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2 **WORLDWIDE ARMY RANGERS, INC**
3 **STANDARD OPERATING PROCEDURE**
4 **ANNEX A**
5 **VICE PRESIDENT**

6 **I. GENERAL.** Refer to SOP.

7 **II .DUTIES.**

8 **A. GENERAL.** Perform the duties outlined for him in the bylaws of the
9 WORLDWIDE ARMY RANGERS, INC. and as directed by the President.

10 **B. BYLAWS.**

- 11 1. Oversees the Bylaws Committee.
- 12 2. Interface with the Bylaws Committee to assure that the bylaws are reviewed
13 annually to determine whether any revisions are required and, if so, assure
14 such revisions are completed.
- 15 3. Receive recommendations for proposed bylaws changes from the Bylaws
16 Committee, Association members, and the members of the BOD. Insure that
17 recommendations from other than the Bylaws Committee are reviewed by the
18 Bylaws Committee before being presented to the ROD for its action.
- 19 4. Assures that all Bylaws changes approved by the BOD are brought before the
20 General Membership for final approval.
- 21 5. Assures that all Bylaws changes approved by the General
22 Membership are incorporated into the Bylaws by the Bylaws
23 Committee.

24 **C. STANDARD OPERATING PROCEDURE.**

- 25 1. Require each annex owner to perform a review of each annex, whenever the
26 annex owner changes, to determine whether revisions are required. If
27 revisions are required, assure that they are completed.
28

- 1 2. Review the SOP (master) annually to determine whether revision is required
2 and, if so, propose such revisions.
3
4 3. Present all recommended changes to the SOP and/or its annexes to the
5 BOD for appropriate action.
- 6 3. Oversees the SOP Committee should one be approved and appointed by the
7 BOD.
- 8 4. Signs all SOP and Annexes once they have been approved by the BOD.

9 **III. EFFECTIVE DATE.** This SOP and each annex will become effective upon
10 approval of the BOD and the dated signature of the Vice President of the
11 WORLDWIDE ARMY RANGERS, INC.

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**END OF ANNEX A
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**WORLDWIDE ARMY RANGERS, INC
STANDARD OPERATING PROCEDURE**

ANNEX B

SECRETARY

6 **I. GENERAL.** Refer to SOP.

7 **II. DUTIES OF THE SECRETARY.**

- 8 A. Shall assume the duties of the President in the absence of the President and
9 the Vice President.
- 10 B. In concert with the President, shall conduct official correspondence on behalf
11 of the WORLDWIDE ARMY RANGERS, INC.
- 12 C. Shall give notice of meetings.
- 13 D. Shall perform the duties generally performed by a secretary of an association
14 and as prescribed by the President, Robert Rules of Order (current edition) and
15 the BOD.
- 16 E. Assures those minutes of all WORLDWIDE ARMY RANGERS, INC. meetings
17 are recorded, appropriately approved, and distributed as directed by the
18 WORLDWIDE ARMY RANGERS, INC. Board of Directors.
- 19 D. Acts as WORLDWIDE ARMY RANGERS, INC. website liaison with the
20 website administrator insofar as his duties are concerned.
- 21 E. Acts as the moderator/facilitator for online video conference meetings.
- 22 F. Assures that the Articles of Incorporation are maintained in effect and updated
23 as required.
- 24 G. Prepares and distributes agendas for all meetings in a timely manner.
- 25
- 26 H. Unless assigned to someone else by the President, prepares the AGMM AAR for
27 publication and assures all proper procedure announcements are included in a
28 timely manner, and works with the Planning and Budget Committee with regard
29 to publication costs, if any.
- 30
- 31 I. Responsible for maintaining the Donation List to include annual updating and
32 submission for publication in the AAR and on the website.

1 **III. EFFECTIVE DATE.** This SOP and each annex will become effective upon approval
2 of the BOD and the dated signature of the President or Vice President of the
3 WORLDWIDE ARMY RANGERS, INC.,
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6 **END OF ANNEX B**

7 **NOTHING WRITTEN BELOW LINE 7**
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2 **WORLDWIDE ARMY RANGERS, INC**
3 **STANDARD OPERATING PROCEDURE**
4 **ANNEX C**
5 **TREASURER**

- 6 1. **GENERAL.** Refer to SOP.

7 **TREASURER'S AUTHORITY.**

- 8 A. Financial Institution Accounts: The Treasurer will have key account authority
9 over all Financial Institution/Banking Accounts of the WORLDWIDE ARMY
10 RANGERS, INC.
- 11 B. Check Writing: The Treasurer is the primary signature authority on all
12 accounts. All checks written to the Treasurer must be approved by the
13 President or a designated officer or Director. For Checks over One Thousand,
14 Five Hundred Dollars, (\$1,500.00), the Treasurer will obtain approval, per
15 SOP, of another Officer or Director with account signature
16 authority. The Officer or Director approving the expenditure must provide
17 written documentation (e-mail is acceptable) within seven (7) days from the
18 date approval was granted. The authorizing approval will be filed as part of the
19 Treasurer's records for use during Financial Reviews and possible Audits.
- 20 C. Financial Institution Reports: Monthly, quarterly and annual reports of every
21 type from Financial Institutions/Banks will be sent to the Treasurer who is
22 responsible for review and reconciliation. The Treasurer will send a copy to the
23 President upon request and may elect to have the Financial Institution/Bank
24 send duplicate reports at his discretion.
- 25 D. Approval of Expense Reports: All expense reports will be submitted to the
26 Treasurer in accordance with the prevailing SOP, The Treasurer will review all
27 expense reports to assure all reported expenses comply with the SOP.
- 28 E. The Treasurer has the authority to approve or reject and/or return individual
29 expense reports for correction and/or clarification. A member May petition the
30 President if he believes the expense is appropriate and should have been
31 approved. The Treasurer may not approve his own expense report; it must be
32 approved by either the President or in his absence, the VP with signature
33 authority.
34

- 1 E. Capital Purchases: The Treasurer is responsible for and has the authority to
2 approve and/or disapprove all capital expenditures. Purchases of other than
3 routine items such as postage, office supplies, etc., require members to obtain
4 authorization from the BOD. The Treasurer will maintain a log with each
5 Member Request, date, supplier's name and contact information:, what is
6 authorized for purchase and date of payment. The Treasurer will enter capital
7 purchases into the WORLDWIDE ARMY RANGERS, INC.'s books as an asset.
- 8 F. IRS Communications: The Treasurer is authorized to communicate directly
9 with the IRS as the primary point of contact for the WORLDWIDE ARMY
10 RANGERS, INC. He is also authorized and has unlimited authority to submit
11 financial data in response to IRS communications. The Treasurer is authorized
12 to seek professional council, legal and/or accounting, prior to or during his
13 communications with the IRS.
- 14 G. Outside Auditor Contact and Communications: The Treasurer is the primary
15 responsible person for contracting the services and communication with an
16 outside professional accounting firm(s) contracted by the WORLDWIDE ARMY
17 RANGERS, INC. As such, he has the authority to share financial information, data
18 and other information as may be required from the point of contact for the
19 WORLDWIDE ARMY RANGERS, INC.
- 20 H. Contracts: The Treasurer will, with the Planning and Budget Committee and
21 BOD, as needed, be responsible for reviewing all contracts to assure the
22 proposed contract will not negatively affect cash flow; adequate funds are
23 available, and terms are acceptable, and contract was competitively bid when
24 required. Upon completing his review the Treasurer will submit a report to the
25 President that will include, as a minimum:
- 26 1. Recommendation to approve/disapprove the proposed contract. If the
27 recommendation is to disapprove, the Treasurer will provide a summary of
28 specific reasons/justification to include the recommendation(s) of the Planning
29 and Budget Committee and BOD.
 - 30 2. Verification that a competitive bid process was used for capital/assets valued at
31 more than \$500, total purchase value, and Service Contracts valued at more
32 than \$1,000 annually.
 - 33
 - 34 3. Additionally, when a contract has been approved the Treasurer will create
35 an individual contract file to be kept within the Contract Filing system. The
36 Treasurer is the custodian of all original contract documents. He will make
37 the appropriate number of copies, and provide them to the appropriate
38 Committee Chairs, Directors and others as applicable. If *the* contract is for
39 more than one single purchase or a service contract the Treasurer will add it
40 to the "Tickle File" system to ensure it is reviewed and if appropriate, either

