

**15th Infantry Regiment Association  
Standard Operating Procedures**

**August 09, 2005  
Revised December 1, 2018**

Policy Statements, Job Descriptions and Operating Procedures as they pertain to Officers, Trustees & Committee Chairs

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**A. REFERENCES.**

1. Constitution. 15th Infantry Regiment Association. (Articles)
2. By-Laws. 15th Infantry Regiment Association. (Sections)
3. Department of Defense & Army Regulations/Instructions.

**B. AUTHORITY.**

1. Activities of the Association. The Constitution provides that the activities of the Association are determined by the Board of Trustees in consultation with the Advisory Board and shall be professional and social in nature. If the Board of Trustees or Advisory Board does not meet to perform these duties, then the President & Vice President may provide activities for the Association that are professional & social in nature. Legal power and responsibility for operation of the 15th Infantry Regiment Association rest with the Board of Trustees. The Board of Trustees establishes and reviews Association policies and oversees the general management of funds and properties. Members of the Board are elected for terms at the Association Can Do Rendezvous or Regimental Dinner. They are installed in their office at the Annual Regimental Dinner following the election. Vacancies on the Board of Trustees can be filled by the President with the majority concurrence of the Board of Trustees. The

Trustees & Officers serve without remuneration. The Officers and Trustees welcome from members of the Association ideas and suggestions on how to better carry out our mission and objectives.

- a. Determinations of the Board. Consistent with the Association's Constitution & By-Law, enunciating the operating policies of the Association are provided here for the general information of the membership. They provide Board approved guidance to all the elected and appointed officials, and ensure that directives applicable to these officials are followed.
  - b. Policy statements and job descriptions provide essential continuity between successive elected and appointed officials. Policy statements and job descriptions ensure that directives applicable to elected or appointed officers are followed.
2. Objectives. The objectives of the Association are to promote morale and high esprit de corps among members of the Regiment, provide opportunities and facilities uniting past and present members of our Regiment in a program dedicated to the preservation of the history and traditions of the 15th Infantry Regiment & to honor the 15th Infantry war dead.
3. Elected Officers. The Officers and Trustees are responsible for the day to day operation of the Association. As a result, they are required to actively participate in the operation of the Association. Officer and Trustees positions are open to any member of the Association in good standing except Associate Members. Persons wishing to nominate another member of the Association should be aware of the requirements and responsibilities of the position for which the nomination (s) is (are) made. To be a candidate for office a member should be aware of the position's requirements, attend the regularly scheduled meetings, the Can Do Rendezvous, the Annual Regimental Dinner, and accept the nomination.
4. Conduct of Association Business.
- a. The business of the Association is conducted at the annual membership meeting convened during the Annual Can Do Rendezvous or any other meeting held by the Association. Business may be conducted at regular & special meetings convened by the President, and during the Annual Regimental Dinner, also.
  - b. When Association business requires action between general meetings the Board of Trustees acts on behalf of the members. Such business may be conducted at a special meeting, by mail, phone, by Skype or e-mail. A majority of the Board of Trustees in concurrence is required for any actions taken. Actions taken by the Board of Trustees are subject to review during the business meeting at the Can Do Rendezvous. If the Board of Trustees do not participate in these meetings the President or Vice President may conduct the Association business.
  - c. The Executive Committee may act on behalf of the Board of Trustees if the business of the Association requires urgent actions. Such action requires subsequent review by the Board of Trustees. If no Executive Committee member participate in these meetings the President or Vice President may conduct the Association Business.
5. Newsletter. The Association publishes a newsletter known as the DRAGON. The DRAGON is an instrument of the Association created as one means by which the Association may achieve its objectives, "to promote morale and high esprit de corps among current members and veterans of the regiment , provide opportunities and facilities uniting past and present members of the regiment in a program to the preservation of traditions and history of the 15th Infantry Regiment and to honor the 15th Infantry war dead". Policy formulation related to the Association support and editorial policy is retained by the Board of Trustees. The DRAGON provided information business schedules, financial reports, absentee ballots, calls for nominations, history, traditions, articles promoting attendance at meetings and events, and articles to promote membership in the Association. It

