

United States Army
Warrant Officers Association

USAWOAM 100-1



**UNITED STATES ARMY
WARRANT OFFICERS ASSOCIATION
POLICY MANUAL**

18 April 2009

Forward

This USAWOA Policy Manual provides the USAWOA Board of Directors (BOD) and appointed National Officers, ready access to USAWOA's Articles of Incorporation and bylaws. Equally important, it also provides ready-reference to established long-term policies of the Association. These policies have either specifically been enacted by the BOD or they have evolved into policy through common practice over the years.

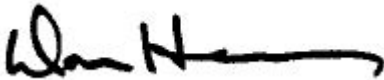
This manual does not replace or supplant any official USAWOA manual. It is designed as a reference tool, and in some cases, provides the philosophy that is behind a specific policy.

This manual was prepared in 2000. It will be updated as policies are rescinded and new ones added. The Association's National President or the Executive Director will maintain the manual.

Copies of this Policy Manual will be furnished to each member of the BOD, appointed officials and officers, the Executive Director, declared candidates for National Office, and any USAWOA member upon request.

Respectfully submitted

Approved:



DON HESS
CW4 (Retired), USA
Executive Director



GARY NISKER
CW5, GS
National President

Index

<u>Chapter</u>	<u>Primary Subject and sub-Topics</u>	
	Forward	i
<u>Page</u>		
1	Philosophy of Governance Principles; Strategic Planning; and, Changes to Documents or Bylaws.	1
2	USAWOA Involvement in Legislative, Defense and Army Policy Matters	
2	and Establishment of USAWOA "Official Positions" USAWOA Involvement; USAWOA "Positions"	
3	Restriction on Activities by Officials, Members, and Employees Use of Titles; Conduct of Personal Business; and, Control of Members' Personal Information.	4
4	Regions and Chapters Regions: Boundaries; Official Organization; Informal Organization. Chapters: Boundaries; Organization; Establishment of New Chapters; Inactivation of Chapters; Member Recruitment Support; Financial Support.	5
5	Meetings of the Association Annual Meeting; Council of Presidents; Board of Directors; Special Meetings; Chapter Meetings; and, Notification of Meetings.	7
6	Voting Personal Voting; Proxy Voting; Credentials and Teller Committees.	8
7	Nomination. Election and Installation of National Officers Nominating Committee Guidance; Material Provided to Declared Candidates; Election by the Membership; and, Installation of New Officers.	9
8	Committees and Individual Appointments Executive Committee (EXCOM) Authority and Functions; Standing Committees; Appointment of Individuals to Specific Positions; Other Committee Appointments; Conflicts of Interests.	10
9	Staff Administration Establishment of Staff Positions; Staff Compensation.	11
10	Services to the Membership Sponsorship; Marketing; Evaluation; Pricing; and, Exceptions Current Membership Service Programs	12
		Tab A
11	Financial Management Responsibilities; Annual Budget; Annual Audit; Income; Memorabilia;	13

Expenses; Acquisition of Goods and Services; and, Reimbursement of National Officials.

12 Scholarship Program and Fund 17
Eligibility; Selection; Designated Scholarships; Scholarship Fund

13 Publications 18
Manuals; NEWSLINER; and USAWOA Web Site

USAWOA Articles of Incorporation

Attachment 1

USAWOA Bylaws

Attachment

Chapter 1 Association Governance

Reference: USAWOAM 200-2

Principles

The USAWOA is an individual-member, one-person/one-vote, organization, with membership drawn from Army warrant officers from the active, reserve components and retired rolls. USAWOA is incorporated in the Commonwealth of Virginia and is subject to the non-stock corporate law of the Commonwealth. In accordance with the bylaws, USAWOA has an elected ten-member Board of Directors (BOD).

The USAWOA general membership guides USAWOA policy at the Annual Meeting of the Members. The BOD carries out the policies presented and adopted in the Meeting of the Members. Between Meetings of the Members and the National BOD, acting through the National Executive Committee (EXCOM) shall establish any additional policies necessary to carry on the operation of the Association.