1 renewed or put out for bid with sufficient time to complete the bid process
2 prior to the end date of the contract.

3 The Treasurer will be a member of the negotiating committee for all
4 competitively bid contracts with an anticipated value of more than 51,500.
5 The Treasurer, and if needed, the BOD and Planning and Budget
6 Committee, must review all Contracts and bids.

7 All contracts require the signatures of the President and Treasurer, followed by the
8 involved Committee Chair and/or other Officer or Director of the WORLDWIDE ARMY
9 RANGERS, INC.

10 Vendors must be informed that all contracts must include the following statement either
11 as a footnote or as a separate clause in the contract document: **"Unless this**
12 **document has the signature of the President and Treasurer of the**
13 **Worldwide Army Rangers, Inc., this contract will not be recognized nor**
14 **will the Association accept any financial or other commercial liability as**
15 **defined in this contract."**

16 I. Insurance: The Treasurer will assure WORLDWIDE ARMY RANGERS, INC.'s
17 insurance coverage is adequate for the Association's needs, and that it is current year
18 round Per the Board's direction, the Treasurer will ensure basic liability, and other policies
19 are current.

20 The Treasurer will complete an analysis of insurance coverage and needs annually (this
21 may be done in conjunction with an Insurance Agent or Company). In the event, the
22 Treasurer believes additional coverage is warranted, he will prepare a motion to be voted
23 on by the BOD. The motion should include supporting documentation such as:

- 24 1. Names of Potential Insurance Agent Companies that can provide needed insurance:
- 25 2. Estimated annual cost
- 26
- 27 3. Cost/Benefit analysis to justify the additional expense to the WORLDWIDE ARMY
28 RANGERS, INC.

29
30 J. Additional Authority: From time-to-time the President and/or the BOD may
31 provide additional authority as may be needed for the Treasurer to perform his duties, as
32 are deemed to be in the best interests of the WORLDWIDE ARMY RANGERS, INC.

33 III. DUTIES.

34 A. The Treasurer is responsible for performing the assigned duties as outlined by the
35 President.

36 Specifically, the Treasurer is responsible for:

- 1 1. The creation and maintenance of all Association Financial Records to
2 include, as a minimum:
 - 3 a. Detailed Chart of Accounts
 - 4 b. General Ledger
 - 5 c. Accounts Payable
 - 6 d. Accounts Receivable
 - 7 e. Bank Ledger and Check Reconciliation
 - 8 f. Cash Flow Analysis as needed with (6 and 12-month projections)
 - 9 g. Detailed Budget to include all sub-level Budgets.
 - 10 h. Tax Reports/Forms; (1099,Misc.,W-2G, 990, 990T,etc.as appropriate/as
11 required)
 - 12 i. Asset Accounts
 - 13 j. Other reports as deemed appropriate by the Treasurer and/or BOD.
- 14 2. Manage all financial records, when possible, in accordance with current
15 GAAP guidelines. The Treasurer will engage a State-certified CPA, whose duties
16 will include a review and audit of monthly financial activity.
- 17 3. Maintain all financial files to include supporting documentation as needed to
18 pass an IRS audit, secure those records as required.
- 19 4. Disburse funds from the appropriate financial institution account as needed and
20 as previously approved to meet all WORLDWIDE ARMY RANGERS, INC.
21 obligations, maintain an excellent credit rating and take advantage of supplier
22 discounts.
- 23 5. As Chairman of the Planning and Budget Committee, the Treasurer will prepare
24 and manage a detailed annual Budget to be presented to the BOD, for approval
25 NLT 20 days prior to the first board meeting conducted with that year
26 WORLDWIDE ARMY RANGERS, INC. AGMM.. Once approved, monthly
27 reports will be presented to the BOD for review NLT the 13th Day of each
28 month_ Upon approval by the BOD, the report will be posted NLT the 20th day
29 of each month on the WORLDWIDE ARMY RANGERS, INC. Web site, in the
30 Orderly Room Section.
- 31 6. Complete Monthly Reports (Cash Basis) which will include, as a minimum:
 - 32 a.) Profit and Loss Statements
 - 33 1.) Monthly and YTD Reports
 - 34 b.) Balance Sheet
 - 35 1.) Monthly and YTD Reports

1 c.) All reports will be prepared and reviewed by WORLDWIDEARMY
2 RANGERS, INC. CPA /Accountant for the Treasurers review.

3 7. Monthly Financial Reports are to be distributed to all members of the BOD,
4 electronically, NLT the 15th day of each month. Following review by the
5 members of the BOD, the Financials are to be posted on the WORLDWIDE
6 ARMY RANGERS, INC. Net for Member review NLT the 20th day of each
7 month (behind the Orderly Room portion of the web site),

8 8. The Treasurer is responsible for advising the BOD on real and potential
9 financial irregularities and problems. The Treasurer should do whatever is
10 needed to prevent board members from being "surprised" by a significant
11 change in the WORLDWIDE ARMY RANGERS, INC.'s financial condition
12 and stability. He is responsible for recommending solutions, not just
13 reporting an irregularity or problem.

14 B. The Treasurer is the primary advisor on financial matters for the board and Committee
15 Chairs. All requests for advice are to be in writing, (e-mail is acceptable). If the Treasurer
16 finds he's unable to respond in a reasonable time, he will send notification to the
17 requester,

18 The Treasurer will maintain a file of all requests and responses for future reference.
19 When appropriate, the Treasurer may elect to communicate both the request and his
20 response to the BOD.

21
22 C. It is the Treasurer's responsibility to investigate the risk associated with all
23 WORLDWIDE ARMY RANGERS, INC. accounts and also assure a reasonable rate of
24 return is being obtained from these accounts when possible. Should the Treasurer
25 believe it is in the best interest of the Association to consolidate accounts, transfer
26 accounts or take other actions to protect the assets and/or improve the rate of return, he
27 is to present a motion to the BOD to approve such action(s). Board approval is required
28 prior to any moves, consolidations, or other actions involving WORLDWIDE ARMY
29 RANGERS, INC. accounts. Note: to minimize costs, achieve better interest rates and/or
30 income, etc., the Treasurer may consolidate Bank/Financial Institution accounts but
31 will maintain separate accounting within the WORLDWIDE ARMY RANGERS, INC.
32 Chart of Accounts.