includes letters and articles from members, the active battalions, the Honorary Colonel of the Regiment (HCOR) and the Honorary Sergeant Major of the Regiment (HSGMOR). Items to be published in the DRAGON shall be submitted to the editor no later than the end of the month prior to the month of issue, unless editor specifies another due date. The DRAGON will be furnished without charge to Medal Of Honor recipients and Honorary Members of the Regiment.

6. Archives and Memorabilia. The Association collects, maintains, stores, displays or loans books, papers, photographs, diaries, foreign and domestic army equipment and uniforms, and memorabilia pertaining to the Army and our Regiment. The Association encourages members to donate to this collection and ensures the collection is well maintained and utilized. The collection is known as the 15th Infantry Regiment Historical Repository. The Custodian of Memorabilia will maintain a separate listing of items on loan. Listing must include name of person responsible for security of loaned item at receiving organization.
7. Monuments & Award Fund. The Association maintains a separate fund to receive donations from our members and other to provide funds for monuments and plaques to be placed in appropriate locations to memorialize the history of the Regiment. These funds are also used to purchase award to honor members and veterans of the 15th Infantry Regiment who achieve special recognition e.g. Soldier of the Year, NCO of the Year, or others who make contributions to the Regiment that deserve special recognition.

### **C. PRESIDENT**

1. Policy. The President keeps the Board of Trustees and the Membership informed of the business and activities of the Association. He may commit the Association to any action or financial obligation with the approval of the Board of Trustees or the membership. He consults and works closely with the Advisory Board. He keeps the active duty battalion commanders and their staff informed of Association business activity. He works closely with the active duty battalions in the planning and conduct of the Annual Can Do Rendezvous including their participation during the Annual Regimental Dinner.
2. Job Description. In addition to the duties stated in the Constitution and By-Laws the President is responsible for the following activities.:
  - a. Can Do Rendezvous. He works with the HCOR and the host battalion commander, or his designated representative, in working out details for the events of the Rendezvous including reviews, retreat ceremonies, demonstrations, visits and tours on and off post, lunches, dinners (banquets-"Dinning In") golf tournaments and sporting events. The most appropriate dates for the Rendezvous is close to the May 4th Regimental Organization Day or Marne Week. The host battalion sets the date taking into consideration training schedules, deployments, or other events. The President with his staff is responsible for the promotion of the Can Do Rendezvous among members of the Association. The Association may manage registration for the Rendezvous or it may be managed by the host battalion. The DRAGON, notices in veterans' publications, and special letters or e-mail invitation all are used to promote the Rendezvous.
  - b. Annual Regimental Dinner. The Annual Regimental Reception & Dinner is held on the free night of the Annual Society of the third Infantry Division Reunion, unless other arrangements are made. The President makes the arrangements or delegates the task. The President works with the battalion commander of the active duty battalion to provide support for this dinner. The support, when time and resources permit, consist of the National and Colors of the Regiment and battalions, an honor guard for the Colors, the battalion commander or their representatives, the Command Sergeants Major of the battalion, and the Soldier and NCO of the Year. The President is responsible for promoting the attendance of veterans at this meeting.
  - c. Annual Business Meeting. An Annual business meeting is held in conjunction with the Can Do Rendezvous. The President establishes the agenda considering suggestions from Officers & Trustees. All veterans attending the Rendezvous are welcome to participate. If necessary, a meeting of the Board of Trustees is called in addition to

the general meeting. The battalion commanders, or their representatives, the HCOR and HSGMOR are urged to participate in this meeting.