The BOD also sets the Association's long-range goals; governing policies; budget; and, management oversight of significant operational areas. Assisting the BOD in this responsibility are an appointed Executive Committee, appointed officers, and a number of standing and special committees.

The USAWOA employs a full-time professional staff to conduct day-to-day management and administration of the Association. The Executive Committee (EXCOM) assists and provides oversight to the staff.

Strategic Planning:

The Strategic Plan of the Association is the responsibility of the BOD. The USAWOA Strategic Plan, and the Futures Committee actions regarding the implementation initiatives for implementing the Strategic Plan, will be reviewed annually by the EXCOM. The Executive Director or National President will make a report about this review at the Annual Meeting of the Members.

Changes to Incorporation Documents or Bylaws.

The members must approve all changes to the incorporation documents.

The BOD must approve changes to the bylaws and operating manuals.

Because of his or her familiarity with the Associations' policies and practices, the Executive Director is the individual most expected to identify and present recommendations areas that need change. The National Officers also share this responsibility. However, any member, chapter, or region may suggest change.

Chapter 2 USAWOA Involvement in Legislation and Defense and Army Policy Matters and Establishment of USAWOA "Official Positions"

Reference: USAWOAM 200-2 and 400-6.

USAWOA Involvement

A major goal of USAWOA is the furtherance of the professional and personal interests of the Warrant Officer Corps, individual Association members, and their family members. The Association seeks to fulfill this goal through the general advocacy of Army warrant officers. To this end, the Association must involve it self in the legislative process of Congress and the policy and precedent actions of the Department of Defense (DOD) and Headquarters, Department of the Army (HQDA).

To be successful in this endeavor USAWOA must make its "position of record" known concerning a wide range of issues of relevance to the Army warrant officer corps and the broader military community.

Therefore, the National President or the Executive Director are empowered to develop, present, and make public the official USAWOA position on legislative and Defense and Army matters. Accordingly, the National President or the Executive Director are the "legislative representatives" and the primary spokesperson in this subject area for the USAWOA. The National President or the Executive Director will be the USAWOA representatives to The Military Coalition, other similar organizations, and in dealings with DOD and HQDA.

USAWOA "Official Positions"

No Association member, chapter, region, or elected or appointed official may present a position as "official USAWOA" or attributed as "a position of USAWOA" without specific prior authorization by the National President or the Executive Director.

This is because extraordinary care must be taken when USAWOA establishes "an official position." There are significant ramifications of "miss-stating" a position; or similarly, presenting a position that has not been fully thought out.

The "official position" of USAWOA relative to legislative, executive branch, and/or DoD and HQDA actions is generally formulated by any of three methods, or a combination thereof. These are:

1. Action initiated by the members through favorable vote on a resolution, recommendation, or study group report that is subsequently supported by the COP and BOD.
2. Action initiated by the EXCOM or BOD.
3. Action of the National President or the Executive Director due to their close personal knowledge and day-to-day exposure to the legislative and policy processes, in those cases when there is not sufficient time for the BOD to develop a formal association position. When the National President or the Executive Director develops and provides such positions, he or she will provide information to the BOD in sufficient detail to allow the members to understand the issue and the USAWOA position that has been articulated.

Additionally, items of specific interest to a broad segment of the membership shall be presented through USAWOA media, i.e. published in the NEWSLINER, on the web site, and in other sources. In this regard, because the Executive Director may also be the Editor of the *NEWSLINER*, care must be taken when addressing controversial subjects of national significance to the Army warrant officer corps or the overall military community. In doing so, the editor will strive to present the commonly accepted sides of the subject, in third-person style, so that the membership may take informed action as their personal views indicate.

Chapter 3 Restriction on Activities by Officials, Members, and Employees

Reference: USAWOAM 400-6

USAWOA Officials and Employees Shall Adhere to the Association Code of Ethics (USAWOAM 400-6)

Use of Titles

Members of the USAWOA Board of Directors and appointed officers may use their official USAWOA title outside the Association, provided such use complies with the USAWOA Code of Ethics (USAWOAM 400-6), USAWOA values, and is not in conflict with any other USAWOA policy.

