

## United States Army Warrant Officers Association

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Public Web: [www.usawoa.org](http://www.usawoa.org) - Interactive Portal: <https://usawoa.net>

**Thank you for your interest in forming a USAWOA chapter to represent and serve the Army Warrant Officers in your locality.** Please do not hesitate to contact Herb Rundgren at the Home Office if you have any questions or wish to discuss further ideas. You can reach us at 703-742-7727, Fax 703-728, 800-587-2962, or email to [usawoamdb@verizon.net](mailto:usawoamdb@verizon.net).

Publications, guides and forms are available by contacting the Home Office as are other useful items from our Downloads page at [www.usawoa.org/downloads.htm](http://www.usawoa.org/downloads.htm). Please study the USAWOA By-laws and Chapter Operations Manual (Manual 300-1) to become familiar with the administration of our Association. We can also provide an Excel spreadsheet of USAWOA members in your geographic area for recruiting. It is our policy that the Chapter organizers must be USAWOA members prior to our receiving these items.

Next, contact as many warrant officers as possible in your area and invite them to an informational meeting to discuss organizing a local chapter. Emphasize that all warrant officers, active duty, Reserve, National Guard and retired are eligible to participate in this first meeting and for USAWOA membership. We can help you with this effort. If you identify zip code "first three" digits, we will screen our membership database to find the USAWOA members that reside in the area you have identified. We'll provide these names, addresses, and phone numbers to you.

At the first meeting review the goals and objectives of the Association and distribute current issues of the NEWSLINER and other promotional material. Let us know at least 10 working days in advance of your meeting and we will send this material to you.

USAWOA has "No Cost" initial one-year memberships for WO1s. There are also One-year plus Multi-Year discounted rates for regular members (active, ARNG, USAR & Associate members); Retiree (all categories) one-year rate and Multi-Year Retiree discounted rates; and USAWOA/AAAA Joint Memberships. (See *application forms on downloads page*). USAWOA also has Life Memberships pro-rated by age (see *Life Member Fact Sheet also on downloads page*) There are no chapter dues because the USAWOA Home Office rebates a portion of each member's annual dues back to the Chapter for each new or renewing member.

For the first two years of a Chapter's life, these rebates are \$3.00 for retirees and \$5.00 for all others. After that time they are reduced by 50 percent. There is no rebate paid on the WO1 No Cost Initial 1-Year Membership.

Ten USAWOA members are required to form a chapter. Individuals who join USAWOA at your organizational meeting may be included in this number. If the members determine that they want to organize a Chapter they must elect a President and vice President. A Secretary and Treasurer (or a single individual to do both jobs) should be appointed or elected to round out the officer slate. These officers are considered "Pro-Tem" (temporary) until the new chapter is formally approved and chartered by USAWOA.

Secondly, the members must vote to accept the bylaws of the USAWOA and to adopt Roberts Rules of Order as temporary bylaws and operating rules. A legislative committee should then be appointed to draft permanent bylaws using the national bylaws as a guide.

See "Sample Chapter Bylaws," on the downloads page that conform to the USAWOA Bylaws and Incorporation documents. After preparation, the Chapter Bylaws must be accepted by vote by the members. In certain cases, they may also require review by the military command having jurisdiction in your area. The accepted/approved chapter bylaws should be provided to the Association headquarters within 90 days after the date of your petition to form a chapter.

Next, the members must propose a name for the chapter. As you know, the USAWOA equally represents Army warrant officers of all components. At all levels and in all ways we strive to make all Warrant Officers welcome and involved in our Association "family." Therefore, we strongly encourage an organizing chapter to select a name that is not related to a specific unit or component. To do otherwise would likely lead a prospective member, or other observer, to wrongly conclude that the chapter represents only warrant officers of that unit or component. I suggest you consider naming your prospective chapter after a city, a nearby geographic or historic site, or some other name that will associate the chapter with your geographic location.

After the members have voted to form a chapter, have elected Pro-Tem chapter officers, and have accepted the temporary bylaws and rules, a petition must be sent to the national office requesting chapter recognition. (Petition letter can be found at [www.usawoa.org/downloads/PetitionLtrFormChap.pdf](http://www.usawoa.org/downloads/PetitionLtrFormChap.pdf)). This letter must also include the applications and dues for any new members who are not current members of the Association as well as a list of all other USAWOA members who agree to be affiliated with the new chapter.

It is important to not hold applications and checks while arranging meetings and/or doing additional member recruiting. Let us know when you (and others) begin serious recruiting in your area, and we'll keep a specific record of these memberships.

If your petition for chapter recognition meets the criteria above, we will authorize your chapter on a "provisional" basis pending receipt of your permanent by-laws. The chapter will be advised in writing of this fact, and the president Pro-Tem will receive a packet of "new president" materials that relate to chapter leadership and management.

Also, be aware that if you are located on a military installation you must comply with the local installation policies. Write to the senior commander advising of the members plans to establish a USAWOA chapter and request permission to use post facilities for your meetings and other activities. A copy of the USAWOA bylaws and your chapter by-laws are usually required to be enclosed. It is suggested that you contact the Adjutant, DPCA, or SJA to discuss the format and required enclosures to such a request.

Upon approval by the senior commander/military installation (if required) and receipt of your permanent chapter by-laws, the Association headquarters will issue a formal "Chapter Charter," effective with the date of your recognition as a "full fledged" Chapter. The provisional designation related to the chapter name will be dropped.

As a first item of business at the next meeting, your members must vote to either accept the Pro Tem officers as the official slate of officers, or elect new officials. The chapter should organize a suitable social event at which these chapter officials may be formally "installed" in office. It is not uncommon for a USAWOA National Officer to attend this event.

Once established as a chapter, success will depend upon the leadership and the work of your chapter membership. The USAWOA Home Office will assist you in every way possible. May we have a long and beneficial association.

If you need more assistance in forming the Chapter please contact Herb Rundgren at the Home Office at 800-5-USAWOA (800-587-2962) or by email to [usawoamdb@verizon.net](mailto:usawoamdb@verizon.net).