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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.  
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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**

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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 13<sup>th</sup> Day of each  
28 month\_ Upon approval by the BOD, the report will be posted NLT the 20<sup>th</sup> 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 15<sup>th</sup> 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 20<sup>th</sup> 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**

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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.

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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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**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 75<sup>th</sup> 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.
- 31
- 32           F. Orders all membership cards and membership certificates, and mails them to  
33           members
- 34
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1 G. Assures compliance with Worldwide Army Rangers, Inc by-Laws in vetting  
2 applicants.

3 H. Maintains all files of all applicants and members.

4 I. Informs rejected applicants of their rejection and the reason for rejection.  
5  
6

7 **III. EFFECTIVE DATE**

8 This Annex becomes effective when signed by the President.  
9

10 **END OF ANNEX F**

11 **NOTHING WRITTEN BELOW LINE 12**  
12



1 I. Informs rejected applicants of their rejection and the reason for rejection.  
2  
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4

5 **III EFFECTIVE DATE**  
6

7 This annex becomes effective when signed by the President.  
8  
9

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**

6  
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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34

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 1<sup>st</sup>, to Vice President and/or Treasurer.  
13  
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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**

**NOTHING WRITTEN BELOW LINE 8**

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2 **WORLDWIDE ARMY RANGERS, INC**

3

4 **STANDARD OPERATING PROCEDURE**

5

6 **ANNEX I**

7

8 **CHAPLAIN**

9

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 Office of The
- 14 Chaplain as a whole except when modified by the Association Board of Officers and
- 15 Directors.
- 16
- 17 B. **CONFORMITY:** This annex and all actions taken to implement its directives will
- 18 conform with the 2004 By-Laws of the Worldwide Army Rangers, Inc (as amended
- 19 or dated later) and the Articles of incorporation in the State of Georgia, Charter
- 20 Number 020622, as amended by Certificate dated 2 January 2002 (or amended by
- 21 Certificate at a later date.)
- 22
- 23 C. **DUPLICATION:** Except where necessary for clarity, this annex, to include its'
- 24 enclosures attachments, will not duplicate the information and directives provided
- 25 for in the documents referred to in paragraph B above.
- 26

27 **II. DUTIES OF THE CHAPLAIN**

28

- 29 A. **GENERAL:** Performs the duties as outlined UP of the Association By-Laws, Article
- 30 VIII, (Committees) and/or as amplified in Robert's Rules of Order or as directed by
- 31 the Board of Officers and Directors.
- 32
- 33 B. **AT OFFICIAL ASSOCIATION GOVERNING AND SOCIAL FUNCTIONS:** The
- 34 Chaplain will render an invocation, and/or other ceremonial procedure as deemed
- 35 appropriate by the BOD.
- 36
- 37 C. **MEMORIAL PLAQUES AND CARDS OF CONDOLENCE**
- 38
- 39 1. Insure that a sufficient number of plaques are on hand to be engraved and
- 40 delivered to the next of kin (NOK) in a timely manner upon the death of a
- 41 member. As necessary, order new plaques in quantities large enough to keep
- 42 the price reasonable.
- 43
- 44 2. Upon notification of the death of a member, determine if there is a NOK and
- 45 send a card of condolence. Then:
- 46
- 47 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**

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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.  
3  
4

5  
6 **III. EFFECTIVE DATE;** This annex becomes effective upon the signature of the President.  
7

8 **END OF ANNEX N**  
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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.

13  
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 The By-laws Committee shall be responsible to:

15  
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;**  
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- 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**

5  
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  
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36  
37 **VI. EFFECTIVE DATE:** This annex becomes effective upon the signature of the President.

38  
39  
40 **END OF ANNEX T**

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

43 **STANDARD OPERATING PROCEDURES ANNEXS'**

44 **NOTHING WRITTEN BELOW LINE 44**