

PSYOP REGIMENTAL ASSOCIATION

P.O. BOX 72642

FORT BRAGG, NORTH CAROLINA 28307

01 October 2018

Association Bylaws

Name

The name of the organization shall be the PSYOP Regimental Association.

Article I: Authority

Section 1. The PSYOP Regimental Association, hereafter referred to as the Association, is established at Fort Bragg, North Carolina, as a private nonprofit organization incorporated effective 15 November 2012 in the state of North Carolina. The PSYOP Regimental Association operates with the consent of the installation commander or his delegate under the provisions of the DoDI 1000.15 (23 October 1997) and the AR 210-22 (22 October 2001), contingent upon the following requirements and conditions:

a. That programs and activities conducted do not in any way prejudice or discredit the DoD Components, the military services or other agencies of the US government.

b. That the nature, function, and objectives of the PSYOP Regimental Association, together with provisions for membership eligibility, management responsibilities, financial management, and proper disposition of residual assets and liabilities upon dissolution, will be established in these Bylaws.

c. That the PSYOP Regimental Association shall not compete with the authorized activities of appropriated or nonappropriated fund instrumentalities as defined in AR 215-1, but may supplement those activities when specifically authorized in the approval document.

d. That the PSYOP Regimental Association will be self-sustaining and receive no support, assistance, or facilities from the Army or from nonappropriated fund instrumentalities defined in AR 215-1, except as provided in DoDI 1000.15, AR 210-22.

e. That the PSYOP Regimental Association may receive logistical support from DoD Components with appropriated US government resources in accordance with regulations. Nonappropriated fund instrumentality funds or assets shall not directly or indirectly be transferred to this organization.

f. That neither an appropriated fund activity nor a nonappropriated fund instrumentality will assert any claim to the assets of the PSYOP Regimental Association, or incur or assume any obligation of any private organization, except as may arise out of contractual relationships.

g. Adequate insurance, as defined by the service concerned shall be secured by the PSYOP Regimental Association to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the PSYOP Regimental Association or one or more of its members acting on its behalf.

h. That the PSYOP Regimental Association shall be responsible for ensuring applicable fire and safety regulations, environmental laws, local, state, and Federal tax codes, and any other applicable statutes and regulations are complied with in the operation of the PSYOP Regimental Association.

i. That the PSYOP Regimental Association is not established to provide morale, welfare, and recreational services essential to the operation of the organization.

j. That the PSYOP Regimental Association, if conducting special events on Fort Bragg agrees to indemnify and hold harmless the United States of America, the Department of the Army, the XVIII Airborne Corps, and their agents, events, and employees, from any liability for any and all claims, demands, rights, liens, and causes of action whatsoever kind and nature arising out of the PSYOP Regimental Association operations or activities on Fort Bragg.

k. That neither this installation nor the US government will have any liability for the organization's actions or debts.

l. That the Garrison Commander or delegate has authority to enforce compliance by the PSYOP Regimental Association with the conditions enumerated herein, to inquire into the activities, and to withdraw his/her consent for the existence of this organization on the installation at any time.

m. The PSYOP Regimental Association understands fidelity bonding will be purchased for members or employees handling monthly cash flow exceeding \$500. Bonding will be equal to the normal maximum amount of cash handled.

Section 2. The PSYOP Regimental Association will comply with all requirements set forth in AR 210-22, Private Organizations on Department of the Army Installations and DoDI 1000.15, Private Organizations on DoD Installations.

Section 3. Per AR 210-22, paragraph 2-1a(2)(d), the PSYOP Regimental Association is required to state the liability of the organization and its individual members for debts of or claims against the organization's liabilities in the event of bankruptcy, insolvency or dissolution. Debts and liabilities of the PSYOP Regimental Association are intended to be solely those of the organization, and not the organization's members. The PSYOP Regimental Association agrees to abide by any State or jurisdictional minimum capitalization requirements and certifies that all State and jurisdictional laws are met.

Article II: Purpose

Section 1: The Association is a veteran service organization. Accordingly, the purposes for which the association is formed are of the following:

a. Foster tradition, history and camaraderie among all Soldiers, Officers and Noncommissioned Officers, Active Duty and Reserve, Civilian and Retired that have contributed to the success of the Psychological Operations Regiment.

b. Educate the PSYOP force and circulate professional ideas through publishing a regular Association publication available to all members and by hosting professional lectures to further educate members of the PSYOP Regiment.

c. Recognize excellence within the PSYOP Regiment through the Regimental Award Program, distinguishing outstanding Soldier efforts in the POQC/SC and, AIT as well as PSYOP Soldiers and NCOs of the year.

d. Commemorate fittingly the memory of Psychological Operations troops who have paid the ultimate price in defense of American ideals.

e. Be a source of pride and esprit de corps for all Psychological Operations / Military Information Support Operations units.

Further, the Association will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

Article III: Membership

Section 1: Eligibility. Any person interested in the aims, objectives, and purposes of the Association, as set forth in these Bylaws, is eligible to apply for membership in the Association. Membership is subject to the conditions prescribed in these Bylaws, unless application for such membership shall be disapproved by the Association Executive Council. Corporate memberships in the Association may be approved by the Association Executive Council for business organizations and other entities who demonstrate continued support for the Association or the Psychological Operations Regiment.

