EXECUTIVE COMMITTEE POLICY MANUAL

(as of June 24, 2011)

ROA Executive Committee Policy Manual

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Introduction

The National Executive Committee has the authority to act on behalf of the Association between national meetings and to set policy for the Association not in conflict with the constitution and bylaws. Executive Committee policies shall be the policies of the Association until accomplished, revoked, or revised by a succeeding Executive Committee action. This policy manual may be amended by a majority vote of the Executive Committee.

Executive Committee Focus

The Executive Committee is a policy-driven body focused on strategic direction and is not an operational body of the organization. (Adopted by the Executive Committee June 30, 2007)

Operating Policies

- **POLICY C-1: CHARTER DEFINITIONS**

  The ROA Charter Section 190109(a)(2) reference to "national entities" is defined as those with standing membership of at least one voting member from each department or as designated by the Executive Committee.

- **POLICY C-2: NON-PARTISAN POLICY**

  ROA will maintain a neutral posture regarding the advocacy of individuals who are candidates for elected public office. Appointed public offices may be supported as authorized by the national governing body.

- **POLICY C-3: DECLARATION OF PRINCIPLES (NATIONAL)**

  Periodically, the executive director prepares an updated ROA "Declaration of Principles" designed to capsulisze the thrust of those mandates of ROA in effect at that time. Prior to publication beyond the headquarters staff, the Statement of Principles must be adopted by the Executive Committee. The president and the executive director shall determine the time and manner of publication and distribution.

- **POLICY C-4: EXECUTIVE COMMITTEE**

  - Section 1: Focus – The Executive Committee is a policy-driven body focused on strategic direction and is not an operational body of the organization.
  - Section 2: Meeting Notice – At least a 30-day notice of any meeting shall be given to each member of the Executive Committee.
  - Section 3: Minutes – After each Executive Committee meeting, the executive director shall arrange for a review of minutes and note all policy decisions which shall be added to the Executive Committee Policy Manual.

- **POLICY C-5: NATIONAL OFFICERS**

  - Section 1: Elected Officers

    (a) President Elect – The president-elect will serve as ExCom liaison to the Budget and Finance Committee.

    (b) Junior Vice Presidents – The junior vice presidents shall, at the time of their installation, be junior officers as defined by their respective services and also be reservists in an active status.

  - Section 2: Appointed Officers

    (a) Term of Office – The term of office for appointed officers shall be for the duration of the term of office of the current national president and shall continue until a replacement is appointed.

    (b) Responsibilities

    1. Chaplain – The chaplain may perform divine and nonsectarian services at any meeting of the Association and shall conduct such ceremonies as may be required.

    2. Health Services Officer – The health services officer shall keep informed through the offices of the surgeon generals of the Army, Navy, Air Force and Public Health Service of all changes pertaining to administration of the medical and dental departments with respect to reserve officers and of policies and procedures relating to dental and disability benefits and claims. The health services officer shall serve as a consultant to department health services officers regarding dental and disability problems of reserve officers.

    3. Historian – The historian shall cause to be compiled annually from the archives of the Association and from other authentic sources, a narrative history of the Association, its activities and accomplishments. The national historian shall be the principal advisor to the national president on the maintenance of the archives of the Association.

    4. International Programs Officer – The International Programs Officer shall oversee the operations of ROA's international programs, and shall have a detailed knowledge of, and extensive experience and participation with CIOR, CIOMR and UPORFA. Should the need arise, this individual must be able to self-fund international travel in connection with any of these programs.

    5. Judge Advocate – The judge advocate shall be the legal advisor to the national officers, the National Council, the National Executive Committee, other national committees and the Association, shall review proposed amendments to department constitutions and bylaws and shall bring to the attention of a department any discrepancies in its existing constitution and bylaws. The judge advocate may engage outside counsel for specialized legal assistance or for litigation, provided there is express budgetary authority for each such engagement.

    6. Public Relations Officer – The public relations officer shall advise and counsel the president and the Executive Committee concerning programs with the objective of broadly publicizing information about national security and the endeavors of the Association with respect thereto.

7. Sergeant-at-Arms – The sergeant-at-arms shall appoint deputies and will maintain order, control entry to seating in designated areas, and assist with protocol and arrangements at national meetings.
8. Treasurer – The treasurer shall be the chief financial advisor to the president and advise the Executive Committee and president on fiscal policies and management of the financial affairs of the Association; recommend budgetary and fiscal controls and fiscal report formats to the Executive Committee; monitor financial operations of the Association; and perform such other advisory functions as are incident to the office.