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35 Interest earned will be divided on a pro rata basis based on monies included as a
36 percent of the total. At no time may the Treasurer commingle WORLDWIDE ARMY
37 RANGERS, INC. funds with personal funds. In situations where rapidly changing
38 conditions make it necessary and when time is of the "essence" to protect WORLDWIDE
39 ARMY RANGERS, INC. assets the Treasurer may take unilateral action on his own
40 volition and report such action to the BOD as soon as possible; but no later than two (2)
41 business days following said action(s.)

42 D. From time-to-time new funding, sources will become available, and it is the Treasurer's
43 responsibility to recommend the best financial institution for depositing these funds. The
44 Treasurer will deposit the funds in accordance with the BOD's concurrence.

- 1 E. The Treasurer will ensure all donations are deposited in the appropriate account in
2 accordance with the donor's wishes. In the event, the donor does not specify a specific fund
3 or WORLDWIDE ARMY RANGERS, INC. committee with his donation the Treasurer will
4 contact the donor to determine if they have a preference and deposit the money
5 accordingly. In the event, no preference is stated, the Treasurer will deposit said Funds into
6 the General Account.
- 7 F. The Treasurer is responsible for writing and publishing specific policies and procedures
8 for handling WORLDWIDE ARMY RANGERS, INC. funds; reporting requirements;
9 reimbursement of funds spent on WORLDWIDE ARMY RANGERS, INC. business, both
10 routine expenses and asset purchases and other related financial control documents.
- 11 G. The Treasurer will contract for the services of an independent professional accounting
12 firm when an audit is required to review the WORLDWIDE ARMY RANGERS, INC.'s
13 Accounting Records and supporting documentation as needed to provide a detailed
14 report. The Accounting Firm will be instructed to pay special attention to: deposits to
15 assure they have been made correctly; authorized approvals for expenditures of more
16 than fifteen hundred dollars (\$1,500) are fully documented; in full compliance, when feasible, with
17 GAAP procedures and tax filings. The CPA's report will include an opinion letter signed by a partner
18 to be available to the directors for the Mid Year Conference (MYC.)

19 **IV. TRANSITION AND TRANSFER OF TREASURER'S DUTIES.**

- 20 A. Immediately following the election or appointment of a new Treasurer, he will select an
21 WORLDWIDE ARMY RANGERS, INC. officer, director, or WORLDWIDE ARMY RANGERS,
22 INC. member to serve as an assistant to the Treasurer. The training/orientation will be
23 completed within the initial 120 days in office. This is to assure that should the Treasurer
24 becomes ill or is incapacitated to the degree that he cannot function in his post the assistant will
25 be able to work with the President and the third person named as an official signatory for
26 WORLDWIDE ARMY RANGERS, INC. accounts to smoothly transition the Treasurer's
27 powers, authority and responsibility to the person appointed by the BOB to fill the treasurer's
28 position for the duration of that appointment for the remainder of the existing term in office.
- 29
- 30 B. Upon the election/selection of a treasurer, or upon the resignation of the
31 Treasurer, every effort is to be made to ensure a smooth transition from one administration to
32 another, The outgoing treasurer must transfer all banking records, checking accounts,
33 WORLDWIDE ARMY RANGERS, INC. contracts, billings, receipts, records, audits and a
34 complete accounting of WORLDWIDE ARMY RANGERS, INC. credit cards within a minimal
35 time but no longer than two weeks, i.e. ten (10) working days. The transfer of documents, etc.,
36 must be made in an orderly basis in a fashion that generates minimal costs to the WORLDWIDE
37 ARMY RANGERS, INC.
- 38 C. In the event of a hostile transition where the previous Treasurer is uncooperative, extraordinary
39 efforts may be required to ensure a timely transition and protection of WORLDWIDE ARMY

1 RANGERS, INC. financial records. Priority will be afforded the new Treasurer's ability to perform
2 his fiduciary duties to the WORLDWIDE ARMY RANGERS, INC. BOD and membership.
3 Support of the new Treasurer will take precedence over other routine considerations.

4 With prior approval from the President, the incoming Treasurer will be authorized to travel by the
5 most efficient travel method(s) to the outgoing Treasurer's city to collect all WORLDWIDE
6 ARMY RANGERS, INC. Financial Records and documents and to transport them back to his
7 office/home, with the WORLDWIDE ARMY RANGERS, INC. reimbursing all travel-related
8 expenses and shipping costs incurred by such action.

9
10 D. Should it become necessary the Treasurer, with the President's and board's approval, is
11 authorized to initiate whatever legal action is believed necessary to secure the return of all
12 WORLDWIDE ARMY RANGERS, INC. funds, financial records and supporting
13 documents.

14 V. EFFECTIVE DATE, This SOP and each annex will become effective upon approval of
15 the BOD and the dated signature of the President of the WORLDWIDE ARMY
16 RANGERS, INC.
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19 **END OF ANNEX C**
20 **NOTHING WRITTEN BELOW LINE 20**
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3 **WORLDWIDE ARMY RANGERS, INC**
4 **STANDARD OPERATING PPROCEDURES**

5
6 **ANNEX D**

7
8 **TALLY COMMITTEE**

9
10 **I. GENERAL**

- 11
12 A. **PURPOSE.** This Standing Operating Procedure (SOP) Annex is to standardize
13 routine recurring operational and administrative procedures for the Tally
14 Committee.
15
16 B. **COMFORMITY:** This annex and all actions taken to implement its directives will
17 conform with the 2004 bylaws of the Worldwide Army Rangers, Inc (as amended
18 or dated later) and the articles of Incorporation in the State of Georgia, Charter
19 Number 020622, as amended by certificate dated 2 January 2002 (or amended
20 by Certificate at a later date)
21
22 C. **DUPLICATION:** Except where necessary for clarity this annexes, to include its
23 enclosures and attachments will not duplicate the information and directives
24 provided for in the documents referred to in paragraph B above.
25

26 **II. DUTIES OF THE TALLY COMMITTEE**

- 27
28 A. **GENERAL:** The Tally Committee is responsible for receiving, certifying
29 eligibility and tabulating all ballots cast in Worldwide Army Ranger, Inc
30 elections.
31
32 B. **SECRECY:** The tasks enumerated in Art. A above should be executed with the
33 goal of complete ballot secrecy.
34
35 C. **COMMITTEE COMPOSITION:** The committee will be composed of a chairman
36 and a minimum of one, but preferably two committee members. Members of the
37 committee must be general members in good standing.
38
39 D. **CERTIFICATION:** Certification of ballot eligibility will be based on alpha and
40 numeric rosters provided by the Secretary /Membership Chairman, prior to the
41 dispatch of the AGMM. Updates should be received up to and including 30 June.
42
43 E. **ELIGIBILITY CUT OFF:** Eligibility cut of date for Worldwide Army Ranger
44 Election Ballots shall be 30 June.
45
46 F. **REPORTS:** The results of the election will be provided by written report, to the
47 President of the Association within ten (10) days of the eligibility cut off date.
48 Twenty copies of the report will accompany all the ballots for use at AGMM.
49
50 G. **BALLOT RETENTION:** Ballots shall be turned over to the Secretary for final