Members of the USAWOA Board of Directors, appointed officers, or paid employees shall not use their connections with USAWOA to further a commercial enterprise other than USAWOA.

Conduct of Personal Business

No USAWOA member and/or member of the paid staff shall engage in any other business or profession within the USAWOA headquarters, nor shall any Association property or equipment be used in such manner either within the office or off-site.

Control and Use of USAWOA the Personal Information of Members

The Association holds the members' personal information confidential. Accordingly, no information will be released to any person without the prior approval of the individual involved. Likewise, membership "rosters" will be used only for the conduct and management of USAWOA business. No officer, employee, or member will make any other use of USAWOA membership information.

Chapter 4 Regions and Chapters

Regions:

Boundaries: Each Region is represented by a president or a director; elected by the USAWOA members that reside within the region boundaries.

The BOD establishes geographic region boundaries. To ensure an equitable distribution of actual and potential chapters and members within all regions, the BOD shall, in establishing region boundaries, take into consideration such factors as: location and strength of existing and potential chapters; location and strength of existing and potential members; geographic size of the region and the problems inherent with extensive geographic areas. For further information, see APPENDIX B and APPENDIX C, USAWOA 200-2.

Official Region Organization: The chapters in a geographical region may file a petition with the National BOD to form an active Region Headquarters in accordance with Bylaws. In such cases, the Region President represents the chapters and members in the region. Each formally organized Region is responsible for its own bylaws; Annual Meeting or Convention; identification of elected and appointed officers; election of officers; and Council of Presidents' meetings.

Informal Region Organization: The elected region director represents the members and chapters in the absence of a formal region. The region director may appoint no more than two "deputy directors" from within the region. The director may hold periodic meetings of chapter presidents.

Chapters:

Boundaries: Chapter boundaries cannot be as precisely geographically defined as region boundaries. Therefore, the USAWOA home office shall make chapter boundary decisions with advice by the chapter presidents and region director(s) and/or president(s) affected.

Organization: Chapters shall operate accordance with USAWOAM 300-1.

Establishment of New Chapters:

The philosophy of USAWOA is use the concept of "chapters" to the maximum extent. It is through involvement in chapters that members derive maximum value from their membership. All officers should strive to establish chapters in areas where no chapter exists; and, to insure that existing chapters remain vigorous.

Toward this end, the National President or the Executive Director are empowered and expected to:

1. Assist the region officer(s) to identify areas in which there is potential for chapters.
2. To provide the maximum degree of assistance to region officer(s) and those working to organize chapters.
3. Grant "provisional" status to organizing chapters.
4. Determine when all required actions have been met that will allow a chapter to be an official chapter of the USAWOA; and to recommend that the BOD "charter" the eligible new chapter(s).

Inactivation of Chapters:

The National President or the Executive Director are empowered to determine when any chapter no longer meets the bylaw requirements to be considered an active chapter. The National President or the Executive Director shall advise the region officer and the chapter president when a chapter is in jeopardy of losing active chapter status. The EXCOM will also be advised. Thirty days prior to the AMM, the National President or the Executive Director shall officially "inactivate" all chapters that no longer meet requirements. The BOD will be advised of such action.

Membership Recruitment Support to Regions and Chapters

The National Officers and the home office will assist regions and chapters in membership solicitation efforts, particularly during specific "membership drives." Such assistance will be at no cost to the regions or chapters.

Financial Support of Regions and Chapters

USAWOA encourages and expects regions and chapters to be financially self-supporting to the maximum practicable degree.

The National President or the Executive Director are authorized to interpret and implement policies approved by the Board of Directors relative to the financial support of chapters, subject to budgetary constraints established by the Board.

