

# **THE MILITARY ORDER OF THE WORLD WARS**

## **COLORADO SPRINGS CHAPTER**

### **BYLAWS**

#### **ARTICLE I**

##### Chapter Name

The name of the organization shall be "The Colorado Springs Chapter of the Military Order of the World Wars."

#### **ARTICLE II**

##### Chapter Objectives

The objectives of the Chapter are those exemplified in the Preamble to the National Constitution of the Military Order of the World Wars.

#### **ARTICLE III**

##### Chapter Membership

Section 1. Governing Directive. Article II of the National Constitution of the Order specifies chapter membership eligibility and as herein specified.

Section 2. Membership Classifications.

a. Regular Member. Chapter Companion who has all the duties and responsibilities associated with MOWW membership and renews membership on an annual basis in accordance with Constitution Article II Section A.

b. Perpetual Member. Chapter Companion who has made the commitment for lifetime MOWW membership with all the duties and responsibilities in accordance with Constitution Article II Section B.

c. Senior Member. Chapter Companion who has served for 30 years as a regular member who has attained the age of 70, transitions to this membership category and will no longer pay annual dues in accordance with Constitution Article II Section C.

d. Hereditary Member. Chapter Companion membership derived from parents or grandparents who served as commissioned or warrant officer veteran in accordance with Constitution Article II Section D.

e. Dual Member. Dual Memberships is a Companion who has membership in two or more chapters, are authorized to individual members, if such individual members meet annual national dues requirements for Regular Member or

Perpetual Membership contributions for each membership in accordance with Constitution Article II Section E.

f. Memorial Perpetual Member. Chapter Companion who was a member at time of their death will transition to this membership category in accordance with Constitution Article II Section F.

g. Memorial Perpetual Member for Hereditary or Non-MOWW Members. Upon nomination by a chapter of the Order and upon Headquarters MOWW's receipt of a contribution to the Perpetual and Memorial Membership Fund in the sum prescribed in the Bylaws, the name of such member will be inscribed in the records of the Order as a Memorial Perpetual Member in accordance with Constitution Article II Section F.

Section 3. Chapter Patriot Program Member. Recognizes individuals who are ineligible for MOWW membership, but whom the Chapter Commander wants to recognize for their contributions to the Chapter and the MOWW mission and confers upon the individual the Chapter Patriot membership. Patriots can participate in any Chapter program and attend membership meetings. This Section complies with MOWW Policy Manual Chapter 1 Section E.

a. Selection Process. Any companion can nominate an individual for the Patriot Program. Commander and Senior Vice Commander will review each nomination and make a determination.

b. Inclusion Criteria. Individuals, including current, retired, and prior enlisted service members, friends of current Companions, and civic and business leaders who are not otherwise eligible for hereditary membership and who support the Mission and Preamble of the Order may be recognized by the local MOWW chapter as an MOWW Patriot. Prospective MOWW Patriots will be age 18 or older.

c. Induction Process. Recognition Process or Induction in accordance with Annex E of the Policy Manual.

Section 4. Application and Admission Procedures.

a. Prospective Member. Completes membership application with attached biography that includes service discharge category and submits to sponsor.

b. Sponsoring Companion. Completes membership application and verifies membership eligibility and submits to Chapter leadership (Commander and Senior Vice Commander).

c. Chapter Leadership. The Commander and Senior Vice Commander will review and approve each membership application prior to submission to MOWW Headquarters for processing.

Section 5. Resignation. Companions can tender resignation from the Order to the Chapter Commander. The Chapter Commander will indorse resignation and notify MOWW Headquarters to remove individual from the Companion roster.

Section 6. Removal from Chapter Roll. Lapsing: Regular members shall be dropped from the rolls of the Chapter for failure to pay their annual dues for continued membership. Membership lapses after non-response from companion after three monthly notifications from Headquarters of non-payment of annual dues. MOWW Headquarters will notify Chapter Adjutant to remove the Companion from the Chapter Roll.

Section 7. Membership Transfer. Transfer of membership from one Chapter to another shall be in accordance with the MOWW Policy Manual. Members will submit transfer request to MOWW Headquarters with courtesy copy to the Chapter Treasurer.

## **ARTICLE IV**

### Organization and Officers

Section 1. Organizational Relationship with MOWW Headquarters General Staff. The General Staff of the Order is recognized as the governing body and the National Constitution and Bylaws of the Order are recognized and endorsed as the basic law of the Order, to which this Chapter and these Bylaws shall remain subordinate.