1 disposition. (Destroyed after 30 days.)
2

3 H. OTHER: Tally Committee Chairman will perform other election related activities
4 as directed by the President.
5

6 **III. EFFECTIVE DATE:** This annex becomes effective upon the signature of the President.
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9 **END OF ANNEX D**

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11 **NOTHING WRITTEN BELOW LINE 11**
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**WORLDWIDE ARMY RANGERS, INC
STANDARD OPERATING PROCEDURES**

ANNEX E

AGMM REUNION COMMITTEE

I. GENERAL

- A. PURPOSE.** This Standing Operations Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the AGMM Reunion Committee. (Annual General Membership Meeting.)
- B. CONFORMITY.** This annex and all actions taken to implement its directives will conform with the 2004 bylaws of the WORLDWIDE ARMY RANGERS, INC (as amended or dated later) and the Articles of Incorporation in the State of Georgia Charter Number 020622, as amended by Certificate dated 2 January 2002 (or amended by Certificate at a later date.)
- C. DUPLICATION.** Except where necessary for clarity, this annex, to include its enclosures and attachments, will not duplicate the information and directives provided in the documents mentioned in paragraph B above.

II. DUTIES OF THE AGMM REUNION COMMITTEE

- A. GENERAL.** Perform the duties outlined for the committee in Article VIII. D. of the bylaws of the WORLDWIDE ARMY RANGERS, INC as amplified in Robert's Rules of Order and as directed by the WORLDWIDE ARMY RANGERS, INC BOD as a whole.
- B. CHAIRMAN.**
1. Chair the reunion committee and be responsible for its actions. (Bylaws Article VIII. D.)
 - 2.. Recommend to the BOD, in an adequate number, members to be appointed to the committee.
 3. Is responsible for all host hotel arrangements for the Mid Year WORLDWIDE ARMY RANGERS, INC BOD/SS meetings as well as the AGMM WORLDWIDE ARMY RANGERS, INC, normally held in conjunction with the 75th RGR RGT COC.
 4. Is the sole liaison and point of contact (POC) between the WORLDWIDE ARMY RANGERS, INC and the host hotel.
 5. From within his committee, appoint a vice chairman (approved by the BOD) who in an emergency can assume the chairman's duties. As the planning for WORLDWIDE ARMY RANGERS, INC AGGM must start approximately two

1 **WORLDWIDE ARMY RANGERS, INC**
2 **STANDING OPERATING PROCEDURE**
3 **ANNEX F**
4 **MEMBERSHIP**

5 **I. GENERAL**

- 6 A. **PURPOSE.** This Standing Operating Procedure (SOP) Annex is to standardize
7 routine recurring operational and administrative procedures required of the
8 Membership Committee
- 9 B. **CONFORMITY.** This annex and all actions taken to implement its directives will
10 conform with the 2004 bylaws of the Worldwide Army Rangers, Inc (as amended
11 or dated later) and the Article of Incorporation in the State of Georgia, Charter
12 Number 020622, as amended by Certificate dated 2 January 2002 (or amended by
13 Certificate at a later date.)
- 14 C. **DUPLICATION.** Except where necessary for clarity, this annex, to include its
15 enclosures and attachments, will not duplicate the information and directives
16 provided in the documents mentioned in paragraph B above.

17 **IL DUTIES OF THE MEMBERSHIP CHAIRMAN**

- 18 A. Reports directly to the Secretary.
- 19 B. Receive, process, and vet membership applications.
- 20 C. Inform Secretary of new members (to include all relevant data) in a timely
21 manner as prescribed by the Secretary. Chairman shall notify President and
22 Secretary of the results of any vote concerning the reinstatement of any member expelled
23 from the Association that does not receive 2/3 of the membership vote, not just
24 the voting members, rather 2/3 of the eligible voting members
- 25
- 26 D. Deposit new member dues into Worldwide Army Rangers, Inc bank account in a
27 manner as prescribed by the Secretary and/or Treasurer, and inform Secretary and
28 Treasurer of deposits.
- 29
- 30 E. Coordinate with all Officers and Directors and Special Staff as required.
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- 32 F. Orders all membership cards and membership certificates, and mails them to
33 members
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G. Assures compliance with Worldwide Army Rangers, Inc by-Laws in vetting applicants.

H. Maintains all files of all applicants and members.

I. Informs rejected applicants of their rejection and the reason for rejection.

III. EFFECTIVE DATE

This Annex becomes effective when signed by the President.

END OF ANNEX F

NOTHING WRITTEN BELOW LINE 12

1 I. Informs rejected applicants of their rejection and the reason for rejection.
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5 **III EFFECTIVE DATE**
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7 This annex becomes effective when signed by the President.
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10 **END OF ANNEX F**

11 **NOTHING WRITTEN BEOW LINE 12**
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2 **WORLDWIDE ARMYRANGERS, INC**
3 **STANDARD OPERATING PROCEDURE**

4 **ANNEX G**

5 **AWARDS and CEREMONIES**

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7 **I. GENERAL.** Refer to SOP

8
9 **II. DUTIES OF THE AWARDS and CEREMONIES COMMITTEE**

10
11 A. The Awards and Ceremonies Committee is responsible for
12 performing the assigned duties as outlined by the President.

13 B. The Vice President shall be the Chairman.

14 C. Specifically, the Vice President, or in his absence, an appointed committee
15 member is responsible for:

16 1. The coordination of all recipient names, as supplied by the awarding
17 organization, as a minimum;

18 A. Ranger School

19 B. Ranger Assessment and Selection Program

20 C. 75th Ranger Regiment. (Recipients will not be named until the day of the
21 Award.)

22 1. Soldier of the Year

23 2. Non-Commissioned Officer of the Year

24 3. Ralph Puckett Leadership Award

25 4. Recognition of Leadership at the Airborne Ranger Training Brigade

26 5. Award Statues will be presented without engraving and be returned to Chairman
27 after ceremony.

28 6. Statues will be appropriately engraved and returned to Regiment.

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30 **NOTHING WRITTEN BELOW LINE 30**

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1 **III. BUDGET SUBMITTAL BY COMMITTEE**

2
3 **A.** Awards and Ceremonies Committee shall submit a budget, via Chairman, to the
4 Planning and Budget Committee (P&B,) for approval. Budget will be for the fiscal
5 year (FY,) 1 January to 31 December.
6

7 **B.** All Non-Budget Expenditures must have prior approval by the Treasurer and/or
8 the Vice President before reimbursement shall occur.
9

10 **IV. MONTHLY REPORTS**

11
12 **A.** Submitted each month, on or before the 1st, to Vice President and/or Treasurer.
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16 **END OF ANNEX G**
17 **NOTHING WRITTER AFTER LINE 17**
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1 **WORLDWIDE ARMY RANGERS, INC**
2
3 **STANDARD OPERATING PROCEDURES**

4
5 **ANNEX H**

6
7 **NOMINATING COMMITTEE**

8
9 **I. GENERAL.**

10
11 **A. PURPOSE**

12
13 This Standing Operating Procedure (SOP) Annex standardizes routine recurring
14 operational and administrative procedures for the Nominating Committee
15

16 **B. CONFORMITY.**

17
18 This Annex and all actions taken to implement its directives will conform to the 2004
19 bylaws of the Worldwide Army Rangers, Inc (as amended or dated later) and the
20 Articles of Incorporation in the State of Georgia, Charter Number 020622 as amended
21 by the certificate dated 2 January 2002
22

23 **C. DUPLICATION**

24
25 Except where necessary for clarity, this annex to include its Enclosures and
26 attachments will not duplicate the information and directives provided for in the
27 document referred to in paragraph B above.
28

29 **II. DUTIES OF THE NOMINATION COMMITTEE**

30
31 **A. GENERAL**

32
33 Performs the duties as outlined UP of the Association bylaws Article VIII,
34 (Committees), Paragraph C, (Nominating Committee), as amplified in Robert's Rules of
35 Order and/or as directed by the Association Board of Directors.
36

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46
1. Maintain a roster of current Officers and Directors indicating their term dates based on the approved staggered eligibility system.
 2. Solicit qualified candidates from the general membership and insure their eligibility as outlined in the above cited bylaw article.
 3. Prepare a ballot listing each candidate and provide the ballot to the Secretary to be included in the AGMM Reunion Packet.

