

# **CHEMICAL CORPS REGIMENTAL ASSOCIATION**

Date: May 24, 2011

Policy Letter # 1

SUBJECT: Establishment of Regimental Association Chapters

**1. References.** Chemical Corps Regimental Association (CCRA) Chapters shall abide by Department of the Army Message, 201600Z Apr 98; Department of Defense 5500.07-R, Joint Ethics Directive, dated 29 November 2007; Department of Defense 5500.7-R, The Joint Ethics Regulation (JER); Department of Defense Instruction 1000.15, dated 24 October 2008, Procedures and Support for Non-Federal Entities Authorized to Operate on DOD Installations; Army Regulation (AR) 210-22, Private Organizations on Department of the Army Installations, 22 October 2001; Memorandum, Director of Management, 6 January 1995, Subject: Private Organizations; and CCRA Constitution and Bylaws.

**2. Purpose.** The purpose of this document is to provide the policies and procedures required to establish local Chapters of the CCRA.

### **3. Instructions – Starting a Chapter**

a. Begin by reading the sample Chapter Constitution and Bylaws enclosed at paragraphs 9 and 10. These were standardized to facilitate operation at the local level. If you feel they need to be changed to meet specific considerations of your local chapter, contact the CCRA national office at Ft. Leonard Wood, MO. Once you have developed your chapter By Laws have them reviewed by your local Staff Judge Advocate (SJA).

b. If your local Chapter is located on a DOD installation it will fall under the provisions of AR 210-22 and the installation policies and regulations governing Private Organizations. Make sure you review the regulations that cover Private Organizations Operating on Government Installations (See AR 210-22). Your SJA will assist you in making sure your bylaws are within the regulatory guidance. Also, we suggest that an Ethics Counselor review your bylaws for compliance with the Joint Ethics Regulation DOD 5500.7-R. Contact the CCRA national office for additional information. (573-329-0600).

c. Approval must be obtained from the local Installation Commander to operate as a Private Organization. A sample letter to the Installation Commander has been provided at paragraph 4.

d. Once you have received approval from the Installation Commander, you must send a formal request to the CCRA national office to obtain a Chapter Charter. A sample petition for a charter has been provided at paragraph 5. Your local chapter president must sign the request. It must also include the names of the individuals selected to serve in leadership positions in the Chapter.

e. Provide the names of existing members of the Association who are to be considered as Charter Members of your local Chapter to the CCRA National Vice President of Membership for membership verification. For every Charter Member your local chapter will receive \$2.50 from the national level of the CCRA. You will also get a \$2.50 dues rebate for new members gained and renewed after the Charter date.

f. Read the attached “guidance” letter to help guide you as you set up programs for your Chapter. The guidance letter provides suggestions and helpful advice. If you have other

suggestions in addition to what's currently in the letter please share them with the CCRA national office. We have also included instructions for receiving tax-exempt status for your chapter.

g. The CCRA National President will authorize the activation of your Chapter Charter.

#### **4. Sample letter to the Installation Commander.**

Date

SUBJECT: Request for Authority to Form a Local Chapter of the Chemical Corps Regimental Association.

Commander

Attention: Installation Coordinator or

Attention: Community Activities Director

1. On behalf of the members of the (proposed name of local chapter), I request authorization to form a chapter of the Chemical Corps Regimental Association.
2. It is our intent to adopt the attached Chemical Corps Regimental Association Constitution and local chapter bylaws and pursue the purposes of the Chemical Corps Regimental Association.

3. Enclosed are the following documents:

Proposed Constitution of the Chapter

Proposed Bylaws of the Chapter

A roster of the officers of the Chapter

Chapter's executive council

4. If you approve this request, please advise me of pertinent local policies that have an impact on our chapter's activities, financial operations or supporting programs, and chapter requirements.

