



ASSOCIATION OF NAVAL SERVICES OFFICERS, INCORPORATED

OPERATIONS MANUAL

1st Edition
27 Jul 2012

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ANSO, Inc. Operations Manual

Introduction of OPMAN

The first edition of the ANSO Operations Manual (OPMAN) was introduced as the initial publication of standard operating procedures for the organization and as a helpful guidance for all members of the ANSO Board of Directors and ANSO Chapter Officers. The standards and guidelines set forth in the first edition, and in each subsequent edition, have been subject to the ANSO Board of Directors approvals process.

Updates to OPMAN

Changes and corrections to this manual will be issued by the ANSO Board of Directors when needed. Such updates will be distributed to all individuals who possess a copy of the manual. Upon receipt of the update, make changes in accordance with instructions accompanying the update and notify all individuals affected.

STEP	NAME	DATE
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TABLE OF CONTENTS

I. INTRODUCTION	Pg. 9
A. Purpose of OPMAN	I - 1
B. Origin of ANSO	I - 1
C. Basic Policy	I - 1
D. Mission, Vision, Core Values, and Pillars	I - 2
E. Memorandums of Understanding (USCG, USMC, USN)	I - 3
II. ANSO ORGANIZATION	Pg. 12
A. ANSO Organization	II - 1
1. Structure	II - 1
2. Governing Bodies	II - 1
3. ANSO Board of Directors Qualifications	II - 2
4. ANSO Board of Advisors	II - 9
5. ANSO Committees	II - 10
6. Annual General Conventions and Meetings	II - 10
B. Regional Organization	II - 10
1. Regional Composition	II - 10
2. Regional Vice-Presidents	II - 11
C. Chapter Organization	II - 11
1. Chapter Officers	II - 11
2. Duties	II - 11
D. ANSO Management Office	II - 12
TAB A - Regional Monthly Report	II - 13
TAB B - Regional Annual Report	II - 14
III. MEMBERSHIP	Pg. 27
A. General	III - 1
B. Membership Types and Fees	III - 1
1. Dues Structure	III - 1
2. Dues Deadline	III - 2
3. Subscribing Lifetime Payment Plan	III - 2
C. Methods of Payment of Dues	III - 2
D. Chapter Dues/Assessments	III - 3
E. Chapter Assignment	III - 3
F. Increasing Membership Growth	III - 3
1. Official Application Form	III - 3
2. Advantages of Membership	III - 3
3. Public Relations	III - 4
4. Local Liaison	III - 4

TABLE OF CONTENTS

5. Chapter Programs	III - 4
6. Follow-up Prospects	III - 4
G. Chapter Recruiting and Retention	III - 5
H. Associate Membership Procedures (<i>pending</i>)	III - 5
1. Criteria for Associate Membership	III - 5
2. Associate Membership Fee	III - 5
3. Who Can Submit Recommendations	III - 5
4. How to Submit Recommendations	III - 6
5. Where to Submit Recommendations	III - 6
6. When to Submit Recommendations	III - 6
7. Actions by the Board of Directors	III - 6
I. Membership Report	III - 6
 TAB A - ANSO Membership Application	 III - 7
TAB B - Sample Membership Confirmation Letter	III - 9
TAB C - Sample Chapter Membership Report	III - 10
 IV. INTERNAL COMMUNICATIONS	 Pg. 37
A. General	IV - 1
B. ANSO Communications	IV - 1
1. ANSO Newsletter <i>La Ola</i>	IV - 1
2. ANSO Membership Roster	IV - 1
3. ANSO Operations Manual	IV - 1
4. ANSO Website	IV - 1
5. ANSO Website Privileges	IV - 2
6. Email Bulletins	IV - 2
C. Chapter Communications	IV - 2
1. Chapter Newsletter	IV - 2
2. <i>La Ola</i> Articles	IV - 3
 TAB A - <i>La Ola</i> Policy	 IV - 4
 V. AWARDS AND HONORS	 Pg. 44
A. General	V - 1
B. Awards Committee	V - 1
C. Command Notification	V - 1
D. Awards and Honors	V - 1
1. Individual Awards	V - 1
2. Outstanding Chapter Awards	V - 1
E. Awards and Honors Nomination/Selection Criteria	V - 2
1. The Hidalgo Medal	V - 2