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III. EFFECTIVE DATE

This annex becomes effective upon the signature of the President.

END OF ANNEX H

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WORLDWIDE ARMY RANGERS, INC
STANDARD OPERATING PROCEDURE

ANNEX I
CHAPLAIN

I. GENERAL

- A. **PURPOSE:** This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures within the Office of The Chaplain as a whole except when modified by the Association Board of Officers and Directors.
- B. **CONFORMITY:** This annex and all actions taken to implement its directives will conform with the 2004 By-Laws of the Worldwide Army Rangers, Inc (as amended or dated later) and the Articles of incorporation in the State of Georgia, Charter Number 020622, as amended by Certificate dated 2 January 2002 (or amended by Certificate at a later date.)
- C. **DUPLICATION:** Except where necessary for clarity, this annex, to include its' enclosures attachments, will not duplicate the information and directives provided for in the documents referred to in paragraph B above.

II. DUTIES OF THE CHAPLAIN

- A. **GENERAL:** Performs the duties as outlined UP of the Association By-Laws, Article VIII, (Committees) and/or as amplified in Robert's Rules of Order or as directed by the Board of Officers and Directors.
- B. **AT OFFICIAL ASSOCIATION GOVERNING AND SOCIAL FUNCTIONS:** The Chaplain will render an invocation, and/or other ceremonial procedure as deemed appropriate by the BOD.
- C. **MEMORIAL PLAQUES AND CARDS OF CONDOLENCE**
 - 1. Insure that a sufficient number of plaques are on hand to be engraved and delivered to the next of kin (NOK) in a timely manner upon the death of a member. As necessary, order new plaques in quantities large enough to keep the price reasonable.
 - 2. Upon notification of the death of a member, determine if there is a NOK and send a card of condolence. Then:
 - a. Locate an Association member - preferably one who lives in the NOK area

1 (The Membership Committee Chairman can assist in locating members in
2 and around the NOK's home.) - Who is willing to contact the NOK, and
3 explain to the Association member the Memorial Plaque and presentation
4 procedure. Have the member make an appointment with the NOK for the
5 presentation. Should there be sufficient time, a presentation at the funeral or
6 memorial service may be more appropriate.
7

8 b. When a plaque presenter is confirmed, have the plaque engraved, as
9 follows;

10 **In Memory Of Our Fallen Brother**
11 **NAME and Rank** (If appropriate)

12 **Date of passing**

13 **“You Will Be Missed By Your Band Of Brothers”**

14 **The Worldwide Army Rangers, Inc**

- 15
- 16
- 17
- 18
- 19 c. Insure that the engraved plaque together with a presenter letter and
20 letter of condolence to the NOK is sent to the presenter.
21
- 22 d. Insure that the presenter is informed, in the presenter letter, the
23 proper manner to present the plaque to the NOK.
24
- 25 3. Insure that the presenter notifies the Chaplain as to how the presentation
26 went after he presents the plaque.
27
- 28 4. Insure that the invoice for the plaques and engraving is forwarded to the
29 appropriate Association officer for payment.
30

31 D. OBITUARIES

- 32
- 33 1. The Secretary writes an obituary for the deceased member. This can be
34 done in conjunction with the Chaplain.
35
- 36 2. The Secretary adds the new obituary to the list of deceased members for
37 publication in the AGMM AAR.
38
- 39 3. The Secretary sends a copy of the obituary to the Association Web Master
40 for posting to the Association Website.
41

42 E. REPORTS TO BE MADE BY THE CHAPLAIN AT THE ANNUAL AGMM BOD 43 MEETING.

- 44
- 45 1. Number of deceased Association members since the last Board of Directors
46 meeting.
47
- 48 2. Number of plaques presented to NOK since the last Board of Directors
49 meeting.
50

- 1 3. Any other significant circumstances the BOD should be aware of regarding
2 the Memorial Plaque Program
3

4 **III. EFFECTIVE DATE**
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7 This annex becomes effective upon signature of the President.
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10 **END OF ANNEX I**

11 **NOTHING WRITTEN BELOW LINE 12**
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4 **WORLDWIDE ARMY RANGERS**
5
6 **STANDARD OPERATING PRECEDURE**

7
8 **ANNEX J**

9
10 **RHOF NOMINATING COMMITTEE**

11
12
13 **I. GENERAL**

- 14
15 **A. PURPOSE:** This Standing Operating Procedure (SOP) Annex is to standardize routine
16 recurring operational and administrative procedures within the Ranger Hall of Fame
17 (RHOF) Nominating Committee as a whole, except when modified by the
18 Association Board of Officers and Directors.
19
20 **B. CONFORMITY:** This annex and all actions taken to implement its directives will
21 conform with the 2004 By-Laws of the Association (as amended or dated later) and
22 the Articles of incorporation in the State Georgia, Charter Number 020622, as
23 amended by Certificate dated 2 January 2002 (or amended by Certificate at a later
24 date.)
25
26
27 **C. DUPLICATION:** Except where necessary for clarity, this annex, to include its'
28 enclosures attachments, will not duplicate the information and directives provided
29 for in the documents referred to in paragraph B above.
30

31 **II. DUTIES OF THE RHOF NOMINATING COMMITTEE**

- 32
33 **A. GENERAL:** Performs the duties as outlined UP of the Worldwide Army Rangers By-
34 Laws, Article VIII, Sec. F (Committees) and/or as amplified in Robert's Rules of
35 Order or as directed by the Association Board of Officers and Directors.
36
37 **B. CHAIRMAN:** Must be a RHOF Inductee. Chairman will appoint all committee
38 members, as required. Assure that all criteria for selection to the RHOF are met by
39 the selected candidates. Verify selectee documents, as submitted to the Committee;
40
41 1. A digital nomination packet will pre-formatted and comply with Article VI,
42 Nomination Format, Ranger Hall of Fame By-Laws, as amended
43
44 2. The committee will adhere to Article V, Nomination and Selection Process
45 Timeline,
46 Ranger Hall of Fame, By-Laws, as amended.
47

48 **C. NUMBER OF RHOF SUBMISSIONS PER YEAR**

- 49 1. Three Packets for Induction may be submitted to the RHOF per year.
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III. EFFECTIVE DATE:

This Annex will become effective on dated signature of the President.

