

Military Women Across the Nation

Procedures Manual

September 2024

Questions, updates, suggestions for clarification, etc.
may be submitted at any time to
Procedures@milwomen.org

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Introduction

This Procedures Manual is designed to provide guidance and information which is not specifically addressed in the current version of Military Women Across the Nation (MWAN) National Bylaws. This manual is intended to supplement, complement, and further clarify the responsibilities delineated by MWAN National Bylaws. In the event of a guidance conflict between this Procedures Manual and the current version of MWAN National Bylaws, the current bylaws will supersede.

MWAN's official newsletter is *Military Women's Bulletin* (MWB). Published every two months, the bulletin is a means of distributing information to MWAN members that is of mutual concern, and important to most women veterans. The bulletin is also an outlet for all members and units to provide details of local MWAN and military women-relevant activities.

An official website and Facebook page are maintained by MWAN's National Webmaster. The website is open to the public and may be reached at www.milwomen.org. The Facebook page is private for the safety and security of our membership. To gain access to the Facebook page, visit <http://www.facebook.com/groups/>. Request to join the group "MILWOMEN", answer all of the joining questions and provide your MWAN ID number.

Electronic copies of the current and past MWBs are posted on the website. Also, on the website, under the tab "Governing Docs & Forms," are copies of the current MWAN National Bylaws and the current Procedures Manual.

Unless specifically directed, all written reports may be made via electronic transmission. Report forms and templates are provided herein as guidance for the information required by each report. Current contact details for current national officers, national staff and regional representatives are contained in each issue MWB, usually on Page 10.

If electronic transmission is unavailable, reports and other correspondence may be sent via postal mail. Personal addresses for current national officers, national staff and regional representatives may be obtained by contacting the respective officer by phone or email.

Abbreviations used in this manual:

MWAN ~ Military Women Across the Nation

MWB ~ Military Women's Bulletin

MAL ~ Member at large

VP ~ Vice President

BOD ~ Board of Directors

MWAN Mission Statement

We are military women from across the nation who served, or are serving, in the United States Armed Forces. Because of our shared experiences, we are uniquely qualified to continue to serve God, country, family, and veterans, in particular, women veterans, through community service and volunteerism by assisting, advocating for, and supporting, those in need as well as preserving the distinguished history of women serving our nation.

MWAN Reports Schedule & Deadlines

<u>Report Requirement</u>	<u>Due Date</u>	<u>Report Recipient</u>
MWAN Membership Dues	1 March	MWAN Finance VP
Unit President Status Reports	1 July	Respective Regional Representative
Volunteer Hours	15 June	MWAN Volunteer Hours Chair
Member-at-Large Activity Report	1 July	Respective Regional Representative
National Officer/Staff Activity Report	1 August	MWAN President
Regional Representatives Reports	1 August	MWAN President
Unit Annual Financial Report	1 September	MWAN Finance VP
Letter of Authorization	1 September	MWAN Finance VP

Military Women's Bulletin Article Submission Deadlines

- 1 January (for publication in February issue)
- 1 March (for publication in April issue)
- 1 May (for publication in June issue)
- 1 July (for publication in August issue)
- 1 September (for publication in October issue)
- 1 November (for publication in December issue)

Section 1

MWAN Status & Structure

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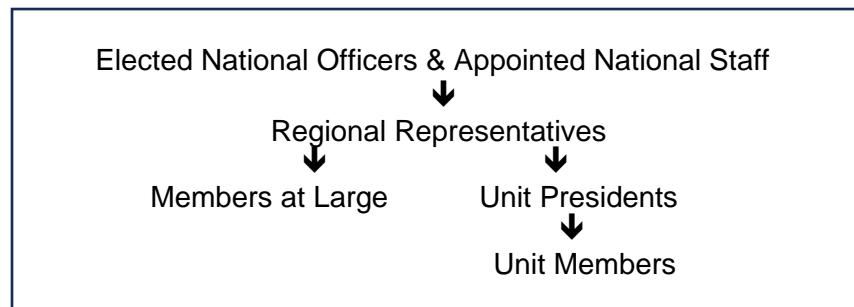
A. Nonprofit Status

MWAN is classified by the US Internal Revenue Service as a 501(c)19 nonprofit organization, created to benefit veterans of the United States Armed Forces.

As a national, nonprofit organization, MWAN relies primarily on membership dues and donations to fund its mission. While MWAN may make a profit (through sales to members, fundraising, etc.), any profit made must be reinvested into the MWAN mission which is promulgated in the current MWAN National Bylaws and printed on Page iv of this manual.

B. National Structure

MWAN operates under the guidance of ALL-VOLUNTEER elected officers and an appointed staff. Its basic organizational structure is displayed below:



Elected national officer positions are President, Vice President for Membership (Membership VP), Vice President for Unit Liaison (Unit Liaison VP), and Vice President for Finance (Finance VP).

Elected regional officer positions are representatives for each of MWAN's 13 physical regions.

Appointed national staff positions are Secretary, Supply Locker Officer, Bylaws Chair, Bulletin Editor, Webmaster, Veterans Affairs Center for Development of Civic Engagement (VACDCE) National Representative, Volunteer Hours Chair, Scholarship Chair, Public Relations Chair, Chaplain, Time & Place Chair, and HerStorian.

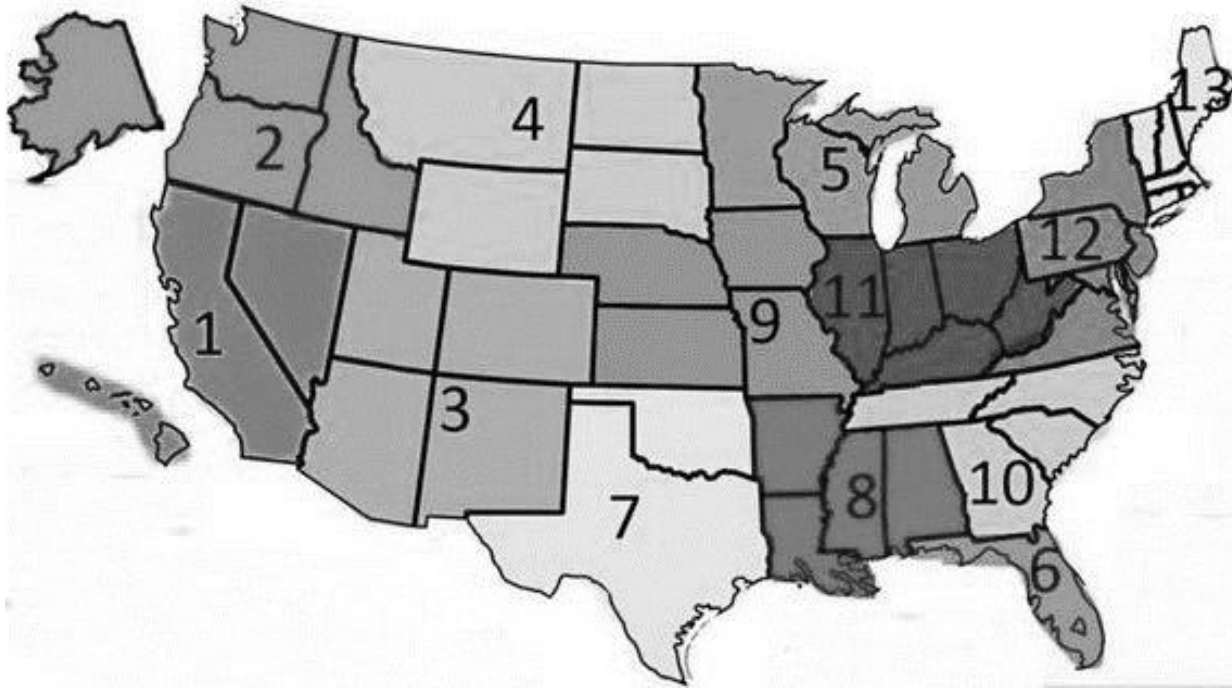
MWAN is managed on the national level by an 18-member Board of Directors (BOD). The BOD is composed of the four (4) elected national officers, the 13 elected regional representatives, and the appointed national secretary.

More specific details about national operations, officers, staff, elections, reports and other business can be found in the current MWAN National Bylaws and Section 2 of this manual.

C. Regional Structure

The nation's 50 states are divided into 13 regions with each region being represented by an elected representative who resides in one of the region's states. For clarification, each region is identified following the map diagram and includes a list of the states within.

More specific details about regions, regional representatives, elections, reports and other business can be found in the current MWAN National Bylaws and Section 3 of this manual.



D. Map of MWAN Regions

Region 1: California, Hawaii, Nevada

Region 2: Alaska, Idaho, Oregon, Washington

Region 3: Arizona, Colorado, New Mexico, Utah

Region 4: Montana, North Dakota, South Dakota, Wyoming

Region 5: Michigan, Minnesota, Wisconsin

Region 6: Florida

Region 7: Oklahoma, Texas

Region 8: Alabama, Arkansas, Louisiana, Mississippi

Region 9: Iowa, Kansas, Missouri, Nebraska

Region 10: Georgia, North Carolina, South Carolina, Tennessee

Region 11: Illinois, Indiana, Kentucky, Ohio, West Virginia

Region 12: Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, Washington DC

Region 13: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

E. Local Structure

MWAN members have the option of joining together to form an MWAN chartered local unit, or remaining independent members-at-large.

More specific details about local unit formation, operation, officers, reports and other business may be found in the current MWAN National Bylaws, and in Section 4 and Appendix A of this manual.

More specific details about members-at-large participation, responsibilities and other business may be found in Section 5 of this manual.

Section 2

National



A. National Membership

Qualifications for MWAN membership are specified in Article III of the current MWAN Bylaws. National membership is required for the issuance of an MWAN Identification Number.

Honorary national memberships to MWAN are no longer offered. However, units may choose to recognize those not eligible for national membership as an honorary unit member. Details regarding unit membership are outlined in Section 4 of this manual.

B. National Finance

MWAN manages its finances based on a fiscal year of 1 August through 31 July. However, the MWAN membership year is 1 January through 31 December. The organization's operational needs are met primarily by dues collected from its membership.

Details governing the structure and administration of national dues, as well as the development of annual national budgets are specified in Article IV of the current MWAN Bylaws. Life Memberships are offered by MWAN to those 90 and older.

While there are no paid employees of MWAN, some officers and staff may be authorized reimbursement for expenses and/or travel associated with the duties of their positions. The amount of such reimbursements will be subject to the fiscal budget and decisions by the MWAN BOD.

C. National Elected Officers

As mentioned in Section 1 of this manual, MWAN's ALL-VOLUNTEER national leadership includes a nationally elected President, Membership VP, Unit Liaison VP, and Finance VP.

All national elected officers are responsible for submitting an annual status report to the National President no later than 1 August each year. The report shall describe the officer's accomplishments during the previous fiscal year along with details of specific activities undertaken in the execution of her duties. The report may be submitted in letter format or by using the form provided in Section 6 of this manual.