Chapter 5 Meetings of the Association

Annual Meetings of the Members (AMM) (Reference USAWOAM 500-4)

There shall be an Annual Meeting of the Members, typically held in the fall of each year. One or several regions and/or chapters shall host the meeting. Proposed locations for future AMMs shall be an AMM agenda item and the members will indicate their preference. The BOD will make the final selection of the meeting site.

Council of President's Meetings (Reference USAWOAM 500-1)

A meeting of all USAWOA chapter presidents, called a Council, may be held annually during or as soon as practical following the Annual Meeting of the Members. The COP may consider all business referred from the AMM, as well as other business. All unfinished business will be referred to the BOD. Procedures for conduct of this meeting are found in USAWOAM 500-4.

Annual BOD Meeting (Reference USAWOAM 500-2)

The BOD will meet as soon as practical following the Annual COP meeting. The BOD will consider all business referred from the COP, as well as other business. All unfinished business will be referred to the EXCOM. Procedures for conduct of this meeting are found in USAWOAM 500-2.

Special Meetings (Reference USAWOAM 200-2)

In accordance with the bylaws and incorporation documents, any member and/or member of the BOD may call for a special meeting.

Chapter and Region Meetings shall be in accordance with chapter/region bylaws and USAWOAM 300-1.

Notification:

It is the responsibility of the National President or the Executive Director to insure that appropriate members are notified of meetings in accordance with the bylaws and Virginia non-stock corporation law.

Chapter 6 Voting

References: USAWOAM 300-1 and 500-4.

Personal Voting.

USAWOA regular members in good standing may vote on any matter that requires membership voting. Associate and honorary members do not vote.

Chapter Presidents vote at COP meetings.

Region President or Directors vote at the BOD meetings and on other periodic BOD actions.

With EXCOM oversight and assistance, The National President or the Executive Director are responsible to prepare voting materials, i.e. ballots; and to meet all requirements for notification of the appropriate voters.

Proxy Voting

Proxy voting is authorized in accordance with each appropriate USAWOA manual and Virginia Non-Stock Corporation Law.

National proxies: The National President or the Executive Director and EXCOM will develop a proxy form for the Annual Meeting of the Members, the National COP, the BOD, the EXCOM, and national elections.

Region and Chapter Proxies: No proxy form will be recognized other than that which is prescribed in USAWOAM 300-1.

Credentials and Teller Committees. (For other than region and chapter meetings.)

If voting is to be done during a meeting, the National President will appoint members to the Credentials and Teller Committees.

The EXCOM will develop a procedure for use by the Credentials Committee to verify votes cast by proxy. The Teller Committee shall insure accurate vote counting, report the vote, sign the vote report, and turn all ballots and count material over to the National President or the Executive Director for safekeeping and retention.

Chapter 7 Nomination, Election and Installation of National Officers

References: USAWOAM 200-2 and 500-4.

Nominating Committee Guidance

The National President will prepare written or verbal guidance to the Nominating Committee at any time but normally in conjunction with the official designation of that committee. The Nominations Committee will submit the final list of declared candidates for the ballot to the EXCOM.

Material Provided to Declared Candidates

At the time of the declaration of candidacy, the National President or the Executive Director and office staff will provide each candidate a copy of this Policy Manual. Effective until the conclusion of the election the home office will also provide each candidate copies of the current EXCOM minutes and handout material.

Election by the Membership

The EXCOM will insure that advance publicity regarding the nomination process will be made through appropriate means in accordance with the procedures and time lines of bylaws. A mail-in ballot and proxy form or electronic versions of those documents shall be included in the above method. The Tellers Committee will validate and report the results of the balloting at the Annual Meeting.

Installation of New Officers

The new officers elected by the membership will be introduced and installed at the annual meeting or as soon thereafter as possible. The newly elected officers are expected to attend the Annual COP and Board meetings held after the announcement of their election.

Chapter 8 Committees and Individual Appointments

References USAWOAM 200-2, 300-1 and 400-6.