- d. Election of Officers is held at Annual Business Meeting every other year. Absentee ballots are counted at this meeting and the election certified. Installation of new officers occurs at the Annual Regimental Dinner.
- e. Committee Chairs. The President, with approval of the Board of Trustees, makes all appointments of Committee Chairs. The President fills any vacancies as they occur. The President is responsible for the activities and productivity of the Committees. He consults and corresponds and Chairs to provide whatever assistance and guidance he can render. All Committee Chairmen are responsible to submit committee budgets in a timely fashion upon the request of the Treasurer.

#### **D. VICE PRESIDENT.**

- 1. Policy. The Vice President participates fully in the activities of the Association. He assumes the leadership of the Association in the event of death, resignation, serious illness, or debility of the President. The Vice President assists the President and the membership in all matters of the Association.
- 2. Job Description. When requested by the President, the Vice President makes all Annual Regimental Dinner arrangements for location, menu, price, date with the host hotel, or neighboring restaurants or dining facility. The Vice President maintains the SOP.

#### **E. TREASURER.**

- 1. Policy. The Treasurer is the chief financial officer for the Association. He is responsible for the financial soundness of the Association. The Treasurer assists the President and the membership in all financial matter of the Association.
- 2. Job Description.
  - a. The Treasurer collects and disburses Association money. He deposits funds into the Association bank accounts, identifies funds received by purpose, makes an annual financial statement defining the financial status of all funds, prepares financial statements as required for meetings, promptly pays expenses of the Association, reimburses officers expenses based on a signed, detailed statement, maintains a detailed check book showing funds received and dispersed. With approval of the President and Board of Trustees, he invests excess funds in certificates of deposit and /or savings accounts. He assists elected and appointed officers in the formulation of their annual budgets and prepares and presents a budget for approval at the annual business meeting during the Can Do Rendezvous.
  - b. The Treasurer maintains official dues payment records including special categories. He ensures that persons enrolling and/or renewing memberships are credited with membership fees and the years of membership expiration. He maintains a register of members, their guests, and others attending the Regimental Dinner and other functions.
  - c. The Treasurer coordinates with the Editor of the DRAGON, and Membership Chair to ensure that a collaborative and accurate database of active members are maintained. The Treasurer uses this database to maintain the official dues records of the Association.
  - d. Submits articles and financial statements for publication in the DRAGON.

**F. ASSISTANT TREASURER.** This Position has been eliminated on 30 November 2018.

**G. SECRETARY.** This position has been eliminated on 30 November 2018.

## **H. TRUSTEES.**

1. Policy. Trustees are expected to be active and attend all meetings of the Association. Trustees may not be passive in their trusteeship. Trustees are expected to serve as Chairs or Committee Members of Association committees or sub-committees. Each Trustee exercises discretion in conversations with others and honors confidentiality when discussing Association business and activities. Each Trustee exercises fiduciary responsibility.
2. Job Description.
  - a. Trustees offer suggestions and motions that assist the Association to achieve its objectives and purpose. They assist the other officers at meetings and events. The Trustees need not prepare a budget, but may submit vouchers for reimbursement for phone and postage expenses incurred while serving the Association.
  - b. Submit articles of interest and reminiscences for publication in the DRAGON.

