

**MILITARY ORDER OF THE PURPLE HEART**  
**REGION, CHAPTER & DEPARTMENT**  
**PROCEDURES MANUAL**



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# Region, Department and Chapter Procedures Manual

## Table of Contents

KEY ACTIONS FOR A SUCCESSFUL NATION-WIDE MOPH.....	8
<b>1. INTRODUCTION .....</b>	<b>8</b>
<b>2. MEMBERSHIP .....</b>	<b>9</b>
Eligibility.....	9
Applying for Membership .....	9
Dues .....	10
Military Service Records.....	10
Membership Cycle.....	11
Transfers .....	11
Membership Roster Printouts .....	11
Election Reports .....	13
Associate Members.....	13
License Plates for Purple Heart Awardees .....	13
<b>3. MANAGING VOLUNTEERS .....</b>	<b>13</b>
Politics.....	14
Delegation .....	14
Follow up after you delegate .....	14
Notice what people are interested in.....	15
Praise and Criticism .....	15
Prevent Territoriality .....	16
Prevent Burnout .....	16
LISTEN TO ME .....	17
<b>4. REGIONS, DEPARTMENTS, &amp; CHAPTERS .....</b>	<b>18</b>
Regions .....	18
Departments.....	19
Chapters .....	19
A Chapter in Good Standing.....	19
Forming a New Chapter.....	19
Restarting a Chapter .....	21

Deactivating a Charter .....	21
Chapter and Department Elections.....	22
<b>5. MEETINGS &amp; CONVENTIONS .....</b>	<b>22</b>
General .....	22
Is it necessary?.....	23
Agenda. ....	23
Meeting sites.....	23
Region Annual Meeting.....	24
Department Convention.....	24
Guidance for Chapter Selected to Run Convention.....	24
Possible Scenario.....	25
Suggested Agenda .....	25
Miscellaneous Tips For A Successful Convention .....	27
Inclusion of Other Events .....	27
Suggested Sequence for the Business Session .....	27
Chapter Meetings .....	28
General.....	28
Venue .....	29
Planning.....	29
Notification .....	29
Beginning the Meeting .....	30
Conducting the Meeting .....	30
After the Meeting.....	31
Other Ideas About the Meeting.....	31
Honoring POW/MIA Patriots at a Meeting.....	32
<b>6. FINANCES AND PROPERTY.....</b>	<b>32</b>
General .....	32
Region Finances.....	32
Department and Chapter Finances .....	32
Bonds .....	33
Request for Reimbursement .....	33
Request for Extraordinary Expense – National Officers Only .....	34
Fund Raising.....	34
Approval Process For Third Party Involvement.....	34
Use of the Viola in Fund Raising .....	35

Welfare Funds .....	35
Rebates.....	36
Life Membership Rebates .....	36
Annual Dues Rebates .....	36
Accountability of Property.....	37
Finance Reports .....	37
<b>7. MOPH PROGRAMS.....</b>	<b>38</b>
Veterans Affairs Volunteer Service (VAVS) .....	38
Youth Activities .....	38
ROTC Leadership Awards .....	38
Youth Service to Veterans .....	39
Scholarships .....	39
First Responder Program .....	40
Purple Heart Trail.....	40
<b>8. NATIONAL CONVENTION .....</b>	<b>41</b>
<b>9. NATIONAL EXECUTIVE COMMITTEE (NEC) .....</b>	<b>42</b>
<b>10. NATIONAL OFFICERS .....</b>	<b>43</b>
<b>11. REGION, DEPARTMENT, AND CHAPTER OFFICERS .....</b>	<b>44</b>
Overall Guidance .....	44
National Region Commander .....	44
Program Development.....	45
National Commander’s Meeting .....	45
First Responder Program.....	45
Regional Meeting .....	45
Region Administration .....	46
Endorsing Petitions and Charter applications related to Regional Departments.....	46
Regional Travel .....	46
Request for Extraordinary Expense .....	46
Department Commander and Staff .....	46
Department Annual Convention .....	46
Department Junior Vice- Commander Training .....	47
Department Service Officer.....	48
Motivating and Overseeing Chapter Operations.....	49
Bidding for a National Convention.....	50

Requirements for a National Convention .....	50
Preparing the Bid .....	51
Presenting the Bid .....	52
Americanism Program.....	52
Purple Heart Trail Program Support .....	52
First Responder Program Support.....	52
<b>Chapter Commander and Staff.....</b>	<b>53</b>
Commander .....	53
Chapter Administration .....	53
Hosting a Department Convention.....	54
Americanism Program.....	54
Purple Heart Trail Program Support .....	54
First Responder Program Support.....	54
Senior Vice Commander .....	55
Junior Vice Commander.....	55
Chapter Service Officer .....	55
Power of Attorney .....	55
Duties and Responsibilities .....	56
<b>12. USE OF THE PURPLE HEART: PURPLE HEART</b>	
<b>MEDAL VS. MOPH LOGO .....</b>	<b>56</b>
Purple Heart Medal .....	56
MOPH Logo .....	56
Use of Purple Heart or MOPH Logo in Fund Raising .....	57
<b>13. AWARDS .....</b>	<b>57</b>
George Washington Medallion of Merit.....	57
George Washington Spirit Award .....	58
National Commander’s Award .....	58
Patriots of the Year.....	58
Chapter .....	58
Department .....	58
Region.....	59
National Patriot of the Year.....	59
Carol Fyffe Commander’s Award.....	60
Distinguished Service Awards .....	60
Inspirational Leadership Award.....	61
Exemplary Service Award.....	61
Chapter and Department Americanism Award .....	61

The Carl H. Blanchard Americanism Award .....	61
Publications Awards .....	62
Annual Membership Awards .....	62
FY 2008 Department and Chapter Recruiting Incentive Program.....	63
Chapter Recognition.....	63
Department Recognition .....	63
National Recognition .....	63
Annual Recruiting Awards.....	63
Ad-Hoc Or One Time Awards .....	64
<b>14. GRIEVANCE .....</b>	<b>64</b>
<b>15. DISCIPLINE, TRANSFER, &amp; EXPULSION .....</b>	<b>65</b>
<b>16. RECALL OF ELECTED OFFICER .....</b>	<b>67</b>
<b>17. UNIFORMS .....</b>	<b>68</b>
Dress.....	68
Semi-Formal.....	68
Formal.....	69
Informal .....	69
MOPH Regulation Overseas Caps .....	69
<b>18. LADIES AUXILLARY, LAMOPH.....</b>	<b>69</b>
LAMOPH Reporting Requirements to MOPH National Adjutant.....	70
<b>ATTACHMENT A .....</b>	<b>71</b>
<b>Key Dates For Departments And Chapters .....</b>	<b>71</b>
<b>ATTACHMENT B .....</b>	<b>73</b>
<b>MOPH Directory of Forms and Documents.....</b>	<b>73</b>
<b>ATTACHMENT C .....</b>	<b>75</b>
<b>Purple Heart Magazine Editorial Policy .....</b>	<b>75</b>
<b>ATTACHMENT D .....</b>	<b>80</b>
<b>Chapter Public Relations Plan.....</b>	<b>80</b>
<b>ATTACHMENT E.....</b>	<b>85</b>
<b>Extracts from Robert’s Rules of Order .....</b>	<b>85</b>
<b>ATTACHMENT F .....</b>	<b>89</b>

**MOPH NOMINATION FOR PATRIOT OF THE YEAR ... 89**  
**ATTACHMENT G ..... 90**  
**POW/MIA CEREMONY ..... 90**  
**ATTACHMENT H ..... 92**  
**WHOSE JOB IS IT??? ..... 92**

## KEY ACTIONS FOR A SUCCESSFUL NATION-WIDE MOPH

- **Keeping Service to Veterans as your #1 priority in all that you do**
- Submission of scheduled reports – correct and on-time! (See Key Dates, Attachment A)
- Aggressive but enlightened recruiting of new members at every level.
- Reporting any embarrassing or potentially embarrassing development to the National Adjutant via the Department/Chapter Adjutant as soon as possible to permit appropriate administrative actions
- Use of sound interpersonal management skills to maximize retention and performance of MOPH members

## 1. INTRODUCTION

The purpose of this Manual is not to replace the Constitution and Bylaws of the Military Order of the Purple Heart (MOPH), but to provide supplementary information. While there may be some repetition of the Bylaws, those items are included so that the reader does not have to skip back and forth between documents. But readers must be aware that the Bylaws are the final authority.

Primary reference materials include:

- *Military Order of the Purple Heart Constitution, Bylaws, and Ritual* (Copy provided in Chapter start-up kit and on MOPH web-site)
- *Military Order of the Purple Heart Web Site*: [www.purpleheart.org](http://www.purpleheart.org)
- *Robert's Rules of Order* (Copy provided in Chapter start-up kit) and available for sale in the Supply Room.

Your comments and any recommended changes on this manual are welcome and encouraged. And, as a matter of policy, you'll get feedback on all your inputs. Please send them to:

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(703) 642-2054 (Fax – General)

(703) 642-1841 (Fax – Supply matters)

## 2. MEMBERSHIP

(Ref: MOPH Bylaws, Article II, “Application for Membership”)

### Eligibility

As stated in MOPH Bylaws, only recipients of the Purple Heart may be admitted to membership. It is essential that all prospective members provide documentary proof of having received the Purple Heart. A copy of a DD-214, DD-215, WDAGO 53-55, NAVPR-333, General Orders, Transmittal of Awards or other documentation specifying receipt of the Purple Heart are the preferred documents to be submitted with the application form.

**♥ Heart Beat:** A copy of the documentation must be submitted to MOPH National Headquarters to support the membership application

The Purple Heart Certificate is not sufficient proof of the receipt of the Purple Heart. This proof may be accepted if additional documents (e.g. congressional letters, newspaper articles, etc.) are provided to substantiate receipt of the Purple Heart. Any non-standard or questionable form(s) of documentation are referred to the National Adjutant for review and final decision.

If a prospective member states that he or she was wounded but was not awarded the Purple Heart, the individual must have his or her service records corrected with the individual’s service MOPH Service Officers are familiar with procedures to assist in the process.

On rare occasions, candidates for MOPH membership may not be whom they seem to be, sometimes concealing a less than honorable discharge from the service or even a period of incarceration. Chapters screening applicants do not need to be paranoid, but careful scrutiny of offered documentation should always be conducted.

### Applying for Membership

Purple Heart recipients can currently apply for membership only by mail. Download an application by going to Attachment B, *Membership Related Forms*, and click on form “Membership Application (Purple Heart Recipient.”) Complete the form, include your dues, attach a copy of the appropriate documentary proof, and mail to MOPH Headquarters, Attn: Membership, 5413-B Backlick Road, Springfield VA 22151-3960. The application will be reviewed to confirm eligibility status, and if valid, membership will be activated. The process takes about two weeks to complete once the application is received.

## Dues

(Ref: MOPH Bylaws, Article XII, Dues)

Annual and Life Member dues are established by the National Convention and appear on the current membership application form. Setting of dues by the National Convention does not preclude a Department or Chapter from establishing a dues assessment for each member over and above national dues. If such an assessment is established, the amount should be nominal and spelled out in the Department or Chapter Bylaws.

Life Member dues may be paid in full by check, credit card, or by the Partial Payment Plan. The Partial Payment Plan requires an initial payment of at least \$25.00, and subsequent payments of at least \$25.00 with the final payment due on or before the following 30 June. Please be aware that the last payment must be made by 30 June regardless of when the plan was started. For example, if the plan was started on 15 August 2007 or on 15 March 2008, final payment for both starts would be June 30, 2008. A member who fails to complete payment by 30 June will revert to Annual Member status, and will be refunded the difference between what the member paid and annual dues, minus a \$10.00 administrative fee. No refund is made of a minimum payment of \$25.00.

## Military Service Records

As military service records, particularly the DD-214, are critical to adjudicating memberships to the Order, here are the two basic ways to obtain them: by *mail* or by *internet*. Military Records are in the custody of over fifteen different depositories across the country - all listed on the Standard Form 180, *Request Pertaining to Military Records*.

Both ways are covered in detail at [www.purpleheart.org](http://www.purpleheart.org) – go to “Links of Interest,” then “Veteran Affairs,” and end at “National Personnel Records Center (NPRC).” Here you can download SF 180 for submission by mail or submit a digital request to NPRC via the eVetRecs System. Some other guidance:

- Double check the address of the repository of interest under “Location of Military Records” in the SF 180. The wrong address will delay or prevent a response.
- Be sure to detail exactly what records you want in the appropriate section of the form.
- If the veteran suspects that his or her records may have been involved in the 1973 fire at NPRC, also include; place of discharge, last unit of assignment, and place of entry into the service.
- And remember that only the service member, guardian, or next of kin can sign the form (Next of kin consists of un-remarried widow or widower, son or daughter, father or mother, brother or sister of deceased veteran).

## Membership Cycle

Annual dues cover annual memberships for 12 months. Annual members' renewal dates fall either on the 15<sup>th</sup> day or the last day of the month. Headquarters sends renewal notices to annual members twice, 60 days and 30 days before the renewal date.

Unpaid Annual Members become delinquent 30 days after the renewal date and are dropped from the rolls 60 days following their renewal date. We notify chapters and departments each month of non-renewed and/or dropped members.

♥ **Heart Beat:** Annual Members who are considered delinquent will not be allowed to vote or hold office. They cannot be counted for delegate strength at Department conventions.

## Transfers

Members who wish to transfer from one Chapter to another or wish to become a Department Member-At-Large must submit a **MOPH Transfer Request** to which can be downloaded from the "Directory of Blank Forms," MOPH website, [www.purpleheart.org](http://www.purpleheart.org).

Members are not transferred without the member's signed request, except under two circumstances

- The National Adjutant may reassign members of a *Defunct* Chapter (*Article I, Section 10 of the MOPH Bylaws*).
- A member may be transferred as a result of disciplinary action (*Article XV, Section 13 of the MOPH Bylaws*).

In all transfer request cases, the receiving Chapter has the authority to reject the transfer. In such cases, MOPH National HQ (Membership) must be notified within 30 days that the member is not accepted. MOPH will then assign the member to another Chapter or to Member-At-Large status. Departments may not refuse to accept a Member-At-Large residing in that state.

If the receiving chapter accepts the member, no notice to National HQ is needed; you just delete the Patriot from your Chapter roster and send any documentation on the member to the gaining Chapter.

## Membership Roster Printouts

A complete membership roster is mailed by MOPH National HQ (Membership) to each Chapter and Department Adjutant in January and July. Any changes in membership information between those dates are sent monthly to the Adjutants.

It is the responsibility of Chapter and Department Adjutants to keep records up to date and to report to MOPH National HQ (Membership) any discrepancies in the data base. Data may be incomplete on members who joined some time ago, so Adjutants should provide any missing information (war wounded in, military service, etc.) on them for the database.

**The printouts are easy to follow if you keep in mind a few simple codes:**

Starting from the left, you will find the member number:

**Life members** begin with **L**  
**Annual members** begin with **0**  
**Annual Associate members** begin with **0A**  
**Life Associate members** begin with **AL**

The next column is the status column. If there have been any changes during the year, one of these codes will appear:

**N = New**  
**C = Converted from Annual to Life**  
**D = Deceased**  
**F = Former Member Re-instated**  
**R = Annual Renewal.**

The following columns are for name, address/email, telephone number, birth date, date of joining MOPH, Region, Department, Chapter and member type:

**AM** = Annual Member  
**LM** = Life Member  
**AS** = Associate Member

The next column lists month and year paid. Remember, the fiscal year starts in July and ends in June.

01 = July	07 = January
02 = August	08 = February
03 = September	09 = March
04 = October	10 = April
05 = November	11 = May
06 = December	12 = June

Any payments received after July 1<sup>st</sup> are shown as paid during the following year. For example, a member who renews in July 2007 is shown as paid in 01 08.

War wounded in and Service columns follow. For example; W2/AR means the Patriot was wounded in World War II in the Army, VN/MC means the Patriot was wounded in Viet Nam while in the Marine Corps.

Bad Addresses are indicated in address line 2.

**Last Update**, listed under Region, Department, and Chapter number, is the date that a change was last made to the record (e.g., 0908 is the 3<sup>rd</sup> month of FY2008, September 2007). The change could be related to an address/email, dues paid, or a member's status, i.e., death, transfer or a new position.

**Transfers** are listed under Region, Department and Chapter. The roster shows the Chapter from which the member was transferred and the date of transfer (calendar year, not fiscal year).

## **Election Reports**

Election Reports must be submitted to MOPH National HQ when due, and are crucial to the success of a Department or Chapter. A timely, accurate Election Report is the criteria for dues rebates, votes at Conventions, and other matters.

**NO ELECTION REPORT = NO REBATE MONEY!!!**

**NO ELECTION REPORT = NO VOTE !!!**

♥ **Heart Beat:** Forms for both the Chapter and Department election results can be found on the Order website, [www.purpleheart.org](http://www.purpleheart.org). Go to the right side of the home page and open Directory of Blank Forms. Look for the two forms under “Annual Chapter and Department Report Forms” and click to download.

## **Associate Members**

*(Ref: MOPH Bylaws, Article XVIII, provides specific information on Associate Members)*

Associate Membership may be granted to parents and lineal descendents of a living or deceased recipient of the Purple Heart. Siblings are not eligible for Associate Membership. Life Associate Memberships are available to Associates 18 years of age or older.

An Associate Member has all the privileges of an active member of MOPH, except that he or she may not hold an elected or appointed office, or vote on business or elections. Associate members wear the oval George Washington emblem on their cap, not the Purple Heart emblem.

Documentation of the relationship to the Purple Heart recipient must accompany an application for Associate Membership unless the Purple Heart recipient is an active member of MOPH and signs the application certifying the relationship. Application form for Associate membership is at Attachment B, just click on the form to download.

## **License Plates for Purple Heart Awardees**

Most states offer a special license plate for recipients of the Purple Heart, usually at no charge. If a member is comfortable with being so identified, display of the plate will honor the individual and indirectly promote MOPH at the same time. Member's DD Form 214 will be part of the application process to verify award.

## **3. MANAGING VOLUNTEERS**

The majority of Purple Heart members are unpaid volunteers who execute the various functions that provide a myriad of services to the Order. One big difference between managing volunteers and managing folks in the commercial or military world is the absence of real authority – you have to use a different more interpersonal approach to

get goals accomplished. Managing volunteers may not be a technical craft in the same sense as computer programming, but it is a craft in the sense that can be improved through study and practice. Here are some specific techniques for managing volunteers:

## **Politics**

If you consider “politics” a dirty word, and hope to keep your organization free of it, give up right now. Politics are inevitable whenever people have to cooperatively manage any process or task. Politics is simply what happens when people disagree, and successful projects are those that evolve political mechanisms for managing disagreement constructively.

## **Delegation**

Delegation is not merely a way to spread the workload around; it is also a political and social tool. Consider all the effects when you ask someone to do something. The most obvious effect is that, if he accepts, he does the task and you don't. But another effect is that he is made aware that you trusted him to handle the task. Furthermore, if you made the request in a public forum, then he knows that others in the group have been made aware of that trust too. He may also feel some pressure to accept, which means you must ask in a way that allows him to decline gracefully if he doesn't really want the job. If the task requires coordination with others in the project, you are effectively proposing that he become more involved, form bonds that might not otherwise have been formed, and perhaps become a source of authority in some sub domain of the project. The added involvement may be daunting, or it may lead him to become engaged in other ways as well, from an increased feeling of overall commitment.

