

## LOCAL SIGNAL CORPS REGIMENTAL ASSOCIATION (SCRA)

### CHAPTER START-UP PROCEDURES

1. This package contains instruction and examples of the required documentation to establish a chapter. The Army Regulation that governs Private Organizations on Department of the Army Installations is AR 210-22. You should obtain a copy and be familiar with its contents. Keep in mind that some of the procedures are Army requirements, some are required by the National SCRA, some are required by the Internal Revenue Service, and others are required by your local community. Check with the local Directorate of Community Activities (if applicable) to ensure compliance with local procedures.

2. Enclosures include:

a. The [Constitution](#) and [Bylaws](#) of the National SCRA. Read them and ensure that your local chapter complies with the articles that describe the chapter's relationship with the National Headquarters.

b. [Sample letter](#) of request for formal recognition to President of the National Signal Corps Regimental Association. Individual officers can hold more than one vice-presidential position.

c. "Shell" [Constitution](#) and [Bylaws](#) to aid in the construction of your Chapter's documents. Articles may be changed or modified to better reflect the needs of your chapter or the requirements of your community. Keep in mind that many of the clauses are legal requirements and cannot be excluded. A good rule of thumb is "Articles can be added to the document, but not removed from."

d. [Sample letter](#) of request to your Director of Community Activities. Prior coordination with your local community is recommended.

e. Internal Revenue Form 8718 and Form SS-4 and Package 1024 for obtaining tax-exempt status under Chapter 501(19) (link allows you to [download files from the IRS site](#)). You will also receive an Employee Identification Number (EIN). Form SS-4 for obtaining an EIN and the instructions are enclosed and need to be completed first since you will need them for Form 1024. Follow the instructions and mail them to the IRS with a check for \$150.00. It may take 90 days to 6 months for final approval. Once you get your Tax Exempt Number, mail it to the National SCRA. The National SCRA will reimburse your \$150.00 filing fee at that point.

f. Signal Corps Regimental Association [Membership Application](#). This is a short description of SCRA benefits and purpose as well as an application form. It can be reproduced as needed.

3. Before proceeding on your start-up actions you should:

a. Appoint a leader who is willing to follow through.

b. Appoint an interim board of officers with assigned tasks.

c. Collect the names of 20 individuals who are interested in forming a chapter. (These may be current members or new ones you recruit).

4. Though requirements may vary within different communities, essentially you must:

a. Ratify a Constitution and set of Bylaws.

b. File for tax-exempt status.

c. Gain permission to operate on your installation.

5. When you have completed these, send the Constitution, Bylaws, current membership roster, and request for formal recognition to:

Signal Corps Regimental Association  
4570 Dewey Drive  
Martinez, Georgia 30907

6. When we receive these documents, we will provide your charter. When you receive your tax-exempt status back, send proof to the National SCRA to receive a refund of your filing fee (\$150.00). In the past, the National SCRA paid \$2 per member annually to the local chapters; therefore, keep in mind the requirement to maintain a roster of current members with the National SCRA.

7. Persistence will pay off on many of these actions. If there are questions about organizing your chapter, feel free to call or email the National SCRA at (706) 364-1755 or [manager@signalcorps.org](mailto:manager@signalcorps.org). We hope to hear from you soon.