

SIGNAL CORPS REGIMENTAL ASSOCIATION (SCRA)



CHAPTER OFFICER HANDBOOK

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Previous Version 1.0

Current Version 2.0 dated: 3 September 2024

Changes in this Version:

- Reformatted overall Handbook
- Added Annexes and Appendices
- Added Website Links and Examples for Reports
- Provided information on the National Advisory Board
- Includes a Copy of the Chapter Charter
- Included the Mercury Medal for Exceptional Achievement

Proposed Changes for Next Version:

- Include example Local Chapter Bylaws
- Include an example Annual Calendar
- Add a Chapter on Membership
 - o Types of Membership
 - o Status of Membership
 - o Membership Reports
 - o Membership Drives
- Add a Chapter on the Career Center
- Add a Chapter on the Store

CHAPTER ONE: SCRA ORGANIZATION

1.1. A Brief History of the Signal Corps Regimental Association (SCRA).

In 1981, the U.S. Army Signal Center Commanding General, MG William Hilsman, directed the establishment of a Signal Corps Museum Association. This association's purpose was to record the history of the Signal Corps and perpetuate its legacy. This association was created as a non-appropriated funds activity, under the direction of the U.S. Army Signal School Chief of Staff.

With the activation of the Signal Corps as a Regiment under the "Whole Branch Concept," the Chief of Signal placed the Museum Association under the supervision of the Office of the Chief of Signal (OCOS) with guidance to create a Signal Corps Regimental Association (SCRA) from the Museum Association. The OCOS Director, Colonel Everett Greenwood, formed an advisory committee consisting of Colonel John Whigham, Commander of the 15th Signal Brigade, Colonel Robert Zetterberg, Commander of the 29th Signal Brigade, and himself to undertake the task of establishing the SCRA from the Museum Association. The advisory committee first established the SCRA as a national organization with the intent to establish local chapters. The first SCRA chapter was formed at Fort Gordon, Georgia.

The SCRA National Headquarters has archived copies of *The Network Magazine*, the former quarterly publication of the SCRA consisting of historical articles submitted by chapters and units, the annual events at Fort Gordon, such as Signal Regimental Week and the Regimental Signal Ball, corporate sponsors, a listing of SCRA awardees, and notes from SCRA National Staff. This information is provided on the website (<https://signalcorps.org>) and in monthly newsletters sent via email to active members.

1.2. The SCRA Mission, Purpose, and Goals.

1.2.1. Mission.

The SCRA provides an opportunity for U.S. Army Active Duty, Army Reserve, and Army National Guard Soldiers, Department of the Army Civilians of all ranks and grades, as well as any interested individuals willing to volunteer to assist in preserving for posterity the proud heritage of the U.S. Army Signal Corps, and Signal units throughout the world. Through direct financial support, the association will enhance the educational and recreational value of the Signal Regiment helping to ensure the lessons of history and proud traditions of the Signal Regiment are preserved for future generations.

1.2.2. Purpose.

The Purpose of the SCRA is to foster and preserve the Esprit, tradition, and solidarity of the Signal Regiment. The association will publicize and reinforce the Regiment's goals such as reinvigorating mentorship. The SCRA strives to foster excellence and belonging through the Orders of Mercury, Wahatchee, and Brevet Colonel awards and recognition program, for outstanding Signal Corps professionals and volunteers, who have made significant contributions to the Regiment and the SCRA.

1.2.3. Goals.

The goals of the SCRA are to:

1. Provide Connection and Camaraderie: Encouraging networking with current and past Signal Corps members, including active duty, reserve, veterans, and civilians. Local chapters can provide opportunities for social events and stay connected to the Signal Corps community.
2. Provide value and benefit to members and communities of interest.
3. Actively engage communities of interest regarding U.S. Army Signal Regimental matters.
4. Grow and maintain active membership from within the U.S. Army Signal Regiment and supporting communities of interest.
5. Provide professional development forums for SCRA members and a Career Center for job seekers.
6. Preserve the history, memory, and legacies of U.S. Army Signal Soldiers, Signal Units, and Organizations.
7. Provide recognition for members and volunteers through the awards program.

1.3. The SCRA Organization.

The SCRA is a private, nonprofit, 501(c)(19) veterans association. It provides an opportunity for interested individuals and corporate sponsors to volunteer in preserving the heritage of the U.S. Army Signal Regiment. Activities conducted by local chapters with adherence to the standards and guidelines set forth by the SCRA

National Board of Directors will help achieve these goals. The SCRA structure consists of the National Board of Directors, Advisory Council, National Headquarters Staff, and auxiliary chapters. The SCRA National Headquarters is in Augusta, Georgia.

1.3.1. National Board of Directors.

The officers of the SCRA National Board of Directors (BOD) consist of volunteers, who serve without compensation or contribution, who are appointed by the President until relieved/replaced and include at a minimum (active or retired):

- President
- Executive Officer
- Government Liaison (Non-Voting Member)
- Members at large (a minimum of six (6) in these categories):
 - General Officer/Colonel (Retired)
 - Colonel (Active Duty)
 - Colonel (Reserve/National Guard)
 - DA Government Civilian
 - Command Sergeant Major
 - Chief Warrant Officer Five

The BOD meets at least twice yearly, one of which is in person. The National Headquarters staff manages the affairs, agenda, coordination, execution, and reporting for the BOD meetings.

BOD Members will be listed on the National website and social media and are available to participate in local events, serve as guest speakers, and be guest presenters at local chapter meetings and events, in person and virtually.

1.3.2. Advisory Council.

The members of the Advisory Council are all volunteers who serve without compensation or contribution and who have considerable experience in the US Government, Academia, Industry, or the US Army Signal Regiment. The Advisory Council provides advice, mentorship, advocacy, and support to the President and members of the BOD. The Advisory Council will consist of at least three (3) members and no more than ten (10) at any given time. The Advisory Council Members are welcome and encouraged to attend meetings at the request of the President. Advisory Council Members serve for as long as deemed necessary and appropriate and may relinquish their position at any time. The National Advisor serves as Chair of this Council.

1.3.3. Committees:

The BOD may elect to use Standing or Ad hoc committees to manage certain functions. Committee Chairmen may be BOD members or other Members appointed by the President. Committees are responsible for and report to the BOD on a routine basis. Committee membership is voluntary, and members serve without compensation or contribution.

1.3.3.1. National Awards Committee.

The National Awards Committee is a Standing Committee tasked to maintain the fair and equitable awarding of National level awards including Achievement, Service, or Honorary Awards presented by the association. This includes the award criteria, award processing, and the presentation process to ensure appropriate recognition for those awarded.

The National Awards Committee reviews, votes, and either approves or disapproves awards submitted for consideration. The National Headquarters Staff manages the Awards Processing for the Awards Committee.

1.3.3.2. National Membership Committee.

The National Membership Committee is a Standing Committee created to focus on overall membership activities of the Association. The membership committee manages both individual and corporate membership.

1.3.3.3. National Chapters Committee.

The National Chapters Committee is a Standing Committee tasked to manage Local Chapter Activities in conjunction with Local Chapter Leadership. This committee provides support and advice to chapters in all stages of activity and strives to ensure the Chapter leadership are supported as needed.

1.3.4. National Headquarters Staff.

The day-to-day operations of the SCRA are the responsibility of the National Staff. The National Staff are appointed by the Board of Directors and include:

- National Advisor
- National Director
- National Awards and Membership Manager

The National Staff conducts the following activities:

- Liaising with the BOD and the staff to help pursue the mission of the SCRA.
- Assisting Local Chapters in developing and conducting their activities.
- Editing and publishing the Association's monthly newsletter.
- Conducting membership campaigns, collecting dues, processing membership applications, maintaining official membership files, and managing all other membership fulfillment responsibilities.
- Managing the Awards program including receiving nominations, payments, processing, and mailing or delivering awards (*See Chapter 5: National Awards Program*)
- Recruiting, retaining, and providing desired services to corporate sponsors.
- Planning, coordinating, and managing all national meetings.
- Preparing and executing the SCRA national budget.
- Ordering supplies and resale items from various vendors.
- Managing the SCRA website www.signalcorps.org, Career Center, online store, and social media accounts.

1.3.5. Local Chapters.

The Local Chapter is the basic unit of SCRA. Local Chapter members work together to conduct projects and programs focusing on local activities supporting the SCRA mission, purpose, and goals. Local Chapter activities bring all the elements of the SCRA forum together and are critical to SCRA's continued success and growth. They perform an invaluable service to SCRA members by providing a forum for members for professional development, networking opportunities, panel discussions, social events, and other topics of interest. Through regularly scheduled meetings, "Orange Calls," and professional development events, Local Chapters provide opportunities for members to interact with professional contemporaries and promote the Signal Regiment and its vivid history.

As a **501(c)(19)** tax-exempt organization, which specifically benefits veterans of the US Armed Forces, Chapters must focus solely on making life better for veterans or current members of the military, including activities such as:

- *Support the overall welfare of veterans.*
- *Assist disabled veterans and current members of the US Armed Forces and their dependents.*
- *Assist the widows and/or orphans of deceased veterans.*
- *Provide care (including entertainment) to hospitalized veterans or members of the US Armed Forces.*
- *Create and run programs to uphold the memory of deceased veterans and comfort their survivors.*
- *Sponsor or assist with activities of a "patriotic nature."*
- *Provide recreational activities for members of the organization.*

1.4. Ethics.

The continued success of the SCRA depends on maintaining high professional standards and full compliance with accepted standards of conduct and ethics by the membership. The professional and ethical reputation of the individual members and corporate sponsors of SCRA is based on the way members participate in Association functions. Relationships developed through active participation in the Association must reflect accepted standards of conduct and ethics. These standards are observed at all levels, including SCRA National Officers and Local Chapters worldwide. These broad guidelines may be interpreted differently by some nations, while SCRA-sponsored activities conform to national laws.

1.5. Summary.

The SCRA is a private, non-profit, all-volunteer organization, with a long and distinguished history of preserving and promoting the U.S. Army Signal Regiment. The mission, purpose, and goals of the association are realized by

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active members in Local Chapters worldwide, governed by a National Board of Directors, and supported by a National Staff. As an association of professionals, strict adherence to accepted ethical standards and professional behavior governs engagements and activities and ensures the reputation of the SCRA remains upheld.

CHAPTER TWO: CHAPTER OPERATIONS

2.1. General Guidelines.

The foundation of SCRA's structure, and its most valuable resource, is the Local Chapter. Great care is required in planning, organizing, and operating a successful chapter. The Local SCRA Chapter, through service to its members and community, meets the established goals of the association through successful chapter operations.

A strong relationship between Local Chapter Officers and SCRA National Staff must be maintained. The Local Chapter is charged with the responsibility, where present, of generating activities that extend the Association benefits to members in its area. Although Local Chapters enjoy considerable latitude and autonomy, experiences gained by successful chapters over the years can serve as excellent guides to other chapters. Local Chapters should tailor their activities to meet the unique needs of their Chapter members as well as their supporting community.

2.1.1. Fiscal Year.

The local chapter Fiscal Year (FY) should be aligned with the SCRA National Fiscal Year and shall be January 1 through December 31.

2.1.2. Annual Meeting.

An annual meeting of the Local Chapter membership should be held to elect new officers and to report on the chapter's activities during the previous year. All officers elected at the annual meeting should take office as soon as possible after the annual meeting.

2.1.3. Local Chapter Officers.

All Local chapter officers must be current members of the SCRA and associated with the Chapter for which they are officers. Election of new officers should occur before the end of the chapter's FY to be in place for the next FY. Normally these occur in the fall, to be set for their new program year. Chapters that choose to continue their program through the summer months should hold elections in July or August and have their new officers already installed after the annual meeting or on such other day after the annual meeting as the chapter determines. The Chapter must maintain elected Chapter Officers in the positions of President, Vice President (VP), Secretary, Treasurer (Secretary and Treasurer offices may be filled by one individual), VP for Membership, and VP for Awards. At the Chapter's discretion, additional chapter officers may be elected or appointed. The Chapter President is the Primary Point of Contact with the National Headquarters. Alternate POCs may be identified for chapter offices.

