flag

Royal Purple – President

Gold – Vice President

Green – Treasurer

Blue – Secretary

White – Historian

1 chair for each officer is to be installed, in the front area, facing the membership

Tie the ribbon around the pole of one of the flags.

You can eliminate any office and/or flag for an office that this chapter does not elect or install. Many chapters appoint a Historian, and some chapters have a Secretary/Treasurer. If unsure, ask to see the chapter bylaws. It will be spelled out in this document.

Ceremony

Installations are momentous events in the life cycle of chapters. It is a visual sign of growth in the chapter, of continuance and vision for the future. The ceremony presents the new officers to the members who selected them to provide leadership for the next term. While the membership offers support, they rely on you, the chapter officers to step out and lead with new growth, fresh ideas, organizational skills, complete records, and fiscal responsibility for your chapter. Your members expect you to work together in harmony and to promote the aims, goals, and purposes of the Women Marines Association. If any of the officers-elect feel she is unable to perform the duties that her sister Marines expect of her, please make it known at this time.

Will the officers to be installed please make your way to these chairs in the front and be seated in the presence of your sister Marines, in the following order: President, Vice President, Treasurer, Secretary, and Historian? While these ladies are making their way forward, I would like to take the time to thank, on behalf of these chapter members, the outgoing chapter officers for all of their efforts during the last tour. It was your work on behalf of your chapter and the WMA National Organization which helped to remind us that we take our responsibility for ALL our fellow veterans seriously. We thank you for helping to re-install that feeling of esprit de corps back into our lives. Your sister Marines applaud you for a job well done {all applaud}.

I now ask the newly elected **HISTORIAN** to please rise. I hand you this American flag with a white ribbon on it. White is the absence of all color and symbolizes purity in your duties. As Historian it will be your responsibility to maintain a pure history of your chapter events. Your photos and stories should not be “colored” by individual friendships or biases. As time passes, others will join your chapter who will look back into your recorded history book to learn of the many wonderful times your members have shared together. Through your endeavors, the good times, the sad times, and the many projects the members of your chapter have undertaken, along with the photos of all the wonderful women Marines who have made your chapter a special one, will be available for all to see. You have to

look to the future but record the present, so the chapter has a living history of its past. Please return to your seat.

I now request the newly elected **TREASURER** to please stand. I offer you this American flag with a green ribbon on it. Green is nature's color and is symbolic of the strength in all growing things. As Treasurer, it will be your responsibility to have accountability over all the growing funds of the chapter. You are charged with paying all authorized bills, keeping accurate accounts, and presenting sound financial statements at each business meeting. It is your duty to maintain records of members' National Dues dates and ensure they abide by the regulation of being a member of the National Organization before they can become a member of your chapter. You will respond to the request from the National Organization for your EIN each spring. These are tasks you are willing to handle and which demonstrate the strength you have. You protect your chapter from outside criticisms because you admirably perform your duties and you earn the trust your members have placed in you. You may now be seated.

Will the newly elected **SECRETARY** please rise? I hand you this American flag with a blue ribbon tied to it. Blue is one of the colors of America, represented by the red, white, and blue of the flag that you hold. Blue is said to be a symbol of truth. Your job as Secretary will be to record true and accurate minutes of chapter meetings and all business transactions. You will be expected to manage any correspondence, responding in a timely and accurate manner on behalf of your chapter members. This position requires accuracy and promptness. The truth of your records will enable your chapter to proceed efficiently and purposefully, without rehashing old business. Your records will serve as a guideline for new business and enable the chapter to move swiftly forward, giving your chapter true professionalism in conducting its goals. Please be seated.

Will the newly elected **VICE PRESIDENT** please rise? I offer you this American flag with a gold ribbon attached. Gold is historically linked with the color Royal Purple, the President's color. It symbolizes warmth and steadfastness. The office of the Vice President is interesting. It says that you are willing to step in and manage a leadership role if called upon, but most of your days will be spent as an assistant to your chapter President. You will, however, be responsible to preside in her absence, cooperate with her in chapter matters and be ready to assist at any time. You will familiarize yourself with the duties of the President so you will be prepared if called upon. The warmth of your color, Gold, implies you will be the one to offer a compromise if matters of dispute arise within the chapter. You will need to be a steadfast and responsible leader in your own right. You may return to your seat.

Will the newly elected **PRESIDENT** of the chapter please rise? I present to you this American flag with the color Royal Purple attached to it. Purple is the color of royalty and symbolizes leadership and nobility. Your leadership skills will most likely be challenged as you lead your chapter into the next two years. Your eloquence and magnanimous sense of humor will be called upon to display your nobility. You will be expected to preside at each meeting and perform your duties in accordance with the bylaws of the National Organization and your chapter. You must become familiar with the bylaws and standing rules of each. You will be responsible for the interaction with your Area Director, who is your chapter's representative on the WMA Board of Directors. Your position will require patience, wisdom, initiative, understanding, and much cooperation. Exercise your duties in leading your chapter members to be loyal to the purposes and goals of the Women Marines Association. Be enthusiastic, it will be very contagious to your membership. While yours is the highest position of honor within a chapter, it also is the position

of most responsibility. Perform your role and your chapter will stand tall and all who see will know it is your capable leadership that sets the direction for your chapter. You may be seated.

You will have noticed that as installing officer I choose to use the flag of the United States of America along with the color for each office being installed here today. I selected the American flag as a reminder of how proud we all stood under this banner. I ask you to think back to when you were in uniform, during colors or evening taps. If you were outside, you stopped everything and paid great respect to our flag and what it stands for. I expect every member of this chapter to afford her chapter officers your respect and your support.