Executive Committee Authority and Functions

The Board of Directors appoints the Executive Committee (EXCOM). The EXCOM meets more frequently than the full BOD and is authorized to take care of recurring, routine actions that do not merit the attention of the full BOD or due to time schedule, should not be deferred until the next scheduled Board meeting. The EXCOM will review all staff proposals that do not fall within the purview of a standing committee and recommend appropriate action to the BOD.

EXCOM authority will not be exercised on matters conflicting with the bylaws or on subjects that properly should be brought before the entire membership, the COP, or the BOD.

Standing Committees

USAWOA has one standing committee, the Past President's Council. Membership on the committee is permanent and comes from successful completion of one elected term as National or Regional President. The chairperson of the Council is selected by the council membership. The purpose of the committee is to provide advice to the incumbent president; and, to take charge of the disposition of USAWOA assets if the Association were to disestablish.

Other Committee Appointments:

Other than the EXCOM, the President is the appointing authority for other committees, as needed. (A list of common committees is in USAWOAM 400-6)

Conflict of interest: Members will not be appointed to a committee or position if it could be construed that a conflict of interest exists with respect to the member's military position, and/or civilian business interests.

Chapter 9 Staff Administration

Reference: USAWOAM 400-6.

Office Staff Positions

Based on recommendations of the National President or the Executive Director and the EXCOM, the BOD shall determine the number of paid employees in the home office; and, provide appropriate budgetary provisions for the compensation of all paid employees. The home-office paid and volunteer staff is under the supervision of the National President or the Executive Director. The National President or the Executive Director are empowered to:

1. Make hiring and termination decisions.
2. Establish areas of employee responsibility, set work schedules, develop performance standards, and evaluate performance.
3. Arrange for the employment of "temporary workers" to meet home-office needs during the AMM or periods of extended absence of regular employees. Such authority is limited to 15 days per fiscal year and within annual budget ceilings.

Staff Compensation

The compensation process begins as a part of the Budget Process.

The Office Manager will make recommendations to the Budget Committee regarding the percentage increase (or decrease) in the hourly-staff compensation line for the next year's budget. The recommendation(s) will be based on duties performed and performance of employees, studies of equivalent wages in other similar associations and the local labor market.

The EXCOM will review the wage recommendations of the Budget Committee and approve or modify the recommendations and present them to the Board in conjunction with the normal budget process.

Determining the compensation paid (salary and expense account) to the Executive Director, and Editor will be handled by the budget committee. Their recommendations will be reviewed by the EXCOM, which will then prepare recommendations for the compensation packages for presentation to the BOD.

The EXCOM will review the recommendations of the Budget Committee and approved or modify the recommendations and present them to the Board of Director in conjunction with the normal budget process.

The complete USAWOA pay schedule and all compensation will appear in the annual budget. The budgeted amounts will be published for the information of Association employees and members. Likewise, information about the pay process can be made public to any employee or member. However, the actual evaluations and deliberations from which the compensation amounts are derived will remain confidential within the Budget Committee; EXCOM; and BOD.

Chapter 10 Services to the Membership

USAWOA actively seeks to arrange formal programs or services that are for the benefit of our members. Entry into such programs will be made official by prior approval of the EXCOM or Board of Directors and by the signing of a contract by the National President or the Executive Director.

Sponsorship:

Certain programs/service providers shall be considered as having "USAWOA Sponsorship." Such providers shall be considered as a "core service provider." When sponsorship has been granted, USAWOA administrative support may be provided for mailing correspondence and advertising material to members using USAWOA letterhead and/or logo, but at no expense to the Association. Each mailing must be reviewed and approved by the National President or the Executive Director.

Marketing:

Contracts for a new member service and each plan for a new in-house service should include marketing plan to be developed by the recommending committee, i.e. Ways and Means in coordination with the staff. The EXCOM must approve the marketing plan.

Evaluation:

All programs shall be analyzed at least annually by the EXCOM to determine whether the program should be continued. The EXCOM will make recommendations to the BOD. The BOD shall approve all terminations or modifications of existing services.