2.1.4. Committees.

Chapters can sustain the interest and enthusiasm of chapter members by involving many individuals in the active management of chapter operations. The chapter can accomplish this goal by encouraging participation in committee work. Maximum effectiveness results from establishing committees and selecting strong, imaginative chairpersons and committee members. The number and type of committees may vary by chapter. Suggested committees include Programs, Membership, Finance, Publicity, and Awards Committees.

2.1.5. Chapter Finances.

Local Chapters are financially independent. SCRA National Membership Dues are collected directly from the member to the National SCRA Headquarters via the SCRA website. Local Dues may be collected independently from National Dues at the discretion of the local chapter. From time to time, Local Chapters receive supporting funds from SCRA National Headquarters in the form of annual "chapter rebates" when available, and a "finder's fee" paid for obtaining new corporate sponsors.

2.1.5.1. National Dues.

All SCRA National membership dues are collected through the SCRA National website. The National Board of Directors sets membership dues prices. No chapter may collect National Dues on behalf of a member. All members must sign up or renew via the SCRA website.

2.1.5.2. Local Chapter Dues.

Chapters may impose local chapter dues to be collected and managed by the local chapter. SCRA National Headquarters will not collect, manage, or distribute any local chapter dues in any manner.

2.1.6. Rebates.

Chapter rebates, if provided, are paid in February at a rate established by the SCRA National Board of Directors based on the overall health of the association; this may vary from year to year. The chapter must submit its Annual Report not later than 31 January following the FY and must have a functional chapter bank account to be eligible for any available rebates. (No funds will be distributed to an individual on the chapter's behalf).

2.1.7. Finder's Fees.

A chapter may receive a "finder's fee" by documenting its role in getting a corporation to join. This must be noted in the corporate signup form under "Referring Chapter." The "finder's fee" is 25 percent of the first year's corporate fee. Half of the finder's fee is paid to the chapter when the new company joins. The other half is paid when the company renews after one year.

2.1.8. Donations.

Chapters may elect to receive donations from various sources including individuals, corporate sponsors, or other legal entities. As a non-profit organization, donations are subject to the laws, policies, and regulations established by the Internal Revenue Service and State or local governments. Review requirements for collection, distribution, overhead management requirements, and reporting.

2.1.9. Other Income.

The Local Chapter should explore other areas of generating income for the chapter. Although SCRA and its chapters are non-profit organizations, all projects should be self-supporting. Any surplus funds could be used as a financial reserve, provide for proper management expenses, and support membership programs and services. With adequate reserves, scholarship funds and local program financial support should be considered. An adequate reserve should be determined based on budgeted financial commitments for scholarships and educational grants as well as funds needed to plan for chapter events, such as a Signal Ball, golf tournament, etc.

Potential income-producing activities include dinner meetings, golf outings, raffle tickets for special prizes, and seminars. SCRA Headquarters will assist chapters with marketing events on the national website and/or social media accounts. Always review local, state, federal, and any service regulations for fundraising requirements and restrictions, especially if on a military installation.

2.1.10. Chapter Taxes.

The general operations of local chapters located in the United States are established as a 501(c) nonprofit organization governed by federal law according to the Internal Revenue Code (26 U.S.C. § 501(c), exempt from federal income taxes. While the SCRA National is a 501(C)19 organization, chapters can opt for the same or apply for a 501(C)3 status. In some instances, chapters located on OCONUS military installation may have to comply with the laws of the U.S. as well as with the laws of the host nation. Each U.S. chapter receiving income of more than **\$5,000** in a year, must file an IRS Form 990 by 15 May of the following FY.

2.1.11. Annual Report.

Each chapter will submit an Annual Report to the SCRA Headquarters through the online form, during the 4th quarter of the Calendar Year and not later than 31 January of each year. Complete this report via the [online form](#) located on the SCRA Website at signalcorps.org. This report serves as a reporting and analysis tool as to the chapter's membership status, programs, and general "health and welfare" of the chapter.

Chapters failing to submit the Annual Report will be put on probation for six months or until their Annual Report is submitted. If a chapter fails to submit the Annual report by 30 June of the following FY, the chapter will be considered INACTIVE. Chapters that do not submit an annual report will not be eligible for the annual rebate, if one is granted. Chapters who are INACTIVE for more than four (4) years will automatically be DISSOLVED.

Chapters Annual Reporting Recognition may occur in the newsletter following the due date of the Annual Report for those chapters demonstrating the highest percentage increase in new individual members, for chapters achieving the highest percentage of individual member retention, and for chapters with the highest net percentage growth in individual members.

2.1.12. *Chapter Records.*

Chapters are responsible for maintaining records on key documents and chapter activities. Best practices include an online shared data storage capability to aid in the continuity of officers and committees (e.g. Google Drive). The National Headquarters does not maintain an extensive repository of Chapter documents, therefore local storage is recommended. National Headquarters will maintain:

- Chapter Charter
- Chapter Constitution
- Chapter Bylaws
- Chapter Annual Reports

2.1.12.1. Key Documents to Maintain

There are several key documents local chapters should maintain including:

- Chapter Constitution & Bylaws
- Chapter Charter
- Chapter Tax Records
- Chapter Meeting Minutes
- Chapter Officer Reports
- Chapter Committee Reports
- Continuity files

2.1.13. *Transitions.*

All records and documentation must be passed on to the new chapter administration. This helps eliminate duplication and enhances the opportunity to draw upon previous experiences. Chapter leadership should ensure that the new officers receive such records and documentation as soon as possible after the election or appointment. Continuity files, books, or online storage libraries are highly suggested.

Chapters are encouraged to transition information on email accounts, document storage, bank account information, and any other system requirements usernames/passwords.

2.2. Chapter Charter, Constitution, and Bylaws.

All local chapters are considered Auxiliary Chapters of the National SCRA and will receive a Certificate of Charter from the National Headquarters (see *Appendix 7 to Annex C*)

All chapters must operate with a constitution and a set of bylaws (see the example in Appendix 6 to Annex C). As an Auxiliary Chapter of the National SCRA, all chapters must acknowledge the National Constitution and National Bylaws. It is important the local chapter bylaws be consistent with and aligned as closely as possible with the bylaws of SCRA National.

The National Constitution and Bylaws are on the association website and in Appendix 2 to Annex C.

Local chapter bylaws shall contain at least the following:

- Provisions that the chapter is a non-profit and no part of its net earnings shall accrue to the benefit of its members.
- Provisions fixing the number of members or proportion of members entitled to call a meeting.
- Provisions outlining the duties and responsibilities of chapter officers and committees.
- Provisions specifying that written notice shall be given to the members of the place, day, and hour of a meeting (and, in the case of a special meeting, the purpose or purposes for which the meeting is called) and specifying the amount of advance notice that must be given of the meeting.
- Provisions as to the number or percentage of members entitled to vote, represented in person or by proxy, or the number or percentage of votes, represented in person or by proxy, which shall constitute a quorum at a meeting of members.
- Provisions as to whether once a quorum is obtained the members present at a duly organized meeting may continue to do business until adjournment; and
- A provision for chapter dissolution.

Local chapter bylaws and all subsequent amendments thereto shall be submitted to SCRA National for review and recording.

2.3. Chapter Administration.

2.3.1. Required Chapter Officer Positions.

Identify elected chapter officers* (including, but not limited to)

1. President
2. Vice President
3. Secretary/Treasurer (can be 1 or 2 people)
4. Vice President of Awards
5. Vice President of Membership

* These required positions should be elected, while additional positions can be appointed.

A popular common reference to assist chapters with organizing and conducting effective meetings is the reference "Robert's Rule of Order, Newley Revised" by Henry M. Robert, and can be found in various forms.

2.3.2. Duties of the Chapter President.

The importance of the Chapter President cannot be overemphasized. The President's importance goes far beyond the influence he/she exerts over the success of the chapter. He/she is responsible for the success of all chapter activities, such as meetings, socials, golf outings, fundraising, and special events. The Chapter President is the principal point of contact between the chapter and its members, the National Headquarters, and the public at large.

A Chapter President must have a well-developed plan of goals and objectives to enable the activities of the Chapter. This annual plan should be aligned to a calendar to enable the deconfliction of other events to maximize participation (example provided in *Appendix 6 to Annex C*). This plan should be ready for presentation at the first meeting of the Board for approval or modification. Ideally, the plan should be developed through consultation with all the chapter officers sharing responsibility for the upcoming year's operations. Having taken an active part in shaping the plan, other officers can be expected to provide effective support and uphold the duties and responsibilities of chapter officers.

Chapter officers must pay careful attention to the selection of committee chairpersons who will have responsibility for implementing the plan. To maintain necessary control, the President should establish committee reporting procedures designed to keep chapter officers fully informed.

The President should establish a personal checklist of responsibilities, including, but not limited to:

- Preside over all meetings (Membership, Executive Council, or Chapter Officer Board).
- Provide, at a minimum, Opening and Closing Comments, during each meeting.
- Hold regular meetings of the membership and the Chapter Officers. (Quarterly or Monthly)
- Host the Annual Chapter Membership Meeting.
- Maintain a schedule throughout meetings and keep to the published agenda. Members and guests usually attend meetings to gain information and to hear the guest speaker, and time should be respected.
- Coordinate with the Chapter VP or VP of Programs to ensure arrangements and details of meetings are confirmed in advance. This should include Audio/Visual tools, Flags and Banners, recognition and seating of special guests, and biographical data used to introduce the guest speaker.
- Ensure accurate minutes and reports are prepared and presented.
- Designate an individual to manage social media to advertise and to record/report on chapter activities.
- Ensure a written account of meeting/event highlights, including photographs (properly identifying individuals), are promptly published, and sent to the National Manager for inclusion in Newsletters and on the website/social media.
- Delegate committee responsibilities and select committee representatives, being inclusive to draw on new personnel as a source of innovative ideas and as training for new officers.
- Match committee responsibilities with available personnel. Avoid one-person committees.
- Ask for periodic and comprehensive committee activities reports including statements of accomplishments, problems, and recommendations.
- Ensure the Chapter Annual Report is submitted to SCRA National by 31 January.

2.3.3. *Duties of the Chapter Vice President.*

The principal duty of the Chapter VP is to be prepared to act on behalf of the President when necessary. In chapters where a succession of officers has been established, the term of the office of the VP should be used as a learning period for the succeeding year.

Many chapters assign the VP the additional responsibility of the chairperson of the Program committee. In this role, the VP introduces the guest speaker at each chapter meeting.

The VP should serve as an ex-officio member of several of the important committees, such as the Membership Committee, Programs Committee, etc., and attend as many of these committee meetings as possible. In this way, the VP becomes thoroughly familiar with all phases of the chapter's operations and, thus, is better prepared for higher office.

There are several methods of utilizing the talents of the VP, including the following:

- Direct a major chapter activity of the year, such as a regional or local seminar, special membership efforts, or educational activities like a high school science fair.
- Be available for special assignment by the Chapter President to areas requiring detailed personal attention.
- Be an ex-officio member of all major committees.

2.3.4. *Duties of the Chapter Secretary.*

The Secretary has the responsibility of maintaining all chapter records and correspondence including reports, membership rosters, and minutes of chapter meetings. The Secretary also maintains close contact with SCRA National headquarters and furnishes reports and records to the National Headquarters. Additionally, the Secretary shall:

- Distribute the proposed agenda, previous minutes, and any submitted reports before any announced meeting. See *Appendix 2 to Annex C – Chapter Agenda and Minutes* for examples.
- Present and manage the meeting agenda, read the minutes for approval/corrections at the current meeting, and keep records of the current meetings to record and develop the meeting minutes for approval.
- Maintain all correspondence records to/from the chapter.
- Create and/or manage the chapter letterhead, stationery, and address/contact information.