Section 2. Chapter Officers. Chapter Officers shall consist of the following elected and appointed positions:

a. Elected Positions. Chapter Companions will elect individuals who volunteer to serve in the following positions.

- (1) [Commander](#)
- (2) [Senior Vice Commander](#)
- (3) [Junior Vice Commander](#)
- (4) [Adjutant](#)
- (5) [Treasurer](#)

b. Appointed Positions. Chapter Companions will nominate individuals who volunteer to serve in the following positions, however, should no Companion volunteer for the position then the Chapter Commander has the option to appoint Companions to these positions.

- (1) [Historian](#)
- (2) [Marshall](#)
- (3) [Chaplain](#)
- (4) [Judge Advocate](#)
- (5) [Public Relations Officer](#)
- (6) [Surgeon General](#)

Appointive officers shall be appointed by the Commander-elect after the election and prior to their installation. The Chapter Commander will document the appointments or document leaving a position vacant after assuming the duties for the Operating Year.

### Section 3. Chapter Officer Election Procedures.

a. Volunteer Solicitation and Announcement. The Junior Vice Commander shall oversee the solicitation for volunteers to fill the elected and appointed positions starting in February and shall report nominees for Chapter offices at the March Chapter meeting and publish in March newsletter.

#### b. Election Procedures.

(1) Ballot Publication. Publish the ballots using the Chapter Newsletter a minimum of ten days prior to the April general membership meeting when election is conducted.

(2) Ballot Submission. Chapter Companions must submit their ballots prior to the start of the general membership meeting to the Adjutant. Ballots can be submitted via mail, e-mail or telephonically.

(3) Nomination Process. Junior Vice Commander will take nominations for position where there is no volunteer from the floor at the general membership meeting in April.

(4) Floor Nomination Voting. Only Companions attending the general membership meeting in person or virtually can vote on floor nominations.

(5) Ballot Process. Any office with two or more nominees shall be determined by a secret ballot and a plurality of one vote shall elect, with a tie vote decided by a ballot cast by the Commander.

(6) Ballot Tally and Results. The Junior Vice Commander and Adjutant will tally the ballots and announce preliminary results before the end of the April meeting.

(7) Validation and Results Publication. The Chapter Commander will validate and publish results in the May Newsletter.

c. Term Limitations. The Chapter Commander may not serve for more than two consecutive terms. There are no limits to number of consecutive terms other Chapter officers may serve.

d. Officer Appointments. Commander-elect will appoint officers after election, but prior to installation. An elected Officer may serve concurrently in an appointive office.

e. Installation and Term of Service. Chapter Officers shall be installed so as to fulfill their offices, without compensation, for a period of one year, from 1 July to 30 June, coinciding with the Operating year of the Chapter and the Order, or until their successors are elected, or appointed and installed.

## ARTICLE V

### Duties of Officers

Section 1. General Duties. The duties of Chapter Officers shall be comparable to the duties of National Officers, as defined in the National Constitution and Bylaws, adjusted to the Chapter level, and as set forth herein.

Section 2. Commander Duties and Responsibilities.

a. Meetings.

(1) Presiding Duties. Preside at Chapter General Membership meetings.

(2) Operating Year Meetings. Conduct a minimum of eight General Membership meetings for the Operating Year.

(3) Staff Meeting Agenda. Oversee development of Staff Meeting Agenda

(4) Staff Meeting Duties. Conduct Chapter Staff Meetings

(5) Enforcement Duties. Enforcing strict observance of the National Constitution and MOWW Bylaws and these Chapter Bylaws.

(6) Chapter Staff Prescribed Duties. Perform such other duties as custom and parliamentary procedures may require, or which may be prescribed by the Chapter Staff.

(7) Department and Region Meetings. Participate (or designate representative to attend) all Department and Region meetings.

(8) Rocky Mountain Youth Leadership Foundation Board Duties. Upon invitation, participate in the Rocky Mountain Youth Leadership Foundation Board meetings.

b. Committees. Be an ex officio member of all committees, and shall appoint the Chairmen of all standing committees.

c. National Convention. Attend the annual National Convention or send a representative

d. Chapter Action Plan. Develop with the staff and coordinate execution of an annual Chapter Action Plan

e. Chapter Activity Reports. Submit twice annually.

f. Awards Program. Oversee an active Awards program for internal and external stakeholders.

g. Chapter Newsletter. Provide Commander's Corner input to monthly Chapter Newsletter.

k. Chapter Representative. Represent the Chapter at external events and with external organizations.

### Section 3. Senior Vice Commander Duties and Responsibilities.

#### a. Succession.

(1) Duties. Perform the duties of the Commander in his absence or disability.