TABLE OF CONTENTS

2. The García Medal	V - 2
3. The Legacy in Leadership and Vision Award	V - 2
4. The CAPT Contres Award	V - 2
5. The Lifetime Achievement Award	V - 2
6. The Excellence in Leadership and Mentoring Award	V - 3
7. The Outstanding Chapter President Award	V - 3
8. The Outstanding Chapter Program Award	V - 3
E. Format and Submissions	V - 3
Enclosures (1)-(8) - Award Forms	V - 4
VI. PUBLIC AFFAIRS	Pg. 63
A. Objectives	VI - 1
1. General	VI - 1
2. Board of Directors	VI - 1
3. Local Chapters	VI - 1
4. Individual Members	VI - 1
B. Chapter Public Affairs	VI - 1
C. Coordination with Other Associations and Government Agencies	VI - 2
1. Associations	VI - 2
2. Memberships	VI - 2
TAB A - Chapter Public Affairs Officer Duties	VI - 5
TAB B - Sample News Release Formats and Templates	VI - 12
VII. NEW CHAPTER ESTABLISHMENT AND DEVELOPMENT	Pg. 79
A. Responsibilities	VII - 1
B. Starting a New Chapter	VII - 1
1. Phase I - Requirements for Chartering	VII - 1
2. Phase II - Establishing Leadership	VII - 1
3. Phase III - The First Meeting	VII - 2
4. Phase IV - Conduct of Prospective Chapter	VII - 3
5. Phase V - Board of Directors Actions	VII - 3
6. Phase VI - Chartering Ceremony Preparation and Elections	VII - 4
7. Phase VII - Chapter Development	VII - 6
C. Dormant Chapter	VII - 6
1. Dormancy Notification	VII - 6
2. Reactivating a Chapter	VII - 7
TAB A - Chapter Start-Up Checklist	VII - 7
TAB B - Request to Establish a Chapter Letter	VII - 8

TABLE OF CONTENTS

TAB C - Regional Endorsement for Chapter Charter Letter	VII - 9
TAB D - Sample Chapter Establishment Letter	VII - 10
TAB E - Sample Chapter Charter Certificate	VII - 11
TAB F - Guidelines for Organizing a Chartering Ceremony	VII - 12
TAB G - Sample Chapter Officer Induction Oath	VII - 14

VIII. CHAPTER ORGANIZATION, MANAGEMENT AND ACTIVITIES Pg. 94

A. Organization	VIII - 1
1. Structure	VIII - 1
2. Chapter Officers	VIII - 1
3. Chapter Committees	VIII - 1
B. Management	VIII - 2
1. General	VIII - 2
2. Management	VIII - 3
3. Fiscal Matters	VIII - 3
4. Chapter Records	VIII - 4
5. Choosing the Chapter Leadership	VIII - 5
6. Report/Turnover of all Chapter Officers	VIII - 6
C. Chapter Activities	VIII - 6
1. Development of an Annual Program	VIII - 6
2. Conducting Regular Chapter Meetings	VIII - 8
3. Developing Community Relations	VIII - 10
4. Encouraging Membership Growth	VIII - 11
5. Publishing a Chapter Newsletter	VIII - 11
6. Developing a Scholarship Awards Program	VIII - 11
D. Chapter Reports	VIII - 13
1. Chapter Management Information Report	VIII - 13
2. Chapter Quarterly Reports	VIII - 13
3. Chapter Annual Activity Summary	VIII - 13
4. Chapter Annual Financial Report	VIII - 14
5. Chapter Charter and Bylaws	VIII - 14
E. Obtaining ANSO Materials	VIII - 14
1. ANSO Materials	VIII - 14
2. Use of Name and Reproduction of Insignia (Logo)	VIII - 14
 TAB A - Sample Chapter Internal Audit Authorization Letter	 VIII - 15
TAB B - Sample Chapter Internal Audit Report	VIII - 17
TAB C - Suggested Chapter Fundraising Events	VIII - 22
TAB D - Suggested Chapter Meeting Order of Business/Minutes	VIII - 24
TAB E - Sample Chapter Management Information Report	VIII - 27
TAB F - Sample Chapter Quarterly Report	VIII - 28
TAB G - Sample Chapter Annual Activity Summary Report	VIII - 30