I ask the chapter officers to stand and face your members. The membership of any organization can bestow no higher honor upon a member than to choose that individual to serve as an elected official. Please raise the flag I have presented to you, and repeat after me:

“I faithfully and sincerely pledge in the presence of my chapter members that I will perform the duties of my office to the best of my ability and I will conform to the rules and regulations of the Women Marines Association. I will do all in my power to promote the welfare of our organization, our community, and our country.”

I charge each officer of this chapter to go forth, mustering her troops behind her and spreading the news of one of the most unique organizations in the country, the Women Marines Association. By the authority vested in me as installing officer, I declare these officers to be duly installed and ask that each member offer her support to them as they work to represent you in the best traditions of the Women Marines Association and the United States Marine Corps.

{Turn to each installed officer and shake her hand and offer congratulations}

**If you would like, you can offer other words of encouragement to the chapter here, such as carrying on the namesake of their chapter, perpetuating a chapter scholarship named for a chapter member, etc.

NOTE: New officers should ask the following three questions of their members to get a sense of what is needed:

1. Are we doing anything (as a chapter) that we shouldn't be doing?
2. What can we be doing better?
3. What aren't we doing that we should be doing?

Also, remember to invite Members-at-Large to these important ceremonies.

APPENDIX (C)

[Chapter Start-up Kit](#)

NEW CHAPTER FORMATION PROCEDURES

CHAPTER FORMATION PROCEDURES

[FYI: Before selecting a chapter name/designator (i.e., CA-1, IA-3, NY-5, etc.) please check with the National Secretary/Director of Administration to acquire the next available designator. In some cases, higher numbers were previously assigned to retired chapters. Additionally, this will ensure you have not selected a chapter name that was previously used. All information shown in italics and preceded by FYI is provided for information only and should not be included in any of the formal documents you submit.]

TO START CHAPTER FORMATION, THE FOLLOWING ACTIONS SHALL BE TAKEN BY THE PETITIONERS:

Forward to the WMA National Secretary/Director of Administration, the following:

1. The **Original Chapter Petition**, containing **original signatures** of all charter members to include at least five **to seven** potential and eligible members. **All chapter members must be current members of WMA.** *[FYI: If documents are submitted electronically, a scanned copy (showing signatures) is acceptable for this item, which will remain in the files of the National Secretary/Director of Administration.]*
2. A **Roster of Charter Members** must be submitted electronically or by hard copy (U.S. Postal Service). *[FYI: Roster must be typed and must include names, addresses, phone numbers, and e-mail addresses of all proposed charter members.]*
3. The proposed **Chapter ByLaws and Standing Rules.** *[FYI: Copies will be retained in the files of the National Secretary/Director of Administration.]*
 - *Grammar and changes that do not affect content may be made by the Bylaws Committee without returning to the chapter for a rewrite; however, designate in your bylaws that the National Secretary/Director of Administration is authorized to make administrative changes that do not affect the Chapter Bylaws.*
4. The completed **“Information & Activity Sheet”**.
5. The **Chapter’s Social Security Employer Identification Number (EIN).** *[FYI: Complete and process IRS Form SS-4: IRS application for Employer Identification Number (EIN), which is available online at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>.*

FYI: FORMAL RATIFICATION OF INTERIM CHARTERS: Interim charters issued by the Board of Directors will be formally ratified at each Biennial National Convention. New Chapter Presidents are encouraged to be present for this ceremony.

Name of Chapter: _____

[FYI: chapters may be named in honor of a person such as “Julia E. Hamblet Chapter”; using location such as “Central Iowa Chapter”; or using a term that represents the chapter such as “Sunshine Sisters Chapter”.]

Geographic Designator of Chapter: _____

[FYI: most chapters are designated using the two-digit state abbreviation followed by a dash and a number such as CA-5, NJ-3, OR-1, etc. The National Secretary/Director of Administration can provide the next available number for your state.]

OR

Non-Geographic Chapter Designator: _____

[FYI: Some chapters are formed based on connections other than geographic proximity. Examples include the Women of War Chapter INT-1 is open to any women who served in a combat area and the WMD El Toro Chapter USA-3 is open to any women who served at MCAS El Toro in California. These chapters are sometimes called virtual chapters because they very rarely meet face-to-face. They can meet via teleconference, Skype, or other electronic means during the year and usually meet face-to-face only at conventions. Please note that these chapters include members who are scattered across the USA, which makes them challenging to manage.]

Date of Organization: _____

[FYI: May use the date the proposed chapter first met or the date the proposed chapter submits the formal application.]

We, the undersigned members of the Women Marines Association, in good standing, do hereby state our intentions to form a new chapter and do hereby apply for a charter per the ByLaws of the Women Marines Association. *[FYI: Requires a MINIMUM of five members to form a new chapter; however, seven members would make the chapter more viable. The listing should include ALL charter members.]*

PRINTED NAMES AND SIGNATURES OF CHARTER MEMBERS:

1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>
5.	<hr/>
6.	<hr/>
7.	<hr/>
8.	<hr/>
9.	<hr/>
10.	<hr/>
11.	<hr/>
12.	<hr/>
13.	<hr/>
14.	<hr/>
15.	<hr/>

Typed Names and Addresses/Contact information for Chapter Officers & members:

MASTER CHAPTER INFORMATION & ACTIVITY SHEET

Name of Chapter: _____

Geographical Designator of Chapter: _____

Non-Geographic Chapter Designator: _____

(City, State where the chapter will meet i.e., Kansas City, MO or Southeast MO.)