(2) Commander Succession. Succeed to the office of Commander, when it is vacated due to death, resignation or removal from office.

(3) Commander Assignments. Perform other duties as the Commander assigns.

#### b. Chapter Activities Committee.

(1) Duty. Serve as Chairman of the Chapter Activities Committee.

(2) Chapter Activities. Coordinate and oversee execution of Chapter Activities including membership meetings.

#### c. Assets. Ensure Chapter Properties are maintained.

#### d. Chapter Action Plan.

(1) Duty. Ensure execution of the Chapter Action Plan

(2) Record Maintenance. Document accomplishments.

e. Awards and Recognition. Ensure annual programs are submitted to compete at the National level as appropriate.

### Section 4. Junior Vice Commander Duties and Responsibilities.

#### a. Succession.

(1) Senior Vice Commander. Succeed to the office of Senior Vice Commander when it is vacated due to death, resignation, removal from office, or accession to the office of Commander.

(2) Adjutant and Treasurer. Serve as the alternate or backup for Adjutant and Treasurer.

(3) Historian, Marshall and Publicity. Serve as the alternate or backup for Historian, Marshall and Publicity.

(4) Other Duties. Perform other duties as the Commander or Senior Vice Commander assigns.

b. Program Committee. Serve as Chair for the Program Committee.

c. General Membership Meeting Support. Provide logistics and operational support for executing general membership meeting and Chapter activities (including information technology and audio-visual services).

d. Ensure Chapter Website is maintained and updated.

e. Perform the duties for vacant committee lead positions, such as Historian, Marshall and Publicity (see Sections 7.8 and 11).

f. Coordinate publicity for Chapter Activities, to include articles for publication in the Officer Review, local news and media outlets.

#### Section 5. Adjutant Duties and Responsibilities.

a. Executive Officer and Chapter Staff Secretary. Serve as the Executive Officer to the Commander and secretary of the Chapter Staff.

b. Succession.

(1) Alternate Historian. Serve as the alternate Historian in maintaining Chapter Archives.

(2) Other Duties. Perform other duties as assigned by the Commander and Staff.

c. Administrative Duties.

(1) Correspondence. Responsible for all Chapter correspondence.

(2) Managing Records and Property. Maintain Chapter records and document Chapter property.

(3) Membership Responsibility. Membership application and registration.

(4) Maintaining Chapter Roster. Chapter Roster maintenance (publish at least annually at start of Operating Year).

(5) Purchasing Authority. Purchase and/or acquire administrative supplies and such other materials, as needed.

d. Chapter Newsletter. Publish and disseminate Chapter Newsletter

(1) Internal Distribution. The Adjutant is responsible for disseminating the Chapter Newsletter to internal Chapter Stakeholders (i.e., Companions, other stakeholders as needed, etc.)

(2) External Distribution. External Organizations (i.e., Denver Chapter, Department Commander, Region XIII Commander and National MOWW office, etc.).

## Section 6. Treasurer Duties and Responsibilities.

### a. Succession.

(1) Adjutant Alternate. Serve as alternate or backup Adjutant.  
(2) Other Duties. Perform other duties as assigned by the Commander and Staff.

### b. Financial Transactions.

(1) Incoming Funds. Collect and receive all dues and funds payable to the Chapter.

(2) Outgoing Funds. Disburse funds, as authorized.

(3) External Organization Outgoing Funds. Ensure that dues payable to the department of the Rocky Mountains and Region XIII, from the Chapter, are paid in accordance with the Bylaws of those organizations and by the date specified.

(4) Recordkeeping. Maintain detailed records of Chapter funds and report monthly to the Chapter and the Staff the activities affecting these funds.

### c. Financial Institution.

(1) Checking Account. Maintain a checking account for Chapter general operating funds.

(2) Interest Account. Maintain an interest-earning account for contributions to the Patriotic Education Fund.

### d. Reporting Requirements.

(1) Compilation and Submission. Compile and submit necessary tax reports.

(2) Chapter Financial Report. Submit Chapter report to the designated National MOWW Program Chair for Chapter recognition at the Annual Convention.

(3) Inspection and Audit. Report inspection and audit results to the Chapter Commander at close of each Operating year or when transitioning duties to replacement Treasurer.

### e. Logistics Responsibilities.

(1) Supply Maintenance. Maintain supply of certificates, awards, medals and other supplies for the Chapter.

(2) Name Tag. Order name tags for new members and their spouse.

(3) Engraving. Engrave awards and plaques as needed.

f. Budget Committee. Serve as Chairman of the Chapter Budget Committee.

