



MOAA BY-LAWS

CHARLOTTE-METROLINA CHAPTER

Article I - Name

The name of the organization is the Charlotte-Metrolina Chapter of the Military Officers Association of America. (NC-04 - Established in 1973)

Article II - Purpose (Mission Statement)

The mission of the Charlotte-Metrolina Chapter (CMC), NC-04, of the Military Officers Association of America (MOAA) is to promote MOAA purposes and objectives. This will foster fraternal relations among retired, active, and former officers of the eight uniformed services, and their Reserve and National Guard components. The goal is to actively promote the protection of the rights and interests of members of the eight uniformed services, their family members including survivors, provide useful services for members and their families, and serve the community, the active military forces (past, present, and future), and our nation.

Article III - Status

Section 1. The Chapter is a non-profit 501 (c)(3) operating exclusively for the purposes specified in Article 2.

Section 2. Officers and members of the board of directors will not receive any compensation for their services. The Chapter shall use its funds only to accomplish the purposes specified in Article 2 above and no part of these funds shall be distributed to members.

Section 3. Nothing stated in these by-laws shall constitute members of the organization as partners for any purpose. No member, officer, or agent of this organization shall be liable for the acts or failure to act on the part of any other members, officer, or agent. Nor shall any member, officer, or agent be liable for his/her acts or failure to act under these By-Laws, excepting only actions or omissions to act arising out of his/her willful misfeasance.

Section 4. In the event the Chapter is dissolved and after the discharge of all liabilities, the remaining assets shall be given to the MOAA North Carolina



Council of Chapters, and after concurrence of a majority of the board of directors.

Section 5. Chapter may function in a political, but non-partisan, fashion. This should be accomplished by encouraging members to invite and be aware of positions of candidates on issues affecting members, but not to endorse a particular candidate. The Chapter should never tell any member chapter or individual how to vote but should communicate and educate with regard to the positions taken by candidates on issues of importance to the purposes listed in Article II.

Section 6. Officers and appointive officials shall not receive any stated compensation for their services, but the Council may, by resolution, authorize reimbursement of expenses incurred in the performance of their duties.

Article IV - Membership

Section 1. The membership of the Chapter is composed of men and women who are serving and have served on active duty as commissioned or warrant officers in the eight uniformed service (i.e., Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, National Oceanic and Atmospheric Administration (NOAA), and the U.S. Public Health Service) and the Reserve and National Guard, and other components of these services as well as surviving spouses of any deceased individuals who would, if living, be eligible for membership.

Section 2. Membership is of three classes: regular, honorary, and cadet/midshipmen.

(a) Regular members shall include retired officers, active duty officers, and former officers who were separated under conditions acceptable to the Board of Directors and their spouses. Surviving spouse members are widows or widowers of any deceased individuals who would, if living, be eligible for regular membership. Regular members have the right to vote and can hold office in the chapter. Spouses of regular members may hold office in the chapter, but do not have voting privileges.

(b) The Board of Directors may grant membership to certain individuals in recognition of their services to the nation, the officer community, or to the chapter. If he or she holds an office at the national, state, or local level, he/she may be extended honorary membership while he/she holds that



office. The Board may also grant honorary membership to certain officers of foreign military services. Honorary membership does not convey voting rights and shall not require payment of dues.

(c) The cadet/midshipmen class includes third or fourth year students attending the U.S. Military Academy, U.S. Naval Academy, the U.S. Air Force Academy, or the U.S. Coast Guard Academy; or third or fourth year students participating in a service Reserve Officer Training Corps (ROTC) Program at an accredited four year college or university, who upon graduation and successful completion of the ROTC program will be commissioned as an officer in one of the military services of the United States.

Section 3. Applications for regular membership can be submitted in writing to the board of directors. Recommendations for honorary membership are submitted in writing by regular members. Any member may be dropped for good and sufficient cause by the Board of Directors after they have been given an opportunity to be heard.

Section 4. Regular members are strongly encouraged to have membership in National MOAA (National member spouses of non-life members, no further dues are necessary will maintain National membership until they pass). Spouses of passed National life members are members until they pass.

Section 5. Regular members are entitled to vote on any matters submitted to the membership for vote. Proxy voting is not permitted.

Section 6. Chapter satellite units are authorized and encouraged. The Board of Directors may rule on any applications for a chapter satellite. The chairperson of the chapter satellite serves as an ex-officio member of the Board of Directors with voting rights. (Guidance for establishing a chapter satellite is found in the Council and Chapter Policies and Procedures Guide)

Article V – Dues

Section. 1 Annual dues shall be an amount, as determined by the board of directors, for each calendar year beginning January 1 and shall be payable on or before January 1 of each year. Spouses do not convey voting rights and shall not require payment of dues.