Specific duties of a chapter Secretary include:

Chapter Records—For chapter continuity, detailed records must be maintained of all activities, including regular meetings, educational activities, social programs, and all other business of the chapter. In many instances, reports of special events are supplied by chairpersons of the committees responsible. Where possible, a special repository (such as a Google Drive, OneDrive, or other long-term storage site) should be provided for the storage of permanent, continuing reports of all chapter activities and committees. This historical documentation will be invaluable for new board members after transitions.

Meeting Minutes—The Secretary is responsible for keeping the minutes of all chapter board meetings. Minutes should include a list of attendees, items discussed, decisions reached, action items, and all other business conducted. Copies of minutes should be distributed to all chapter board members and consolidated in the annual report for the National Manager. Records of guest speakers, topics, and meeting attendance figures should be maintained.

Correspondence—The Secretary is the official recorder for the chapter. In addition to the normal correspondence with chapter members and SCRA National, the Secretary manages official communications as directed by the chapter President; an example is having an article included in the local or post newspaper.

Membership Records—In coordination with the VP of Membership, the Secretary is responsible for maintaining an accurate membership roster of the chapter membership. SCRA National Headquarters provides access to the Membership Roster of chapters upon their request or at least annually.

Reports—Each local chapter shall maintain its reports including but not limited to Minutes, Membership Reports, Treasurer's reports, Awards Reports, Activities Reports, etc. These reports should be presented during chapter meetings and be accessible to the chapter membership. Additionally, each local chapter, per the National Bylaws, is required to submit an Annual Report of its activities including finances, obligations, meetings, scholarships, award

programs, and other matters consistent with the objectives of SCRA not later than 31 January of the following fiscal year (01 January – 31 December). The chapter Secretary normally consolidates inputs from chapter officers, and committee chairpersons and prepares the annual report. Example Reports are included in *Annex C* of this document.

2.3.5. Duties of the Chapter Treasurer.

The Treasurer is responsible for collecting, disbursing, and managing the chapter's funds. The Treasurer should always be prepared to submit a complete and accurate statement showing the current financial status of the chapter. It is a sound policy to disburse all chapter funds by check. The Treasurer should normally sign all checks; however, at least one other chapter officer should be an authorized signer.

In addition, the Treasurer is normally the custodian of chapter reserves in the form of savings or checking accounts. Sound chapter operations demand the formulation of, and adherence to, realistic budgets. Each committee should be informed of the funds budgeted for its activities. Payments chargeable to specific committees should not be made without formal approval of the chairperson of the committee involved.

Chapters will appoint an auditing committee to review each year's financial reports and attest to their accuracy. Where chapters have finance committees, such committees act in an advisory capacity to the Treasurer in establishing budgets and setting financial policies; the Treasurer should be a member of this committee. The duties of the chapter treasurer are explained in detail in chapter 3.4 - Financial Procedures.

2.3.6. Duties of the Vice President for Membership.

The VP for Membership is the Chairman of the Membership Committee, and the duties are explained in detail in Section 3.5 - Membership Program.

2.3.7. Duties of the Vice President for Awards.

The VP for Awards is an elected position to be the focal point for all individual awards (e.g., BOM, BW) sent to SCRA National. They should validate submitted awards for the correct format, membership (if applicable) is current, and ensure payment is provided at the time of approval/submission. The duties of the VP for Awards are explained in detail in Chapter 5 - Awards.

2.3.8. Additional Chapter Officers.

As chapter membership and activities increase, consider appointing additional optional officers, such as:

- The VP for Marketing (social media/Web Content) could be responsible for marketing meetings and other events on chapter social media sites (e.g., Facebook, LinkedIn, etc.), and be the custodian of significant chapter records and photographs to document the lineage and activities of the chapter. They should look for ways to reach out to both members and potential/non-members when sharing information on chapter activities. If not filled, all chapter officers would share in the responsibility to preserve significant information and provide chapter continuity, and the Secretary would maintain historical documents relating to chapter activities.
- The VP for Enlisted Affairs could be appointed to advise the President on programs and initiatives of special interest to attract and retain enlisted personnel. This is an underserved area of our membership, and a focus should be made to attract these members through programs of interest and other means.
- The VP for Scholarships and Education could be responsible for encouraging programs and professional development efforts for the chapter, as well as managing scholarship programs if the chapter opted to use funds for such activities.

2.4. Financial Procedures.

A chapter's financial procedures should be simple and effective, yet complete, with safeguards to ensure proper control. The records should provide an easy analysis of the yearly operation and should provide easy reporting to the chapter membership. SCRA National does NOT require reporting on the use of funds or other financial status. Each US-based chapter needs to request an Employer Identification Number from the IRS; the National SCRA is a 501(c)19, and it is suggested chapters request the same EIN type. Chapters in other Nations should comply with

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local (national) law and practice. With a 501(c)19 status it is up to the chapter to meet all Federal IRS requirements, including submitting an IRS Form 990.

The specific duties of the Treasurer include:

Receiving and depositing all funds—Regardless of the source, e.g., cash, check, third-party apps such as Venmo, Zelle, PayPal, CashApp, etc. funds paid into the chapter should be managed by the Treasurer.

Disbursing funds—As authorized by the chapter officers and by established approved budgets.

Preparing financial reports—for regular, chapter officers, and membership meetings as well as the annual financial reports for SCRA National and keeping for chapter historical records.

Banking Practices—Chapter operating funds should be on deposit with a local bank, preferably one that does not charge a service fee to a non-profit organization, with reserve funds in a savings account. Canceled checks or check registers should be held for a minimum of three years depending upon the statute of limitations in the appropriate state or country. Bank balances should be monthly reconciled.

Budgeting—The Treasurer should prepare a budget at the beginning of each fiscal year in consultation with the various committee chairpersons and chapter officers, for approval by the board of directors. Budgets should be prepared with the objectives of the chapter in mind. Overall income should always exceed expenses. In planning a budget, keep in mind that it is good practice to maintain a cash reserve adequate to maintain good credit and to provide for unexpected contingencies. The amount of the cash reserve, including savings account balances, would be determined by the chapter's needs. Budgets should be reviewed at least quarterly against expenditures and should be revised if necessary.

Record keeping General—All cash receipts should be recorded and deposited as soon as possible, and all expenditures should be recorded at the time they are made. Chapter records should be balanced and reconciled at least monthly. These records will be kept on a "cash basis," representing the immediate chapter's financial condition. Chapters may find it advisable to keep records of accounts receivable and accounts payable and other assets and liabilities for their internal controls.

Use of Treasurer's Journal—Each time money is received it should be entered in the Treasurer's journal under columns headed: Each time money is spent, it should be entered under the columns headed: Date, Identification (to whom it was given), Check Number, Disbursed (amount), and in one of the expense columns under Distribution of Receipts and Disbursements. The Distribution of Receipts and Disbursements columns are designed to show the financial activity's major functions. The cash journal portion should provide a balance column so that a continuous record can be maintained of the amount of money in the chapter's treasury. By entering the brought forward amount in the balance column, the information can be carried to subsequent pages of the Treasurer's journal. This eliminates the necessity of carrying the bank balance on the check stubs since this journal, in effect, becomes the checkbook.

A canceled check column should be provided, indicating which checks have cleared the chapter's bank. This posting occurs only upon receipt of the periodic bank statements and is used in conjunction with the reconciliation of the bank's statement.

A sample cash journal page can be found in *Appendix 3 to Annex C*.

Maintaining supporting records for the chapter's financial transactions is important. The Treasurer should keep folders dated with the fiscal year and titles as follows:

Invoices—For every journal entry there should be an invoice marked paid, date paid, approved by the proper authority, and the chapter's check number marked on it. The invoice should be filed in check number sequence and retained for a minimum of three years.

Receipts—All receipt records, letters, budgets, etc., should be filed in their sequence of dates and retained for a minimum of three years.

Bank Statements—After each bank statement is reconciled, it should be filed chronologically with the applicable canceled checks. Otherwise, electronic copies available on request from the bank would suffice.

Financial Reports—Monthly reports should be completed by the Treasurer and approved by the Chapter Board. Reports should include totals of income and expenditures based on the established accounts and against the approved budget. Reports should be audited and checked against the bank record once a year.

2.5. Membership Program.

The VP of Membership is responsible for securing new members and retaining current members. Many chapters establish a membership committee to assist with membership and corporate sponsorships, or with assistance for government and industry membership. An active and energetic chairperson is vital to sustaining chapter growth and strength. Productive membership committees should consist of energetic, creative, and enthusiastic people. From time to time, National provides information on membership promotion programs that can and should be adapted to the specific needs of each chapter. SCRA National will support a chapter membership drive once per calendar year per chapter at the request of the VP of Membership.

As with any function, membership activity should be conducted according to a well-conceived plan of action and should work toward realistic goals. Membership plans and goals should be established early and continue throughout the chapter year.

Overall, the Association's objectives encourage annual increases in membership. Chapters must help achieve this goal by offering programs that appeal to a broad audience of current and potential members.

Committee Structure—An active chairperson is important, but the size of the committee depends upon the chapter size and the potential membership pool. Additionally, every member of the chapter should consider it his or her duty to advocate for the chapter and actively help the membership committee. The membership committee should include individuals who are free to travel locally and have good contacts with government and industry people. There is no substitute for personal contact in membership recruitment and retention.

Committee Meetings—The committee should meet frequently, particularly before and early in the chapter year. The purpose of these meetings is to formulate plans and objectives, build prospect lists, and allocate responsibilities. Subsequent meetings may be devoted to analyzing progress, revising plans, and adjusting goals and assignments, as necessary.

Committee Duties—Actively seek new military, civilian, and government individual members as well as corporate sponsors. Actively retain current individual members and corporate sponsors. Notify SCRA National of all new corporate sponsors recruited (within 60 days) to qualify for a “finder’s fee.” Contact interested individuals at the local level who are candidates for membership. Greet new members at all chapter meetings and make them feel welcome. Always be prepared with individual members and corporate sponsorship literature and links to the application forms. Coordinate and direct Association membership campaigns. Make monthly reports on membership objectives and the results of membership promotion activities.

Membership Recruiting—Chapter recruiting is led by the VP for Membership and should have a network of key contacts within the military and industry communities. The VP for Membership advertises chapter events, recruits new members from within units and companies, and furnishes input to the chapter board regarding program quality. Remember that the two most important personal contacts in SCRA are the “welcome aboard” greeting and the reminder to renew your membership. Add new members to the email distribution list immediately to ensure they receive all chapter announcements. It is most important to properly record all the right contact information.

Membership Retention—The retention of existing members is a vital component of an overall membership strategy. The Membership Committee must personally contact members whose membership is about to expire, assess their experience, solicit ways to better serve them, and secure their commitment to renew. Feedback from members must be integrated into the planning cycle for the future. Additionally, the committee must contact the appropriate officers of delinquent corporate sponsors affiliated with the chapter and encourage their renewal. Chapter retention activity centers around the chapter Secretary, the VP for Membership, and chapter key contacts. The process begins with chapter rosters with dates of membership expiration. The Secretary distributes the list to the chapter VP for Membership, everyone in their grace period or expiring soon is then contacted personally by one of the key contacts or the VP for Membership. In addition, the VP for Membership should set up a membership recruitment/renewal table at all SCRA monthly chapter meetings.