Because of all these effects, it often makes sense to ask someone else to do something even when you know you could do it faster or better yourself. Of course, there is sometimes a strict economic efficiency argument for this anyway; perhaps the opportunity cost of doing it yourself would be too high – there might be something even more important you could do with that time. But even when the opportunity cost argument doesn't apply, you may still want to ask someone else to take on the task, because in the long run you want to draw that person deeper into the unit's activities, even if it means spending extra time watching over them at first. The converse technique also applies: if you occasionally volunteer for work that someone else doesn't want or have time to do, you will gain his good will and respect. Delegation and substitution are not just about getting individual tasks done; they're also about drawing people into a closer commitment to your unit.

## **Follow up after you delegate**

When you ask someone to do something, remember that you have done so, and follow up with him no matter what. Most requests are made in public forums, and are roughly of the form: “Can you take care of X? Let us know either way; no problems if you can't, just need to know.” You may or may not get a response. If you do, and the response is negative, the loop is closed – you'll need to try some other strategy for dealing with X. If

there is a positive response, then keep an eye out for progress on the issue, and comment on the progress you do or don't see (everyone works better when they know someone is appreciating their work). If there is no response after a few days, ask again or indicate in an office summary the non-response and that you're looking for someone else to do it. Or just do it yourself, but still make sure to say that you received no response to the initial query.

The purpose of publicly noting the lack of response is *not* to humiliate the person, and your remarks should be phrased so as not to have that effect. The purpose is simply to show that you keep track of what you have asked for, and that you notice the reactions you get. This makes people more likely to say yes next time, because they will observe (even if only unconsciously) that you are likely to notice any work they do, given that you noticed that someone failed to respond.

## **Notice what people are interested in**

Another thing that makes people happy is to have their interests noticed – in general, the more aspects of someone's personality you notice and remember, the more comfortable he will be, and the more he will want to work with you. Determining the interests of your folks can be tricky – for example, electronic media can be very deceptive: you may sense an atmosphere of shared purpose when, in fact, it's shared only by the people you happen to be talking to, while others have completely different priorities.

The more aware you are of what people want out of the Department or Chapter, the more effectively you can make requests of them. Even just demonstrating an understanding of what they want, without making any associated request, is useful in that it confirms to each person that he or she is not just another particle in an undifferentiated mass.

## **Praise and Criticism**

Praise and criticism are not opposites; in many ways, they are very similar. Both are primarily forms of attention, and are most effective when specific rather than generic. Both should be deployed with concrete goals in mind. Both can be diluted by inflation; praise too much or too often and you will devalue your praise; the same is true for criticism, though in practice, criticism is usually reactive and therefore a bit more resistant to devaluation.

Most people respond pretty well to criticism that is specific, detailed, contains practical remedial advice, and have a clear (even if unspoken) expectation of improvement. If someone doesn't improve in response to criticism, the solution is not more or stronger criticism. The solution is to remove that person from the task or position involved, in a way that minimizes hurt feelings as much as possible for the good of the individual as well as the unit.

Praise won't hurt anyone's feelings, of course, but that doesn't mean it should be used any less carefully than criticism. Praise is a tool: before you use it, ask yourself *why* you want to use it. As a rule, it's not a good idea to praise people for doing what they usually do, or for actions that are a normal and expected part of participating in the group. If you were to do that, it would be hard to know when to stop: should you praise *everyone* for doing the usual things? After all, if you leave some people out, they'll wonder why. It's much better to express praise and gratitude sparingly, in response to unusual or unexpected efforts, with the intention of encouraging more such efforts. When a participant seems to have moved permanently into a state of high productivity, adjust your praise threshold for that person accordingly. Repeated praise for normal behavior gradually becomes meaningless anyway. Instead, that person should sense that her high level of productivity is now considered normal and natural, and only work that goes beyond should be specially noticed.

## Prevent Territoriality

Watch out for members who try to stake out exclusive ownership of certain areas in Department or Chapter activities and who seem to want to do all the work in those areas, to the extent of aggressively taking over the work that others start. Such behavior may even seem healthy at first. After all, on the surface it looks like the person is taking on more responsibility, and showing increased activity within a given area. But in the long run, it is destructive. When people sense a "no trespassing" sign, they stay away. This results in a reduced review in that area, and greater fragility, because the lone developer becomes a single point of failure. Worse, it fractures the cooperative, egalitarian spirit of the project. The theory should always be that any member is welcome to help out on any task at any time. Of course, in practice things work a bit differently: members do have areas where they are more or less influential, and others will defer to them. But the key is that this is all voluntary: informal authority is granted based on competence and proven judgment, but it should never be actively *taken*.

## Prevent Burnout

Members will resign a position, give up on a task, or even leave the Order for many reasons, but one that can be mitigated is "burnout." Here are some effective practices for preventing volunteer burnout:

- Know your members – really know them – military history, family, civilian job, hobbies, etc.
- Make sure that the position or task of the member directly relates to the Department or Chapter mission
- Make success achievable by
  - Ensuring the member has the knowledge/skills to complete the task
  - Assigning a major task to more than one member to spread out the workload
  - Standing ready to assist your members whenever necessary
- Keep lines of communication open, with the burden of any lapses on your shoulders
  - Always respond to a member's inquiry in a timely and thorough manner – return phone calls or e-mails within 24 hours
  - Be thorough in explaining each member's responsibilities

- Address members by name as often as possible, promoting a personal connection
- Keep the commitments you make – provide requested information, address any issues surfaced, and keep scheduled appointments
- Make s members know they can say “no” if they are feeling overextended or overwhelmed
- Make sure the work environment isn’t taxing
- Provide services to help with emotional overload
- Acknowledge their work (see **Praise and Criticism** above)
- Recognize their efforts – one of the best ways to make a member feel appreciated. Some simple forms:
  - Give them stress relief kits (tea, candy, stickers)
  - Recognize birthdays and special events
  - If appropriate, write them up for a local publication
  - Mention any special achievement at a unit meeting
  - Bring them coffee (or their favorite drink)
  - Have the unit officers choose a member of the month
- Be prepared to make changes as you analyze any troublesome situation

## **LISTEN TO ME**

**I’m the guy who asked to join your organization. I’m the guy who paid his dues to join your organization.**

**I’m the guy who stood up in front of all of you and promised to be faithful and loyal.**

**I’m the guy who came to your meetings and no one paid any attention to. I tried several times to be friendly to some of the fellows, but they all had their own buddies they talk to and sit next to.**

**I sat down several times but no one paid any attention to me. I hoped very much that someone would have asked me to take part in a fundraising project or something, but no one saw my efforts when I volunteered.**

**I missed a few meetings after joining because I was sick and couldn’t**

**be there. No one asked me at the next meeting where I had been. I guess it didn't matter much to the others whether I was there or not.**

**The next meeting I stayed home and watched TV. The following meeting no one asked me where I was when the last meeting was held.**

**You might say I'm a good guy who holds a responsible job, loves his community and country.**

**You know who else I am?**

**I'M THE GUY WHO NEVER CAME BACK!**

*Author Unknown*

## **4. REGIONS, DEPARTMENTS, & CHAPTERS**

*(Ref: MOPH Bylaws, Article I provides specific information regarding Regions, Departments and Chapters.)*

### **Regions**

*Region I – Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont and Virginia*

*Region II – Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Nebraska, Ohio, West Virginia and Wisconsin*

*Region III – Alaska, Idaho, Montana, Oregon, North Dakota, South Dakota, Washington and Wyoming*

*Region IV – Alabama, Florida, Georgia, Mississippi, North Carolina, Puerto Rico, South Carolina and Tennessee*

*Region V* – Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma and Texas

*Region VI* – Arizona, California, Guam, Hawaii, Nevada and Utah

## Departments

Departments may be organized where they are three or more active Chapters, with a minimum combined membership of 100 members in good standing.

Two or more states can form a Regional Department if the states do not meet the minimum standard of three or more Chapters, or a combined membership of 100 members. Examples are Northern New England (NNE) composed of Maine, New Hampshire, and Vermont, and Wyoming (WY) that has Wyoming and South Dakota. A Pacific Department, AP, is being considered, but won't be activated until other territories join Guam, the only current Pacific entity

## Chapters

### A Chapter in Good Standing

A Chapter must have a minimum of twelve (12) members in good standing and three (3) officers; Chapter Commander (elected), Finance Officer (elected) and Adjutant (appointed).

### Forming a New Chapter

- A Chapter may be formed on the application of twelve (12) or more individuals eligible for active membership in MOPH. Current members who reside in the vicinity of the new chapter but belong to another chapter further away may be invited to join the new chapter and may be charter members in the new Chapter.

♥ **Heart Beat:** This start up number of 12 eligible individuals may include transfers.

- The Department Commander must grant permission to start a Chapter when the Chapter is in a state that is a Department. Permission must be granted by the Region Commander if the state is not a Department.
- The Charter application must be signed by the Department Adjutant if the state is a Department. If the State is not a Department, the Region Commander or Chief of Staff must sign the Charter application.
- A member willing to form the new Chapter is designated the *Organizer*. A *Starter Kit* is sent to the *Organizer* by the MOPH National Headquarters when permission is granted by the Department or Region. The kit includes a Charter Application, Election Report, Brochures, Transfer Forms, Deceased Reports, Bylaws, Robert's

Rules of Order, Form SS-4 for Federal Tax ID number, Supply List, Supply Order forms, Recruiting and Advertisement materials; Associate Member Applications; Member Benefit brochures; and Purple Heart Magazines.

- The new Chapter must obtain a Federal Tax ID Number (FEIN), using the IRS Form SS-4 from the *Starter Kit*. Departments and Chapters may not use Tax ID Number of MOPH National Headquarters or the Tax ID Number of any other Department or Chapter. When applying for a Tax ID Number, use the MOPH Group Exemption Number (GEN 1495) indicated on the sample form when applying. Report your Tax ID Number to National Headquarters when received from IRS.
- A number for the new Chapter will be assigned by National Headquarters. Once the number is assigned and the Chapter is chartered, the Chapter number is not used for any other location and there can be no duplication of Chapter numbers.
- Chapters must choose a name; recommend that you form a small committee to research and recommend appropriate names for the membership to consider. The name could be combat related, a geographic location, or the name of a deceased local hero which would foster closer relations between the Chapter and its host community. If you choose a deceased person, written permission to use his or her name must be obtained from the closest relatives. No Chapter can be named after a living person.
- The new Chapter may hold organizational meetings and elect officers, but they cannot be installed until the Chapter is instituted. The officers may be installed on the same day, but following Charter institution. Any annual dues rebates for the Chapter being held in the MOPH escrow account (18 months limitation) will be sent after the institution of the Charter is complete and the Chapter Election Report is received by the MOPH National Headquarters.
- The Charter Application must be submitted to the MOPH National Headquarters at least two weeks prior to the Chapter installation in order for members to be processed, the Charter to be printed, and returned to the Chapter. The Charter Application may be forwarded before all names of Charter Members are listed. (All member names listed in the national database and assigned to the organizing chapter will be listed on the charter when it is made.)
- A date must be set for the institution of the Chapter, and National Headquarters notified of the date. The official institution date will be inscribed on the Charter. Since this is a very important event, send invitations to all Department, Region and National officers, as well as appropriate local officials. Well organized publicity of this event may bring in additional members.
- A Charter Application may be forwarded to National Headquarters with a request to hold the Charter for 30 to 90 days to add members. The Charter date can be provided at a later date.

- Newly installed Chapters receive, at no charge: three copies of the Military Order of the Purple Heart Constitution, Bylaws, and Ritual; one Chapter Commander pin; one MOPH & American flag desk set; and, the Chapter Charter.
- No fee is charged for new chapter formation, name changes or reissued charters.

## Restarting a Chapter

An inactive Chapter can usually become active again by making some simple changes. For example, change the meeting time and location, and identifying individuals willing to assume leadership positions. A Chapter can be re-activated by simply starting to meet again, and by sending a current Chapter election report to MOPH National HQ. A Chapter must have a minimum of twelve (12) members in good standing and three (3) officers to remain active - Chapter Commander (elected), Finance Officer (elected) and Adjutant (appointed).

## Deactivating a Charter

(Ref: MOPH Bylaws, Article I, Section 8, Surrender of a Charter and Article III, Section 3, Quorum)

A Chapter that is not active, i.e., no current election report and no longer meeting, may be declared *Defunct*. A Chapter cannot, however, be declared defunct unless a quorum of five (5) Chapter members votes to surrender the Chapter Charter. Further, a Chapter cannot be declared defunct as long as twelve (12) active members in good standing request the continuance of the Chapter.

To declare a Chapter defunct, the Department Commander or Adjutant must write to each Chapter member stating the status of the Chapter and request that someone steps forward to lead the Chapter. The letter should also suggest that members transfer to another Chapter and include a Transfer Request Form.

If enough members request a transfer and the Chapter is *under strength* (that is, the Chapter has fewer than 12 members), the Chapter can be declared *Defunct* by the Department Commander. The Department Commander reports the action to the MOPH National HQ (Membership). The balance of members who did not request transfer is declared Members-at-Large and the Chapter will be de-activated and closed.

If a Chapter is declared defunct, the property (flags, charter, etc.) and funds are transferred to National HQ for eighteen (18) months. If the Chapter is restarted within 18 months, the funds revert to the Chapter; otherwise, the funds are transferred to the Department's general fund.

## Chapter and Department Elections

(Ref: MOPH Bylaws, Article IV, Section 3 & Article VIII, Section 6, Elected & Appointed Officers)

The MOPH Bylaws establish elected and appointed Chapter and Department officers as follows:

### Chapter

#### Elected by Chapter Members

Commander  
Senior Vice-Commander  
Junior Vice-Commander  
Finance Officer  
Judge Advocate  
Sergeant -At-Arms  
Trustees (three)

#### Appointed by Commander

Adjutant  
Service Officer  
Welfare Officer  
Americanism Officer  
Historian  
Chaplain  
Department Ex Committeemen (one)  
Alt Department Ex Committeemen (one)  
Surgeon  
Color Bearers  
Bugler

### Department

#### Elected at Annual Convention

Commander  
Senior Vice-Commander  
Junior Vice-Commander  
Finance Officer  
Judge Advocate  
Inspector  
Sergeant-at-Arms

#### Appointed by Commander

Adjutant  
Service Officer  
Legislative Officer  
Welfare Officer  
Historian  
Chaplain  
Americanism Officer  
Surgeon  
Chief of Staff  
Deputy Chiefs of Staff  
National Executive Committeeman  
Alternate NEC

## 5. MEETINGS & CONVENTIONS

### General

Whether you're running a large formal convention, a Department or Chapter meeting, or just some ad hoc informal meet for MOPH business, there are certain generic guidelines to be followed that will optimize success and keep all concerned pleased with the results. A lot of collective MOPH time is spent in meetings; make it count.

**Is it necessary?** Since meetings consume the time of both presenters and attendees, often taking them away from their regular jobs, and are costly due to travel, lodging, food, and administrative support, you must ask that question - no matter the size or history of the event. It's very easy to fall into the comfort zone of scheduling meetings on a regular basis or just to "get together to see what's going on." If there's no reason to meet or the issue or business can be handled via phone-conference, e-mail or letter, then don't meet!

**Agenda.** Be sure to have a surgical agenda – tight, no frivolous subjects, hone to the Order's business. This is needed to determine the minimum amount of time required for the meeting and whether or not sub-meetings are required to cover the items. It's usually effective to send the proposed agenda to a sample of scheduled attendees for their inputs – often issues look different from the bottom than from the top.

♥**Heart Beat:** If any attendees will be responsible for reports or briefings at the planned meeting, advise them of such tasking by separate correspondence and request summaries of their work prior to the event so appropriate details can be included in the program

**Meeting sites.** Pick a site most convenient to the majority of the attendees to minimize transportation costs and facilitate attendance. Hotels at airports are good bets for big conferences, while local VFW, American Legion, Church or school facilities are suitable for the smaller Chapter meetings.

For big meetings, try to find a site where lodging, food, and conference facilities (including AV support) are collocated. You can usually get a discount on various requirements if you take package deals. If sub-meetings are necessary, then the selected site must have break-out rooms where attendees can gather for their particular subject.

On food, go for a reasonable buffet to be served in the meeting space so that you can continue to work while dining. The food will usually be positioned late morning and then can be eaten as the meeting continues without the disruption of going to another room. If you're not going to eat as a group, plan to break and allow attendees find their own food, and then give them enough time to do so in the schedule. Be sure to provide the location and menus of near-by restaurants.

♥ **Heart Beat:** Food costs are usually not reimbursable. If you decide to eat as a group, one solution is to charge each attendee a modest fee to cover coffee/drink service and lunch. Be sure to mention that fee when the meeting is announced.

It is realized that sit-down dinners must be held for some formal occasions, but recommend that such events be limited due to cost and effort to arrange.

## **Region Annual Meeting**

(Ref: *MOPH Bylaws*, Article I, Section 1)

Each Region Commander will have a yearly meeting in October, selecting a date and place that doesn't conflict with any other scheduled conference. The primary attendees at this meeting will be the Region's Department Commanders and any key Department staff officers that can contribute to the meeting. In addition to the considerations listed in the **General** paragraph above:

- Plan for a one day meeting to limit the agenda to really important issues and to avoid costly overnight stays.
- The National Commander or his designee will attend the meeting and address national issues and developments.

## **Department Convention**

Department Commanders can have ad hoc meetings whenever necessary, but the most important meeting is the annual Department Convention, set up and run by one of his Chapters. The Department Commander must set the date/s, designate the responsible Chapter, and provide that Chapter with appropriate guidance.

## **Guidance for Chapter Selected to Run Convention**

- You need to begin preparations as soon after notification as possible, even if it's a year away.
- Thoroughly read Part III of the Bylaws concerning conduct of a meeting. The information contained in "Chapter Meetings" is applicable to running a Department Convention.
- The annual Department Convention must be held between May 1 and June 30, according to the Bylaws. Remember, there are three holidays (Mother's Day, Father's Day, and Memorial Day) in that time frame and you must work around them to maximize attendance.
- Organize an activity calendar, showing task, due date, and responsible Chapter member/s.

## Possible Scenario

Date	Action
<b>August 1</b>	Meeting venue decided. Prices negotiated for sleeping and meeting rooms. Publicity
<b>September 1</b>	Committee named and organized. First meeting held. Publicity chairman notifies each Chapter Commander and Adjutant as well as Department Officers concerning dates and venue of Convention. Chapter or Department Commander notifies National Headquarters of dates and venue of Department Convention to facilitate scheduling of National Officers to attend.
<b>October 1</b>	Committee meets to discuss progress.
<b>Winter</b>	Chapter Commander and Adjutant attend DEC and pass out publicity materials to the other Chapters.
<b>February 1</b>	Publishing Chair organizes convention book and sets rates for advertising. Cut off date for an ad is 4 weeks prior to Department Convention. Guest speaker committed.
<b>April 1</b>	Chapter Commander sets agenda and has it approved by Department Commander. Convention book organized and ready for print Obtain the Memorial roster.
<b>May 1</b>	Committee meeting to discuss progress and last minute issues.