Section. 2 The members of the Satellite Chapter(s) shall pay the annual dues to the Charlotte- Metrolina Chapter and 50% of that amount will be returned to the Satellite Chapter to pay for their operational expenses.



Section. 3 Members who have had their membership dropped because of nonpayment of dues may have their membership reinstated upon payment of the annual dues for the current year.

Article VI – Meetings

Section. 1 Meetings should be held once a month January through December (excepting the summer months).

Section. 2 Officers are elected annually at the November meeting by a majority vote of the members present. Each officer is installed and takes office at the January meeting for a term of one year.

Section. 3 It is recommended that no member serve more than two consecutive terms as president. A vacancy in the office of president is filled automatically by the 1st vice president. Officers accepting any position must agree to fulfill the duties of that office.

Article VII – Duties and Responsibilities of Chapter Officers

PRESIDENT:

- (a) Serves as the chapter’s principal elected officer.
- (b) Presides at all chapter and board of directors’ meetings.
- (c) Appoints all standing and special committees except the nominating committee.
- (d) Serve as an ex-officio member, with right to vote, on all committees except the nominating committee.
- (e) Advise the Secretary of the agenda for all board and general membership meetings.
- (f) Hold at least two board meetings each year, one during December/January and one during July/August time periods.
- (g) Serve as the chapter’s principal delegate to the North Carolina State Council of Chapters.
- (h) Provide the editor of the chapter’s newsletter a monthly “Presidents Remarks”.
- (i) Perform other duties as are necessary to the office of president of the chapter.

1ST VICE-PRESIDENT:



- (a) Be prepared to assume the office of the president should it be vacated either temporarily or permanently.
- (b) Serve as a member of the board of directors.
- (c) Serve as the chairman of the program committee.
- (d) Recruit and appoint members of the program committee.
- (e) Serve as chairman of the nominating committee.
- (f) Recruit and appoint members of the nominating committee.
- (g) Serve as the chapter's liaison representative to local military installations and the Mecklenburg County Veterans Service Office.
- (h) Perform other duties as assigned by the president.

2ND VICE-PRESIDENT:

- (a) Be prepared to assume the office of either the 1st vice-president or president should they become vacated either temporarily or permanently.
- (b) Serve as a member of the board of directors.
- (c) Serve as the chairman of the membership committee.
- (d) Recruit and appoint members of the membership committee.
- (e) Serve as the chairman of the ROTC /JROTC awards committee.
- (f) Recruit and appoint members of the ROTC/JROTC awards committee.
- (g) Serve as the chairman of the personal affairs committee (subcommittees to include, but not limited to: welcome aboard, military widow support, sick and in distress members)
- (h) Establish and maintain e-mail and phone trees.
- (i) Perform other duties as assigned by the president.

3rd VICE-PRESIDENT:

- (a) Monitor local, state, and national legislative developments that might affect service retirees and national security.
- (b) Keep the board of directors and chapter members informed regarding legislative developments.



- (c) Recommend to the board of directors, whenever appropriate, new or revised policies or objectives in the field of legislative affairs.
- (d) Recommend to the board of directors, whenever appropriate, courses of action to achieve legislative objectives.
- (e) Maintain liaison with the legislative committee of the North Carolina State Council of Chapters and MOAA's legislative affairs department, relative to state and national Legislative development and objectives.
- (f) Ascertain and disseminate to chapter members the records and positions of candidates for local, state, and national political offices on matters affecting service retirees or national security.
- (g) As far as possible, establish and maintain good working relations with local, state, and national legislators and with their key assistants who represent voters within the chapter area.
- (h) Serve as chairman of the legislative committee.
- (i) Recruit and appointment members of the legislative committee.
- (j) Perform other duties as assigned by the president.

SECRETARY:

- (a) Provide to the board members timely notification of all regular and special meetings.
- (b) Process membership applications and resignations advising the chairman of the membership committee and editor of the newsletter of new members and advise along with the chaplain of a member's death.
- (c) Maintain and update membership records and produce and publish an annual directory of members for distribution.
- (d) Maintain and safeguard all chapter supplies and organizational equipment.
- (e) Collect and appropriately distribute mail received by the chapter from the chapter post office box.