Date of Organization: _____

Charter Officers: (Names, address, telephone numbers, email) *[FYI: May reference the roster of all members and identify the officers on that roster.]*

*FYI: WMA National will use this information for several purposes including verification that all proposed officers and members are current WMA members in good standing; to update the chapter officer listing in the next **monthly chapter membership report**.*

President:

Name:

Address:

Phone:

Email:

Vice President:

Name:

Address:

Phone:

Email:

Secretary:

Name:

Address:

Phone:

Email:

Treasurer:

Name:

Address:

Phone:

Email:

List ALL Additional Members: (Attached additional sheet(s) if necessary or attach roster.)

Proposed chapter activities: *[FYI: List activities the chapter plans to support such as local scholarships; volunteering at local VA Hospitals; supporting local food banks; helping to feed local homeless persons; supporting veteran-related holiday events such as Veteran's Day and Memorial Day celebrations/parades; visiting homebound veterans; etc.]*

(Use an additional sheet if necessary)

PROPOSED / SAMPLE BYLAWS FOR A NEW CHAPTER

NOTE: THESE ARE SAMPLE CHAPTER BYLAWS ONLY

It is suggested that the women Marines who are forming the chapter look over their copy of the National Bylaws and Standing Rules to get a feel of how the chapter documents should be written. **Many of the provisions included above are needed to comply with the Bylaws of the National Organization.** *(Delete this paragraph from your submitted petition.)*

BYLAWS OF _____ CHAPTER WOMEN MARINES ASSOCIATION

PREFACE

These **Bylaws conform** with the Bylaws of the Women Marines Association and shall govern this Chapter in conjunction with the National Bylaws. The National Secretary/**Director of Administration** is authorized to make administrative changes that do not affect the Chapter Bylaws.

ARTICLE 1 NAME

The name of this organization is _____ Chapter,
Women Marines Association.

ARTICLE II PURPOSE

This Chapter is organized to further the purposes of the Women Marines Association, with special emphasis on activities in the (region/area/geographical area) *[FYI: If the chapter will primarily be supporting the Northern, Southern, Central, Eastern, or Western area of the state, so state. If the chapter will support the entire state, please state "All Geographic Areas".]* of the State of _____.

OR

(National Designation)

[FYI: For non-geographic chapters, please use...] This Chapter is organized to further the purposes of the Women Marines Association and to foster camaraderie between women who have *(insert the purpose of the group around which you have created this chapter)*".

ARTICLE III MEMBERSHIP

Any active member of the Women Marines Association is eligible for Chapter membership.

ARTICLE IV OFFICERS

Section 1. Elected officers shall be President, Vice-President, Secretary, and Treasurer. Appointed officers shall be Historian, Chaplain, and Parliamentarian. *[FYI – All chapters should fill all four elected officer positions if possible. At a minimum, chapters should all have a President and a Secretary/Treasurer. If the chapter plans to include the appointed officer positions once they have sufficient membership to support these functions, please include them in this section.]*

Section 2. The term of office shall be two years **and limited to two consecutive terms**, *(or until successors are elected or appointed and qualified)*. The Chapter Officers shall fill vacancies.

Section 3. Duties of Chapter Officers shall be those usually ascribed to such office.

Section 4. Elections shall be held at regular meetings in the first quarter of an even-numbered year. *(a convention year, i.e., 2020, 2022, 2024, etc.)* Elections shall be by ballot except when there is only one nominee. For uncontested positions, the vote may be by voice. A majority vote shall elect. Officers shall be installed at the next regular meeting and shall assume their duties at the close of that meeting. **OR Officers shall be installed and assume their duties at the close of the meeting.** *[FYI – another option is to state “Election of officers shall be by mail ballot in the convention year concurrent with the election at the national level in May. New officers shall assume their duties as of 1 June, of the convention year. A majority vote shall elect.”]*

ARTICLE V MEETINGS

Section 1. The Chapter shall hold at least two business meetings each year, as detailed in the Standing Rules.

Section 2. Chapter members are authorized to meet by electronic communication media so long as all members may participate.

Section 3. Special meetings may be called by Chapter Officers as defined in Article VIII, or by any five active members.

Section 4. A quorum shall be a majority of the active membership, including at least one officer. *[FYI - For clarity, many chapters have members who are not able to be active because of distance or health issues. A quorum would therefore be at least 51% of the active members present at the meeting.]*

ARTICLE VI FINANCE

Section 1. Details of chapter dues shall be set out in the Standing Rules.

Section 2. Contributions to this chapter are tax-deductible to the extent allowed by law to Nonprofit Organizations. See WMA *HOW TO BOOK*, Chapter 2.7. Tax Information and the IRS.

ARTICLE VII

COMMITTEES

Section 1. Suggested Standing Committees may include Auditing, Nominating, Membership, and Public Relations.

Section 2. The President, with the Approval of Chapter Officers, may appoint special Committees.

Section 3. The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VIII CHAPTER OFFICERS

Section 1. Chapter Officers shall be composed of all current elected officers and the Immediate Past President.

Section 2. The duties of Chapter Officers shall be to approve payment of bills, appoint committees, fill vacancies, and conduct the business of the Chapter as may be necessary between regular meetings.

Section 3. Chapter Officers meetings shall be held **before** the regular Chapter meeting and special meetings may be called by the President or upon request of two (2) Chapter Officers. A majority of those present shall constitute a quorum.

ARTICLE IX AMENDMENTS

Section 1. These Bylaws shall be subject to amendments by a two-thirds (2/3) vote at a regular meeting, provided that written notice is given to all members at least twenty days before the meeting.