Section 2: Categories. Individual membership in the Association shall be of five types: Active, Honorary, Lifetime, Corporate and Charter.

a. Active Members are defined as any Soldier, Noncommissioned Officer, Officer, Active Duty, Reserve, Retired, Civilian, Contractor, or Allied Soldier that has contributed to the success of the Psychological Operations Regiment, and such other persons as may be approved by the Executive Council. Active Members will pay annual dues of \$30 per year (exception: \$20/year for E6 and below).

b. Honorary Membership is a right bestowed by the Executive Council to individuals who hold significant positions within the Armed Forces, government, or civilian sector and further the objectives and purposes of the Association. This is done for the purposes of enhancing the status of the Association. In addition, the title of Honorary President is offered to every PSYOP Commandant, free of charge while holding the position.

c. Lifetime Members are defined as persons from the Active Members category who apply for and are granted such Lifetime status after payment of a onetime single level

of dues (\$200 for E6 and below/\$300 for all others), and the fulfillment of other obligations and requirements as might be established by the Executive Council.

- d. Corporate Membership may be granted to corporate entities wishing to contribute funds, sponsor, or otherwise support the PSYOP Regimental Association. Corporate Membership contribution levels will be determined by the Executive Council.
- e. Charter Members are defined as those members that joined within the early months of Association formation and paid additional funds to be recognized as Charter Members in the addendum to the Bylaws and in the Association newsletter.

Section 3: Privileges. Membership privileges shall be defined by categories of membership.

- a. Active and Lifetime Members may participate in Association activities, vote in elections called for by the Executive Council, hold office, purchase merchandise sold by the Association and receive official Association publications.
- b. Honorary and Corporate Members may participate in Association activities and receive official publications, but may not vote or hold office.
- c. Charter Members have no special privilege other than being recognized as an early member to the Association.

Section 4: Term of Membership. Membership shall remain in force so long as the member maintains current membership status by payment of dues and meets such other requirements as may be established by the Executive Council. Annual dues are due on the anniversary each year of the initial membership date. Members who do not pay their dues within 30 days after their membership anniversary date will have their membership privileges suspended until their payments are made current. Annual members who wish to convert their membership to a lifetime membership must pay the full lifetime rate, regardless of the number of years they have contributed annual dues. Members may be removed from membership for illegal activities and/or conduct detrimental to the image and integrity of the Association. Evidence will be made available to the Executive Council regarding infractions to these Bylaws. The Executive Council has the final vote in terminating a membership.

Section 5: Nondiscriminatory Organization. No person shall be excluded from membership, segregated, or otherwise discriminated against within this PSYOP Regimental Association on the grounds of race, color, sex, sexual orientation, age, marital status, national origin, political affiliation, religion or disability. In no way will the activities of the organization deprive individuals of their civil rights.

Article IV: Executive Council

Section 1: Officers. The officers of the PSYOP Regimental Association shall be President, Vice President, Director of Communications, Assistant Director of Communications, Director of Operations, Assistant Director of Operations, Treasurer, Secretary, Assistant Secretary, Active Component Liaison, Reserve Component Liaison, and a Retiree and Civilian Liaison.

Section 2: Executive Council. The Executive Council shall consist of the Association Officers listed in Article IV Section 1 and shall have the power to act in the Association's name in situations requiring decision and will be at the call of the President. ~~Members of the Executive Council must reside within 100 miles of the Fort Bragg/Southern Pines area and be available to attend Association meetings in person.~~

Section 3: Status and Powers. The officers listed in Section 1 above shall be the decision body of the Association, and shall govern in accordance with these Bylaws. Actions by the Board of Officers require a quorum (more than 50% of the Executive Council, one of which must be the Association's President or Vice President) and decisions may be made by the Executive Council will be by majority vote.

Section 4: Term of Office. In order for the Association to endure with steadfast continuity, the terms of office for the Executive Council shall be two year unless one of the following occurs: Council member resigns, Council member becomes incapacitated, as described in Article IV Section 6 below, that would prevent him/her from attending regular Executive Council meetings, or the Council member is voted off the Executive Council by majority vote of the remaining Council members. In the event an Executive Council member elects to resign from his or her position, a letter of resignation will be submitted NLT 30 days prior to the requested resignation date.

Section 5: Elections. Any Executive Council member or Association member in good standing may nominate a candidate, also in good standing, to fill a vacancy on the Executive Council and can readily participate in the Executive Council meetings (with the exception an At Large Executive nomination). Executive Council nominees shall be voted on by majority vote of the Executive Council. Elections will be held as each council seat is being vacated and nominees are accepted. An office vacancy will be filled with an interim appointment by the President with approval of the majority of the Executive Council until a nominee for the position is identified and elected to the council.

Section 6: Removal from Office. In the event an Executive Council member fails to perform his/her duties, violates attendance policies in Appendix B, or is found to be derelict in his/her duties, the council member may be asked to resign from his/her position. If the member fails to resign, then a vote will be conducted by the Executive Council in order to remove the individual from the Executive Council.