## **I. EDITOR OF THE DRAGON.**

1. Policy. The Editor is responsible for the publication of the Association newsletter, The DRAGON. He is appointed by the President with the approval of the Board of Trustees. The Editor makes every effort to produce an interesting, informative newsletter that serves the purpose and goals of the Association. He abides by Association directives pertaining to the publication of the DRAGON. He appoints assistant editors as required.
2. Job Description.
  - a. The editor accepts letters and articles from the membership for publication. He is free to edit these articles for suitability and space availability. He rejects articles and letters that are inconsistent with the purpose and goals of the Association. Articles and letters that are personal in nature, attack, degrade, embarrass individuals or groups of 15th Infantry, veterans, or members are not published. The Editor is free to establish the format and layout of the Newsletter. The following are features of the newsletter: Mail Call which includes letters to the editor, notes to the Treasurer, Chaplain's Corner, View from the TOC (HCOR report and comments), President's message, Report from CDR, 3rd Battalion, Historians Report (Regimental Historian Stories), and Editor's Notes (Column by Editor of the DRAGON) etc.
  - b. The Editor solicits content and articles from all other elected and appointed officers and Trustees, as well as the Company Commanders, First Sergeants and Sergeant Major of the Battalion. The Editor published articles of historical interest about the 15th Infantry. The Editor is free to set the deadlines and publishing dates. Publishing dates are kept flexible to allow promotion of Regimental meetings that have variable dates due to military commitments of the host Battalion.
  - c. The Editor of the DRAGON coordinates with the Treasurer, and Membership Chair to ensure a collaborative and accurate database of members is maintained.

## **J. WEBMASTER.**

1. Policy. The Webmaster is responsible for maintaining an accurate, informative, and visually appealing website that represents the Association. He is appointed by the President with the approval of the Board of Trustees. He appoints assistant webmasters as required.
2. Job Description.
  - a. The Webmaster makes every effort to produce an interesting, informative website that serves the purpose and goals of the Association. He abides by Association directives pertaining to the publication of content pertaining to the Association.
  - b. The Webmaster accepts letters, photographs, links, and articles from the membership for posting. He is free to edit these for suitability and space availability. He rejects items that are inconsistent with the purpose and goals of the Association. Items that are personal in nature attack, degrade, embarrass individuals or groups of 15th

Infantry, veterans, or members are not posted. The Webmaster is free to establish the format and layout of the website.

- c. The webmaster coordinates with the Editor of the DRAGON and the other elected and appointed officers of the Association to ensure that collaborative and accurate information is maintained. The Webmaster provides a link to the DRAGON on the website. The website is not intended to replace the DRAGON, but complement the content of the DRAGON.
- d. The webmaster coordinates and obtains hosting services for the Association, Hosting services include appropriate disk space volume, guestbook functionality, 24/7 technical support, webstats, appropriate data transfer capability, and FTP functionality.
- e. The Webmaster will provide space to post the Constitution and By-Laws, Membership Roster, Current and back copies of the DRAGON, Roster of Officers & Staff, Founding Members List, Distinguished Members of the Regiment List, Former Members Roster, A Memorial Page of deceased members of the 15th Infantry, Application for Membership form and Pay Dues online capabilities and any other important information.

#### **K. CONSTITUTION & BY-LAWS COMMITTEE CHAIR.**

1. Policy. The Constitution & By-Laws Committee is responsible to the President for the coordination of changes proposed to the existing Constitution & By-Laws. He is appointed by the President with the approval of the Board of Trustees. There is no limit on the size of the committee. The Committee Chair is a member in good standing. The Chair may not be an elected officer.
2. Job Description. Following appointment, the Chair solicits recommendations for changes to the C&BLs. The Chair reviews and evaluates all input throughout the year. The Chair verifies that the proposed changes are consistent with the objectives of our Association and Army Regulations. The Chair informs the President of any suggested changes the committee feels are inappropriate. The Chair submits to the Board of Trustees any changes the committee feels are appropriate. The Board of Trustees approves or rejects the committee's recommendations. If approval is made, the Chair prepares a list of the proposed changes and an absentee ballot for publication in the DRAGON. The vote can be also made by the membership via phone or e-mail to the Chairman. The Chair assists in counting absentee ballots and presents the results of the vote of the membership as requested. The Chair coordinates and assists in the publication of the revised Constitution & By-Laws.