## Suggested Agenda

Over many years, some Departments have developed their own ritual and may not want to change. However, the Constitution and Bylaws are clear as to the ritual. Following is a suggested agenda and explanation of each item:

Day	Item
<b>Day 1</b>	Travel in. DEC meets to discuss the upcoming budget as well as the prior year budget. They address any old business remaining from the last DEC.
<b>Day 2-3</b>	Convention begins:  Opening Ceremonies. . . . . Host Welcome. . . . . Department Commander Comments. . . . . Visitors Old Business . . . . . Department Commander New Business. . . . . Department Commander Chapter Reports. . . . . Chapter Commanders Nominations. . . . . Department Adjutant



## Miscellaneous Tips For A Successful Convention

- Sometime during your Convention, ask your National Service Officer to address the body regarding new benefits, changes or any other issues pertinent to veterans.
- Ask local military including Reserves, Guard and Regulars, to speak to your Convention regarding current issues.
- Ask your Convention and Tourist Bureau for trinkets such as key tags, coffee mugs, writing tablets, etc. These can be enclosed in “ditty” bags for the registrants. Banks, super markets, and other local businesses may donate promotional items such as rulers, pencils, pens, etc, if asked. Talk with local restaurants and ask for discount or gift cards that can be awarded to attendees.
- Hold a raffle drawing for fund raising. Get donated items from local businesses such as hotels, car dealers, etc. Then raffle them at the Convention.
- Some Departments have long-standing traditions associated with Department Conventions; others may involve only a business meeting of a few hours. No matter the form or duration of the Department Convention, certain items of business and ceremony must be accomplished if a Department Convention is to be successful and conducted in a manner appropriate to MOPH.

## Inclusion of Other Events

Department Conventions should include events other than just the *Business Session* and Social Event(s):

- The Department Finance Committee should meet prior to the business session to complete a financial report for the previous year, including the results of an audit.
- The Department Executive Committee should meet prior to the business session to ensure that the agenda includes all matters or issues that should be addressed.
- After the business session, the Department Executive Committee should meet to elect members to the Department Finance Committee, if one has been established.
- After the business session, a Department Finance Committee should meet to elect a Chair for the following year.

## Suggested Sequence for the Business Session

This suggested sequence of events and activities for the business session of a Department Convention is slightly different than a Chapter meeting sequence:



	<b>Invocation</b> <b>Introductions</b> <b>Guest Speaker</b>
<b>Finance Report</b>	<b>Committee Reports</b>
	<b>Reading of Orders and Communications</b> <b>Unfinished Business</b> <b>New Business</b> <b>Election of Officers</b> <b>Good of the Order</b> <b>Installation of Officers</b> <b>Closing Prayer</b> <b>Salute the Colors</b>

The remarks of a guest or the presentation of a program should be scheduled based on the schedule of the guest and the time allocated for the presentation or a program. Depending on the guest, his or her presentation could be scheduled after introductions and prior to the nitty-gritty business of the Order, or after various reports. If the Guest is not a member of MOPH, it may be in the best interests of the guest, as well as the Department, to have his or her presentation prior to normal business.

Please consider the personal needs and attention span of those present, and have short breaks on a frequent basis. A Convention should never be a marathon to see who can hold out the longest before a break.

## Chapter Meetings

(Ref: *MOPH Bylaws, Part III, "Ritual and Manual of Ceremonies,"* provides detailed guidance for the conduct of Chapter Meetings.)

### General

Chapter meetings are the most important meetings in the MOPH world. The National, Region and Department meetings mainly deal with yesterday and tomorrow, but the Chapter meetings deal with today! All of MOPH's most important services to the veteran are delivered by the National Service Program and Chapters, with the critical phase of recruitment at the Chapter level.

**♥ Heart Beat:** You must have a quorum for an official meeting – five active members in good standing, qualified to conduct business, constitutes a quorum.

## **Venue**

To organize a Chapter meeting, the Officers need to make a few decisions that will have an impact on participation.

First, when will the Chapter meet? With an aging membership, many of our Patriots have trouble with night vision and cannot see to drive at night. So the ideal time to meet is in the morning. Since mornings are restricted to only those who are not currently retired, that leaves the weekend. Saturday morning is probably the best as there doesn't seem to be many conflicts. Next would be an evening meeting during the week.

Second, where do we meet? Small Chapters can meet in homes if they feel that is appropriate. However, larger Chapters need to seek out more formal meeting spaces (preferably at no or low cost), such as in:

- Neighborhood churches
- Local government centers
- Nearby military installations, particularly VA and National Guard
- Other veteran organizations, American Legion, VFW
- Fraternal organizations, Masons, Redmen, Elks
- Commercial firms with meeting facilities (last resort because of cost).

Each type of facility has pros and cons. The key is to make it as central to your membership as possible.

## **Planning**

A well organized and planned meeting will be welcomed by all Patriots, so begin planning your meeting well in advance. The actual conduct of the meeting is actually in the Rituals of the Order, so there is no reason to duplicate them here. However, here are some helpful suggestions:

- Take the time to reproduce the meeting ritual into a document that can be used by all. First, use a larger font so that it is easy to read and follow. Second, highlight key areas of participation. For example, the Chaplain has several portions of the opening ceremony as well as the Benediction. Highlight his portion of the ritual and give him a copy in a binder.
- Plan and publish an agenda. Let the Patriots know what is going to be covered and discussed. Then, follow the agenda.
- Under the Good of the Order, encourage Patriots to speak up with ideas and opinions. Make them a part of the meeting.
- Keep the meeting short. Do not allow Patriots long discourses or inappropriate discussions.

## **Notification**

Let your Chapter know when the meetings are to be held. Set a schedule and keep to it. Remind everyone of the meetings through your newsletter or set up an electronic

address list of Patriots and send them email messages or reminders. For a small Chapter without a lot of computer skills, a telephone tree is quick and effective for reminders.

## **Beginning the Meeting**

Station the Chapter Officers at the entrance to the meeting. They will act as greeters for active Patriots, new members and guests. For active Patriots, a warm handshake and pleasant greeting sets the tone of your meeting. The greeters should also be responsible for escorting guests into the meeting room and making introductions to the other Chapter Officers.

When a new member attends their first meeting, there should be a strict procedure to follow.

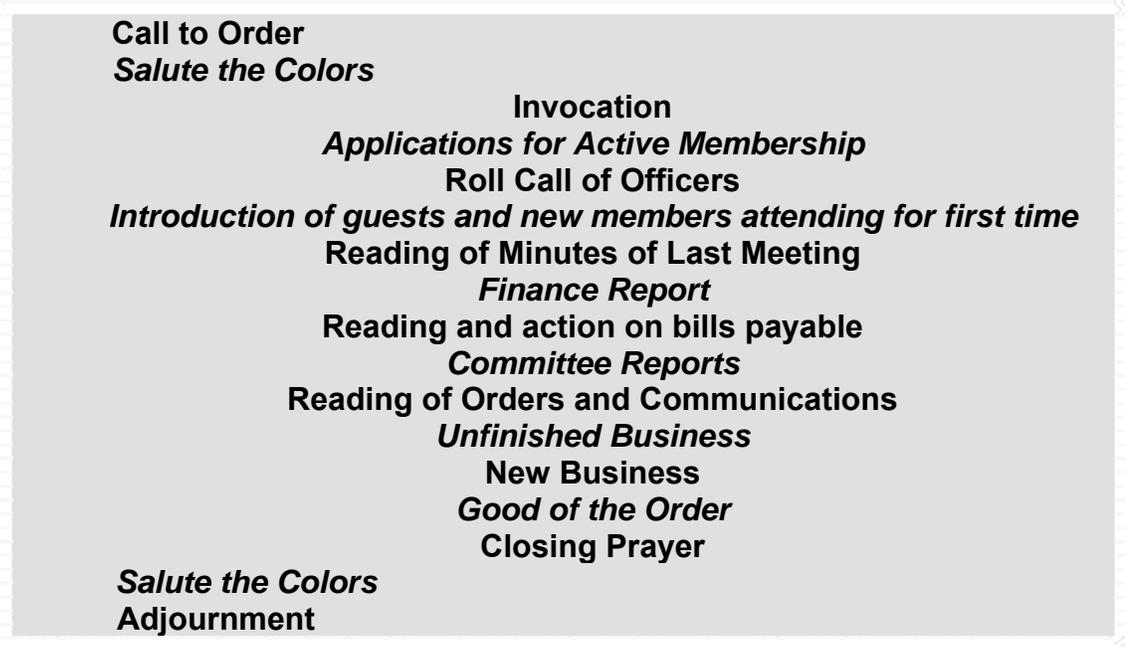
- The greeter escorts the new member to the Sergeant-At-Arms (SSA) who should be stationed at the rear of the meeting room. The greeter should stand by while the new member is signed in by the SAA and a name tag produced. The SAA should fill out an information form on the new member and give these to the Senior Vice Commander before the meeting begins.
- *The name tag should be printed in dark, bold letters so that it is easy to read. Always include the conflict and combat unit of the new member. This gives the other members a quick brief so that common ground and empathy can be established quickly.*
- The greeter should then escort the new member to meet the Commander and Adjutant as well as any other officers in the meeting room.
- The greeter takes the new member to a seat and sits next to him during the meeting using the time to explain the procedures and rituals along the way.
- During opening ceremonies, the Senior Vice should introduce the new member and ask him to stand. Then the new member should be given the opportunity to tell a little about themselves, including branch of service, conflict, unit, and any details surrounding their wounds.

## **Conducting the Meeting**

In addition to the detailed schedule prepared during the planning phase for a meeting, keep the following in mind:

- Begin the meeting on time. If the meeting is set for 0930, begin promptly at 0930 not 0945.
- Maintain control of the meeting – don't hesitate to use the gavel!
- Limit the time of reports. Some Patriots, given the opportunity, will talk for lengthy periods and say very little.
- Set a total time (a maximum time) for a Chapter meeting. A great meeting lasts on hour. A mediocre meeting goes on for an extra half an hour. A boring meeting lasts two hours.

- Follow your schedule - never try to “wing it” because the meeting will be confused and disorganized. This sequence will work:



- Ensure that an accurate and concise record of all important meeting matters is taken for future reference.

*[Adjutant, help your Commander stay on time and on schedule. Follow everything they do and remind them of time, place in the ritual and agenda topics. Don't be bashful. It's your job].*

## **After the Meeting**

After the meeting, make a point of talking with members, particularly new members. Thank them for attending the meeting. Ask for recommendations and suggestions; what they liked about the meeting, what they did not like about the meeting. Most important – listen to their responses.

## **Other Ideas About the Meeting**

There are a variety of ways meetings are held throughout the country. Here are some questions you may want to ask the Patriots of your Chapter.

- Do you want to hold a joint meeting with our Auxiliary?
- Do you want to serve a meal during or after the meeting?
- Do you want to have an organized luncheon after the meeting in a restaurant?
- What kind of uniform should members wear to meetings?

## **Honoring POW/MIA Patriots at a Meeting**

On certain occasions, Commanders at any level of MOPH may want to honor the POW/MIA members of the armed forces at a formal meeting, conference, or convention. Attachment G contains guidance on the ceremony.

# **6. FINANCES AND PROPERTY**

## **General**

Funds to operate MOPH at the National level are derived from dues, sale of supplies, interest earned by the Life Membership Fund and other accounts, as well as unrestricted and restricted grants from the MOPH Service Foundation.

The National Finance Committee (NFC) establishes financial policies and priorities for the Order. The outgoing NFC meets immediately prior to the annual National Convention, the incoming one meets immediately after the Convention, and then during March and July of each year.

The Annual MOPH Budget is developed by the National Adjutant and Service Director, reviewed by the NFC, and presented by the NFC to the NEC in September for approval by ballot. At mid-year (March), the budget is reviewed and, if necessary, adjusted. The adjusted budget is again sent to the NEC for approval by ballot. In July, a draft of the next year's budget is reviewed by the NFC.

At its meeting immediately prior to the National Convention, the NFC reviews the previous fiscal year's budget and financial reports, with particular attention to expenditures over and above budgeted amounts. The NFC then reports to the NEC on financial matters during the National Convention.

## **Region Finances**

Region Commanders, who are under the supervision of the National Junior Vice Commander, will follow financial procedures and reporting as directed by the National HQ. Region Commanders should maintain sufficient records to verify/validate that Region expenses (incurred by both the Commander and Chiefs of Staff) are within its national allocated budget.

## **Department and Chapter Finances**

Departments should follow similar procedures and cycle as the National level for development and approval of budgets. Procedures and budget approval requirements should be established in Department Bylaws. All Departments should have a Finance Officer.

It is imperative that Departments and Chapters maintain detailed and accurate financial records. All checks from Department or Chapter accounts should bear two signatures; those of the Finance Officer and the Commander. Departments and Chapters should consider establishing a Finance Committee. It is recognized that this may not be practical for smaller or rural Departments and Chapters. The role of a Department or Chapter Finance Committee is to provide independent oversight of financial affairs of the Chapter or Department, and to ensure thorough and proper audits on an annual, or more frequent basis.

Annual audits of Departments and Chapters are essential for good management, and to assure the membership that the financial affairs of the Department or Chapter are in good order. The audit should be conducted by at least three members. The Finance Officer and the Commander should be present during the audit, but should not be members of the audit committee. The results of the audit should be reported to the membership at the next scheduled meeting.

An internal Finance Report should be made at each Department and Chapter meeting, and the membership should vote to approve or disapprove the Finance Report.

## Bonds

Each *Accountable Officer* of a Department or Chapter should be bonded in a sum equal to the amount of funds and value of property for which the officer is accountable. Department and Chapter Officers are not covered by the *Bond* purchased by National HDQ that covers National Officers and employees of the MOPH. Bond coverage for a Department or Chapter **must be purchased through a local insurance agent.**

### Finance Check List

- Two signatures on each check issued – Finance Officer and Commander
- Include EIN,\* Finance Officer's name and address on each Financial Report
- All receipts filed for easy recovery and retained for three years
- Copy of MOPH's Group Exemption Number (GEN) authorization letter on file (Needed to prove non-profit status of Chapter) (Call National HQ to obtain a copy)

\*EIN, or Employee Identification Number, is a nine digit number that IRS assigns to organizations, including nonprofit associations such as MOPH, to identify taxpayers required to file various business tax returns.

## Request for Reimbursement

National officers need to request reimbursement in advance for expenses to be incurred in connection with performing official duties or responding to the direction of the National Commander or National Adjutant for the "Good of the Order." **Requests must**

**be approved before executed.** Some of the common expenses are related to travel, administrative items such as critical office or briefing supplies, and phone use.

To make a claim, contact the MOPH HQ Staff (contact information in Purple Heart Magazine), and request a color coded (“golden rod”) Request for Reimbursement form that can be completed and returned with appropriate supporting documentation. You can also discuss any questionable claim items.

♥ **Heart Beat:** Before submission, be sure to double-check the policy and preparation instructions that accompany the form to ensure valid requests. This will expedite the process by eliminating any need for back and forth communication on marginal items.

## **Request for Extraordinary Expense – National Officers Only**

From time to time, a MOPH National Officer will foresee an extraordinary expense or one that is not listed specifically in his budget. This could be related to travel and lodging required for some critical administrative task, a piece of equipment, or cost of an impromptu conference to handle an important development.

He must submit a Request for Extraordinary Expense (form distributed at National Commander’s Meeting) to the National Adjutant and get approval for the expenditure so it can be reimbursed or approved for direct payment.

## **Fund Raising**

*(Ref: MOPH Bylaws, Article XII, Section 4, Paragraph e)*

Fund raising by Departments or Chapters is an extremely sensitive matter, and careful accounting as well as close scrutiny is required. Particular care must be given to adherence with state and local laws and regulations. Records of fund raising activities should be available for inspection by state and local officials, as well as by the membership.

Care must be taken to ensure that contributed or solicited funds are spent only for the purpose for which the solicitation or contribution is made. **Simply stated, funds accepted for a specific purpose or project must be spent only for that stated purpose.**

## **Approval Process For Third Party Involvement**

Any MOPH Chapter or Department that wishes to use a **third party** in a fund raising effort must:

- Notify the National Commander, National Adjutant, National Judge Advocate, and the Chairman of the National Finance Committee (all contact information is in the Purple Heart Magazine) as to all the details (purpose of the fund raising, date/s, place, and any other information of interest to the Finance Committee).

- And receive a letter from the National Commander or National Adjutant certifying that a majority of the National Finance Committee approved such a fund raising project.
- If you DO NOT receive a response at the end of 60 days, consider your request approved unless otherwise notified.

## Use of the Viola in Fund Raising

*(Ref: MOPH Bylaws, Article XIV, Section 5)*

The Viola is the official flower of MOPH that can be used in local Chapter or Department fund raising efforts, involving only MOPH personnel, without further approval. The use of any other flower is generally prohibited, but, in some local areas where the use of such flowers for fund raising is forbidden by law, the Chapter or Department may be granted special permission by the National Adjutant, with approval of the National Finance Committee, to use a similar flower or item.

If the Viola will be used in a fund raising effort involving a third party, follow the approval process described above for third party involvement.

**♥ Heart Beat:** Remember, Violas and Viola associated products are only available from MOPH Department of Minnesota – see its blurb in the [Purple Heart Magazine](#) that gives contact information, product descriptions and prices. MOPH HQ Supply Room does not carry them.

## Welfare Funds

*(Ref: MOPH Bylaws, Article XV, Section 3)*

Welfare funds are particularly sensitive. Departments and Chapters can establish them for needy members or veterans and their dependents, but donations to such funds must be used exclusively for that purpose. And donations to needy members from the fund shall be strictly confidential. A separate accounting should be maintained that shows all generation and disbursement of welfare funds.

### Some Do's and Don'ts on Fund Raising

**Do** clearly state the purpose for the fund raising and expend funds collected only for that purpose (the more general the purpose, the more flexibility you'll have in disbursing

**Do** keep complete and accurate records on intake and output of funds  
**Do** use the MOPH logo, not the Purple Heart on items used to raise funds  
**Do not** join a third party in raising funds – if in doubt, contact the National Adjutant

## Rebates

### Life Membership Rebates

Departments and Chapters receive rebates annually for all eligible Life Members on record as of 30 June which go into the Department/Chapter general funds. Life Members must be verified annually by 1 October. The per capita rebate payment is based on the investment income of the Life Membership Fund. The per capita rebate disbursement is 50% to the Department and 50% to the Chapter.

Where no Department exists, the 50% rebate normally earmarked for the Department will be placed in escrow until the end of the following fiscal year. Should a Department be formed during this period, escrowed funds will be released to the newly formed Department. If no Department is formed during the period, escrowed funds will revert to the National General Fund.