Article V: Officers

Section 1: General. The Executive Council is the senior body of the Association. The Executive Council is empowered to execute the affairs of the PSYOP Regimental Association and shall be administered under the direction of the President. The members charged with the execution of assigned Executive Council responsibilities are constituted as follows:

a. The President of the Association. Responsibilities:

- (1) Presides at all meetings.
- (2) Provides strategic guidance for the Association.
- (3) Fulfills the supervisory functions and perform administrative duties approved by the Executive Council to achieve the objectives and purposes enumerated herein.
- (4) Appoints special committees as deemed necessary.
- (5) Appoints, with Executive Council approval, non-voting technical support personnel (newsletter editor, Facebook administrator, webmaster, etc.) to functions within the Executive Council that require special skills.

b. The Vice President of the Association. Responsibilities:

- (1) Performs such duties as delegated by the President and the Executive Council.
- (2) In the absence, disability, or death of the President, the Vice President shall perform the duties and fulfill the responsibilities of the President until such time as a successor is elected or the original incumbent returns to office.
- (3) Provides oversight and counsel to each of the Executive Council Members.

c. Director of Communications. Responsibilities:

- (1) Coordinates the marketing and PR arm of the Association.
- (2) Coordinates the branding, messaging and strategic communication of the Association
- (3) Creates press releases for relevant publications (Special Warfare Magazine, Veritas, Peacemaker, etc.).
- (4) Seeks publicity opportunities (parades, fairs, expos, festival, conventions, etc.).
- (5) Manages the Association's web content (official website, Facebook site, Linked In site).

(6) Oversees the design, layout, production of Association publication, responsible for soliciting content.

(7) Runs the ordering, selling and storing of merchandise, and maintains accurate financial and tax records and submits to the Treasurer.

(8) Maintains sales records to identify trends in popular items for reordering and unpopular items to discontinue.

d. Assistant Director of Communications. Responsibilities:

(1) Assists in the coordinating the marketing and PR arm of the Association.

(2) Assists in coordinating the branding, messaging and strategic communication of the Association

(3) Assists in creating press releases for relevant publications (Special Warfare Magazine, Veritas, Peacemaker, etc).

(4) Assists in seeking publicity opportunities (parades, fairs, expos, festivals, conventions, etc).

(5) Assists in managing the Association's web content (official website, Facebook site, Linked In site).

(6) Assists with the design, layout, and production of the Association publication, responsible for soliciting content.

(7) Assists in ordering, selling and storing of merchandise, and assists in maintaining accurate financial and tax records.

(8) Assists in maintaining sales records to identify trends in popular items for reordering and unpopular items to discontinue.

e. Director of Operations. Responsibilities:

(1) Implements the Association's programs and activities.

(2) Coordinates the availability of facilities and dates for Association dinners and other gatherings.

(3) Plans the agenda and activities for these functions.

(4) Coordinates and supervises the execution of Association activities and functions.

(5) Prepares and briefs the Executive Council on an annual calendar of planned activities, programs, and events.

(6) Identifies members to supervise and operate programs and activities, both short and long term. Forms and manages volunteer committees to execute each event.

(7) Coordinates fundraising events for the Association and ensure the Association has at least one fundraiser per quarter.

(8) Maintains a record of fundraisers, supplies needed for each fundraiser, and points of contact.

(9) Prepares and reports financial plans prior to each fundraiser to the Treasurer, if necessary.

(10) Performs other duties as assigned by the President or Executive Council.

f. Assistant Director of Operations. Responsibilities:

(1) Assists implementing the Association's programs and activities.

(2) Assists in coordinating the availability of facilities and dates for Association dinners and other gatherings.

(3) Assists in planning the agenda and activities for these functions.

(4) Assists in coordinating and supervising the execution of Association activities and functions.

(5) Assists in preparing and briefing the Executive Council on an annual calendar of planned activities, programs, and events.

(6) Assists in identifying members to supervise and operate programs and activities, both short and long term. Assists in forming and managing volunteer committees created to execute each event.

(7) Assists in coordinating fundraising events for the Association and ensure the Association has at least one fundraiser per quarter.

(8) Assists in maintaining a record of fundraisers, supplies needed for each fundraiser, and points of contact.

(9) Assists in preparing and reporting financial plans prior to each fundraiser to the Treasurer, if necessary.

(10) Serves as the Coordinator for the establishment of all chapters within the PSYOP Regimental Association.

(11) Assists in performing other duties as assigned by the President or Executive Council.

g. The Treasurer. Responsibilities:

(1) Shall be responsible for accountability of assets, satisfaction of liabilities, disposition of any residual assets on dissolution, and other matters for reasonably responsible financial management.

(2) Receives, expends, and accounts for all Association monies, acting on guidance and authority of the President and the Executive Council.

(3) Coordinates the preparation and submission of the Association's annual budget in cooperation with the President and the Vice Presidents.

(4) Submits the Association's financial records, funds, and accounts to audit at least annually, as directed by the President and the Executive Council.

(5) Prepare quarterly reports to the Executive Council on the state of the Association's financial accounts.

(6) Prepare annual financial report on the state of the Association's financial accounts for presentation to the Association membership.

(7) Support coordination, staffing, editing, and finalization of all official correspondence generated by members of the Executive Council.

(8) Assists in the development of the annual operating budget by providing predictive monetary income figures.

(9) Signs (along with the President) all checks.

(10) Performs other duties as assigned by the President or Executive Council. 10

(11) Is to be bonded.

(12) Responsible for payment of all state and federal taxes.

h. The Secretary. Responsibilities:

(1) Keeps the minutes of the meetings of the Executive Council and all other Association meetings and performs secretarial duties in accordance with AR 210-11. Ensures that minutes/financial statements of scheduled meetings are properly

prepared, co-signed by the President and Secretary, and forwarded to the Installation Non-appropriated Fund Office, ATTN: AFZA-PA-Z, NLT 10 working days after the meeting is conducted.

