

# MILITARY WOMEN ACROSS THE NATION



## PROCEDURES MANUAL

MAY 2016



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# **MILITARY WOMEN ACROSS THE NATION**

*WWW.MILWOMEN.ORG*

## **PREAMBLE**

We, the Women Of the United States Armed Forces, both regular and reserve components to include the National Guard and Maritime Services, who serve or are serving honorably have joined together to form Military Women Across the Nation, declare this is to be the PREAMBLE to the Bylaws of Military Women Across the Nation.

## **BACKGROUND**

This organization, formerly known as WAVES National, was established in 1979 to encourage patriotism and perpetuate the honorable history of women who served our Country in the military sea services. In 1985 the IRS formally recognized WAVES National as a Veterans Non-profit Service Organization under IRS 501(c)(19).

During the 2014 National Convention, members voted to open membership to all military women who have served or are serving honorably in one of our Armed Services, and to change the name of the organization to Military Women Across the Nation. Our current **MISSION STATEMENT** is:

We are military Women Across the Nation who served or are serving in the United States Armed Forces, who, because of shared experiences, 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.

# MILITARY WOMEN ACROSS THE NATION

## *PROCEDURES MANUAL*

### GENERAL INFORMATION

Members of Military Women Across the Nation (MWAN) units and members-at-large volunteer their time and/or monies, with a focus on women veterans and women veteran programs. The primary opportunity to achieve this is through volunteer service and participation with the Veterans' Affairs Hospitals, Medical Centers and clinics. Members of MWAN also support and participate in other veteran service organizations, veteran-related events and activities sponsored by veteran groups or local communities.

MWAN believes in effective communications to its members, whether belonging to an active unit or with Member-At-Large (MAL). The national newsletter, *White Caps*, is a means of distributing information to MWAN members that is of mutual concern and information important to all women veterans. An electronic copy of the newsletter can be found on MWAN website: [www.milwomen.org](http://www.milwomen.org) Social media outlets such as Facebook contain MWAN information and additionally provide forums for MWAN members to remain updated and in contact with one another.

This Procedures Manual is designed to provide guidance and information not specifically addressed in MWAN National Bylaws. This manual is intended to supplement, compliment, and clarify further the responsibilities delineated in MWAN National Bylaws. In order to effectively carry out your duties and responsibilities, you must use both the MWAN National Bylaws and Procedures Manual together. When you leave office, the bylaws and this manual, along with relevant files, notes, etc., should be passed on to your successor. Every edition of the *White Caps* provides you the name and address of the incumbent to whom you should be sending your reports.

All reports should be made via electronic mail whenever possible to expedite transmission. This manual provides report formats to assist with meeting minimum reporting requirements and also provides sample templates and letters to which units may refer. Forms and templates are available via Microsoft Office Word document format as well as Microsoft Office Excel spreadsheet formats. All reports, forms, and other required submissions may be made electronically through e-mail as an expeditious and convenient form of communication. Current e-mail addresses for key officers are contained in the *White Caps*. As always, if e-mail is unavailable to you, reports, forms and other required submissions may be sent to the regular postal mail addresses which are also contained in the latest *White Caps*.

# IMPORTANT DATES

## MWAN REPORTS SCHEDULE

### Regular reporting requirements, dates, and report recipients:

MWAN Membership Dues .....	1 April (MWAN Treasurer) Unit
President Status Reports .....	1 June (State Director)
Volunteer Hours.....	1 July (MWAN Vol Hours Chairperson)
State Director Status Reports .....	1 July (Regional Rep)
Regional Representatives Reports .....	1 August (MWAN 1 <sup>st</sup> VP)
Unit Annual Financial Report.....	1 September (MWAN Treasurer)
Letter of Authorization.....	1 September (MWAN Treasurer)

## WHITE CAPS DEADLINES

### Articles are due to the WN *White Caps* Editor not later than:

- 1 January (February edition)
- 1 March (April edition)
- 1 May (June edition)
- 1 July (August edition)
- 1 September (October edition)
- 1 November (December edition)



## **SECTION I:**

### **About Military Women Across the Nation (1979-2016)**

formerly WAVES National

Three former 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 was founded.

In 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 all facets of the United States Military. The name was also changed to reflect the new demographic: **MILITARY WOMEN ACROSS THE NATION.**

On 20 June 2015, 40 military women from Tennessee, Georgia, and Alabama were the first to obtain formal charter from the Military Women Across the Nation as Unit #157, Tri-State Women Veterans. In Addition New England Military Woman Across the Nation, Unit #158, was chartered in November 2015, in Newport R.I.

We welcome aboard all military women!

## STAINED GLASS WINDOW

Symbolic of the history of WAVES National is a Stained Glass Window, crafted from lead crystal and designed with the WAVES National Logo in the center. Following the 1984 WN Convention held in Washington, DC, a group of 40 members toured England, joining their British counterparts, Women in the Royal Navy (WRN) in a joint venture entitled 'Hands Across the Sea'. During their tour, the ladies visited the Cathedral of the Holy Spirit in Guilford, England, where they saw the WRNs stained glass window that had been unveiled July 8, 1979 by Lord Mountbatten to mark the WRNs diamond Jubilee. As a result of this experience, WAVES National President Anne Anderson requested and received approval from the Commandant, Washington Navy Yard, to install a WAVES National stained glass window similar to the WRNs concept with the WAVES National emblem in the center. Through individual and unit donations, the first stained glass window was installed on June 8, 1986, in the Washington Navy Yard Chapel located in Washington, DC.

There are currently nine stained glass commemorative windows, or inlaid shadow boxes, each installed in a special place welcoming everyone who touches the sea services, and silently reminding everyone that women have always had their footsteps firmly planted in history.

The first stained glass window is installed in the Navy Memorial Chapel in Washington, DC, inside the Washington Navy Yard. This is the grounds of the former Navy shipyard and the Naval Gun Factory, which was the world's largest gun factory during WWII. The WAVES National window is located very near Tingey House. Built in 1804 for CAPT Thomas Tingey, the First Commandant of the Navy Yard, the incumbent Chief of Naval Operations has lived in Tingey House since 1977. The WAVES National window shines over this historic place, symbolically shining on all U.S. Navy Chiefs of Naval Operations where they reside while in office.

There is a stained glass window in the Lehman College Music Building in Bronx, NY. This one commemorates what was formerly known as Hunter College, which was the initial entry point for thousands of WAVES as they attended the first 'boot camp' for Navy and Coast Guard women.

A commemorative stained glass Shadow Box is located in the Charette Health Care Dining Facility at the Naval Medical Center in Portsmouth, VA. Women have been serving as nurses and at sea since the Battle of 1812.

There are two stained glass windows at Naval Air Station Corpus Christi, TX, looking over the new pilots during their training. Women Airforce Service Pilots (WASPs) were used to test and transport war planes across the United States, freeing their male counterparts to deploy for battle. Public Law 111-40 was passed by Congress on March 10, 2010, formally recognizing the service of these brave women pilots through award of the Congressional Gold Medal. There are no longer boundaries between male pilots and female pilots ... they are merely pilots.

The stained glass windows are shining lights for all the sea service recruits. There is a Commemorative Stained Glass window installed in Cape May, NJ, in the Coast Guard Recruit Training Center. In San Diego, a stained glass window was originally installed in the North Chapel at the former Recruit Training Center. When the training center grounds were commercialized, the Stained Glass Window was moved to the Veteran's Museum & Memorial Center at Balboa Park where it shines over the new Women's Military History

Room.

A Stained Glass Window was installed April 29, 2010, at the Recruit Training Command Great Lakes Chapel, Great Lakes, IL. Attended by the Commander, Naval Service Command, and the Commanding Officer, Recruit Training Command, the dedication ceremony commemorated and marked the achievements of military women throughout the decades and called today's military women 'velvet-covered steel'.

The most recent Stained Glass Window was installed in April 2015 at the 4th Recruit Training Battalion, Parris Island, SC. The Stained Glass Windows are shining brightly on everyone in the Sea Services, men and women equally. Each new footstep of every recruit in the sea services is taken under the multicolored stained glass window that represents WAVES National.

We look forward to being able to install windows in our sister service organizations commemorating all military women, past, present, and future.

## SECTION II:

# MILITARY WOMEN ACROSS THE NATION

Military Women Across the Nation (MWAN) is an all-volunteer non-profit organization led by five elected officers: President, First Vice President, Second Vice President, Recording Secretary, and Treasurer. The appointed officers shall be an Executive Secretary, White Caps Editor, Historian, Supply Locker Officer, and Parliamentarian, appointed by the President with the approval of the other elected officers. Elected and other appointed officers and their duties are outlined in the MWAN Bylaws.

Biennially, a national convention will be held for all MWAN members in good standing. The location and dates shall be set forth by the Time and Place Committee and voted on by members during the General Business Meeting. The location will also be published in a Call to Convention not less than four months prior to the event and as outlined in the MWAN Bylaws. During odd numbered years, the Board of Directors (BOD) and National Executive Committee will meet to conduct the business of the organization and guide its operations as set forth in the MWAN Bylaws.

All elected officers and regional representatives together with the Bylaws Chairman, Executive Secretary, White Caps editor, and Public Relations Chairman compose the BOD. Additionally, the Parliamentarian attends BOD meetings in an advisory capacity together with the immediate Past President during the sequential mid-term meetings.

Military Women Across the Nation (MWAN) regions are established according to the MWAN National Bylaws. There are six Regions, each with a Regional Representative and an Assistant Regional Representative. Regions are composed of assigned states grouped geographically, each with a State Director and an Assistant State Director. States have varying numbers of chartered units, each of which has a Unit President, Unit Secretary, and Unit Treasurer. Additionally, units may have a Unit Vice President, Unit Chaplain, and other elected officers as necessary to conduct business of the unit. Units are local groups with a minimum of seven regular members who must all be members in good standing of MWAN. All members and units shall promote the purpose and objectives of MWAN at the local level.