- Section 3: Elections

(a) Rotation – The office of president shall be rotated in the following order (1) Army, (2) Naval Services and (3) Air Force, unless the Convention upon nomination from the floor and by a three-fourths vote shall elect a president or president-elect other than the one nominated by the service section concerned, in which event the rotation of the presidency shall be suspended for one year. At the next succeeding convention, the service section whose right to rotation was suspended the preceding year shall be entitled to such rotation right without qualification and regardless of whether a member of that service section was elected to the presidency the preceding year.

(b) Campaign Guidelines –The following guidelines will govern election campaigning at national meetings.

1. No flyers, banners, stickers or other campaign material may be affixed to hotel walls, elevators, mirrors, etc.
2. Upon headquarters receiving notification of the candidate's intent to run for office, the guidelines shall be sent to the candidate.
3. Guidelines
4. Banners – Size shall not exceed 6 x 4 feet. Location and installation must be coordinated with the exhibits manager.
5. Flyers – Size shall not exceed 8½ x 11 inches. Location is limited to the registration area (with coordination of the exhibit manager), hospitality suites, service section meeting rooms and general convention meeting rooms. Flyers will not be permitted at general and section receptions and/or luncheons or dinners, or at any hotel location other than specified above.
6. Stickers – Size shall not exceed 3 x 5 inches. Location is limited to placement on the person, clothing, personal property of convention delegates and ROA guests.
7. Violation – Any delegate, guest or hotel employee is authorized to remove any banners, flyers or stickers in violation of the above guidelines.

• POLICY C-6: SERVICE SECTIONS

- Section 1: Army and Air Force – The Army and Air Force sections shall include the Federal Reserve and the National Guard components.

- Section 2: Spousal Members – A spousal member shall be considered to be a member of the service section of his or her spouse.

- **POLICY C-7: NATIONAL COMMITTEES**

  - Section 1: Appointments – As the president considers national committee appointments, every attempt should be made to include a junior officer and a warrant officer whenever possible.

  - Section 2: Committee Briefings – Chairmen of the Board of Trustees and the Insurance Committee shall brief each new Executive Committee at its first meeting after the national convention.

  - Section 3: Junior Officers Committee – The Junior Officers Committee will have purview over officer candidate issues (ROTC, OCS, etc.).

- **POLICY C-8: NATIONAL STAFF**

  - Section 1: Executive Director – The executive director shall be the chief executive officer of the Association and shall be responsible for the management of the Association under the general supervision of the president. The executive director shall employ staff necessary to carry out the work of the Association, define their duties, supervise their performance, fix their compensation within the approved budget, and assign and delegate responsibilities of management.

  - Section 2: Staff Officer Performance Annual Review – The president, assisted by the service vice presidents, shall conduct an annual evaluation of the executive director.

  - Section 3: Plans/Programs: Reviewing, Updating & Reporting – The following plans/programs will be reviewed/updated annually by the ROA Staff (with input by committee chairs where applicable): Legislation and Policy Impact Plan, Membership Plan, and the Family of Strategic Plans. Results will be briefed to the Executive Committee.

  - Section 4: Employees Pension Plan & Trust

    (a) Reaffirmed Definitions

    1. Employer: When the term "Employer" is used in the Pension Plan it is recognized that the Reserve Officers Association is the employer and the Executive Committee is the continuing body representing the Association. Thus, the term "Employer" means the Executive Committee and the president shall sign all documents as the Employer. In the event the president is not available, the executive director, as secretary to the Executive Committee, may sign for the president provided that a copy of the Executive Committee minutes approving any changes or amendments to the Pension Plan are attached in an appropriately certified format bearing the signature of the president. For the powers and responsibilities of the Employer, see Article 2.3 of the Plan document.

    2. Trustees: The trustees of the Association and the executive director shall be the trustees of the Pension Plan. The Executive Committee should formally appoint them by position as the Trustees of the Employees Pension Plan. For an explanation of the duties of the Plan Trustees, see Article 7 of the Plan.

    3. Administrator: The administrator of the Plan shall be the executive director and should be designated by position by the Executive Committee. For the duties of the Administrator, see Article 2.5 of the Plan Document.