John A. Doe Colonel, Chemical

President

CCRA Chapter X

#### **5. Sample Petition for Charter.**

Vice President for Chapters

Chemical Corps Regimental Association

PO Box 437

495 S. Dakota Avenue, Building 1607

Fort Leonard Wood, Missouri 65473-8926

Dear Sir,

We, the undersigned members of the Chemical Corps Regimental Association, wish to form a local chapter of the Association at and do hereby make application to the Board of Directors of the Chemical Corps Regimental Association to establish a fully certified local chapter.

The name of this chapter shall be XXXX

John A. Doe Colonel, Chemical  
President  
CCRA Chapter X

Members

## **6. Tax Exempt Status**

- a. You must contact your local Internal Revenue Service (IRS) to obtain the explicit instructions on how to apply for and receive a Tax Exempt Status.
- b. You will need documentation to justify your nonprofit and tax exempt status: Documentation may include, but is not limited to:
  - Your Chapter Constitution and Bylaws
  - A list of your Chapter Officials
  - Programs plan for the year
  - Your projected annual budget

Failure to prove your claim could result in your chapter's placement in a less desirable category of tax-exempt status.

- c. If your Chapter has a paid employee, whether full-time or part-time, you must file monthly or quarterly withholding reports and such other documents deemed necessary under the particular exemption received. Again, check with your local IRS Office.
- d. Tax responsibilities to state governments will have to be determined on a case-by-case basis. They have no connection with the federal exemption.
- e. File your Tax Exempt Status application and all other information with the key district office for your principal place of business or office. As soon as possible after the completed application is received, you will be advised of the IRS commissioner's determination on your request and the annual returns your organization will be requested to file.

## **7. Guidelines for Development of Local Chapters**

- a. The following overview provides general guidance to be used by the leadership of CCRA Chapters in the formulation of operating programs.

## b. General.

- To provide general guidance to be used by the leadership of Chemical Corps Regimental Association (CCRA) Chapters in the formulation of operating programs designed to foster CCRA national and local objectives.
- Central to the worldwide expansion of CCRA membership is decentralization of association programs from the national to the local/regional level. As a result the CCRA will be better able to pattern its programs along lines desired by its membership, and will be able to more effectively disseminate information concerning the values of CCRA membership.
- CCRA Chapters will execute their programs as much as possible so as to complement, rather than compete with, other similar military and civilian organizations.

## c. Guidelines.

- Chapters should actively engage in local membership recruiting campaigns to acquire new CCRA members and to renew enrollment of present members. This includes conducting local (or regional) public relations activities; unpaid or subsidized advertising in civilian and military news media and frequent news releases covering Chapter events. (Local CCRA members and supporting military or civilian officials and distinguished guests should be featured in news items and advertising where and as appropriate, etc.).
- Funds that support Chapter operations are obtained from the national level through member dues rebates as described in Chapter Bylaws --there are no "Chapter dues". Start-up funds (\$200.00) for your Chapter may be available from the CCRA national office. Contact the Chief Operating Officer (COO) at [ccramanager@embarqmail.com](mailto:ccramanager@embarqmail.com) or further details.
- Place CCRA information, as appropriate, throughout the local community at such places as waiting rooms of medical facilities, clubs and recreation centers, town halls to promote and generate interest in the Corps.
- Chapters should produce their own promotional literature and displays with available funds, or seek donations of such matter or services from local printers and news media in exchange for mutual publicity. Limited supplies of such items may be obtained from the CCRA national office. Successful examples of such local literature and displays should be referred to the CCRA President.
- Chapters should establish and maintain active liaison and links with local military and civilian officials, including heads of local and regional Reserve Component units, local veterans and civilian retiree groups to develop a Chapter database of potential CCRA members.
- Chapters should sponsor and/or participate in local (civilian and military) social and

fraternal activities to promote awareness of the CCRA. Install and man "CCRA booths" and displays at such events when feasible, using locally available materials or matter obtained from the CCRA national office.