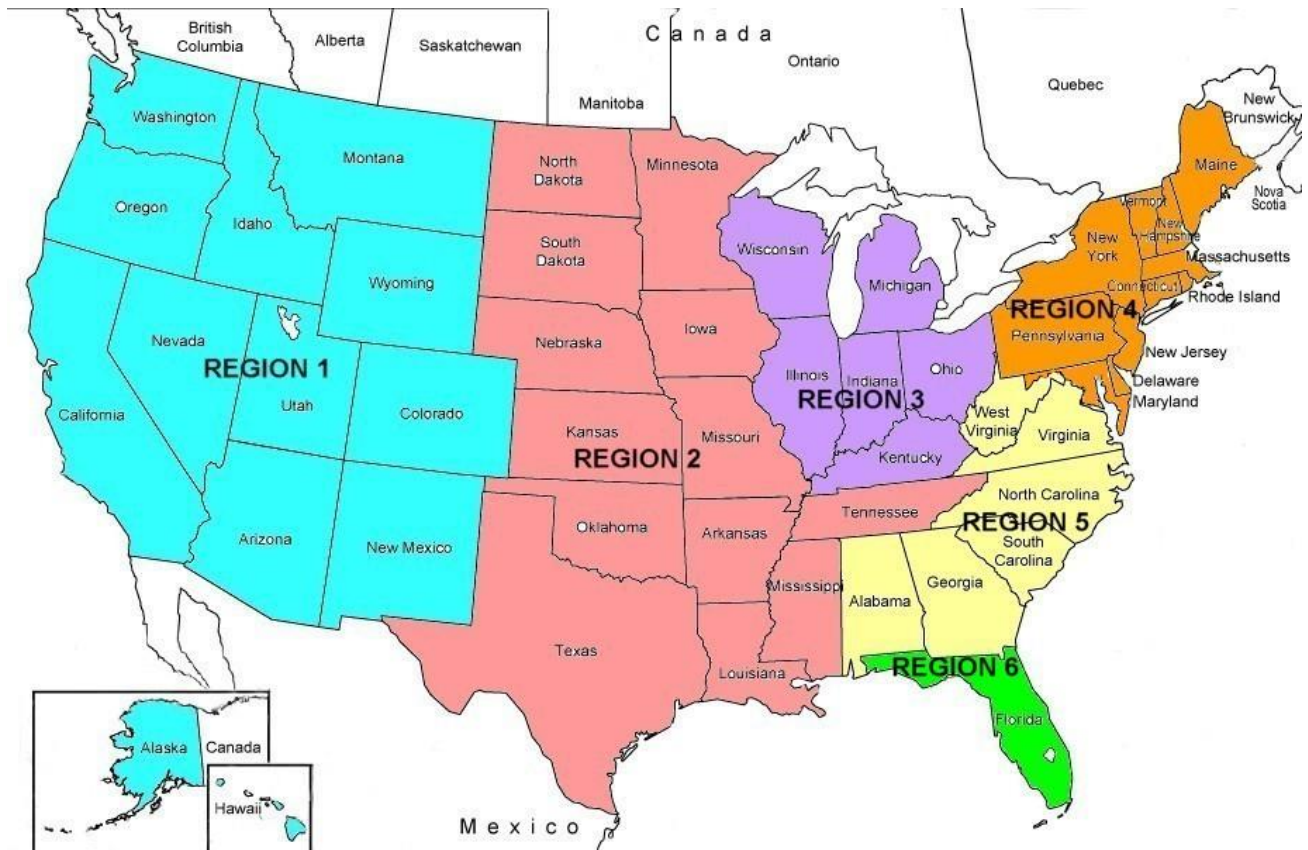
Elected officers shall not be compensated, with the exception of the Treasurer and Executive Secretary, and shall be reimbursed only for expenses incurred in the performance of their duties within guidelines of the current budget. Additionally, elected officers of MWAN should hold no other office concurrently at the national level.

A candidate for elected office shall be a regular member in good standing of MWAN; be knowledgeable in the facets of MWAN; have experience in presiding; have time to devote to the duties of the office. All officers shall be elected for terms of two years or until their successors are elected. No elected officer shall serve more than two consecutive terms in the same office except the Treasurer and Recording Secretary, who may serve more than two terms for consistency and continuity. Officers shall assume their duties at the close of the convention at which they were elected.

The First Vice-President shall fill a vacancy in the office of President. Any other vacancy shall be filled by ballot vote of the Executive Committee within 30 days of such vacancy, or as soon thereafter as possible.

When an elected officer fails to fulfill the duties of her office, the Executive Committee shall decide by two-thirds vote what action will be taken. If the committee declares the office vacant, the Recording Secretary shall notify the officer by certified mail of the committee's decision. The officer shall have the right to appeal to the Board of Directors within thirty days of notification of decision.

# REGIONAL MAP



**Military Woman Across the Nation (MWAN) is divided into six regions as follows:**

- I. **PACIFIC:** Alaska, Hawaii, California, Oregon, Washington, Idaho, Montana, Wyoming, Nevada, Utah, Colorado, Arizona, and New Mexico.
- II. **CENTRAL:** North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Minnesota, Iowa, Missouri, Arkansas, Louisiana, Tennessee, and Mississippi
- III. **GREAT LAKES:** Wisconsin, Michigan, Illinois, Indiana, Ohio, and Kentucky
- IV. **NORTHEAST:** Maine, Vermont, New Hampshire, New York, Massachusetts, Rhode Island, Connecticut, New Jersey, Pennsylvania, Delaware, and Maryland
- V. **MID-ATLANTIC:** West Virginia, District of Columbia, Virginia, North Carolina, South Carolina, Georgia and Alabama

## **SECTION III: REGIONAL REPRESENTATIVES AND STATE DIRECTORS**

### **REGIONAL REPRESENTATIVE**

Eligibility requirements and duties for Regional Representatives are set forth in the MWAN Bylaws. Elected by a majority vote of current and past State Directors, the Regional Representative is the liaison between the State Directors in her particular regional and the MWAN leadership. The Regional Representative should hold elections and provide reports of same to MWAN leadership. In the absence of a separate State Director, the Regional Representative is also responsible for liaising between that state's units and MWAN leadership in support of the units within her state. In addition to the duties outlined in the MWAN Bylaws, the Regional Representative is responsible to:

- Assist and support the State Director and conference chairman in the state where the regional conference is held.
- Chair regional conferences in odd-numbered years or whenever a regional conference is held.
- Run the business meeting portion of the regional conference.
- Represent her Region on the MWAN Board of Directors at the National Convention and at mid- term meetings.
- Submit to the National President a written report on the regional conferences.
- Submit an annual Regional Representative Status Report encompassing appropriate State Director reports and accompanying Unit President reports.
- Conduct appropriate Regional Representative and Alternate Regional Representative elections as discussed in MWAN Bylaws and forward the results using the Regional Representative Election Transmittal Form. Additionally, the Regional Representative should ensure that appropriate State Director elections are conducted and forwarded to MWAN leadership.

## STATE DIRECTOR

Eligibility requirements and duties for State Directors are set forth in the MWAN Bylaws. Elected by a majority vote of units in the state, with each unit having only “one” vote, the State Director is the liaison between the Unit Presidents in her particular regional and the MWAN leadership. The State Director must either belong to a unit within or be a resident of that state for which she is a director. The State Director should hold elections and provide reports of same to the Regional Representative and appropriate MWAN leadership. In addition to the duties outlined in the MWAN Bylaws, the State Director is responsible to:

- Attend and represent her state during Regional Conferences.
- Support the Regional Representative and conference chairman in the state where a regional conference is held.
- Assist and support Unit Presidents within her state as well as other State Directors within her region. .
- Organize and preside at any state meetings. Maintain communications with the Regional Representative and MWAN leadership regarding any significant changes or events affecting local or unit membership or the MWAN mission.
- Attend MWAN Regional and National Conventions as well as local MWAN service functions within her state.
- Install Unit Officers as requested, attending as many unit meetings as is feasible.
- Submit an annual State Director Status Report to the Regional Representative that includes appropriate Unit President reports from her state.
- Liaise not only among units within her state but also the MALS who are living within the state.
- Conduct appropriate State Director and Alternate State Director elections as discussed in MWAN Bylaws and forward the results using the State Director Election Transmittal Form. Additionally, the State Director should ensure that appropriate Unit President elections are conducted and forwarded to MWAN leadership. A letter or e-mail announcing election results should be sent to all units within the state as soon as possible. While a State Director will not normally serve more than two consecutive terms, a waiver request may be submitted to the MWAN President indicating the reason(s) for the request. Written request must be made at least 120 days prior to biennial convention for the MWAN Executive committee.



## **SECTION IV: UNITS**

### **ORGANIZING AND CHARTERING A NEW UNIT**

The MWAN Second Vice President is responsible to help new units get established and will provide an interested group with a Unit Starter Kit, Procedures Manual and MWAN Bylaws. She will also help with all the required forms and any other requirements. At least ten (10) members in good standing are required to start a unit and shall be known as charter members. To maintain active status, all units must maintain a continuing membership of at least seven members. The requirements outlined in the MWAN Bylaws govern the guidelines for the application for charter of the proposed new unit.

Once all requirements and applicable forms are completed by the prospective unit and submitted with the appropriate chartering fee, the MWAN Second Vice President will take appropriate steps to issue a charter to the new unit. The MWAN Second Vice President will provide the MWAN Executive Secretary with a list of the charter members and the names of the new unit officers and will also notify the appropriate State Director and Regional Representative of the new unit's formal establishment.

### **CHARTER REVOCATION AND/OR 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, state director, 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 charter will be returned to the MWAN Second Vice President. Any monies in the unit's treasury shall be donated to a non-profit veteran's service organization of the unit's choosing. The charter and unit number will not be reissued unless the unit reactivates. The Second Vice President will issue a dissolution form upon a written request from a unit.

### **UNIT EMBLEMS**

A unit is encouraged to design a unique emblem or logo to identify itself and its members. A unit may use an emblem for the specific identification of the local unit of MILITARY WOMEN ACROSS THE NATION, and approved by the NEC.

## **UNIT DUES**

Units should establish their own unit dues that reasonably cover the unit's projected expenses. Each unit should be self-sustaining to support its 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. In addition to collecting, managing, and accountability for its own unit dues, the unit shall be responsible for collecting and forwarding annual MWAN dues to the MWAN Treasurer. Units should be vigilant and prompt in forwarding dues when received.

Members will be dropped from the membership list if dues are not received by the MWAN Treasurer by 1 April.