END OF ANNEX J
NOTHING WRITTEN BELOW LINE 9

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4 **WORLDWIDE ARMY RANGERS, INC**
5
6 **STANDARD OPERATING PROCEDURE**

7
8 **ANNEX K**

9
10 **QUARTERMASTER COMMITTEE**

11
12
13
14 **I. GENERAL**

- 15
16 A. **PURPOSE.** This Standard Operating Procedure (SOP) Annex is to standardize
17 routine recurring operational and administrative procedures required of the
18 Quartermaster.
19
20 B. **CONFORMITY.** This annex and all actions taken to implement its directives, will
21 conform with the 2004 bylaws of the Worldwide Army Rangers, Inc (as amended or
22 dated later) and the Articles of Incorporation in the State of Georgia, Charter
23 Number 020622, as amended by Certificate dated 2 January 2002(or amended by
24 Certificate at a later date.)
25
26 C. **DUPLICATION.** Except where necessary for clarity, this annex, to include its
27 enclosures and attachments, will not duplicate the information and directives
28 provided in the documents mentioned in paragraph B above.
29

30 **II. DUTIES OF THE QUARTERMASTER**

- 31
32 A. **GENERAL.** Perform the duties outlined for him UP of the Worldwide Army
33 Rangers, Inc bylaws, Article VIII (Committees), Paragraph K. (Quartermaster), as
34 amplified in Robert's Rules of Order and as directed by the President and/or the
35 BOD as a whole.
36
37 B. The Quartermaster shall be the Chairman. Members will be appointed by Chairman
38 and the number shall be three (3) minimum to five (5) maximum. All Committee
39 Members must be members in good standing.
40
41 C. The Quartermaster Committee ensures the Worldwide Army Rangers, Inc and its'
42 vendors have a valid contract, implied or otherwise, and adheres to the guidelines of
43 said contract.
44
45 D. The Quartermaster Committee will work with the vendors to obtain pricing,
46 selection and approval of items to be sold to members on the Worldwide Army
47 Rangers website and at our annual meetings (AGMM's.)
48
49 E. The Quartermaster Committee will approve the embroidery and silk screening of all
50 merchandise done by vendors providing items to the Worldwide Army Rangers, Inc.
51

1 F. The Quartermaster Committee will develop and provide samples of possible AGMM
2 registration awards for selection by and approval of the BOD.
3
4
5

6 **III.ADMINISTRATION**
7

- 8 A. The Quartermaster Committee, via the Chairman, provides the Treasurer records of
9 monthly reports as required.
10
- 11 B. The Quartermaster Committee, via Chairman, will report on the status of the
12 Quartermaster Shop to the BOD each quarter of the year and at the MYC and the
13 AGMM and at any other time it is appropriate.
14
- 15 C. The Quartermaster Committee will supply a copy of the latest Quartermaster order
16 form, and a report on the status of the Quartermaster Shop to our Secretary in time
17 for the Secretary to include them in the AGMM Agenda and the AGMM AAR.
18

19 **IV. EFFECTIVE DATE.** This annex becomes effective upon signature of the President.
20
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22 **END OF ANNEX K**
23 **NOTHING WRITTEN BELOW LINE 23**
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4 **WORLDWIDE ARMY RANGERS**
5
6 **STANDARD OPERATING PRECEDURE**

7
8 **ANNEX L**

9
10 **PLANNING and BUDGET COMMITTEE**
11

12
13 **I. GENERAL**

- 14
15 A. **PURPOSE:** This Standing Operating Procedure (SOP) Annex is to standardize
16 routine recurring operational and administrative procedures within the Planning
17 and Budget Committee, as a whole, except when modified by the Association Board
18 of Officers and Directors.
19
- 20 B. **CONFORMITY:** This annex and all actions taken to implement its directives will
21 conform with the 2004 By-Laws of the Association (as amended or dated later) and
22 the Articles of incorporation in the State Georgia, Charter Number 020622, as
23 amended by Certificate dated 2 January 2002 (or amended by Certificate at a later
24 date.)
25
- 26 C. **DUPLICATION:** Except where necessary for clarity, this annex, to include its'
27 enclosures attachments, will not duplicate the information and directives provided
28 for in the documents referred to in paragraph B above.
29

30
31 **II. DUTIES OF THE PLANNING and BUDGET COMMITTEE;**
32

- 33 1. The Chairman of the Committee shall be the Treasurer. Additional Committee
34 members shall consist of a minimum of five (5) members with a maximum of nine
35 (9) members. The following persons shall be members of the Committee: Vice-
36 President, Treasurer, Five (5) Directors, and minimum of (2) current members, in
37 good standing. All committee members must be current members in good standing.
- 38 2. The Chairperson of this Committee shall function as the liaison between the
39 Planning and Budget Committee, the BOD and the Audit Firm.
- 40 3. This Committee will be responsible to see that proper planning, accounting,
41 auditing/reviews, and budgeting is carried out during their Committee year
42 to ensure that the Association functions efficiently and is financially secure.
- 43 4. At the end of each month, the Chairman of the Planning and Budget Committee
44 will furnish to each Committee member a financial statement for that particular
45 period and the year-to-date accumulative totals.

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5. Prior to each Annual Meeting, the Treasurer, as authorized by the Board of Directors, will engage a Certified Public Accountant to review and/or audit the records and prepare a Financial Report, including any comments regarding the Association's financial procedure.

6. Upon approval by the Board, the Financial Report for the previous year will be placed before the membership at the Annual General Membership Meeting by the Treasurer.

7. A summary of the Annual Review/Audit Report will be published on the Association's Web Site. The complete Annual Review/Audit Report will be made available at the next Annual Meeting.

8. The Chairman shall approve, along with the BOD, any Budget extension request.

(Working document in progress)

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WORLDWIDE ARMY RANGERS
STANDARD OPERATING PROCEDURE

ANNEX M

FUND RAISING COMMITTEE

10 **I. GENERAL.**

- 11
- 12 **A. PURPOSE:** This Standard Operating Procedure (SOP) annex is to standardize
13 routine recurring operational and administrative procedures within the Fund
14 Raising Committee, as a whole except when modified by the Association Board of
15 Directors.
- 16
- 17 **B. CONFORMITY.** This annex and all actions taken to implement its directives will
18 conform to the 2004 By-Laws of the Association (as amended or dated later) and
19 the Articles of Incorporation in the State of Georgia, Charter Number 020622, as
20 amended by Certificate dated 2 January 2002 (or amended by Certificate at a later
21 date.), and the provisions of the Ft Benning, GA, Judge Advocate General.
- 22
- 23 **C. DUPLICATION.** Except where necessary for clarity, this annex, to include its
24 enclosures and attachments, will not duplicate the information and directives
25 provided for in documents referred to in paragraph B. above.