- Chapters should encourage their members to socialize with and participate in activities such as benefits for the needy, community fund drives, patriotic ceremonies, veteran and civilian group reunions, veteran and civilian group meetings, etc. Provide or obtain guest speakers for such occasions. Provide displays, "booths" and CCRA literature as appropriate for the event.
- Chapters should establish and maintain personal links with commanders and members of Active Army and Reserve Component CBRN troop units in the force structure in their local area, to encourage and foster interest in the CCRA
- Chapters should obtain as many local supporting corporate members as possible, using the available recruiting literature supplied by the CCRA national office. The intent is to develop a mutually supporting relationship that helps bind local businesses with the population they support. Chapters should develop ways to publicly identify Corporate Sponsors that are CCRA Members. List them in local publications; erect "logos" on business entranceways, etc. The intent is to visibly show business customers that the establishment is a CCRA Member.
- Chapters should actively seek to gain a representative membership composed of all military and civilian ranks/grades --active and retired --stressing an "alumni approach" in developing incentives oriented on gaining retired personnel as CCRA Members. A major objective in this regard is to seek out retired and veteran military and civilian Chemical Corps individuals in the Chapter local area, in order to include them in Chapter operations so that their experiences may be passed along to military and civilian friends of the Chemical Corps serving today. The intent is to "connect the past with the present", while offering the retired member an opportunity to remain current concerning all aspects of Chemical Corps activities and developments.
- Chapters should conduct meetings at least quarterly, and should devote a portion of each meeting program to presentations concerning the history (focus on achievements) and traditions of The Chemical Corps. Whenever possible, first person accounts of that history and tradition should be used to reinforce the information presented.

d. Summary. Initiatives and ideas that originate at the local/regional level may supplement these guidelines. Suggestions and "lessons learned" in that regard should be referred to the President or Vice President of Membership so they may be passed to all other CCRA Chapters.

## **8. CCRA Membership Entitlements**

a. Annual Membership Entitlements:

Membership Certificate  
Membership Card  
Membership Decal

Retorts - on CCRA Web Site [www.chemical-corps.org](http://www.chemical-corps.org)  
CCRA Quarterly On-line Newsletter  
Annual Membership cost is \$25.00 per year.

b.. Life Membership Entitlements:

Life Time Membership Certificate  
Life Time Membership Card  
Life Time Membership Decal  
Life Time Membership Regiment Pin  
Retorts on CCRA Web Site [www.chemical-corps.org](http://www.chemical-corps.org)  
CCRA Quarterly On-line Newsletter  
Army Chemical Review on CCRA Web Site [www.chemical-corps.org](http://www.chemical-corps.org)  
The CCRA Directory (Yellow Book) on CCRA Web Site [www.chemical-corps.org](http://www.chemical-corps.org)  
10 % discount at the Chemical Corps Gift Shop  
Life Membership cost is \$99.00.

c. Corporate Membership Entitlements:

All Full Membership Entitlements  
Patronship in the Museum.

**9. Example of a Constitution.** The following is an example of a CCRA Chapter Constitution:

**CONSTITUTION**

**ARTICLE I  
NAME AND AUTHORITY**

**Section 1. Name.** This organization shall be called the XXXX Chapter of the U.S. Army Chemical Corps Regimental Association (CCRA). The CCRA is referred to in these documents as the "Association".

**Section 2. Type.** The Chapter is established as a private association under the provisions of AR 210-22 and its supplements, and exists on the military installation at the discretion of and the written consent of the installation commander. The Chapter will operate as a tax exempt organization IAW with Internal Revenue Code (IRC) 501(c)(3). Such consent shall be contingent of the following as appropriate.

- a. That programs and activities conducted do not prejudice or discredit the military service or other agencies of the United States government.
- b. That activities will not be conducted in the name of the installation or any organization or affiliated establishment.
- c. That neither the Army or a non appropriated fund as defined in AR 210-22 shall assert claim to the assets of the Chapter; nor shall the Army or any non appropriated fund incur any obligation on behalf of or assume any obligations of the Chapter.

d. That the Chapter will not engage in activities, which are in conflict with, authorized activities or non-appropriated funds defined in AR 210-22.

e. That the Chapter is self-sustaining and receives no support from the Army or from defined non-appropriated funds in AR 210-22 and its supplements except as defined in AR 215-1, Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities,.

f. That the Installation Commander has authority to enforce compliance by the Chapter with conditions enumerated herein, to inquire into their activities and to withdraw consent for its existence on the installation if deemed necessary in the interest of the government.

g. That the Chapter is and shall be a financially self-sustaining, non-governmental organization or association and constituted, established and operated by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the government. The Chapter is not established nor operated pursuant to authority vested in the Army or any official thereof.