#### **L. MEMBERSHIP DEVELOPMENT COMMITTEE CHAIR.**

1. Policy. The Chair manages a program for recruitment of eligible persons as new members of the Association. He retains current members on the rolls. The Chair appoints committee members as needed. He is appointed by the President with the approval of the Board of Trustees. He consults with the President and the Board of Trustees on committee objectives, responsibilities, and budget.
2. Job Description.
  - a. The Chair identifies potential members by reviewing rosters of veterans and professional organization, e.g. The Society of the Third Infantry Division, review each edition of the Watch on the Rhine to identify new 15th Infantry veterans joining the Society. He prepares and mails to each eligible prospect a recruiting letter. The letter includes information about the purpose and activities of the Association with an attached membership application brochure. He prepares and submits articles for publication in the DRAGON regarding membership goals and recruiting activities, provides information on how members may locate old acquaintances and encourages additional membership.
  - b. The Chair prepares and issues new member Membership Certificates, Membership Cards, Welcome Letters, and Life Member Pins. He coordinates with the Database Administrator to ensure a current membership roster is provided to the new members.

- c. The Chair coordinates with the Treasurer to identify delinquent members, prepares and mails personal letters as appropriate encouraging members to remain on the rolls in good standing, coordinates with the Treasurer and Editor to affix reminder notices to address labels of those members that are near becoming delinquent in dues payments. He compiles membership numbers by class, types, and periods of service. He prepares and submits a membership report for review at the annual Can Do Rendezvous, assists the Public Relations Chairman by promoting the Association in news releases to various civilian and veteran's publications providing information on objectives, publications, membership eligibility, meetings and social activities.
- d. The Chair prepares and submits a draft for the Association brochure, maintains contact with the active battalion regarding membership matters, provides the battalion with adequate amounts of Association brochures for distribution within the battalion, coordinates with the battalion commander or their point of contact on recruitment within the battalion, submits an annual budget requirement to the Treasurer for the activities of the committee, maintains expenditure records and submits vouchers to the Treasurer for reimbursement.
- e. The Membership Chair coordinates with the Treasurer, Database Administrator and the Editor of the DRAGON to ensure a collaborative and accurate database of members is maintained.
- f. The Membership Chair can have a Co-Membership Chair assist him in his duties.

**M. CO-MEMBERSHIP DEVELOPMENT COMMITTEE CHAIR.**

- 1. Policy. The Co-Chair along with the Chair manages a program for recruitment of eligible persons as new members of the Association. He retains current members on the rolls. He is appointed by the President with the approval of the Board of Trustees. He consults with the President and the Board of Trustees on committee objectives, responsibilities, and budget.
- 2. Job Description.
  - a. The Co-Chair along with the Chair identifies potential members by reviewing rosters of veterans and professional organization, e.g. The Society of the Third Infantry Division, review each edition of the Watch on the Rhine to identify new 15th Infantry veterans joining the Society. He prepares and mails to each eligible prospect a recruiting letter. The letter includes information about the purpose and activities of the Association with an attached membership application brochure. He prepares and submits articles for publication in the DRAGON regarding membership goals and recruiting activities, provides information on how members may locate old acquaintances and encourages additional membership.
  - b. The Co-Chair can prepare and issues new member Membership Certificates, Membership Cards, Welcome Letters, and Life Member Pins. He coordinates with the Database Administrator to ensure a current membership roster is provided to the new members.
  - c. The Co-Chair coordinates with the Treasurer to identify delinquent members, prepares and mails personal letters as appropriate encouraging members to remain on the rolls in good standing, coordinates with the Treasurer and Editor to affix reminder notices to address labels of those members that are near becoming delinquent in dues payments. He compiles membership numbers by class, types, and periods of service. He prepares and submits a membership report for review at the annual Can Do Rendezvous, assists the Public Relations Chairman by promoting the Association in news releases to various civilian and veteran's publications providing information on objectives, publications, membership eligibility, meetings and social activities.
  - d. The Co-Chair along with the Chair prepares and submits a draft for the Association brochure, maintains contact with the active battalion regarding membership matters, provides the battalion with adequate amounts of Association brochures for distribution within the battalion, coordinates with the battalion commander or their point of contact on recruitment within the battalion, submits an annual budget requirement to the Treasurer for the activities of the committee, maintains expenditure records and submits vouchers to the Treasurer for reimbursement.