♥ **Heart Beat:** The *Life Member Verification Report* can be submitted after July 1<sup>st</sup>, but MUST be RECEIVED in Headquarters by October 1<sup>st</sup>! You can download the form from MOPH website, [www.purpleheart.org](http://www.purpleheart.org); it's under Directory of Blank Forms and then "Annual Chapter and Department Forms."

### Annual Dues Rebates

(Ref: MOPH Bylaws, Article XIII, Dues)

Chapter annual dues are rebated to Department and Chapters each quarter of the fiscal year as follows: 20 percent to Departments and 30 percent to Chapters, with 50 percent retained by National HQ.

Annual Rebates due to Chapters will be held in *escrow* if a Chapter fails to submit a timely Election Report. After 18 months, Chapter escrowed funds will revert to the MOPH General Fund.

♥ **Heart Beat:** MOPH's 12 month period used for dues and reports is based on a fiscal year which starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup> rather than the familiar calendar year of January 1<sup>st</sup> to December 31<sup>st</sup>.

## Accountability of Property

The oath of office of a Chapter, Department or National Officer of the MOPH includes the statement, "...I further promise that I will relinquish all authority of my office and all (Chapter) **property** and monies in my possession to my successor when elected or appointed" (emphasis added).

The property of a Chapter or Department may be as limited as colors and ritual paraphernalia, or as extensive a vehicle, furniture, cooking equipment or color guard rifles. The value of Chapter or Department property may be limited, or as much as several thousand dollars. No matter the extent or value of property, accountability must be a serious matter to each Patriot, particularly those elected to offices.

All Chapter and Department property should be inventoried annually and an incoming officer should sign a written receipt for property. Copies of the receipt should be retained by the outgoing officer, as well as by the Chapter or Department Adjutant.

## Finance Reports

**Region Commanders** have no formal reporting requirements at this time, but should be responsive to any requests for financial information by the National Junior Vice Commander or the National Adjutant.

**Department Finance Officers** prepare Finance Reports for the periods ending November 30<sup>th</sup> (Mid-Year) and May 31<sup>st</sup> (Year-end) each year. Originals go to the Department Commander and copies to each Chapter in the Department and the National Adjutant no later than 30 days after the closing dates.

**Chapter Finance Officers** prepare Financial Reports that cover the fiscal year May 1<sup>st</sup> to April 30<sup>th</sup>. Original goes to the Department Finance Officer by May 31, with a copy to the National Adjutant.

♥ **Heart Beat:** All can download the *Finance Report* form from "Directory of Blank Forms" on the MOPH website, [www.purpleheart.org](http://www.purpleheart.org). Submission instructions are included.

## **7. MOPH PROGRAMS**

### **Veterans Affairs Volunteer Service (VAVS)**

The VAVS Program is in effect throughout the VA medical center system. VAVS operates the largest volunteer program in the Federal Government, supplementing staff and resources in all areas of patient care and support. Volunteers supplement essential personnel, equipment, facilities and programs for the direct and indirect care, treatment and welfare of veteran patients.

MOPH VAVS volunteers participate in the VA's program and provide an invaluable service to other veterans and their families. The MOPH VAVS Handbook is available on line at the MOPH Web Site ([www.purpleheart.org](http://www.purpleheart.org)) and should be downloaded to provide guidance to the Department and Chapter members involved in the Service. Additional information can be obtained by contacting the National VAVS Director, whose name and contact information is in the Purple Heart Magazine and on the Web Site.

### **Youth Activities**

MOPH Youth Programs focus on fostering patriotism and good citizenship and currently have two major thrusts:

- Rewarding outstanding cadets and midshipmen in Junior and Senior ROTC programs in the US and in DoD Dependent Schools world-wide.
- Encouraging youth in such organizations as the Girl and Boy Scouts to get involved with service to our veterans in VA and line military hospitals.

### **ROTC Leadership Awards**

The MOPH ROTC Leadership Award was conceived by Indian River Chapter #494 in 1987. A resolution to create the award was accepted by the 55<sup>th</sup> National Convention held in Orlando in August 1987. In 1988, after design and presentation details were completed, the MOPH Leadership Medal for ROTC and JROTC units became a reality. Impetus for the ROTC Award is attributed to patriots George Raiden, Si Chase and Ned Porter of Chapter #494.

The purpose of the MOPH ROTC Leadership Award is to honor Cadets and Midshipmen enrolled in ROTC (college) and Junior ROTC (high school) programs for outstanding military performance, scholarship, and leadership.

To be awarded the MOPH Leadership Award, the Cadet or Midshipman must:

- Demonstrate a positive attitude toward country and ROTC or JROTC.

- Hold a leadership position within the ROTC or JROTC unit.
- Be active in school and community activities.
- Not be a previous recipient of the award.

Additional information can be obtained from the National Youth Activities Officer and the MOPH Headquarters Staff Assistant for ROTC/Scholarship, both identified in the Purple Heart Magazine. The MOPH website, [www.purpleheart.org](http://www.purpleheart.org), has an excellent history, award requirements, and ordering procedures for the Leadership Award under “Youth Activities.”

## Youth Service to Veterans

This axis of the program is still in gestation, but the plan is to work with established youth organizations - Girl and Boy Scouts, church youth, and similar groups – to provide support to our veterans in VA and line military hospitals, in coordination with MOPH’s VAVS program and other organization providing similar support. MOPH Youth Activities also plans to work with the Scouting program to develop a merit badge to be earned by caring for our veterans through volunteer service.

## Scholarships

The MOPH awards scholarships annually to worthy students. The MOPH Scholarship Program is funded by a grant from the MOPH Service Foundation. Eligible for scholarships are:

- Purple Heart recipients;
- The direct descendant (child, step-child, adopted child, grandchild or great grandchild) of a MOPH member;
- The direct descendent (child, step-child, adopted child, grandchild, or great grandchild) of a veteran killed in action, or a veteran who died of wounds, but did not have the opportunity to join MOPH.
- The spouse or widow of a recipient of the Purple Heart, a veteran killed in action, or a veteran who died of wounds.
- Scholarships are awarded to full-time students attending a College, University or Trade School.

In addition, the recipient of a MOPH Scholarship must meet these requirements:

- A citizen of the United States; and
- A graduate or upcoming graduate (senior) of an accredited high school; and
- Accepted by or enrolled as a full time student (12 or more semester credit hours, or 18 quarter credit hours) at a US college, university or trade school at the time the scholarship is awarded; and
- Able to demonstrate the capacity for advanced academic achievement or technical proficiency as demonstrated by at least a 2.75 cumulative Grade Point Average (GPA) based on a 4.0 grading system.

♥ **Heart Beat:** These eligibility requirements are listed on the website, but provided here as well for quick reference in case you need them to answer a local query.

Eligibility criteria and applications are published each fall on the MOPH web site ([www.purpleheart.org](http://www.purpleheart.org)) on the right side of the home page, under “Scholarships,” and are available from MOPH National Headquarters. You can also see information on previous year’s awardees.

Additional information can be obtained from the National Scholarship Chairman or the National HQ ROTC/Scholarship Staff Assistant – contact information for both officers is in the current [Purple Heart Magazine](#).

## **First Responder Program**

Law Enforcement Officers and Fire Fighters who are killed or wounded in the line of duty will be honored by the MOPH Organization through this growing program. It’s now in its second year of a three year pilot project and The National Public Safety Officer is working with Department Commanders to expand the program throughout the nation.

Selected Department Commanders are currently appointing First Responder Coordinators to establish and maintain Department-wide programs, involving assigned Chapters, to honor these heroic members of our community. In turn, Chapter Commanders are appointing First Responder coordinators to work with their Department counterparts and the National Public Safety Officer.

Public Safety Officers **KILLED** in the line of duty are recognized by awarding the MOPH Memorial Plaque available from Personalized Just For You, LLC, ([Manager@mophproducts.com](mailto:Manager@mophproducts.com)) or 337-856-7789.

Public Safety Officers **WOUNDED** in the line of duty are recognized by awarding the MOPH Citation. (Available from MOPH National Headquarters – see the Official Supply list in the [Purple Heart Magazine](#).)

Additional information may be obtained from the National Public Safety Officer listed under “National Officers” in the [Purple Heart Magazine](#).

When preparing a press release or participating in media coverage of the presentation of First Responders Recognition material, please ensure that the public is notified that this is **not** the presentation of a Purple Heart Medal. Rather, it is recognition of service and sacrifice of the honored individuals **by** the Military Order of the Purple Heart.

## **Purple Heart Trail**

The *Purple Heart Trail* concept was conceived by the George Washington Chapter #1732 of Fredericksburg/Spotsylvania VA in 1992, approved by the Order, and

envisages *Purple Heart Trail* signs and plaques on key highways throughout the United States, See “Purple Heart Trail” at [www.purpleheart.org](http://www.purpleheart.org) for more information on the program and a map of current Trails.

Department Commanders, working with their Chapter Commanders, should be aggressive in getting additional highways designated with the Trail signage by:

- Appointing a Department level *Purple Heart Trail* Coordinator to work with the *National Purple Heart Trail* Coordinator and appropriate Chapters to expand the program.
- Providing the National Purple Heart Trail Coordinator, listed in the Purple Heart Magazine, with contact information for the appointed officer and offering any leadership level assistance.
- Reporting new developments on this program to the National Coordinator as well as including highlights in your annual **Americanism Report** under “Other.”

The National Coordinator can provide step by step guidance, based on successful past highway designations, to Department and Chapter action officers. It’s not a quick process as it involves identifying highway segments to be labeled, liaison with State highway departments, and getting the appropriate legislation for formal approval of the new *Trail* highways, Once properly approached, most legislatures have been receptive to measures required to implement the program.

♥ **Heart Beat:** Along with all the names, phone numbers, and email addresses for key MOPH officers, you can find contact information for the MOPH officer responsible for administering the various programs in the front section of the Purple Heart Magazine

## 8. NATIONAL CONVENTION

*(Ref: MOPH Bylaws, Article IX, provides detail on National Conventions)*

The referenced Bylaws Article covers all the formal aspects of the National Convention, but the following amplification may be helpful in fully understanding its role.

- The “Supreme Power of MOPH” is vested in this annual convention, meaning that attending delegates approve or disapprove the critical resolutions that govern MOPH and nominate and elect National Officers for the next year.
- Resolutions for consideration by the Convention are processed by the National Adjutant, submitted by Officers, Departments, Chapters, Official Committees, or Patriots at least 15 days prior to the Convention.
- The Article identifies the voting members under “Composition,” but the process by which Departments determine their one vote is different from the other voting entities. While they may not all attend, four Department officers - Commander, Senior Vice Commander, National Executive Committeeman (NEC), and Alternate

NEC - are eligible to vote at the Convention. If they all voted the same way, yea or nay, than the Department's one vote would reflect that concurrence. But what if the votes are not the same? The highest ranking vote is counted and the rest are just noted and the ranking, from highest to lowest, is NEC, Alternate NEC, Commander, Senior Voice Commander. If only one of the Department representatives attends, his or her vote carries.

## 9. NATIONAL EXECUTIVE COMMITTEE (NEC)

*(Ref: MOPH Bylaws, Article XI I, provides specific information regarding the National Executive Committee)*

The NEC is the top administrative body of MOPH, executing policy, making key economic decisions in the budgetary and personnel areas, and dealing with serious ad hoc operational and management issues. The current NEC meets just before the National Convention and the new NEC meets just after the Convention to ensure continuity. NECs can also meet in between Conventions as specified in the Bylaws. The avenue for Region, Department and Chapter Commanders to get important issues before the NEC is via the established chain of command – Chapter to Department to Region to the National Adjutant.

The NEC consists of the following Voting Members:

- National Commander
- Past National Commanders in good standing
- Senior Vice Commander
- Junior Vice Commander
- Region Commanders
- National Finance Officer
- National Judge Advocate
- National Inspector
- National Sergeant-At-Arms
- National Finance Committeemen
- National Publications Committeemen
- National Executive Committeeman or Alternate from each Department (Commander or Senior Vice Commander) \*

Non-Voting Members:

- National Adjutant
- National Service Director
- National Legislative Director
- Editor, Purple Heart Magazine
- National Welfare Officer
- National Historian
- National Chaplain
- National Americanism Officer

National Public Relations Director  
National Surgeon

\*The Department Commander of a Department with more than 500 members may, at his discretion, appoint a National Executive Committeeman and an Alternate. Otherwise the Department Commander and Senior Vice Commander serve as National Executive Committeeman and Alternate.

## 10. NATIONAL OFFICERS

*(Ref: MOPH Bylaws, Article X & XI provides specific information regarding the National Officers)*

Any active member of MOPH, in good standing, can be a National Officer, either elected at the National Convection or appointed by the National Commander. The Articles cover their roles in detail. While all the National Officers have important missions, the following have pivotal positions:

- **National Commander** is the executive head of MOPH, enforcing the myriad of MOPH regulations and orders based on the Bylaws and decisions by the National Convention and the NEC. He makes two key appointments upon taking office – the **National Adjutant** and the **National Service Director**. He also co-signs all checks properly issued by the Finance Officer.
- **National Senior Vice-Commander** assists the National Commander with counsel, replacing him if he falls ill or has to leave office for any reason. He's also responsible for membership activities and for Department and Chapter organization.
- **National Junior Vice-Commander** provides counsel to both National Commander and the Senior Vice-Commander, succeeding the Senior Vice-Commander when he's incapacitated. He's also directly responsible to the Senior Vice-Commander for membership matters and supervises the activities of the Five Region Commanders and the National Chiefs of Staff.
- **National Adjutant** serves as MOPH's Executive Secretary and is responsible for the day-by-day operations of the National HQ that supports membership. He organizes the all important National Convention and provides the National Commander with continuous administrative support, issuing correspondence and orders as directed. He's also responsible for the Supply Store that members use via the MOPH website.
- **National Service Director**, assisted by a network of National Service Officers, orchestrates MOPH support to the members of the Order, veterans, their widows and orphans, and their families and dependents in their involvement with the Central and Regional Offices of the Veterans Administration.
- **National Legislative Director** directs and supervises all federal legislative activities of MOPH, promoting and carrying out an aggressive effort on behalf of combat-

wounded veterans. Success in this area can result in widespread significant benefits to MOPH members and all servicemen.

## **11. REGION, DEPARTMENT, AND CHAPTER OFFICERS**

### **Overall Guidance**

One basic guidepost for all MOPH activities, whether by a Region, Department, or Chapter Officer, is that it must provide direct or indirect support to veterans. If whatever is being done can be audit-trailed back, through whatever layers, to the needs of the veteran, the action is on safe ground.

MOPH is primarily a volunteer organization. Other than a veneer of an administrative staff and National Service Officers, everyone else in the Order is a volunteer. That means the Order's leaders are working in a very different management world where accomplishments will depend more on interpersonal skills, than on the authority that a superior enjoys in the military or commercial world. (See **Managing Volunteers** below.)

When selecting and processing staff officers, "commitment" should be emphasized at the top of the process. Once a Patriot accepts an elected or appointed administrative or leadership position in the Order, we must assume he or she is making the commitment to do more than the average volunteer. This should be made clear before the position is assumed. Patriots need to be held to their commitments.

One important technique in working with volunteers is to give a time consuming or difficult job to several staff members so as not to overwhelm and discourage any one person. It will cost more management time, but the job will get done without burning up assets.

Commanders at all three levels, particularly at Department and Chapter, should develop two or three sound goals for their operations, based on both local and national priorities. Goals are a vital part of management to help in focusing team efforts. And when a goal is established at one level, it must be passed to the level below for coordinated execution. Some goals are constant – like recruitment and retention. Others are event driven – a conference or a charitable event. But all require planning and execution.

### **National Region Commander**

(Ref: *MOPH Bylaws*, Article I & XI, Section 4)

The Region Commander's duties are stated in the referenced sections, and include some interesting and pivotal roles: He is supervised by the National Junior Vice Commander.

## Program Development

The Region Commander "directly" is responsible for developing effective programs for new membership, early renewals, and organization of new Chapters and Departments in his region. And he's authorized to appoint National Region Chiefs of Staff to assist him in this program development – a necessary measure as he doesn't have a staff like Department and Chapter Commanders.

♥ **Heart Beat:** Region Commanders must use their limited resources only within their respective regions where results can be optimized.

## National Commander's Meeting

National Region Commanders, along with the rest of MOPH National officers, will participate in ad hoc one to two day National Commander's Meetings called by the National Commander when such items as revised and new mission statements, financial matters and membership programs need to be discussed. Region Commanders may be asked to bring data on their recruiting efforts (Department by Department) and any new or innovative programs taking place. Details for each Meeting will be promulgated by the National Adjutant's office well in advance to facilitate attendance. **If requested to participate, plan to send an advance summary of any report requested to the National Adjutant for inclusion in the conference agenda.** Region Commanders will find current and valuable information on MOPH activities and guidance for certain administrative procedures in the booklet handed out at each meeting.

## First Responder Program

While the Department Commander and his appointed First Responder Coordinator carry out most of the Program's activities at Department levels, the Region Commander gets involved in helping the National First Responder to determine who among the reported killed in the line of duty are eligible for MOPH honors. (See Section 7 - **MOPH Programs**)

## Regional Meeting

Each Region Commander shall conduct a yearly meeting in the month of October, reporting the results of the meeting to the National Junior Vice Commander and the National Adjutant. This report should include problems or issues, any remedial Region measures planned, and where National level help is needed. A National Region

Commander is elected annually from each of the six Regions. (See **Meetings and Conventions** below for guidance.)

### **Region Administration.**

Region Commanders should try to meet with their Department commanders at least once a year as well as maintain a healthy connectivity by e-mail and phone.

Region Commanders will have two types of Department Commanders to oversee – those with all of its Chapters contained in one state and those with their Chapters located in two or more contiguous states.

### **Endorsing Petitions and Charter applications related to Regional Departments.**

When a state doesn't meet the chapter or membership standards for a state level department, it can join another state/s and petition to join and be chartered as a regional department. The Regional commander endorses these documents. Documentation for the chapters organized by state is endorsed by the state level Department Commander (Adjutant Officer).

### **Regional Travel**

Chiefs of Staff may travel in place of the Region Commander only with approval in advance from the National Junior Vice Commander. Travel by a Chief of Staff will be reimbursed from the Region Commander's budget. Travel by Aides de Camp will not be reimbursed.

### **Request for Extraordinary Expense**

From time to time, a Region Commander may have an extraordinary expense or one that is not listed specifically in his budget. (See section **Finances and Property** below for guidance.)

### **Department Commander and Staff**

*(Ref: MOPH Bylaws, Articles VII & VIII)*

The *Bylaws* contain detailed guidance on Department operations and the duties of its commander and staff officers. Many of the practical management techniques contained below in the section for Chapter Commanders are applicable to Department Commanders.

### **Department Annual Convention**

Working with Chapter Commanders, the Department Commander must set a date between May 1 and June 30 for his annual convention to be hosted by one of his Chapters. Informal liaison with each Chapter will give him the necessary background data to select the most appropriate one for the function. While on the surface, giving the convention to chapters on "turns" seems fair, but it just might be that the chapter scheduled for the next one is unable to host it for any number of reasons and another more suitable one needs to be selected.