**Section 3. Liability.** The Chapter will carry no insurance. Individual members may become personally liable for the activities of the Chapter.

**Section 4. Minimum Membership.** As a minimum, Chapters will maintain a membership of ten individuals. Should membership fall below ten, the Association will be notified immediately for action by the CCRA VP for Chapters, who will report the actions of the chapter to the President and Chief Operating Officer.

## **ARTICLE II MEMBERSHIP**

**Section 1. General.** Membership in the Chapter shall be voluntary and shall consist of all officers, warrant officers, noncommissioned officers, enlisted soldiers, retired soldiers, and active/retired civilians associated with or having an interest in the Chemical Corps.

**Section 2. Discrimination.** Any membership discrimination based on race, color, sex, religion, or national origin will not be permitted.

**Section 3. Affiliation.** Association members may hold affiliation with one primary Chapter.

a. The Association will record the first Chapter a member becomes affiliated with as the primary Chapter. The primary Chapter shall be the only Chapter to receive financial compensation for any single membership.

b. Members already affiliated with a Chapter may become Associate members of other Chapters. These additional Chapters will not receive financial compensation from the Association.

c. Individual Chapters will decide on the benefits of affiliation with Chapters as an Associate member, such as receipt of newsletters or voting privileges.

d. Chapters may solicit donations from Associate members to defer cost of benefits such as newsletters but will not receive financial compensation from the Association.

### **ARTICLE III ADMINISTRATION**

**Section 1. Administration.** The administration of the Chapter shall be in accordance with the approved Constitution and Bylaws of the Chapter and other directives under the supervision of the Council Board.

**Section 2. Council Board.** The Council Board will consist of the President, Vice President, Programmer, Secretary, and Treasurer.

**Section 3. Process.** The Council Board shall carry out the purpose and objectives of the Chapter by approving transactions of business in accordance with the approved constitution and established policies, and shall make and enforce such Bylaws as are necessary for governing of the Chapter.

**Section 4. Voting.** Only elected officers shall be voting members of the Council Board.

### **ARTICLE IV FINANCES**

**Section 1. Revenue.** All revenue producing activities not derived from memberships require prior approval from the Installation Commander.

**Section 2. Audit.** The Treasurer's books are subject to audit per existing State and Army regulations.

**Section 3. Liability.** In no event will the United States government be liable for any indebtedness incurred by the Chapter.

**Section 4. Reserve Funds.** Ten percent of the gross receipts of the fiscal year will be held in reserve for the following year.

**Section 5. Expenditures.** The Council Board shall approve all expenditures for the operation of the Chapter and shall ensure all disbursements are within the purposes of the Chapter and within budget.

### **ARTICLE V PROPERTY**

The property of the Chapter shall consist of such articles as may properly come into its possession. The property shall be accounted for by the Treasurer or in accordance with sound business practices using AR 215-1 as a guide.

**ARTICLE VI  
RECORDS**

**Section 1. Secretary.** The Secretary will maintain a permanent historical file with the following.

- a. Original Constitution with all current revisions.
- b. Original Bylaws with all current revisions.
- c. Records of approval of Constitution and Bylaws and all amendments.
- d. List of Council Board members and their contact information.
- e. Current list of members with addresses.
- f. Minutes of all meetings.

**Section 2. Records.** All records of the Chapter, excluding permanent files and the uncompleted checkbook, will end each fiscal year and be held for seven years before destroying.