Membership Promotion—An effective membership promotion campaign is a multi-pronged effort: personal contacts, email reminders, social media, and even telephone calls, if appropriate. Some combination of the above is the most effective and should be conducted at least every two weeks. People will soon learn that the chapter is interested in them. Do not get discouraged; remember 80 percent of all sales are made by 20 percent of all salesmen after the fifth contact. When preparing a prospective new member list, do not forget to include those companies or individuals that have dropped their memberships. This is important because these individuals may not be aware of the benefits of SCRA membership potential and SCRA is always developing new programs and services to benefit members; lapsed members may be unaware of such new activities. Life members and charter life members have a history of support and contributions to SCRA. They can be a valuable sounding board for chapter ideas and provide a wealth of thoughts and recommendations, based on their extensive experience, on how to make a chapter grow and flourish. Invite prospective members to attend upcoming events as guests to provide them with an opportunity to see firsthand what benefits Association membership provides and to meet the other chapter members. Assign someone the duty of serving as host to make introductions and answer any questions the prospective members may have. Above all, ensure guests are made to feel welcome.

2.6. Summary.

The Organization of the local chapter is vitally important to the functions of the association. For more information, please contact the HQ staff, participate in forums and discussions hosted by the National HQs, and engage and mutually support each other across the association.

CHAPTER THREE: MEETING ARRANGEMENTS

3.1. Conducting Chapter Programs.

Chapter programs are the responsibility of the VP of Programs (if appointed) or the Chapter VP. Although the scope of this activity varies from chapter to chapter, and it may fall as the responsibility of a Program Committee; it normally includes the physical arrangements for chapter meetings and functions. The size of this committee should be determined by chapter needs.

Duties of the Program Committee--The program committee should begin its activities well before the first meeting of the chapter year. Action is required as soon as the Chapter Board has determined the meeting dates and sites. Meeting sites should be selected to augment the program and with consideration for the convenience of the members. Confirmations of the meeting place and date should be made as early as possible and in writing. The range of menu selection, pricing, and guarantee policies should be well investigated before deciding on each meeting or function.

Preparations for the Meeting—Arrange for the meeting room, food, and beverages, taking into consideration religious dates, holidays, and food restrictions. Submit the guarantees to the hotel or restaurant as previously agreed with the venue. Plan and complete all arrangements for a meeting in advance. Designate one member of the committee to arrive at least one hour early to determine that all arrangements are in good order.

Outside the Meeting Venue—Set up tables, chairs, and equipment such as tickets and cash boxes for the ticket sellers. Set up tables for registration and badges/name tags. Set up table(s) for promotion of SCRA membership and activities. Display information and directional signs.

Inside the Meeting Venue—Determine the speaker's equipment requirements and ensure these are conveniently placed and are in working order. In addition to the equipment required by the given speaker, also check the following routine items to ensure an orderly meeting:

- Determine seating arrangements for the head table, including the placement of name cards for each person.
- Provide a lectern at the front of the room for the speaker.
- Ensure the AV system is operational and place a microphone in the lectern and as otherwise needed.
- Position operational screens, projector stands, and projectors (if applicable) in the appropriate location.
- Secure a competent operator for projection equipment. Be sure that a sufficient length of extension cord is available to reach from the equipment to the wall outlet. Also, if applicable, be sure the remote is operational for the speaker to advance their presentation slides, or recruit someone to do this task.
- Predetermine where the light switches are and who is responsible for dimming the lights.
- Set the room up so that the whiteboard, markers, eraser, easel, and pointer (if applicable) are readily available.
- Provide ice water and glasses for the speaker.
- Monitor and adjust the thermostat for the right comfort level.
- Have all possible needs covered and arrangements made before members and their guests arrive.

3.1. Chapter Shows, Exhibits, and Seminars.

SCRA National fully supports and encourages special educational activities that are in keeping with its stated objectives. The association compliments the initiative, drive, and imagination of chapter leaders who have conducted many worthwhile, educationally oriented activities illuminating important areas for discussion and bringing relative information on Signal-related needs and emerging technologies to its members.

SCRA's mission is to provide an opportunity for members of the Association to aid in preserving for posterity the proud heritage of the U.S. Army Signal Corps Regiment, and Signal units throughout the world. To ensure that such functions conform with SCRA's stated purposes, chapters shall comply with the policies outlined herein. Planners will use the following special activity guide to ensure that appropriate safeguards are observed.

3.1.1. Special Activity Checklist.

- Notify SCRA National 120 days in advance of the proposed date, time, and place of the event and the approximate audience expected. As an aid, use the *Chapter Sponsored Events form in Annex D*. The direct benefits of this process are that SCRA will be able to offer expanded publicity to the chapter events through

the monthly newsletter and on the website in Chapter Activities. Additionally, SCRA can furnish technical advice, expert assistance, and financial guidance to ensure successful chapter events.

- Obtain required permission from Installation Commanders if military facilities are to be used.
- Notify host command or other authorities if senior military or civilian government officials, or other VIPs, are expected. Alert local representatives if senior corporate officials are to be present. Whenever a commercial entity purchases tables, provides hospitality, or underwrites other expenses, (e.g. green fees for a golf event) ensure that appropriate government Standards of Conduct are followed. Government guests must be assigned to tables, etc., by the chapter on a random basis.
- Where equipment is to be displayed, ensure that proper protection against hazards is provided. Most special activities should be localized to benefit the chapter. Participants should be drawn primarily from local companies, bases, and units. Exhibitors should be local companies or representatives of SCRA corporate member companies. Nothing in this paragraph should be construed to mean that high-level visitors, panelists, etc., should not be invited.
- Because SCRA is a non-profit, educational, and history-oriented association, large net revenues from special activities are inappropriate. Chapters planning events to raise money for scholarship funds should clearly state that objective.
- If pre-event publicity in the SCRA National monthly newsletter is desired by the chapters, details must be received at least 120 days before the event. Post-event information for the chapter news on the website and in the newsletter should be forwarded as soon after the event as feasible.
- As soon as possible after the event, conduct an after-action review and capture lessons learned. These will be valuable for future events and when your board transitions.

3.1.2. Other Considerations.

- Begin with the end clearly in mind. Establish the chapter's objective in holding an event. Is it to educate and increase membership? Raise money for a scholarship? Raise money for the chapter treasury? Increases industry and public awareness of your mission or problems.
- Once the objectives are clear, pick the theme, subjects, and speakers.
- Establish the format and costs. Is it to be an all-day program with a luncheon? An evening program with refreshments and dinner? Where will it be held, and what are the total estimated costs to the chapter (food, drink, postage, tips, rent, transportation, etc.)?
- Set a fair price and advertise the event to potential guests. You might extend some courtesy or free invitations from the chapter. Make sure these costs are considered. Concentrate on getting strong local attendance.
- Provide a local announcement brochure or flyer through chapter social media outlets or via email.
- Designate someone to keep accurate records of who is coming and who has paid.
- Ask for at least one week's advanced registration from guests.
- Coordinate speaker's subjects, time allocation, audio-visual requirements, and advance scripts (if any).
- Prepare and follow a checklist on all the above.
- Assign volunteers for check-in guests at the door, greeting VIPs, and issuing badges or name tags.
- Select a good Master of Ceremonies. His/her job will be to introduce the speakers, welcome the audience, and keep speakers on schedule. Prepare a list of questions to facilitate discussion following a guest lecturer's remarks.

3.2. Chapter Membership Meetings.

Membership meetings should be held at least annually but could be quarterly or monthly depending on the activities of the chapter.

3.3. Chapter Officer Meetings.

Chapter Officers should meet monthly to discuss and define the actions required to manage the chapter.

3.4. Summary.

Chapter meetings are the lifeblood of the chapter and ensure members have a chance to share, interact, and conduct chapter business.

CHAPTER FOUR: NATIONAL AWARDS PROGRAM

4. General.

The SCRA National Awards Program enjoys a significant reputation throughout the worldwide Signal arena. The Program provides recognition in various forms and honors specific individual accomplishments, as well as overall Chapter efforts. It affords the best opportunity to recognize the hardworking, dedicated volunteers who form the backbone of the Chapter organization.

4.1. Awards Committee.

The SCRA National Awards Committee is constituted to review and select those people meriting special recognition for their contributions to the goals and objectives of the Association. The Committee reviews and votes to approve/disapprove award nominations. Individual Awards may be submitted at any time throughout the year.

4.2. Awards Criteria.

In general, all SCRA National awards recognize specific contributions, developments, or ideas that support the Signal Regiment and the objectives of the Association as described in Article I, Section II of the SCRA National Bylaws.

Refer to the SCRA Awards Page – signalcorps.org/awards/ for criteria, nomination information, and the online submission form for each award.

4.3. National Awards.

The National Awards program is intended to recognize those members of the Association who demonstrated exceptional achievement or service to the Signal Regiment and the SCRA. Awards should be considered for those members who have made an indelible impact on the association as a whole and are current members of the Association. These awards should be submitted by or endorsed by the Local Chapter President or directly to the Awards Committee if the nominee is not aligned with a Local Chapter. These awards should be presented to individuals in a manner and setting which highlights their award and brings credit to the Regiment, the Association, and the Awardee.

There are three types of awards including the Orders of Mercury, the Wahatchee, and the Brevet Colonel awards. The Orders of Mercury are so named in honor of the Greek God of Mercury, known in mythical lore as the “Messenger of the Gods.” There are three categories of awards: Honorary, Service, and Achievement.

4.3.1. Honorary Awards.

Honorary Awards are for individuals who demonstrated significant support or contributions to the Signal Corps and the Association but who would not necessarily have an affiliation or membership in the SCRA. Such individuals may include non-government civilians, military or civilians who are of another branch of service, or military of another regiment of the Army, or another country. These include the Gold Order of Mercury, the Gold Wahatchee, and the Brevet Colonel awards.

4.3.1.1. Gold Order of Mercury Award

The Gold Order of Mercury (GOM) is the Signal Regiment’s and the SCRA’s highest honor and is reserved for those SCRA members who have made the ultimate sacrifice. The SCRA posthumously honors Signal Soldiers who die while deployed on operations or as a direct result of injuries or illness sustained during a named Operations. Approvals for the GOM are coordinated with the Office of the Chief of Signal.

Award Criteria:

- Member of the SCRA (Current or Grace Membership Status)
- Member of the Signal Regiment
- Honorable service
- Killed In Action During a Named Military Operation
- Wounded in Action During a Named Military Operation, then Deceased.
- Deceased During a Named Military Operation, or because of service during a Named Military Operation

Approval Authority:

- National Awards Committee

4.3.1.3. *Gold Wahatchee Award.*

The Gold Wahatchee is awarded to the surviving spouse of the GOM Award recipient, approved by the National BOD.

4.3.1.4. *Brevet Colonel Award.*

The Brevet Colonel Award Recognizes non-government civilians who have supported and contributed to the Corps' enhancement. These are for individuals who would not necessarily have an affiliation to be a member of the SCRA.

Award Criteria:

Who can receive it:

- Non-government personnel (civilians)
- Federal, State, or Local Government civilians
- Uniformed members of the armed forces from other branches or departments (but not from the Signal Regiment)
- Industry partners
- Community leaders

Key criteria:

- Long-term support of the Signal Corps Regiment and/or the SCRA
- Significant contributions made over a sustained period.

Approval Authority:

National Awards Committee

4.3.2. *Service Awards.*

4.3.2.1. *Orders of Mercury.*

The Order of Mercury is named for the Greek lure that “Mercury” was known as the “Messenger of the Gods” just as the Signal Corps is known for its delivery of messages. Inscribed on the Mercury is the banner "Certa Cito" which is a Latin phrase that translates to "swift and sure.” The Order of Mercury is a two-level service award: Silver and Bronze, which signify significant contributions to both the U.S. Army Signal Regiment and the SCRA. The length of service and level of support is signified by the differing medals.