Specific guidance on the qualifications, terms of office, duties and election of these officers can be found in Article VI, Sections 1-5, and Article VII of the current MWAN Bylaws.

D. National Appointed Staff

Also mentioned in Section 1 of this manual, MWAN's ALL-VOLUNTEER national leadership includes appointed staff positions of Secretary, Bulletin Editor, HerStorian, Supply Locker Officer, Bylaws Chair, Chaplain, Public Relations Chair, Scholarship Chair, Time & Place Chair, VACDCE National Representative, Volunteer Hours Chair and Webmaster.

All national appointed staff are responsible for submitting an annual status report to the National President no later than 31 July each year. The report shall describe the staff member's accomplishments during the previous fiscal year along with details of specific activities undertaken in the execution of her duties. The report may be submitted in letter format, or by using the form provided in Section 6 of this manual.

Specific guidance on the responsibilities of the Secretary, Bulletin Editor, HerStorian and Supply Locker Officer can be found in the current MWAN Bylaws Article VI, Section 6-7. Responsibilities assigned to all remaining staff positions follow:

1. Bylaws Chair Responsibilities: Assist units in developing, and or updating, unit bylaws; assist all members with developing bylaw amendment proposals; answer questions concerning national and/or unit bylaws; receives, coordinates and submits amendment proposals to the BOD for consideration by the membership at convention; maintain and update national bylaws as changes are made; submit amendment proposals to the MWB Editor for publication; prepare amended bylaws after convention, providing a digital copy to all national and regional officers as well as to each unit, and for posting on the MWAN website; and other duties as assigned by the BOD.

2. Chaplain Responsibilities: Prepare prayers and officiate the Bell Ringing Memorial Service at National Convention in honor of deceased members; and other duties as assigned by the BOD.

3. Public Relations Chair Responsibilities: Draft articles and seek opportunities to publish the existence and purpose of MWAN nationally through various media; provide article and letter templates to members and units for submission to local community media outlets; submit regular articles to MWB providing ideas for advertising MWAN; and other duties as assigned by the BOD.

4. Scholarship Chair Responsibilities: Submit annual essay topic ideas for consideration by the BOD; Update the scholarship application and submit copies for posting on the MWAN website, and for publication in the December and February issues of MWB; provide scholarship details to MWAN Public Relations Chair for dissemination to national media outlets and seek alternate avenues for publicity to garner applicants; recruit three qualified people – not otherwise affiliated with MWAN - to judge applicants' essays; review all applications ensuring compliance with scholarship requirements; provide the MWAN President with the winner's name, contact information and a copy of the winning essay, so she may advise the winner of selection, and send a subsequent letter of congratulations; notify the Finance VP of the winner's name, contact details, and the name of the college/university/school, so she may issue a check made out jointly to the winner and the educational institution (The check is to be mailed to the winner.); thank other students for their essays and encourage them to consider applying the next year; submit the winner's details and a copy of the winning essay along with optional photos of the winner for publication in the August issue of MWB.

5. Time & Place Chair Responsibilities: Contact each unit president 36 months prior to the biennial national convention to solicit input from units interested in hosting the event; advise interested unit presidents about the location of hosting guidance, the details needed in the unit's proposal, and provide copies of lessons learned from previous conventions; collect all unit proposals by 1 July of the even year prior to the convention being coordinated, and present the proposals at the upcoming national convention for vote by membership.

6. VACDCE National Representative Responsibilities: Become familiar with the requirements and certify MWAN representatives who may participate in the Veterans Advisory Committee at local Veterans Administration medical facilities nationwide (A member cannot represent more than one organization at a time); represent MWAN at meetings of the VACDCE Advisory Committee; assist in the Annual Joint Review; serve on subcommittees as requested by the VACDCE Advisory Committee Chair, and other duties as assigned by the BOD. Further specific information about this position is available online at va.gov.

7. Volunteer Hours Chair Responsibilities: Annually, request submission of, and consolidate the volunteer hours submitted by individual members and units; report the volunteer hour totals to the BOD, divided into the following three categories:

a. **Veteran Administration Hours:** Time spent at the VA Medical Centers, hospitals and clinics. (These hours are also reported by the VA to determine the benefit gained by supporting veteran service and other organizations.)

b. **Veteran Service Support:** This includes hours spent in direct support of veterans at veteran-centric events (parades, info fairs, etc.) such as; attending veteran organization meetings (MWAN, American Legion, American Veterans, Veterans of Foreign Wars, etc.); providing transportation for veterans; helping a veteran at home (such as grocery shopping or paying bills); crafting support items for veterans, active duty personal and/or their families (neck pillows, lap blankets, etc.); or virtually any service performed in support of a veteran.

c. **Community Service Support:** Any community service whether inside or outside the home, church, senior center, schools, etc. (such as teaching Sunday school; helping a friend in need; volunteering at local pet or homeless shelters; participating in prayer chains; tutoring students; assisting with or participating in fund-raising events; making blankets for the senior citizens' center, hospices or hospitals; or any other service performed in support of the local community not included in either category above).

Other responsibilities include: Submitting articles to MWB with volunteer option recommendations; Provide an annual article to MWB with a summary of volunteer activities other members are engaged in and providing the annual total submitted; and other duties as assigned by the BOD.

8. **Webmaster responsibilities:** Have the requisite skills to operate and maintain an online presence in the form of a website and closed-group Facebook site; negotiate the renewal of MWAN-held domains, domain names and hosting service as needed; periodically ensure the most current versions of forms, references, etc., reside on the website; and other duties as assigned by the BOD.

E. National Board of Directors (BOD)

Also mentioned in Section 1 of this manual, MWAN is managed by an 18-member BOD composed of the four (4) elected national officers, the 13 elected regional representatives, and the appointed national secretary. Specific guidance on the composition, duties and authority of the BOD can be found in Article X of the current MWAN Bylaws.

F. National Convention

MWAN holds a national convention biennially in even-numbered years which is open to all members in good standing. Particulars regarding the convention's purpose and location; committee composition; voting and transaction of general business, as well as method of cancellation, can be found in Article IX of the current MWAN Bylaws.

A convention registration fee will be presented by the convention coordinator to the BOD at its mid-term meeting the year prior to the planned convention. Upon BOD approval, the convention registration fee shall be paid by every person attending the convention, either as a member in good standing or a guest of a member in good standing. A guest is classified as a person who is not eligible for MWAN membership, but is attending with, or sponsored by, an MWAN member.

1. **Convention Host Bid:** Conventions may be hosted by one, or more, units, a group of individual MALs, or an entire region. (A group of at least 10 members is strongly recommended.) The interested group shall develop a proposal including details of the event location, venue and possible activities, along with a proposed budget showing estimated expenses, revenue estimates with sources, and a recommended registration fee. The bid should be submitted at least two years prior to the planned event.

2. **Convention Coordinator:** The Convention Coordinator shall be appointed by the incoming MWAN President at the national convention preceding the proposed convention. The

primary duty of the Convention Coordinator shall be to plan and supervise the next national convention under the direction of the MWAN President.

The Convention Coordinator shall appoint the chairs of committees mandated by MWAN Bylaws Article IX, as well as any other committee(s) necessary to organize and conduct a successful event. She shall also appoint a Convention Treasurer to oversee all money received and disbursed in connection with the convention. A list of committees and appointed chairs, including the Convention Treasurer, will be provided to the MWAN President.

Based on regular business meetings where each committee chair provides a report on the progress of her respective committee, the coordinator shall provide a written monthly update to the MWAN President which shall include current number of people registered, a budget statement (to include a copy of the Treasurer's accounting spreadsheet), and an overview of the planning status. When significant planning milestones are accomplished or delayed, the coordinator will advise the MWAN President. A general rule of thumb on convention-related business is: When in doubt, consult the MWAN President.

3. Committee Responsibilities:

a. Convention Treasurer – All money associated with the national convention shall be managed separately from any unit or personal member accounts. A spreadsheet shall be maintained showing all details for money received and disbursed.

Details for money received shall include at a minimum: Specific source of income and precise particulars of how the money is to be used.

Details for money expended shall include at a minimum: Copy of invoice/bill or receipt including the name and contact information of the recipient; an accurate description of the goods/services received for the payment, and specific payment details (check #, bank transfer, credit card, etc.).

b. Security & Safety (Formerly Master-at-Arms Force) - Collect Emergency POC details for all attendees; provide the location of local emergency services (ambulance service, hospital, urgent care clinic, etc.); maintain a First Aid Kit on site at all functions; be familiar with the location of restrooms, elevators, stairs, emergency exits, and emergency procedures for the venue; restrict business meeting attendance to MWAN members only; assist in maintaining order and protocol, and provide other support during the convention as required by the Committee Coordinator or National President.

c. Minutes – The Minutes Committee shall consist of at least three individuals who will assist the MWAN Secretary in taking minutes during the business meeting. Committee members shall be knowledgeable in MWAN structure, know the names of MWAN officers and staff, and be familiar with the content of the MWAN Bylaws.

This committee shall arrange for at least one recording device to record the business meeting, and arrange the placement of a table and three chairs adjacent to the speaker's podium, allowing those taking minutes clear access to all actions.

Convention minutes should include every motion stated including the name of the member making motion; the number of votes on each side when votes are taken; and specifics of any action taken during the proceedings, as well as the opening, recess and adjournment times.

d. Program – The Program Committee shall provide a tentative schedule for publication in the Call to Convention (C2C), to include approximate dates and hours of the convention business meeting, registration and venue details, program advertising opportunities, as well as planned events such as dinners, luncheons, sightseeing opportunities and local attractions. An MWAN President-approved draft of the C2C must be submitted to the MWAN Editor no later than six months prior to the proposed convention, for publication and nationwide distribution.

The committee shall also develop and publish an MWAN President-approved printed convention program composed of: A welcome to members by the MWAN President, the Convention Coordinator, and any other local dignitaries; Specific locations and times for events to include an agenda for the business meeting (written and provided by the MWAN President); Details of events planned during the convention; And any other information useful to members attending the convention. The cost of program printing is to be included as an expense of the convention budget.

e. Registration & Meals – The Registration & Meals Committee shall keep careful track of each attendee registration received, to include: Details of which events and meals will be attended; Any requests for assistance; Names and number of guests; Emergency point of contact details; And what payments have been received and where they are to be credited. She is also responsible for delivering all money received to the Convention Treasurer with proper distribution accountability.

The committee will determine the times for registration at the convention and ensure that registration and meals information is included in the C2C. This committee shall also ensure name badges are made for all attendees (members and guests) and members are issued appropriate badges and tickets upon check-in at the convention.

f. Standing Rules – The Standing Rules Committee shall draft and submit the standing rules governing the business session proceedings. These rules are in effect only during the business session of that specific convention and may be amended as needed. The rules should cover subjects relating to the conduct of business; the expected behavior of attendees; and rules and/or legalities which are pertinent to the venue, city, county or state. Convention standing rules must not conflict with the MWAN Bylaws. As these rules do not normally change much from one convention to the next, prior convention standing rules may be reviewed for applicability and currency and reused for subsequent conventions. The Convention Standing Rules are usually printed inside the front or back page of the convention program.