**ARTICLE VII  
AMENDMENTS TO CONSTITUTION**

**Section 1. Notice.** Notice of amendments to the Constitution must be submitted for consideration at a general membership meeting. It will be voted on for approval/disapproval at the next general membership meeting.

**Section 2. Amendments.** This Constitution may be amended by a majority vote of the Council Board at a duly constituted meeting of the council. Any proposed amendment by a member of the council must be in writing to the board. The board shall consider it at its next meeting.

**Section 3. Approval of Amendments.** Approval of amendments of the Constitution requires.

- a. Majority vote of all members present at a general membership meeting.
- b. The Installation Commander's approval

**ARTICLE VIII  
PROCEDURE UPON DISSOLUTION**

**Section 1. Dissolution.** A Chapter can be dissolved by an affirmative vote of a majority of the general membership present at a scheduled meeting, without any provision to meet again in the future. The funds of the Chapter, all residual assets and properties (after payment of liabilities) shall be disposed of in a manner consistent with state and local laws. This liquidation may result in a personal liability on the part of individual members. Any residual funds shall be forwarded to the Association.

**Section 2. Notice to Dissolve.** A notice to dissolve the chapter shall be forwarded to the Association. The final vote and a letter of dissolution will be forwarded to the Association.

**ARTICLE IX  
ADOPTION OF CONSTITUTION**

Adopted by the Chemical Corps Regimental Association, Chapter XXXX by resolution and written vote on {Date} at {Place}.

ORIGINAL SIGNED

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President  
Chapter XXXX

ORIGINAL SIGNED

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President  
CCRA

**10. Example of Bylaws.** The following is an example of a CCRA Chapter Bylaws:

**BYLAWS**

**ARTICLE I  
PURPOSES AND MEANS**

**Section 1. Purposes.** The fundamental purposes for which the Chapter is formed are listed.

- a. Foster appreciation for and study of the history and traditions of the United States Army Chemical Corps and understanding of their historical roles and contribution to the development and defense of the nation.
- b. Assist in raising and maintaining at a high level through education and charitable activities, the spirit of all members of the Chemical Corps, military and civilian.
- c. Provide educational opportunities for individuals and support scholarly research.
- d. Conduct its operations exclusively for charitable, educational, and scientific purposes in accordance with applicable laws and regulations.

**Section 2. Means.** Means to achieve the purposes are listed.

- a. Foster the U.S. Army Chemical Corps Regimental and historical systems.
- b. Recognize those individuals and organizations that have contributed to the skill and professionalism of the Chemical Corps and their role in developing the nation and its military leadership.

- c. Preserve, perpetuate and fund the Chemical Corps Museum, and displays and publications dealing with the history and traditions of the United States Army Chemical Corps.
- d. Conduct meetings, outings and other activities to promote, educate, and organize other means of support to the Chapter and the Association.
- f. Engage in or sponsor historical research and cooperate with accredited educational institutions, veterans associations and other organizations in furtherance of its objectives and ensure the publication of, or cause to be disseminated historical information relative to the Chemical Corps.
- g. Support other organizations, private or public, which have similar objectives.
- h. Develop and manage funds to achieve these goals.

## **ARTICLE II MEMBERSHIP IN THE ASSOCIATION AND THE CHAPTER**

**Section 1. Association Membership and Dues.** As a local extension of the Association, individuals or organizations desiring to participate as a Chapter Member must ultimately belong to the Association. Member dues are paid by the individual or organization as a requirement for membership. The Association sets the membership dues/fees and they are subject to change.

**Section 2. Chapter Membership.** At the initial Chapter creation, all current Chapter members will be considered as Charter Members. All joining afterwards are considered regular members of the Chapter and the Association. Chapters will not assess any further dues or fees from members.

**Section 3. Associate Memberships.** The Chapter will not receive financial compensation from the Association for Associate Members. Associate Members may not vote at general membership meetings. If a member chooses to change his primary chapter affiliation, the Association will be notified in writing.