The primary purpose of the Convention is to elect the following Department officers:

Commander	Senior Vice-Commander
Junior Vice-Commander	Finance Officer
Judge Advocate	Inspector
Sergeant-at-Arms	

Once elected, the Commander will appoint the following officers:

Adjutant	Service Officer
Legislative Officer	Welfare Officer
Historian	Chaplain
Americanism Officer	Surgeon
Chief of Staff	

Once the elections are completed and officers installed, the Convention can address other issues, but most important administrative and financial actions will be taken by the new Department Executive Committee which meets within 24 hours after the Convention ends.

### **Department Junior Vice- Commander Training**

One of the more important evolutions for sound management of MOPH activities is leadership training for Department Junior Vice Commanders. It's uniquely valuable because the training will enhance their performance in current roles and then continue to have a positive impact on their contributions in follow-on more senior positions.

**Department Commanders are responsible for ensuring that their Junior Vice Commanders register for leadership training when offered.**

The training usually takes place in the same time frame and at the same location as the National Convention so that those being trained can also attend the Convention if so desired. Some descriptors:

- Four day evolution – two travel and two classroom
- Travel and lodging expenses provided or reimbursed (Lodging in relation to attendance at the Convention, either before or after the training is at the member's expense)
- Mode of training is lecture/slides/handouts
- Topics covered include, but may not be limited to, recruiting and retention, communication, roles of Department officers, marketing, national programs, fund raising, public relations, and two Q&A sessions.
- Details on the training and application forms will be provided by National Headquarters to each Department Commander well in advance of the scheduled class.
- Contact the National Adjutant for the current point of contact for Leadership Training.

♥ **Heart Beat:** If the Department Junior Vice Commander has already attended this training, then the Senior Vice Commander or Commander can attend if they have not completed the course. But that's it – only one of the three Department Commanders can attend!

## Department Service Officer

The Department Service Officer, with guidance from the National Service Director and working with the Accredited National Service Officers (NSO) located in his Department, advises and assists veterans and their dependents with claims for benefits from any government agency and assists veterans in securing suitable employment.

However, there is a distinct difference in the responsibilities of a Department Service Officer and the NSOs who are **accredited** veterans service organization representatives, formally trained to represent claimants seeking benefits for compensation, pension, medical care, education, job training, employment, and veterans preference housing, death and burial benefits. They also identify and assist homeless veterans, unemployed veterans, and veterans with psychological disorders.

One of the Department Service Officer's major responsibilities to assist and cooperate with the subordinate Chapter Service Officers in the following areas:

- Provide information regarding the veterans claim process
- If trained, assist veterans in filling out a claim (Form 21-526) prior to the veteran seeing an Accredited NSO)
- Provide information regarding healthcare facilities
- Assist veterans in preparing a Request for Healthcare (Form 1010-EZ)
- Provide assistance to widows and children of deceased veterans
- Assist veterans in obtaining a DD-214 or DD-215
- Preparation of expenditure of VAVS funds
- Preparation of the MOPH Service Officer Report

The Department and Chapter Service Officers are important to the success of MOPH's support to veterans, but it is important that Department and Chapter Service Officers appreciate the limited role they play in assisting veterans with the VA claims process. Many do not have sufficient training, certification or accreditation to do more than refer a veteran to a proper authority to meet his or her needs. A Department or Chapter Service Officer should never accept a Power of Attorney (Form 21-22), promise a veteran a specific outcome on a claim, or promise a veteran a time frame for a claim to be adjudicated by the VA.

The Department Service Officer also maintains good public relations with other non-profit and commercial organizations and government agencies that provide benefits to the veteran and his dependents.

**Reports.** He shall make periodic reports of his activities to the Department Commander and provide the National Service Director with ad hoc reports when requested.

## **Motivating and Overseeing Chapter Operations**

One of a Commander's prime responsibilities is to motivate his chapters and ensure they are meeting according to the Constitution and Bylaws. Commanders may want to determine just how many of their chapters are active and these questions address that process:

- Does the chapter meet on a regular basis?
- Does the Chapter participate in veteran's activities such as Memorial Day or Veteran's Day?
- Is the Chapter participating in Department initiatives, particularly recruiting?
- Does the Chapter submit their annual reports?

You cannot motivate without knowing the issues. And you cannot solve problems without identifying the problem. So, how can you identify Chapters with problems?

Start by getting some basic reports from National HQ such as membership rosters for each Chapter. Study the roster carefully, paying special attention to age of the Patriots. Separate some of the roster detail and determine the per cent from each conflict. Look for a trend in the numbers. Is the Chapter heavy in WWII veterans in their 80's? If so, can you really expect them to be as active as they were when they were in their 60's? How many Vietnam veterans are in the Chapter? What are their ages?

Next, get the current election reports for each Chapter. You may also want to get copies of the previous 5 years of election reports. Check the ages of the Officers and how many years they have served in that position. Have there been any changes in any of the Commanders in five years? Who is the Adjutant? How long has he been in that position? What you may be looking for is a "paper chapter," one in which the same election report is being copied and mailed without any meetings or elections being held.

Armed with appropriate background information, you now can write a personal letter to each Chapter Commander and Adjutant. Introduce yourself and tell him you plan to call soon. Then tell him about some of your initiatives. Call him, but do not leave a message – continue to call until you reach him in person. When you have reached him, ask questions derived from analysis of data on his Chapter to help determine the Chapter's viability.

If you cannot contact anyone by phone, then check the election report for time and place of the Chapter's meetings and task one of your officers closest to the meeting site to pay a visit and check things out.

If you determine that a Chapter is active, on any level, your next effort will be to motivate the chapter to be more active in such areas as recruiting, retention, local activities, fund raising, and so forth. To further measure the health of a Chapter, recommend you:

- Attend a Chapter meeting, getting time and place from election report
- Request copies of the minutes from a Chapter's meetings.
- Talk with the Commanders – learn what they're doing, what's their focus, what successes do they have, what failures, what are his or her goals for the Chapter? What goals did they have last year? Were they successful? No? Why not?

In speaking (not writing, emailing or text messaging) to the Chapter Commanders, closely listen to what they have to say. Formulate a plan to use their goals, achievements or activities to help you achieve Department goals. Now detail your goals for the year and ask them to become a part of satisfying them. Make them feel like they are an integral part of the Department. Why? Because they are an integral part of the Department! They are the lifeblood of the Order.

If you find an inactive Chapter, yet someone is submitting election reports, then you need to look into it. Who is doing the election? Where are the Chapter funds going and how are they spent? Generally, there will be one Patriot keeping the Chapter on the rolls. He may be the Commander or Adjutant or both. Call him and get his explanation for inactivity, assuring him that you're only interested in helping. Then offer support and assistance to get the Chapter reorganized, based on his input.

## **Bidding for a National Convention**

A key role of the Department Commander is in the bidding for future National Conventions. At each National Convention, a Time and Place Committee is called to hear bids for future Conventions. The Committee is comprised of the sitting Region Commanders. Typically, they hear bids for three years distant. For example, at Convention in 2006, bids were heard for Convention 2009. After hearing the bids, the Committee will make a decision to support one of the locations. During Committee Reports in the Convention, the Chairman will provide the body with the bidders and the recommendations of the Committee. 'The body is then allowed to vote for the destination with the majority of votes winning the selection.

A Department Commander is the only Patriot authorized to present a bid for National Convention, and they bid for their entire Department since a National Convention requires the teamwork of the entire Department. The Department Commander may be represented by another Department Officer or the Chapter actually bidding. However, the original bid must be signed by the Department Commander.

## **Requirements for a National Convention**

The Time and Place Committee considers a variety of issues when making their recommendation including:

- Availability of sleeping rooms.
- Availability of meeting rooms.
- Access by commercial air.

Cost of sleeping rooms.

Local attractions.

Availability of mobile home or camper accommodations

Before making a bid, contact MOPH National HQ and request the most recent Convention Bid requirements. Here are some typical requirements:

- 350 – 400 sleeping rooms per night during Convention. Look for hotels with enough rooms so that all attendees can stay at one site and not have to travel from another hotel.
- Meeting space is critical - two large meeting rooms for concurrent use – with a minimum capacity of 350 in one room and 200 in the other, Tuesday through Saturday. On the 1st Sunday and Monday, an additional space for 50 members will be required.
- At least six break-out rooms with capacities of 25-50.
- One suitable room to be the Convention's office for the entire period.
- If possible, use hotel on or near an airport to reduce any travel by members arriving by air. If the hotel is located 50 miles or more from an airport, surface transportation will be required to get the members to the hotel.
- Look for airports who host discount carriers, since they keep the cost of all airfares into and out of the airport at reasonable rates.
- Cost of sleeping rooms is critical. Rates should be fair and competitive with other cities.

**Note:** Thursday afternoon activities are the responsibility of the host Department. Registrants can be charged for the activities, so they should be interesting and fun. A meal should be included in the activity.

## Preparing the Bid

Your bid should begin with the available properties that could be used for the National Convention. If there is not adequate meeting or sleeping space, your bid will not be considered.

Prepare a binder for your presentation and make six copies. Organize the bid beginning with meeting and sleeping spaces. Show existing room rates in a variety of hotels that would be large enough to accommodate the Convention. In addition, using your local Convention and Visitors Bureau, get discounted room rates, and then prepare a matrix showing the different properties and their normal and discounted costs.

Next, focus on transportation. Provide information on airports, trains and other means of conveyances that service your region. Try and get comparable airfares for several carriers using your facilities. For example, on line visit a discount travel site and call up flights from different cities throughout the US round trip to your airport.

Finally, present your area. Why would we want to hold a Convention in your city? Is it historic? Is it a tourist destination? Is it unique in any way? What are some exciting

things Patriots could do during leisure time? Include photos and brochures. Get testimonials from other organizations that have held large meetings or conventions in specific hotels.

## **Presenting the Bid**

Advise the National Adjutant prior to Convention that your Department is prepared to bid for the next National Convention available and ask for time on the Committee agenda.

At the appointed time, personally present your bid to the Time and Place Committee. Be prepared to answer many questions about Chapter support, Department support (Patriots to help run the Convention), about your area, and about your local citizens. Be enthusiastic but realistic.

## **Americanism Program**

Department Commanders support this vital program of MOPH by appointing a Department Americanism Officer who will respond up to the National Americanism Officer and coordinate the activities of his Chapter Americanism Officers. (See **MOPH Programs** below.) Departments submit an annual Americanism Report to the National Americanism Officer no later than July 1; form and instructions are available at [www.purpleheart.org](http://www.purpleheart.org) under Directory of Forms.

## **Purple Heart Trail Program Support**

Department Commanders support this highly visible program by establishing rapport with the National Purple Heart Trail Coordinator and appointing a Department level Purple Heart Trail Coordinator to work with assigned Chapters and the National Coordinator. (See **MOPH Programs** below for details and the Department's role.) These actions will fall under your Americanism responsibilities.

## **First Responder Program Support**

This program "pays respect and honor to those who serve and protect our communities and ultimately pay the supreme sacrifice." (See **MOPH Programs** below for more information.) Two key actions by Department Commanders to support this effort are:

- Appoint a Department First Responder Coordinator who will work with the National First Responder in establishing and maintaining a Department-wide program.
- Report that appointment to the National First Responder (contact information in the Officer Listing, found in the [Purple Heart Magazine](#))

♥ **Heart Beat:** When appointing a **First Responder Coordinator**, Department Commanders should look for a member who (1) really is willing to serve, (2) has experience in law enforcement or fire-fighting, and (3) has sufficient computer skills to monitor web sites for First Responders killed in the line of duty. The experience is "nice

to have,” but the willingness to work and ability with the computer are “must haves.”

## Chapter Commander and Staff

(Ref: MOPH Bylaws, Articles IV and V, “Chapters and Duties of Chapter Officers”)

The Bylaws contain detailed guidance on Chapter operations and the duties of its Commander and staff, but here are some practical ideas on how to better manage your assets. While all the staff positions are important to the sound operation of a Chapter, some are more critical and are addressed below.

### Commander

Of all the officers in MOPH, from top to bottom, the Chapter Commander probably is the most important to the overall success or failure of the Order. Chapters are the level where recruiting is most viable and where many significant services to the veteran are initiated and maximized. Your formal responsibilities are outlined in the *Bylaws*, but here are some practical measures that you can take for more effective administration of your members:

### Chapter Administration

- *Create Job Folders.*

Create a folder that names each position and describes in bullet point format the responsibilities of that position. Using the Bylaws and your local situation, create a detailed job description and adapt it to your particular unit. For example, a Chapter may require more of a junior vice Commander than is listed in the Bylaws. If the JVC is responsible for chairing the Founder’s Day Dinner, then list that as one of his specific responsibilities.

Publish this folder and give a copy to each officer so that all know the duties and responsibilities of each other. Give each officer a three-ring binder for storing documents related to his job to be passed on to his successor.

- *Create a calendar.*

Design a calendar of events for your Chapter that includes national holidays, local events, and dates important to your interaction with Department, Regional, and National offices (report due dates, staff visits, etc.).

- *Meetings.*

Have regular meetings of Chapter officers to cover current activities and coming events. On meetings, whether just for the officers or for the entire Chapter, use common sense on the frequency – only schedule them if needed. Some locations will have a relatively low level of activity and thus will need fewer meetings. Others will need more to handle higher activity.

♥ **Heart Beat:** Chapters should meet on a monthly basis, but be open to gapping a meeting if circumstances dictate. Remember - a quorum is five members in good standing!

- *Document Meetings.*

Keep accurate records on each meeting, particularly when action items are determined and assigned. These notes can be used as ticklers to ensure action is completed.

- *Computer support to Chapter members*

Due to the demographics of most Chapter memberships, there may be a sizeable number of Patriots who are not computer literate, nor even have a computer in their homes. Since emails are becoming the prime mode of administrative communications between MOPH entities and the MOPH website is becoming the source for critical operational information, recommend that a member be recruited to be the Chapter's computer point of contact and let him provide the unit with non-technical computer support, sending and receiving emails and working the website for desired information. In every organization, there's usually someone who is willing and well qualified to do the job if the Commander or the Adjutant are not comfortable with computers.

## **Hosting a Department Convention**

Your Chapter could be selected to host a Department Convention, a very important evolution for both the Department and your Chapter. (See **Meetings & Conventions** below for detailed guidance.)

## **Americanism Program**

Chapter Commanders support this vital program of MOPH by appointing a Chapter Americanism Officer (AO) who will coordinate his activity with the Department AO and report to the National AO. (See **MOPH Programs** below for details.) Chapters submit an annual Americanism Report to the National Americanism Officer, copy to the Department AO; form and instructions are available at [www.purpleheart.org](http://www.purpleheart.org) under Directory of Forms.

**Time Tick:** Submit report no later than June 15

## **Purple Heart Trail Program Support**

Chapter Commanders will be working with the Department Commander on growing the *Purple Heart Trail* system – see “Purple Heart Trail” under **MOPH Programs** below. Your grassroots perspective and any state level government connections will be invaluable to this program. Recommend you appoint one of your members to be the Chapter *Purple Heart Trail* Coordinator to work with the Department and National Trail Coordinators.

## **First Responder Program Support**

Recommend that Chapter Commanders also appoint a member as Chapter First Responder Coordinator to work with his Department and National counterparts. This linkage of National, Department, and Chapter coordinators will help grow the program.

## Senior Vice Commander

In addition to whatever duties assigned by the Commander, recommend that this officer be responsible for the Chapter's recruiting effort, a most important function that directly impacts on MOPH's viability. New members must be added to our rolls, not only to sustain but to increase our service to veterans. How can he do this?

- Lead a discussion on recruiting at a Chapter meeting and get the entire unit on board to assist in the effort.
- Have a mechanism to collect and store data on possible new recruits.
- Form three member teams to systematically gather data for new recruits in the Chapter's geographic area.

## Junior Vice Commander

In addition to other duties assigned by the Commander, recommend this officer be responsible for the Public Relations Plan and its execution. See attachment D for detailed guidance. Success in the area of public relations has a significant impact on the recruiting and fund raising activities of the Chapter.

## Chapter Service Officer

The purpose of this section is to clarify the duties and responsibilities of Chapter Service Officer. The National Service Director (NSD) is responsible for all Military Order of the Purple Heart service programs. The NSD publishes all National Service Program procedures and is responsible for the training and accreditation of National Service Officers.

There is a distinct difference in the responsibilities of a Chapter Service Officer and an **Accredited** National Service Officer. National Service Officers (NSO) are accredited veterans service organization representatives. They are located throughout the country at various facilities including, but not limited to, VA Regional Offices, hospitals and other veterans' facilities. The duties of Accredited NSOs are outlined in the MOPH National Service Officer Policy and Procedure Manual, and include: "Represent claimants seeking benefits for compensation, pension, medical care, education, job training, employment, and veteran's preference housing, death and burial benefits. They also identify and assist homeless veterans, unemployed veterans and veterans with psychological disorders."

## Power of Attorney.

The VA Form 21-22 (Appointment of Veterans Service) is used to recognize the veterans' service organization by the VA as the organization authorized to represent a veteran in a claim. The form is authorized to be taken by an Accredited NSO. Under no circumstances should a Chapter Service Officer accept a Power of Attorney (Form 21-22) from any veteran for the purpose of representing the veteran and his or her claim with the VA. The matter must be referred to an Accredited NSO.

♥ **Heart Beat:** Current contact data for your nearest Accredited NSO is in the *MOPH*

*National Service Program Staff Directory*, located on the Order's website, [www.purpleheart.org](http://www.purpleheart.org), under "Directory of Blank Forms."

## **Duties and Responsibilities.**

The Chapter Service Officer plays a significant role in the MOPH at the Chapter level. Many times, the first MOPH member a veteran, or a member of a veteran's family, contacts is the Chapter Service Officer. Some of the duties and responsibilities of the Chapter Service Officer include:

- Provide information regarding the veterans claim process
- If trained, assist veterans in filling out a claim (Form 21-526) prior to the veteran seeing an Accredited NSO
- Provide information regarding healthcare facilities
- Assist veterans in preparing a Request for Healthcare (Form 1010-EZ)
- Provide assistance to widows and children of deceased veterans
- Assist veterans in obtaining a DD-214 or DD-215
- Preparation of expenditure of VAVS funds
- Preparation of the MOPH Service Officer Report

The Chapter Service Officer is important to the success of the MOPH, but it is important that Chapter Service Officers appreciate the limited role they play in assisting veterans with the VA claims process. Many do not have sufficient training, certification or accreditation to do more than refer a veteran to a proper authority to meet his or her needs. A Chapter Service Officer should never accept a Power of Attorney, promise a veteran a specific outcome on a claim, or promise a veteran a time frame for a claim to be adjudicated by the VA

## **12. USE OF THE PURPLE HEART: PURPLE HEART MEDAL VS. MOPH LOGO**

(Ref: *MOPH Bylaws*, Article XV, Section 11)

### **Purple Heart Medal**

"Replicas or facsimiles of the formal *Purple Heart* symbol, as awarded by the Government, shall not be made, caused to be made, or used in any manner that would tend to degrade the award or permit any commercial use thereof." This means that the historic formal symbol can only be used for official papers, ceremonial flags, and other formal MOPH purposes. Any other use must have prior approval of the National Adjutant.