4. Convention Planning Schedule

Recommended Planning Schedule for MWAN Biennial Convention	
Time Line	Task
28 Months	Explore location and options (hotel/cruise/reunion); obtain cost estimate & draft contract from venue
24 Months	Prospective host unit presents proposal at biennial convention for vote by membership
23 Months	Host unit negotiates with venue turning draft into final contract
22 Months	Host unit presents final contract to sitting MWAN President for review & signature; Final contract must be signed by MWAN President & Finance VP
20 Months	Recruit & appoint volunteers to head committees; recommended committees are: Call to Convention & Program, Registration & Administration, Banquet Support, Store, Hospitality, Entertainment/VIPs, Decorations, Opening ceremony; Design convention logo
18 Months	Review committee budgets & calculate registration fee based on the estimated cost for food and beverage service, meeting room rental, audio/visual equipment support, local taxes, set up and service fees, etc.
14 Months	Present desired Registration Fee amount and detailed budget (expected expenses/costs) to MWAN President for presentation to Mid-Term BOD meeting (BOD approval required)

12 Months	<ul style="list-style-type: none"> - Obtain Convention Seed & Sister Assist funds from Finance VP - Initiate contact with VIP guests (speaker, opening ceremony, dinner) - Liaise w/venue area Chamber of Commerce. - Begin advertising and fundraising in MWB, Veteran magazines, newspapers, local group announcements, social media
10 Months	<ul style="list-style-type: none"> -Arrange Tours, Excursions -Schedule transportation service support - Solicit Convention support donations (raffle items, beverages & snacks for hospitality room, goody-bag gifts)
8 Months	Draft Call to Convention with input from MWAN President
6 Months	Submit smooth draft of Call to Convention to MWAN Editor for edit & publication
5 Months	<ul style="list-style-type: none"> - Coordinate color guard for opening ceremony & banquet; obtain written confirmation - Submit Call to Convention to printer (governed by MWAN Bylaws and paid by Finance VP)
4 Months	<ul style="list-style-type: none"> - Solicit written letters, proclamations, citations from local, county & state dignitaries (include copies in the program) - Begin drafting convention program; request input & final business session schedule from MWAN President; include advertisements, welcome letters, guest speaker information, dignitary correspondence, etc.
3 Months	<p>Submit smooth draft convention program to MWAN President for review and edit; Upon approval, have program printed locally (paid for with convention funds).</p> <ul style="list-style-type: none"> - Collect brochures/maps/city information from local visitor center - Provide banquet venue with a list of special dietary requirements - Provide final head counts to venue catering staff based on contract
3 Days	<p>Prepare goody bags (insert souvenir, program, local brochures, etc.)</p> <ul style="list-style-type: none"> - Order cake (if applicable) - Obtain gifts (if applicable) for banquet speaker, other dignitaries, etc.
0 Days	Convention Date; ensure all vendors are paid and debts settled
+5 Days	Send thank you notes to VIP guests, color guard, hotel, etc.
+30 Days	<ul style="list-style-type: none"> - Compile Lessons Learned from committee members - Prepare a final convention report including a reconciled accounting of all money received and spent

Section 3

Regions



MWAN membership is divided into 13 regions as detailed in Section 1 of this manual. Members-at-large (MALs) are assigned to a region based on the location of their primary addresses. Unit members are assigned to a region based on the location of their units.

A. Regional Representatives

Each region is overseen by an elected representative who is a voting member of the MWAN BOD and represents all members (MALs and unit) assigned to her region. Qualifications and duties for this position are detailed in the MWAN Bylaws.

Each regional representative is responsible for submitting an annual status report to the National President no later than 1 August each year. The report shall describe the representative's accomplishments during the previous fiscal year along with details of specific activities undertaken in the execution of her duties. Additionally, the report is to include a copy of each unit president's report for units located in the region. The report may be submitted in letter format with attachments, or by using the form provided in Section 6 of this manual.

All positions in MWAN are volunteer. However, regional representatives are members of the MWAN BOD and, as such, are eligible for the reimbursement of some duty-related expenses. The amount available for reimbursement will be determined annually by the MWAN BOD based on the MWAN fiscal budget.

B. Regional Conference/Meeting

At her option, a regional representative may choose to host a conference during odd-numbered years between even-numbered years when the national convention is held. The primary purpose of the conference is to give members an opportunity to discuss MWAN policies, procedures and administration, but social and informational activities may be included. Regional gatherings are often more convenient for members to attend than the national convention and provide an excellent recruiting opportunity.

At the conclusion of a regional conference, the regional representative shall send the MWAN President a report of the conference with special emphasis on recommendations made by members to be presented at the mid-term BOD meeting.

1. Funding: Each conference shall be self-supporting. A registration fee may be charged to cover the actual costs of the conference, but it should not include lodging or travel costs. The registration fee may include the cost of a group meal, admin costs (mailings, printing, name tags, taxes), additional meals for guest speakers, color guard or other special guests. There is also the option of obtaining donations from local companies to reduce costs.

2. Publicity: Regional conference details may be sent to the MWB Editor (editor@milwomen.org) for publication in the MWB. Additionally, many local newspapers (printed and online) will publish announcements of this nature for no charge. Other publicity avenues include social media, store bulletin boards, church programs, other veteran organization newsletters, local military facilities, etc.

3. Additional Suggestions: The following recommendations are provided for planning purposes:

- Tours, sightseeing and social activities are not considered MWAN business, but inclusion is encouraged to foster camaraderie.

- b. The regional representative should run the business portion of the meeting.
- c. If the gathering is held in spring or early summer, the representative may be able to present recommendations from the attendees at the mid-term BOD meeting.
- d. Consider rotating subsequent gatherings to different parts of the region, making it convenient to other members.
- e. Meeting space and hotel rooms should be coordinated as soon as possible.
- f. Appoint a secretary to take notes at the business meeting with focus on recording motions made and action taken.
- g. Appoint a treasurer to keep an accurate accounting of all monies received/ disbursed.

4. Regional Conference Planning timetable:

Recommended Planning Schedule for Regional Conference	
Time Line	Task
12 Months	Contract for meeting venue, hotel rooms, group meal
10 Months	Begin advertising, adding details as they become available
12-6 Months	Seek support from local organizations/businesses
12-6 Months	Invite guest speaker, color guard, etc.
6 Months	Research attraction venues
4 Months	Send out registration forms
6 Weeks	Coordinate staff for registration, hospitality, décor, safety, etc.
Final Week	Work closely with meeting venue representative on final details
2 Hours	Check meeting room set-up, flag/stand positions, etc.

More specific details along with copies of Lessons Learned from previous national conventions and regional conferences are available from the MWAN HerStorian at herstory@milwomen.org.

Section 4

Units



Specific requirements for MWAN units and unit participation are detailed in the current MWAN Bylaws. Some operational guidelines and recommendations are provided in this section.

A. Unit Membership

Members of an MWAN unit must be legitimate MWAN members.

1. Honorary unit membership. National MWAN “honorary” memberships are no longer offered. However, units may choose to recognize those not eligible for national membership as an honorary unit member as a reward for significant contributions to the unit’s mission.

However, other forms of recognition – as opposed to an honorary unit membership - are strongly recommended including plaques, letters, gifts, celebrations, etc.

If a unit opts to award an honorary membership, there may be no more than one honorary unit member per 10 qualified unit members, with a maximum of three honorary unit members.

2. Associate unit membership. As detailed in the current MWAN Bylaws, an associate unit membership may be extended to some women with specific limitations.

B. Organizing & Chartering a New Unit

The Unit Liaison VP is responsible for helping new units become chartered and will assist in the completion of the prerequisites and application process. The “New Unit Starter Kit” is contained in Appendix A to this procedure manual. Please refer to the kit for specific details.

C. Unit Emblem/Logo

Units are encouraged to design a unique emblem or logo to identify itself and its members. Once designed, an image of the unit emblem/logo shall be submitted to the Unit Liaison VP who will present the emblem/logo to the MWAN BOD for final approval.

D. Unit Dues

Units may establish their own unit dues to reasonably cover the unit’s projected expenses. Each unit should be self-sustaining and is expected to support its own objectives and membership desires. Unit officers are responsible to ensure good stewardship of funds and to assure expenses further the interest of the unit membership as well as MWAN.

E. Unit Officers

Unit leadership is vital to the continued success of a unit, and any unit member in good standing with MWAN is eligible to run for an officer position within the unit. Unit officers shall be elected from within the membership and serve for appropriate terms as directed by unit bylaws. To promote fresh ideas and encourage unit-member participation, term limits are recommended for elected positions.

All unit officers are strongly advised to become familiar with the current MWAN Bylaws, the current bylaws for their respective unit, and the details contained in this manual.

All changes in elected unit officers shall be reported within 30 days using the **Unit Data Update** Form/format located in Section 6 of this manual.

Duties of officers within each unit basically mirror those of the MWAN officers outlined in the MWAN Bylaws but on the unit level. At a minimum, units should have a President, Secretary, and Treasurer. However, units may have as many additional elected and/or appointed officers as suit their needs. Unit-specific officer duties are outlined below:

1. Unit President

a. Conduct unit meetings and manage unit business to ensure all actions are in compliance with MWAN Bylaws, unit bylaws and the Procedures Manual. A sample **Business Meeting Template** is provided in Section 7 of this manual.

b. Represent the unit as a liaison with her respective MWAN Regional Representative as well as local veteran groups and other community/civic/state organizations.

c. Appoint other unit officers and committee chairs in accordance with unit bylaws and as needed to conduct unit business. A sample **Unit Officers Installation** template is provided in Section 7 of this manual.

d. Conduct outreach and recruitment of new members. Sample **Press Release** templates are provided for your convenience in Section 7 of this manual.

e. Complete and submit the annual **Unit President Activity/Status** report. The form/format for this report is located in Section 6 of this manual.

2. Unit Treasurer

a. Collect, manage and account for unit dues. Maintain receipts and other substantiation for unit expenditures for three years, or as directed by the respective state reporting requirements.

b. Collect MWAN national dues from unit members annually, and submit those dues to the Finance VP prior to the 1 March deadline using the **National Dues Transmittal** form/format located in Section 6 of this manual.

c. Maintain an updated list of unit members. Inform the MWAN Secretary and Finance VP promptly of changes in contact data for unit members using the **Member Data Update** form/format located in Section 6 of this manual.

d. Forward completed new member applications along with the requisite national dues to the Finance VP. The **Membership Application** is located in Section 6 of this manual as well as online at www.milwomen.org under the "Governing Docs & Forms" tab.

e. Advise MWAN when a unit member passes away by forwarding details using the **Member Data Update** form/format located in Section 6 of this manual. A sample **Memorial Service** template is provided in Section 7 of this manual.

f. Ensure the federal IRS Form 990, Return of Organization Exempt from Income Tax, is appropriately completed and filed ANNUALLY before the due date of December 15. Most units will be able to electronically file the Form 990N e-postcard located at the below link. If additional guidance is needed, please contact the Finance VP.