Section 2. Before amendments can become effective, they shall be submitted to the WMA National Secretary/**Director of Administration** for processing and approval. *[FYI: This does not preclude changes in dues structure or meeting schedules, which are matters of local concern and appear in the Chapter's Standing Rules.]*

ARTICLE X DISSOLUTION AND LIQUIDATION

Section 1. In the event of dissolution of the _____ Chapter, the net assets shall be applied and distributed as follows:

- (a) All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provision shall be made therefore.
- (b) Assets of the chapter shall be distributed to another qualifying group as set out in the Standing Rules.

Section 2. The original Chapter Charter shall be returned to the National Secretary/ **Director of Administration** for processing in accordance with National procedures.

ARTICLE XI
PARLIAMENTARY AUTHORITY

Section 1. Chapter proceedings shall be governed by Robert's Rules of Order, Newly Revised, in all matters not otherwise provided for in Bylaws, Standing Rules, or Rules and Regulations issued by Chapter Officers.

* * * * *

ATTEST:

APPROVED:

(Signature of Chapter Secretary)

Date: _____

(Signature of National Secretary)

Date: _____

NOTE: For purposes of simplicity, this draft assumes the chapter being formed is in a state called "Marine Corps" and these Standing Rules are for the first chapter in that state. As a result, the geographic designation would be MC-1 The Gung Ho Chapter. Wherever you see [MC-1], replace it with your chapter designation, and wherever you see [Gung Ho Chapter], replace it with your chapter name.

[MC-1 Gung Ho] CHAPTER

STANDING RULES

1. Regular meetings of the [MC-1 Gung Ho] Chapter shall be [FYI - Determine the number of regular business meetings that the chapter will meet and how the members will be notified of the meetings; EXAMPLE quarterly] with meeting announcements sent to all active [MC-1] Chapter members via U.S. Mail and/or email as designated by the individual member". *[FYI: If the chapter is to meet only twice a year, there is limited time to conduct and coordinate the mission of the chapter.] Ensure you use Chapter designation and Chapter Name.*

2. Alternate (electronic) meetings of the [MC-1 Gung Ho] Chapter allow active [MC-1 Gung Ho] Chapter members to attend regular or special meetings via any of the following means:

- a. Conference call using a telephone with a speaker.
- b. Computer-linked communication such as Skype, Zoom, Teams, or Google Meets.
- c. Conference bridge where all members call one number.

3. [MC-1 Gung Ho] Chapter dues are \$xx annually or biennially, *(pick dues option)* payable in advance. The initial anniversary month for new [MC-1 Gung Ho] Chapter members is established upon receipt of dues; dues are collected annually or biennially, and members may pay for several years in advance if they are National Life members. *[FYI – some chapters prefer to make all chapter dues payable during the same month. If your chapter chooses this approach, include it in this paragraph.]* The Chapter Treasurer will verify that the member has current WMA National dues when chapter dues are renewed. A delinquent member may be reinstated at any time upon payment of current dues, to coincide with WMA National due date for that member. *[FYI - members can be reinstated in WMA simply by paying their current dues. WMA does not require that they pay back dues and chapters shouldn't either if the member was inactive.] [FYI – Optional wording may include "Term dues shall be in the sum of \$_____ annually or biennially (choose an option), payable in advance, the due date to coincide the due date for payment of national term dues and on (state a specific date, i.e. 1 July) for life members of the National Association.]*

4. Funds of this Chapter shall be maintained in a savings and/or checking account in the name of the [MC-1 Gung Ho] Chapter. Signatures for the account(s) shall be those of the Chapter President and Chapter Treasurer or any two of the Chapter Offices including the Chapter Treasurer. The Chapter's EIN ##-##### *(insert EIN#)* will be used on all official accounts.

5. Requests for reimbursement of expenses shall be pre-approved by Chapter Officers. If unable to seek pre-approval, the matter may be brought to Chapter Officers for consideration. A receipt of payment for the requested reimbursement shall be attached to the request.

6. An audit of the Chapter's accounts shall be conducted at the end of each term, or in the event of a change in the Treasurer's status. The audit committee will be appointed by the incoming President upon assumption of office or change in the Treasurer's status; the current [MC-1 Gung Ho] Chapter President shall appoint the audit committee.

7. In the event of the dissolution and liquidation of the *[MC-1 Gung Ho]* Chapter, net assets will be distributed to *(designate to which organization(s) any remaining chapter funds will be distributed)*. *[FYI - Funds could be distributed to WMA National (General Fund, Scholarship Fund, or Emergency Grant Fund) or another veteran or 501(c)(3) non-profit organization. Funds should not be distributed to individuals. Recommend that the methodology to determine what organization will receive said funds (i.e., a majority vote of members in attendance at a meeting to retire; by Chapter Officers; or as specified in the chapter's Standing Rules) be clearly stated. Without this specificity, there may be disagreement about what to do with the remaining funds.]*

8. Duties of each elected official.

a. President. Ensure all business associated with the National Board is adhered to. Ensure all elected and appointed officials in this chapter are performing the duties to which they were assigned. Ensure this chapter is following the guidelines of the National Board.

b. Vice-President. Be available and be able to perform the functions of the President in the event the President is not able to physically or mentally perform her duties.

c. Secretary. Responsible for recording and submitting the meeting minutes for each chapter meeting. Responsible for ensuring all members who were tasked with an assignment carried out the assignment or found a suitable replacement. Submit annually by June 1st a listing of chapter officers to the Secretary/Director of Administration at WMADirAdmin@womenmarines.org.

d. Treasurer. Submit a quarterly financial report to the Chapter President, Vice-President, and Secretary. Must be able to speak to the status of funds at each chapter meeting.