## Section 7. Historian Duties and Responsibilities.



a. Succession. Perform other duties as assigned by the Commander (or designated representative).

b. Companion Profiles. Ensure that each new member completes and returns MOWW Form 4, with appropriate service and other biographical data entered thereon, and forward the original copy to the MOWW Historian General with courtesy copy to the Adjutant for Chapter Archives.

c. Administrative Responsibility. Maintain a complete record of Chapter events for the year.

d. MOWW Historian General Report. Chapter Historian report will contain the following:

- Copy of the history of the Chapter for that year.
- Information on Chapter and Staff meetings.
- Chapter Rosters.
- Chapter Newsletters.
- News items concerning the Chapter or its members along with photographs (when available).

#### Section 8. Marshall Duties and Responsibilities.

a. Succession. Perform other duties as assigned by the Commander and Staff.

b. Ceremonial Artifacts. Responsible for the care and custody of the Chapter ceremonial properties, including the following:

- (1) National Colors
- (2) Chapter MOWW Flag
- (3) Table flags

c. Meeting and Ceremonial Occasion Support. Must attend each meeting or designate replacement to perform duties.

(1) Ceremonial Artifacts. Ensure ceremonial artifacts (i.e., flags, gavel, etc.) are appropriately placed at all Chapter Meetings.

(2) Public Address System. Public address system in working order.

(3) Ceremonial Artifact Arrangement. Arrange ceremonial artifacts for display in parades and other occasions.

(4) Order and Decorum. Preserve order and decorum at Chapter meetings and present new members and officers for induction.

d. Color Guard Committee. Serve as Chairman of the Ceremonies and Color Guard Committee.

#### Section 9. Chaplain Duties and Responsibilities.

- a. Succession. Perform other duties as the Commander assigns.
- b. Pastoral Duties.
  - (1) Surveillance. Watch over the spiritual welfare of the members of the Chapter.
  - (2) Moral Tone. Maintain the high standards of moral tone essential to the Chapter.
- c. Meeting and Ceremonial Support.
  - (1) Chapter Meetings. Open and close all Chapter meetings with prayer.
  - (2) Funerals and Memorials. Make timely arrangements, together with the Adjutant, for Chapter representation at funerals or memorials of members.

Section 10. Judge Advocate Duties and Responsibilities.

- a. Representation. Represent the Chapter in legal matters.
- b. Legal Advice. Provide legal advice to the Commander or Chapter Staff when requested on Chapter activities.
- c. Advisement. Advise the Presiding Officer when matters in connection with Robert's Rules of Order arise.
- d. Initial Review. Draft, or advise on the drafting of Resolutions relating to the policies and public position of the Chapter.
- e. Other Duties. Perform other duties as assigned by the Commander and Staff.

Section 11. Public Relations Officer Duties and Responsibilities.

- a. Succession. Perform other duties as assigned by the Commander and Staff.
- b. Public Information/Relations Committee. Serve as Committee Chair.
- c. Meeting Support. Attend Chapter Staff meetings for situational awareness to facilitate development of public affairs support for Chapter activities.
- d. Public Relations. Handle relations with local news media and prepare items for print or broadcast by these media.
- e. Chapter History. Assist the Historian in compiling data for the annual Chapter history.

Section 12. Surgeon Duties and Responsibilities.

a. Succession. Perform other duties as assigned by the Commander (or designated representative).

b. Companion Well Being. Keep track of the physical welfare of the members of the Chapter.

c. Meeting Support. Make appropriate reports at Chapter meetings.

## **ARTICLE VI**

### Chapter Staff and Duties Thereof

#### Section 1. Chapter Staff Composition.

a. Elected Chapter Officers.

b. Appointed Chapter Officers.

c. Immediate past Chapter Commander.

d. Members of the Chapter who are also National, Regional, Department and State Officers (includes National General Staff Emeritus).

e. Chairmen of the Chapter Standing Committees.

f. Companions appointed as Chapter Staff Emeritus.

Section 2. Voting and Meeting Frequency. The Commander shall act as Chairman and the Adjutant as the secretary, each with one vote, and the Staff shall meet monthly, in advance of the Chapter meeting, or at the call of the Commander, with three-members constituting a quorum.