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

g. MWAN operates its finances on an August 1 through July 31 fiscal year. Prepare and submit a **Unit Annual Finance Report** for that period to the Finance VP ANNUALLY by September 1 using the form/format located in Section 6 of this manual.

h. Complete, sign and submit the **Letter of Authorization** to the Finance VP ANNUALLY by September 1 using the form/format located in Section 6 of this manual.

i. Coordinate a financial audit at a minimum when the unit president or unit treasurer change. An internal audit may be conducted. An **Audit Committee Guidance & Checklist** template and an **Audit Committee Worksheet** template are provided for guidance in Section 7 of this manual. If additional guidance is needed, please contact the Finance VP.

j. Ensure all state reporting requirements regarding unit finances are met.

3. Unit Secretary

a. Work with the unit president to develop a unit meeting agenda.

b. Take minutes of unit meetings and ensure follow-up actions are taken as necessary.

c. Maintain local unit files and other business documentation, ensuring records and documentation are passed down to successors.

4. Other Unit Officer Opportunities

a. Submit unit news for publication in MWB such as meeting highlights, community participation, support projects, etc.

b. Create and circulate a unit newsletter including affiliation details as well as unit news.

c. Use appropriate means to send unit members appreciation notes, congratulatory messages, or other appropriate greetings on special occasions.

d. Create a unit history (hardcopy or electronic) including items such as details of unit activities; individual member histories, community military history, etc.

F. Charter Revocation/Dissolution

A unit's charter may be revoked for a number of reasons as outlined in the MWAN Bylaws. Every possible measure should be made by the unit's officers, regional representative and MWAN officers to assist a potentially failing unit. Due notice shall be given a unit, and reasonable time shall be allowed for a unit to meet the requirements before final action is taken to revoke.

In the case of dissolution by common consent of a majority of the unit members, the unit shall submit a **Unit Letter of Dissolution** using the template in Section 7 of this manual.

Any funds in the unit's treasury shall be donated to a non-profit organization of the unit's choosing. The original unit charter, if available, shall be attached to the **Unit Letter of Dissolution**, along with a final financial accounting showing how remaining funds were disposed and evidence of the unit's bank account (if applicable) being closed.

The unit number will not be reissued unless the unit chooses to reactivate and desires the original unit number.

Section 5

Members at Large



Members at large (MALs) are MWAN members who are not aligned with any particular unit. Because they do not have the unit support structure, some membership responsibilities fall to them as individuals.

MALs are encouraged to contact their respective Regional Representative (based on the member's state of residence) with any questions about MWAN, to discuss how to locate other women veterans, or to provide feedback and/or ideas for improving MWAN's operation and service to sister veterans. All regional representatives are listed in each MWB together with contact information and a list of the states each represents.

A. Annual Dues

MWAN dues are due and payable on 1 January each year. The MAL Membership Renewal Form is printed on the back page of each MWB. The completed form with appropriate payment should be mailed directly to the Finance VP at the address on the form. Additional contact information is in each MWB.

B. Contact Information Changes

MALs who move, change phone numbers or email addresses should complete the Address Change Form printed in each MWB issue or submit the changes using the **Member Data Update** form/format in Section 6 of this manual. However, in lieu of mailing a form all requested information may be provided via email and sent to secretary@milwomen.org.

C. Volunteer Hours

MWAN collects information on the volunteer hours donated by our membership to help show civilians and other organizations the value of women veterans in their communities. Also, having this data gives MWAN supporting documentation should the opportunity arise for grant funding.

MALs are asked to submit their volunteer hours directly to the Volunteer Hours Chair annually by 1 July using the **Member Data Update** form/format in Section 6 of this manual. Contact information for the Volunteer Hours Chair is available in each MWB. Instead of completing the form, all requested information may be provided via email, and sent to volhours@milwomen.org.

D. Activity Report

MALs are invited to share details of their activities with their respective Regional Representatives annually by 1 July using the **Member-at-Large Activity** form/format located in Section 6 of this manual. This information will be shared with other MALs seeking ways to make meaningful contributions to their communities.

E. Military Women's Bulletin (MWB) Submissions

MALs are also encouraged to submit details of their volunteer and/or veteran-related activities for publication in the MWB. Submit written articles in .doc format or in the body of an email to the MWB Editor (editor@milwomen.org). Photos may be attached as a .jpg or .png file. Do not send .pdf files. If you are unable to send the information via email, please call the MWB Editor to obtain her mailing address. Her contact information is in each MWB.

Section 6

Forms & Formats



Most reports may be sent via email, however, consider encrypting or password protecting all emails which contain your Personally Identifiable Information (PII).

Military Women Across the Nation

Expense Reimbursement Request

(Used by national officers, national staff and regional officers when financial reimbursement is authorized in connection with the execution of their office duties.)

(Submit a separate request for each different expense.)

Date: _____

Name: _____ ID#: _____ MAL or Unit #: _____

Phone #: _____ Email: _____

Full Mailing Address: _____

Officer Position: _____

Date of Expense: _____ Amount Spent: _____ Amount Requested: _____

Was expense authorized in advance? Y / N If YES, when & by whom? _____

Expense Details (Include activity such as transportation, lodging, supplies purchase, etc.)

Attach receipt(s) for Expense or explain in detail why the receipts are not included.

Submit request to MWAN Finance VP within 60 days of the Expense.

ATTENTION: Instead of using this form, an email may be used to submit this information, and attachments (if required) may be in digital format. HOWEVER, please INCLUDE ALL REQUESTED INFORMATION in the email.



FOR OFFICE USE ONLY

Submitted for Approval: _____

Response Received: _____ Amount Approved: _____

Payment initiated: _____ Payment details: _____

Military Women Across the Nation

Letter of Authorization

(Submitted annually by unit to certify inclusion in MWAN group exemption #4096.)

Name & # of Affiliate Unit: _____

Affiliate Unit EIN (Employer Identification Number): _____

Affiliate Unit Officer Name: _____

Affiliate Unit Officer Title: _____

This is to certify that the subordinate unit listed above is in good standing and an authorized affiliate of Military Women Across the Nation (MWAN). This affiliate requests inclusion in the group exemption number 4096 filed with the Internal Revenue Service Code under Section 501(c)(19).

We authorize MWAN to represent us as the central organization and affirm we are subject to the MWAN Bylaws, standing rules and amendments as set forth at biennial meetings. Each subordinate shall use the same accounting period as the national organization that has been currently established as Fiscal Year (1 Aug – 31 Jul).

Each year the subordinate unit must sign and keep on file this letter of subordination to the national organization in order to qualify under the group exemption of MWAN. In turn, MWAN will keep on file a letter of authorization from each unit while the group exemption is in effect.

The purpose of MWAN is to keep its members informed of current benefits associated with their military service and to keep them connected while preserving their common history. The nature of the income and expenditures of the organization shall be of a non-profit nature and shall consist of membership dues as the major income source and the administration of the organization as its major expenditure. Each affiliate will obtain a federal identification number from the internal revenue service and submit to the national organization in a timely manner.

In order to keep in good standing with MWAN, I hereby affirm and acknowledge that the foregoing statements are true, correct and complete to the best of my knowledge.

Affiliate Unit Officer Signature: _____ Date: _____

MWAN Authorized Representative Signature: _____ Date: _____

Submit completed/signed letter annually to MWAN Finance VP by 1 September.

Military Women Across the Nation

Member-at-Large Activity

(Used annually by MALs to provide details of participation in activities which support the MWAN mission statement.)

Date: _____

Report Period: 1 July (year)_____ through 30 Jun (year)_____

Name: _____ MWAN ID#: _____

Email: _____ Phone: _____

1. How many volunteer hours did you submit this year? _____

2. How many times were your activities published in the MWAN Military Women's Bulletin during this report period?

3. Provide details of VA-sponsored programs you have supported with time or funding.

4. Provide details of veteran-based activities/events (not included above) you have supported with time or funding.

5. Provide details of community-based activities/events (not included above) you have supported with time or funding.

Attach additional information, awards, letters of appreciation, pictures, etc.

Submit this report annually to respective Regional Representative by 1 July.

ATTENTION: Instead of using this form, an email may be used to submit this information, and attachments (if required) may be in digital format. HOWEVER, please INCLUDE ALL REQUESTED INFORMATION in the email.

Military Women Across the Nation

Member Data Update

(Used by MALs and/or units to report personal member information change(s); member transfers between MAL and unit status; MAL annual volunteer hours; deceased members.)

Date: _____

Name: _____ ID#: _____ MAL or Unit #: _____

Submitted by (If other than member): _____ ID#: _____ Position: _____

UPDATE TOPIC: Name, Address, Phone or Email Change

MAL or Unit Transfer MAL Annual Volunteer Hours Deceased Member

Name, Address, Phone or Email Change: Enter applicable, new information only.

Name Correction or Change: _____

Mailing Address: _____

Phone #: _____ Email: _____

Next of Kin Name: _____ Phone: _____

Submit Contact Information changes to MWAN Secretary immediately at time of change(s).

MAL or Unit Transfer: From Unit to MAL or Unit #: _____ OR From MAL to Unit #: _____

Submit Transfer details to MWAN Secretary at time of transfer.

MAL Annual Volunteer Hours: Report Period: 1 June 20____ through 31 May 20____

1. Hours of direct, VA service: _____ (Include VAMCs, Clinics, Cemeteries, etc.)

2. Hours of Veteran service: _____ (Include service to veterans NOT at VA facilities)

3. Hours of Community service: _____ (Include volunteer support at church, schools, neighbors, etc.)

TOTAL Hours of Volunteer Service during Report Period: _____

Also, provide a list of entities receiving volunteer support including explanations for unique or local institutions which may not be well known. Also include copies of certificates, resolutions, etc., and pictures showing your interaction with support recipients.

Submit Volunteer hours annually to MWAN Volunteer Hours Chair by 15 June.

Deceased Member: Date of death: _____ Place of death: _____

Indicate how death was verified: Notified by next of kin Printed Obituary

Online death notice Other: _____

Submit member death notification to MWAN HerStorian immediately upon receipt.

ATTENTION: Instead of using this form, an email may be used to submit this information, and attachments (if required) may be in digital format. HOWEVER, please INCLUDE ALL REQUESTED INFORMATION in the email.



Military Women Across the Nation

MEMBERSHIP APPLICATION

Name: _____ Phone: (____) _____
First Middle Maiden Last

Mailing Address: _____
Street City State Zip

E-Mail Address: _____ Unit No. or MAL _____

Birthday: Day _____ Month _____ Year _____ Branch of Service: _____

Dates of Service: From: _____ To: _____

Highest Rank/Rate: _____ Basic Training: _____

Training schools: _____

Primary/Last duty station: _____

College/special talents: _____ Referred by: _____

MEMBERSHIP shall be extended to military service women who served or are serving honorably in the U.S. Armed Forces, both regular and reserve components to include the National Guard and Maritime Services. Membership includes an E-MAIL subscription to *Military Women's Bulletin* published six times per year.

"I certify that I meet the eligibility requirements of MWAN and I can produce a copy of my military identification, DD214 or other honorable service/discharge document upon request."