(2) Ensures that correspondence and other official records of the Association are properly safeguarded.

(3) Prepares necessary revisions to the Constitution and Bylaws of the Association and submits them to the Executive Council for approval.

(4) Is the custodian of the Regimental Awards Program/Excellence Recognition Program

(a) Develops and recommends to the Executive Council policies and actions concerning the initiation and implementation of the Association's awards programs.

(b) Prepares and recommends, within guidance limitations, an overall Association awards program, including types of awards to be presented, the criteria for selection, the pamphlet, and an awards budget.

(c) Ensures arrangement of appropriate publicity for awards.

(d) Prepares award recommendation packets for voting.

(e) Prepares awards for presentation, shipment, and approval.

(f) Maintains the Association stock of awards on-hand.

(g) Performs other duties as assigned by the President and the Executive Council.

(5) Supervises the PSYOP Regimental Association membership program. Monitors membership trends and recommends policy to the Executive Council.

(6) Maintains the Association's membership database.

(7) Manages the membership renewal program.

i. Assistant Secretary Responsibilities:

(1) Assists the Secretary in keeping the minutes of the meetings of the Executive Council and all other Association meetings and assists the secretary in performing duties in accordance with AR 210-11. Assists the Secretary in any and all duties assigned.

(2) Ensures that correspondence and other official records of the Association are properly safeguarded.

(3) Assists the Secretary in preparing necessary revisions to the Bylaws of the Association and submits them to the Executive Council for approval.

(4) Assist the Secretary as the Custodian of the Regimental Awards Program/Excellence Recognition Program

(5) Assists the Secretary in supervising the PSYOP Regimental Association membership program.

(6) Assists in maintaining the Association's membership database.

(7) Assists in managing the membership renewal program.

j. Active Component Liaison Responsibilities

(1) Keeps a current version of the AC Officer/Enlisted Membership database from the Secretary.

(2) Ensures messages from the Director of Communications and scheduled events are disseminated to the AC Officer/NCO Member population via email.

(3) Solicits profile updates no less than twice annually.

(4) Serves as the primary association point of contact for Active Officer and NCO Members.

(5) Actively recruits towards this particular segment.

(6) Is to be an Active Duty Officer or NCO.

(7) Assist other council members as needed.

k. Reserve Component Liaison Responsibilities:

(1) Keeps a current version of the Reserve Membership database from the Secretary.

(2) Ensures messages from the Director of Communications and scheduled events are disseminated to the Reserve Member population via email.

(3) Solicits profile updates no less than twice annually.

(4) Serves as the primary association point of contact for Reserve Members.

(5) Actively recruits towards this particular segment.

(6) Is to be a Reserve Officer or NCO.

(7) Assist other council members as needed.

I. Civilians & Retirees Liaison. Responsibilities:

(1) Keeps a current version of the Civilian, Retired and Former Military Membership database from the Secretary.

(2) Ensures message from the Marketing Division and scheduled events are disseminated to the Retired & Civilian Member population via email

(3) Solicits profile updates no less than twice annually.

(4) Serves as the primary association point of contact for Retired & Civilian Members.

(5) Actively recruits towards this particular segment.

(6) Must not be serving in the US military.

(7) Assist other council members as needed.

m. Adjunct Council Members

Section 2. Reporting Requirements. The officers of the PSYOP Regimental Association will ensure the following items are submitted to the Directorate of Morale, Welfare, and Recreation on a routine basis (at least annually):

a. Minutes or summaries of PSYOP Regimental Association meetings.

b. Financial statements.

c. Any major changes in PSYOP Regimental Association activities, membership requirements, officers, objectives, organization, Bylaws, use of funds, and management functions.

d. Names, addresses and phone numbers of officers.

e. A copy of audit reports.

f. A copy of any correspondence about applicability of Federal, State, or local laws.

g. The Secretary and Treasurer are to work together to ensure the reporting requirements are met.

Section 3. Income will not accrue to individual members, whether individually or collectively, except through wages and salaries as employees or as award recognition for services rendered.

Section 4. Reimbursement to the Army for utility expenses shall be conducted as directed, unless utility use is incidental.

Article VI: Special Committees

The President is authorized to appoint Special committees, activated for short duration, to perform limited or one time missions of a temporary nature. The Chairman of said Committees will also be appointed by the President; however, he/she will select his/her own committee members. The Director of Operations will appoint committees and committee chairpersons of his or her choosing to execute special events hosted by the Association.

Article VII: Meetings

Section 1: Association General Meetings. The Association will conduct an annual meeting on or about each November in the Fort Bragg area. The purpose of the annual meeting will be to introduce new Executive Council officers, present awards, vote on general Association issues, present an Association financial report and conduct other Association business. Active Members wishing to vote on issues may attend meetings in person or may submit their vote for any issue brought for general membership vote via email. Proceedings of all the meetings will be recorded and reflect members in attendance, current financial statements of the Association, any certified inventories, and reports of committees. The Executive Council and other meetings of the Association shall be governed by Robert's Rules of Order.

Section 2: Executive Council Meetings. The Executive Council shall meet at the call of the President and assemble not less than monthly. The agenda for such meetings shall be prescribed by the President. Financial statements pertaining to the Association's operations shall be presented at least annually for approval by the Executive Council, and more if required. Vote of the majority of the Executive Council members present in a quorum shall govern.