- e. The Membership Co-Chair coordinates with the Treasurer, Database Administrator and the Editor of the DRAGON to ensure a collaborative and accurate database of members is maintained.

#### **N. PUBLIC RELATIONS COMMITTEE CHAIR.**

1. Policy. The Chair informs Army veterans and the public about the 15th Infantry Regiment Association, its purpose and activities. He is appointed by the President with the approval of the Board of Directors.
2. Job Description. The Chair works with the Officers and Trustees in preparing news releases pertaining to Association meetings and activities. These news releases are sent to veterans' publications, general circulation newspapers, magazines, and any other publications that may have an audience interested in military affairs. The main effort for this committee is to publicize the Association. The Chair coordinates with the Webmaster and Membership Chair to properly disseminate information about the Association. Accurate accounting of expenditures are maintained and submitted to the Treasurer for reimbursement.

#### **O. CHAPLAIN.**

1. Policy. The Chaplain meets the spiritual needs of the membership of the Association. He is appointed by the President with the approval of the Board of Trustees.
2. Job Description. The Chaplain gives invocations and benedictions when called upon. The Invocations and Benedictions are non-sectarian in content and acceptable to veterans of all faiths. He prepares an article for publication in the DRAGON. The article can contain information of a spiritual nature, but is non-sectarian and suitable for reading by members of all faiths. His article may tell of member's illness and deaths. The Chaplain provides and mails a sympathy card to the families of deceased members. The card displays the Regimental Crest and contains suitable wording to express the sympathy of the Association members. The Chaplain can submit postage and other charges associated with the mailing of sympathy cards to the Treasurer for reimbursement.

#### **P. HISTORIAN.**

1. Policy. The Historian compiles and disseminates historical information to the members of the Association and other interested parties. He is appointed by the President with the approval of the Board of Trustees.
2. Job Description. The Historian researches the history of the Regiment, writes articles and papers about the history of the Regiment, compiles a list of books and references about the history of the Regiment, write articles on Regimental history for publication in the DRAGON, other magazines, and publications that are interested in our history. He assists in keeping an accurate and acceptable lineage record of the Regiment , and assists the Custodian of the Historical Repository in building the collection.

#### **Q. CUSTODIAN OF THE REGIMENTAL ARCHIVES AND MEMORABILIA.**

1. Policy. The Custodian of the Archives and Memorabilia collection ensures the collection is properly inventoried, stored , displayed, and maintained. The collection remains the property of the Association, but may be loaned to the active battalion or other organizations for display. He is appointed by the President with the approval of the Board of Trustees.
2. Job Description.
  - a. The Custodian coordinates with the Battalion Commander or a designated point of contact in the active battalion having items of our collection in storage or on display. The Custodian maintains a current and accurate inventory (Property Book). The Custodian coordinates with the Board of Trustees and Historian to solicit contributions to the collection by our members. He accepts contributions or directs the contribution directly to the battalion where the collection is on display or in storage. He thanks all contributors and assures them the

gifts are well maintained. In the event the active battalion, that has the collection on loan, is deployed into combat or foreign service the Custodian gathers the collection for transport to his home or storage facility. He notifies the Board of Trustees of his action. The cost of transportation and storage will be borne by the Association.

- b. The Custodian takes those steps necessary to ensure that Association property is clearly identifies and delineated from the property of our Army.
- c. The Custodian should live in the vicinity of Fort Stewart where the collection is most likely to be on loan. He monitors the newspapers and other sources of information to remain informed on the disposition of the battalion where the collection is stored or displayed. He submits a budget on request for the activities of this position.
- d. The Custodian will maintain a separate listing of items on loan. Listing must include name of person responsible for security of loaned items at receiving organization.