## **UNIT OFFICERS**

All members of the unit in good standing with MWAN are eligible to run for officer positions within that unit. Unit leadership is vital to the continued success of the unit. Unit officers shall be duly elected from within the membership and take place immediately preceding the biennial national convention. Duties of officers within each unit mirror those of the MWAN officers as outlined in the Bylaws, but on a smaller scale as defined by the needs of the unit. At a minimum, units should have a President, Secretary, and Treasurer. Some critical unit officer responsibilities include:

## **UNIT PRESIDENT**

Unit Presidents (UPs) are responsible to ensuring the good order and conduct of the unit's business. The UP is the liaison between the unit and other organizations and must carefully consider needs of the local membership and community. As the unit's official representation to local organizations and to MWAN, the UP should work with other veterans service organizations wherever possible. The UP is responsible to:

- Conduct meetings and preside at appropriate meetings and events in a dignified and professional manner, effectively and positively reflecting upon the tenets of Military Women Across the Nation service.
- Serve in elected office for the appropriate term, and additionally ensure appropriate unit officer elections are conducted appropriately and timely, with applicable notifications to the State Director, Regional Representative, and any other MWAN appropriate officers after every election OR any changes of officers. The Unit Elected Officers' Transmittal Form shall be used to transmit notification to MWAN of all elections or changes in officers.
- Appoint other officers and committee chairs in accordance with unit bylaws and as necessary to conduct the unit's business.
- Manage unit business and ensure all actions are in compliance with the MWAN Bylaws and Procedures Manual.

- Conduct outreach and recruitment of new members, in support of Military Women Across the Nation tenets.
- Complete Unit President Status Report and mail to the applicable State Director annually, using the Unit President Annual Status Report Form.
- Complete and submit required and other necessary reports in a timely manner.
- Co-sign all checks with the Treasurer.

## **UNIT FIRST VICE PRESIDENT**

The Unit 1st VP is responsible to support the UP and support the objectives of MWAN and the local unit. In the absence of the UP, the 1st VP is responsible to carry on the business of the unit in accordance with the UP responsibilities. Additionally, the Unit 1st VP is responsible to:

- Work with the Unit Secretary to establish an appropriate unit newsletter to be sent to all unit members via e-mail or regular mail (or both). Unit newsletters should be sent to the applicable State Director and Regional Representative, as well as National Officers as desired.
- Provide periodic updates to MWAN members on the unit's accomplishments. Unit news submissions should be sent to the White Caps editor and MWAN President via e-mail or written/typed on plain white paper and mailed. Articles should be brief and succinct, and should be no more than 75 words.
- Use appropriate means to send member appreciation notes, congratulatory messages, or appropriate greetings on special occasions. Suggested format is using e-mail, cards, or personal letters.

## **UNIT TREASURER**

- Serve as the unit's funds custodian. Comply with requirements outlined in the MWAN Bylaws, ensuring strict accountability and appropriate expenditures of the unit's funds. Be the unit's central point of contact (POC) with the MWAN Treasurer to provide accurate accounting of unit financial business.
- Remind members of deadlines for MWAN and unit dues and encourage prompt payment. Contact members whose dues are in arrears and maintain a current membership list.
- Submit unit dues using the Unit Dues Transmittal Form.
- Maintain an updated listing of members, ensuring the Executive Secretary is promptly informed of changes or updates to contact data for unit membership. Forward new

applications for membership. Inform MWAN of the death of any MWAN members by completing Deceased Member Report Form.

- Distribute new membership cards as they are received from the Executive Secretary.
- Complete and send the annual "Letter of Authorization" to the MWAN Treasurer.
- Maintain complete and accurate financial reports per bylaws, preparing the required annual financial statement covering the period 1 August – 31 July (the MWAN fiscal year).
- Be responsible for keeping current inventory on all property belonging to the unit.
- Co-sign all checks with the President.

## **UNIT SECRETARY**

The business and proceedings of each unit should be recorded and events documented for WN historical purposes. The role of the Unit Secretary includes:

- Public relations and photographic support, liaising with the MWAN Historian to maintain accurate and complete recording and records maintenance.
- Ensuring an agenda is established for meetings, the unit meeting minutes are recorded, and any follow-up actions are taken as necessary.
- Maintenance of local unit files, record books, and any other unit business documentation; ensuring records and documentation are passed down to successors.

## **UNIT MEMBERSHIP**

All regular unit members must belong to Military Women Across the Nation, and all regular unit members in good standing are eligible to run for office. There are three classes of membership established by the MWAN Bylaws: Members in good standing of a unit; Members-at-Large; and Honorary members.

## **ASSOCIATE MEMBER**

A fourth category of membership, Associate Member, may be extended by units to allied women veterans. Associate members are NOT ELIGIBLE for MWAN membership and are for affiliation with the local unit ONLY. An associate member must have served in, or is now serving in, an allied or coalition force. Because this membership is in title only, the Associate Member shall not pay MWAN dues, hold elective national office, or vote on MWAN issues. Associate members have no vested or financial interest in the operations of MWAN and may not serve as unit president or unit vice president, but they are encouraged to participate at the local unit level by serving in other unit offices or committee chairmanships. Associate

members may attend MWAN biennial national conventions. In addition, a member of another MWAN unit may be an associate member of another unit, but may not be a regular member of both.

## **SECTION V: BIENNIAL CONVENTIONS & CONFERENCES**

### **GENERAL**

National conventions are open to all regular members and held biennially in even-numbered years, in various cities, hosted by local unit(s). National officers are elected at these conventions. Geographically, the country has been divided into regions that hold regional conferences in the odd-numbered years. Regional conferences provide an opportunity to members to make recommendations for consideration at the Mid-Term Meeting which is also held in odd-numbered years and attended by the National Board of Directors and National Executive Committee. The recommendations are discussed and, if appropriate, are placed on the agenda for consideration at the biennial convention.

Following the installation at each biennial Military Women Across the Nation National Convention and upon selection by the membership of the following convention's location, the newly elected President should appoint a Convention Coordinator for the convention. The Convention Coordinator appoints an Assistant and the chairs of the committees mandated by MWAN Bylaws Article IX section 5B and any other committee (s) necessary to conduct convention planning and organization thereby assuring the success of the Biennial Convention. A list of committees and appointed chairs will be provided to MWAN President.

### **CONVENTION COORDINATOR**

The convention coordinator will appoint local committee chairmen as needed for planning, hosting arrangements, and execution of the next national convention. Some ideas of key committees follow; however, the convention chairman should feel free to establish any committees necessary to conduct convention planning and organization. Each committee chairman appointed to the committees may select committee members as needed.

At the convention coordinator's discretion and best judgment, a copy of correspondence relating to the convention will be provided to the MWAN President. A general rule of thumb on convention-related business is: when in doubt, consult the MWAN President.

Convention committee chairmen provide their respective reports at the business meeting and move the adoption of their reports. Once submitted and moved, there is no need for seconding motions from the committee coordinator. When the committee consists of more than one member, the chairman says, "By direction of the committee, I move that my report be adopted." When there is a committee of one, the chairman says, "I move that my report be adopted."

### **MASTER-AT-ARMS FORCE**

The Master-at-Arms Force will be in attendance at the National Convention to maintain order, protocol and security. The Chief Master-at-Arms is appointed by the Convention Coordinator and shall serve until the end of the convention, unless she resigns or is removed by the Convention Coordinator. The master-at-arms force shall consist of the

number of members deemed necessary at each convention by the Chief Master-at-Arms. The Master-at-Arms Force may be called upon to assist in any variation of service, including:

- Ballot counting should a hand vote be necessary.
- Escorting dignitaries and guests to/from the podium.
- Maintaining order as members assemble at the floor microphones and assist by keeping track of the time each speaker speaks at the microphones.
- Any other duties deemed necessary by the President or convention coordinator.

## MINUTES COMMITTEE

A Minutes Committee Chairman shall be appointed by the Convention Coordinator prior to the convention. The Minutes Committee Chairman shall further be assisted by at least two individuals for the purpose of recording the business of the membership. The chairman of the minutes committee will ensure complete and accurate minutes are recorded during the conduct of the convention, causing notes to be taken during the business meeting and acting as a back-up to the Recording Secretary. Members of this committee should be knowledgeable in the structure of the organization, know the names of the officers and committee chairmen, and familiar with the contents of the bylaws.

The minutes of the convention are the official historical record of all business transacted at the convention, and every attempt shall be made to document as fully and accurately as possible. Minutes should include every motion stated by the presiding officer and all action taken; the full report of the tellers; all amendments to the bylaws and the votes on each side; the name of the member making motion (but not the name of the seconder); when a count of votes has been ordered or the vote is by ballot (the number of votes on each side must be recorded); any other action taken during the proceedings and both the opening hour and time of adjournment.

The National Recording Secretary shall cause the formal minutes to be prepared using the notes, recordings, and all other avenues available for ensuring accuracy and completeness of minutes. Each member of the committee shall sign the minutes taken at the General Session and provided to the Recording Secretary. If there are questions regarding minutes that cannot be resolved by the Chairman of the Minutes Committee, the Parliamentarian or Recording Secretary should be consulted.

## PROGRAM COMMITTEE

The Program Committee Coordinator shall ensure that ample information is provided via the Call to Convention sent to all MWAN members in advance of the biennial convention. For planning purposes, a tentative schedule is included in the Call to Convention. The Call to Convention should include events outside the business meetings, such as local sightseeing or participation in unique local events.

A printed program shall be prepared for each biennial convention composed of a welcome to members by the MWAN President, the Convention Coordinator, and any other local dignitaries; locations and times for events to include an agenda for the business meeting; details of events that will transpire during the convention; and any other information useful to

members attending the convention. The program should include the agenda for the business meeting, prepared by the President, together with times for events outside the business meeting.

The printing of the program is usually handled by the chairman of the committee after a completed draft has been submitted to the President for necessary changes and for final approval. Once the printed program is adopted by the voting body, it becomes the order of business for the entire convention.

## REGISTRATION AND MEALS COMMITTEE

The chairman is appointed by the Convention Coordinator and is responsible for collection and accountability of the registration and meal reservation fees. She shall also maintain an accurate record of the attendance at the convention, to include attendance by any guests at the formal banquet or other external events. The chairman should be prepared to report on registration at the convention when called upon by the President.

A registration fee as determined by the Board of Directors at their mid-term meeting 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 to become a MWAN member but is attending or sponsored by a MWAN member.