## **ARTICLE III FINANCES**

**Section 1. Source.** Funds to support Chapter operation are provided by *dues rebates* from the Association based on membership. For example, upon formation of the Chapter, the Association will provide the Chapter with \$2.50 for each Charter Member.

- a. After the Chapter is formed, the Association will provide an additional \$2.50 for every new Association membership or renewal. The Treasurer of the Chapter will contact the Vice President of Membership of the Association to obtain these membership rebates.
- b. Additional fund raising activities may be utilized as directed by the Council Board to support the Chapter purposes.

**Section 2. Fiscal Year.** The fiscal year shall begin 01 January and end 31 December.

**Section 3. Use of Funds.** All Chapter funds will be used to support Chapter operations in the best interest of the Association.

- a. The Treasurer may disburse moneys up to \$100.00 for normal expenditures without Council Board approval. Any amount over that must be approved by a majority council vote.
- b. The Treasurer will account for all funds according to accepted accounting practices.

**Section 4. Financial Reporting.** The Treasurer will present for review a financial report to the Council Board at each meeting or as directed by the President. As a minimum it will include account balances, accounts due, dispersals, and any new obligations incurred by the Chapter. Additionally, an annual financial report must be sent to the Association by the last working day of each January for the previous year.

## **ARTICLE IV CHAPTER OFFICERS, POWERS, AND DUTIES**

**Section 1. Officers.** The Chapter will have as a minimum a President, Vice President, Programmer, Secretary, and Treasurer. These officers will comprise the voting Council Board. These individuals will initially be appointed by the President of the Chapter and confirmed by the Association. Follow on officers will be nominated by a nominating committee appointed by the President, and then elected by majority vote of the Chapter. Officers of the Chapter may be of any rank; military or civilian. Terms of officers will be for the fiscal year. Nominated officers will normally have one year remaining on station.

**Section 2. Powers.** These Bylaws provide for the powers of Chapter officers.

**Section 3. Duties.**

- a. President. The President is the senior officer of the Chapter and will normally preside over meetings and other functions. The President may decide matters that are unable to be determined by consensus and is ultimately responsible for the proper use of funds.
- b. Vice President. The Vice President performs the duties of President in the absence of the President and will otherwise serve as directed by the President.
- c. Programmer. The Programmer is responsible for directing all functions or activities to include fund raising.
- d. Secretary. The Secretary will maintain written records of meetings and other administrative matters as determined by the President to include membership and elections.
- e. Treasurer. The Treasurer will maintain written records and account for and disperse Chapter funds. Accepted accounting practices will be used.

**ARTICLE V  
MEETINGS AND SPECIAL ACTIVITIES**

**Section 1. Meetings.** The President will establish the frequency of Chapter meetings; however, as a minimum one meeting will be held every quarter.

- a. The agenda for meetings will be established by the Secretary in advance and will be publicized to members accordingly.
- b. Records of Meetings. Minutes of the meeting will be posted for Chapter use with a copy forwarded to the Association.
- c. The general procedure of meetings will be consistent with the principles set forth in Roberts Rules of Order Newly Revised. If desired, the President may appoint a parliamentarian at each meeting.

**Section 2. Special Activities.** These activities require the approval by majority vote of the Council Board and may be nominated by any Chapter member

**ARTICLE VI  
PUBLICATIONS AND AWARDS**

**Section 1. Publications.** The official publication of the Association is *The Army Chemical Review*. The President may authorize supplemental publications for the Chapter as required.

**Section 2. Awards.** All recommended awards will be sent to the appropriate level of approval through the Chapter as set by the Association.

**ARTICLE VII  
ADOPTION of BYLAWS**

Adopted by the Chemical Corps Regimental Association, Chapter XXXX by resolution and written vote on {Date} at {Place}.

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Name  
President  
CCRA Chapter XXXX

**11. Recession.** This is a new Constitution.

12. **Effectivity.** This Constitution takes effect upon signature of the CCRA President.

ORIGINAL SIGNED

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President  
Chapter XXXX

ORIGINAL SIGNED

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President  
CCRA