9. Duties of appointed positions. *(Recommend you keep the below appointments in case your chapter decides to fill them.)*

a. Historian. Organize, file, and safeguard historical records of the Chapter in photo albums or equivalent. This will include biographies of each Chapter member.

b. Chaplain. Be available to members via phone, email, or in person in time of need; Provide prayer at the beginning of each Chapter meeting. Send correspondence/cards for special occasions (birthdays, sympathy, congratulations).

c. Parliamentarian. Ensure Chapter meetings are conducted in accordance with Roberts Rules of Order and serve as Bylaws Chairperson.

AMENDED CHAPTER BYLAWS/STANDING RULES TEMPLATE

Use this template when amending the current chapter Bylaws and Standing Rules. Delete all blue italicize blue font as it is for information only.

NOTE: THESE ARE SAMPLE CHAPTER BYLAWS ONLY

It is suggested that the women Marines who are forming/amending the chapter look over their copy of the National Bylaws and Standing Rules to get a feel of how the chapter documents should be written. **Many of the provisions included above are needed to comply with the Bylaws of the National Organization.**

PROPOSED / SAMPLE BYLAWS FOR REVISION

**BYLAW AMENDMENTS OF _____ CHAPTER WOMEN
MARINES ASSOCIATION**

PREFACE

These Bylaws conform with the Bylaws of the Women Marines Association and shall govern this Chapter in conjunction with the National Bylaws. The National Secretary/Director of Administration is authorized to make administrative changes that do not affect the Chapter Bylaws.

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The name of this organization is _____ Chapter,
Women Marines Association.

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This Chapter is organized to further the purposes of the Women Marines Association, with special emphasis on activities in the (region/area/geographical area) *[FYI: If the chapter will primarily be supporting the Northern, Southern, Central, Eastern, or Western area of the state, so state. If the chapter will support the entire state, please state "All Geographic Areas".]* of the State of _____.

OR

(National Designation)

[FYI: For non-geographic chapters, please use "This Chapter is organized to further the purposes of the Women Marines Association and to foster camaraderie between women who have (insert the purpose of the group around which you have created this chapter)".]

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ARTICLE V MEETINGS

Section 1. The Chapter shall hold at least **four** business meetings each year, as detailed in the Standing Rules.

Section 2. Chapter members are authorized to meet by electronic communication media so long as all members may participate.

Section 3. Special meetings may be called by Chapter Officers as defined in Article VIII, or by any five active members.

Section 4. A quorum shall be a majority of the active membership, including at least one officer. *[FYI - For clarity, many chapters have members who are not able to be active because of distance or health issues. A quorum would therefore be at least 51% of the active members present at the meeting.]*

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FINANCE

Section 1. Details of Chapter dues shall be set out in the Standing Rules.

Section 2. Contributions to this Chapter are tax-deductible to the extent allowed by law to Nonprofit Organizations. See WMA *HOW TO BOOK*, Chapter 2.7. Tax Information and the IRS.

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COMMITTEES

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Section 2. The President, with the approval of Chapter Officers, may appoint Special Committees.

Section 3. The President shall be an ex-officio member of all committees except the Nominating Committee.

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CHAPTER OFFICERS

Section 1. Chapter Officers shall be composed of all current elected officers and the Immediate Past President.

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AMENDMENTS

Section 1. These Bylaws shall be subject to amendments by a two-thirds (2/3) vote at a regular meeting, provided that written notice is given to all members at least twenty days before the meeting.

Section 2. Before amendments can become effective, they shall be submitted to the WMA National Secretary/**Director of Administration** for processing and approval. *[FYI: This does not preclude changes in dues structure or meeting schedules, which are matters of local concern and appear in the Chapter's Standing Rules.]*

ARTICLE X
DISSOLUTION AND LIQUIDATION

Section 1. In the event of dissolution of the _____ Chapter, the net assets shall be applied and distributed as follows:

- (a) All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provision shall be made, therefore.
- (b) Assets of the Chapter shall be distributed to another qualifying group as set out in the Standing Rules.

Section 2. The original Chapter Charter shall be returned to the WMA National Secretary/**Director of Administration** for processing per National procedures.

ARTICLE XI
PARLIAMENTARY AUTHORITY

Section 1. Chapter proceedings shall be governed by Robert's Rules of Order, Newly Revised, in all matters not otherwise provided for in Bylaws, Standing Rules, or Rules and Regulations issued by Chapter Officers.

* * * * *

ATTEST:

APPROVED:

(Signature of Chapter Secretary)
Date: _____

(Signature of National Secretary)
Date: _____

[MC-1 Gung Ho] CHAPTER

STANDING RULES AMENDMENTS

1. Regular meetings of the [MC-1 Gung Ho] Chapter shall be [FYI - Determine the number of regular business meetings that the chapter will meet and how the members will be notified re the meetings; EXAMPLE “quarterly with meeting announcements sent to all active [MC-1] Chapter members via U.S. Mail and/or email as designated by the individual member”.] [FYI: If the chapter is to meet only twice a year, there is limited time to conduct and coordinate the mission of the chapter.] Ensure you use Chapter designation and Chapter Name.

2. Alternate (electronic) meetings of the [MC-1 Gung Ho] Chapter allow active [MC-1 Gung Ho] Chapter members to attend regular or special meetings via any of the following means:

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- b. Computer-linked communication such as Skype, Zoom, Teams, or Google Meets.
- c. Conference bridge where all members call in to one number.