4.3.2.1.1. *Silver Order of Mercury.*

The Silver Order of Mercury (SOM) is the Association’s highest service-level award. It will be awarded to those select few who stand above their peers and have made conspicuous long-term significant contributions to the U.S. Army Signal Corps and the SCRA. The justification for this award is to be based upon continuous exceptional service to the Association in leadership positions and/or Chapter activities, as well as dedicated service to our Signal Regiment. Consideration for an award is based on a combination of these or similar activities and not one specific item or action.

Award Criteria:

- Be a current SCRA member and affiliated with a local chapter, where possible.
- Maintain a significant length of membership in the SCRA as a Current Member
- Long-term, Conspicuous, significant contributions to the U.S. Army Signal Corps and the SCRA:
 - o Long-term service could be 20+ years of service to military organizations and 10+ years of service to the SCRA with current 1yr, 3yr, or Lifetime membership.
 - o Conspicuous contributions may include:
 - Serve at the National Association Level on Boards, Committees, or Activities
 - Serve as a Chapter Officer in several Local Chapters
 - Serve with distinction in Army Senior Strategic Leader positions.
 - Serve as a Highly Qualified Expert or Subject Matter Expert for the Signal Regiment
 - Serve as a Chapter Officer in multiple positions and/or multiple Chapters.
 - Stand up a New SCRA Chapter as a Charter Member or Charter Officer
 - Reinitiate a SCRA Chapter and serve as a Key Leader during the process.
 - o Significant contributions may include:

- Organize/Host Chapter Orange Calls or Chapter Activities/Events
- Organize Award/Recognition efforts for a Signal Event such as a Signal Ball
- Serve on Chapter Committees
- Host Chapter membership drives.
- Publish Papers, Articles, or Products in Reputable publications.

Approval Authority:

National Awards Committee*

**The Committee may approve, disapprove, or downgrade SOM nominations to a BOM.*

4.3.2.1.2. Bronze Order of Mercury.

The Bronze Order of Mercury (BOM) recognizes those people who have demonstrated the highest standards of integrity, moral character, professional competence, and selflessness, and who have contributed significantly to the promotion of the Signal Corps and the SCRA. It recognizes members of the Association who have served the Signal Regiment well and have made a significant contribution to the Association's activities in the pursuit of its goals. A nominee's grade and length of service will be considered as to the degree of contribution to our Regiment, length of Association membership, and participation in our Association. Consideration for an award is based on a combination of these or similar activities and not one specific item or action.

Award Criteria:

- Be a current SCRA member and associated with a local chapter, where possible.
- Maintain a significant length of membership in the SCRA as a Current Member
- Long-term, Conspicuous, significant contributions to the U.S. Army Signal Corps and the SCRA:
 - o Significant service could be 10+ years of service to military organizations and 5+ years of service to the SCRA with current 1-year, 3-year, or Lifetime membership.
 - o The minimum term of membership is six (6) months before award nomination.
 - o Conspicuous contributions may include:
 - Serve as Chapter President or a Chapter Officer in Local Chapters
 - Serve with distinction in Army Leader positions.
 - Serve as a Highly Qualified Expert or Subject Matter Expert for the Signal Regiment
 - Stand up a New SCRA Chapter as a Charter Member or Charter Officer
 - Reinitiate a SCRA Chapter and serve as a Key Leader during the process.
 - o Significant contributions may include:
 - Organize/Host Chapter Orange Calls or Chapter Activities/Events
 - Organize Award/Recognition efforts for a Signal Event such as a Signal Ball
 - Serve on Chapter Committees
 - Host Chapter membership drives.
 - Publish Papers, Articles, or Products in Reputable publications.

Approval Authority:

- National Awards Committee

4.3.2.2. Wahatchee Awards.

The Wahatchee Award, named for Georgia patriot Nancy Hart, is a Signal Corps award given to people who exemplify the volunteer spirit and have given the Corps long-term service. The award has two levels, Silver, and Bronze, paralleling the Order of Mercury.

4.3.2.2.1. Silver Wahatchee Award.

The Silver Wahatchee is awarded to individuals who have voluntarily contributed significant, long-term service to the improvement of the Signal Corps community. Recipients of the Wahatchee Awards **are not members** of the SCRA. Recipients could be any individual in government, academia, industry, military service, or family members who have made a long-term, distinctive, positive impact of a significant nature that furthers the objectives of the Signal Regiment and the SCRA, who brings credit upon the regiment or association through their honorable volunteer service.

Award Criteria:

- Long-term, Conspicuous, significant volunteer contributions to the Signal Regiment or the SCRA:

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- Significant service could be 10+ years of service to military organizations.
- Conspicuous contributions may include:
 - Serve as volunteer with a Local Chapters
 - Serve with distinction in Army Volunteer positions (SFRG Leader, Volunteer Coordinator, etc.)
 - Serve as a Subject Matter Expert for the Signal Regiment
- Significant contributions may include:
 - Organize/Host Chapter Orange Calls or Chapter Activities/Events
 - Organize Award/Recognition efforts for a Signal Event such as a Signal Ball
 - Volunteer to support Chapter Committees

Approval Authority:

- National Awards Committee*

**The Board may approve, disapprove, or downgrade SOW nominations to a BOW.*

4.3.2.2.1. Bronze Wahatchee Award.

The Bronze Wahatchee is awarded to individuals who have voluntarily contributed significant service to the improvement of the Signal Corps community. Recipients of the Wahatchee Awards **are not members** of the SCRA. Recipients could be any individual in government, academia, industry, military service, or family members who have made a distinctive, positive impact of a significant nature that furthers the objectives of the Signal Regiment and the SCRA, who brings credit upon the regiment or association through their honorable volunteer service.

Award Criteria:

- Conspicuous, significant volunteer contributions to the Signal Regiment or the SCRA:
 - A significant service could be several years of service to military organizations.
 - Conspicuous contributions may include:
 - Serve as a volunteer with a Local Chapter
 - Serve with distinction in Army Volunteer positions (SFRG Leader, Volunteer Coordinator, etc.)
 - Serve as a Subject Matter Expert for the Signal Regiment
 - Significant contributions may include:
 - Organize/Host Chapter Orange Calls or Chapter Activities/Events
 - Organize Award/Recognition efforts for a Signal Event such as a Signal Ball
 - Volunteer to support Chapter Committees

Approval Authority:

- National Awards Committee
- Any Colonel or above of the Signal Regiment who is a current member of the SCRA.

4.3.3. Achievement Awards.

4.3.3.1. Mercury Medal.

The Mercury Medal (MM) for Exceptional Achievement recognizes individuals who promote the mission and goals of the SCRA. The intent is to recognize members who, through their achievements or significant acts, distinguish themselves in ways that stand out in the eyes of the recipient's seniors, subordinates, and peers alike and contribute to the promotion of the Signal Regiment and the SCRA. This is not a Regimental Award, but an Association Award given for individual achievement supporting both the local Chapters and the SCRA activities. Awards approved by the Chapter President are subject to screening by the National Headquarters Staff or by the Awards Committee and may be denied if the Awards Committee determines the level of Achievement is not consistent with the approved criteria. The Awards Committee reserves the right to revoke the approval authority of a Chapter President who does not adhere to the Awards Criteria.

Award Criteria:

- Be a current Active SCRA member and affiliated with a local chapter, where possible.
- Maintain a significant length of membership in the SCRA as a Current Member
- Be of outstanding moral character and demonstrate the qualities of a professional Soldier/Civilian.
- Achievements may include:

- Serve as Chapter President or a Chapter Officer in Local Chapters
- Organized and Conducted a Signal Ball
- Serve as a guest speaker at numerous events in the local area
- Stand up a New SCRA Chapter as a Charter Member or Charter Officer
- Reinitiate a SCRA Chapter and serve as a Key Leader during the process
- Organize/Host Chapter Orange Calls or Chapter Activities/Events
- Organize Award/Recognition efforts for a Signal Event such as a Signal Ball
- Serve on Chapter Committees
- Host Chapter membership drives
- Publish Papers, Articles, or Products in Reputable publications

Approval Authority:

- Local Chapter President
- National Awards Committee

4.4. Summary.

Awards are an essential part of the SCRA's purpose. Recognizing deserving individuals for their contributions builds and continues the legacy of the Signal Regiment. Local Chapters must be involved with the nomination, processing, and ceremony recognizing the award of Regimental Awards.

POINTS OF CONTACT.

National SCRA Headquarters:

National Director: Amy Tuschen, director@signalcorps.org

National Membership Manager: Morgan Wieckowski, membership@signalcorps.org

Director of Awards: awards@signalcorps.org

Chapter Coordinator: chapters@signalcorps.org

ANNEX A: HOW TO FORM A NEW CHAPTER

A.1 Procedures.

How to Activate a NEW Chapter

1. Identify If there a chapter in your area already; Check the website (signalcorps.org) and/or contact SCRA National HQs (chapters@signalcorps.org)
2. Identify a minimum of 15 people, either current or potential new members.
3. Identify at least 5 members to serve in the following positions:(This will be updated in the next version of Bylaws)
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
 - d. VP of Membership
 - e. VP of Awards
4. Submit “Letter of Intent” to Activate a NEW Chapter using this [form](#) on the Website:
 - a. Initial POC Name, email, SCRA Member Number
 - b. Initial Proposed Name of the Chapter
 - c. Initial Area of Interest to Operate in (City(s), Military Base, State, and Zip-Codes)
 - d. Initial Chapter Physical and Mailing Address
 - e. Identify the first five (5) Charter Officers by position, name, member #, and email.
5. Receive Acknowledgement from National Headquarters of Letter of Intent and initial approval to proceed.
6. Host an Exploratory Chapter meeting to:
 - a. Propose a Chapter Name.
 - b. Define Area of Interest (Closest military base, and zip-codes chapter covers)
 - c. Identify Interim Chapter Leaders (minimum of these 5), others as desired.
 - d. Draft Chapter Bylaws to be signed by the Chapter President
 - e. Propose chapter structure (Non-Profit as 501(c)(19)), Chapter Officer positions, Standing Committees, etc.
 - f. Direct the creation of a Chapter Bank Account, if desired.
 - g. Identify Chapter Official address (Mailing and Physical – could be that of a chapter officer initially; needed for receiving packages from SCRA HQs, establishing an EIN, and then establishing a Bank Account)
 - a. Discuss whether to seek Approval to Operate on an installation (if desired). The guidance on an Army installation is governed by Army Regulation (AR 210-22, *Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations*, dated 12 May 2022.)
 - h. Establish Employer Identification Number (EIN) from the IRS as a Non-Profit Organization.
 - i. Submit “Request for Chapter Charter” Letter to HQ including:
 - i. Proposed Chapter Name
 - ii. Chapter Area of Operations (military bases and Zip-Codes)
 - iii. Chapter Officer List by position w/ minimum of 5 (include Member #)
 - iv. Charter member list w/ minimum of 15 (including officers) (Member #)
 - v. Chapter Bylaws (signed by the Chapter President)
 - vi. Provide assigned EIN from IRS
 - vii. Chapter Contact information (Official Mailing and Physical Address)
 - viii. Identify Online Data Storage method for Continuity.
7. Receive from HQs:
 - a. Approval Letter to Operate as a Chapter
 - b. Chapter Charter
 - c. Current Membership Roster

SIGNAL CORPS REGIMENTAL ASSOCIATION - CHAPTER OFFICERS HANDBOOK

- d. Instructions to create a membership drive.
 - e. Instructions to help create a chapter page on SCRA Website
 - f. Announcement in National HQS newsletter and on social media
 - g. Access to Chapter President's Page/Monthly Email/Quarterly Meeting
 - h. Inclusions to Chapter President's SIGNAL App collaboration site
8. Conduct a Membership Drive (contact the Director of Membership at membership@signalcorps.org)
 9. Host first Official Meeting.
 10. Build Social Media Presence/Link to Chapter Page on SCRA Website
 - a. LinkedIn
 - b. Facebook
 - c. Instagram
 - d. Others as desired
 11. Draft Calendar of Events
 12. Fully Operational as ACTIVE SCRA Chapter.