### **MOPH Logo**

The Purple Heart Logo, while also an authorized symbol of the Order, was created for use on such items as calendars, mugs, clothing, note pads, conference materials, briefing slides, etc. The Purple Heart Medal cannot be used on such items. However,

keep the National Adjutant advised when you plan to use the logo on a product – send him an e-mail or letter, prior to purchasing the item/s that provides:

- Purpose for producing item – fund raising, internal use, distribution to VA hospitals, etc.
- Description of the item, including any lettering
- Number to be produced
- Cost per item
- Distribution of item
- Source (in case other units wish to purchase)

## **Use of Purple Heart or MOPH Logo in Fund Raising**

See “Fund Raising,” in Section 6 – **Finances and Property**.

## **13. AWARDS**

*(Ref: MOPH Bylaws, Article XIV, Uniforms and Supplies, Section 6, Certificates & Citations)*

### **George Washington Medallion of Merit**

The George Washington Medallion of Merit is the highest award presented by the Military Order of the Purple Heart. The medal is not awarded on a regular basis, but given to those who, in the judgment of the Past National Commanders of MOPH, are to be honored for extraordinary service to our country and its veterans.

Not more than three awards may be presented each year. Nominations for the George Washington Medallion of Merit must be made to the National Adjutant and approved by the National Commander.

Past recipients of the George Washington Medallion of Merit include:

- 2007 James McEachin – Actor and Purple Heart Recipient
- 2006 Lane Allen Evans - US Representative (Illinois)
- 2002 Frank Athanason - Past National Commander
- 2001 Harvey Thede - Past National Commander
- 1994 George Skyeck - Patriot/Artist
- 1993 George Herbert Walker Bush - President
- 1992 Robert J. Dole – US Senator (Kansas)
- 1979 Harold Russell – Patriotic American, Fighter for World Peace, Champion of the Handicapped
- 1974 Richard P. Golick – Past National Commander
- 1974 Olin E. Teague – US Representative (Texas)
- 1972 Clifford A. Parmenter – MOPH Member
- 1972 Lyndon B. Johnson - President
- 1966 Bob Hope – Entertainer

**Time Tick:** Nominations must reach the National Adjutant by June 30

## **George Washington Spirit Award**

This is a new award, first presented in 2006, but not given on a regular basis, just like the Medallion of Merit. It ranks just below the Medallion of Merit award, and it is given for extraordinary service to America's combat wounded. The first and only recipient to date was:

2006 Patti Patton-Bader

## **National Commander's Award**

National Commanders, from time to time, use this award to recognize individuals for exceptionally meritorious and conspicuous service to MOPH, both within and outside the Order. It's often given to National staff officers who have performed in an outstanding manner and usually presented during the annual Convention. While the reason for the award is usually determined by National Commanders, they are receptive to considering names suggested by the membership. Send names to the National Adjutant, with a short statement as to why the National Commander should recognize them.

## **Patriots of the Year**

This program is designed to recognize and reward Patriots of the Chapters and Departments for their outstanding contributions to the Order in the preceding year. This is a prestigious award and only deserving members should be nominated. Examples of performance that should be recognized include: outstanding support to veterans in a VA hospital, highly successful fund raising effort, unique program to improve morale of deployed troops (gift baskets, letter writing program, etc.), highly visible community service event that publicizes MOPH, newsworthy MOPH sponsored or executed public school program related to veteran affairs, and extraordinary success in recruiting new members for MOPH.

### **Chapter**

Each active Chapter selects their own Patriot of the Year (POY) by a majority of membership votes. These Patriots receive a medallion and certificate from their Chapter Commander in an appropriate local ceremony. The Chapters may then recommend their POY for consideration by the Department Commander for the Department POY

### **Department**

The Department Commander selects a Department POY, choosing from a group of candidates that includes the Chapter POYs and Department level Patriots. The Department POY receives a medallion and a certificate for his or her achievement. Excluded from consideration for this award would be the Department Commander, and

immediate Past Department Commander. The Department Commander then recommends his POY to the Region Commander for consideration as Region POY.

## **Region**

Each of the six Regions then will select a POY, choosing from a field composed of the POYs recommended by the Departments and any Regional candidates. In most cases, the Region Commanders should choose a POY from the pool of Patriots forwarded by the Departments to validate the overall selection process and keep the program based on merit.

**Time Tick:** Region Commanders will mail their POY nominations to the National Adjutant to arrive by July 15.

The Region Patriots of the Year will be awarded their recognition at the National Convention and will be given a special plaque by the Region Commander at the Saturday night banquet. They and their guests also will be reimbursed for their expenses to the National Convention as if they were NEC and assigned special seating at the Saturday night banquet.

## **National Patriot of the Year**

The six Patriots nominated by the Region Commanders will compete for the National Patriot of the Year award. The National Adjutant will:

- Form a committee of the five most recent past National POYs to review the nominations and choose the new National Patriot.
- Provide the Committee with a ballot that contains the name, unit, position, and short biographic statement for each nominee, and rationale for award.
- The Committee will vote in secret and the National Adjutant will tally the votes and notify the National Commander of the result.

The National POY will be named after the ceremony for the Region POYs on Saturday night at the Convention. He will be awarded a single-struck medallion, a large plaque, a white or cream colored blazer complete with pocket emblem, and an overseas cap in white for him/her to wear without regard to office held. He and his guest will also be reimbursed for their expenses to the National Convention as if they were NEC and assigned special seating at the Saturday night banquet.

A photograph of the National POY will be placed in the entry to the National Headquarters to hang there for the next year. The Convention issue of the Purple Heart Magazine will include a feature article on the National POY and briefer articles on each of the Region POYs – all with photographs.

No Patriot may qualify for POY in successive years. No National Officer, elected or Appointed, may be nominated for Patriot of the Year. Former Patriots of the Year will have special assigned seating at the banquet and will be recognized during the ceremonies.

**♥Heart Beat:** The medallions and certificates are available through the Supply Room on the MOPH website to achieve uniformity and to ensure the Department and Chapter awards are funded at those levels. The awards for the National POY will be funded by MOPH HQ. **The nomination form for POY, suitable for use by all levels is at Attachment F.**

## **Carol Fyffe Commander's Award**

The Carol Fyffe Commander's Award is an annual award to recognize the efforts of a member during the preceding year in terms of new program(s) that he or she has developed that has had a national impact on the Order.

The National Commander determines the recipient, choosing from Chapter, Department and Region nominations, as well as from candidates on the National level

**Time Tick:** Nominations for this award can be submitted through the Region Commanders by May 23 each year. Region Commanders will add an endorsement and submit them to the National Commander by May 30, via the National Adjutant.

## **Distinguished Service Awards**

The Distinguished Service Award is currently the primary vehicle for Chapter and Department Commanders to recognize organizations, Patriots and other individuals who made unique contributions to MOPH. There is no limit to the number of Distinguished Service Awards presented each year and no set schedule for making awards. All members and all MOPH employees are eligible to receive the award.

The key to recommendations for a Distinguished Service Award is answering this question: "What has this individual or organization done to advance the Order?" Lifetime achievement or overall activities performed as required by the Bylaws do not constitute grounds for this award. The deed(s) to be recognized and honored must truly be outstanding, and have transpired during the last fiscal year.

Any member in good standing may make a recommendation for the award to a Chapter or Department Commander, attaching the appropriate justification. Chapter Commanders should then forward recommendations to the National Adjutant via the Department Commander for approval and Department Commanders will forward their recommendations direct to the National Adjutant for approval. Citations will be signed by the National Adjutant and the National Commander.

**♥Heart Beat:** There are two basic citations for Distinguished Service Awards – (1) Service to the Community, Fellow Citizens, and Veterans and (2) Service to MOPH. When Commanders forward their recommendations for award, be sure to include the following data:

- Identify form desired – community service or MOPH service

- Provide exact name of recipient and title
- Identify Chapter or Department
- Give date of presentation
- Provide justification for the award (fifty words or less)
- Specify if you want the citation mounted (on a wooden plaque) or un-mounted.
- Submit recommendations at least thirty days prior to the desired award date.

## **Inspirational Leadership Award**

The Inspirational Leadership Award is presented annually to the US Senator or Member of Congress who has done the most for the Military Order of the Purple Heart and to further veterans' causes. The award is conferred by the National Commander based on nominations by the National Legislative Director through the National Adjutant.

**Time Tick:** Nominations due to National Adjutant by June 30.

## **Exemplary Service Award**

The Exemplary Service Award is presented annually to the Congressional Staff Member who has done the most for MOPH and to further veterans' causes. The award is conferred by the National Commander based on nominations by the National Legislative Director through the National Adjutant.

**Time Tick:** Nominations due to National Adjutant by June 30

## **Chapter and Department Americanism Award**

This award is presented annually to the Chapter and Department that best exemplify Americanism activities during the preceding year. The awards are presented by the National Americanism Officer based upon annual reporting by Chapters and Departments. The awards are announced during the National Convention.

**Time Tick:** National Americanism Officer makes selections by June 30.

## **The Carl H. Blanchard Americanism Award**

This award is presented annually to that Patriot who has contributed to most to promote Americanism in the community and in schools. Nominations may be made to the National Americanism Officer by any Patriot, Chapter or Department. The award is conferred by the National Commander based on a nomination by the National Americanism Officer through the National Adjutant.

**Time Tick:** Nomination is due to National Adjutant by June 30

## **Publications Awards**

The following five (5) Awards are conferred by the National Commander based on nominations by the Publications Committee via the National Adjutant. The awards cover the current fiscal year and are awarded at the National Convention.

- The Department Newsletter Award is awarded for the most outstanding Department Newsletter.
- Two (2) John E. Binnon Chapter Newsletter Awards are awarded for the most outstanding Chapter Newsletter; one for a Chapter with more than 150 members, and for a Chapter with 149 members or less.
- The best Photograph Award is awarded to an individual or organization for the Best Magazine Picture taken by a non-professional photograph.
- The Victor F. Kubly Publicity Award is awarded to an individual or organization for the Best Magazine Article.

**Time Tick:** Nominations due to the National Adjutant by June 30 (unless otherwise advised).

## **Annual Membership Awards**

The following awards are conferred by the National Commander, based on data provided by the MOPH National HQ Membership department to the National Adjutant.

- The Department Membership Award (Greatest Numerical Increase) is awarded to the Department with greatest numerical increase (net increase) in membership during the previous year.
- The Department Membership Award (Greatest Percentage Increase) is awarded to the Department with the greatest percentage Increase in membership during the previous year.
- The Chapter Membership Award (Greatest Numerical Increase) is awarded to the Department with greatest numerical increase (net increase) in membership during the previous year.
- The Chapter Membership Award (Greatest Percentage Increase) is awarded to the Department with the greatest percentage Increase in membership during the previous year.

Each winning Chapter and Department gets an inscribed plaque to hang in their meeting places and engraved brass plates, recording the achievements, are mounted on the appropriate master plaques at MOPH HQ.

**Time Tick:** Data from MOPH HQ due to National Adjutant right after June 30.

## FY 2008 Department and Chapter Recruiting Incentive Program

In addition to the Annual Membership Awards, the National Commander will make the following cash grants in FY 2008, based on data provided by the MOPH HQ Membership department to the National Adjutant:

### Chapter Recognition

Two Chapters in each Region (total of 12 Chapters) with the greatest percentage increase of members will receive grants as follows:

- One grant of \$250 will go to a Chapter with **less than 150 members** who has the greatest increase,
- And one grant of \$250 will go to a Chapter with **150 or more members** who have the greatest increase.

### Department Recognition

The Department with the greatest percentage increase in membership in each Region will receive a grant of \$500 for its general fund (total of 6 Departments).

### National Recognition

Additionally, the two Chapters that have the highest percentage increase of members **nationally** each will receive additional grants of \$500 and the Department that has the highest percentage increase will get an additional \$1000 grant, the monies going into their general funds. The National Commander will announce the awards during the National Convention.

**Note:** This program is designed for FY 2008 and may or may not be the same in future years.

**Time Tick:** Data from MOPH HQ due to National Adjutant right after June 30

## Annual Recruiting Awards

MOPH Headquarters also identifies the winners of the various recruiting awards as follows and lists them in the program of the National Convention. The awards are then presented during the Convention, with those awards not claimed mailed to the awardees.

### Current awards:

Top Recruiter in the Nation.....	Gold Medal and \$100.00 prize
Recruiter of 26 or more new members.....	Blue Ribbon with miniature medal
Recruiter of 16 to 25 new members.....	Red Ribbon with miniature medal

Recruiter of 10 to 15 new members..... White Ribbon with miniature medal

In addition to the above, the National Adjutant may also present the following awards:

Recruiter of 1 or more new members.....Recruiting Pin

Recruiter of 5 or more new members..... Purple Heart Recruiting Baseball Cap

Recruiter of 25 or more new members..... Purple Heart Recruiting Shirt

**Time Tick:** Data from MOPH HQ due to National Adjutant right after June 30

## **Ad-Hoc Or One Time Awards**

The National Officers, particularly the National Commander and National Adjutant, may create and present ad hoc or one-time awards to individuals, organizations, and businesses who make major contributions to the overall MOPH mission. These awards will be announced in the Purple Heart Magazine and/or in the MOPH Newsletter.

## **14. GRIEVANCE**

*(Ref: MOPH Bylaws, Article XV, Section 12)*

A grievance is a complaint from a MOPH member for some action which causes suffering, distress, or disruption within the Order. Grievances consist of minor disagreements, arguments or misunderstandings that do not involve misfeasance, malfeasance, or intentional violation of the Constitution and/or Bylaws of the MOPH.

A grievance may be submitted by a Patriot (the petitioner) to the appropriate Commander (Chapter or Department) or Judge Advocate. The grievance must be in writing and in sufficient detail to establish facts. It must be signed and notarized.

The Judge Advocate will review the grievance and attempt to mediate the dispute. If the efforts of the Judge Advocate fail, the grievance will be referred to the Department or Chapter Commander for a hearing by a Grievance Committee.

Grievances will be heard by a Grievance Committee composed of three Past Commanders and a member who will act as a recorder of the proceedings, but will have no vote. Chapter grievances will be heard by three past Department Commanders; Department grievances will be heard by three past Region or National Commanders. National grievances will be heard by a Grievance Committee of three Past National Commanders.

An accurate record must be kept of the proceedings. The record of the proceedings, a summary of the findings, and a recommended decision must be forwarded to the appropriate Commander, the Petitioner, and all participating parties within 15 days of the close of the hearing.

The objective of a grievance hearing is to mediate the dispute and eliminate the grievance. The usual recommendation of a Grievance Committee to the appropriate Commander for a penalty would include one of the following: a Commander's meeting, a verbal reprimand, or a letter of reprimand.

## 15. DISCIPLINE, TRANSFER, & EXPULSION

*(Ref: MOPH Bylaws, Article XV, Section 13)*

An active or associate member of MOPH may be punished or have their MOPH membership rights abridged for one or more of the following reasons:

- Intentional violation of the Constitution and/or Bylaws of the MOPH.
- Misfeasance or malfeasance.
- Refusal to comply with the lawful orders of a Department or National Convention.
- An action which brings discredit on the MOPH.
- Conviction of a crime involving theft or moral turpitude.

Punishment which may be imposed on a member for one of the reasons stated above includes:

- Censure – written reprimand or admonition to the member by the appropriate Commander.
- Transfer – permanent transfer of membership to another Chapter or to a Department or National Member-at-Large status.
- Suspension – removal from membership and/or from any MOPH office held by the member for not more than one year.
- Expulsion – remove the individual from membership.

Preferring charges against a Patriot should be an action of last resort. Every effort should be made, within the chain of command, to solve problems without the necessity for filing formal charges. Should all efforts fail, charges may be filed as follows:

- Any Commander may bring charges against a member. The Judge Advocate must concur with the action.
- The National Commander, with the agreement of the National Judge Advocate, may bring charges against a member.
- Any three members of the Order, who are in good standing, may join in bringing charges against another member/s.
- Charges must be written and in sufficient detail to establish fact. Charges must be signed, notarized, and sent via certified mail to the appropriate level Adjutant, and copied to the National Adjutant.
- Adjudication of the charges shall be imposed at the next higher level. Charges brought against a Chapter member will be heard at the Department level. Charges brought against a Department Officer or a Department or National member-at-large will be heard at the Region or National level. Charges against a

member of the NEC will be heard by a disciplinary hearing panel consisting of three Past National Commanders.

The procedure for handling of charges is as follows:

- The convening authority is the Commander at the next highest level. The convening authority will provide the accused with a copy of the charges against him, all related documents, a clear statement of the alleged violations, and a notification of the hearing time, date and place.
- All correspondence with the accused will be by certified mail (return receipt requested).
- All hearings will be fixed for a date not less than 20 days, or more than 60 days from the date the accused is served the charges.
- The convening authority will appoint a disciplinary hearing panel of three impartial Past Commanders who will select their Chair, as well as an impartial member without a vote who will act as a pro-tem secretary and keep an accurate record of the proceedings.

The procedure for the conduct of a Disciplinary Hearing Panel is as follows;

- A disciplinary hearing is an *administrative* hearing and rules of evidence as in a court of law do not apply.
- A confidential investigation by an elected Inspector is encouraged to identify all relevant facts.
- Due to the problems in accurate transcription, a court recorder is required for a disciplinary hearing.

The accused may represent himself, or may retain counsel. Counsel can advise the accused, but may not address the Disciplinary Hearing Panel. The accused has the right to speak and produce witnesses in his defense. If the accused fails to appear as directed, the hearing will proceed without him. Should the accused require additional time to prepare his case, the convening authority may allow one adjournment of the hearing date for a period of not more than 30 days, so long as the convening authority is notified a minimum of 10 days prior to the scheduled hearing date.

The Chair of the Disciplinary Hearing Panel will read the notification, introduce the parties on both sides, as well as the members of the panel, and read the charges. The Chair will then ask the accused how he pleads – guilty or not guilty – to each charge.

Opening statements are made by both sides with the accuser first. Following will be testimony of any witnesses produced by the accuser, then testimony by any witnesses for the defense of the accused. Rebuttal witnesses are allowed with the accuser going first followed by the accused. After closing arguments are completed by both sides; the accused and accuser must leave the room. The Chair, in executive session, will poll each member of the panel on their finding of guilt or innocence on each charge.

If the accused is found guilty of any charge, the Disciplinary Hearing Panel, in executive session, will determine an appropriate penalty.

Within 15 days of the close of a disciplinary hearing, a written decision for recommended penalty will be published. One copy will be sent by certified mail to the accused. Copies, with an accurate record of the proceeding, will be sent to the Commander who is the convening authority, the Chair of the Disciplinary Hearing Panel, the appropriate Adjutant, and the National Adjutant. In a case that results in a recommendation for expulsion, the National Adjutant must be informed immediately. A member may appeal the decision of a Disciplinary Hearing Panel to the next higher level within the MOPH. An appeal must be submitted within 15 days of receipt of notification of the panel decision. An appeal must be based on specific violation(s) of established procedures or the rights of the accused, or on new evidence. The reviewing Commander will decide on the merits of the appeal; action to increase the recommended level of punishment is not allowed.