The committee shall ensure name badges are made for attendees, meal tickets and any other admission tickets are printed at the request of and with coordination by the meals chairman, and members are issued appropriate badges and tickets during the convention registration process.

The local convention committee will determine the times for registration at the convention, with the approval of the President, and ensure that registration and meals information is included in the Call to Convention.

## STANDING RULES AND RESOLUTIONS COMMITTEE

The Convention Coordinator shall appoint a Standing Rules and Resolutions Committee to draft and submit the standing rules governing business session proceedings. These Standing Rules are in effect only during the business session of that particular convention and may be amended as needed. The standing rules of a convention usually cover subjects relating to the conduct of business, rules contained in the parliamentary authority adopted by the organization, or any rule which would be pertinent to the convention not of a parliamentary nature.

The committee shall also receive, consider, edit and evaluate all resolutions referred to them and make their recommendations to the members in convention. The committee may also originate resolutions. The chairman of the standing rules committee presents rules and resolutions to the convention by reading them and then initiating a move for their adoption.

Convention standing rules must not conflict with the bylaws of the organization. As these rules usually do not normally change from one convention to the other, prior convention standing rules should be reviewed for applicability and currency, and they should then be printed on the back of the convention program.



# MWAN Biennial Convention

## PLANNING SCHEDULE

<b>TIMELINE</b>	<b>ITEM</b>	<b>NOTES</b>
<b>C - 28-30 mos</b>	Potential Host Unit(s) explore proposed location hotel/cruise/reunion planner for future convention.	Obtain cost estimate/draft contract from venue
<b>C - 24 mos</b>	Proposed hosting unit submits presentation for hosting the next convention. Membership selects site of next convention based on Time and Place Committee Report.	Proposed hosting unit submits presentation for hosting the next convention. Membership selects site of next convention based on Time and Place Committee Report.
<b>C - 23 mos</b>	Within 30 days of MWAN membership approval vote, selected hosting unit enters into negotiations with hotel/cruise/reunion planner turning draft contract into final contract.	Finalize Contract terms
	Hospitality Room for duration of convergence	Should be included in contract; remember to allow time in advance (set up) and afterwards (clean up)
	VIP/Complimentary Room(s)	Identify the VIP(s). Consider the banquet guest speaker's location and whether a room is needed; potential COMP room based on expected MWAN attendance or consider adding cost offset by registration fee
<b>C-23 mos</b>	Present formalized proposed contract to current MWAN President for review and signature.	Must be signed by MWAN President & MWAN Recording Secretary
<b>C-23 mos</b>	Recruit & appoint volunteers to head committees.	
<b>C-13-14 mos</b>	Gather budget reports from all committees involved in Call to Convention and budget estimates that affect registration fee. Review/modify as necessary to stay within budget.	
	Decorations Committee	Liaise with venue to see what decorations might be included in contract
	Convention Program	Offset fees by selling ads in program; remainder paid by convention funds
	Banquet Support	Meal selection; are table decorations included in cost; open-bar support; cake

		and cake service
<b>TIMELINE</b>	<b>ITEM</b>	<b>NOTES</b>
	Entertainment Committee	Obtain cost estimate; factor in tips
	Convention Store Committee	Souvenirs in registration goodie bags; souvenir sales; pre-order items; Supply Locker sales assistance
	Hospitality Room	Estimate costs for stocking snacks & refreshments for duration of convention; consider obtaining donations
	Rooms for VIPs	Included in contract complimentary or paid by convention funds?
	Meals for VIPs, Guests, Color Guard, Photographer	Included in contract complimentary or paid by convention funds? Don't forget to factor these costs in registration fees.
	Postage	Pre-paid responses; confirmations; general mail
	Administrative Supplies	Meal tickets; registration goodie bags; name tags; envelopes; paper; ink, etc.
	Printing Costs	Call to Convention paid by MWAN. Don't forget other costs such as the Banquet Program; name tags; signage; copies of agendas, etc., to add to registration fees.
	Audio-Visual Support	Podium & microphone; projectors; laptop and slide-show capabilities; roving microphones & batteries; music support
	Gratuities and Gifts	Appropriate tips; corsages for VIPs; possible flowers for banquet tables; challenge coin gifts; VIP, Guest Speaker gifts
<b>C-12 mos</b>	Establish Registration Fee based on expected expenses/costs	Mid-Term Conference; BOD approves
<b>C-12 mos</b>	Transfer Bank Signatures to new Convention Treasurer/Host	
<b>C-12 mos</b>	Liaise w/local Chamber of Commerce. Provide	Convention Chair may sign

	conference information and solicit ideas for support.	contract if necessary
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<b>TIMELINE</b>	<b>ITEM</b>	<b>NOTES</b>
<b>C – 11-12 mos</b>	Hotel/facility deposit (consult original contract and comply with requirements)	Signed by Chair & Treasurer
<b>C – 8-10 mos</b>	Publicity: Veterans Magazines/Newspapers/local group announcements	Press releases and convention articles
<b>C – 6-7 mos</b>	Draft Call to Convention - consider the following:	Use templates from previous Calls to Convention
	Establish Convention Timeline	
	Sister-to-Sister Helping Hand	Consider transportation, mobility assistance; roommate matching; determine criteria and publish in advance
	Arrange Tours/Excursions	Chamber of Commerce may have suggestions for local tours/highlights
	Schedule transportation service/support	Airport shuttle; hotel shuttle; local sightseeing or other ground transportation; support for members w/limited mobility; research wheelchair/scooter rentals to provide companies/numbers
	Arrange hotel group reservations	Special costs and deadlines
	Draft Schedule of Events	Meeting & meal times; supply locker times; banquet service; memorial service; tour times, etc.
	Establish deadlines	Hotel registration; air transportation requirements; pre-orders; convention RSVP and hotel reservation; tours, etc.
	Memory Book	Compare prices both locally and online
	Member Entrepreneur(s)	
	Advertising Costs	Establish costs for placing ads in Convention program (before Call to Convention goes to printer)

<b>C – 4-6 mos</b>	Solicit and initiate contact with guest speaker(s) for Opening Ceremonies and Formal Banquet	Send formal invite by MWAN President
<b>C – 4-6 mos</b>	Color Gurar for opeing ceremonies; banquet	Obtain ceremonial support as necessary; ensure formal written confirmation
<b>TIMELINE</b>	<b>ITEM</b>	<b>NOTES</b>
<b>C – 5 mos</b>	Submit Call to Convention to Printer	Paid by MWAN Treasurer
<b>C – 4-6 mos</b>	Solicit Convention support donations	Request raffle items; hospitality room support including beverage/snacks
<b>C – 4 mos</b>	Publish Call to Convention	Bylaws, Art. IX governs
<b>C – 4 mos</b>	Solicit written letters, proclamations, or citations from local dignitaries/Chamber of Commerce/Rotary Club, etc., for inclusion in convention program	Mayrs, Governors, County Commissioners, etc.
<b>C – 3-4 mos</b>	Prepare Convention Program draft. Consider the following:	Use past convention programs as examples
	Advertisements	Individual, local, unit, etc.
	Schedule	Ensure this is the FINAL schedule
	Guest Speaker(s) information	Biographies/photographs
	Welcome to Convention Letter	MWAN President
	Welcome Letter from Convention Coordinator	Convention Coordinator
	Official dignitary correspondence	Mayors, Governors, County Commissioners, etc.
	Local information including hotel phone numbers	
<b>C – 3 mos</b>	Obtain current member roster	From MWAN Executive Secretary
<b>C – 2 mos</b>	Submit draft Convention Program	May use local printing company
<b>C – 30days</b>	Proof and Print Convention Program	
<b>C – 14days</b>	Collect brochures/maps/city information from Convention Center	
<b>C – 10days</b>	Provide list of special dietary requirements	Venue catering staff
<b>C – 7 days</b>	Final head count	Venue catering staff as dictated in contract
<b>C – 3 days</b>	Registration goodie bag preparations	Insert souvenir, program, local brochures or information, other items for attendees

<b>C – 3 days</b>	Order Cake	If applicable, either with catering staff or local vendor
<b>C – 0 days</b>	CONVENTION DATE	Ensure all vendors are paid and debts settled

<b>TIMELINE</b>	<b>ITEM</b>	<b>NOTES</b>
<b>C + 5 days</b>	Send thank you notes	Guest speaker(s), Color Guard, Hotel, etc.
<b>C + 30days</b>	Lessons Learned Meeting/Reports	Convention Chair collects and compiles from all committee chairs
<b>C + 12mos</b>	Lessons Learned Presentation	Convention Coordinator provides to Mid-Term Meeting
<p>MWANPresident and Convention Chairman are responsible for coordinating and reviewing all planning phases and should personally review/proofread all published materials carefully prior to printing/distribution!</p>		

# **REGIONAL/STATE CONFERENCE GUIDELINES**

These are guidelines for regional conferences that regions are asked to hold in the odd-numbered years when there is no convention. However, some states have yearly state conferences. These guidelines are meant to provide direction and respond to frequently-asked questions, and assist with but not encumber regional conference planning.

Attendance by all members at the biennial national convention may be cost prohibitive, or members may be unable to travel distances to attend. Regional and state conferences provide an opportunity for these and all region members to be a part of conducting National business and, at the same time, meet and socialize with other members. Sufficient conference time must be given to conduct MWAN business during Regional or State conferences. Tours, sightseeing and social activities are not considered MWAN business but inclusion of these social activities is encouraged to foster camaraderie as well as enjoy the particular area of the host location.

The most important part of the conference is for members to be given an opportunity to discuss Military Women Across the Nation national policies, procedures and administration. The Regional Representative (or State Director) should run the business portion of the meeting. The recommendations made at these conferences are discussed at the mid-term Board of Directors' meeting which is normally held in the fall. Thus, Regional or State conferences should be held in the spring or early summer so that the recommendations made at them can be provided to the National President in a timely manner for discussion at the above-mentioned mid-term Board of Directors' meeting.

The Regional Representative should solicit her region's State Directors and Unit Presidents for potential hosting of the regional or state conference. Conference attendees will vote for the conference site, should more than one bid be presented. It is suggested that the states in the region take turns hosting the conferences. The conference committee should be established well in advance of the event and shall include the Regional Representative if applicable, the State Director, the conference chairman and her committee. Hotel space should be obtained as early as possible – ideally, at least two years before a multi-day conference, or one year before a one-day conference. The conference chairman should keep the Regional Representative informed as plans progress.