ANNEX B: HOW TO REINSTATE A CHAPTER

2.1. Procedures.

How to REINSTATE an INACTIVE Chapter

1. Identify the name of the INACTIVE Chapter to REINSTATE; Check the website (signalcorps.org) and/or contact SCRA National HQs (chapters@signalcorps.org)
2. Identify a minimum of 15 people, either current or potential new members.
3. Identify at least 5 members to serve in the following positions:(This will be updated in the next version of Bylaws)
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
 - d. VP of Membership
 - e. VP of Awards
4. Submit “Letter of Intent” to REINSTATE an INACTIVE Chapter using this [form](#) on the Website:
 - a. Initial POC Name, email, SCRA Member Number
 - b. Identify the Name of the Chapter
 - c. Confirm Area of Interest to Operate in (City(s), Military Base, State, and Zip-Codes)
 - d. Confirm Chapter Physical and Mailing Address
 - e. Identify the first five (5) Charter Officers by position, name, member #, and email.
5. Receive Acknowledgement from National Headquarters of Letter of Intent and initial approval to proceed.
6. Host an Exploratory Chapter meeting to:
 - a. Review the Chapter Name and determine if it will remain or propose a different name.
 - b. Define Area of Interest (Closest military base, and zip-codes chapter covers)
 - c. Identify Interim Chapter Leaders (minimum of these 5), others as desired.
 - d. Review or Draft Chapter Bylaws to be signed by the Chapter President
 - e. Confirm chapter structure (Non-Profit as 501(c)(19)), Chapter Officer positions, Standing Committees, etc.
 - f. Identify if a Chapter Bank Account already exists and gain access to it.
 - g. Identify Chapter Official address (Mailing and Physical – could be that of a chapter officer initially; needed for receiving packages from SCRA HQs, establishing an EIN, and then establishing a Bank Account)
 - b. Determine if approval has previously been granted to Operate on an installation by the Installation Commander and if not, complete the process to request to operate on the Installation (if desired). The guidance on an Army installation is governed by Army Regulation (AR 210-22, *Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations*, dated 12 May 2022.)
 - h. Confirm or establish Employer Identification Number (EIN) from the IRS as a Non-Profit Organization.
 - i. Submit “Request for Chapter Charter” Letter to HQ including:
 - i. Proposed Chapter Name
 - ii. Chapter Area of Operations (military bases and Zip-Codes)
 - iii. Chapter Officer List by position w/ minimum of 5 (include Member #)
 - iv. Charter member list w/ minimum of 15 (including officers) (Member #)
 - v. Chapter Bylaws (signed by the Chapter President)
 - vi. Provide assigned EIN from IRS
 - vii. Chapter Contact information (Official Mailing and Physical Address)
 - viii. Identify Online Data Storage method for Continuity.
7. Receive from HQs:
 - a. Approval Letter to Operate as a Chapter

SIGNAL CORPS REGIMENTAL ASSOCIATION - CHAPTER OFFICERS HANDBOOK

- b. Chapter Charter
 - c. Current Membership Roster according to the HQs Database
 - d. Instructions to create a membership drive.
 - e. Instructions to help update the Chapter page on SCRA Website
 - f. Announcement in National HQS newsletter and on social media
 - g. Access to Chapter President's Page/Monthly Email/Quarterly Meeting
 - h. Inclusions to Chapter President's SIGNAL App collaboration site
8. Conduct a Membership Drive (contact the Director of Membership at membership@signalcorps.org)
 9. Host first Official Meeting.
 10. Rebuild or Build Social Media Presence/Link to Chapter Page on SCRA Website
 - a. LinkedIn
 - b. Facebook
 - c. Instagram
 - d. Others as desired
 11. Draft Calendar of Events
 12. Fully Operational as ACTIVE SCRA Chapter.

ANNEX C: ARTIFACTS, EXAMPLES, REPORTS & FORMATS

C. 1. Chapter Annual Report

C. 2. Chapter Agenda and Minutes

C. 3. Chapter Treasure's Report

C. 4. Chapter Membership Report

C. 5. National SCRA Constitution & Bylaws (see Appendix 5 to Annex C).

C.6. Local Chapter Constitution & Bylaws (an example) (see Appendix 6 to Annex C).

C.7. Certificate of Charter from National HQs.

C.8. Example of Annual Chapter Calendar

Appendix I to Annex C – Chapter Annual Report

Form Entries - Signal Corp. x SCRA Chapters Annual Re... x SCRA Master Plan - Plann... x Home - OneDrive x CHAPTER OFFICERS HAN... x

https://signalcorps.org/scra-chapters-annual-report-2023/

Import favorites | EF How It Works | EF E... | Pages - Defense Sp... | Resources for the... | Amazon Smile | ProTrain | Amazon.com - Onli... | LastPass | Other favorites

Signal Corps Regimental Association | Customize | 15 | 0 | + New | Edit Page | WPCode | Insights | WPForms | Avada | Howdy, Dean Smith

Careers Chapters Memberships Awards Store Contact Us

SCRA Chapters Annual Report 2023

Regarding Chapter *

Please Select

Please select the Chapter you have information to be updated.

Your Name

First Last

Your Email:

Chapter Officers

Please include title, name, and contact information for each position.
Please also indicate who will be the main POC for the Chapters Coordinator. If not indicated, individual completing this form will be our main contact.

President *

Vice President *

Secretary *

Treasurer (May be same as Secretary) *

VP Memberships *

VP Awards *

Do you have additional chapter officer positions?

Yes No

SIGNAL CORPS REGIMENTAL ASSOCIATION - CHAPTER OFFICERS HANDBOOK

Form Entries - Signal Corp... SCRA Chapters Annual Re... SCRA Master Plan - Planni... Home - OneDrive... CHAPTER OFFICERS HAN...
https://signalcorps.org/scra-chapters-annual-report-2023/


Number of Meetings per Year

Average Attendance per Meeting

Total Number of Chapter Members

Number of New Members this Year

Updated Chapter Roster


Click or drag a file to this area to upload.

Please include Rank, Name & Non-military email address (eg. Gmail)

Updated Social Media Link?
 Website

Updated Social Media Link?
 Website
 Facebook
 LinkedIn
 Other
This will be shared on your chapter page if provided.

Chapter Specific Mission Statement?
 Yes No
Some Chapters choose to have their own Mission Statement different than the National Mission Statement.

Would you like to show a Physical/Mailing Address on your Chapter Page?
 Physical Address
 Mailing Address
 Prefer not to Display
This is not required to show on Chapter Page, but does help local SCRA members locate the Chapter.

Any other questions/comments/information?

Appendix 2 to Annex C – Chapter Agenda and Minutes



SIGNAL CORPS REGIMENTAL ASSOCIATION

4570 DEWEY DRIVE, AUGUSTA, GA 30907
director@signalcorps.org • <https://signalcorps.org>

**MEMBERSHIP MEETING
AGENDA**

January 2024

Date: 17 January 2024 **Time:** 1800 - 1900 EST **Location:** My Restaurant, Augusta, GA

1800 - Call to Order & President's Welcome Remarks		John Smith
1805 - Pledge of Allegiance		Bill Smith
1805-1810 – Reading/Approval of Minutes (Secretary)		Sam Smith
1810-1820 – Chapter Officer & Committee Reports		Various
- Treasurer's Report (Chapter Treasurer)		Fred Smith
- Membership Report (VP Membership)		Albert Smith
- Program Committee Report (Committee Chair)		Greg Smith
- Awards Report / Recognition (VP Awards)		Jason Smith
1820-1825 – Review of Old Business (Secretary)		Sam Smith
1825-1830 – New Business (Secretary)		Sam Smith
1835-1855 – Intro Guest Speaker/Presentation		Guest Speaker
1855 - Presentation of Token of Appreciation (President or VP)		John Smith
1855-1900 – Announcements		Various
1900 – Adjourn		John Smith

Broadcast/Streamed: NO
Photos for Publication: Need Volunteer
Article for Submission: Need Volunteer

Pro Patria Vigilans – Watchful for the Country

Appendix 3 to Annex C - Chapter Treasurer's Report and Treasurer's Journal



SIGNAL CORPS REGIMENTAL ASSOCIATION

FORT EXAMPLE CHAPTER
4570 DEWEY DRIVE, AUGUSTA, GA 30907
director@signalcorps.org • <https://signalcorps.org>

TREASURER'S REPORT

24 February 2024

Beginning Balance: (Checking Account)		\$5,500.00
Income:		
Bake Sale Fund Raiser (to Checking Acct)	\$ 300.00	
Account Interest	<u>\$ 3.35</u>	
Total Income		\$ 303.35
Expenses:		
Debit Card Purchase to Pizza Hut for Orange Call	\$ (279.86)	
Check #146 / Post Office - Mailing Supplies	\$ (8.75)	
EFT/PayPal - MailChimp subscription	<u>\$ (9.95)</u>	
Total Expenses:		<u>\$ (298.56)</u>
TOTAL CURRENT BALANCE		<u>\$ 5,504.79</u>

Submitted by: Fred G. Smith, Treasurer: Fred G. Smith

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SIGNAL CORPS REGIMENTAL ASSOCIATION - CHAPTER OFFICERS HANDBOOK

Example Treasurer's Journal

Date	Identification	Check Number	Check cleared	Received/Dispersed	Distribution:	
					Receipts	Disbursements
2024-07-01	John Doe	101	Y	\$100.00		Scholarship Given out
2024-07-05	Jane Smith	10025		\$50.00	Scholarship Donation	
2024-07-10	Subway	103		\$200.00		Food for Orange Alert
2024-07-15	Fundraising Event	N/A		\$1,500.00	Earned Income	

Appendix 4 to Annex C – Chapter Membership Report



SIGNAL CORPS REGIMENTAL ASSOCIATION

PORT EXAMPLE CHAPTER

4570 DEWEY DRIVE, AUGUSTA, GA 30907

director@signalcorps.org • <https://signalcorps.org>

MEMBERSHIP REPORT

24 February 2024

TOTAL CHAPTER MEMBERSHIP (as of 24 February 2024) **256**

Status:

Current	155
Grace (Expired but within 3 months)	003
Expired	078
New (First 60 Days)	020

Membership Types:

Lifetime Membership	114
3 Year Membership	079
1 year Membership	063

Submitted by: Albert J. Smith, VP Membership:

Albert J. Smith

Pro Patria Vigilans – Watchful for the Country

Appendix 5 to Annex C – National Constitution and Bylaws

SIGNAL CORPS REGIMENTAL ASSOCIATION

CONSTITUTION

PREAMBLE

THE NAME OF THIS ORGANIZATION SHALL BE THE SIGNAL CORPS REGIMENTAL ASSOCIATION, HEREINAFTER REFERRED TO AS THE ASSOCIATION. THE ASSOCIATION OPERATES AND EXISTS ON FORT GORDON, GEORGIA WITH THE CONSENT OF THE INSTALLATION COMMANDER. THIS CONSENT IS CONTINGENT ON COMPLIANCE WITH THE REQUIREMENTS AND CONDITIONS OF ALL ARMY REGULATIONS, SPECIFICALLY AR 210-1, WITH ALL CHANGES AND SUPPLEMENTS. THIS ORGANIZATION IS NOT AN INSTRUMENTALITY OF THE UNITED STATES GOVERNMENT. THIS ORGANIZATION WILL NOT COMPETE WITH ANY NON-APPROPRIATED FUND INSTRUMENTALITY, RECREATION SERVICE, OR ANY OTHER GOVERNMENT FUNCTION USING APPROPRIATED FUNDS ON THE INSTALLATION.