4. Fiduciaries: For the purpose of Article 11.7, the Plan Fiduciaries shall include members of the Executive Committee, the Trustees, and the Administrator, and they should be bonded as required by regulation.
5. The Administrator Companies acts on behalf of the Employer, Trustees and Plan Administrator to professionally carry out ROA's Employees Pension Plan & investments policies in compliance with all applicable laws and regulations. Also prepare the actuarial certification, Employee notifications, cost analysis and information reporting forms.

(b) Reaffirmed Policy Terms

1. All retirement distributions will be in compliance with Section 5.7 of the Plan document as amended April 1, 1989.
2. Reaffirm the minimum pension of $125.00 monthly for all participants at normal retirement age.
3. Allow the executive director to sign for the Employer all IRS & PBGC information returns.

- **POLICY C-9: AWARDS BOARD (NATIONAL)**

◇ Section 1: Awards Board – The board shall establish overall policies and criteria for awards except to the extent criteria are stated in the establishment of the award. The board shall approve those who receive awards; however the board may delegate its approval authority to an appropriate individual or entity. When the board delegates authority to approve awards, the awards must conform to the board's established criteria.

◇ Section 2: Composition – The National Awards Board will be composed of the following:

(a) President
(b) Immediate Past President
(c) Executive Director
(d) Service Vice Presidents

◇ Section 3: Approval Required – The Awards Board's approval will be required for presentation of the following top ROA Awards:

(a) Award of Merit
(b) Distinguished Service
(c) Lewis B. Hershey Award
(d) Membership in the Brigade of Volunteers
(e) Minuteman Hall of Fame
(f) Teddy Roosevelt Heroism Award
(g) Truman Award

◇ Section 4: Citation Recommendations – Recommendations for citations should be sent to the president, as chairman of the Awards Board, or to national headquarters, for submission to the Board. Such recommendations normally would originate with departments, chapters, or national officers.

◇ Section 5: Minuteman of the Year – The nominee(s) for the individual to receive the annual "Minute Man of the Year," will be submitted by the Awards Board to the Executive Committee for final decision. All other awards listed in Section 3 do not require Executive Committee approval.

- Section 6: Brigade of Volunteers – Membership in the ROA Brigade of Volunteers shall be authorized by the Awards Board and limited to 4 per department per year following published procedures. The Awards Board may delegate Brigade of Volunteers approval to the executive director to facilitate timely award processing for department presentations.

- Section 7: Award Materials – The executive director shall maintain materials on the awards program, to include a list of awards, who is responsible for approving each award, criteria for awards and procedures to obtain them.

- **POLICY C-10: MEMBERSHIP IN THE ASSOCIATION**

  - Section 1: Extended Membership Status – If the annual membership fee is not paid by the end of the month in which due, the member concerned will be continued on the rolls in extended membership status but without right to vote or hold office until (1) the dues payment is made; (2) the member submits a written resignation; or (3) the member is dropped from the rolls after eight months. Dues payments received from extended members shall be credited from the month in which due and the member will be restored to active status as of that date. The chapter and department of the member concerned shall be notified of such actions.

  - Section 2: Honorary Life Memberships – The Executive Committee may award not more than five persons each year as honorary life members, with not more than two of those awarded being members of the uniformed services. Selection of honorary life members shall be based upon outstanding service rendered to the cause of national security. Persons eligible for active membership in the Association shall not be eligible to become honorary life members.

- **POLICY C-11: INTEGRATION OF COMPATIBLE ASSOCIATIONS**

  The Executive Committee may provide for the integration into ROA of any association whose members are eligible to membership in ROA; accept their assets, including trust funds, and assume the liabilities and obligations of such organization. Term members of that organization may become term members of ROA for existing unexpired terms of membership in that organization without further payment of dues. The Life Trust funds may be consolidated upon an actuarial study of the compatibility and upon consolidation of the two Life Trust funds. At that time a determination will be made as to the Life Membership status that will be conferred on the merger members.

- **POLICY C-12: BUDGET AND FINANCE**

  - Section 1: Banking Resolution – The standard banking resolution with financial institutions with which ROA has accounts is: "The authorized signature is the National Executive Director and a minimum of two other paid staff members as designated by the Executive Director."

  - Section 2: Budget Transfers – Beginning with the Fiscal Year 2011 Budget, withdrawals of principal from ROA's non-restricted insurance funds (commonly known as "transfers") will not exceed 10% of the total budget. In each succeeding fiscal year, the amount of such withdrawals of principal will be reduced, and such "transfers" will not be made in the FY-2015 budget or thereafter.