Applicant Signature: _____ Date: _____

First Time, NEW Member Dues are \$35 for the period of 1 Jan through 31 Dec

Initial Annual Dues for **First Time, NEW Members** joining **after 1 Aug** shall cover the remainder of the current year AND the full, following calendar year.

Annual Renewal & Reinstatement Dues are \$25 for the period of 1 Jan through 31 Dec

LIFE MEMBERSHIP IS AVAILABLE TO MEMBERS 90 YEARS OF AGE AND OLDER for \$30.00.

New members joining through a **LOCAL UNIT**, make check payable to the local unit, and submit this completed and signed application to the **Local Unit Treasurer**, who will submit the payment and application to the MWAN Vice President for Finance.

New Members-at-Large make check payable to "MWAN" and mail with this completed and signed application to:
Maura Mooney, MWAN Vice President for Finance
228 Goldman Lane, Petaluma CA 94952-3682

PLEASE MAKE A COPY OF THIS APPLICATION FOR YOURSELF AND YOUR UNIT.

A tax-deductible donation to MWAN in the amount of \$ _____ is included in the attached check.

(For office use only) _____ MWAN National ID # _____

Military Women Across the Nation

National Dues Transmittal

(Submitted by unit as needed to convey national dues to Finance VP.)

Date of Report: _____

Unit Name & #: _____

Print Unit Treasurer Name & ID#: _____

Phone #: _____ Email: _____

1. All unit dues may be submitted on the same transmittal, but each member listed must be identified by her proper category (see below). *Suggestion:* It is best to group all members in the same category together.

- ◆ Renewal
- ◆ Reinstatement
- ◆ New Member
- ◆ Life Membership

2. For each member submitting dues, provide the following information:

- ◆ Member Name
- ◆ MWAN ID # (except for New Members)
- ◆ Full mailing address
- ◆ Phone number
- ◆ Email address
- ◆ Dues amount paid.

3. The dues transmittal may be submitted in any format (Excel, Word, etc.) desired as long as it is accessible by the Finance VP AND includes ALL of the above requested information.

4. To be valid, the National Dues transmittal must be accompanied by a single, original check or money order made out to "Military Women Across the Nation", "MWAN" or "MilWomen" for the TOTAL amount of dues being transmitted. The transmittal may be sent via email, however, it will not be valid until the accompanying payment is received.

Submit transmittal to MWAN Finance VP as dues are received.

Military Women Across the Nation

National Officer/Staff Activity/Status

(Used by all national elected officers and appointed staff to provide specific details on the current status of their respective positions, and identify particular accomplishments and recommendations for future improvement.

Date: _____

Report Period: 1 August (year)_____ through 31 July (year)_____

Name: _____

MWAN ID#: _____

Email: _____

Phone: _____

National Position: _____

Current Term: (Month/Year – Month/Year) _____

1. Provide details summarizing the status of the national position held. _____

2. Provide details of visits and/or support you have provided to regions, units, and/or MALs.

3. Provide details of other activities in which you, in your national position, have been involved to support MWAN's mission: _____

6. Attach additional information such as copies of bulletin articles, media reports, photos, etc.

Submit this report annually to MWAN President & Secretary by 1 August.

ATTENTION: Instead of using this form, an email may be used to submit this information, and attachments (if required) may be in digital format. HOWEVER, please INCLUDE ALL REQUESTED INFORMATION in the email.

Military Women Across the Nation

Regional Representative Activity/Status

(Used by region representatives to provide specific details on personal participation in region-wide activities in support of units, MALs and of MWAN mission statement.)

Date: _____

Report Period: 1 August (year) _____ through 31 July (year) _____

Name: _____

MWAN ID#: _____

Email: _____

Phone: _____

Region #: _____

Current Term: (Month/Year – Month/Year) _____

List States in Region: _____

List Units in Region: (Name, number & location) _____

1. Provide details of your visits with and/or support you have provided to the region's MALs.

2. Provide details of your visits and/or support you have provided to the region's units.

3. Are there any new units in the process of being organized in your region? Y / N (circle one)

If yes, where are they located? _____

4. Have you held a regional conference? Y / N (circle one)

If yes, list where and when the conference was held, number of attendees, and provide a copy of the minutes taken during the business session. If any money was collected/expended, provide a reconciled conference finance report. _____

5. Provide details of other activities in which you, as a regional representative, have been involved to support MWAN: _____

6. Attach additional information such as copies of newsletters, media reports, photos, etc.

Submit this report annually to MWAN President by 1 August.

ATTENTION: Instead of using this form, an email may be used to submit this information, and attachments (if required) may be in digital format. HOWEVER, please INCLUDE ALL REQUESTED INFORMATION in the email.

Military Women Across the Nation

Unit Annual Finance Report

(Provided annually by unit to detail all financial transactions conducted by the unit during the preceding fiscal year.)

Unit Name & #: _____

Unit Employer Identification # (EIN): _____

Date of Report: _____

\$ _____ Balance at beginning of Fiscal Year, 1 August (year) _____

*\$ _____ Total Income received during Fiscal Year

*Attach a list of all Income (dues, donations, sales, etc.) including itemized amounts and sources of income.

**\$ _____ Total Expenses paid during Fiscal Year

**Attach a list of all Expenditures (dues payments to MWAN, facility rent, donations, member support, fees, etc.) including to whom the funds were paid.

\$ _____ Balance at end of Fiscal Year, 1 August (year) _____

Print Unit Treasurer Name & ID#: _____

Unit Treasurer Signature: _____

Submit Report annually to MWAN Finance VP by 1 September.

ATTENTION: Instead of using this form, an email may be used to submit this information, and attachments (if required) may be in digital format. **HOWEVER,** please **INCLUDE ALL REQUESTED INFORMATION** in the email.

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆
Additional Unit Annual Finance Report Guidance

- ◆ Report Purpose: To summarize unit's deposits and payments for the fiscal year (1 Aug – 31 Jul).
- ◆ Income must include sources and reason for collections. **Example:** A deposit of \$35 that represents \$25 MWAN dues and \$10 unit dues, must be broken into those two categories.
- ◆ Expenditures must be broken out in a manner similar to income. **Example:** An expenditure for "Holiday Party" must be separated into food and drink cost, decoration cost, facility rental, etc.
- ◆ Do NOT include actual expenditure receipts with the report.
- ◆ If you have any questions about the content of this report, contact the Finance VP for assistance.

Military Women Across the Nation

Unit Charter Application

(Used when forming a new MWAN unit.)

Name & Unit #: _____ Date: _____

Unit President: _____ MWAN ID: _____

Unit Secretary: _____ MWAN ID: _____

Unit Treasurer: _____ MWAN ID: _____

Other Elected Officer: Title: _____ Name: _____ MWAN ID: _____

Other Elected Officer: Title: _____ Name: _____ MWAN ID: _____

Term of office for all elected officers: _____ to _____
(month/year) (month/year)

Attached are the following items:

1. A copy of local unit bylaws which have been approved by the MWAN Bylaws Chair.
2. Copies of minutes kept for the four (4) organizational meetings.
3. A check/money order made out to "MWAN" for the \$25 charter fee, along with list of current charter members, including each member's MWAN ID (*if previously assigned*)
4. A copy of the completed EIN form, or the EIN assignment letter, if received.
5. Completed MWAN New Member Applications, and dues, for new members who have not previously submitted applications.

Signatures:

Unit President, _____

Unit Secretary, _____

Unit Treasurer, _____

_____, _____

_____, _____

**Upon completion of prerequisites, submit this form and enclosures to MWAN Finance VP.
Also submit a copy of the *APPLICATION ONLY* to MWAN Unit Liaison VP & the respective
Region Representative.**

Military Women Across the Nation

Unit Data Update

(Used by units to report unit officer change(s) and annual unit volunteer hours.)

Date: _____

Unit Name: _____ Unit #: _____

Submitted by: _____ ID#: _____ Unit Office: _____

UPDATE TOPIC: Unit Officer Change Unit Annual Volunteer Hours

Unit Officer Change: Insert Name(s) on proper line(s) along with ID#, Month & Year term ends, and whether officer was elected (*Circle "E"*) or appointed (*Circle "A"*).

President: _____ ID#: _____ Term: _____ E A

Vice President: _____ ID#: _____ Term: _____ E A

Secretary: _____ ID#: _____ Term: _____ E A

Treasurer: _____ ID#: _____ Term: _____ E A

Submit unit officer updates to MWAN Unit Liaison VP & respective Regional Representative within 30 days of any unit officer change.

Unit Annual Volunteer Hours: Report Period: 1 June 20____ through 31 May 20____

- Hours of direct VA service: _____ (Include VAMCs, Clinics, Cemeteries, etc.)
- Hours of Veteran service: _____ (Include service to veterans NOT at VA facilities)
- Hours of Community service: _____ (Include support to church, schools, neighbors, etc.)

_____ TOTAL Hours of Volunteer Service

_____ # of Unit Members contributing to total

- Provide a list of entities receiving volunteer support including explanations for unique or local institutions which may not be well known. Also include copies of certificates, resolutions, etc., and pictures showing members interacting with support recipients.

Submit Unit Volunteer Hours annually to MWAN Volunteer Hours Chair by 15 June.

ATTENTION: Instead of using this form, an email may be used to submit this information, and attachments (if required) may be in digital format. HOWEVER, please INCLUDE ALL REQUESTED INFORMATION in the email.

Military Women Across the Nation

Unit President Activity/Status

(Used annually by units to provide specific details of unit and unit member participation in activities which support the MWAN mission statement.)

Date: _____

Report Period: 1 July (year)_____ through 30 June (year)_____

Unit Name: _____

Unit #: _____

President Name: _____

MWAN ID#: _____

Current President's Term: (Month/Year – Month/Year) _____

Email: _____

Phone: _____

1. Total number of unit members?
2. Current balance of unit funds?
3. Total unit Volunteer Service Hours provided this report period?
4. Does your unit publish a unit newsletter? (Y / N) If so, how often?
5. How often do unit members gather? (*Weekly, Monthly, Bimonthly, Quarterly, etc.*) _____
5. How many times did unit members gather this report period? _____
6. How would you classify these gatherings, and about how many members attend each?
 - ◆ Meetings _____ Est. attendance? _____
 - ◆ Luncheons/Dinners _____ Est. attendance? _____
 - ◆ Patriotic (Parade, celebration, etc.) _____ Est. attendance? _____
 - ◆ Social (Party, group activity, etc.) _____ Est. attendance? _____
 - ◆ Service (Veteran or community support, etc.) _____ Est. attendance? _____
7. Please include additional information such as copies of newsletters, media reports, photos, proclamations, awards, etc.

Submit this report annually to respective Regional Representative by 1 July.

ATTENTION: Instead of using this form, an email may be used to submit this information, and attachments (if required) may be in digital format. HOWEVER, please INCLUDE ALL REQUESTED INFORMATION in the email.

Section 7

Guides & Templates



Military Women Across the Nation

Audit Committee Guidance & Checklist

(This template is a sample and may be modified to include and/or remove items which may or may not apply to any particular unit such as property holdings, investment accounts, etc.)