ARTICLE I

PURPOSE

SECTION 1. THIS ASSOCIATION SHALL BE A PATRIOTIC, EDUCATIONAL, SCIENTIFIC, NON-POLITICAL, AND NONPROFIT ORGANIZATION OF AMERICAN CITIZENS, ALLIED PERSONNEL, AND CORPORATE AND INDUSTRIAL ORGANIZATIONS WHO SUPPORT OUR PURPOSE.

SECTION 2. THE PURPOSE OF THE ASSOCIATION IS TO PROVIDE AN OPPORTUNITY FOR INTERESTED INDIVIDUALS TO AID IN PRESERVING FOR POSTERITY THE PROUD HERITAGE OF THE UNITED STATES ARMY SIGNAL CORPS. THE ASSOCIATION SHALL PUBLICIZE AND REINFORCE THE GOALS OF THE SIGNAL CORPS REGIMENT AND THUS ENSURE THAT THE LESSONS OF HISTORY AND THE PROUD TRADITIONS OF THE SIGNAL CORPS ARE REMEMBERED BY FUTURE GENERATIONS. IT SHALL PROMOTE THE PROFESSIONAL DEVELOPMENT OF ITS MEMBERS BY DISSEMINATING INFORMATION TO PROMOTE KNOWLEDGE OF MILITARY ART AND SCIENCES WITH SPECIAL ATTENTION TO THE ROLE OF INFORMATION TECHNOLOGY.

ARTICLE II

MEMBERSHIP

SECTION 1. MEMBERSHIP IN THE ASSOCIATION WILL BE ON A VOLUNTARY BASIS AND WILL BE CONSISTENT WITH REGULATION AS STIPULATED IN PARAGRAPH 2-3, AR 210-1.

SECTION 2. NO PERSON SHALL BE EXCLUDED FROM MEMBERSHIP, SEGREGATED, OR OTHERWISE DISCRIMINATED AGAINST WITHIN THE ASSOCIATION ON THE GROUNDS OF RACE, COLOR, SEX, AGE, MARITAL STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RELIGION, OR HANDICAP.

SECTION 3. MEMBERSHIP IN THE ASSOCIATION SHALL BE OPEN TO CORPORATE AND INDUSTRIAL ORGANIZATIONS AND TO INDIVIDUALS INTERESTED IN FURTHERING THE OBJECTIVES OF THE ASSOCIATION. FULL MEMBERSHIP SHALL BE AVAILABLE TO UNITED STATES CITIZENS AND TO CITIZENS OF FRIENDLY ALLIED NATIONS.

SECTION 4. ALL MEMBERS UNDERSTAND THAT THEY ARE PERSONALLY LIABLE IF THE ASSETS OF THE ASSOCIATION ARE INSUFFICIENT TO DISCHARGE LIABILITIES. AS A CONDITION OF MEMBERSHIP, ALL MEMBERS MUST READ THIS CLAUSE.

ARTICLE III

BOARD OF DIRECTORS

SECTION 1. THE AFFAIRS OF THE ASSOCIATION WILL BE DIRECTED BY A BOARD OF DIRECTORS WHO SUPPORT THE GOALS OF THE ASSOCIATION AND VOLUNTARILY OFFER TO SERVE.

SECTION 2. BOARD MEMBERS, TO INCLUDE THE PRESIDENT AND EXECUTIVE OFFICER, WILL BE VOTING MEMBERS WITH EQUAL VOTE. THE GOVERNMENT LIAISON TO THE SCRA BOARD OF DIRECTORS WILL BE A NON-VOTING MEMBER OF THE BOARD.

SECTION 3. IN THE ABSENCE OF THE PRESIDENT, THE EXECUTIVE OFFICER WILL CONDUCT ASSOCIATION BUSINESS WITH THE AUTHORITY AND RESPONSIBILITY OF THE PRESIDENT.

SECTION 4. ALL MEMBERS OF THE BOARD OF DIRECTORS WILL SERVE AT THE CONVENIENCE OF THE PRESIDENT. IN THE EVENT A BOARD MEMBER IS UNABLE TO FULFILL THE RESPONSIBILITIES OF HIS/HER OFFICE, THE BOARD WILL NOMINATE A REPLACEMENT TO THE PRESIDENT FOR APPROVAL.

ARTICLE IV

MEETINGS

SECTION 1. THE BOARD WILL MEET AT LEAST ONCE EACH YEAR. SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT OR, IN HIS ABSENCE, THE EXECUTIVE OFFICER, OR BY A MAJORITY OF THE BOARD PROVIDED THAT FORTY-EIGHT (48) HOURS NOTICE INCLUDING THE PURPOSE OF THE MEETING IS GIVEN TO THE MEMBERSHIP OF THE BOARD.

SECTION 2. A QUORUM MUST BE PRESENT TO CONDUCT ANY ASSOCIATION BUSINESS. A MAJORITY OF THE MEMBERS OF THE BOARD SHALL CONSTITUTE A QUORUM FOR THE CONDUCT OF BUSINESS AT THE MEETINGS. UNLESS OTHERWISE STATED IN THIS CONSTITUTION OR THE BYLAWS, A MAJORITY VOTE SHALL PREVAIL.

ARTICLE V

CHAPTERS

SECTION 1. LOCAL PRIVATE CHAPTERS OF THE ASSOCIATION MAY BE ESTABLISHED SUBJECT TO THE APPROVAL OF THE PRESIDENT OF THE ASSOCIATION. THESE CHAPTERS MAY BE AFFILIATED WITH OTHER APPROPRIATE PROFESSIONAL ORGANIZATIONS. THE LOCATION OF THE CHAPTER WILL NOT CONFLICT NOR INFRINGE UPON THE LOCATION OF ANOTHER CHAPTER.

SECTION 2. ALL MEMBERS WILL BE PROCESSED THROUGH THE NATIONAL ASSOCIATION HEADQUARTERS. IT IS THE RESPONSIBILITY OF THE LOCAL CHAPTER TO MAINTAIN A CHAPTER ROSTER THAT CORRELATES WITH THE NATIONAL MEMBERSHIP ROSTER. RECONCILIATIONS WILL OCCUR NOT LATER THAN THE LAST DAY OF JANUARY AND JUNE OF EACH YEAR.

SECTION 3. EACH CHAPTER WILL RENDER A WRITTEN ANNUAL REPORT ON CHAPTER ACTIVITIES TO THE NATIONAL HEADQUARTERS. THIS REPORT WILL COVER THE PERIOD FROM 1 JANUARY

SIGNAL CORPS REGIMENTAL ASSOCIATION - CHAPTER OFFICERS HANDBOOK

TO 31 DECEMBER AND BE DUE TO NATIONAL HEADQUARTERS NO LATER THAN 31 JANUARY OF THE FOLLOWING YEAR.

SECTION 4. EACH CHAPTER WILL HAVE, AS A MINIMUM, A PRESIDENT, VICE PRESIDENT FOR PROGRAMS, VICE PRESIDENT FOR PUBLIC AFFAIRS AND AWARDS, VICE PRESIDENT FOR MEMBERSHIP AND A SECRETARY/ TREASURER.

SECTION 5. ALL CHECKS MUST BE SIGNED BY THE TREASURER AND ONE OTHER ELECTED OFFICER.

SECTION 6. EACH CHAPTER WILL MAINTAIN, AS A MINIMUM, RECORDS OF CHAPTER COUNCIL MEETINGS AND FINANCIAL AFFAIRS.

SECTION 7. ANY CHAPTER ACTIVITY BEYOND THE SCOPE AND INTENTION OF THE STATED NATIONAL ASSOCIATION PURPOSE AND OBJECTIVES IS PROHIBITED.

NATIONAL CHAPTER

SIGNAL CORPS REGIMENTAL ASSOCIATION BYLAWS

ARTICLE I

MEMBERSHIP

THE MEMBERSHIP SHALL BE VOLUNTARY AS DEFINED IN ARTICLE II OF THE CONSTITUTION. A MEMBERSHIP SHALL BECOME ACTIVE FROM THE DATE AN INDIVIDUAL INITIALLY BECOMES A MEMBER AND WILL REMAIN ACTIVE FOR THE DURATION OF THE MEMBERSHIP OR UPON RENEWAL. MEMBERSHIPS AND RENEWALS ARE AVAILABLE FOR ONE OR THREE YEARS. THERE IS ALSO A PROVISION FOR LIFETIME MEMBERSHIP WHICH REQUIRES A ONE-TIME FEE AND IS VALID FOR THE NATURAL LIFE OF THE MEMBER. CORPORATIONS AND INDUSTRIAL ORGANIZATIONS WHO HAVE A COMMON INTEREST IN THE PURPOSE AND GOALS OF THE ASSOCIATION WILL BE ALLOWED TO JOIN AS CORPORATE MEMBERS.

ARTICLE II

FINANCE

SECTION 1. DUES FOR ANNUAL MEMBERSHIP SHALL BE FIXED FROM TIME-TO-TIME BY THE BOARD AND APPROVED BY THE PRESIDENT OF THE ASSOCIATION OR HIS DESIGNATED REPRESENTATIVE. A CHANGE IN DUES WILL NOT AFFECT THE CURRENT MEMBERSHIP AT THE TIME OF THE CHANGE. THE BOARD WILL SET AN EFFECTIVE DATE FOR ANY CHANGES AND RETROACTIVE DUES WILL NOT BE COLLECTED FROM CURRENT MEMBERS.

SECTION 2. THE ASSOCIATION MAY OPERATE, CAUSE TO BE OPERATED OR PARTICIPATE IN ANY PROGRAM OR ACTIVITY, CONSISTENT WITH APPLICABLE LAWS AND REGULATIONS, WHICH WILL FURTHER THE ASSOCIATION'S PURPOSE AS SET FORTH IN ARTICLE I OF THE CONSTITUTION. THIS INCLUDES, BUT IS NOT LIMITED TO, THE TYPE OF ACTIVITIES DESCRIBED IN PARAGRAPH 4-2, AR 210-1.

ARTICLE III

GOVERNMENT LIAISON

SECTION 1. A GOVERNMENT LIAISON WILL SERVE AS A NON-VOTING MEMBER OF THE BOARD OF DIRECTORS. THE GOVERNMENT LIAISON WILL BE AN EXPERIENCED MEMBER OF THE SIGNAL CORPS REGIMENT FAMILIAR WITH THE GOALS AND ORGANIZATION OF THE ASSOCIATION. THE LIAISON WILL BE APPOINTED BY THE CHIEF OF SIGNAL AND REGIMENTAL ADJUTANT.

ARTICLE IV

DUTIES

SECTION 1. **DUTIES OF THE PRESIDENT:** IT SHALL BE THE DUTY OF THE ASSOCIATION PRESIDENT TO PRESIDE AT ALL MEETINGS OF THE BOARD AND/OR THE ASSOCIATION AND TO PERFORM SUCH TASKS AS MAY BE NECESSARY FOR THE EFFICIENT CONDUCT OF THE AFFAIRS OF THE ASSOCIATION. THE PRESIDENT SHALL ALSO APPOINT SUCH COMMITTEES AS MAY BE DEEMED NECESSARY AND SHALL FIX THE DATES AND RESPONSIBILITIES OF EACH COMMITTEE.

SECTION 2. DUTIES OF THE EXECUTIVE OFFICER: IN THE ABSENCE OF THE PRESIDENT, THE EXECUTIVE OFFICER SHALL ACT FOR AND AS THE PRESIDENT.

SECTION 3. DUTIES OF THE BOARD: IT SHALL BE THE DUTY OF THE BOARD TO SET POLICY FOR MEMBERSHIP CATEGORIES AND FEES, AWARDS PROGRAMS AND FEES, AND FUND RAISING. THE BOARD WILL APPROVE EXPENDITURES IN EXCESS OF \$1,500 AND WILL PROVIDE GENERAL GUIDANCE AND SUPERVISION TO THE MANAGER.