3. [MC-1 Gung Ho] Chapter dues are \$xx annually *or* biennially, *(pick dues option)* payable in advance. The initial anniversary month for new [MC-1 Gung Ho] Chapter members is established upon receipt of dues; dues are collected annually *or* biennially *(pick one)*, and members may pay for several years in advance if they are National Life members. *[FYI – some chapters prefer to make all chapter dues payable during the same month. If your chapter chooses this approach, include it in this paragraph.]* The Chapter Treasurer will verify that the member is current with WMA National dues when chapter dues are renewed. A delinquent member may be reinstated at any time upon payment of current dues, to coincide with WMA National due date for that member. *[FYI - members can be reinstated in WMA simply by paying their current dues. WMA does not require that they pay back dues and chapters shouldn't either if the member was inactive.].* *[FYI – Optional wording may include “Term dues shall be in the sum of \$_____ annually or biennially (choose an option), payable in advance, the due date to coincide the due date for payment of national term dues and on (state a specific date, i.e. 1 July) for life members of the National Association.]*

4. Funds of this Chapter shall be maintained in a savings and/or checking account in the name of the [MC-1 Gung Ho] Chapter. Signatures for the account(s) shall be those of the Chapter President and Chapter Treasurer or any two of the Chapter Offices including the Chapter Treasurer. The Chapter's EIN ##-####-#### *(insert EIN#)* will be used on all official accounts.

5. Requests for reimbursement of expenses shall be pre-approved by Chapter Officers. If unable to seek pre-approval, the matter may be brought to Chapter Officers for consideration. A receipt of payment for the requested reimbursement shall be attached to the request.

6. An audit of the Chapter's accounts shall be conducted at the end of each term, or in the event of a change in the Treasurer's status. The audit committee will be appointed by the incoming President upon assumption of office or a change in the Treasurer's status; the current [MC-1 Gung Ho] Chapter President shall appoint the audit committee.

7. In the event of the dissolution and liquidation of the [MC-1 Gung Ho] Chapter, net assets will be distributed to the *(designate to which organization(s) any remaining chapter funds will be distributed).* *[FYI - Funds could be distributed to WMA National (General Fund, Scholarship Fund,*

Emergency Grant Fund, or another veteran or 501(c)(3) non-profit organization. Funds should not be distributed to individuals.) Recommend that the methodology to determine what organization will receive said funds (i.e., a majority vote of members in attendance at the meeting to retire by Chapter Officers; or as specified in the chapter's Standing Rules) be clearly stated. Without this specificity, there may be disagreement about what to do with the remaining funds.]

8. Duties of each elected official.

a. President. Ensure all business associated with the National Board is adhered to. Ensure all elected and appointed officials in this Chapter are performing the duties to which they were assigned. Ensure this Chapter is following the guidelines of the National Board.

b. Vice-President. Be available and able to perform the functions of the President in the event the President is not able to physically or mentally perform her duties.

c. Secretary. Responsible for recording and submitting the meeting minutes for each Chapter meeting. Responsible for ensuring all members who were tasked with an assignment carried out the assignment or found a suitable replacement. Submit annually by June 1st a listing of Chapter Officers to the Secretary/Director of Administration at wmadiradmin@womenmarines.org.

d. Treasurer. Submit a quarterly financial report to the Chapter President, Vice-President, and Secretary. Must be able to speak to the status of funds at each Chapter meeting.

9. Duties of appointed positions. *(Recommend you include the below appointments in case the chapter decides to fill the billets.)*

a. Historian. Organize, file, and safeguard historical records of the Chapter in photo albums or equivalent. This will include biographies of each Chapter member.

b. Chaplain. Be available to members via phone, email, or in-person in time of need; Provide prayer at the beginning of each chapter meeting. Send correspondence/cards for special occasions (birthdays, sympathy, congratulations).

c. Parliamentarian. Ensure Chapter meetings are conducted per Roberts Rules of Order and serve as Bylaws Chairperson.

APPENDIX (D)

Memorial Services

A Memorial for our Sister Marine

A band of sisters we are called—and rightly so, for ours is a kinship of the spirit, and the ties of the spirit which bind us are as enduring as the ties of blood or birth. This spirit—this Esprit De Corps—is the common heritage of all who, like us, have been Marines. It is epitomized in our proud motto: Once a Marine, Always a Marine. It recognizes no barriers of time or place—or rank or station. It lives in the loving memory of those who, having served beside us, have finished their course and answered their final muster.

Throughout our lives, we hold them in our hearts and prayers. We perpetuate their memory in scholarships that open doors of opportunity to others. Moreover, each time we gather at a convention, we pause to honor them in a service of remembrance and love.

This, then, is that pause of loving remembrance which strengthens and renews the ties that bind us, one to another, as friends and as Marines. (Name) a sister member of the Women Marines Association has been called by our Divine Commandant to join Him in Eternal Life. We are her sister Marines. We are here to honor her memory and to pray for the repose of her soul.

May her soul and all the souls of our departed sister Marines rest in peace.

(Chapter members may wish to join in reciting the comforting words of the 23rd Psalm.)

The Lord is my shepherd: I shall not want.

He maketh me to lie down in green pastures.

He leadeth me beside the still water.

He restoreth my soul.

He leadeth me in the paths of righteousness for his name's sake.

Yea, though I walk through the valley of the shadow of death, I will fear no evil for thou art with me.

Thy rod and thy staff they comfort me.

Thou preparest a table before me in the presence of mine enemies.

Thou anointest my head with oil; my cup runneth over.