TABLE OF CONTENTS

TAB H - Sample Chapter Annual Financial Report	VIII - 32
IX. CHAPTER FISCAL MATTERS	Pg. 127
A. Chapter Treasurer's Responsibilities	IX - 1
1. Financial Records	IX - 1
2. Criteria for Chapter Financial Systems	IX - 1
3. Bank Signature Cards	IX - 1
4. Fiscal Expectations	IX - 2
B. Chapter Financial Reports	IX - 2
1. Chapter Annual Financial Report	IX - 2
2. Chapter Monthly Financial Report	IX - 2
3. Chapter Quarterly Report	IX - 2
C. Financial Management	IX - 2
1. Budgeting	IX - 2
2. Cash Control and Management	IX - 3
3. Accounting	IX - 4
TAB A - Sample Chapter Monthly Financial Report	IX - 6
TAB B - Sample Chapter Receipts (Income) Ledger	IX - 8
TAB C - Sample Chapter Expenditure Ledger	IX - 9
TAB D - Sample Chapter Member Travel and Expense Report	IX - 9
X. GENERAL CONVENTION AND MEETINGS	Pg. 137
A. General	X - 1
B. The Annual General Convention	X - 1
1. Purpose	X - 1
2. Site	X - 1
3. General Convention Planning Committee	X - 1
4. Guidelines	X - 2
5. Program	X - 2
6. Presiding Officer	X - 2
C. The Board of Directors Meetings	X - 2
1. Meeting	X - 2
2. Polling	X - 2
3. Presiding Officer	X - 2
4. Travel Expenses	X - 3
D. The Executive Committee Meetings	X - 3
E. Regional Meetings	X - 3
1. General	X - 3

TABLE OF CONTENTS

2. Regional Vice-Presidents	X - 4
3. Local Chapter	X - 4
4. Funding	X - 4
XI. RECRUITING, RETENTION, MENTORING, AND OUTREACH	Pg. 141
A. Recruiting Support Program (NROTC, ROTC, NJROTC, JROTC, Academies)	XI - 1
B. Retention	XI - 2
C. Mentoring	XI - 2
D. Outreach	XI - 2
TAB A - NROTC Scholarship Sponsorship Recommendation Letter Program	XI - 3
XII. FORMAT & PREPARATION OF RESOLUTIONS, RECOMMENDATIONS, & AMENDMENTS TO THE ARTICLES OF INCORPORATION & BYLAWS	Pg. 148
A. Resolutions	XII - 1
1. Purpose	XII - 1
2. Format and Preparation	XII - 1
B. Recommendations	XII - 2
1. Purpose	XII - 2
2. Format and Preparation	XII - 2
C. Amendments to the Articles of Incorporation and Bylaws	XII - 3
1. Amendments to the Articles of Incorporation	XII - 3
2. Amendments to the Bylaws	XII - 3
TAB A - ANSO Resolutions Form	XII - 4
TAB B - ANSO Recommendations Form	XII - 5
TAB C - ANSO Proposed Amendments to the Articles of Incorporation Form	XII - 6
TAB D - ANSO Proposed Amendments to the Bylaws Form	XII - 7
XIII. GUIDELINES FOR NATIONAL BOARD OF DIRECTORS ELECTIONS	Pg. 155
A. Guidelines	XIII - 1
B. Nomination Procedures	XIII - 1
C. Election Procedures	XIII - 2
TAB A - ANSO National Board of Directors Nomination Form	XIII - 3
XIV. SAMPLE CHAPTER CHARTER AND BYLAWS	Pg. 158