Audit Objective

Purpose: To certify the accuracy of the financial records of MWAN units, and to assure the officers and membership that the unit's resources/funds are being managed properly.

What is an Audit? Auditing involves following financial transactions through the records to be certain receipts have been properly accounted for; expenditures were made as authorized in the budget; payments were approved by the general membership, and all transactions conform with the unit bylaws and standing rules.

Composition of committee: The committee is composed of the Unit Treasurer and (at least) two other unit members appointed by the unit president.

When an audit should be performed:

- At the end of the fiscal year.
- When a new Unit Treasurer assumes office.
- At any time deemed necessary by the unit president or the unit executive board.

Preparing for the Audit

The treasurer is responsible for putting the financial records in order for the committee. The treasurer should provide the following to the audit committee members:

1. A copy of the last audit report.
2. The checkbook and all unused checks for all accounts.
3. Bank statements and deposit receipts.
4. Treasurer's books and ledgers.
5. The most recent annual financial report.
6. All receipts of bills paid.
7. Copies of minutes from general meetings.
8. Copies of all financial reports for the period to be audited.
9. Any other information requested by the Audit Committee.

Conducting the Audit

- Begin the audit with the first transaction posted after the last audit. Make sure the beginning balance agrees with the Balance on Hand per the last audit report.
- Make sure that each check written has proper substantiation, i.e. vendor invoice or check request.

- Check all ledger entries back to the cancelled checks and validated deposit tickets. Verify that all income and expenses are allocated to the proper budget category and are within the approved budget.
- Verify that bank reconciliations are done monthly and check their accuracy. Verify all checks have two signatures and spot check endorsements.
- Check the accuracy of the math in the checkbook and ledgers.
- Checks should never be made payable to "Cash."
- Check the minutes of the general meetings to verify the following:
 1. The budget and all amendments were adopted by the general membership.
 2. The general membership approves all fundraisers either through approval of the budget that includes them or through a special vote if added after the adoption of the budget.
 3. Financial reports were presented at all general meetings for all accounts.
- After the treasurer has corrected any errors and the committee is satisfied that the financial records are correct, draw a red line across the ledger and checkbook where the audit concludes. Write "Examined and found correct" and have all committee members sign and date the entry.

Irregularities in the Records

If the audit committee finds irregularities in the treasury records, the following steps should be followed:

- Contact the unit treasurer to secure additional records or information.
- If the matter cannot be settled to the committee's satisfaction, contact the unit president to work out what additional steps need to be taken.

Audit Report

A member of the audit committee should make a report to the general membership at the first meeting held after the conclusion of the audit. The unit members should adopt the report at that time. A copy of the annual report should be attached to the audit report and maintained permanently by the treasurer and placed in the minutes.

In reporting an audit that finds inaccuracies in the records of the treasurer, the following statement should be given at the appropriate time:

"The Audit Committee has examined the records of the Unit _____ Treasurer for the period (from-to). The current balance on hand is \$ _____."

No discrepancies were found.

The following irregularities have been found: (List all irregularities)

The following steps were taken to correct the problem(s): (List all steps)

To prevent these types of problems from occurring in the future, we recommend the following: (List the recommendations)

Remember, the unit treasurer is legally responsible for all the funds of the unit. However, the officers of the unit are elected by the membership and should be committed to keeping the affairs of the association on a sound financial basis.

IMPORTANT: Any investigation by the Audit Committee must be kept confidential.

Military Women Across the Nation

Audit Committee Worksheet

(This template is a sample and may be modified to include and/or remove items which may or may not apply to any particular unit such as property holdings, investment accounts, etc.)

FINANCIAL STATEMENTS

1. ___ Are periodic financial statements prepared and submitted as required?
2. ___ Do financial statements include all funds (unrestricted and restricted)?
3. ___ Are account balances in the financial records reconciled with amounts in financial reports?

RECEIPTS

4. ___ Are cash handling procedures in writing?
5. ___ Are procedures established to care for cash delivered between unit meetings?
6. ___ Are all funds promptly deposited? Compare receipt records with bank deposits.
7. ___ Are all receipts deposited intact? Receipts should not be used to pay cash expenses.
8. ___ Are donations for restricted purposes properly recorded in the accounting records?
9. ___ Are restricted funds held for intended purpose(s)?
10. ___ Are individual donor records kept to provide donor acknowledgments for contributions?
11. ___ If goods/services were provided in exchange for a donation, does the receipt state the deductible amount for federal income tax purposes is limited to the difference between the donation value and the value the goods/services provided by the organization?

DISBURSEMENTS

12. ___ Are all disbursements paid by check or electronic transactions?
13. ___ Is written documentation available to support all disbursements?
14. ___ Are pre-numbered checks used? Account for all check numbers including voided checks?

BANK STATEMENT RECONCILIATION

15. ___ Are written bank reconciliations prepared on a timely basis? Trace transactions between the bank and the books for completeness and timeliness.
16. ___ Are the bank reconciliation reports signed and dated?
17. ___ Are there any checks that have been outstanding over three months?

SAVINGS AND INVESTMENT ACCOUNTS

18. ___ Are all savings and investment accounts recorded in the financial records?
19. ___ Are earnings or losses from savings and investment accounts recorded?

LAND, BUILDINGS, AND EQUIPMENT RECORDS

20. ___ Are there detailed records of land, buildings, and equipment including date acquired, description, and cost or fair market value at date of acquisition?
21. ___ Was an equipment physical inventory taken at year-end?
22. ___ Have the property records been reconciled to the insurance coverages?

ACCOUNTS PAYABLE

- 23. ____ Is there a schedule of unpaid invoices including vendor name, invoice date, and due date?
- 24. ____ Are any of the accounts payable items significantly past-due?
- 25. ____ Are there any disputes with vendors over amounts owed?

INSURANCE POLICIES

- 26. ____ Is there a schedule of insurance coverage in force reflecting effective and expiration dates, kind and classification of coverages, coverage amounts, premiums and terms of payment?

AMORTIZATION OF DEBT

- 27. ____ Is there a schedule of debt such as mortgages and notes?
- 28. ____ Have the balances owed to all lenders been confirmed directly in writing?
- 29. ____ Have balances owed to all lenders been compared to obligations recorded on the balance sheet?

SECURITIES AND OTHER NEGOTIABLE DOCUMENTS

- 30. ____ Does the organization own any marketable securities/bonds? Are they kept in a safe deposit box?
- 31. ____ Has the content of the safety deposit box been examined and recorded?

PERSONNEL MATTERS

Does the organization maintain the following documents:

- 32. ____ Applications for membership?
- 33. ____ Personnel files?
- 34. ____ Performance appraisal and evaluation forms?
- 35. ____ Employee handbook?

FEDERAL REPORTING

- 36. ____ Does the organization file a Federal Tax return? Provide the date of the most recent filing.

NOTES:

Auditor: _____ **Date:** _____
Printed Name Signature

Military Women Across the Nation

Business Meeting Template

(This template is a sample and may be modified to include and/or remove items which may or may not apply to any particular region, unit or other situation.)

1. Call meeting to order
2. Invocation/Moment of Silence
3. Pledge of Allegiance/Patriotic Ceremony
4. National or Unit Preamble *(optional)*
5. Introduction of guests and new members
6. Speaker or program *(optional)*
7. Reading and approval/correction of previous meeting minutes
8. Correspondence
9. Treasurer's report
10. Reports of officers/committees
11. Business
12. Announcements
13. Adjournment

Military Women Across the Nation

Memorial Service

(This template is a sample and may be modified to expand parts of the service, or reduced to accommodate a shorter time frame.)

1. This template is a sample of a small, simple ceremony, which may be modified to include and/or remove items which may or may not apply to any particular unit or situation. Some services may honor more than one person, and/or may include candle lightings or processions; poetry/scripture readings; brief, individual memories/testimonies by attendees; flower placements/flower petal drops; or any other presentation or recognition of the deceased's life.

Possible narrative:

“We are here to honor [NAME], a former member of the United States Military. She served her home, her community and her country with love and dignity, and has left a great void in the lives of all who knew her. Let us have a moment of silence. [Pause for a moment/10-15 seconds].

“We ask for love and compassion to surround and comfort the loved ones who have been separated from our friend and sister. We will always remember the many hours and days of joy, sharing and laughter spent with [NAME], and know that separation of the earthly being brings a greater union of spirit.

“[NAME] volunteered to protect our freedom and liberty by serving her country in its time of need, whether in peace or war. She served with honor and pride. Her dedication is an example for those who follow, and bring a deep sense of esteem and thanksgiving to her family and friends.”

[OPTIONAL: Include further personal information including volunteer activities, MWAN positions, military service details, etc.]

[Ask all who are able to stand]

Let us go from here, not with a sense of sorrow, but in celebration of life. [NAME], the members of [Unit and/or Region] of Military Women Across the Nation. salute you.

[Give Order] “HAND SALUTE”.

2. If MWAN members have been asked to fold and/or present a flag to the family, the person selected to make the presentation should stoop/kneel, if necessary, to be face-to-face with the family member receiving the flag.

Recommended narrative:

“On behalf of the President of the United States, a grateful nation and members of [Unit and/or Region] of MWAN, I present this flag in recognition of [NAME]’s faithful and honorable service to our country.”

After presenting the flag the presenter should, stand at attention, render a final, slow, solemn hand salute, turn and walk away.

Military Women Across the Nation

Press Release

Most local media outlets will announce community meetings, dinners and other functions for non-profit organizations for no charge. Below are a couple of sample announcements which members may find useful.

Meeting announcement sample:

[Unit Name & #] is set to meet at **[Time]** on **[Day, Date]** at **[Location name and/or street address]**.

[Unit Name & #] is a network of active duty, reserve, retired and veteran military women which meets to share information regarding veteran benefits, enjoy a common history, and serve the community.

ALL military women - Active, Reserve, Guard, Retired, Veteran, etc. – from ALL services are invited to join us for fun, food, prizes and a general gab session!

Stop in for a cup of coffee or stay for lunch. Bring your ideas to help us support our sister service women – Past, Present & Future.

[Unit Name & #] is a chartered unit of Military Women Across the Nation (MilWomen.org) which is a national, 501(c)(19) veterans service organization.

For more information or directions please contact **[POC Name, phone number and email address]**.

Recruiting effort sample:

Military Women Across the Nation (MWAN), a national, 501(c)(19) veterans service organization, is seeking women who have served or are now serving in the United States Military.

We are working to form a local unit in the **[City, County/Region]** area. Local units of MWAN meet periodically to share information regarding veteran benefits, enjoy our common history, participate in patriotic/veteran-related events, and continue to serve by volunteering in our community.

If you have ever served in any branch of the U.S. armed forces or one of their reserve/guard components, please contact **[POC Name, phone number and email address]** about joining us.

Military Women Across the Nation

Regional Representatives Installation

(This template is a sample and may be modified to include and/or remove items which may or may not apply to any particular office or situation.)