Section 3. Staff Emeritus Qualifications. Chapter staff Emeritus eligibility shall be limited to those Chapter companions who have served a combined total of seven years in the elected or appointed offices, as listed in [Article IV, Section 2](#), of these Bylaws. or in any office at National, Region, Department, or State level. and who have attended, as delegates, a minimum of two Department of the Rocky Mountain conventions, plus two Region XIII conventions. Attendance at National Conventions, as a delegate, may be substituted for attendance as a delegate to either Department of the Rocky Mountains or Region XIII conventions. From those eligible, the Chapter Commander may appoint companions as Chapter Staff Emeritus, subject to Chapter Staff approval. Any "Companions appointed as Chapter Staff Emeritus shall be a voting member of the Chapter Staff for life.

#### Section 4. Chapter Staff Duties and Responsibilities.

a. Executive Committee. Serve as the Executive Committee for the Chapter.

b. Course of Action Development. Consider and recommend courses of action on matters concerning or affecting the Chapter.

c. External Organization Nominations. Recommend to the Chapter nominations for Region, Department, or State offices and suggest Chapter members to act as delegates to Region, Department or State conventions.

d. Officer Removal. Remove officers who fail to perform their duties.

e. Vacancy Actions. Fill vacancies in elective offices, which occur between elections.

## **ARTICLE VII**

### Meetings

Section 1. Regular Meeting Frequency and Location. Regular Chapter general membership meetings, as well as Chapter Staff meetings, will be held monthly, each at the time and place designated by the Chapter Staff.

Section 2. Special Chapter Meetings. Special Chapter meetings shall be held at the call of the Commander or on written request of five members of the Staff, with notice given to all Chapter members at least five days prior to the meeting. At any Chapter meeting a quorum shall consist of 10 members.

Section 3. Chapter Agenda. The order of business (agenda) at all Chapter meetings shall be as follows:

- Call to Order
- Presentation of the Colors
- Invocation
- Pledge of Allegiance
- Reading of the Preamble
- Introduction of guests
- Service of the meal (if appropriate)
- Old Business
- New Business
- Speaker and/or Program (if appropriate)
- Retirement of the Colors
- Benediction Adjournment

Section 4. Flag Display. The National Colors and the Flag of the Order shall be on display at every Chapter meeting, along with the Chapter Charter. The agenda will not include Presentation and Retirement of the Colors when circumstances require that the Colors and the Flag of the Order be positioned prior to the start of the meeting or when table size flags are used.

## **ARTICLE VIII**

### National Membership Dues

Section 1. National Dues. National dues are payable upon joining the Order. Membership will commence on the first day of the month following election to membership.

Section 2. Regular Member Dues. Regular member dues are payable to National Headquarters at each anniversary of joining.

Section 3. Lifetime Perpetual Membership. Lifetime (perpetual) member dues are payable in lump sum or installment during the first year to National Headquarters.

## **ARTICLE IX**

### Committees and Duties

Section 1. Committee Administration. The Chairman (except for elected officers) of each Committee shall be appointed by the Commander, subject to the approval of the Chapter Staff. Other committee members will be selected by the Committee Chairman. A majority of any committee shall constitute a quorum.

a. Subcommittees. Each committee may be divided into subcommittees, as deemed necessary by the Commander or respective Chairman. Each Standing Committee Chairman will submit to the Chapter Commander an annual written report of the Committee's activities. These reports should be delivered at the May Staff meeting, or earlier, if requested by the Commander, so that data contained therein can be incorporated in appropriate submissions for National Awards.

b. Ad Hoc and Temporary Committees. Nothing in these Bylaws shall preclude the formation of ad hoc or temporary committees by the Commander or Staff, or by vote of the Chapter at a regular meeting. Such committees shall be formed for a specific purpose and shall be dissolved when the purpose has been accomplished and a report has been made to the Commander, Staff and/or Chapter, as appropriate. The Chairman of such a committee shall be named by the Commander, unless the motion to form the committee includes the naming of the Chairman. Committee members will be chosen by the Chairman. At the first meeting of the Staff, in a new fiscal year, the Commander shall recommend retention or discontinuance of ad hoc committees in existence the previous year.

c. Function Consolidation. Nothing in these Bylaws shall preclude consolidation of functions designated as separate committees into a single committee, at the direction of the Commander, with the approval of the Chapter Staff.

Section 2. Commander Designated Standing Committees. The following may be designated as Standing Committees at the discretion of the Commander:

a. Outreach Program Committees.

(1) National and Homeland Security Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Section on Outreach Programs, MOWW Appendix N, and MOWW Strategic Plan.

(a) National Security Emphasis. Emphasize that the maintenance of National Security is an important precept of our Preamble and one to which we are firmly committed.

(b) National Security Information Dissemination. Bring to the attention of Chapter members matters of National Security, as promulgated by the MOWW National Security Committee in Briefing Bulletins.