- Section 3: Committee Funding – Only when specifically authorized in writing by the president or the executive director, shall expenditures be authorized for: any committee not specifically funded in the budget process for the fiscal year concerned; any committee meeting during any national meeting; Executive Committee liaison members to attend committee meetings; or committee attendees who are not official members of funded committees as ratified by the Executive Committee. National Council and Executive Committee members are authorized to attend meetings of select funded national committees to which they are liaison officers.

- Section 4: Department Convention Funding – ROA pays for transportation for a national representative; the department is asked to pay for registration, food and lodging while the representative is attending the convention.

- Section 5: Insurance Premium Distribution

  (a) 5% of premiums to Reserve Contingency Fund paid quarterly by administrators from AD&D, Excess Major Medical, Cancer, Youth Life, Long Term Disability, Long Term Care and Dental.

  (b) 5% of Paid Life premiums to General Fund for insurance administration, paid annually each summer, by Executive Committee action, from any Term Life Insurance underwriting balance.

  (c) 4.8% of Paid Life premiums to General Fund for membership development and maintenance, paid monthly by administrator.

  (d) 1% of Paid Life premiums to General Fund for member services, from both Life and ReserveCare.

  (e) 4% of ReserveCare TRICARE/HIP/STR premiums and 2.1% of Medicare Supplement premiums to General Fund for membership development and maintenance, paid monthly by administrator.

  (f) Any positive underwriting balance must be distributed as determined by the Executive Committee with due consideration of recommendations by the Insurance and Financial Services Committee and requirements by the underwriters.

- Section 6: International Funds

  (a) Line items within the budget should be established to track international funds.

  (b) All CIOR/CIOMR/UPORFA registration fees used, with the exception of member's credit card fees, should be deposited directly into discretionary fund sub-accounts and should be specific as to CIOR, CIOMR, and UPORFA respectively. These should be easily identified, and should be used for no other purpose.

  (c) All disbursements for registration fees should be deducted from each respective discretionary funds sub-account.

  (d) All CIOR, CIOMR, and UPORFA dues should be paid from ROA general funds.

  (e) If the respective discretionary funds are insufficient to cover approved CIOR, CIOMR, and UPORFA approved budgeted expenses at the end of the fiscal year then the remaining requirements will be funded by the ROA General Fund.

- Section 7: Major Decision Items and Financial Commitments – Major decision items and financial commitments greater than $25,000 must be proposed fully in writing to the Executive Committee members prior to discussion and decisions.

- Section 8: National Officer Expenditures – Outgoing national officers with budgeted funds shall not spend more than 90% of their new budget from 1 April to 1 February.

- Section 9: Purchase Authority – The executive director has purchase authority of up to $25,000 without prior Executive Committee approval for contracts, building renovations and repairs, and capital expenditures. Any expenditure must be within the approved operating budget unless of an emergency nature that requires immediate action. Capital expenditures must be within the approved capital expenditure budget. The executive director shall, as soon as practicable, notify the president and the Executive Committee of any emergency expenditures which cause or may cause a possible over-run of the approved total operating budget.

- Section 10: Reimbursement of Members' Expenses from National Funds

  (a) Scope – These guidelines apply to all expenses which any ROA member seeks to have reimbursed from national funds. This includes expenses of national officers, committee members, and other members performing official duties at the national level. The guidelines also apply to reimbursement of expenses for non-ROA members when performing activities in support of the president, vice presidents, or junior vice presidents when approved by the president or executive director. Reimbursement of expenses for employees of national headquarters is covered by a separate policy promulgated by the executive director.

  (b) Purpose – These expense guidelines serve to:

    1. Help ROA members decide what expenses to claim.
    2. Assist the national staff in processing member claims.
    3. Provide uniform standards for reimbursement of expenses.
    4. Insure that national funds are used prudently.
    5. Reduce disagreements concerning which expenses may properly be claimed.

  (c) General Guidelines

    1. When Expenses are Reimbursable
       A. There are four principal budget categories used for reimbursement of members' expenses.
          (1) The president's budget encompasses the president's own expenses in the discharge of his duties, as well as attending meetings of national committees.
             (a) The Executive Committee will meet as necessary at the call of the national president.
             (b) Other national committees may hold paid meetings with the prior approval of the president. Many committee meetings, including those held in conjunction with national meetings, are normally not subject to reimbursement. If in doubt, a member should check with the president in advance.
             (c) The president may further commission individuals to perform duties to support him, and reimburse those persons from his budget.
          (2) Each vice president's budget encompasses that vice president's own expenses in the discharge of his duties, as well as attending meetings of national committees for the particular service section.
             (a) National service section committees may hold paid meetings with the prior approval of the vice president for the particular service section.