26

27 **II. DUTIES OF THE FUND RAISING COMMITTEE.**

- 28
- 29 **A.** The Chairman, Worldwide Army Rangers Fund Raising Committee, will appoint
30 his own committee members, approved by the BOD, consisting of sufficient
31 personnel to accomplish the fund raising tasks required throughout the year in
32 support of the overall goals of the Worldwide Army Rangers.
- 33
- 34 **B.** The Chairman, Worldwide Army Rangers Fund Raising Committee, in concert with
35 the Quartermaster (Worldwide Army Rangers), will coordinate the establishment
36 of a suitable Quartermaster area within the AGMM Area of Operations.
- 37
- 38 **D.** The Committee will conduct the following Worldwide Army Rangers fund raising
39 programs in support of various Worldwide Army Rangers activities:
- 40
- 41 1. Bequests/Endowment Wills.
- 42
- 43 2. Direct cash contributions.
- 44
- 45 3. In-Kind contributions, in support of the various Worldwide Army Rangers
46 sponsored raffles.
- 47
- 48 **E.** The Chairman, Worldwide Army Rangers Fund Raising Committee will:
- 49
- 50 1. Maintain a Log of all donations and contributions.

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2. Provide both the winning recipient and the IRS with a statement if a raffle prize exceeds the allowable threshold of \$600.00.
 3. Provide to any donator/contributor a Worldwide Army Rangers Letter Head letter acknowledging all contributions that exceed \$100 in cash, or in-kind in value for IRS purposes.
 4. Is responsible for the preparation of a Worldwide Army Ranger “Door Prize” ticket for each “member only” based on the Worldwide Army Rangers AGMM report as provided by the Worldwide Army Rangers AGMM Chairman.
 5. Is responsible for the preparation of the Worldwide Army Rangers “Raffle Area” within the Worldwide Army Rangers Quartermaster Area at the AGMM.
 6. Is responsible for the preparation of the Worldwide Army Rangers Quartermaster Display area within the Worldwide Army Rangers Vendor Area.
 7. Is responsible for insuring the proper accounting of all monies collected in accordance with fiscal policies established by the Worldwide Army Rangers Treasurer.

III. **EFFECTIVE DATE.** This Annex becomes effective upon the signature of the President.

**END OF ANNEX M
NOTHING WRITTEN AFTER LINE 32**

1
2 **WORLDWIDE ARMY RANGERS, INC**
3
4 **STANDARD OPERATING INSTRUCTIONS**

5
6 **ANNEX N**

7
8 **AGGM REGISTRAR**
9

10 **I. GENERAL**

11
12 A. PURPOSE

13
14 This Standing Operating Procedure (SOP) Annex is to standardize routine and
15 recurring operations and administrative procedures for the Registrar.
16

17 B. CONFORMITY

18
19 This annex and all actions taken to implement its directives will conform with the
20 2004 Bylaws of the Worldwide Army Rangers, Inc (as amended or dated later) and
21 the Articles of Incorporation in the State of Georgia, Charter Number 020622, as
22 amended by certificate dated 2 January 2002 (or amended by Certificate at a later
23 date.)
24

25 C. DUPLICATION:

26
27 Except where necessary for clarity this annex, to include its enclosures and
28 attachments will not duplicate the information and directives provided for in the
29 documents referred to in paragraph B above
30

31 **II. DUTIES OF THE REGISTRAR**

32
33 A. PREREGISTRATON

- 34
35 1. Receive and electronically register all applications received in the advance of
36 the upcoming AGMM.
37
38 2. Insure that the original registrations and a electronic copy of them arrive at
39 the AGMM prior to the start of the AGMM.
40

41 B. ON SIGHT REGISTRATIONS.

- 42
43 1. Process all on sight registrations as the registrants arrive.
44
45 2. Maintain a count of all registrations (pre and on sight) and insure that the
46 reunion chairman is kept informed of the total.
47

48 C. HANDLEING OF FUNDS.
49

1 The registrar is responsible for receiving and processing any and all monies for
2 AGMM registrations and depositing said funds into the appropriate account.
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6 **III. EFFECTIVE DATE;** This annex becomes effective upon the signature of the President.
7

8 **END OF ANNEX N**
9 **NOTHING WRITTEN BELOW LINE 9**
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WORLDWIDE ARMY ANGERS, INC
STANDARD OPERATING PROCEDURE

ANNEX P

ARCHIVIST

I. GENERAL

- A. **PURPOSE.** This Standing Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Archivist.
- B. **CONFORMITY.** This annex and all actions taken to implement its directives will conform with the 2004 bylaws of the Worldwide Army Rangers, Inc (as amended or dated later) and the Article of Incorporation in the State of Georgia, Charter Number 020622, as amended by Certificate dated 2 January 2002 (or amended by Certificate at a later date).
- C. **DUPLICATION.** Except where necessary for clarity, this annex, to include its enclosures and attachments, will not duplicate the information and directives provided in the documents mentioned in paragraph B above.

II. EXPLANATION

- A. Archives are the non-current records of the Association that contain information of enduring value and the memorabilia that has been collected over the years. Archival records are also the products of everyday activity of the Association.
- B. Formats to be included in the archival repository include photographs, films; video and sound recordings, computer tapes, and video and optical disks, as well as the more traditional unpublished and published letters, and other documents. Also included will be the memorabilia collected over the years.
- C. Archival records are the products of everyday activity of the Association as well as the memorabilia collected over the years.

III. DUTIES OF THE ARCHIVIST

- A. Establish and maintain control, both physical and intellectual, over records of enduring value.
- B. Arrange and describe the records, in accordance with accepted standards and practices, ensuring the long-term preservation of collections.
- C. Assists researchers from within the association and as directed by the Board of Directors, and enlists support for archival programs.

- 1 D. Understand and apply the principles of archival management.
2
3 E. Identify and preserve records and hold them accessible for use.
4
5 F. Collect the existing compact disks with the old membership files and transfer all
6 of the images to an appropriate directory on the computer hard drive. Place the
7 CD's back into storage.
8
9 G. Periodic backups during the development effort and continually into the future
10 will be made by backing up data to an outboard hard drive, a DVD or a flash
11 drive. Backup of items under development frequency is determined by tolerance
12 for reentering data. Completed items should be backed up immediately. ..
13
14 H. Important emails, as determined by the President, should be copied to the
15 archivist for the historical file.
16
17 I. Periodic backups should employ the distribution rule of sending one offsite; i.e.,
18 safe deposit box, Secretary's home, or a member's fireproof safe (outside of a
19 flood or hurricane zone)
20
21 J. Maintain a journal documenting requests for information and corresponding
22 response.
23
24 K. At a minimum, the following shall be archived. This is not intended to be an all
25 inclusive list and may be modified from time to time. All of the below are to be
26 kept ad infinitum from the original date of this SOP, and as far back as is possible
27 to resurrect.
28
29 i. Annual balance sheets and income statements.
30
31 ii. IRS documentation; to include tax status documents and tax return
32 documents.
33
34 iii. Georgia Articles of Incorporation documents.
35
36 iv. Minutes of all Board of Directors meetings.
37
38 v. Minutes of AGMM Meetings.
39
40 vi. Annual BOD Election results and all Midterm appointments to the BOD.
41
42 vii. AGMM After Action Reports.
43
44 viii. AGMM Pre-Registration Packets.
45
46 ix. Association Membership Application forms; Past and Present.
47
48 x. Association Membership Criteria; Past and Present.
49
50 xi. Association Fact Sheets, Past and Current.

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- 12. Completed and Approved Membership Applications
- 13. Any specific membership action taken by the Board of Directors or General Membership for or against any member (e.g., expulsions.)
- 14. Worldwide Army Rangers, Inc By-Laws.
- 15. Worldwide Army Rangers, Inc Standing Operating Procedures (SOP)
- 16. Memorabilia collected over the years by the Association.
- 17. Copies of all Copyright Licensing Correspondence from the Library of Congress, Copyright Office.