TABLE OF CONTENTS

TAB A - Sample Chapter Charter	XIV - 1
TAB B - Sample Chapter Bylaws	XIV - 6
ANNEX A - ANSO Articles of Incorporation	A - 1
ANNEX B - ANSO Bylaws	B - 1
ANNEX C - ANSO Regional Assignment	D - 1
ANNEX D - ANSO Chapters by Region	E - 1
ANNEX E - ANSO History of Presidents, Award Recipients, and Convention Sites	F - 1
ANNEX F - ANSO Chapter Scholarship SOP	G - 1
ANNEX G - ANSO Memorandums of Understanding with: United States Coast Guard United States Marine Corps United States Navy	H - 1

CHAPTER I

INTRODUCTION TO ASSOCIATION OF NAVAL SERVICES OFFICERS (ANSO)

A. PURPOSE OF OPMAN:

The purpose of this Operations Manual (OPMAN) is to provide a basic guideline of standard operating procedures for the general day-to-day operations of the Association of Naval Services Officers, Incorporated (ANSO, Inc.) and its Chapters, to maintain a fundamental structure of the Association's administrative functions, and to ensure that the Association's mission is carried out in an effective and efficient manner. All guidelines shall be in accordance with the Association Article of Incorporation (ANNEX A) and Bylaws (ANNEX B) and shall be reviewed annually for updates and revised, as needed. All members of the ANSO Board of Directors (BoD) and Chapter Officers are expected to be familiar with the information contained in the manual and to follow the guidelines as set forth herein.

B. ORIGIN OF ANSO:

1. The Association of Naval Services Officers, Inc. (ANSO) is a professional and service organization composed of members of all ranks and ethnic groups, including active duty, reserve and retired officers, as well as midshipmen, cadets, enlisted personnel, and interested civilians who are dedicated to promoting and supporting diversity as a key component to the success of the Sea Services.

2. ANSO was founded by the Honorable Edward Hidalgo. It was created because of concerns by Hispanic officers that they were not fully represented in the officer corps and, more specifically, there were too few Hispanic applicants for the various officer programs offered. During his tenure as Secretary of the Navy, Mr. Hidalgo, who also served in WWII, convened the Hispanic Officer Recruitment Conference (HORC) in December 1980 to closely examine issues, develop initiatives and resolve problems that confronted the Naval Services in attracting qualified Hispanics for officer programs. One of the recommendations was the establishment of an organization of Hispanic Naval officers that would link the Hispanic community and the Sea Services in order to attract quality Hispanic officer candidates. The Association of Naval Services Officers, Incorporated was formally established as a domestic non-profit corporation on February 12, 1981 by the Corporations Division of the Department of Consumer and Regulatory Affairs (DCRA). ANSO has since become the fastest growing, all-inclusive organization that fosters the advancement and recognition of Hispanic and minority officers in the uniformed Naval Services.

C. BASIC POLICY:

1. The General Assembly at the annual General Convention and the Board of Directors, or its Executive Committee, establishes the general policies of the Association. The Board of Directors is composed of members elected from the General Assembly to lead and manage the administration of the Association.

I - 1

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2. Upon the written agreement of two-thirds of the membership of the Association, the Association may be dissolved.

3. ANSO is a nonprofit, nonpartisan, and nonsectarian organization. Members of the Association will refrain from using their name or personal activities as members in connection with government politics or international affairs.

D. MISSION, VISION, CORE VALUES, AND PILLARS:

ANSO MISSION STATEMENT

To assist the Sea Service Chiefs' efforts in Hispanic workforce recruitment and retention by:

- fostering the personal growth and professional development of officers, enlisted, and civilian personnel;
- providing mentorship, networking, training, and educational opportunities; and
- engaging the Hispanic community through outreach initiatives.