(b) A vice president may further commission individuals to perform duties to support him, and reimburse those persons from his budget.

(3) Each junior vice president's budget encompasses that junior vice president's own travel expenses in the discharge of his duties. A junior vice president may commission individuals to travel to support him, and reimburse those persons from his budget.

B. Duties in Support of ROA – Activities for which expenses may be reimbursed include those that manage the assets and resources of the Association, improve membership acquisition and retention, enhance service section activities and esprit de corps, or directly or indirectly advance the purpose of the Association to insure an adequate national security.

2. Actual Expenses — Only actual out-of-pocket expenses are subject to reimbursement. The payment of fees or honoraria to individuals out of a national officer's budget shall be subject to the prior approval of the Executive Committee.

3. Reasonable and Prudent Expenses — Bearing in mind that all monies budgeted for national officers are allocated from member dues or contributions, individuals should limit expenses to those that are reasonable and prudent in light of the specific task to be accomplished on behalf of the Association. If an individual's expenses, in whole or in part, exceed those which are reasonable and prudent, the individual should reduce his expense claim to a level which he feels is reasonable and prudent for each item claimed.

4. Double Reimbursement — An individual may be able to perform duties for which he is entitled to reimbursement of expenses from ROA as well as another organization. This practice is encouraged, as it serves to reduce claims for both organizations. However, in no case may an individual be reimbursed by ROA for expenses that are or will be reimbursed by any other organization.

5. Processing Expense Claims

A. The ROA expense claim form includes a statement that the claimant certifies that the claim complies with these guidelines.

B. No policy can anticipate every legitimate expense; moreover, the determination of whether or not an expense is justified must be made by the executive director, or his designated subordinate, upon consideration of all the facts in a particular case.

C. To be eligible for payment, expense claims are expected to be submitted within 60 30 days of the activity concerned, but no more than 10 days after the month's end (e.g. April expenses by May 10th).

(d) Guidelines for Specific Expense Categories

1. Travel Expenses

A. ROA will reimburse travel expenses for an individual performing duties on behalf of the Association. Travel expenses of other persons travelling with that individual are not reimbursed.

B. For long distances, air coach travel is recommended, and discount fares are preferred. An individual may elect to travel by other means, but travel reimbursement, including meals en route, is limited to economy air fare. Baggage fees are reimbursable, but are limited to one bag per person.

C. For local travel, including transportation to and from the airport, airport limousines or buses may be used. Taxi expenses may be appropriate when several persons share the taxi, or in the absence of convenient limousine or bus service. Personal automobile expenses are reimbursed at a standard

mileage rate, which is set by the national headquarters. Parking of personal cars at airports is also reimbursed. Valet parking is not reimbursable. Rental cars may also be justified if several persons will ride together.

2. Hotel Accommodations
   A. ROA will reimburse lodging expenses for an individual performing duties on behalf of the Association.
   B. Additional lodging expenses incurred when an individual extends an official trip for purposes other than ROA business are not reimbursed.
   C. Additional lodging expenses for other persons sharing accommodations with that individual are not reimbursed.
   D. In Washington, DC, where most paid ROA meetings are held, ROA frequently contracts with hotels in order to obtain the most economical lodging available. To enter into this contract, the Association guarantees a minimum number of nights of lodging per year. Consequently, individuals working for ROA are strongly encouraged to use only the prearranged hotel. Reimbursement for lodging will be limited to those staying in the contracted hotel at the negotiated rate.

3. Meals — ROA will reimburse meal expenses for an individual performing duties on behalf of the Association. Meal expenses for other persons sharing accommodations or travelling with that individual are normally not reimbursed. However, in those rare circumstances, reimbursement requests must include the individual(s) name(s) and purpose of the meal. In certain situations, a flat per diem rate may be used. When those situations arise, members will be advised of the per diem rate to use.