(c) Speakers Bureau. Endeavor to develop a "Speakers Bureau" within the committee to make speakers available to service clubs, schools and other organizations. This Bureau could serve as a conduit for informing the public on MOWW positions as stated in National Convention Resolutions and Position Papers published, but not distributed to the general public.

(d) Military Installation Liaison. Maintain liaison with local military installations concerning matters of National Security.

(e) Data and Documentation Reporting. Compile data for and prepare documentation for submission to the National Patriotic Education Committee Chair by May to compete for Chapter recognition at the National Convention.

(2) Youth Leadership Conference and Massing of Colors Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Section on Outreach Programs and MOWW Strategic Plan. Serve as liaison between the Chapter and the Board of directors of the Rocky Mountain Youth Leadership Foundation, Inc. to include, but not be limited to:

(a) Program Establishment. Establish a program for selecting high school students for attendance at one of the Youth Leadership Conferences sponsored by the Order.

(b) Liaison Responsibility. Maintain liaison with local high schools and school districts in furtherance of the aforementioned program.

(c) Fund Raising Support. Propose fund raising activities for inclusion in the Chapter Goals and Objectives for each fiscal year, for funds to be dedicated exclusively to the Patriotic Education Program.

(d) Student Recognition. Recommend to the Chapter Staff outstanding students for consideration as prospective recipients of the Patrick Henry Bronze Medallion for Patriotism.

(e) Adult Recognition. Recommend exceptional adult educators or other members of the community for awards of the Patrick Henry Silver Medallion for Patriotism.

(f) Patriotic Education Material Distribution. As appropriate, obtain and distribute within the community patriotic material available from Patriotic Education, Inc. and other sources.

(3) Reserve Officer Training Corps (ROTC) and Junior ROTC (JROTC). Chapter Committee will execute in accordance with MOWW Policy Manual Section on Outreach Programs and MOWW Strategic Plan.

(a) Liaison Requirement. Establish an active liaison with the Senior Instructor in local JROTC Units and the Senior Military Instructor in the ROTC Units.

(b) MOWW Recruitment. Recruit JROTC and ROTC leaders as members of the Chapter.

(c) JROTC Promotion and Monitoring. Promote JROTC in Colorado Springs School Districts and monitor the status of any pending JROTC actions.

(d) ROTC Scholarship and Fund Raising. Supervise the Chapter ROTC Scholarship Program, to include fund raising activities.

(e) Award Presentation. Arrange for Chapter members to present selected ROTC and JROTC cadets with MOWW ROTC medals and/or certificates.

(4) Scouting (Boy Scouts of America (BSA) and Girl Scouts of America (GSA)). Chapter Committee will execute in accordance with MOWW Policy Manual Section on Outreach Programs and MOWW Strategic Plan.

(a) Liaison Requirement. Establish an active liaison with State and local Scouting and Girl Scout Councils.

(b) MOWW Recruitment. Recruit Scout leaders as members of the Chapter.

(c) BSA/GSA Promotion. Promote Scouting in Colorado Springs and monitor the status of any pending Scouting actions.

(d) Oversight. Supervise the Chapter Eagle Scout and Gold Award programs.

(e) Certificate Award Presentation. Arrange for Chapter members to present Eagle Scouts and Gold Award Girl Scouts with certificates of recognition.

(f) MOWW Medals and Certificates Award Presentation. Arrange for Chapter members to present selected scouts with MOWW medals and/or certificates.

(g) Data and Documentation Requirements. Compile data for and prepare documentation for submission in the annual Form 14 (or applicable forms) to National Patriotic Education Committee Chair by May to compete for Chapter recognition at the National Convention. Submit MOWW Form 34 and Form 39 (and any other applicable forms) as specified in MOWW Policy Manual for award programs.

(h) Other Duties Assignment. Perform other duties as assigned by the Commander and Staff.

(5) Veterans Affairs (VA) Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Section on Outreach Programs and MOWW Strategic Plan.

(a) Liaison Requirement. Maintain liaison with local Veterans Affairs organizations within geographic area including the VA clinic in Colorado Springs and the Pikes Peak Region VA Cemetery.

(b) Veteran Service Organization (VSO). Maintain liaison with local VSOs and provide support as needed.

(6) Public Safety/Law and Order Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Section on Outreach Programs and MOWW Strategic Plan. Support to first responders including police and firefighters.

(a) Liaison Requirement. Maintain liaison with Public Safety and Law and Order organizations within geographic area supporting the police and firefighters.

(b) National MOWW Requirements. Conduct Public Safety/Law & Order Committee Guide in accordance with HQ MOWW Form 31 (or applicable forms) in accordance with MOWW Policy Manual.