#### **R. NOMINATIONS & ELECTIONS COMMITTEE CHAIR.**

- 1. Policy. The Chair of this committee solicits nominations for Association Officers when elections are scheduled. He is appointed by the President with the approval of the Board of Trustees. He conducts and oversees the election. Elections are held every two years at the Can Do Rendezvous. Voting may be in person, by absentee ballot, by phone or e-mail. Absentee ballots are counted and verified. The results reported at the business meeting of the Can Do Rendezvous and in the DRAGON. If there is a position without nomination, because of illness or inability to serve, then nominations from the floor of that meeting are accepted. The Chair of this committee may not be a candidate for any office in the election being conducted.
- 2. Job Description.
  - a. The Chair prepares an article for the DRAGON. The article states the period of time when nominations are accepted, informs the membership which offices are open, notifies the members of this opportunity to run for office or to nominate someone who is qualified. The Chair informs the members of the duties and responsibilities of the office. The Chair reminds the members that write in nominations and nominations from the floor of the business meeting are not accepted when a vacancy exists in the slate of nominees.
  - b. The Chair receives in writing from nominees their willingness to serve, if elected. He prepares an absentee ballot for publication in the DRAGON. The deadline to return the absentee ballots is set in time for the ballots to be collected and transported to the Annual Business meeting during the year of the scheduled election. He accepts only the official ballot as published in the DRAGON. The ballot is returned to the Chair in a plain sealed envelope with the signature of the voting member written on the outside of the envelope. The envelopes are opened and the ballots counted during the annual business meeting in the year of the scheduled election. The President appoints a Trustee or Association member not standing election to supervise the counting of the ballots. This appointee certifies to the membership the accuracy of the count.

#### **S. DATABASE ADMINISTRATOR.**

- 1. Policy. The Database Administrator is responsible for maintaining an accurate database of the Association members. He is appointed by the President with the approval of the Board of Trustees. He assists the elected and appointed officers of the Association by providing scheduled and ad hoc reports.
- 2. Job Description.
  - a. The Database Administrator supports, maintains and enhances a relational database of all information related to Association Members. This database is maintained in a format to allow for sharing among elected and appointed officers.
  - b. The Database Administrator maintains the privacy of Association members by limiting access to the database.

- c. The Database Administrator ensures that the database information is current and accurate by coordinating with the Membership Chair or Co-Chair and the Treasurer. He updates the database based on membership renewals and new member information.
- d. The database included a table of current members and former members of the Association.
- e. The Database Administrator develops, supports, maintains and enhances regular and ad hoc reports from the database and distributes these reports to the elected and appointed officers as required. These reports include, but are not limited to mailing labels, official rosters of members, company battalion, or time period queries.
- f. The Database Administrator has experience in relational database design and Microsoft Access.

**T. PAST PRESIDENT.**

- 1. Policy. The Immediate Past President serves on the Board of Trustees. He actively promotes the objectives of the Association.
- 2. Job Description. The Immediate Past President attends all meetings of the Association and assists the Association leadership.

**U. DONATION POLICY.**

- 1. Policy.
  - a. Acceptance of any contribution, gift or property is at the discretion of the 15th Infantry Regiment Association. The 15th Infantry Regiment Association will not accept any gift unless it can be used or expended consistently with the purpose and mission of the 15th Infantry Regiment Association.
  - b. The 15th infantry Regiment Association will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their tax form.
  - c. The 15th Infantry Regiment Association will accept donations of cash by check, money order or through PayPal. If the donor wants to wire the donation they will need to contact the Treasurer for additional information. Common donations to Sponsor Active Duty Memberships, A&M Fund or the General Fund are accepted. Donations of personal property for the China Room is also acceptable.
  - d. Certain other gifts, real property, personal property, in-kind gifts and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the 15th Infantry Regiment Association.
  - e. The 15th Infantry Regiment Association will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the Association as a gift.
  - f. The 15th Infantry Regiment Association will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, the 15th Infantry Regiment Association will restrict information about the donor to only those staff members with a need to know.
  - g. The 15th Infantry Regiment Association will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to the 15th Infantry Regiment Association.
  - h. To keep the 15th Infantry Regiment Association in compliance with our non-profit status of not being subject to paying taxes the 15th Infantry Regiment Association will limit income and donations to \$50,000 or less in any calendar year.