The conference chairman in coordination with the host unit shall be responsible for selecting speakers, arranging for a memorial service, liaising with the host hotel or conference location, coordinating meals and, if desired, local tours, and other such procedural matters. The Regional Representative and State Director shall work closely with the unit in preparing and distributing an appropriate agenda.

Most hotels or conference centers will offer a complimentary room for a certain number of rooms booked by attendees. Be sure to ask for details on provision of complimentary rooms when arranging lodging and hosting sites, as these rooms may be used by the conference committee to house invited speakers and/or as hospitality rooms.

## COSTS

Registration fees should be defined and promulgated to all MWAN members within the region and/or state. Fees should be based on the cost to actually conduct conference and should not include lodging or travel costs. If there is a group meal or banquet planned, the registration fee could include such costs. Additionally, registration fees should cover administrative costs such as mailing, printing, name tags, taxes and tips, and any additional meals for guest speakers or color guard or other specially invited guests. This cost will vary according to what the host unit can obtain through donations from companies they may be working with, i.e. printer, city convention volunteer program, etc. The registration fee not only pays for certain conference items, it also goes to build seed money for future conferences.

Each conference shall be self-supporting and normally no expenses will be offset by MWAN. One exception may be that the conference chairman, Regional Representative or State Director in a very large area containing many members-at-large working may submit a bill for mailing costs to the members-at-large. To minimize costs, units within the region or state should include the conference registration forms in their newsletters, e-mail notices to all of their members, or special mailings as an expense of the unit.

## PUBLICITY

Conference information such as dates, locations, etc., shall be sent directly to all Regional/State members-at-large and each unit within the Region/State for publicizing to their members as soon as possible. The conference committee chair should ensure that an invitation is provided to all National Officers, enclosing all pertinent conference information. The conference committee should send a short release regarding the conference to the White Caps Editor. Send follow-up information to region units and MAL's, as appropriate, including registration/hotel reservation forms. Any questions regarding the conference should be directed to the conference chairman.

The conference committee chair is encouraged to contact each National Elected and Appointed officer to determine if there is any key and/or time sensitive information that needs to be passed on to Regional/State members.

The host unit should provide information about local attractions, transportation, or other events at the conference registration desk. The special room rate the host unit has negotiated for the conference should include a day early and a day late for those who wish to take advantage of sightseeing. Sightseeing and social events should be priced as optional for members and should not be included in the registration fee. As with the National Convention, the business meeting shall be a priority over sightseeing.

## RECORD OF PROCEEDINGS

The Regional Representative shall see that a secretary is appointed to take notes at the business meetings. These records do not have to be verbatim but simply stating motions made and action taken. A conference treasurer should also be appointed to keep an accurate accounting of the monies received and disbursed. A complete report of receipts and disbursements and secretary's report should be submitted to the Regional

Representative within a month after the conference, or as soon as all expenses are paid and the report is prepared.

The Regional Representative (or State Director) shall send the National President a report of the conference, with a copy to the First Vice President, with special emphasis on the recommendations made by the members of the region that they wish to bring for discussion to the mid-term meeting of the Board of Directors. This report should be received by the National President at least one month before the mid-term meeting.

## SEED MONEY

For a first conference, seed money may be provided by assessing the units of either the region or state for a certain amount as determined by the Regional Representative and State Director (s). This should be considered a donation by the units. Each unit may raise their share in accordance with their members' raffles, bake sales, etc. Thereafter, the seed money should come from the profits of the previous conference. The seed money is used for mailings, printings, and administrative costs as well as a hotel/site deposit if required. The seed money should be deposited by the host unit in a special interest-bearing savings account and made available for the next conference.



# PLANNING TIMETABLE FOR REGIONAL/STATE CONFERENCES

**R/C minus 2 yrs.** At the regional conference, determine place and tentative date of next conference and the host unit.

**R/C minus 1 yr.** Contract with hotel (sales office) or other facility for conference services: meeting room, luncheon/banquet, and block of guests rooms. Deposit may be required. SET FIRM DATE. (For larger conferences or large hotels, these arrangements should be made two years in advance.) Some hotels will provide a package that will include rooms and meals. They will often handle these reservations directly, which would eliminate this responsibility of the conference committee.

Seek support from various community organizations and businesses. If a program is offered, advertisements can be included in the program. Many veterans' organizations (VFW, DAV, etc.) will make a donation, if requested. (NOTE: Strive to build rapport with these organizations by volunteering at their events and they may, in turn, make monetary donations to your unit or the conference. In addition, you will have volunteer hours you can turn in for MWAN.)

**R/C minus 6 mos.** Determine approximate number of attendees and interest in social attractions, sightseeing, etc. by distributing questionnaires to unit presidents and MALs. Regional Representative will provide tentative agenda for business meeting to National President.

**R/C minus 4 mos.** Send out registration and hotel reservation forms to ALL regional units and members-at-large and National Officers. Registrations should be received by host unit not later than TWO WEEKS before the event.

**R/C minus 4 wks.** Schedule host unit members for registration desk and other hospitality requirements for days of conference.

**2 hrs before each event** Check meeting room set-up: flag, table arrangements, coffee/tea/water, etc. Also arrange for table for ship's store, etc. in meeting room or hallway outside meeting room.

We hope these guidelines will help you in planning your conference. They are intended only as guidelines. Consult the National Convention planning guidelines for additional ideas and helpful suggestions. Keep in mind that the plans for the regional conferences depend upon the size of the conference and the capabilities of the host unit.

## Section VI:

### MILITARY WOMEN ACROSS THE NATION

#### Appointed Officer Position Descriptions

#### **BYLAWS CHAIRMAN**

Any member of MWAN may submit proposed amendments to the bylaws. The Bylaws Chairman receives and makes those proposals ready for consideration by the members. She will also assist members, unit officers, state directors and the Board of Directors with any questions they have concerning unit bylaws and the national bylaws.

#### **RESPONSIBILITIES**

The MWAN Bylaws chair is responsible for the maintenance of the MWAN Bylaws.

#### **DUTIES**

- Appoints two committee members to assist in carrying out the tasks related to the Bylaws.
- Considers, edits and/or correlates amendments to the MWAN Bylaws submitted by the National Board of Directors, the National Executive Committee, Standing and Special Committees, Units, the Bylaws Committee and/or any member.
- Prepares notification of proposed amendments to the members via the April White Caps just prior to each biennial National Convention.
- Reviews unit bylaws of new units prior to chartering them.
- Ensures National Bylaws are provided to new Units.
- Writes articles in the White Caps to inform members of procedures and facts concerning the Bylaws. Invite members to send in questions and comments.
- Coordinate the review of proposed amendments at the biennial Convention.
- Prepares amended copy of the Bylaws to all elected officers, Board of Directors members, appointed officers, standing committee chairs, state directors and unit presidents after the convention.
- Transfers all files to the newly appointed Bylaws Chair.
- Maintains required files as appropriate.
- All other duties as assigned.

**REQUIREMENTS**  
The MWAN Bylaws Chair is appointed by the MWAN National President to a term of two years.

She must be a member of MWAN and understand both the bylaws and Roberts Rules of Order.

## EDITOR, WHITE CAPS

*White Caps* is MWAN's newsletter sent to each member in good standing and used as a recruiting tool at various events. Units, Members at Large, National Officers submit articles for each edition (published at least six times a year). The Editorial Staff shall consist of The President, and Editor. Assistant Editor(s) can be appointed, if needed.

### RESPONSIBILITIES

The MWAN Editor is chairman of the editorial staff and is responsible for compiling and editing information for *White Caps* submitted by members or units of MWAN. She may appoint an Assistant Editor/Editors, as necessary.

### DUTIES

- Give priority to official MWAN information received from the President, officers, and committee chairmen over unofficial articles.
- Provide subsequent articles of interest to membership to ensure adequate copy for each edition.
- Ensure deadlines are adhered to regarding publication of specific information such as publishing the proposed bylaws amendments prior to convention as well as the nominations for elected office.
- Include the names, addresses, phone numbers and email addresses of newly elected officers and committee chairmen after each convention.
- Coordinate with the printing company to meet deadlines for publication and proofreading prior to publication of *White Caps*.
- Provide final proof of each edition to Webmaster for publication on our website and on our Facebook page.

### REQUIREMENTS

The MWAN *White Caps* Editor is appointed by the MWAN National President to a term of two years. She must be a member in good standing, have good writing skills, knowledge of proper grammar and editorial skills. She must be proficient in Microsoft Word or equivalent in order to assemble and submit material for publication. She will maintain an email account in order to communicate with the general membership submitting articles.

The Editor will write an article for each edition of the *White Caps*.

# EXECUTIVE SECRETARY

## RESPONSIBILITIES

The Executive Secretary is responsible for performing the general administrative duties and other duties pertaining to the office, as delegated by the President, Board of Directors and the MWAN Bylaws.

## DUTIES

- Receive from the Treasurer the listing of all members.
- Provide mailing labels to the publisher printing and distributing White Caps.
- Keep membership files current and coordinate with the Treasurer to ensure that White Caps mailing lists are as current as possible.
- Provide membership listings to Regional Representatives as needed.
- Attend Board of Director meetings.
- Submit monthly itemized account of all office expenditures, with receipts, to the President for approval and reimbursement.

## REQUIREMENTS

The MWAN Executive Secretary is appointed by the MWAN National President to a term of two years.

The Executive Secretary must have a working knowledge of databases in order to maintain records and provide needed reports.

# PUBLIC RELATIONS CHAIRMAN

## RESPONSIBILITIES

Spreading the word about our Military Women Across the Nation organization is the single best way to educate others about our organization, promulgate our good works and our mission, and get others interested and involved as new members. Every one of our members has a responsibility to be a good MWAN National ambassador and promote the ideals of service and camaraderie as a member of MWAN. The MWAN Public Relations Chairman can help units and MALs write news articles, provide information to help spread the word, and generate ideas on how to further positive publicity.

The MWAN Public Relations Chair heads the Public Relations Committee which is a Standing Committee responsible for publishing the existence and purpose of MWAN to prospective members through newspapers, veterans' organizations, Navy, Marine, and Coast Guard installations and facilities, the internet and all other available media and methods.