Surely goodness and mercy shall follow me all the days of my life and I will dwell in the house of the Lord forever.

Prayer for a Woman Marine

Creator of us all,

Make me ever aware of your presence. Grant me the wisdom, patience, and courage to be always faithful in carrying out your purpose for my life. Help me that I may ever live as one, who is conscious of the blessings of country, evidenced by my responsible actions, and the highest ideals by which I have sought to serve and live. May I do all things to the honor and glory of your holy name.....Amen.

Memorial Service for Chapters

Diana Thornton, FL-5, wrote the following Memorial Service suitable for use by chapters. It expands the "Memorial to a Woman Marine" that we hear at the National Convention Memorial Service.

Memorial Service For

(Name of Deceased)

(Year of Birth – Year of Death)

Died (Month, Day, Year)

By Members of the Women Marines Association

(Chapter Identification)

Leader: _____

Chaplain: _____

Leader: Members of the (chapter name) Chapter of the Women Marines Association, we are gathered in this place to pay honor and respect to one who has answered the final call on this Earth.

Chaplain: Almighty God, Supreme Father of all, we come to thee in this solemn hour with a realization of our utter helplessness. We are brought face-to-face with the inevitable fact of death. God of the Universe, be with us now. Helper of the helpless, Giver of eternal peace, Consoler of the disconsolate – take into Thine arms the soul of our departed sister and bind the wounds of her bereaved family. Surround them with thy loving kindness and give to their troubled hearts that peace and comfort which only Thou canst give. Amen.

He has seen fit to call our sister Marine to her final reward at this time. Why should it be now rather than later, we cannot understand. We must bow in submission to the divine will and learn to say with a humble and contrite spirit, "Thy will be done." (Optional Sentence: As a symbol of the comradeship which grew from our common service for our nation she loved so well, we place this marine insignia of the Eagle, Globe, and Entwined Anchor upon her breast.) We shall ever cherish a memory that is lasting, until we, along with her, take our places in the silent halls of death.

Listen to the words of the 23rd Psalm. (See page D-1 of this guide.)

Leader: Fellow members of the (chapter name) Chapter of the Women Marines Association and all those of you within the sound of my voice – think deeply and well concerning things which you have heard. Give heed unto the promises and assurances of the Heavenly Father. Let them not be to you words without meaning. Ponder upon the inevitable fact that you surely will and may soon be called to your reward. Let the devotion of our departed sister Marine serve as an example to you in your association with your comrades.

As she enters the realm of the Great Unknown, may you resolve to so govern your lives that you may, along with (first name of deceased), hear from the Heavenly Father these words of commendation: "Well done thou good and faithful servant. Enter thou into the joy of thy Lord."

Hear once more the consoling words of our Chaplain:

Chaplain: Memorial to a Woman Marine

Memorial to a Woman Marine

(Non-denominational)

A band of sisters we are called—and rightly so, for ours is a kinship of the spirit, and the ties of the spirit which bind us are as enduring as the ties of blood or birth. This spirit—this Esprit De Corps—is the common heritage of all who, like us, have been Marines. It is epitomized in our proud motto: Once a Marine, Always a Marine. It recognizes no barriers of time or place—or rank or station. It lives in the loving memory of those who, having served beside us, have finished their course and answered their final muster.

Throughout our lives, we hold them in our hearts and prayers. We perpetuate their memory in scholarships that open doors of opportunity to others. Moreover, each time we gather at a convention, we pause to honor them in a service of remembrance and love.

This, then, is that pause of loving remembrance which strengthens and renews the ties that bind us, one to another, as friends and as Marines. _____, a sister member of the Woman Marines Association has been called to “guard the streets of heaven”. We are her sister Marines. We are here to honor her memory.

And now, the Benediction. May the Lord bless thee and keep thee. May the Lord make His face to shine upon thee and be gracious unto thee. May the Lord lift up His countenance upon thee and give thee peace. Amen.

Thoughts for a Woman Marine

Please bow your heads in silence remembering that this woman Marine was an example for us to follow and a promise that her memory will not fade from us. (Wait a moment) and then end the service.

Leader: Marines, please join me in rendering honors to our departed Marine, (name of deceased). Hand over heart salute. “Taps” plays in the background. Participating Marines file past the deceased member and depart.)

APPENDIX (E)

Songs and Clip Art

Marines' Hymn

*From the Halls of Montezuma
To the shores of Tripoli,
We fight our country's battles
In the air, on land, and sea.
First to fight for right and freedom
And to keep our honor clean.
We are proud to claim the title
Of United States Marines*

*Our flag's unfurled to every breeze
From dawn to setting sun.
We have fought in every clime and place
Where we could take a gun;
In the snow of far off northern lands
And in sunny tropic scenes.
You will find us always on the job...
The United States Marines.*

*Here's health to you and to our Corps
Which we are proud to serve.
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's scenes,
They will find the streets are guarded
By United States Marines.*

.....

March of the Women Marines

Marines, we are the women members of our fighting Corps.
Marines, our name is known from burning sands to ice-bound shores.
Marines, we serve so men may fight in air, on land, and sea.
Marines, the eagle, globe, and anchor carry on to make men free.