Article VIII: Amendments

These Bylaws shall become effective upon approval by a majority vote of the Founding Members. Amendments can be made by a majority of those attending any Executive Council meeting, provided 15 days advance written notice of the proposed amendment is given to each Council member.

Article IX: Fundraising

The PSYOP Regimental Association will adhere to AR 210-22 and furnish documents that state the Private Organization's (PO's) nature, function, objectives (including planned use of funds) and activities. Fundraising on Army property will be in accordance with DOD 5500.7, and AR 600-29.

Article X: Fiscal and Operational Years

Section 1: Fiscal Year. The fiscal year of the Association shall be from 1 October to the following 30 September.

Section 2: Operational Year. The operational year of the Association shall be from 1 January to the following 31 December.

Section 3: Coinciding Periods. All recognized periods of the Association, including the fiscal and operational years, shall coincide unless changed by the Executive Council.

Article XI: Audits

An audit of the PSYOP Regimental Association financial records, accounts, assets, and holdings shall be conducted annually by a disinterested, qualified auditor (certified public accountant) at a time determined by the Executive Council or upon change of the Treasurer.

Article XII: Regulatory Compliance

The PSYOP Regimental Association, which is headquartered at Fort Bragg, North Carolina, shall operate in full compliance with US Army and other Federal regulations, as well as those initiated by the local installation. The initial Bylaws, dated 20 December 2012, were adopted subject to the approval of an affirmation vote of the Founding Members and with final approval by the Garrison Commander or his/her delegate. Amendments to the Constitution and Bylaws become effective upon approval of the Garrison Commander or his/her designee.

Article XIII: Dissolution

Section 1: The PSYOP Regimental Association may be dissolved by a majority vote of the general membership or by direction of the Fort Bragg Installation Commander.

Section 2: In the event of the withdrawing of consent by the installation commander, the Association may establish itself off the federal reservation. In the event of dissolution by the initiative of the membership and approval by the Installation Commander, residual assets of the Association will be turned over to one or more organizations that are

themselves exempt as organizations described in Sections 501 (c) 3 and 170 (c) 2 of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State or Local government for exclusive public purposes. The organization(s) to which the residual funds will be given after liquidation of all debts and obligations will be determined by a majority vote of the general membership in a duly constituted meeting. If liabilities exceed assets, each member shall be assessed his or her pro-rata share of the remaining debt after assets have been liquidated and applied toward liabilities.

Article XIV: Indemnification

Section 1: Indemnification. To the full extent authorized by law and permitted by the Association's resource, the organization shall indemnify for any financial loss, including the cost of any defense arising out of a claim predicated upon the conduct of their official duties, all officers, Executive Council members and Employees of the Association made a party in a civil or criminal action or proceeding by reason of the aforementioned positions. The Association shall have the option of purchasing insurance to protect, or securing counsel to represent, each of the aforementioned principals to satisfy its obligation hereunder.

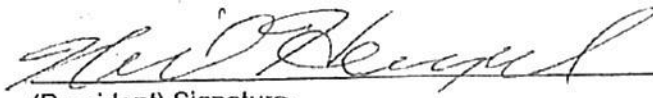
Section 2: Personal Liability. All members are required to read the Bylaws upon joining the organization. All members understand that they are personally liable if the assets of this organization are insufficient to discharge all liabilities or claims. The Association will comply with all State and jurisdictional laws. Neither the installation nor the Government will have any liability for the Association's actions or debts.

Section 3: Bonding. All members of the Executive Council who are responsible for handling PSYOP Regimental Association funds, have control of financial accounts, and/or have use of an Association credit card will be bonded. Bonding will be secured for the President and Treasurer only.

Article XV: Insurance

The PSYOP Regimental Association understands that it will be required to obtain adequate insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the PSYOP Regimental Association or one or more of its members acting in its behalf, of the operation of any equipment/apparatus or device under the control and responsibility of the private organization, in accordance with DoDI 1000.15, Section 6.9 and AR 210-22, Section 3-2. The Association certifies that all State and jurisdictional laws are met regarding the amount of liability coverage.


We the Officers of the PSYOP Regimental Association affirm these Association Bylaws on this 14th day of June, 2019:



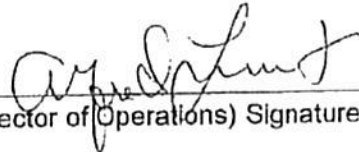
(President) Signature Neil Heupel



(Vice President) Signature Ed Burley



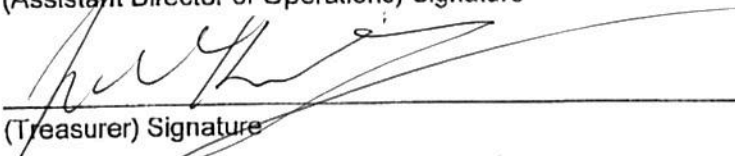
(Director of Communications) Signature Brenda Allemand



(Director of Operations) Signature Alfred Lunt

Not present For Signature

(Assistant Director of Operations) Signature Ajax Rangel



(Treasurer) Signature Jeffrey Kennedy

(Secretary) Signature vacant

(Active Component Liaison) Signature vacant

(Reserve Component Liaison) Signature vacant

(Civilians and Retirees Liaison) Signature vacant

Appendix A

Forming a Chapter

Section 1: General

The goals and aspirations of the PSYOP Regimental Association can best be served by Chapters in the field, which are organized and activated to build a network of motivated and interested members in their local areas. The fraternal bond formed by shared experiences and solved problems can be found only at Chapter level, where the commonalities of environment, mission, locality and structure create a positive atmosphere of mutual understanding and respect. Ultimately, the true strength of the Association will be determined by the active Chapters and their programs, not by the Association's central headquarters. Chapters, then, truly will guide the Association to maturity through increased membership, support for and education of PSYOP Active and Reserve Soldiers, Civilians and Retirees, and PSYOP mission support personnel, and development of activities and programs designed to meet the needs and desires of members to be served locally.