(Name of Electee) _____, you have been duly elected as the Regional Representative of Region (*Insert #*) _____, with all the privileges and opportunities for service while in this office.

- ◆ You will be guided in your office by the MWAN President, MWAN Vice President for Membership, MWAN Bylaws and Standing Rules, and the MWAN Procedures Manual. Study the guidelines and follow them carefully. The opportunities for service are unlimited.
- ◆ Your term of office is two years (*unless completing the term of another representative*). You shall serve as liaison between the MWAN Board of Directors and all members – unit and at-large - in your region.
- ◆ You shall provide support and maintain open communication with MWAN-chartered units, and Members-at-large within your region
- ◆ You shall promote the goals and objectives of MWAN throughout your region.
- ◆ You may, at your option, coordinate a Regional Conference/Meeting during an odd-numbered year (between national conventions). Guidelines for such a gathering are provided in the MWAN Bylaws and Procedures Manual.
- ◆ Finally, as representative for all MWAN members in your region, you are a voting member of the MWAN Board of Directors. As such, you are expected to attend the national convention in even-numbered years, attend the mid-term BOD meeting in odd-numbered years, and participate in BOD business and decision-making processes when contacted by the MWAN President and/or other BOD members.

Do you understand the responsibilities you have as a Regional Representative?

Regional Representative: I DO.

Will you represent the objectives of MWAN in the states in your region and to the honor of those who have elected you?

Regional Representative: I Will.

You are now duly installed as the Regional Representative for Region ____ (*Insert #*).

Military Women Across the Nation

Unit Bylaws

(This template contains basic items which should be included in unit bylaws. The unit may choose to add additional items, and/or eliminate others. However, new, amended and/or rewritten unit bylaws must be approved by the MWAN Bylaws Chair.)

Items written in **BOLD FACE CAPITAL LETTERS**, and contained in **{BRACKETS}**, indicate the pertinent information which is required in that space.



BYLAWS
{UNIT NAME & NUMBER}
MILITARY WOMEN ACROSS THE NATION

ARTICLE I – NAME

The name of this unit shall be **{NAME #}**, Military Women Across the Nation. This unit will be based in **{STATE}**.

ARTICLE II – OBJECT

The object and purpose of this unit is to provide an opportunity for locating, communicating and associating with former and current military women; to lend moral aid and assistance to members; to encourage patriotism; to preserve the history of women in military service, and to support veterans and our community through volunteer service.

ARTICLE III - MEMBERSHIP AND DUES

Section 1. Regular membership in this unit shall be open to women who are members of MWAN and who have served in any component of the U.S. Armed Forces, and who can show proof of honorable service.

Section 2. Application for regular membership or reinstatement shall be made by payment of the required dues to the unit Treasurer.

Section 3. Dues:

A. Annual unit dues shall be set forth by a 2/3 majority vote of members attending a regularly scheduled meeting.

B. Annual MWAN dues shall be as set forth by the MWAN Board of Directors.

C. MWAN and unit dues are due and payable to the unit treasurer annually on 1 January. National membership shall be forfeited if dues are not received by 1 March.

D. The membership year shall be 1 January through 31 December.

ARTICLE IV – OFFICERS

Section 1. The elected officers shall be President, Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws and decisions made in business meetings. Other

elected officer positions may be added as determined by unit needs. Those positions and associated duties may be added to these bylaws in the form of an amendment.

Section 2. Appointed officers shall be determined as needed by the unit.

Section 3. A Nominating Committee of three (3) members shall be elected at a unit meeting **{FREQUENCY}**. A majority vote shall elect. The committee shall nominate at least one name for each office to be filled and report to membership at the unit meeting in **{FREQUENCY}**. Additional nominations may be made from the floor provided the nominee has consented.

Section 4. The officers shall be elected by ballot **{WHEN}**, and serve for **{NUMBER}** years or until their successors are elected. A majority vote shall elect. If there is only one nominee for each office, the election may be by voice vote.

Section 5. No member shall hold more than one elected office at a time. No officer shall be eligible for more than two consecutive terms in the same office, unless the unit members grant a waiver for an additional term.

Section 6. A vacancy in the office of Secretary or Treasurer shall be filled at the next regular meeting of the unit by a majority vote, provided notice of vacancy has been given to each member at least ten (10) days prior to the meeting. Nominations may be made from the floor and voting shall be the same as in Section 4. At its discretion, the Executive Board may appoint a member to fill the vacancy until the next regular meeting.

ARTICLE V - DUTIES OF THE OFFICERS

Section 1. The President shall:

- A. Preside at all meetings of the unit and the unit executive board.
- B. At the first regular meeting announce the names of appointed officers and all standing and special committee chairmen and such other appointments as she and the Executive Board deem necessary.
- C. Authenticate by her signature all acts, orders, contracts and proceedings of the unit.
- D. Ensure compliance with MWAN Bylaws.
- E. Exercise leadership necessary to assure the proper promotion of the policies and programs of the unit and speak for and on behalf of the unit.
- F. Have no voice vote, except in the case of a tie vote.
- G. Serve ex-officio on all committees except the nominating committee.
- H. Be authorized to sign unit checks.

Section 2. The Secretary shall:

- A. Keep accurate minutes of all unit and unit executive board meetings and provide a copy to the President and Vice President before the next meeting.
- B. Maintain and have on hand at every meeting record books in which the current unit bylaws, special rules of order, standing rules and minutes are entered with any amendments to these documents properly recorded.
- C. Conduct all correspondence of the unit.
- D. Be authorized to sign unit checks.

Section 3. The Treasurer shall:

A. Collect and have custody of all funds of the unit; disburse funds as directed by the unit members or the Executive Board; keep accurate records of all financial transactions; submit a financial report at each regular meeting; prepare and submit to MWAN an annual financial report and Letter of Authorization; and submit books for audit at the close of the term or at the request of the Executive Board.

B. Deposit all funds in a checking account with three authorized signatures.

C. Collect national and local dues and transmit national dues with membership list to the MWAN treasurer.

D. Contact members whose dues are in arrears and maintain a current membership list.

E. Be authorized to sign checks.

Section 4. All officers upon retiring from office shall deliver all monies, accounts, records and other unit property to their successors in office within thirty (30) days after leaving office.

ARTICLE VI – MEETINGS

Section 1. Regular business meetings shall be held **{FREQUENCY}** unless otherwise ordered by unit members by a majority vote, or by the Executive Board which shall give reasonable notice to all members.

Section 2. An Annual Meeting shall be held **{WHEN}** for the purpose of electing officers, receiving reports of officers and committee chairs and for any other business which may arise.

Section 3. Special meetings may be called by the President, Executive Board or shall be called upon written request of four (4) members of the unit. Notice of all special meetings shall be made to all members at least three (3) days prior to the meeting and the purpose of the meeting shall be stated in the call.

Section 4. A quorum shall consist of five (5) members in good standing.

ARTICLE VII - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers and the Immediate Past President.

Section 2. The Executive Board shall have general supervision of the affairs of the unit between business meetings; present recommendations to the unit for action; assure proper promotion of the policies of MWAN; designate a depository for all unit funds; and be subject to the rules of the unit. None of its acts shall conflict with previous actions taken or adopted by unit members. The Executive Board can also declare a vacancy in any office or committee for failure to fulfill the duties of the office.

Section 3. A quorum shall consist of three (3) members.

Section 4. In lieu of physical meetings, the Executive Board may conduct business using any form of electronic communication available to all members of the Executive Board.

ARTICLE VIII – COMMITTEES

Section 1. Committees shall be formed and Committee Chairs appointed by the President as required.

Section 2. All Committee Chairs shall notify the President of all committee meetings. Chairs shall obtain approval from the President prior to committing the unit to any invitations or obligations, etc.

Section 3. Each Chair shall choose her own committee members and shall announce the committee member names at the following meeting to be recorded by the Secretary.

Section 4. If a Chair vacancy occurs on any standing committee, the President shall designate a person to fill that position for the remainder of the term.

Section 5. Retiring Committee Chairs shall deliver to their successors all material pertaining to their committees within thirty (30) days following the end of their committee assignments.

Section 6. Committee vacancies shall be filled by the current Committee Chair.

ARTICLE IX – RECORDS

Unit minutes shall be retained indefinitely. Accounting, budget, bank and other financial records shall be retained for five (5) full years. Other records shall be retained for three (3) full years. At the close of each fiscal year the President, Secretary and Treasurer shall review and dispose of all records which are beyond the stated retention periods.

ARTICLE X – DISSOLUTION

In the event of dissolution of this unit, all of its assets remaining after payment of all liabilities and obligations may be distributed to MWAN, or to an organization which qualifies for tax exemption under Section 501(c)(19), or Section 501(c)(3) of the U.S. Internal Revenue Code. None of the funds shall be distributed so as to benefit any individual member. The original unit charter shall be returned to the MWAN Vice President for Unit Liaison.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by a two-thirds vote at a regular meeting provided written notice has been sent to each member at least ten (10) days prior to the meeting.

These bylaws were adopted at the regular meeting held **{DATE}**.

President: **{NAME, SIGNATURE & DATE SIGNED}**

Secretary: **{NAME, SIGNATURE & DATE SIGNED}**

Treasurer: **{NAME, SIGNATURE & DATE SIGNED}**

{OTHER OFFICERS IF APPLICABLE: NAME, SIGNATURE & DATE SIGNED}

NEW unit bylaws, unit-approved AMENDED bylaws, and unit-approved REWRITTEN bylaws shall be submitted to the MWAN Bylaws Chair for review and final approval.

Nationally-approved NEW unit bylaws shall be submitted with the Application for Unit Charter.

A copy of nationally-approved AMENDED unit bylaws & nationally-approved REWRITTEN unit bylaws shall be submitted to MWAN Unit Liaison VP.

Military Women Across the Nation

Unit Dissolution Letter

(This template contains basic items which need to be included in a unit dissolution letter. The unit may choose to add additional items, but the information requested is the minimum required.)

From: (Unit Name & #) _____
(Unit President Name & MWAN ID #) _____
(Unit President Email & Phone #) _____

To: MWAN Vice President for Unit Liaison

Subj: Dissolution of (Unit Name & #) _____
Effective (Official Date of Dissolution) _____

1. In accordance with MWAN Bylaws, Article V, Section 2D, Paragraph 4, and MWAN Procedures Manual, Section 4, the following has been completed:

- A. Our unit voted to dissolve effective (Date): _____.
- B. The original unit charter is enclosed with this letter. *(If the original unit charter cannot be located, please state).*
- C. The balance of \$ _____ in the unit's checking account has been distributed as follows:

- 1) Check # _____, for \$ _____ to _____
- 2) *(List each organization/activity which received funds).*

The unit checking account _____ with (financial institution name) _____ was closed on (Date) _____
(Provide above details for ALL unit accounts.)

D. An audit, conducted in accordance with the Procedures Manual, is enclosed with this letter. (If an audit cannot be conducted, please state).

Printed name & title of unit representative

Signature

Enclosed:

- (1) Original unit charter
- (2) Final audit report
- (3) Final bank statement(s) showing a balance of \$0.00

Send signed, completed form with attachments to Unit Liaison VP.