- (f) Collect the annual dues of the members and transfer all sums received to the treasurer.
- (g) Maintain and safeguard the chapter's correspondence, files, records, and documents.
- (h) Prepare and submit all reports which might be required of the chapter.
- (i) Prepare and submit the Officer Roster Form to national MOAA, Chapter Affairs Department, after installation of new officers.
- (j) Serve as chairman of the newsletter committee.
- (k) Recruit and appoint a newsletter editor, and members of the newsletter committee.
- (l) Appointment an assistant secretary with the approval of the board of directors.
- (m) Perform other duties that are commensurate with his/her office or as assigned by the president or board of directors,

TREASURER:

- (a) Maintain a record of all sums of money received and dispersed by the chapter.
- (b) Make disbursements as authorized by the president and approved by the board of directors.
- (c) Deposit all sums of money received into a financial institution approved by the board of directors.
- (d) Make a financial report at each board of directors meeting and publish an annual report in the chapter newsletter.
- (e) Recommend to the board of directors, whenever appropriate, new or revised financial policies.
- (f) Recommend to the board of directors an annual budget.
- (g) Recommend to the board of directors' appropriate investment strategies for the following accounts:
 - (1) Chapter checking account
 - (2) Charlotte/Metrolina Chapter scholarship fund
- (h) Appoint an assistant treasurer with the approval of the board of directors.



(i) In January of each year file form 990n (election notice i.e. post card) as required by the IRS

Notice CP-99 maintain a file of approved post card.

(j) Perform other duties that are commensurate with their office or as assigned by the president or board of directors.

Article VIII – Board of Directors. The composition of the board of directors will be the officers of the chapter, past president, editor of newsletter, surviving spouse liaison (does not need to be a surviving spouse), and 2 directors elected at large.

Article IX - Committees. The president, with the advice and consent of the board of directors, shall annually appoint such standing and special committees as may be required by the By- Laws, or he/she may find advisable.

Article X – Flags or Banners

Section 1. The Flag of the United States. The United States flag will be displayed and honored at all general membership meetings.

Section 2. The flag or banner of the Charlotte-Metrolina Chapter will be displayed at all general membership meetings or when requested at an official function.

Article XI – Amendments to the By-laws. These By-Laws may be amended, repealed, or altered, in whole or in part by a two-thirds majority vote of the members of the chapter present at any duly organized membership meeting of the chapter.

Article XII – All proceedings during meetings of all types in this chapter will be conducted under the parliamentary procedures found in Robert’s Rules of Order – simplified and applied. A quorum will be the number of members of the chapter present at the meeting.



Addendum #1

MOAA BY-LAWS ADDENDUM #1 CHARLOTTE-METROLINA CHAPTER NC-04 ROTC/JROTC SCHOLARSHIP COMMITTEE JULY 2023 AND FEBRUARY 2024

Article 1 - Name

The name of the committee is the Charlotte-Metrolina (NC-04) Chapter of Military Officers Association of America (MOAA) Reserve Officers Training Corps (ROTC) and Junior Reserve Officers Training Corps (JROTC) Scholarship Committee.

Article 2 - Purpose

The purpose of the committee is twofold. First is to select and provide monetary assistance (scholarship monies) for clearly outstanding college bound senior students of the Junior Reserve Officers Training Corps (JROTC)



units from high schools that are the designated responsibility of the Charlotte-Metrolina Chapter (NC-04) of the Military Officers Association of America (MOAA). Second is to provide annual scholarships to the Army ROTC and Air Force/Space Force ROTC detachments at the University of North Carolina at Charlotte (UNCC). The scholarship recipients will be junior or senior cadets who are contractually obligated to military service upon graduation.

Article 3 – Financial Status

The monies of the committee are managed by the chapter treasurer under a separate account (henceforth known as the ROTC/JROTC Scholarship Fund) of the chapter which is a non-profit 501(c)(3). Donations to this fund are tax-exempt. The number of ROTC/JROTC scholarships to be awarded and the monetary amount of the awards will be recommended by the Scholarship Committee to the Chapter Board of Directors for final approval. The annual scholarships are recommended to be at least \$1000 to each ROTC detachment and \$2000 to each JROTC recipient. The total monetary amount of the ROTC/JROTC scholarships for one year will not exceed 50% of the value of the Scholarship Fund that exists at the time the scholarships are submitted. Scholarship funds will be paid directly to the recipient's college or university of attendance.

Article 4 – Composition

The committee is composed of three members of the Charlotte/Metrolina Chapter of MOAA appointed by the Chapter President on January 1 of each year.