The Association will continue as a visible and energetic focal point for:

- PSYOP Esprit-de-Corps
- Professional development
- Fraternal bonding for all elements of membership
- Sharing information on programs and activities
- Enhancement and expansion of member services

Section 2: How to Organize

- a. Determine the Feasibility of a Chapter: Realistic assessment of a Chapter's potential is the critical first step to ensuring that success can be achieved. Steps in this process include the following actions:
- b. Identify the senior PSYOP leader in area whose leadership, support and resources are necessary for Chapter commencement.
- c. Contact and invite the key Officer, NCO and civilian leaders (usually not more than 20) to a feasibility meeting. At this meeting, determine the geographical area and units the Chapter should serve, as well as the number of potential members assigned or living therein. Estimate the support that can be engendered and the esprit that could result. If all assessments are positive, designate the group in attendance as the Chapter Organizational Committee.
- d. Prepare and dispatch a letter of announcement to the PSYOP Regimental Association concerning the Chapter's proposed activation. Schedule a general organizational meeting to which all potential members can be invited per the guidance provided by the PSYOP Regimental Association Bylaws. This meeting would usually be held in the evening hours, and should be open to all PSYOP Soldiers, civilians and affiliates, with special emphasis on attendance of Junior

- Officer, NCO and civilian leaders. The meeting should be publicized by mail, email, social media, and posted flyers and through staff conferences.
- e. At the meeting, criteria for membership and activation should be discussed. Potential programs and activities should be emphasized, as well as member services. A proposed slate of Chapter Officers should be nominated and voted on. Overall support for the Chapter should be assessed, and Association membership applications distributed to gain the commitment necessary to attain qualification for activation of the Chapter. If all indicators are positive, the Chapter should consider itself ready to petition the Association for approval of activation and official chartering. Procedures for petitioning the Association are discussed in a subsequent section below.

Section 3: Membership Rules and Criteria for Chapter Activation

Certain basic ground rules and criteria necessary to preserve and perpetuate the Association, as well as to protect the rights and responsibilities of its Chapters, are described as follows:

- a. Chapters can be activated only upon approval of the Association Executive Council, after an appropriate petition has been submitted.
- b. Activation petitions must contain the Chapter's initial slate of proposed officers, and the signature of 10 active members (in good standing) of the Association. Membership applications (with payment) may be submitted with the petition if sufficient signatories are otherwise unavailable.
- c. Chapter members must be Association members.
- d. Chapter officers must be members of the Chapter and the Association, and initially must be elected at a general membership meeting of the Chapter to which all members are invited.
- e. A copy of the Chapter Bylaws. Chapter Bylaws must not conflict with the Association Bylaws.
- f. Chapter will submit to dissolve chapter if officer positions cannot be filled to meet basic chapter requirements.
- g. If the chapter dissolves, all residual funds revert to the PSYOP Regimental Association Headquarters general fund. IRS reporting shall be completed as well as any local DMWR requirements, if registered on a post.

Section 4: Duties of the Organization Committee

This Committee plays a key role in performing specific functions critical in the petitioning and activating processes. These functions include:

- a. Coordination with the Association Executive Council. Advance contact will save time and effort in the preparation of the activation petition and other administrative requirements.
- b. Definition of the Chapter's Limits and Boundaries. Chapters may be defined by location; such as a post, camp or station; by unit, such as a Battalion; a city or geographical area; or as a combination of both. Whichever definition has the most

potential for building esprit and morale should be selected by the Committee and submitted on the petition.

- c. Selection of the Chapter Name. Usually the committee will choose a name which has some link or affiliation with the installation, geographical area or unit served by the Chapter. This recommendation must also be submitted with the petition.
- d. Nomination of the Initial Slate of Officers. This slate should contain, as a minimum, a nominee for President, one or more Vice Presidents, a Secretary and a Treasurer. These positions should be defined in the Chapter Addendum as the elective offices; however, the Association Executive Council will approve the first slate as part of the petitioning process. Special care must be taken to ensure that Officers, NCO, civilians and other potential membership groups receive appropriate and representative consideration in the nomination process.
- e. Organization and conduct of the Initial Membership Meeting. As discussed in the Feasibility section, the Committee must use this initial meeting to inform the potential membership about the Chapter's purposes, organization and leadership, as well as to assess the overall support for activation. At a minimum, the following agenda items must be addressed at the meeting:
 1. Discussion of the criteria for membership and Chapter activation.
 2. Briefing on potential Chapter programs and activities.
 3. Discussion of the proposed Chapter name and geographical area served.
 4. Nomination and concurrence with the initial slate of Chapter officers.
 5. Recruitment to membership.
 6. Preparation and signing of the petition.
 7. Concurrence in Chapter activation.
- f. Submission of the Petition. After the initial membership meeting is concluded and the support for activation is established, the Committee assumes responsibility for submitting the signed petition to the Association Executive Council. Procedures for preparing and submitting the petition are discussed in the next section below.