Pricing:

The National President or the Executive Director, the Treasurer/ Budget Committee, and the recommending committee shall perform a cost/benefit analysis to present to the EXCOM for review before such material is presented to the BOD.

Exception

The BOD must approve any exception to the above policies.

Tab A to Chapter 10

Currently Approved USAWOA "Core" Member Services

(Approval date on older programs may be approximate.)

Pentagon Federal Credit Union USAWOA Affinity Visa Card. Approved in 1988. This program provides USAWOA members with the opportunity to become a member of the Pentagon Federal Credit Union; and, utilize the various services provided. The Affinity Card carries the USAWOA logo. PFCU places paid advertising in the NEWSLINER. PFCU provides material that can be distributed to members at PD days, in new member packets, and in renewals. At least annually, PFCU sends a mailing to USAWOA members, which details the advantages of the Affinity Program. Also, PFCU allows members to set up automatic dues payment from PFCU accounts at no charge to the Association. The PFCU automation staff hosts the USAWOA Web Site without charge. Currently several different Visa cards are offered, the benefits and criteria for each differs and is set by PFCU.

Army Times Discount Program. Approved June 1998. At least annually Army Times sends a mailing to USAWOA members which offers a discounted subscription rate to the Army Times. The Times provides material that can be distributed to members at PD days, in new member packets, and in renewals. The Times pays USAWOA a \$ 5.00 rebate from each USAWOA member subscription.

Hertz and Alamo Automobile Rental Programs. Approved years ago. The companies discount car rental rates for USAWOA members. Alamo pays USAWOA a rebate from the rental charges of USAWOA members. The companies provide material that can be distributed to members at PD days, in new member packets, and in renewals.

Capital 4 Knowledge. Approved March 1999. The company offers educational assistance search and educational loans. The company provides material that can be distributed to members at PD days, in new member packets, and in renewals. Also, a small rebate is paid when USAWOA members use the company's loan programs.

Xpectations "10-10" Long-Distance Telephone Service. Approved July 1999. The company provides economical long-distance service to members and rebates to USAWOA a portion of the amount billed.

Avis Rental Car. Approved August 2000. The company discounts car rental rates for USAWOA members; and, provides material that can be distributed to members at PD days, in new member packets, and in renewals.

Tab A to Chapter 10

Chapter 11 USAWOA Financial Management

Reference: USAWOAM 200-2 and 400-6

The National Treasurer is the Chief Financial Officer of the Association and is responsible to the National President and the Board of Directors. The Treasurer has the overall responsibility for control of USAWOA funds. The Executive Director and any paid employee will assist the Treasurer in this responsibility with financial management responsibility. The Treasurer shall insure that the Association keeps accurate and complete records of financial accounts, (manually or computer files). Any member, their agent, or attorney may inspect all books and records of the Association for any proper purpose at any reasonable time.

General Operating Fund Annual Budget

The Treasurer, in conjunction with the Budget Committee, is responsible to prepare a proposed annual budget for the operation and maintenance of the Association.

The following principles will be observed:

1. The budget must portray the objectives and goals of the Association in monetary terms.
2. The budget must be well conceived requiring maximum participation by directors and staff and coordination with appropriate committee chairperson.
3. The budgeting process must appropriately interface with the USAWOA long-range programs and plans.
4. The budget will be prepared and distributed to the Board of Directors no less than ninety (90) days prior to the Annual Meeting of the Members.
5. The completed budget will receive preliminary review by the Executive Committee prior to consideration by the National BOD.

Revisions to the current fiscal year's budget shall be presented to the EXCOM as needed for review, approval and presentation to the National BOD. Generally, this is done in the form of a "mid-year" review.

All proposed budgets and budget changes should be presented by the EXCOM and approved by the National BOD prior to implementation.

Annual Audit:

One or more disinterested parties shall audit the accounts of the Association at least annually in accordance with generally accepted auditing standards. When determined appropriate by the BOD, a professional certified auditor may be retained for this audit.