Note: The Unit Liaison VP will ensure copies are forwarded to all National officers.

Military Women Across the Nation

Unit Officers Installation

(This template is a sample and may be modified to include and/or remove items which may or may not apply to any particular office or situation.)

MWAN officers of *(Unit name & #)* _____, you have been duly elected to serve, with all the privileges and opportunities called for in these offices. Your unit bylaws, MWAN Bylaws and standing rules, and the MWAN Procedures Manual will guide you in your office. Study and follow them carefully.

Your term of office is *(#)* _____ year(s). You shall lead your unit in promoting the purposes and objectives of MWAN.

(Name) _____, you have been elected **Treasurer** of this unit. I congratulate you and wish you well in this important financial position.

(Name) _____, you have been elected **Secretary**. I congratulate you and wish you well in this important record keeping position.

(Name) _____, you have been elected **Vice President** of this unit. I congratulate you and wish you well in this important position of membership recruitment and assistant to the President.

(Name) _____, you have been elected **President** of this unit. I congratulate you and wish you well in this important leadership position.

(OPTIONAL) *(Name of unit)* _____ members, I am honored to present this gavel to your newly-elected President. The gavel is used to call meetings to order and preserve order. A meeting can be adjourned with a tap of the gavel.

Members of *(Name & # of unit)* _____, of Military Women Across the Nation, you have elected these members to lead your unit for the next *(#)* _____ years. They will need your help, your cooperation and your encouragement. Do you pledge them your loyalty and your willingness to help carry forward the work of your unit?

MEMBERS: WE DO.

Newly-elected officers of *(Name & # of unit)* _____, of Military Women Across the Nation, you have heard the pledge of your unit members. They have faith in your leadership.

Will you represent the objectives of Military Women Across the Nation, so the goals and objectives of your unit may be upheld in your state and community, and to the honor of those who have elected you?

OFFICERS: WE DO.

You are now duly installed officers of *(Name & # of unit)* _____, of Military Women Across the Nation. Congratulations!

Section 8

An “*Her*”Storical Perspective

◆ ◆ ◆ ◆ ◆

Three former U.S. Navy WAVES (Women Accepted for Volunteer Emergency Service) met in 1979 to seek out other WAVES, and assist them as they were transitioning from the military back into civilian life. From the tireless efforts of Jeannie Palermo (Dicks), Loda Mae Dobbins and Esther Govorchin, the WAVES National Corporation (WN) was founded.

WN was established to encourage patriotism, perpetuate the honorable history of women who served in the military sea services, and to provide an opportunity for those same women to share experiences socially, and continue serving their communities through volunteer service.

By 1980, there were 3,000 names and addresses on file with 768 paid members from 47 states. The first WAVES National Convention was held in Sacramento, CA with more than 250 attending. The theme was "Still Something Special." During that convention, it was decided to issue a newsletter, "White Caps", to be published six times a year in order to keep everyone informed of relevant events and issues as well as to remain connected to the organization.

In 1985, the IRS formally recognized WAVES National as a non-profit Veteran's Service Organization (VSO) under IRS Code 501(c)(19). From there the organization expanded across the nation and evolved from a social organization to a Veterans Service Organization.

At the WAVES National Convention held aboard the Royal Caribbean cruise ship Allure of the Seas in August 2014, members voted to expand the membership to include women who have honorably served or are serving in any of the United States Armed Forces or their reserve components. The name was also changed to reflect the new demographic: Military Women Across the Nation (MWAN).

MWAN members and local units continue to volunteer their time with a focus on women veterans and women veteran programs. Our members support national Veterans' Affairs (VA) hospitals, medical centers, clinics and cemeteries, as well as state-operated veteran-support systems. Members also participate and sponsor veteran-related events and activities in their local communities, often joining forces with other veteran service organizations.

Appendix A

New Unit Starter Kit



This section provides the procedure for establishing a new local unit of MWAN. The details provided here are based on MWAN Bylaws Article V, Affiliation with Units. Review the current MWAN Bylaws carefully before proceeding. (Available at milwomen.org under the “Governing Docs & Forms” tab.)

Basic steps for forming a new MWAN unit are:

- ◆ Recruit members
- ◆ Conduct four (4) organizational meetings
- ◆ Elect unit officers
- ◆ Submit unit Employer Identification Number request
- ◆ Develop unit bylaws
- ◆ Complete and submit MWAN Charter Application

Guidance for accomplishing each of the above steps is included in this section. Forms/formats are contained in Section 6 of this Procedures Manual. Suggested templates for events and written documents are contained in Section 7 of this manual.

1. Advise the MWAN leadership of the potential new unit. Contact the Unit Liaison VP so she can enlist the aid of the respective regional representative. Together, they will be available to answer questions and explain specific requirements, as well as provide guidance during the application and chartering process. Contact information for all national and regional MWAN officers and staff is located in each issue of Military Women’s Bulletin (MWB) (Current and past issues of MWB are available at milwomen.org under the “Newsletters” tab.)

2. Assemble a list of eligible members. Per MWAN Bylaws (Article 5, Section 2, Paragraph B.1) a minimum of seven (7) MWAN members in good standing are required to charter a new unit. All members who join the newly chartered unit within one (1) year of the chartering date shall be recognized as Unit Charter Members.

When a potential new member is located, provide her with an MWAN Membership Application and encourage her to submit her application promptly to the Finance VP, as a member-at-large (MAL). This will allow new members to begin receiving the MWB and if all charter members are already processed as MALs, transferring them into the new unit will be much easier. The following suggestions may help locate potential unit members:

A. Request a list of the current MWAN Members-at-Large in the respective state and/or region from the regional representative or Unit Liaison VP. The list will include contact information for each member who is not currently affiliated with a local unit.

B. Submit a Press Release to area news outlets which includes details of the MWAN Organization, membership requirements, social and service activities planned for the unit along with contact information for those who are interested.

Don’t call the article an “advertisement,” or there may be a charge for publishing the information. In addition to newspapers, radio stations and television stations, the Press Release may also be sent to circulars and/or magazines published locally. Contact information for these businesses is available online, or at a local library.

C. Post notices about the unit formation in local stores, clubs, libraries, restaurants, laundries, etc.: Anywhere veterans may visit. Before posting any notice, ask the business owner/manager for permission.

Some VA hospitals and/or clinics will allow items to be posted for a brief period of time, but always ask permission first.

Online posts could be made on social media sites as well as local neighborhood sites. Instead of posting personal contact details online, consider setting up a free email address to use for this purpose.

3. Initial unit meetings: When the requisite seven (7) MWAN members in good standing have been located, set a time and date for the first of (4) organizational meetings. Each meeting must have at least seven (7) MWAN members in good standing in attendance to qualify as a legitimate organizational meeting. If fewer than the required seven show up, those gatherings may be used to get acquainted with each other and learn about MWAN.

When selecting a time for organizational meetings, consider those who are still employed. Saturday mornings or Sunday afternoons have proven successful. Early evenings may work well if all attendees are able to drive after dark.

The organizational meeting may be held just about anywhere. Some ideas include a local veteran post home; a VA clinic or hospital, a library, a community or senior center, a restaurant, etc. Some such facilities may offer a small meeting room at no charge. Another alternative is to host the meeting at a member's private home.

Consideration may also be given to a video conference meeting attendance option. Many different companies offer the convenience of online conferencing at little or no cost.

A. Organizational Meeting #1:

1) Ask someone to keep minutes of the meeting. Minutes of each organizational meeting must be submitted with the application package.

2) Call the meeting to order and provide a brief personal introduction. Invite each attendee to provide a similar personal introduction. Topics may include a summary of military service, as well as personal information such as family, pets, employment, volunteer service, etc.

3) Provide all non-MWAN members in attendance with membership applications and encourage them to submit their applications promptly to the Finance VP, as members-at-large (MAL). This will allow the new members to begin receiving the MWB and if all charter members are already processed as MALs, the chartering process will go faster.

4) Circulate an attendance sheet for each attendee to sign or initial.

5) Ask for volunteers to temporarily hold the positions of unit president, treasurer, secretary and bylaws chair.

6) Discuss a name for the unit and generate logo design ideas.

7) Set a time and date for the second organizational meeting, and assign preparatory tasks:

a. Record and distribute minutes from first organizational meeting

b. Using sample bylaws, prepare rough version of unit bylaws for review.

c. Gather all information required to apply for the unit's Employer

Identification Number (EIN)

d. Continue to recruit new members.

B. Organizational Meeting #2:

1) Call the meeting to order; approve/correct meeting #1 minutes.

2) Provide all non-MWAN members in attendance with membership applications and encourage them to submit their applications promptly to the Finance VP, as MALs.

3) If not already determined, finalize the unit's name.

4) Read proposed bylaws aloud; approve/change them as necessary; obtain final approval.

5) Complete the EIN application and submit the application, with any required attachments, as directed on the form.

6) Discuss whether unit dues will be charged and what amount is to be collected.

7) Set a time and date for the third organizational meeting, and assign preparatory tasks:

a. Create smooth copy of final, approved bylaws for unit officers' signatures.

b. Encourage each unit member to read the current MWAN Bylaws and Procedures Manual, which are both located online at milwomen.org under the "Governing Docs & Forms" tab.

c. Continue to recruit new members.

C. Organizational Meeting #3:

1) Call the meeting to order; approve/correct meeting #2 minutes.

2) Provide all non-MWAN members in attendance with membership applications and encourage them to submit their applications promptly to the Finance VP, as MALs.

3) Conduct an election for the permanent unit officers.

4) Present final unit bylaws for unit officers' signatures and submit a signed version to MWAN Bylaws Chair (digitally if possible).

5) Review new unit chartering steps to verify all actions have been taken or are in progress.

6) Set a time and date for the fourth organizational meeting, and assign preparatory tasks:

a. Determine a financial institution to use for a unit checking account.

b. Continue to recruit new members.

D. Organizational Meeting #4:

1) Call the meeting to order; approve/correct meeting #3 minutes.

2) Provide all non-MWAN members in attendance with membership applications and encourage them to submit their applications promptly to the Finance VP, as MALs.

3) Complete the MWAN Charter Application.

4) Review the basic steps for forming a new MWAN unit to make certain all requirements have been met.

5) Assemble the MWAN Charter Application package to include:

a. Copies of minutes from the four organizational meetings.

b. Alphabetical list of unit charter members along with MWAN ID numbers, and a request to transfer those listed into the new unit upon official chartering.

c. Check for \$25 chartering fee payable to "MWAN."

d. Select a preferred time and date for an official chartering ceremony, and determine which, if any, national, regional and/or other unit officers' attendance is desired.

6) Set times and dates for regular unit meetings and/or other gatherings for the next several months.

7) Continue to recruit new members.

4. Applying for an Employer Identification Number: This process may be completed online by completing the form located at the following link: <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

After filling in the form, print/save a copy of the completed form BEFORE submitting it. Upon receipt of the unit's EIN, forward a copy of the letter to the Finance VP.