ANSO VISION STATEMENT

To serve as the acknowledged leader in recruiting, developing, and retaining Hispanics in the Sea Services (Coast Guard, Navy, Marine Corps, Merchant Marine).

ANSO CORE VALUES

Leadership:

We are leaders. We are committed to leading and mentoring our Officers, Enlisted, Civilians, and Youth – individually and collectively. We add value and maintain relevance to our Sea Services and community by enhancing integrity, respect, and moral courage throughout our members and those we lead.

Excellence:

We are committed to excellence. We strive for continuous improvement and seek to be a change agent for innovations to improve the readiness of the Sea Services through the recruitment, retention, and professional development of Hispanics. We hold ourselves and our members accountable for our actions and results.

Dedication:

Dedication is our foundation. We fervently strive to facilitate and achieve greater purpose and meaning for Hispanics in service to our nation, to members of the Sea Services, and to the Hispanic community. We stay the course, and seek to be a long-term, sustaining, and relevant influence for our Services and members.

ANSO'S FIVE PILLARS

1. **Resources:** To enhance ANSO visibility, foster relationships with other affinity groups and generate sponsorship to remain functional and relevant to the Sea Services.
2. **Membership** (*internal communication*): To sustain and increase a diverse and active ANSO membership through local chapter guidance, support, and outreach within the Sea Services.
3. **Recruitment** (*external communication*): To achieve an officer corps makeup that reflects the enlisted workforce it leads.
4. **Professional Development:** To provide networking, mentoring, training, and other professional opportunities which enhance competitiveness for advancement and assignment, and support members in reaching their personal and professional goals.
5. **Community Outreach:** To develop and grow long term relationships with key centers of influence, mentorship, and outreach activities within Hispanic communities.

E. MEMORANDUMS OF UNDERSTANDING:

ANSO, Inc. currently shares Memorandums of Understanding (MOUs) with the U.S. Coast Guard, U.S. Marine Corps, and the U.S. Navy as organizations that have identified diversity as a key component to the success of the Sea Services. An initial copy of each can be found at the end of this manual (ANNEX G).

CHAPTER II

ANSO ORGANIZATION

A. ANSO ORGANIZATION:

1. Structure.

The Association of Naval Services Officers, Inc. (ANSO) is organized into regions. In each region, there are local Chapters. All ANSO members are members of ANSO, Inc. and assigned to a local Chapter of their selection. If a member does not join a local Chapter, they are considered to be a member-at-large.

2. Governing Bodies.

a. The General Assembly. The legislative body of ANSO, as described in the Articles of Incorporation, is the General Assembly. ANSO's general membership of current paid members in good standing comprises the General Assembly. The General Assembly meets at the annual General Convention to conduct the Association's business. The meetings of the General Assembly are for current ANSO members only.

b. The Board of Directors (BoD).

(1) The Board of Directors, elected by the General Assembly, manages the affairs of the Association when the General Assembly is not in session. Between annual General Conventions, the Board of Directors has full power and authority to act for the Association in all matters pertaining to the affairs of the Association that are not inconsistent with the mandates or actions of the General Assembly and the Articles of Incorporation and Bylaws.

(2) In the event of a national emergency declared by the President or Congress, a large number of Association members may be involved, making it impractical to hold an annual General Convention. The Board of Directors has the authority to cancel the Convention. The Board of Directors shall be the sole governing body until six months after the national emergency ends. The Board of Directors will then be required to give an accounting of their actions to the members of the Association at the end of the emergency.

(3) The Board has the authority to approve any person appointed to fill a vacancy in the event of death, inability to serve, or resignation.

(4) The Board of Directors consists of: President, Vice-President, Regional Vice-Presidents, Secretary, Treasurer, Judge Advocate, Membership Coordinator, Historian, Chaplain, Public Affairs Officer (PAO), Master-at-Arms (MAA), Service and Senior Enlisted Representatives for the Navy, Marine Corps, and

Coast Guard, a Reserve Representative (*pending*), and a Retired Representative (*pending*). The Service and Enlisted Representatives are elected by their respective services. Directors-at-Large may be appointed by the President with the concurrence of the Board of Directors. Chairpersons appointed to the National Hispanic Outreach and General Convention Committees shall act in an advisory capacity to the President and the Board of Directors.