The report of each annual audit shall be submitted to the National BOD not later than ninety (90) days following the close of the fiscal year for which the audit was made. The approved report shall be reviewed by the EXCOM, provided to the BOD, and made available as requested by any member. Procedural and or policy changes recommended by the auditor(s) will be reviewed by the Treasurer, Executive Director, paid employees, and the EXCOM; to determine feasibility, implementation methods, and implementation time lines.

Management of Income Sources:

A primary source of income for the Association is dues paid by the members. The BOD, with input from the members and the COP, shall determine the amount of dues payable to the Association by its members. Changes in the amount of dues presently in effect shall call for an amendment to USAWOAM 400-6, which calls for several specific actions before such change can be implemented.

The income from dues is not sufficient to meet the expenses of present programs. Therefore, National Officers, the EXCOM, and the National President or the Executive Director are all responsible to actively seek, develop, design and plan other income producing programs. Typically, such "non-dues income" will come any or all of the following:

1. Income from "core service" providers in the form of rebates; or "expense avoidance" services provided at no or minimal cost.
2. "Annual fund-raiser" activities.
3. Paid NEWSLINER advertising.
4. Profits from memorabilia sales.

As detailed in chapter 10 of this manual, BOD approval may be required for income-producing programs, particularly those involving core service providers.

Memorabilia

National Officers, the EXCOM, and the National President or the Executive Director are all responsible to actively seek, develop, design and plan items and/or programs for the sale of memorabilia at the National level. The President may use the services of a "Ways and Means" Committee to assist in this endeavor. Regions and Chapters are similarly encouraged.

Approval, "Franchising," and Advertising of Memorabilia

The BOD and/or EXCOM selects what items will be sold as "National Memorabilia." To insure that all region and chapter memorabilia is of appropriate quality and design, the National President or the Executive Director are empowered to approve Region and Chapter memorabilia.

No item of memorabilia is "exclusively franchised;" however, officially organized regions may set their own rules regarding this subject. It is expected however, that National, regions, and chapters, be aware of what is being sold and where, and to try not compete "within the family."

Advertising.

The availability of region and chapter memorabilia shall be published on the USAWOA Home Page and (periodically) in the NEWSLINER. Regions and chapters that wish to place advertising in the NEWSLINER may do so at one-half of the commercial advertising rate.

Management of Expenses

The incorporation documents and the bylaws grant the BOD authority to formulate Association policy respecting authorized expenditures. The Treasurer (or paid employees) may pay only authorized expenditures that are within budget appropriations and financial ceilings prescribed by the National BOD.

Execution of the Budget: The Budget will be used by the Treasurer, directors, and the EXCOM as a primary tool for controlling the financial posture of the Association.

(1) The Treasurer and EXCOM will make periodic comparisons of budgeted amounts to actual expenses. This information will be distributed to the members of the BOD.

(2) The National President or the Executive Director may, with concurrence of the Executive Committee, exceed budgeted amounts by no more than ten percent per line item, if the overall budget is not exceeded.

The Executive Director or the Office Manager, in coordination with Executive Committee (EXCOM) must be prepared to take action where the comparison with the Budget indicates a significant deviation and/or when budgeted amounts have been exceeded above tolerances specified in paragraph (2.) above.

Acquisition of Property, Equipment, and/or Services

The National President or the Executive Director is the individual primarily responsible for the advance planning, cost analysis and subsequent acquisition of property, equipment, and/or services that are necessary for the proper and efficient operation of the USAWOA home office. The National President or the Executive Director and Executive Committee share the joint responsibility for determining the appropriate method for acquisition (i.e. rent, leases, purchases, etc.)

1. During the approval process of the Annual Budget, the BOD grants the National President or the Executive Director acquisition authority for items and services within specific elements of expense and approved funding ceilings. For example, through approval of the annual budgeted amount for "NEWSLINER printing," the BOD empowers the National President or the Executive Director to contract with a printer of such service.