IV. EFFECTIVE DATE. This annex becomes effective upon signature of the President.

:

(ANNEX RESERVED FOR FUTURE USE)

END OF ANNEX P

NOTHING WRITTEN BELOW LINE 27

1
2 **WORLDWIDE ARMYRANGERS, INC**
3 **STANDARD OPERATING PROCEDURE**

4 **ANNEX R**

5 **PRESIDENT**

6 **I. GENERAL** Refer to SOP.

7 **II. DUTIES OF THE PRESIDENT.** Perform the duties outlined for him in the bylaws of the
8 WORLDWIDE ARMY RANGERS, INC. and assure all meetings are conducted per Robert's
9 Rules of Order and works with the BOD as a whole.

10 **III. EFFECTIVE DATE.** This SOP and each annex will become *effective* upon approval of
11 the BOD and the dated signature of the Vice President of the WORLDWIDE ARMY
12 RANGERS, INC.

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14 **END OF ANNEX R**

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16 **NOTHING WRITEN BELOW LINE 16**
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**WORLDWIDE ARMY RANGERS, INC
STANDARD OPERATING PROCEDURE**

**ANNEX T
BY-LAWS COMMITTEE**

8 **I. GENERAL.** Refer to SOP.

9
10 **II. DUTIES;**

11 **A. GENERAL.** Perform the duties outlined in the bylaws of the WORLDWIDE ARMY
12 RANGERS, INC. and as directed by the Vice-President and/or President.

13 **III. RESPONSIBILITIES;**

14
15 The By-laws Committee shall be responsible to:

16
17 **A.** Develop and maintain a set of By-laws which shall be the governing document of the
18 Association. The Committee shall establish procedures to maintain these By-laws in close
19 correlation with the State of Georgia Non-Profit Code and Roberts rules of Order, as amended.
20 These procedures shall be used to permit amendments to these By-laws as they become
21 necessary to maintain this correlation and to provide for necessary or appropriate amendments
22 because of circumstances unique to the Association.

23
24 **B.** Establish new Policies, review existing Policies, provide guidance and consultation to the
25 Board of Directors when new Policies or existing Policies need to be revised to meet new
26 circumstances, and ensure that the Secretary shall maintain copies of all duly approved
27 Policies.

28
29 **C.** Work with cognizant Vice Presidents and Committee Chairs to establish new Standard
30 Operating Procedures and/or revise existing Standard Operating Procedures to document
31 responsibilities, duties, and processes relating to these respective Standing Committees;
32 maintain files of all Standard Operating Procedures and ensure that copies of these shall be
33 maintained by the Secretary; and ensure that Standard Operating Procedures be passed on
34 to succeeding Committee Chairs.

35
36 **IV. COMPOSITION;**

37
38 The Committee shall consist of at least three (3), but no more than five (5) Members of the
39 Association in good standing, including the Chairperson. Affiliates and Associates may be
40 members of this Committee, since they do possess voting power within the Committee.
41 The Committee shall be under the direct cognizance of the Vice-President of the
42 Association.

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45 **NOTHING WRITTEN BELOW LINE 45**

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3 **IV. DUTIES;**
4

- 5 A. Review present By-laws to ensure compliance and/or correlation with all State, IRS, and
6 Roberts Rules of Order pertaining to Non-Profit Corporation Bylaws.
7
8 B. Report to the President and to the Board of Directors divergences and discrepancies with
9 the Association and Chapter Bylaws, and propose additions, deletions and/or changes to the
10 Bylaws to bring them back into compliance or correlation with the Association Bylaws.
11
12 C. Propose procedures to be adopted by the Chapter to provide the mechanism to amend these
13 By-laws as necessary.
14
15 D. Maintain cognizance of proposed changes to Bylaws of the Association report these in a
16 timely manner to the Chapter Presidents.
17
18 E. Maintain close contact with the Bylaws Chairs of the Association at all times and establish
19 a close working relationship with them.
20
21
22 F. Based on Board of Directors actions and decisions, establish new Policies or revise existing
23 Policies. Ensure that the Secretary maintains copies of all duly approved Policies.
24
25 G. Work with cognizant Vice Presidents and Standing Committee Chairs to develop and/or
26 revise Standard Operating Procedures to document responsibilities, duties, and processes
27 for these respective Committees. Maintain copies of all duly approved Standard Operating
28 Procedures and ensure that the Secretary maintains copies thereof. Ensure that the
29 relinquishing Chair of each Standing Committee pass on to succeeding Chair copies of the
30 respective Standard Operating Procedures.
31
32 H. Annually, provide relevant information to the President concerning actions taken by the
33 Committee for insertion into the President's Annual Report at the AGMM.
34

35 **V. PROCEDURES**
36

37 **A. Bylaws Amendments**
38

- 39 1. Amendments to the Bylaws may be proposed by; the Board of Directors, by General
40 Members of the Association, by changes to IRS 501 (c) Code, or State of Georgia, Non-Profit
41 Code.
42
43 2. If proposed by Association Members, such proposals shall be signed by at least five (5)
44 members in good standing and presented to the Bylaws Committee for review and
45 presentation to the Board accompanied by the Committee's analysis.
46
47 3. Upon receipt of approval, the Board shall cause publication of the proposed amendment and
48 notice of its consideration at the next AGMM, which is at least thirty (30) days following
49 such publication and notice.
50

1 5. If the general membership approves such proposal at that meeting, the Board of Directors
2 shall declare the amendment adopted.
3

4 **B. Policies**

6 1. New or revised Policies shall be proposed by Board Members and voted by the Board.
7

8 2. If approved, a cognizant Officer or Board Member in conjunction with the Bylaws
9 Committee shall draft a new Policy or revise an existing Policy that shall be presented to the
10 Board for final passage.
11

12 3. If passage of the Policy should impact the Association Bylaws, the Bylaws Committee shall
13 bring this to the attention of the Board and propose appropriate amendments to the Bylaws.
14 If possible, new or revised Policies should be so structured as not to require Bylaws
15 amendments.
16

17 **C. Standard Operating Procedures**

18
19 1. The Bylaws Committee and the Secretary shall each maintain a copy of all approved
20 Standard Operating Procedures.
21

22 2. If Standard Operating Procedures for specific Standing Committees have not been drafted or
23 revised to represent current responsibilities, duties and processes, the Bylaws Committee
24 shall work with the cognizant Vice President and Committee Chair to draft proposed
25 Standard Operating Procedures to be presented to the Board of Directors for approval and
26 adoption.
27

28 3. On approval, the Standard Operating Procedures shall be formalized and copies retained by
29 the Bylaws Committee and by the Secretary. These copies may be on paper or on computer
30 media.
31

32 4. The Bylaws Committee shall provide copies of all approved Standard Operating Procedures
33 to the Board, as required.
34
35
36

37 **VI. EFFECTIVE DATE:** This annex becomes effective upon the signature of the President.
38
39

40 **END OF ANNEX T**

41 **END OF WORLDWIDE ARMY RANGERS, INC**

42 **STANDARD OPERATING PROCEDURES ANNEXS'**

43 **NOTHING WRITTEN BELOW LINE 44**
44