The National Commander is the final authority on appeals of actions taken below his level.

An appeal of the decision of a National Disciplinary Hearing Panel will be presented to the National Executive Committee with a statement of the facts presented and the recommended punishment. The accused will be allowed to present documentation supporting his appeal.

A Disciplinary Hearing Panel decision, with the exception of a recommendation for expulsion, will be final after allowing a 15 day period for appeal.

A recommendation for expulsion is reviewed by the National Commander and submitted to the NEC for action.

## 16. RECALL OF ELECTED OFFICER

*(Ref: MOPH Bylaws, Article XV, Section 14, "To Preserve the Integrity of the Order")*

Elected officers at all levels who do not fulfill the responsibilities of their elected office may be removed from office. The usual reasons for removal of an elected officer would be incompetence, non-activity, poor attendance, or egregious performance of duties.

The recall of an elected officer for removal from office must be initiated by a Chapter, Department, Region, or National Commander. A minimum of two other Commanders must endorse the recall.

A letter requesting recall of an elected officer must be prepared with specific detail of the reasons for recall, must be signed by three Commanders, notarized and forwarded to the National Adjutant. The National Commander must approve the recall, and will exercise oversight of the recall process.

At the Chapter level, all Past Commanders and Chapter elected officers have one vote each in the recall procedure. The rules for voting at Department or National Executive Committees apply at these levels. A *super majority* of 3/4ths of all members eligible to vote is required to remove an elected officer.

## 17. UNIFORMS

*(Ref: MOPH Bylaws, Part III, Ritual and Manual of Ceremonies)*

The standard Patriot uniforms shall be as follows:

### **Dress**

- Navy or black single-breasted blazer with the MOPH emblem affixed to the left breast pocket.
- Dress white shirt with long or short sleeves
- Medium grey trousers or skirt
- Black shoes
- Purple necktie with white edged George Washington emblem sewn thereon or regimental stripe necktie with Purple Heart colors.
- Overseas Cap with the appropriate color and letters as described below.

This should be worn at all meetings of the Order and other official veteran meetings, particularly any honoring George Washington.

As in all endeavors, common sense has to prevail in the wearing of uniforms and Commanders, dictating dress codes, must be flexible. For example, if there's an outdoor event and the temperatures are in the nineties; then the suit/blazer option is out and you can substitute short-sleeve white shirt, MOPH tie, Purple Heart medal or logo or both, dress slacks, and overseas cap of the Order. You'll both look sharp and be comfortable.

### **Semi-Formal**

For a semi-formal occasion, follow the guidelines for Standard wear above, but substitute a dark two piece suit for the blazer and slacks, just use the regimental stripe tie, and add the full size Purple Heart medal to the lapel.

## Formal

For a formal event that calls for wearing a tuxedo, bow ties, and cummerbund, add the Purple heart medal to the left side of the tuxedo jacket. If you have a cummerbund of MOPH colors, that can be worn as well.

## Informal

Department and Chapter Commanders have full latitude to establish informal uniforms for their functions, keeping them in good taste. Items that can be approved include golf shirts, buttoned shirts, sweat shirts, jackets, all affixed or embroidered with the MOPH emblem. Local insignia that identify state or region can also be fabricated and added to the mix for morale purposes.

MOPH informal dress for social and public functions (demonstrations, marches, etc) can range from the Standard attire to just a polo shirt, and grey or tan slacks. The polo shirts currently come in a variety of colors – red, black, grey, green, purple, and white. While the different colors are great for morale, you cannot present a uniform appearance to the public – which is often desirable for a March or rally – unless you're all wearing the same color! Recommend each member acquire at least one purple polo shirt for Chapter public activities.

Head gear worn for an informal function should be the overseas cap with Standard dress, but ball caps with the polo shirt/slacks attire. Ball caps, white for national members and purple for Department and Chapter members, are available from the MOPH Supply Room on the website, [www.purpleheart.org](http://www.purpleheart.org), and can be personalized with appropriate pins and patches.

## MOPH Regulation Overseas Caps

The color of MOPH caps identifies level of membership and can be adorned with additional patches and pins to further state a member's status.

- National Officers – All white with purple piping and letters
- Department Members – Purple with white top, gold piping and white letters
- Chapter Members – All purple with white piping and letters.
- “Life Member” can be embroidered on all caps.

All official caps are available from the Keystone Uniform Cap Company (215-922-5493); see their ad in the [Purple Heart Magazine](#).

♥ **Heart Beat:** MOPH Associate members can wear similar dress as members, but must have the oval George Washington emblem rather than the Purple Heart on their caps!

## 18. LADIES AUXILLARY, LAMOPH

*(Ref: MOPH Bylaws, Article XVI, provides specific information on the Ladies Auxiliary)*

The Ladies Auxiliary Military Order of the Purple Heart of the USA, Inc., is subject to the terms and conditions as set forth in the Congressional Charter of the MOPH and subject to the various restrictions and limitations as set forth in the Ladies Auxiliary Constitution Bylaws, Rules and Regulations as adopted at their 1959 National Convention.

The objectives of the Ladies Auxiliary are patriotic, fraternal, historical and educational, to preserve and strengthen friendship among its members: to perpetuate the memory of Purple Heart dead; to maintain true allegiance to the Government of the United States and fidelity to its laws. It is the responsibility of each Ladies Auxiliary Member, Unit or Department of the Ladies Auxiliary to assist Chapters and Departments of the MOPH in emphasizing those principles of historical significance - AMERICANISM and LOYALTY - which are the cherished inheritance of every American.

## **LAMOPH Reporting Requirements to MOPH National Adjutant**

Annual reporting requirements, designed to keep MOPH leadership informed on Ladies Auxiliary activities to ensure a fused, coordinated accomplishment of MOPH's goals, can be found in Attachment B, *Directory of Forms and Documents*, and downloaded for completion. Each form contains the due date and designated recipient of the report.

In addition to the reporting requirements contained in Attachment B, the National Secretary of the Ladies Auxiliary has the following three reports:

- *Annual Complete Report* as of 30 June that contains:
  - A detailed list of Departments and Units showing number added, reinstated, reorganized and Charters forfeited.
  - The total membership, showing increase or decrease.
  - Submitted to National Adjutant at the National Convention.
- *Complete Financial Report* as of 30 June - submitted to the National Adjutant no later than July 31.
- Complete list of elected and appointed LAMOPH officers to the National Adjutant within 15 days after close of the National Conference for publication in Purple Heart Magazine.

♥ **Heart Beat:** The current name and contact information for each of the report recipients are listed in the latest Purple Heart Magazine.

# ATTACHMENT A

## Key Dates For Departments And Chapters (List of key dates of important mailings and filing deadlines)

Fiscal Year & Membership Strength Accounting	JULY 1 to JUNE 30
Renewal Notice Sent to Annual Members 60 days and 30 days before expiration date	JULY 1 to JUNE 30
AM NOT PAID Become Delinquent 30 days after expiration (Ineligible to Vote or Hold Office; Print-Out sent to DEPT & CHAP with monthly updates)	JULY 1 to JUNE 30
Delinquent AM NOT PAID Dropped from Rolls 60 days after expiration date (Print-Out Sent to DEPT & CHAP with monthly updates)	JULY 1 to JUNE 30
DEPT & CHAP Contact All Annual Members NOT PAID	Upon Receipt of Roster
Complete Roster of Members as of June 30 Sent to DEPT & CHAP	2nd Week in JULY
LM Verification Form Sent to DEPT & CHAP	2nd Week in JULY
4 <sup>th</sup> Quarter DEPT & CHAP AM Rebates Sent (Dues rec'd Apr 1 - Jun 30)	2nd Week in JULY
LM Verification Form Due (Must be <b>received</b> at Nat'l HQs by date indicated; No Exceptions)	OCTOBER 1
1 <sup>st</sup> Quarter DEPT & CHAP AM Rebates Sent (Dues rec'd Jul 1 - Sep 30)	2nd Week in OCTOBER
LM Rebates Sent to DEPT & CHAP (for verified LMs as of June 30)	2nd Week in OCTOBER
DEPARTMENT Finance Report Form Sent	2nd Week in NOVEMBER
DEPARTMENT Finance Report (as of November 30) Due	DECEMBER 31
2 <sup>nd</sup> Quarter DEPT & CHAP AM Rebates Sent (Dues rec'd Oct 1 - Dec 31)	2nd Week in JANUARY
Complete Roster of Members as of December 31 Sent to DEPT & CHAP	2nd Week in JANUARY
Report Forms Sent to DEPT & CHAP (Election, Finance, Inspector/Trustee, Americanism, VAVS, & Welfare)	2nd Week in MARCH
CHAPTER ELECTIONS* (Election Reports Due at National Upon Installation of Officers; Not Later than June 30)	APRIL 1 - APRIL 30
3 <sup>rd</sup> Quarter DEPT & CHAP AM Rebates Sent (Dues rec'd Jan 1 - Mar 31)	2nd Week in APRIL

DEPT & CHAP Contact All Life Members on Partial Payment Plan upon receipt of roster	2nd Week in APRIL
DEPARTMENT Conventions & ELECTIONS* (Election Reports Due at National upon Installation of Officers; Not Later than July 15)	MAY 1 - JUNE 30
CHAPTER Report forms due (See individual Form for Specific Dates) (Finance, Trustee, Americanism, VAVS, & Welfare)	JUNE 1 / JUNE 15
DEPARTMENT Report forms due (Finance, Inspector, Americanism, VAVS & Welfare)	JUNE 30

\*Chapters and Departments which have NOT Submitted a Current Election Report will NOT qualify for Delegates at National Convention and will NOT be paid AM & LM Dues Rebates!

### **KEY DATES FOR PURPLE HEART MAGAZINE**

Deadline for Articles for PURPLE HEART Magazine day of even months	1st
Distribution of PURPLE HEART Magazine week of odd months	2nd

# ATTACHMENT B

## MOPH Directory of Forms and Documents

The following forms and documents are available for downloading from the MOPH website, [www.purpleheart.org](http://www.purpleheart.org), under “Members.” Most are in Adobe format – if your computer doesn’t recognize the file type, you might need to download Adobe Reader. If you’re reading this document on the site, [click here](#) to download and install the Reader.

### Membership Related Forms

**Associate Membership Application (Parent and lineal descendant of Purple Heart Recipient)** [Click here](#) to download (Adobe format).

**Membership Application (Purple Heart Recipient)** [Click here](#) to download (Adobe).

**Recruiting & Americanism Materials Order Form** [Click here](#) to download (Adobe)

**Taps** (Report form for deceased member) [Click here](#) for download (Adobe).

**Transfer Request** (Report form for member transferring to new Chapter) [Click here](#) for download (Adobe).

### MOPH Documents

**Constitution & Bylaws of the MOPH** [Click here for download](#) [Click here](#) for download (Adobe)

**Newsletter Awards Policy** for Chapters and Departments from the National Publications Committee [Click here](#) for download (Adobe)

**Editorial Policy for the Purple Heart Magazine** from the National Publications Committee. [Click here](#) for download (Adobe)

**National Service Program Staff Directory.** [Click here](#) for download (Word)

### Annual Chapter and Department Forms (including submission instructions)

As these forms are date sensitive, go to *MOPH Directory of Forms* on the website ([www.purpleheart.com](http://www.purpleheart.com)) (Highlighted on the right side of the home page) for the current ones applicable to your Chapter or Department and download them for processing and submission. Report topics covered include Americanism, election, trustee, finance, welfare, and life member verification. Recommend that you visit this section at the

beginning of the year and then re-check it periodically for any changes during the year. You should add the due dates of reports to your unit calendar.

## **Ladies Auxiliary Forms**

**Unit and Department Installation Report** [Click here](#) for download (Adobe)

**Americanism Report** [Click here](#) for download (Adobe)

**Community Activities Report** [Click here](#) for download (Adobe)

**Community Hospitals and Nursing Facilities Report** [Click here](#) for download (Adobe)

**History Report** [Click here](#) for download (Adobe)

**Inspector's Report** [Click here](#) for download (Adobe)

**National Emergency Disaster Report** [Click here](#) for download (Adobe)

**Publicity Report** [Click here](#) for download (Adobe)

**VAVS Report and Information Sheet** [Click here](#) for download (Adobe)

**Aide and Attendance Grant Request** [Click here](#) for download (Adobe)

**Annual Report to National Chaplain** [Click here](#) for download (Adobe)

**Annual Viola Report** [Click here](#) for download (Adobe)

# ATTACHMENT C

## Purple Heart Magazine Editorial Policy (Ref: MOPH Bylaws, Article XII, Section 5)

The following is a statement of editorial policies of the *Purple Heart Magazine* (hereafter called the Magazine) regarding all printed and photo submissions. The reader should understand that all material has been approved by the Publications Committee. The Publications Committee is composed of four (4) elected and four (4) *ex officio* members. The four *ex officio* members are the National Commander, National Finance Officer, The Adjutant General, and the Editor. The four elected members have terms that expire, one each year, and are elected for four-year terms. One appointed non-voting Auxiliary member is a liaison to the Committee.

It is understood that these policies may be changed, as needed, by action of the Publications Committee. It is also to be understood that the Editor of the Magazine has full responsibility for the content of the Magazine, following the editorial policy as outlined, until the policy is changed or until he is told by the Publications Committee to alter some procedure.

### Submission Policy

Materials submitted for publication in the Magazine will follow these guidelines:

- Do not use all caps, bolding, fancy typefaces, or color. These may not scan accurately.
- All materials submitted for publication must be typewritten, double spaced, on white paper.
- Material must be submitted according to the following guidelines and policies as noted in the policy statement.
- Any material not received by the Editor on or before the deadline for that issue **will not** be printed. There will be **no** exceptions.

Deadlines will be as follows: (“Deadline” refers to the date **received** by the Editor – not the date postmarked on the envelope containing the material.)

January – February Issue	December 01
March – April Issue	February 01
May – June Issue	April 01
July – August Issue	June 01
September – October Issue	August 01
November – December Issue4	October 01

Long-standing policy on content and cover:

May - June	Pre-Convention Issue
September – October	National Commander's Photo on cover
Post-Convention	Stories and pictures
Other	Special dates such as Pearl Harbor or D-Day commemorative issues

**Officers' Columns (Including National Adjutant & National Service Director)**

The following guidelines will govern the regular columns to be submitted by elected and appointed National Officers:

- Columns for the following officers may appear in each issue of the Magazine with the listed limitations on length by number of words.

***400 words or less***

National Leadership Team

***300 words or less***

Senior Vice Commander	Junior Vice Commander
National Adjutant	National Service Director
Americanism Officer	Legislative Director
Surgeon	Chaplain
National Historian	

- Columns from other Officers, including the Appointed Officers, may not normally appear in every issue. The columns should be restricted to **300 words** except when a special event or holiday of the Order or similar item is involved (e.g. Memorial Day, Veterans Day, Police Officer Awards Ceremony, George Washington Birthday Event, etc.). Good planning and coordination with the Editor will help the writer(s) prepare such materials.
- Pictures in the above materials may be used, when appropriate.

Names and contact information for the Purple Heart Magazine editor and staff is in each issue of the Magazine.

**Auxiliary Materials**

The Ladies Auxiliary will have a specific section in the Magazine. We recognize the importance of the auxiliary in our organization and in the overall success of the Order. We will include the following items:

President's Report	General Orders
National Secretary's Report	Officers' Columns
Permanent List of Officers	Photos w/captions

## Special Events

### **Special Items**

The list of special items, as noted here, may be increased by the Publications Committee as the occasion and need occurs. Some of the items to be considered are noted here. The Editor shall make the final decision regarding editing and/or publication of "special" materials as included in this section.

- Articles of interest describing events and activities within the various Regions, Departments, Chapters, Units and National Organization are necessary to illustrate organizational participation at all levels.
- Letters to the Editor will be edited for clarity, length and grammar. Usually only one subject per letter will be used. The Editor has the right to refuse to print any article; if the content is either over done, out of date, or inappropriate. The Editor will not print any controversial articles. Controversial is defined as political, derogatory, libelous, racist, against US or Organizational Policy, vulgar, or otherwise objectionable. If there is any doubt if a letter is controversial it will be cleared with the Chairman of the Publication Committee prior to publication.
- Special columns, classified as observations or opinions, will be published at the discretion of the Editor. If these special columns contain numbers, dollar amounts, names of people, controversial topics, or similar items these figures/dates/names/facts, etc. must be documented by fully listing the source(s) of such items. Without valid references the material will not be published.
- Articles that have appeared elsewhere, such as in a magazine or newspaper or organization bulletin, will not be included in the Magazine unless the Editor has written permission to use the material. Such permission must be given on appropriate letterhead stationery and signed by a responsible person such as the editor or publisher of that source of material.
- Articles over 2,000 words will not normally be considered. If one has the need or the desire to submit such material he or she should consult the Editor before writing it. An example might be an important current topic or theme that would require more than the normal acceptable words as noted in this policy statement. Should that be the case the writer is encouraged to contact the Editor in advance so there will be no misunderstanding about publication.
- Writers should use 1,500 words as a guide for length.

### **Human Interest Stories**

The Magazine is interested in obtaining more stories about personal military experiences.

The Order sincerely wants Members of the Order and Ladies of the Auxiliary to tell human interest or humorous stories about personal or family members' military

experiences. You may remember some of the events that took place while you or a family member was in the service; on maneuvers, in basic training, at home on pass, on a ship going overseas, in a replacement depot, etc.

If humor is involved, tell it without hurting anyone's feelings. Whatever your story is, tell it briefly if at all possible. (Example: see Reader's Digest column titled "humor in Uniform").

### **Stories With a National Impact**

For almost all of our nation's history we have had stories by government officials on both the state and national levels, by business and professional persons, and by others of national prominence who have a story to tell.

We need more of these. The Order has been fortunate to have many Members of Congress (both House of Representatives and the Senate) contribute to our Magazine, but we are always searching for new material. The same thinking goes for business and professional persons who have something important to say to veterans.

The policy here, on "National Impact" matters as with other materials, is to tell the story briefly but completely. In such items as these, however, we can set no specific limits. It is possible that whatever we accept will run to 2,000 or more words in length and may even include pictures. In such cases, the Editor will be the judge. The Chair of the Publications Committee will assist the Editor.

### **Poetry**

Poetry is allowed but should not be lengthy. If the poem is too long, we reserve the right to excerpt. No more than one page of the Magazine will be devoted to poetry.

### **Images**

Images are important to the Order, Auxiliary, and to our Magazine. With respect to this, and to get the best coverage possible, the following guidelines should be followed when submitting pictures. The Editor is the final authority for the use of pictures as he determines space availability, content, clarity, and similar matters.

- Either color or black and white pictures may be submitted. Both types will reproduce well in the Magazine. Colored pictures give the Editor more flexibility.
- Activity shots have more inherent interest as opposed to group shots.
- In presentations, please show the reader what has been done or purchased and not just the presentation of a check. Many Chapters and Units give money for the purchase of a specific item that is needed. Wait until the item is obtained and then have the picture taken. This shows the reader what was accomplished rather than having him or her guess as to how the check was used.
- Names are news. As a matter of practice, the Editor attempts to include the names and titles of persons appearing in each photo, as well as according credit to the photographer or contributor of an item. Each individual in a photo must be identified by full name and title (rank, position, office held, etc.) from LEFT to RIGHT, including group photos. (Individuals in

backgrounds need not necessarily be identified.) If each person in a submitted photo is not fully identified the photo will not be used the Magazine.