(Usually sung immediately after)

*We're lady Leathernecks,
We're marching on to fame,
We're here to fight,
To make things right,
To bring our men back home again.
To bring honor to our Corps,*

*That's what we're striving for.
To wear the green of the US Marine
And win the peace forevermore.*

Eternal Father, Strong to Save

*Eternal Father, strong to save,
Whose arm hath bound the restless wave,
Who bids the mighty ocean deep
Its own appointed limits keep;
O hear us when we cry to Thee
For those in peril on the sea.*

*Eternal Father, grant we pray
To all marines both night and day
The courage, honor, strength, and skill
Their land to serve, Thy law fulfill.
Be thou the shield forevermore
From ev'ry peril to the Corps.*

*O God protect the women who,
In service, faith in thee renew;
O guide devoted hands of skill
And bless their work within thy will;
Inspire their lives that they may be
Examples fair on land and sea.
Amen.*

TAPS

*Day is done, gone the sun from the lake,
from the hill, from the sky.
All is well, safely rest. God is nigh.
Thanks and praise for our days 'neath
The sun, 'neath the stars, 'neath the sky.
As we go, this we know. God is nigh.*

Clip Art



WMA/USMC Red
CMYK 0/100/79/20
RGB 196/18/248
Hex # CC0000



WMA Blue
CMYK 100/97/25/45
RGB 24/23/78
Hex # 18174E



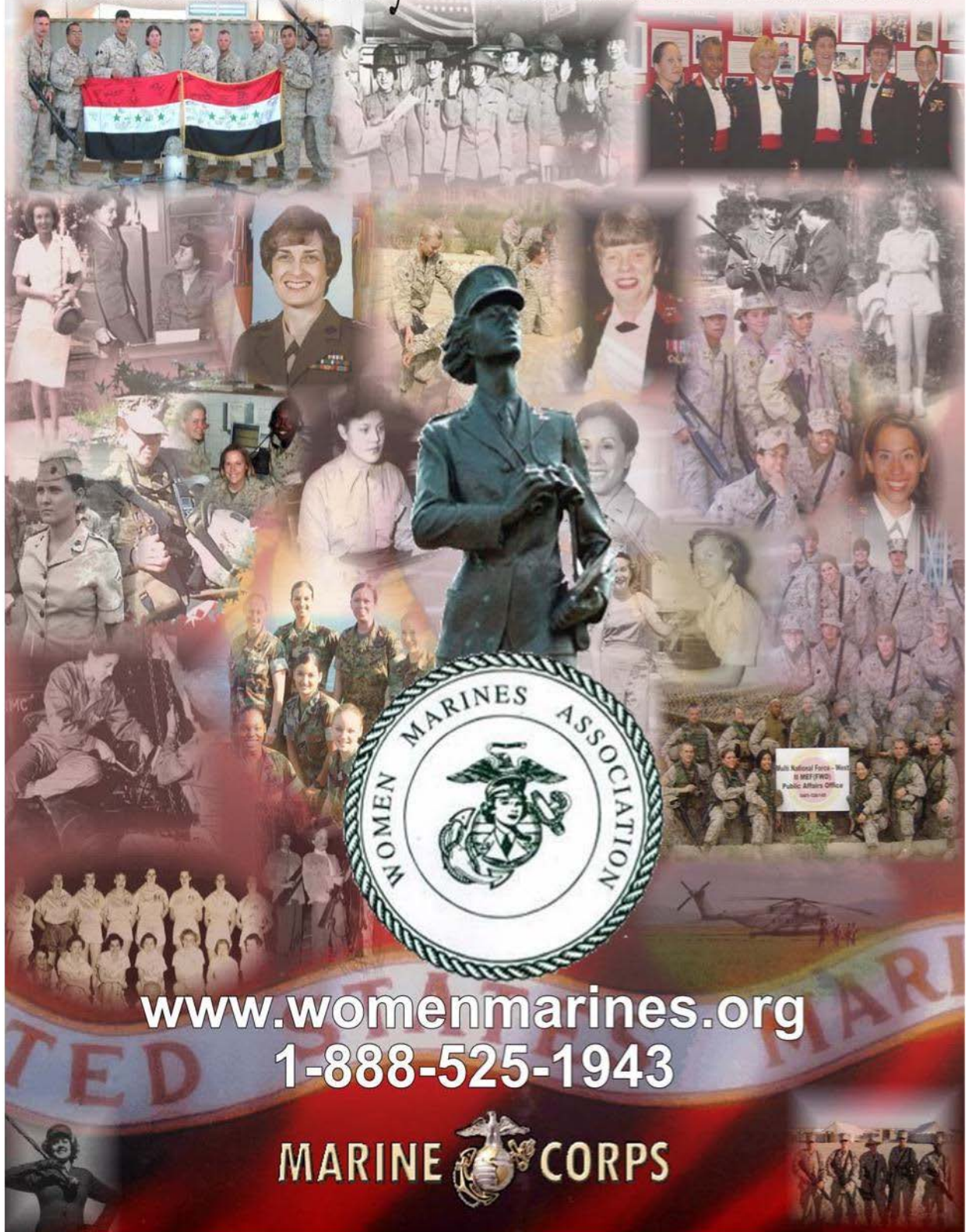
White
CMYK 0/0/0/0
RGB 255/255/255
Hex # FFFFFFFF



Official Primary WMA Colors



Our Rich History Our Proud Traditions



RECORD OF CHANGES

Change Number	Date of Change	Date Entered	Name of person making change
SEP 2018	9/12/18	9/12/18	National Secretary
JAN 2019	1/5/19	1/5/19	National Secretary
APR 2019	4/6/19	4/6/19	National Secretary
JUL 2019	7/27/19	7/27/19	National Secretary
AUG 2019	8/8/19	8/8/19	National Secretary
JAN 2020	1/10/2020	1/10/2020	National Secretary
July 2023	7/21/2023	7/21/2023	WMA Admin Support



WMMA

WOMEN MARINES ASSOCIATION