SECTION 4. DUTIES OF THE MANAGER: THE MANAGER WILL BE A PAID EMPLOYEE OF THE ASSOCIATION. IT SHALL BE THE DUTY OF THE MANAGER TO ATTEND ALL OF THE MEETINGS OF THE BOARD AND/OR THE ASSOCIATION AND TO KEEP, OR CAUSE TO BE KEPT, A RECORD OF THE PROCEEDINGS OF SUCH MEETINGS. THE MANAGER WILL ADMINISTER THE NATIONAL ASSOCIATION ON A DAY-TO-DAY BASIS TO INCLUDE: MAINTAIN ALL RECORDS AND REPORTS PERTAINING TO THE ASSOCIATION; ESTABLISH, PROMOTE, AND MAINTAIN PROGRAMS TO ADDRESS MEMBERSHIP, PLANS AND PROGRAMS, FINANCIAL STATUS, AWARDS AND PUBLICITY; CAUSE THE PUBLICATION OF A NEWSLETTER ON A REGULAR BASIS AND ANY OTHER DUTIES DESIGNATED BY THE PRESIDENT OR THE EXECUTIVE OFFICER.

ARTICLE V

AMENDMENTS

AMENDMENTS TO THIS CONSTITUTION AND BYLAWS MAY BE PROPOSED BY ANY MEMBER OF THE ASSOCIATION PROVIDED THAT SUCH PROPOSAL IS SUBMITTED IN WRITING TO THE ASSOCIATION PRESIDENT TWO WEEKS PRIOR TO THE MEETING AT WHICH SUCH ACTION ON THE PROPOSED AMENDMENT IS TO BE TAKEN. AMENDMENTS MUST BE APPROVED BY TWO-THIRDS OF THE BOARD OF DIRECTORS. AMENDMENTS TO THE CONSTITUTION AND BYLAWS BECOME EFFECTIVE UPON THE APPROVAL OF THE INSTALLATION COMMANDER OR HIS/HER REPRESENTATIVE.

ARTICLE VI

RATIFICATION

THIS CONSTITUTION AND BYLAWS TO CARRY OUT ITS PROVISIONS ARE ADOPTED SUBJECT TO THE APPROVAL OF AN AFFIRMATIVE VOTE OF A MAJORITY OF THE MEMBERSHIP WITH FINAL APPROVAL BY THE INSTALLATION COMMANDER OR HIS/HER DESIGNEE.

ARTICLE VI

DISSOLUTION


THIS ASSOCIATION MAY DISSOLVE VOLUNTARILY ONLY UPON THE APPROVAL OF A BALLOT OF NOT LESS THAN TWO-THIRDS OF THE MEMBERSHIP IN GOOD STANDING, OR BY DETERMINATION OF THE INSTALLATION COMMANDER OR HIS/HER DESIGNEE. IF THE ASSOCIATION IS DISSOLVED, ALL FUNDS IN THE TREASURY AT THE TIME OF DISSOLUTION WILL BE USED TO MEET ANY OUTSTANDING DEBTS, LIABILITIES, OR OBLIGATIONS. THE BALANCE OF THESE ASSETS WILL BE DISPOSED OF AS DETERMINED BY THE MEMBERSHIP.

Appendix 6 to Annex C – Local Chapter Constitution and By-Laws

TO BE PUBLISHED

Appendix 7 to Annex C – Chapter Charter

CERTIFICATE OF CHARTER



Be it known to all by these presents: The members of the Signal Corps Regimental Association having associated themselves in the formation of a local unit of the Association, and having applied for charter in the name of:

CHAPTER NAME

Now therefore, by virtue of the authority reposed in us by the By-Laws of the Signal Corps Regimental Association we have this day granted this

Charter of Incorporation

It shall be the purpose of this Charter to promote the objectives of the Signal Corps Regimental Association:

The general purpose of the Association is to provide an opportunity for interested individuals to aid in preserving for posterity the proud heritage of the United States Army Signal Corps (Regiment). The Association shall publicize and reinforce the goals of the Signal Corps (Regiment) and thus insure that the lessons of history and the proud traditions of the Signal Corps (Regiment) are not forgotten by future generations. It shall promote the professional development of its members by disseminating information to promote knowledge of military art and science with special attention to the role of communications. This chapter and its members shall observe all the duties and requirements and enjoy all rights and privileges which are now or may hereafter be demanded or accorded by the provisions of the By-Laws of the Association, and by the United States or host country, as applicable.

Given, this _____ day of _____

President

Chief of Signal

Appendix 8 to Annex C - Annual Calendar of Events

TO BE PUBLISHED

ANNEX D: Publicity and Event Checklist

D.1. Publicity.

Complete information before, during, and after a chapter event or activity is part of a continuing effort to maintain a positive chapter image and to stimulate interest in present and future chapter functions. The most compelling reason a SCRA Chapter should try to publicize its activities through the various social media, military, and public media, is to gain recognition for the chapter and SCRA. Publicity planning involves considering the promotion potential of each chapter activity well in advance. Publicity should begin as soon as a chapter decides to host an event/activity, dates are secured, and a venue selected. Radio and TV stations, local newspapers, and community social media sites often publicize non-profit events of interest to the general population.

Tips on Techniques

A good news release is a distillation of all the rules of effective writing: information should be complete; facts, names, and background information should be accurate; the story should be brief. Timeliness is most important; and it should include the five “Ws” of journalism: Who? What? When? Where? Why? At times, “How” replaces the “Why.” If using news media for publicity, be sure they have your information well in advance of the event. After the event, timing is critical, news should be provided as soon as possible after it occurs.

News Releases—Format

If appropriate, use your local news outlets to send out Chapter news releases. Send using chapter letterhead with the words “News Release” set in bold capitals at the top of the page. Include the name, address, and contact info of the individual issuing the release. Include the date and when the information can be published, e.g., “For Immediate Release,” “For Release (Date),” or “Not to Be Released Before (date).” It is not necessary to provide a headline since most media will use their own.

When using a photograph, be sure to have all individuals correctly identified from left to right and include a caption for each photograph.

Besides your local news outlets and Chapter Social media sites, SCRA National can provide publicity support if you fill in the proper form for either the **SCRA newsletter** or the **Chapter News on the SCRA website**.

(sent monthly to all members with valid email addresses)

The monthly newsletter reaches current members of the SCRA including military, civilian, and corporate sponsors in the US and other countries, and serves as a vehicle for the Association to inform and promote the interests of the SCRA mission. The newsletter is one of the best ways to include information in advance of events to get the word out to members and other chapters.

The “Chapter News” section of the website covers chapter activities and programs. The professional aspects of programs and meetings should be emphasized as much as possible. Detailed information about the program should be provided as well as clear photographs with captions identifying persons by their full name, title, position and branch of service. It is helpful to share successful events across the SCRA network as it gives your chapter publicity, plus it provides other chapters' ideas on events and speakers.

D.2. Chapter News.

Keys to Chapter News: Be accurate, be of interest, and be brief!

Submission Format

- The 20th day of the month one month before publication is the cutoff date for chapter material. For example, March Chapter News is due by February 20.
- No submission will run for an event that took place more than 60 days before the Chapter News Deadline. For example, submissions for the December issue (deadline: October 20) must be from meetings no earlier than August 22.
- Please use the [Chapter News Submission Form](#) when submitting Chapter News for the website and/or monthly email newsletter.
- Include a writeup, not just captions, with meeting details, including the date, the topic of the featured speaker, award presentations, etc., and how to RSVP, if applicable.

SIGNAL CORPS REGIMENTAL ASSOCIATION - CHAPTER OFFICERS HANDBOOK

Each chapter is allowed up to 150 words per meeting. Focus on members, awards, the chapter's accomplishments, and the speaker's remarks. Material may be edited for style, clarity, and length.

- Identify attendees in writeups or captions by full name, rank, and branch of service or affiliation. The chapter contact will be notified about missing information and must supply the information by that month's deadline.
- Unless sporting/social events are held to benefit a scholarship fund, they will not be included in Chapter News
- Always provide a contact name, address, and telephone number.
- E-mail full details or send as an attachment when possible. Please label the subject line of your E-mail in all capital letters "CHAPTER NEWS"

A maximum of three photographs per meeting is permitted. In addition, no chapter may feature more than five photographs in any one month—regardless of the number of meetings covered.

- Good quality photographs will be used unless they duplicate subject matter. To avoid redundancy, group award winners into a single, quality photograph.
- Captions must include full name, rank, and branch of service. The SCRA reserves the right not to include photographs if quality is poor or if complete identification is not provided upon submission. Identify figures in photographs as left or right, center, standing, etc. Please include a caption with the images and clearly state the chapter to which they belong.

COMMON PROBLEMS

- Limit one meeting write-up to each submission. Do not group multiple events.
- Include branch of service for all military personnel.
- Avoid using acronyms. If you must, spell out all acronyms no matter how obvious the meaning is to you.
- Submit the write-up no later than 60 days after the meeting date.
- Double-check the spelling of all names.

Promote your chapter events online and in the newsletter.

If your chapter is holding a special event (i.e., a ball, conference, or symposium), we can publish this information on our social media sites, website, and via the monthly newsletter.

CHAPTER NEWS CHECKLIST for the [Chapter News submission form](#)

Below is a list of items that should be included in each Chapter News write-up.

- o A 150-word write-up about a chapter program or a special 250-word write-up about conferences or symposia.
- o Up to three pictures for 150-word write-ups or up to five pictures for special 250-word write-ups.
- o First name of everyone mentioned on the form in the write-up or captions.
- o Titles for those mentioned in the write-up or captions.
- o Branch of service for anyone listed in the write-up or captions.
- o Location (city and state) of every business or school mentioned.
- o Date of the meeting.

The numbers on the photographs correspond with the captions.

- o People are identified from left to right in the captions for each photograph.
- o Point of contact, telephone, and e-mail address of the submitter

ANNEX E: Installation of Chapter Officers

E.1. Installation of Chapter Officers.

Conduct the installation ceremony with dignity and decorum. It recognizes commitment to the principles and values of SCRA as well as the assumption of leadership and transfer of responsibility. Select chapter officers with great care. To meet the objectives of the association, an effective, highly visible chapter system is needed. A chapter will be a positive force and will contribute to the attaining of the Association's goals if the chapter is well organized and well-led. The voting members should be well-versed in the requisite qualifications of chapter officer nominees. Once the election is complete, plan the installation ceremony. Usually, the installation of officers is held in conjunction with a regular meeting. Suitable wording for use at an installation meeting is below:

E.2. Sample Script for Installing Officers:

The following format and language are suggested for the Installing Official:

(The installing Officer goes to the podium and sets the tone for the installation)—

“One of the most interesting, challenging, and rewarding experiences is the assumption of a leadership role in a professional association like SCRA. It provides an opportunity for all active, reserve, and national guard, officers, warrant officers, enlisted members, and civilians, as well as any interested individuals to aid in preserving for posterity the proud heritage of the U.S. Army Signal Corps Regiment, and Signal units throughout the world. Through direct financial support, the association will enhance the educational and recreational value of the Signal Regiment and thus ensure the lessons of history and proud traditions of the Signal Regiment are not forgotten by future generations.”

“To fulfill its purpose, SCRA needs dedicated, conscientious, and professional leaders. Our Association calls upon men and women of the highest ethical standards, professional skills, and human understanding. Their awareness of the great opportunities their country holds for all its people is a reason for their service in this chapter. During the past year, you have been fortunate to have such leadership. I would like you to join me in honoring the outgoing officers with a round of applause (outgoing chapter officers rise).

“Will the President and his/her new officers please join me at the podium...(pause). Raise your right hand and repeat after me: I do affirm that I will support the Standards of Conduct and the objectives of the Signal Corps Regimental Association and that I will serve the chapter to the best of my abilities.

“Thank you, Mr./Madam President—and officers—I know that you will do well—your nation and yourselves will benefit.”