- **Do not write heavily on the back of photographs.** If writing from a ball point pen shows through it may destroy the photo by showing up when scanned. Suggest that a Post-It note or card be affixed to the back of the photo with identifying information printed clearly or taped on the back with type on piece of paper.
- You do not need to get the person's entire body in a picture. The best shots are often those showing the person from the waist up to the top of the head with only a little space above the head showing. (Of course, this means that the image of the person(s) in the picture will be larger.) The Editor will crop photos at his discretion.
- We encourage submission of Images by email, but be sure to describe each image in the cover email. This procedure gives the editor a quick and simple method to obtain clarification of a story or proposed caption if needed.

### **Political Implications**

The Order cannot become politically involved in any manner whatsoever, whether it be on a local, state, or national level. In fact, our Section 10 of the MOPH Congressional Charter contains such a prohibition. Therefore, anything in our Magazine should follow that restriction.

### **General**

The Magazine will continue to print stories, articles, pictures, and other items from persons within the Order, as well as from individuals who do not belong to either the Order or the Auxiliary. No guarantee can be given as to publication of any article.

# ATTACHMENT D

## Chapter Public Relations Plan

### Challenge

Increased Chapter involvement in community activities, award presentations and veterans' activities will enhance the image of the Military Order of the Purple Heart within the community.

### Response

Each Chapter should have a public relations plan, executed by one or more of its staff officers. This public relations plan outline is designed for use by a Chapter to enhance its position within the community it serves. Community involvement is the answer to creating awareness of the Chapter. Participation by members of the Order will foster recognition and support for the Order.

### Program Elements

#### Community Involvement

If you want to be recognized by the community, you have to get out in the community.

#### Community Functions

Seize every opportunity to set up a booth, with a MOPH banner across the table, at County Fairs, State Fairs, holiday celebrations - any community function that draws a large number of people.

- Ask all members to wear MOPH caps.
- Hold a raffle to draw attention and generate funds for the Chapter.
- Pass out literature about MOPH, membership applications, and items provided by the Membership Director.

#### Viola Sales

Viola sales create community recognition of the Order.

- Order Violas two months before August 7<sup>th</sup> (Purple Heart Day), or other sale dates.
- Provide a press release to local newspapers, television and radio stations announcing the upcoming sale of Violas.
- Set up Viola sales at high traffic areas such as the entrance to a Wall Mart, or a shopping mall.
- Make sure all participating members wear MOPH caps.

#### Parades

Chapters should participate in parades, particularly Veterans Day.

- Request the local National Guard or Reserve unit provide an open truck to carry Chapter members who are not able to march.

- If military trucks are not available, find a member or an auto dealer willing to support your Chapter with a vehicle.
- Provide MOPH signs for both sides and the rear of the truck.
- Make sure all members wear MOPH caps and jackets.
- Have American flags available for members to wave.
- Be proud.

### **Funerals**

Chapter members should attend funerals for fellow Patriots, as well as other veterans who may not be members.

- Chapters should have a Purple Heart wreath constructed of silk flowers, and have the wreath present at funerals.
- Members should wear MOPH caps to all funerals for members and veterans.

### **Oral History Presentations**

Each Patriot has a story to tell; how we went into battle, what we experienced, what we learned. Those subjects are of interest to history teachers in local high schools. Meet with the local principal and ask if he or she would like to have a member talk with a history class about the war he or she fought in. Most modern children have limited knowledge of what happened in World War II, Korea, Viet Nam, or in the Gulf War. They know of Iraq and Afghanistan, but it is limited to television exposure. Tell your story. People are interested in knowing what we did in our wars; camaraderie, weather and living conditions, food/rations, etc.

### **Media Relations**

#### **Newspapers**

The best friend your Chapter has is the local newspaper editor. The editor will support you if you give him news to work with.

- Create a Press Release when anything of news value happens to members.
- Take the Press Release in person to the editor, wearing a MOPH cap.
- Ask the editor to run the article or story, or to cover your event.
- Offer assistance for reporters or photographers who visit a Chapter event.

#### **Television**

When you develop a Press Release for the newspaper, be sure to provide a copy for the television station news director.

- Visit the TV station and meet with the news director.
- Provide the news director with your news release and ask that the station cover the event or story.
- Support requests for interviews with members.
- Wear your MOPH cap.

#### **Radio**

Many tend to forget radio as an excellent communications medium. Accomplish the same tasks for the local radio station manager you would for the TV news director. Don't forget to wear your cap.

### **Press Releases**

At Enclosure I is a sample press release for a Chapter to provide to the local newspaper editor, TV news director, or radio station manager.

- The style is up to the Chapter. Don't worry about the small things, just put down the facts and let the news folks sort out what they want to use.
- Remember to always put the five "Ws" first .... Who, What, When, Where, Why, and sometimes, How. Provide a point of contact with telephone number and email address if available so the editor, news director or radio station manager can contact that person for more information.
- If the press release concerns news about a member, be prepared to provide biographical information about that person. As a minimum, be prepared to tell the media what the Patriot did, his accomplishments, war record .... anything that could be used in a human interest story about the Patriot.

### **Weekly Newspaper Series**

People like to read about others.

- Ask your local newspaper editor if he or she would be interested in a weekly article about members of your Chapter; where they served, how they were wounded, incidents about battles, what they have accomplished since coming home, etc.
- If the editor likes the idea, he might assign a reporter to do the series and run the articles, with photos, for eight or ten weeks.
- If the editor likes the idea, but doesn't have the manpower to spare to write the articles, tell him you will have them prepared if he will use them.
- Go to the local high school or college and identify the person teaching journalism or advising the school newspaper. Tell them your idea for a series and ask for volunteers to do the reporting. Most will jump at the chance to do something meaningful, and get a byline to do so.
- After identifying a person to conduct the interviews, seek volunteers from your Chapter to be interviewed.
- Conduct three or four interviews on the same day at a VFW Hall or American Legion Hall.
- Take photos of members wearing MOPH caps to complement the articles.

### **ROTC Awards**

- A Chapter member should present each MOPH ROTC or Junior ROTC Leadership Medal at the awards ceremony.
- The member should be prepared to offer brief remarks about the MOPH, the objectives of the Order, why MOPH honors youth, etc.

- Members must be aware of the importance of these appearances. It displays the MOPH concern for today's youth. Family members present at the awards ceremonies will be impressed with the MOPH presentation and this will build recognition within the community.

### **First Responders - Public Safety Program**

- Each chapter should monitor the news and when a Law Enforcement Officer or Fire Fighter is wounded or seriously injured in the line of duty, begin preparations for the officer to be recognized by MOPH. The public empathizes with law enforcement personnel and fire fighters wounded or seriously injured in the line of duty. They will associate with combat wounded veterans if ceremonies honoring law enforcement officers and fire fighters are conducted in public.
- Contact the Chief of Police, Sheriff or Fire Chief and tell him or her of the MOPH program to honor Law Enforcement Officers and Fire Fighters. Ask the official to agree to a ceremony for the presentation of a MOPH award. Ask that the family and other officers be present, and that the local chapter make the presentation.
- The local press, TV and radio will want to cover such a presentation. Send out a press release concerning the presentation. Have a handout prepared for the press that explains what MOPH is and what its objectives are. The membership materials available from national HQ are excellent for that purpose.
- The member making the presentation should be prepared for possible interviews by the media prior to and after the presentation.

### **Public Relations Assistance**

When faced with a public relations situation not addressed in this plan outline, contact the national Public Relations Director for assistance. He will make every effort to support you in your efforts to create community recognition. He will provide tips, ideas and graphic support (logos, banners, etc.) on programs you might employ to meet your Chapter goals.

## **Enclosure (1)**

### **Example of Press Release Chapter 777 Military Order of the Purple Heart**

On Thursday, April 19<sup>th</sup>, at 9:00 am, retired Sergeant Randall Stung will receive the Purple Heart in a ceremony at City Hall for wounds received while he served in Korea.

After 50 years and many requests, Stung will finally receive his medal. The State Adjutant General, Major General Simon Legree, will make the presentation.

Stung was wounded in an attack by Chinese near the famous Pork Chop Hill. As a member of the 2<sup>nd</sup> Infantry Division, Stung was a machine gunner and was wounded by enemy mortar fire which destroyed his position and killed the remainder of the personnel with him.

Stung is married to the former Anne Mae Bloom of Wichita Falls, Texas. They have twelve children and 24 grandchildren. Stung works as a school bus driver for the city of Wichita Falls.

For further information, contact Leroy Goodwords at (333) 689-0998

# ATTACHMENT E

## Extracts from Robert's Rules of Order

ARTICLE XIX, Section 2 of the BYLAWS of The Military Order of the Purple Heart, states: *All Chapter, Department, National and Committee meetings of the Military Order of the Purple Heart of the USA, Inc, shall be conducted in accordance with Robert's Rules of Order, as revised ...*"

Following are some abbreviated notes from Robert's Rules of Order. These notes may be useful in conducting Chapter, Department or Committee business. When in doubt, always refer to a written copy of *Robert's Rules*, provided in your start-up kit.

**Order of Precedence of Motions.** These twelve motions have a fixed rank, the Order of Precedence, among them selves. When one of them is pending, any motion higher on the list is permitted, with a few rare specified exceptions. Any motion lower on the list is prohibited, except that to amend or to order the previous question on *an amendable higher-ranking motion* is permitted when the higher-ranking motion is pending. They are proposed in any upward sequence and put to vote in the opposite downward sequence.

- Adjourn
- Recess
- Raise a question of privilege
- Call for the order of the day
- Lay on the table
- Order the previous question (close debate)
- Limit or extend limits of debate
- Postpone indefinitely
- Commit or refer
- Amend
- Postpone indefinitely
- Main motion

**Introduction of Business.** All business should be brought before a meeting by a motion of a member or by the presentation of a communication to the assembly. In many cases in the ordinary routine of business, however, it is not usual to make a motion. Instead, the chair specifies an action and announces that, if there is no objection, the action will be considered adopted.

**Obtaining the Floor.** Because business requires a motion, it is usually necessary for a member to make a motion, and before a member can make a motion or address the assembly on any motion, it is necessary that he obtain the floor; that is, he must obtain the right to speak.

When two or more members rise and address the chair at the same time, the chair must make a decision about which member to recognize, and he should serve the interests of the assembly by allowing the floor to alternate between the friends and enemies of a motion, if he knows them. Furthermore, the member upon whose motion the subject under consideration was brought before the assembly is entitled to be recognized as having the floor if he has not already had it during that consideration, and a member who has not spoken on the motion is entitled to be recognized in preference to one who has.

**Motions.** Before any subject is open to debate, three steps are necessary. First, a motion must be made. (A motion is a formal proposal by a member in a meeting that the assembly take certain action.) Second, the motion must be seconded by another member. Third, the motion be stated by the chair.

**Opening Debate.** The chair opens debate on a debatable motion by saying, after his statement of the motion, "Are you ready for the question?" This language is simply an invitation to debate the motion and should not be taken as implying that the chair wants to vote on the motion immediately.

**Main Motions.** A motion that brings before an assembly, for its consideration, any particular subject independent of any other pending motion or parliamentary situation is a main motion.

**Subsidiary Motions.** Subsidiary motions are motions applied to other motions for the purpose of disposing of them. Any of these motions can be applied to the main motion, and some of them may be applied to other motions. The following are the subsidiary motions as they appear in the Order of Precedence:

- Lay on the table
- Order the previous question
- Limit of extend limits of debate
- Postpone indefinitely
- Commit or refer
- Amend
- Postpone indefinitely

**Incidental Motions.** Incidental motions are motions that arise out of other motions and consequently must be decided before the motions that gave rise to them. The most common incidental motions are:

- Point of order
- Appeal
- Object to the consideration of a question
- Divide the question
- Divide the assembly
- Read papers
- Withdraw or modify a motion
- Suspend the rules

**Privileged Motions.** Privileged motions are given high rank because of their importance, taking precedence of most other motions (including all other motions in the order of precedence). They are not debatable, for otherwise their high rank would make them useful for unjustifiably consuming a large amount of time. They are only four in number and appear below in their order of precedence:

- Adjourn
- Recess
- Raise a question of privilege
- Call for the orders of the day

**Raise a Question of Privilege.** Questions relating to the rights and benefits of the assembly, or one or more of its members, are *questions of privilege*, and they take precedence of all other motions of fixed rank except to recess and to adjourn. They typically involve the comfort of members; ability to hear speakers; conduct of officers, members, employees, and guests; or the accuracy of published reports or proceedings. A motion to close the meeting to all but members, (that is, to go into executive session) is common example.

**Point of Order or Appeal.** A *Point of Order* is an assertion that a rule is being violated and a request that the rule be enforced by the chair. It takes precedence over any pending motion out of which it rises. It is in order when another has the floor, even if it is necessary to interrupt a speaker. It does not require a second and is not debatable or amendable. It is decided by the chair, subject to appeal, and is not subject to reconsideration.

If a member objects to the chair's decision, he states, "I appeal from the decision of the chair." If the appeal is seconded, the chair defines the issue involved, explains the reasons for his decision, and asks, "Shall the decision of the chair be sustained?" An appeal is debatable unless it relates to a lack of decorum or a violation of the rules of speaking, relates to the priority of business, or is made while the immediately pending question is not debatable. If it is debatable, no member may speak more than once in debate, but the chair may defend his ruling once again at the end of the debate. An appeal is not amendable. A majority vote or a tie vote sustains the chair's decision, even if the chair votes to make a tie.

**Suspend the Rules.** This motion is to render *temporarily* ineffective one or more rules of order or standing rules. It cannot have an effect beyond adjournment of the meeting. It requires a second, is not debatable or amendable, cannot have any subsidiary motion applied to it, and requires a two-thirds vote if applied to a rule of order and a majority vote if applied to a standing rule. It cannot be reconsidered. Rules contained in the Bylaws cannot be suspended unless they provide for their own suspension.

**Lay on the Table.** The motion to *lay on the table* (or to *table a motion*) is to remove the main motion from consideration and entrust it to the care of the secretary until its consideration is resumed by the assembly at an unspecified future time. It takes precedence over all other subsidiary motions and yields to privileged and other motions.

It is not in order when another member has the floor, it requires a second, is not debatable, requires a majority vote for adoption, and cannot be reconsidered.

The object of the motion is to postpone the main motion in such a way that at a future time it can be taken up when the assembly wishes rather than at a specific time set in advance. If adopted, it delays consideration not only of the main motion, but of any amendments and other motions that must be decided before the main question can be decided.

**Amend.** The motion to *amend*, that is, to change the words of a pending motion, is one of the most important in all parliamentary law, but takes precedence of nothing but the motion that it proposes to amend. It is not in order when another member has the floor, it requires a second, and is debatable. An amendment is amendable, but an amendment to an amendment is not amendable.

# ATTACHMENT F

## MOPH NOMINATION FOR PATRIOT OF THE YEAR

NAME \_\_\_\_\_ REGION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ DEPT \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ CHAP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

MOPH MEMBER NUMBER \_\_\_\_\_ JOIN DATE \_\_\_\_\_

SPOUSE NAME \_\_\_\_\_ LAMOPH MEMBER? \_\_\_\_\_

CAP SIZE \_\_\_\_\_ JACKET SIZE \_\_\_\_\_

CHAPTER PATRIOT OF THE YEAR \_\_\_\_\_ (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

DEPARTMENT PATRIOT OF THE YEAR \_\_\_\_\_ (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

### (COMPLETE ON A SEPARATE SHEET (S) OF PAPER)

1. SPECIFICALLY, WHAT HAS THIS PATRIOT DONE IN THE PAST YEAR TO WARRANT HIS AWARD OF THE PATRIOT OF THE YEAR? WHAT DEPARTMENT OR CHAPTER PROJECTS HAS HE/SHE BEEN INVOLVED WITH? WHAT NEW PROJECTS HAS HE/SHE BEGUN OR DEVELOPED?

2. WHAT RECRUITING ACTIVITY HAS HE/SHE BEEN INVOLVED IN? HOW MANY NEW MEMBERS HAS HE/SHE RECRUITED IN THE PAST YEAR?

3. WHAT POSITION OF RESPONSIBILITY IS HE/SHE HOLDING IN THE DEPARTMENT? CHAPTER?

4. WHAT VAVS ACTIVITIES DOES HE/SHE PARTICIPATE IN? HOW MANY HOURS HAS HE/SHE VOLUNTEERED THIS YEAR?

4. WHAT OTHER CIVIC ACTIVITIES IS HE/SHE INVOLVED IN?

# **ATTACHMENT G**

## **POW/MIA CEREMONY**

### **SETTING**

The Sergeant-at-Arms will prepare a small table to be placed immediately in front of the head table, arranged as follows: single chair, white tablecloth that drapes evenly on all sides, appropriate sized vase, with a single fresh red or white rose, red ribbon tied on vase, one inverted wine glass, and a single white small dinner plate with a slice of lemon and a small mound of salt, and the POW/MIA flag attached to the front of the table.

### **CEREMONY**

Right after the meeting is called to order by gavel or bugle, but before the any business is transacted, the Commander makes the following statements:

#### **Commander:**

“Your attention is directed to the small table located in a place of honor near the head table. It is a way of symbolizing the fact that many of our Armed Forces are missing from our midst. Today they are commonly called POWs or MIAs. We call them Patriots.

They are unable to be with us this evening and so we remember them.

The table, set for one, is small; it symbolizes the frailty of one prisoner against his oppressors.

The table cloth is white, symbolic not of surrender, but of the purity of their intentions to respond to their country’s call to arms.

The single rose displayed in a vase reminds us of the families and loved ones of our comrades who keep faith awaiting their return.

The red ribbon, tied so prominently on the vase, is reminiscent of the red ribbon worn upon the lapel and breasts of thousands who bear witness to this tragedy and with unyielding determination demand proper accounting for our missing.

Our table is also a Seder of military nature:

- A slice of lemon on the plate – to remind us of their bitter fate.

- There is salt upon the plate – symbolic of the families' tears as they wait
- The glass is inverted – they cannot toast with us tonight.
- The chair is empty – they are not here.
- The POW/MIA flag is the banner proclaiming our resolve.

Tonight we take time to recall the plight of our POWs and MIAs. They were our comrades in arms; we depended on them for aid and support. Surely they would not have forsaken us.

Let us remember all POW/MIAs and honor them as we stand for a moment of silence.

I propose a toast (Use whatever beverage you have a hand):

TO OUR POW-MIA COMRADES! ” (Hear Hear!)

## ATTACHMENT H

### WHOSE JOB IS IT???

**This is a story about four people named Everybody, Somebody, Anybody and Nobody.**

**There was an important job to be done and Everybody was sure Somebody would do it.**

**Anybody could have done it, but Nobody did it.**

**Somebody got angry about that, because it was Everybody's job.**

**Everybody thought Anybody could do it but Nobody realized that Everybody wouldn't do it**

**It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.**