## DUTIES

- Appoint two members to the Public Relations Committee.
- Keep abreast of veteran related activities that would benefit MWAN members and publish information about those activities to members.
- Submit articles for publication in the White Caps.
- Maintain required files as appropriate.
- All other duties as assigned.

## REQUIREMENTS

The Public Relations Chair must be a member of MWAN and must understand and have a working knowledge of the Internet, including having and using her own e-mail account. She must be able to draft, submit, and publish well written articles and have contact with military facilities.

# SUPPLY LOCKER

MWAN has an assortment of emblem items for sale in its Supply Locker. The Supply Locker Officer maintains a fully organized supply of MWAN items for sale, and the back page of the White Caps lists select and special items. These items are available for purchase via the U.S. Postal Service and, ultimately, the goal is to provide an online sales presence for MWAN Supply Locker items. If you want to purchase an item with a MWAN emblem or have an idea for a new item to add to the inventory, please contact the Supply Locker Officer.

## SUPPLY LOCKER OFFICER

### RESPONSIBILITIES

The Supply Locker Officer is appointed by the National President and is responsible for maintaining inventory of items for sale through the organization, filling orders, and maintaining an accurate accounting of all funds received and disbursed.

### DUTIES

- Mail merchandise to members as ordered.
- Contact vendors and order new items for sale and inventory.
- Manage the Supply Locker checking account ensuring that all funds are properly and promptly deposited, all bills are correct and promptly paid, and all financial transactions are accurately recorded.
- Apply for and maintain records and deposits for sales taxes as required.
- Maintain accurate inventory and financial records.
- Contact members as necessary to transact the business of the organization.
- Prepare balance sheet and income statement monthly and forward them to the National President and National Treasurer.
- Attend (whenever possible) the National Convention and establish a Supply Locker there to sell items to members and guests.
- Maintain required files as appropriate.
- All other duties as assigned.

### REQUIREMENTS

The Supply Locker Officer must be a member of MWAN; be computer literate; understand bookkeeping and database software, inventory control principles; and be familiar with generally accepted accounting principles.

# PARLIAMENTARIAN

## RESPONSIBILITIES

The Parliamentarian gives correct and accurate advice on matters of parliamentary procedure to the President, units, members and any committees. She must be familiar with the MWAN bylaws and Roberts Rules of Order Newly Revised.

## DUTIES

- When called upon to do so, gives an opinion or an explanation on matters of parliamentary procedure, which the President may assume as her decision or may disregard.
- Gives advice to the President before the meeting, anticipating problems, and giving suggestions for the procedures that will assure a smooth-running meeting and facilitate the proper handling of business.
- Prepares resolutions for the organization.
- Maintains required files as appropriate.
- All other duties as assigned.

## REQUIREMENTS

The Parliamentarian must be a member of MWAN and must understand and be able to interpret National bylaws and Roberts Rules of Order Newly Revised.

# CHAPLAIN

## RESPONSIBILITIES

The Chaplain receives information on deceased members which she provides to the Executive Secretary prior to established deadlines for White Caps publication. She sends certificates to survivors of deceased members and prepares prayers for the National Convention.

## DUTIES

- Receives information on deceased MWAN members from Unit Officers.
- Assists and supports the National Executive Secretary in the collection of obituaries for submission to the White Caps Editor by the 1st of the month prior to the publication date.
- Prepares prayers for the National Convention.
- Officiates at the Bell Ringing Memorial Service at the National Convention in honor of deceased members.
- Maintains required files as appropriate.
- All other duties as assigned.

## REQUIREMENTS

The Chaplain must be a member of MWAN.



# VA MEDICAL/HEALTH

## RESPONSIBILITIES

The VA Medical/Health Chairman is appointed by the National President. She provides members with up-to-date veteran-related health information via submission of articles to *White Caps*. She appoints additional committee members as required.

## DUTIES

- Advise members of current veteran benefits and changes to veteran policies, where to seek local information, and encourage participation in pending legislation affecting benefits
- Provide timely information by writing articles for *White Caps*.

## REQUIREMENTS

The VA Medical/Health Chairman must be a regular MWAN member, be interested in veterans affairs, have good writing skills and research and disseminate legislation relative to VA health benefits especially related to women veterans.

# VETERANS AFFAIRS VOLUNTEER SERVICES (VAVS) NATIONAL REPRESENTATIVE

## RESPONSIBILITIES

Every Veterans Administration medical facility has a Volunteer Advisory Committee made up of organizations whose members participate in the Veterans Administration Voluntary Service (VAVS) program for its patients. Each national organization whose members participate in the VAVS may certify one representative and up to three deputy representatives to the medical facility's VAVS Advisory Committee. A member cannot represent more than one organization at a time.

Satellite clinics that are the administrative responsibility of a parent medical facility do not have a separate VAVS Advisory Committee. Based on need determined by that facility, organizations may appoint an additional deputy for the satellite clinic to serve on the parent VAVS Advisory Committee.

## CHAIRMAN

The National President will appoint the MWAN VAVS Representative, who will be responsible for certifying all VAVS representatives and deputies to the directors of the medical facilities. The Chairman appoints qualified deputies and representatives as needed.

## DEPUTY

The MWAN VAVS Representative will appoint a Deputy VAVS Representative to assist her and act as VAVS Representative in her absence. The Deputy VAVS Representative attends all meetings of the VAVS Advisory Committee; participates in committee discussions; assists in the Annual Joint Review; and serves on subcommittees as requested by the Chairman of the VAVS Advisory Committee. The deputy does not have a vote on the advisory committee unless acting for and in the absence of the representative who does have a vote.

## REQUIREMENTS

The certified MWAN VAVS representative represents all of the local units and members-at-large of the organization whether there is only one local unit or several local units serving the particular medical facility. When unit presidents are considering members to be representatives and deputies, they must first check with the medical facility in question to be sure there is a vacancy for representation from the MWAN National organization. Each individual appointed as a VAVS representative or deputy must possess:

- Sincere interest in the welfare of the hospitalized patients.
- Leadership ability and the ability to work with others
- Ability to attend at least three consecutive meetings of the VAVS in order to explain MWAN procedures to the VAVS staff and to the members of the Advisory Committee.
- Ability to interpret the VAVS program to MWAN members in their area.

- Authority to represent MWAN via written appointment letter.
- Ideally have time to commit to Veteran's Administration VAVS volunteer service hours with any VA facility, such as medical centers, nursing homes, domiciliary care facilities, outpatient clinics, or homes of veterans receiving VA outpatient care.

VAVS representatives and deputy representatives must be regular MWAN members and be interested in helping and being involved with veterans affairs, especially related to women veterans. Further specific information is promulgated by the Veterans Affairs Committee and is readily available online at [www.va.gov](http://www.va.gov).

## VOLUNTEER HOURS CHAIRMAN

As a non-profit organization, MWAN members contribute a great deal of time and energy to supporting their local communities. Volunteer service is a key goal, and volunteer service hours are extremely important to track and collect for our organization. Whether committing time outside your home, in your community, helping other organizations or individuals, or preparing or making something by hand to donate to a worthwhile cause, all of this precious time accumulates. Individual members, units and members-at-large all do volunteer services in the name of MWAN, their units, their communities in many ways and every action is not only appreciated but also counts toward the group's aggregate hours.

MWAN members should use the Volunteer Service Hours form to collect monthly service hours and submit these reports to the Volunteer Service Hours coordinator. The Volunteer Services chairperson gathers the hours reported by individual members, units, members-at-large and friends of MWAN and reports these hours to National annually. **Timeframe for reporting is 1 June to 31 May.** Use the Volunteer Service Hours form to report your volunteer hours to the Volunteer Services Chairman. Hours are reported in three categories: VA Hours, Community Veteran Support, and Community Service Support.

**VA HOURS:** These are hours that are clocked in at the VA Medical Centers, hospitals and clinics. Hours are reported via the VAVS to the National VAVS Chair as well as to VA National office and constitute a portion of the Joint Annual Review (AJR). These hours are also reported on Volunteer Service Hours form to report annually to National. This is not double counting as the VA uses it to determine the benefit gained by supporting VSO's and other organizations.

**VETERAN SERVICE SUPPORT:** Veteran Service Support may include such activities as: participating in Veteran's Day parades or other veteran-centric events; attending MWAN meetings or other veteran organization meetings; providing transportation for veterans; helping a veteran at home, such as grocery shopping or paying bills; stuffing neck pillows for veterans and active duty military members; or virtually any service performed in support of a veteran (as long as that service is NOT reported to another organization, please report these hours to the MWAN Volunteer Services Hours coordinator).

**COMMUNITY SERVICE SUPPORT:** Any community service, whether inside or outside the home, is valued and valuable. Examples of this include but are not limited to: 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 such as the Komen Walk for the Cure or raising awareness for Multiple Sclerosis; quilting blankets for the senior citizens' center; or virtually any service performed in support of your local community.

Support to MWAN through service as a national or unit officer, attending meetings, chairing a committee, or donating time to any number of worthy causes count as volunteer service!

## HISTORIAN

MWAN maintains a documented history of Military Women Across the Nation through collection of memorabilia, photographs, and documentation of events both on the national and local level. Send your newspaper clippings, pictures, copies of significant documents of achievements, or other notable activities by our MWAN members to the MWAN Historian.

## STAINED GLASS WINDOW

MWAN has traditionally donated Stained Glass Windows to military installations with significance to military women. There are infinite number of possibilities for fund-raising and subsequent installation of the MWAN Stained Glass Window or shadow boxes. The chairman of this committee investigates possible sites for a MWAN stained glass window, coordinates funding, and arranges its installation.

## TIME AND PLACE

It takes an entire team of dedicated volunteers to support a MWAN National convention. Advanced planning is required to find a suitable location, and all units are encouraged to consider hosting a convention in their city or town. It's a great time to show off your city, showcase your local flavor, and give folks the opportunity to visit your location. Convention planning is ongoing, and units should consider scouting locations and generating ideas early on. The Time & Place Chairman is appointed by the MWAN President to scout out possible units and locations for upcoming MWAN conventions. If your unit or state is interested in hosting a national convention, contact the Time & Place Chairman for assistance. The Time & Place Chairman will present the bids at the biennial convention for a vote by the general membership.