Section 5: Petitioning the Association for Approval to Activate

The petition format is a letterhead memorandum signed by the senior PSYOP leader that includes the following within the memo or as attachments:

- a. Proposed Chapter Name and quick summary of why the proposed Chapter name was selected.
- b. A proposed slate of Chapter Officers, to include e-mail addresses and telephone numbers.
- c. Planned programs and activities for the next 12 months (i.e., luncheon, guest speaker, etc.).
- d. The signatures of 10 active members of the Association that will be part of the Chapter upon activation.
- e. A copy of the Chapter Bylaws, which should be based on and not conflict with the PSYOP Regimental Association Bylaws.

- f. Once completed, the petition and membership payments should be submitted to the Association as soon as practical. In turn, the Association will consider the petition at the next regular meeting of the Executive Council. Once approval is granted, the Association will notify the Chapter by e-mail and formal documents via mail, along with forwarding a dated Chapter Charter Certificate.

Section 6: The Chartering Ceremony

Once the Chapter Charter has been approved, an appropriate ceremony or activity should be planned to commemorate the event. Usually, the ceremony will take place at a military club or some other suitable facility. The program should include, at a minimum, the official acceptance of the Chapter by the Chapter President, with appropriate remarks concerning the objectives and programs of the Chapter.

If possible, a prominent speaker should keynote the event. It is also recommended that a program be printed to highlight all of the events and activities involved.

Section 7: Chapter Finances

Chapters are not authorized to assess their members for dues. Only the Association Executive Council is authorized to collect dues to support programs and activities benefiting the entire membership. Membership dues will be shared between the national chapter and the local chapter. The percentage of the split of membership dues will be 20% National / 80% Chapter fund. The executive council will provide chapters with their financial statements to ensure transparency and good stewardship of PSYOP PRA funds. Upon Executive Council approval of the Chapter, the Council will provide a one-time grant of \$150 to a newly approved chapter for administrative costs (i.e. mailbox, web services, etc.).

Association dues are payable no later than the last day of the month in which the member's membership expires. The Association will make efforts to collect dues from delinquents who have not yet paid by the expiration date. Those remaining delinquent after 60 days will be removed from the active member rolls and their member privileges suspended until their dues are made current.

Chapters are authorized and encouraged to find other legal means to finance their programs. Chapters will double check with local installation authorities to ensure compliance:

Contracts and Debts. No Chapter has the authority to enter into any contract that imposes any liability on the Association, nor shall a Chapter incur any obligation or debt that cannot be met out of the available funds and resources of the Chapter.

Chapter Liabilities. The PSYOP Regimental Association is not responsible for any liabilities that the Chapter may incur.

Section 8: Chapter Records

The Chapter Executive Council must decide where the permanent records of the Chapter shall be located. Every effort must be made to systematically make a record of the activities and programs in which the Chapter becomes involved for future reference. Usually, an after-action report will suffice for this purpose, as long as it contains copies of all plans and promotional materials used in conjunction with the event.

The Chapter Secretary is normally charged with the responsibility of maintaining and posting the Chapter's records. The Secretary must be particularly attentive to keeping accurate minutes of all Chapter Executive Council meetings and General Membership meetings. The Secretary should also maintain a permanent policy file which houses all resolutions and permanent guidance and decisions on issues and other matters emanating from both the Association and the Chapter.

The Chapter Treasurer must produce a monthly financial statement which, at a minimum, lists the following items:

- a. Beginning balance.
- b. List of all income items and amounts.
- c. List of all expense items and amounts.
- d. Ending balance.

Each fund-raising activity of the Chapter must be duly and properly recorded by the Treasurer in the form of a full record of expenditures with complete disclosure of all revenues and expenses involved therein.

An annual financial report must be prepared by each Chapter for submission to the Executive Council, due by 15 October for inclusion into the Association annual budgetary report. Full disclosure of all revenues and expenses, particularly that involving unrelated business income, must be reported in compliance with Internal Revenue Service requirements. Forms and other guidance in this area will be provided to Chapters by the Association Treasurer on an as needed basis.

Section 9: Chapter Member Privileges

Chapter members shall have the same privileges as all Association members. Members may transfer Chapter Affiliation by submitting a completed Chapter Affiliation Transfer Form (Appendix D) to the gaining Chapter for their approval.

Section 10: Chapter Headquarters

One permanent Chapter headquarters location should be chosen and reported to the Association. Change of Chapter Officers and Executive Council Members should have no bearing on the permanency of this site.

Section 11: Chapter Reports

Soon after the commencement of a new fiscal year on Oct 1, Chapters should submit an Annual Report covering their programs and activities for the previous year NLT 15 Oct, as well as their planned events for the coming year.

These reports will be used by the Association headquarters to identify new ideas and advantageous programs that will be publicized in the Association Publication so that all Chapters can benefit.

No format for these reports is prescribed. Chapters are left to their own ingenuity to design a report that fits their needs best. Reports, however, should be neither too lengthy for easy comprehension, nor too brief for complete accreditation. At a minimum, reports should contain the following items:

- a. A complete listing of Chapter Officers and Committee Chairmen from the previous year.
- b. A complete listing of Chapter Officers and Committee Chairmen (including addresses, e-mails and phone numbers) for the current year.
- c. Description of programs and activities sponsored by the Chapter during the previous year.
- d. Description of programs and activities planned for the current year.
- e. Listing of the Chapter meetings held during the previous year.
- f. Listing of Chapter members.
- g. Listing of Association-presented awards and recipients involved from the previous year.
- h. Problems encountered the previous year.
- i. Description of fund raising activities used or planned.
- j. Recommendations to the Association.