(c) Data and Documentation Requirements. Compile data for and prepare documentation for submission to the National Public Safety/Law & Order Committee Chair by May to compete for Chapter recognition at the National Convention in accordance with MOWW Policy Manual.

b. Internal Programs.

(1) Membership Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Section on National Committees Programs and MOWW Strategic Plan.

(a) Program Establishment. Establish a viable program for increasing Chapter membership, to include a practical and attainable goal for a net increase during the fiscal year.

(b) Recruitment. Encourage all members to participate in recruiting efforts.

(c) Application Processing. Receive completed applications for membership, check the eligibility for membership of the applicant and transmit the applications, with appropriate recommendations, to the Chapter Staff.

(d) Admission. Propose admission of new members to the Chapter, after approval by the Chapter Staff.

(e) Application Processing. Transmit approved applications, along with checks for dues, to the Chapter Adjutant for processing.

(f) Chapter Roster Maintenance. In conjunction with the Chapter Adjutant, maintain a roster of members whose memberships are about to expire and encourage these members to renew or to consider becoming Perpetual Members.

(2) Patriotic Education Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Section on Outreach Programs, National Committees and MOWW Strategic Plan. Act as liaison between the Chapter and the



Board of directors of the Rocky Mountain Youth Leadership Foundation, Inc. RMYLF Board responsibilities include, but not be limited to:

(a) Program Establishment. Establish a program for selecting high school students for attendance at one of the Youth Leadership Conferences sponsored by the Order.

(b) Liaison Requirement. Maintain liaison with local high schools and school districts in furtherance of the aforementioned program.

(c) Chapter Goals and Objectives Integration. Propose fund raising activities for inclusion in the Chapter Goals and Objectives for each fiscal year, for funds to be dedicated exclusively to the Patriotic Education Program.

(d) Patriotic Education Material Distribution at Youth Conference. As appropriate, obtain and distribute within the community patriotic material available from Patriotic Education, Inc. and other sources.

(e) Data and Documentation Reporting Requirement. Compile data for and prepare documentation for submission to the National Patriotic Education Committee Chair by May to compete for Chapter recognition at the National Convention.

(f) Student MOWW Medal Nomination. Recommend to the Chapter Staff outstanding students for consideration as prospective recipients of the Patrick Henry Bronze Medallion for Patriotism.

(g) Adult MOWW Medal Nomination. Likewise, recommend exceptional adult educators or other members of the community for awards of the Patrick Henry Silver Medallion for Patriotism.

(h) Other Duties Assignment. Perform other duties as assigned by the Commander. other duties as the Commander assigns.

(3) Hospitality/Protocol Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Section on General Membership & Staff Meetings.

(a) Welcome at Chapter Meetings. Be the reception committee for welcoming new members and guests at Chapter meetings.

(b) Name Tag Provisioning and Distribution. Provide and distribute name tags to those who do not have them.

(c) Meeting New Member Introduction. Ensure that new members and guests are introduced to another companion who can ensure that they become acquainted with as many companions as possible.

(d) Hospitality and Protocol. Work closely with the Program Committee on matters concerning hospitality and protocol.

(e) Companion Contact. Telephonically contact members who have not responded concerning an-upcoming meeting, to encourage their attendance.

(f) Other Duties. Perform other duties as assigned by the Commander and Staff.

(4) Chapter Activities Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Section on Outreach Programs and MOWW Strategic Plan.

(a) Staff Recommendation Requirements. Research and recommend to the Chapter Staff activities in which the Chapter can become involved, in order to improve its image in the community.

(b) Liaison Requirement. Maintain liaison with other local Organizations which have similar goals and agendum, with a view toward participating in joint activities of a mutual benefit.

(c) Data and Documentation Requirements. Compile data for and prepare documentation by May for submission to the designated National MOWW Program chair to compete for Chapter recognition at the Annual Convention.

(d) MOWW Certificate of Appreciation Nomination. Recommend individuals or organizations to the Chapter Staff whose actions should be recognized by an MOWW Certificate of Appreciation.

(e) Other Duties. Perform other duties as assigned by the Commander.

(5) Program Committee. Chapter Committee will execute in accordance with MOWW Policy Manual.

(a) Operating Year Calendar Requirements. Prepare a calendar for all Chapter and Staff meetings and special functions, by date, time and location for the entire year. as required.

(b) Meetings and Special Functions. Chapter and Staff meetings and special functions, by date, time and location for the entire year, as required.

(c) Program Theme and Speaker. Develop the theme for each program and arrange for a speaker,

(d) Entertainment Requirements. Arrange for entertainment for special occasions, as appropriate.