## HEARTSPRING PROJECT and HEARTSPRING PEDIATRIC SERVICES

This project is a non-profit organization that helps special needs children grow and learn on a path to an independent life. As a fundraiser to sustain its operations, it has generously offered cash contributions for labels to certain organizations. MWAN members may help this cause by sending boxtops and food labels to our Heartspring Chairman who collects and sends them to HEARTSPRING to help make their endeavor successful. Label collections include Box Tops for Education, UPC codes for Campbells for Education, and Tysons Project A+ and are all ways to collect the UPC/product codes or other brand proof of purchase that Heartspring Project can redeem for funds toward local school education. Obtain more information by writing to: Heartspring, 8700 E 29th Street North, Wichita, KS 67226 or by visiting [www.Heartspring.org](http://www.Heartspring.org).

## SCHOLARSHIP CHAIRMAN

MWAN holds a Scholarship Contest in the spring of each year; each applicant is required to write an essay in their own words on a topic provided by the BOD. The contest is open to all relatives of a Military Woman. Proof of eligibility is required. The contest is open to High School Seniors and College Students. As active duty military have other avenues for funding, they are not deemed to be qualified participants.

The announcement of the scholarship application is published in the newsletter White Caps in December and February issues. The Chairman shall request Public Relations Chairman to disseminate to media. She will also seek alternative avenues for publicity to garner applicants.

The Chairman is responsible for acquiring three qualified people to judge the applicants' essays, and will provide the criteria to the judges.

The Chairman will review all applications prior to submitting to the judges to ensure compliance with all aspects of the scholarship requirements, including essay topic.

Once a winner has been selected, the Chairman will notify the MWAN President, providing her a copy of the winning application including the essay, and the name of the college/university the winner is attending in order that the President authorize the issuance of a check jointly to the individual and the institute of higher learning. The President will also write a letter congratulating the winner and provide a copy of the publication in which the essay is published.

The Chairman will submit recommendations for upcoming essay topics to the President prior to Mid-Term and National Convention.



# MWAN

## REGIONAL REPRESENTATIVE ELECTION TRANSMITTAL

REGION: \_\_\_\_\_ Date: \_\_\_\_\_

TERM OF OFFICE: \_\_\_\_\_ TO: \_\_\_\_\_  
(MONTH/YEAR) (MONTH/YEAR)

NAME OF OUTGOING REGIONAL REP: \_\_\_\_\_ MWAN ID # \_\_\_\_\_

NAME OF NEW REGIONAL REP: \_\_\_\_\_ MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF ALT REGIONAL REP: \_\_\_\_\_ MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_

**NOTE: OUTGOING REGIONAL REP SHOULD SUBMIT THIS TRANSMITTAL TO THE FOLLOWING OFFICERS: National President, National 1st VP, National Executive Secretary, and National Treasurer**



# MWAN

## STATE DIRECTOR ELECTION TRANSMITTAL

STATE : \_\_\_\_\_ Date: \_\_\_\_\_

TERM OF OFFICE: \_\_\_\_\_ TO: \_\_\_\_\_  
(MONTH/YEAR) (MONTH/YEAR)

NAME OF OUTGOING STATE DIRECTOR: \_\_\_\_\_

MWAN ID # \_\_\_\_\_

NAME OF NEW STATE DIRECTOR: \_\_\_\_\_

MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_

HOW ELECTED (VOTE OF ALL UNITS IN STATE, AT STATE CONFERENCE, OR ROTATION  
BASIS): \_\_\_\_\_

**NOTE: OUTGOING STATE DIRECTOR SHOULD SUBMIT THIS TRANSMITTAL TO THE  
FOLLOWING OFFICERS: National President, National 1st VP, National Executive Secretary,  
National Treasurer, Regional Representative**





# MWAN

## UNIT ELECTED OFFICER TRANSMITTAL FORM

**UNIT NAME and NO. :** \_\_\_\_\_

**TERM OF OFFICE:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
(MONTH/YEAR) (MONTH/YEAR)

**PRESIDENT (Name):** \_\_\_\_\_

MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**FIRST VICE PRESIDENT (Optional) (Name):** \_\_\_\_\_

MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**SECOND VICE PRESIDENT (Optional) (Name) :** \_\_\_\_\_

MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**RECORDING SECRETARY (Name):** \_\_\_\_\_

MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**CORRESPONDING SECRETARY (Optional) (Name):** \_\_\_\_\_

MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**TREASURER (Name):** \_\_\_\_\_

MWAN ID # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**SEND COMPLETED FORM TO:** State Director, Regional Representative, National President, National 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, National Treasurer, National Executive Secretary within 7 days of elections. Use this form annually or when there has been a change of any of the above officers.



# MWAN

## REGIONAL REPRESENTATIVE STATUS REPORT FORM

1 August 20\_\_\_\_ through 31 July 20\_\_\_\_

Name: \_\_\_\_\_ Unit # \_\_\_\_\_

Region: \_\_\_\_\_ Term: \_\_\_\_\_  
(Month/Year – Month/Year)

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ MWAN ID # \_\_\_\_\_

Are there any new units in the process of being organized (**Y/ N**) and, if so, where?

\_\_\_\_\_

Have you held a regional conference (**Y/ N**) and if so, when: \_\_\_\_\_

and where: \_\_\_\_\_

How many & which states are in your region: \_\_\_\_\_

Activities in which you have been involved to support MWAN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional information, copies of newsletters, etc.)

Attachment(s): (1) State Director(s) Status Reports including attachments

(2) Regional Conference Minutes (if applicable)

(3) Regional Financial Report (if applicable)

Submit this report form annually by 1 August to MWAN 1<sup>st</sup> Vice President, National President and National Recording Secretary.



# MWAN

## STATE DIRECTOR STATUS REPORT FORM

*Page 1 of 2*

1 July 20\_\_\_\_ through 30 June 20\_\_\_\_

Name: \_\_\_\_\_ Unit # \_\_\_\_\_

State: \_\_\_\_\_ Term: \_\_\_\_\_  
(Month/Year – Month/Year)

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ MWAN ID # \_\_\_\_\_

Are there any new units in the process of being organized (**Y/ N**) and, if so, where?

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How many active units in your state: \_\_\_\_\_

UNIT #	UNIT NAME/LOCATION



# MWAN

## STATE DIRECTOR STATUS REPORT FORM

*Page 2 of 2*

Have you held a state conference ( **Y / N** ) and if so, where: \_\_\_\_\_

and when: \_\_\_\_\_

Activities in which you have been involved in support of MWAN:

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(feel free to attach additional information, copies of newsletters, etc.)

Attachment(s): (1) Unit President (s) Status report including attachments ( if applicable )  
(2) Members – At – Large Activity Report  
(3) State Conference Minutes (if applicable )  
(4) State Financial Report (if applicable )

**Submit this report form annually to your Regional Representative by 1 July.**



# MWAN

## UNIT PRESIDENT STATUS REPORT FORM

*1 June 20\_\_ through 31 May 20\_\_*

Unit Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

President: \_\_\_\_\_

Term: \_\_\_\_\_  
(Month/Year - Month/Year)

Address: \_\_\_\_\_

City/State/Zip: E-Mail: \_\_\_\_\_

How often are Unit meetings held? (monthly/quarterly/etc.) \_\_\_\_\_

Number of Unit meetings this year: \_\_\_\_\_ Average attendance at meetings: \_\_\_\_\_

Total number of unit members: \_\_\_\_\_ Total unit money on hand: \_\_\_\_\_

Total unit Volunteer Service Hours this year: \_\_\_\_\_

Does your unit publish a unit newsletter? ( **Y** / **N** ) If so, how often? \_\_\_\_\_

Activities in which your unit is involved:

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(feel free to attach additional information, copies of newsletters, etc.)

**Submit this report form annually to your State Director by 1 June. State Directors and Regional Representatives should attach this submission in its entirety to your respective reports.**



# MWAN

## LETTER OF AUTHORIZATION

DATE: \_\_\_\_\_

NAME OF AFFILIATE UNIT AND NUMBER: \_\_\_\_\_

EIN (EMPLOYER IDENTIFICATION NUMBER): \_\_\_\_\_

UNIT OFFICER NAME: \_\_\_\_\_

UNIT OFFICER TITLE: \_\_\_\_\_

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

We authorize MWAN to represent us as the central organization and affirm we are subject to the 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 (8/1 – 7/31).

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 all military women informed of current benefits associated with their military service; to keep them connected while preserving our common history; and to provide opportunities for women in tomorrow's military. The nature of the income and expenditures of the organization shall be of a non-profit nature and shall consist of the 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.

DATE: \_\_\_\_\_ AUTHORIZED UNIT OFFICER: \_\_\_\_\_

MWAN AUTHORIZED REP: \_\_\_\_\_

Mail original annually by 1 September to MWAN Treasurer (Name/address found in White Caps).



# MWAN

## UNIT ANNUAL FINANCIAL REPORT

UNIT NAME: \_\_\_\_\_

UNIT NO. \_\_\_\_\_ UNIT EIN: \_\_\_\_\_

Money on Hand Beginning Date: 1 August \_\_\_\_\_(year)

### RECEIPTS:

MWAN dues: \$ \_\_\_\_\_

Local dues: \$ \_\_\_\_\_

Donations: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

### EXPENDITURES:

MWAN dues: \$ \_\_\_\_\_

Donations: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

\_\_\_\_\_: \$ \_\_\_\_\_

TOTAL RECEIPTS: \$ \_\_\_\_\_ TOTAL EXPENDITURES: \$ \_\_\_\_\_

Money on Hand Ending Date: 31 July \_\_\_\_\_(year): \$ \_\_\_\_\_

Treasurer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Be sure to list organization(s) name(s) and amount of all donations. If necessary, use continuation sheet.)