Section 12: Chapter Programs and Activities. Chapter programs and activities will be in line with the original purpose of the Association as annotated below:

- a. Foster tradition, history and camaraderie among all Officers and Noncommissioned Officers; Active Duty and Reserve; Civilian and Retired; Printers, Broadcasters, and Graphic Designers that have contributed to the success of the Psychological Operations Regiment.
- b. Educate the PSYOP force and circulate professional ideas through publishing a regular Association publication available to all members and by hosting professional lectures to further educate members of the PSYOP Regiment.
- c. Recognize excellence within the PSYOP regiment through the Regimental Award, recognizing outstanding Soldier efforts in the POQC/SC, AIT and PSYOP Soldiers and NCOs of the year.

- d. Commemorate fittingly the memory of Psychological Operations troops who have paid the ultimate price in defense of American ideals.
- e. To be a source of pride and esprit de corps for all Psychological Operations / Military Information Support Operations units.

Section 13: Association Support for Chapters

- a. Financing: Chapters are encouraged to use fund-raising activities to support their programs and activities. Chapters are not allowed to assess dues to their members.
- b. Focal Point: The Association serves as a visible and energetic focal point for the PSYOP Regimental Association esprit-de-corps, professional development and fraternal bonding in the total force and for branch-affiliated retirees and civilians. Through its publications and other means of communication, the Association will concern itself with the continued education of current and former PSYOP professionals, and the mission preparedness of their units. It will also serve as a clearing-house for sharing information and worthwhile ideas from Chapters in the field concerning their programs and activities. It will also focus on the continued growth of Association membership, and the provision of continuously improving support and services to members and their families.
- c. Museum: As there is currently no PSYOP museum, the Association will work with units to properly exhibit PSYOP artifacts in their headquarters buildings and elsewhere.
- d. Publications:

Two types of media are currently in use to inform the Association members and support their interests, described as follows:

- a. The quarterly journal will focus on membership news, regional activities, doctrinal changes and other Regiment-specific information, entertainment and related subject matter.
- b. Home Page: Is an internet web site devoted to providing members with the latest news, member information, store products and an electronic means with which to correspond with the Association Executive Council.

Section 14: Summary

The ultimate success of the Association and the satisfaction of its members will relate directly to the efforts put forth by the Chapters in the field. Growth in membership, continuing education, professional development, networking ideas, improving programs, and perpetuating the Regiment are functions and responsibilities that the Association

can advocate, but only its Chapters can effect. Positive results are exhilarating and contagious.

Appendix B

Attendance Guidelines

1. Purpose. To establish a set of guidelines for the attendance requirements for the Psychological Operations Regimental Association Executive Council, and the process by which Council members are reviewed and removed.

2. Absences. A Council member will have their attendance tracked for all required meetings on a point system as defined below:

a. A council member will be given ½ absence for missing Roll Call at the beginning or end of the meeting, totaling 1 absence if he or she does not attend the meeting at all.

b. A Council member will be given 1 absence for not attending a committee meeting.

c. Absences from Executive Council meetings shall be excused due to medical reasons, family death, TDY, and approved absences by the PRA President.

d. The President shall determine if the absence satisfies the above requirements and if the member is excused.

e. An Executive Council Member is allowed to have a maximum of 4 unexcused absences during a calendar year.

f. If at any time a council member's personal responsibilities/employment interfere with and obstruct the goals and objectives of the PRA, he or she may be asked to resign from their position. If the member fails to resign, then a vote will be conducted by the Executive Council in order to remove the individual from the Executive Council.

3. Standard procedure.

a. A member of the PRA Executive Council member is required to participate in all required meetings. The standard procedure for attendance violations for Council members is defined below:

(1) Once a member acquires more than 4 unexcused absences, he or she will meet with the PRA President for a review of his or her individual situation.

(2) If he or she is found to be conducting their duties inadequately and there are no extenuating circumstances, he or she will be asked to resign.

(3) If the Council member does not respond to email requests to schedule a review meeting within 2 weeks after being notified of his or her attendance violation, or does not comply with an agreement decided upon for future attendance, he or she will be removed without further review.

4. Required Attendance: Executive council members are required to participate in all PRA Executive Council meetings.

Appendix C

PRA Notes to Financial Statements Organization and Summary of Significant Accounting Policies

1. **Organization.** The PSYOP Regimental Association is an organization for all who have served or supported a PSYOP unit or PSYOP mission. The Association's mission includes networking, fraternity, and advocacy. The PSYOP Regimental Association was established at Fort Bragg, North Carolina, as a private nonprofit organization incorporated effective 15 November 2012 in the state of North Carolina; the Association's financials were established in February 2013. Currently, the only source of the PSYOP Regimental Association's revenues is membership dues.
2. **Cash and Cash Equivalent.** For purposes of the cash flow statement, the PSYOP Regimental Association considers all demand deposits and investments with a purchased maturity of three months or less to be cash and cash equivalents.
3. **Revenue Recognition.** Membership dues are deemed to be in exchange for the benefits of the Association's services in the period the services are provided (annual or lifetime). Membership fees received in advance of the period the services are provided are recorded as deferred membership fees.