4. Special Occasions, Gifts and Entertainment
   A. On certain special occasions, a national officer responsible for a budget account may schedule a social activity, such as a dinner or excursion, in order to build enthusiasm and morale. The national officer may invite guests to that activity, or invite members to bring their own guests. It is the responsibility of the national officer to set any restrictions on the number of guests a member may invite to such a social activity. The national officer will ensure that invitations are communicated well in advance of the event, to allow travel plans to be made accordingly.
   B. A national officer responsible for a budget account may elect to present tokens of appreciation to members or other individuals for service to the Association.
   C. In planning the use of gifts or entertainment, the responsible national officer should bear in mind not only the “reasonable and prudent” rule, but also the risk of misunderstanding by other members of the Association if a gift of social activity appears unduly lavish.
   D. Such expenses will be reimbursed by the Association.

5. Other Expenses — It is the custom in ROA that members normally are not reimbursed for expenses for attending national meetings or national conventions. However, a national officer responsible for a budget account may elect to defray all or part of the expenses of a member performing significant services on behalf of the Association at a national meeting.

6. Personal Expenses — Except in unusual circumstances, personal expenses, such as laundry and cleaning, tips, room service surcharges, personal phone calls, valet parking, internet, etc., are not reimbursable.

- Section 11: Trust Funds – The executive director is authorized to maintain separate investment accounts with the institution approved by the Executive Committee for the following ROA funds: General Fund; Operations and Maintenance Fund; Building Fund; and/or other special short-term funds.

- **POLICY C-13: INFORMATION RELEASE**

  - Section 1: Association Information – ROA may decline to release any information without a written request. Following staff evaluation, the president or executive director can make a determination on each request. Although not required, when applicable, ROA should be guided by the Privacy Act and the Freedom of Information Act. ROA should not release membership lists, social security numbers, member's or vendor's addresses, insurance lists, ROA facilities users, documents or employee records without clear justification.

  - Section 2: Membership Data – The following policy applies to requests for membership data:

    (a) Elected ROA officers must originate requests. As an exception, membership data may be released to candidates for national office. This exception would include department leaders, recent national convention attendees and current registrants for the national convention upon receipt of the candidate's endorsement and approval by the Executive Services Manager.

    (b) The director of member services must approve vendor requests for membership files. The executive director and the director of member services will review and approve initial requests from new vendors.

    (c) Member Services will deny outside requests for individual member information unless accompanied by written justification. When justification is provided it will be forwarded to the member in question for approval.

    (d) Blanket requests to Member Services, such as requests for lists of all members in a department or chapter, should be routed through the appropriate department president or membership chair for approval, state a specific purpose and disavow that the list will be used to benefit another association or political candidate. This, of course, does not apply to the authorized users of the Remote On-Line Membership Reports (ROMR).

    ROA membership data is the exclusive property of the Association. Under no circumstances will another association be granted access to this data for the purpose of recruiting.

- **POLICY C-14: PUBLICATIONS**

  - Section 1: Policies – As publisher of all official ROA publications, the executive director will approve editorial policies.

  - Section 2: ROA Blog – The ROA Blog "The Reserve Officer" may be published as needed online as an outlet to advance ROA's advocacy and education missions. Only authorized bloggers as appointed by the president or executive director will post submissions to the blog. The blog will adhere to editorial guidelines established by the executive director. The blog shall not include any membership, fundraising, campaigning or other internal to ROA topic. The blog is to be a forum for all audiences to discuss and debate ROA's national security mission.

- Section 3: ROA National Security Report – The *ROA National Security Report* may be published as an insert to each issue of the magazine. [Additional outprints – for leaders in the Pentagon, on Capitol Hill, the White House, the media and students at all senior level schools of the Armed Forces – may be printed and distributed.]

- **POLICY C-15: HJR MEMORIAL SCHOLARSHIP**

  - Section 1: Awards – No change in the number of scholarships, the amount of the scholarships or the mix of undergraduate/graduate scholarships may be made without Executive Committee approval and no graduate student may obtain scholarship support for more than two years.

  - Section 2: Staff Funding – Actual staff and support expenses for the scholarship program are to be charged against that program's fund.

- **POLICY C-16: AFFINITY PROGRAMS**

  The Executive Director has authority to approve all affinity programs and partners.

- **POLICY C-17: REPORTING REQUIREMENTS**

  - Section 1: Financial Reports: Department and Chapter – All departments and chapters are required to submit financial reports for the previous fiscal year ending on 31 March. Reports are due at national headquarters (45) forty-five days later on 15 May. Instructions for completion of the reports and the report forms are on the website. Dues rebates will be paid to departments only after departments have complied with all constitution and bylaws requirements.