## V. REIMBURSEMENT POLICY.

1. Purpose. The purpose of this policy is to provide specific guidelines for member expense reimbursements. This policy follows accountable plan rules as defined by the IRS. As such, expense reimbursements must meet the following two rules:
  - a. Expenses must be related to activities of the 15th Infantry Regiment Association.
  - b. The expenses must be substantiated with original documentation within a reasonable amount of time
2. Scope. This policy applies to members and others who use personal funds to pay for Association related expenses and wish to be reimbursed. These funds will need approval by the Treasurer and/or President of the Association.
3. What is a business expense. In order to be reimbursed, the base rule is that the business expense must be both “ordinary” and “necessary” and be directly related to Association business activity. The expense cannot be regarded as lavish or extravagant. The term “ordinary” refers to an expense connected to a common and accepted practice to benefit the Association. The term “necessary” refers to an expense that is appropriate and helpful in developing or maintaining the Association.
4. Responsibility.
  - a. Members should familiarize themselves with the types of expenses that are/are not eligible for reimbursement prior to incurring such expenses. Members may not authorize reimbursement of their own expenses.
  - b. Authorized signers must confirm that expenses and reimbursement requests meet the following criteria: The information contained on the Expense Reimbursement Form and the documentation attached is accurate.
  - c. Original receipts are submitted in accordance with this policy
5. Documentation.
  - a. A properly completed, signed, and approved Expense Reimbursement Form must be submitted to the Treasurer within 60 days after the expense has been incurred.
  - b. Expenditures or requests for reimbursement must be accompanied by original documentation to support the expenditure. This may consist of an invoice, original receipt, or other notification, such as an e-ticket or e-mail receipt. Additional information such as a brochure, a flyer or an email can be helpful in explaining the nature of the expenditure.
  - c. Expense Reimbursement Forms and receipts may be sent by e-mail.

## W. TABLE OF ORGANIZATION.

The following positions are specified in the CB&BL's and this SOP. The incumbent listed is current as the date indicated on the first page of this SOP.

<u>Elected Position</u>	<u>Incumbent</u>	<u>Term Expires</u>
President	Tim Stoy	2014
Vice President	Addison Davis	2014
Treasurer	Tom Heitzer	2017
Trustee	Leonard Lassar	2014
Trustee	Warren Sessler	2014
Trustee	Vacant	2014
Trustee	Vacant	2014

<u>Appointed Positions</u>	<u>Incumbent</u>	<u>Term Expires</u>
Chaplain	Chuck Trout	Indefinite
Editor of the DRAGON	Andrew Lerch	Indefinite
Webmaster	Rich Heller	Indefinite
Historian	Tim Stoy	Indefinite
Database Administrator	Tom Heitzer	Indefinite
Custodian of Memorabilia	Vacant	Indefinite
Nominations & Elections Chairman	Vacant	Indefinite
Constitution & By-Laws Chairman	John Campbell	Indefinite
Membership Chairman	John Campbell	Indefinite
Membership Co-Chairman	Tom Heitzer	Indefinite
Publicity Chairman	John Campbell	Indefinite
Auditor	Dave Mills	Indefinite

<u>Advisory Board Position</u>	<u>Incumbent</u>	<u>Term Expires</u>
HCOR	Jerry Bates	Indefinite
HSGMOR	Mark Baker	Indefinite
3rd Battalion Commander	Arthur McGrue	Upon CofC
3rd Battalion CSM	Jerry Higley	Upon CofC