**Mail or scan signed original document as PDF file and e-mail annually by 1 September to MWAN Treasurer (name and address appear in White Caps).**



# MWAN

## DUES TRANSMITTAL FORM

DATE: \_\_\_\_\_

UNIT #: \_\_\_\_\_

FROM: \_\_\_\_\_ (Treasurer name)

\_\_\_\_\_ (Treasurer email)

\_\_\_\_\_ (Treasurer ID#)

Reporting on # Members:

Renewal: \_\_\_\_\_ New Members: \_\_\_\_\_ Life Members: \_\_\_\_\_

### Renewing Members for MWAN Unit:

MWANID#	Member Name	Address & Email	Phone	Amt PD

**TOTAL RENEWAL DUES:\$** \_\_\_\_\_





# MWAN

## DUES TRANSMITTAL FORM

DATE: \_\_\_\_\_

UNIT #: \_\_\_\_\_

FROM: \_\_\_\_\_ (Treasurer name)

\_\_\_\_\_ (Treasurer email)

\_\_\_\_\_ (Treasurer ID#)

NEW Members for MWAN Unit: \_\_\_\_\_

MWANID#	Member Name	Address & Email	Phone	Amt PD

Total New Member Dues:\$ \_\_\_\_\_



# MWAN

## DUES TRANSMITTAL FORM

DATE: \_\_\_\_\_

UNIT #: \_\_\_\_\_

FROM: \_\_\_\_\_ (Treasurer name)

\_\_\_\_\_ (Treasurer email)

\_\_\_\_\_ (Treasurer ID#)

LIFE Members for MWAN Unit: \_\_\_\_\_

MWANID#	Member Name	Address & Email	Phone	Amt PD

Total Life Member Dues:\$ \_\_\_\_\_



# MWAN

## EXPENSE VOUCHER REQUEST FORM

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Address: \_\_\_\_\_ MWAN ID#: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

DATE	Item Description	Amount Claimed
Total Reimbursement Claimed:		
Total Authorized:		

\_\_\_\_\_  
National President Signature/Date

\_\_\_\_\_  
Treasurer/Check #/Date

*Submit quarterly to National President with all receipts. May be submitted via email with a copy of receipts attached as .PDF file.*

# AUDIT COMMITTEE CHECKLIST

## Audit Objective

### Purpose:

To certify the accuracy of the books and records of your unit, 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 sure that receipts have been properly accounted for and expenditures made as authorized in the budget, as approved by the general membership, and in conformity with the unit bylaws and standing rules.

### Composition of committee:

The committee is composed of the Unit Treasurer and 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.

## 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, cancelled checks and all unused checks for all accounts.
3. Bank statements and deposit receipts.
4. Treasurer's books and ledgers.
5. The 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 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 ( 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.**



# MWAN

## VOLUNTEER SERVICE HOURS

1 June 20 \_\_\_\_\_ to 31 May 20 \_\_\_\_\_

UNIT NAME: \_\_\_\_\_ UNIT #: \_\_\_\_\_ STATE: \_\_\_\_\_

Name of Individual Submitting Form: \_\_\_\_\_

If MAL, MWAN ID#: \_\_\_\_\_ If Unit Report, how many members are represented? \_\_\_\_

VAMC/Clinic Hrs	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
<b>Total VA Hours</b>													

Veteteran Community Service	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
<b>Total Veteran Community Service</b>													



# MWAN

## VOLUNTEER SERVICE HOURS

*(Continued)*

1 June 20 \_\_\_\_\_ to 31 May 20 \_\_\_\_\_

UNIT NAME: \_\_\_\_\_ UNIT #: \_\_\_\_\_ STATE: \_\_\_\_\_

Name of Individual Submitting Form: \_\_\_\_\_

If MAL, MWAN ID#: \_\_\_\_\_ If Unit Report, how many members are represented? \_\_\_\_

Other Community Service Hours	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Total Other Community Service Hours													

## TEMPLATE : INSTALLATION OF REGIONAL REPRESENTATIVE

\_\_\_\_\_, you have been duly elected as the Regional Representative of Region \_\_\_\_\_, with all the privileges and opportunities for service while in this office. You will be guided in your office by the President and First Vice President, National Bylaws, Standing Rules and Roberts Rules of Order new revised. Study the guidelines and follow them carefully. The opportunities for service are unlimited. Your term of office is two years.

You shall serve as liaison between the State Directors and the MWAN National Board of Directors. You shall help the State Directors and members of MWAN located in your region and shall maintain communications with all State Directors. You shall promote the goals and objectives of MWAN throughout your region.

You are also responsible for coordinating a Regional Conference in your region during the year between MWAN National Conventions, as well as holding an election for the Regional Representative to serve following this term of office. The guidelines for both of these functions are set forth in the National Bylaws.

**Do you understand the responsibilities you have as 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 DO.**

**You are now duly installed as the Regional Representative for Region \_\_\_\_\_.**



## TEMPLATE : INSTALLATION OF STATE DIRECTOR

(Name) \_\_\_\_\_, you have been duly elected State Director for the State of \_\_\_\_\_, with all of the privileges and opportunities for service while in this office. You will be guided in your office by the National bylaws, standing rules and Roberts Rules of Order New Revised. Study and follow them carefully. The opportunities for service are unlimited. Your term of office is two years. You shall serve as liaison between members- at -large, the units, the Regional Representative, and MWAN. You shall aid in the formation of units in your state and shall maintain communications with all members-at-large and state units. You shall promote the goals and objectives of MWAN throughout your state.

**MEMBERS OF THE STATE OF \_\_\_\_\_**, you have elected \_\_\_\_\_ as your State Director for the next two years. She will need your encouragement and cooperation. Do you, therefore, pledge her your loyalty and your willingness to help carry forth the work of your state?

**MEMBERS: We do.**

(Name) \_\_\_\_\_, you have heard the pledge of the members. They have faith in your leadership. Will you represent the objectives of MWAN in the communities in your state and to the honor of those who have elected you?

**STATE DIRECTOR: I do.**

You are now duly installed as the State Director of \_\_\_\_\_ for MWAN.

## TEMPLATE: INSTALLATION OF MWAN UNIT OFFICERS

MWAN officers of \_\_\_\_\_ (name of unit), Unit # \_\_\_\_\_, you have been duly elected to serve, with all the privileges and opportunities called for in these offices. Your unit bylaws, MWAN National bylaws, standing rules and Robert's Rules of Order New Revised, 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.

1. \_\_\_\_\_, you have been elected **TREASURER** of Unit # \_\_\_\_\_, of MWAN. I congratulate you and wish you well in this important financial position.
2. \_\_\_\_\_, you have been elected **SECRETARY** of Unit # \_\_\_\_\_, of MWAN. I congratulate you and wish you well in this important record keeping position.
3. \_\_\_\_\_, you have been elected **FIRST/SECOND VICE PRESIDENT** of Unit # \_\_\_\_\_, of MWAN. I congratulate you and wish you well in this important position of membership recruitment and assistant to the President.
4. \_\_\_\_\_, you have been elected **PRESIDENT** of Unit # \_\_\_\_\_, of MWAN. I congratulate you and wish you well in this important leadership position.

**(OPTIONAL)** (Name of unit) I would like to present the 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) 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, therefore, 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),

Unit # \_\_\_\_\_ of Military Women Across the Nation, you have heard the pledge of the members. They have faith in your leadership. Will you represent the objectives of Military Women Across the Nation, so that 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) \_\_\_\_\_, Unit # \_\_\_\_\_ of MWAN. Congratulations!

# TEMPLATE: UNIT MEETING AGENDA

## ORDER OF BUSINESS

1. Call meeting to order
2. Invocation
3. Pledge of Allegiance
4. National or Unit Preamble (optional)
5. Introduction of guests and members
6. Speaker or program, if any
7. Reading and approval of minutes
8. Correspondence
9. Treasurer's report
10. Reports of officers and committees
11. Unfinished business
12. New business
13. Announcements
14. Adjournment

*(Feel free to modify this business agenda to the needs of the local unit)*

# TEMPLATE: MEMORIAL SERVICE

(NORMALLY CONDUCTED BY THE PRESIDENT AND THE CHAPLAIN)

**PRESIDENT:** We are here to honor a former member of the United States Military. She served her home, her country, and her God with love and dignity and has left a great void in the lives of all who knew her.

**CHAPLAIN:** Let us have a moment of silence as each of us, following our own belief, offers a prayer (pause for a moment). As we stand with heads bowed, Eternal Father, we ask that your all-encompassing love and compassion surround and comfort the loved ones who have been separated from our friend and fellow MWAN member, \_\_\_\_\_ . Help them to remember the many hours and days of joy and sharing. Let them know that the separation of the earthly being brings that greater union in spirit.

**PRESIDENT:** (Turning to family, friends and fellow MWAN members)

\_\_\_\_\_ chose to serve her country and God in our time of need, either during a period of combat or during peacetime. She served with honor and pride. This love and dedication is an example for those who follow after her and brings a feeling of pride and thanksgiving to her family. (Can also include further personal information, if known, including positions held in MWAN).

Let us go from here, not with a sense of sorrow, but in celebration of life.

(If everyone is sitting ask that the MWAN members and other service personnel please stand)

(Name of deceased), the members of Military Women Across the Nation (Name and Unit #) salute you.

Give the order, **“ALL MWAN MEMBERS PRESENT AND OTHER SERVICE PERSONNEL RENDER HAND SALUTE”**.

*If you have an honor guard at the cemetery or service and are asked to present the flag to the family:*

**SPOKESPERSON:** On behalf of the President and the citizens of the United States, I present you with this flag in recognition of \_\_\_\_\_'s service to her country. Members of MWAN Unit \_\_\_\_\_ bid farewell to our departed member as she has answered her final call to our Supreme Commander-in-Chief. (Give the *flag to the family* and say *“May peace be with you at this time,”*).



# MWAN

## DECEASED MEMBER REPORT FORM

(DO NOT USE THIS FORM FOR FORMER OR NON-MWAN MEMBERS)

DATE: \_\_\_\_\_

UNIT NAME/#: \_\_\_\_\_

NAME OF DECEASED:

\_\_\_\_\_  
(First)

\_\_\_\_\_  
(Middle)

\_\_\_\_\_  
(Maiden)

\_\_\_\_\_  
(Last)

MEMBER ID#: \_\_\_\_\_ PLACE OF DEATH: \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_

ANY SPECIAL MEMORIAL SERVICE: \_\_\_\_\_

\_\_\_\_\_  
NAME AND ADDRESS OF NEXT OF KIN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF UNIT TREASURER

**MAIL COMPLETED FORM TO: National Executive Secretary, State Director and Regional Representative and MWAN National Chaplain (Address listed in White Caps)**