2. The National BOD may grant, by majority vote, the National President or the Executive Director authority for the acquisition of property, equipment, and/or services not included in the annual budget. For example, if it becomes necessary to replace a major item of capital equipment, i.e. copy machine, the BOD may empower the National President or the Executive Director to acquire such a device, usually subject to a specific dollar ceiling. Typically, acquisition of this type will be paid for from the Capital Reserve Account.

3. As an alternative and at the time of the Annual BOD meeting, the BOD may grant the National President or the Executive Director one-year "blanket" authority for the one-time acquisition of property, equipment, and/or services not included in the annual budget. This is providing that the aggregate cost of such items, including pertinent accessories, does not exceed \$ 5,000, and does not commit USAWOA resources of subsequent fiscal years. Typically, acquisitions of this type will be paid for from the Capital Reserve Account.

Reimbursement of National Officials

Elected and appointed USAWOA officials do not receive pay for their service. However, it is the Association's operating philosophy to seek to reimburse such officers for expenses incurred in conduct of USAWOA business.

Therefore, the bylaws set up procedures for reimbursement of National Officials within the following guidelines.

1. Reimbursement is for the conduct of USAWOA business, typically through travel, telephone, or mail.
2. The Treasurer will seek to fund for such expenses when preparing the annual budget.
3. The presidents of officially organized regions will be eligible to receive a rebate from the dues paid by region members. (See USAWOAM 400-6.) It is the intent that this rebate be used to reimburse the region president for USAWOA business expenses.
4. The amount budgeted for reimbursement of region directors will be correlated to, but not exceed a rebate the region would have received if it were officially organized.
5. Reimbursement will be made "after the fact" using the appropriate USAWOA form.
6. The Treasurer will seek to fund reimbursement of expenses related to travel to the AMM for National elected and appointed officials, subject to the following guidelines.
 - (a) Shortly before the AMM and with input from the Treasurer, the EXCOM will determine what funds are available for such reimbursement. The EXCOM will set the reimbursement rate.
 - (b) Priority will be given to elected officials, followed by appointed "National" officials.
 - (c.) During election years, incumbent officials will receive reimbursement, as opposed to newly elected officers.

Chapter 12 USAWOA Publications

Reference: USAWOAM 300-1, 400-6 and USAWOAM 400-1.

USAWOA Manuals

USAWOA will provide administrative guidance for the operation and management of the Association through the publication of manuals. Updating and publication of new manuals will be under the guidance of the EXCOM. With the exception of minor technical corrections and the text necessary to document new procedures previously approved by BOD action, the BOD will formally approve all USAWOA manuals and changes. Such approval shall be documented by the signatures (on the manual cover or flyleaf page) of the both Association National President and the Executive Director.

NEWSLINER

Advertising Policy

The Executive Director or the Office Manager has full responsibility for reviewing and accepting NEWSLINER advertisement.

As detailed in Chapter 10, certain businesses have an established business relationship with USAWOA. Hereafter, such businesses are called "core" service providers. Usually, the core service providers are defined as "membership benefit programs." These businesses are entitled to use the USAWOA logo on their business literature, in advertising placed with USAWOA, and/or to receive editorial endorsement in USAWOA publications.

The Executive Director or the Office Manager will actively seek advertisements from core service providers.

For income purposes, the Executive Director or the Office Manager will also seek advertising from other sources. Such advertisements are accepted as a source of income and do not imply United States Army Warrant Officers Association endorsement.

USAWOA Web Site.

The USAWOA web site is the responsibility of the USAWOA volunteer appointed Webmaster(s) (see Chapter 8). The National President or the Executive Director provides broad, general oversight of the work of the Webmaster; and, works closely with the Webmaster to insure accuracy and continuity of data displayed on the USAWOA web site. Information presented on the USAWOA Home Page will conform to the standards applicable to other similar publications. The services/products of "core" provider should be referred to and the members encouraged to, use the services and products of such providers. There shall be no other advertising, paid or unpaid, on the Web Site without prior approval of the BOD.