  - Section 2: National Committees – The following ROA committees will submit a report quarterly to the president: Communications, Education, Endowment, Membership, , Strategic Planning, Health Services, Junior Officers, Legislation, and Warrant Officers. The executive director will ensure that committee recommendations that have practical application are implemented by the national staff and briefed to the Executive Committee. Only the president can grant relief from the requirements of this paragraph.

  - Section 3: ROA Report to Members – The president and executive director will submit a combined annual progress report ("ROA Report to Members"). The report will cover the fiscal year and will be published as an insert to *The Officer* magazine.

- **POLICY C-18: NATIONAL CONVENTION**

  - Section 1: Section Meetings – Sections may have individual meetings at national conventions provided, however, that any action taken by a section to have any force or effect nationally must be approved by a general session of the convention. A quorum of a service section meeting will exist whenever 35 percent or more of departments with accredited delegates are present.

  - Section 2: Time and Place – The time and place of each national convention shall be published by the executive committee as nearly as possible to three years in advance.

  - Section 3: Votes – In national convention voting, each service section of a department shall be entitled to one vote and one additional vote for each 250 members or major fraction thereof in that service section. At least one delegate from any service section of a department must be present to cast the department's votes at meetings of that service

section, but one delegate present from a department may cast all of that department's votes at general sessions. For purposes of this policy, Association membership on 1 April as determined by national headquarters shall apply.

- **POLICY C-19: CONSTITUTION AND BYLAWS**

  - Section 1: Proposed Amendment Submission – Any proposed amendment to the Association's constitution or to bylaws shall be submitted to the president and secretary of each department and to each member of the National Council at least 90 days before the opening date of the national convention and the actual language of the proposed amendment shall be provided to the national convention at least 24 hours before it is to be considered for adoption. The Constitution and Bylaws Committee or the convention may amend any proposed amendment provided that the amendment is germane. This policy may be suspended with respect to a single resolution by a two-thirds vote of the Executive Committee.

  - Section 2: Proposed Amendment Filing – Proposed amendments to the constitution or bylaws received at ROA Headquarters not less than 30 days before the meeting of the Constitution and Bylaws Committee at a National Council Meeting shall be considered by the committee and submitted to the departments and to the next national convention.

- **POLICY C-20: RESOLUTIONS**

  - Section 1: Approval – No national ROA resolution is official (and no external publication is authorized) until it has been passed by the national convention, National Council, or Executive Committee.

  - Section 2: Democratic Process – Nothing in this policy statement shall be taken to abridge the right of the membership to adopt resolutions in accordance with the governing instruments of ROA. The Executive Committee, however, may pass resolutions that immediately become national policy mandates. These resolutions are reconsidered, in accordance with these procedures, at the next national meeting. Occasionally a proposed resolution may be drafted by members of the national staff in response to an emerging situation in Washington. These resolutions are given to the legislative counsel and considered at the national level in accordance with these procedures.

  - Section 3: Internal Governance – Matters concerning the internal management and policies of the Association are best addressed through the established governing bodies, the National Council, the Executive Committee, service sections, committees, and the staff, rather than by resolution. The resolution process should be reserved for external matters falling within the national defense clause of the Association's congressional charter.

  - Section 4: Publishing – Approved resolution procedures will be published and posted on the ROA website.

  - Section 5: Resolution Filing – No resolution may be received or acted upon by the Resolutions Committee at any national convention or National Council meeting unless the resolution was filed at national headquarters subsequent to the last national convention or National Council meeting, and not less than 15 days prior to the opening date of the next National Council meeting or national convention.

- Section 6: Resolutions Not Properly Filed; Immediate Action – A resolution which was not properly filed in accordance with Executive Committee policy may not be moved from the floor of the national convention or National Council unless immediate action thereon is necessary. Such a resolution may be adopted only by a two-thirds affirmative vote.

- Section 7: Time-sensitive Resolutions – To be considered at a national meeting, a resolution that is not properly filed must be "time sensitive. The president, acting upon the recommendations of the Resolutions Committee, and with the advice of the vice president(s), makes the determination that a resolution is time sensitive, i.e., must be acted upon immediately and its consideration cannot be deferred until the next national meeting. Time-sensitive resolutions necessarily receive much less thorough and patient consideration than those that are properly filed. Therefore, this process should be used only for true emergencies.