(e) Coordination Requirement. Coordinate with the Chapter Staff and the Hospitality/Protocol Committee so that programs for all meetings and special occasions are carried out correctly and expeditiously.

(f) Chapter Meeting Requirements. Make arrangements for dinners or lunches to be held in conjunction with the Chapter meetings, to include selection of the menu and execution of the contract, if required.

(6) Budget Committee. Chapter Committee will execute in accordance with MOWW Policy Manual Chapter Officers & Staff.

(a) Raising and Expending Funds. Recommend to the Commander and Chapter Staff appropriate policies for raising and expending funds.

(b) Annual Budget. Prepare an annual budget for approval by the Commander and Chapter.

(c) Audit Requirement. Audit the Treasurer's books and report thereon at the end of the fiscal year or upon change of Treasurer at any other time.

(d) Other Duties. Perform other duties as assigned by the Commander and Staff.

(7) Public Information/Relations Committee. Chapter Committee will execute in accordance with MOWW Policy Manual.

(a) Press Releases. Prepare press releases or notices on special activities, meetings and the like and furnish same to local media outlets.

(b) Local Media Liaison. Maintain liaison with members of all local media in an effort to obtain publicity for the important and newsworthy activities of the Chapter.

(c) Chapter Newsletter. Assist the Chapter Adjutant in collecting and editing material for the Chapter Newsletter.

(d) Data and Documentation Reporting Requirement. Compile data for and prepare documentation for submission to the National Headquarters the MOWW Form 18 (or applicable forms) by May to compete for Chapter recognition at the National Convention in accordance with MOWW Policy Manual.

(d) Other Duties. Perform other duties as assigned by the Commander and Staff.

(8) Ceremonies and Color Guard Committee. Chapter Committee will execute in accordance with MOWW Policy Manual.

(a) Displaying Chapter Colors.

Arrange for display of the Chapter Colors at Chapter meetings, ceremonials, parades, Massing of the Colors and similar occasions.

(b) Chapter Meeting Color Guard.

Arrange for Color Guards at Chapter meetings and similar occasions, when appropriate.

(c) Collaboration with Other Chapter Committees.

Maintain close contact with the Chapter Activities, Patriotic Education, and Public Information/Relations Committees in arranging ceremonies with other organizations and participation in same by members of the Chapter.

(d) National Holidays and Armed Forces Commemoration.

Suggest to the Chapter Staff ways for the Chapter to participate in the observance of national holidays and days of commemoration of the Armed Forces.

**ARTICLE X**

Assessments

No member of the Chapter shall be subject to assessments except by the majority vote of those present at a regular meeting. Other than annual dues and special event charges, solicitation of funds shall be on a purely voluntary basis.

**ARTICLE XI**

Parliamentary Authority

Robert's Rules of Order, Revised, shall govern the parliamentary procedure at all meetings, subject to precedence of the National Constitution of the Order.

**ARTICLE XII**

Adoption and Amendment

Section 1. When Effective. These Bylaws shall become effective immediately upon their adoption by a majority vote of the Chapter.

Section 2. Amending Bylaws Procedures. These Bylaws may be amended by a 2/3 vote (provided a quorum is present), at any regular meeting, provided that the proposed amendments were submitted in writing at the previous regular chapter meeting and were discussed at the following Chapter Staff meeting. After due consideration, and in conjunction with other comments and recommendation arising out of the review of the Chapter Bylaws,

Section 3. Amending Bylaws Amendment Procedure. Amending a proposed amendment to these Bylaws may be accomplished, by a majority vote, without notice, provided that the amendment does not change the substance of the published proposed amendment. After due consideration, and in conjunction with other comments and recommendation arising out of the review of the Chapter Bylaws, Amend the Bylaws.

**ARTICLE XIII**

Saving Clause

It is hereby intended that, if for any reason whatsoever a portion of these Bylaws is not adopted or ratified, or is subsequently declared invalid, the remaining portion of these Bylaws shall not fail as a result of the partial failure, but shall continue in force and effect, as if no invalidity has occurred.

**ARTICLE XIV**

Dissolution of the Chapter

Upon surrender or revocation of the charter of this Chapter, all records, books of account, funds and securities belonging to the Chapter shall be forwarded to MOWW National Headquarters, except as may be provided on promotion, submitted in writing 10 days prior to the last scheduled meeting of the Chapter, and carried by a 2/3 vote at such meeting.

Approved by vote of Chapter January 28, 2022

ULYSSES SWIFT  
Adjutant