Article 5 – Applicant requirements

JROTC applicants must have maintained an exceptional scholastic standing (GPA 3.0 in a 4.0 grading system) in a four-year high school, demonstrated qualities of leadership and good moral character, participated in extracurricular activities, performed community services, and have been a member of a JROTC program for a minimum of four semesters that includes the junior or senior years in high school. Clarifications and minor improvements to these basic criteria will be submitted to the chapter board for approval as they occur on a yearly basis. ROTC recipients will be selected by their respective Professor of Military Science or Professor of Air/Space Science.



Article 6 – Priority for awarding a scholarship

Each JROTC unit will submit only one application for the college scholarship.

Article 7 – Committee Procedure

- 1) Fully promote the availability of scholarship program.
- 2) Does not discriminate in any way based on race, sex, age, or any other factors not relevant to the program objectives.
- 3) Based on input from the Committee Chairperson, the Chapter President or designated representative will notify by December 15, through a letter or electronic mail, the JROTC Senior Instructor at each eligible school advising him/her of the scholarship award program.
- 4) All applications and supporting documents will be submitted to the Chairperson not later than the second Saturday in February or February 10, whichever comes first, of the year the scholarship is to be awarded. Instructor verification of application information is strongly encouraged, along with an instructor letter of recommendation as noted in the Scholarship Announcement Letter.
- 5) The scholarship committee will review the applications and select up to the number of awards based on the monetary value of scholarships previously approved by the board for that year's program.
- 6) At the April Board of Directors meeting, the Scholarship Chairperson will submit to the board the names of the recommended scholarship awardees for scholarships of the board -approved amount.
- 7) Upon approval of the awards by the Board of Directors, the Chapter President or designated representative will notify the JROTC Senior Instructor of the scholarship recipient from their school.
- 8) The Chapter President or designated representative will notify each successful and unsuccessful applicant in writing. The successful applicant(s) will be congratulated on their selection, and invited, along with their parents and Senior Instructor(s), to be chapter guests at the May chapter meeting. A certificate and/or plaque will be presented to the successful applicant(s) in their high school(s) at an appropriate ceremony, or at the May chapter meeting.



Article 8 – JROTC Application Documentation

- 1) Completed application.
- 2) Certified copy of current high school transcript of credits.
- 3) School certificated SAT/ACT score results (if required), grade point average, and class standing.
- 4) College/University letter of acceptance or list of schools applied to for admission.
- 5) List personal awards, honors, etc.
- 6) List of school and community activities.
- 7) Three (3) letters of recommendation: one letter from the Senior JROTC Instructor, a second letter from the school principal or his/her designated and recommended replacement, and the third letter from a person outside the school who is not a relative of the applicant. (i.e. Clergy, Scoutmaster)
- 8) Essay of length designated in the Announcement Letter by the Scholarship Committee (Example - 250 to 500 words for 2024 applications), on an annually changing topic as listed in that year's Announcement Letter as selected by the Scholarship Committee.
- 9) The scholarship application is now a web-based form that the candidate will complete online. The application can be accessed by clicking this link to Jotform:

<https://form.jotform.com/223327985644163>

This link should be shared **ONLY** with the cadet selected, who meets the scholarship prerequisites, to complete. JROTC Instructors should assist the chosen cadet to complete this application process in a comprehensive and timely manner, as there will be **no exceptions to the required submission date of no later than the second Saturday of February.**

The December scholarship notice sent by the chapter to all Senior Instructors at each JROTC unit will include further instructions for the correct and complete electronic submission of the application and all attachments.

Article 9 - General Conditions



- 1) In order to qualify for payment of the scholarship, the JROTC applicant must enroll in a course of higher education (college, university, or community/technical) and the school will disburse the funds.
- 2) In the event the recipient of the scholarship is not accepted at the selected school, or does not attend the school, the full scholarship will be refunded by the college, university, or community/technical college to the scholarship fund.
- 3) In the event no acceptable applications are received by Charlotte-Metrolina Chapter, MOAA, the scholarship funds will remain in the JROTC Scholarship Fund to be used for future scholarship awards.
- 4) Each scholarship shall be awarded for one academic year.
- 5) Each ROTC scholarship recipient must be in good academic standing with the University.

Article 10 - Amendment of Addendum #1

- 1) Amendment can be made in accordance and adherence to Article 11 of the chapter by-laws which reads as follows: -
- 2) These by-laws may be amended, repealed, or altered, in whole or in part by a two-thirds (2/3) majority vote of the members of the chapter present at any duly organized general membership meeting of the chapter.

Agreed to on this date 21 APR 2024.

Signature: *///Signed///*

Printed name: Nelson W. English
President, Charlotte-Metrolina Chapter,
North Carolina State Council of Chapters
Military Officers' Association of America