(5) All fully qualified members that are elected/appointed to the Board of Directors are voting members. Generally, members in certain appointed/temporary positions (e.g. assistants, interim/acting members, committee chairs) are non-qualified and ineligible to vote.

(6) All members of the Board of Directors shall have or obtain reliable access to the Internet and maintain a valid email address. Members of the Board of Directors are located throughout the United States of America. A majority of Board communications are done via email or through messages posted on the organization's website at <http://www.ANSOmil.org>. Organizational business such as membership functions are conducted from the website. A Board member cannot effectively execute his/her board responsibilities without internet access.

c. The Executive Committee of the BoD.

(1) The Board of Directors may, in the execution of powers granted, delegate certain actions within its authority and responsibility to its Executive Committee. The Executive Committee shall administer only that business of the Association that has been delegated to it by the General Assembly or the Board of Directors.

(2) The President, Vice-President, Secretary, and Treasurer comprise the Board's Executive Committee. The Regional Vice-Presidents and Judge Advocate may also serve on the Executive Committee.

3. ANSO Board of Directors Qualifications.

a. The responsibilities of the Board of Directors are set forth in the Association Bylaws and Board of Directors Handbook. All elected positions will be for a two-year term. If an appointment/election is made during an off-year due to a vacancy, the position may be filled for less than two years/until the next election, in accordance with the Bylaws.

b. Every member of the Board of Directors should be familiar with the Association's objectives and programs and knowledgeable of their application from the organizational perspective. Officers elected to the Board of Directors should have training or experience in the position they represent. The Judge Advocate shall conduct an orientation and training session on the management requirements of a non-profit organization for newly elected officers prior to their assumption of duties. The duties and qualifications for Board of Directors positions are as follows:

II - 2

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(1) President: The President shall be the head of the Association and in the capacity shall be the Chief Executive Officer of the Association and represent the Association in all matters pertaining to its affairs. The Vice-President, or Regional Vice-President designated by him, or, in the absence of a designation by the President, the Regional Vice-President from the Region of the President, shall preside over meetings of the General Convention and the Board of Directors. The President shall enforce the provisions of the Charter and Bylaws and carry out the mandates of the General Convention and Board of Directors. He/She shall appoint all necessary committees, and shall perform such other duties as are usually incident to the office. The President may appoint an Executive Director or any other person, as deemed necessary, for the efficient operation of the Association. Per the MOUs, the President shall report annually to the Service Chiefs the accomplishments of the organization with any recommendations concerning the status of Hispanic personnel in the respective Sea Services. The President must:

- (a) be at least an O-5 active duty, full-time support, recalled/mobilized reserve, or retired officer in the Sea Services,
- (b) be an active regular or lifetime ANSO member for a minimum of two consecutive years immediately preceding the candidacy,
- (c) have attended one annual General Convention in the last three years, and
- (d) served as a Chapter Officer or on the Board of Directors within the last 3 years.

(2) Vice-President: The Executive Vice-President shall act as the President's representative on all matters referred to him/her. The Executive Vice-President, at the request of the President, shall preside over meetings of the General Convention, the Board of Directors, committees, and shall perform such other duties as are incident to the office. The Executive Vice-President shall advise the president on matters of policy and procedures concerning the association and its chapters. The Executive Vice-President shall assume the duties of the president in the event of his/her absence, death, inability to serve or resignation. The Vice-President must:

- (a) be at least an O-4 active duty, full-time support, recalled/mobilized reserve, or retired officer in the Sea Services,
- (b) be an active regular or lifetime ANSO member for a minimum of two consecutive years immediately preceding the candidacy,
- (c) have attended one annual General Convention in the last three years, and

(d) have served as a Chapter Officer or on the Board of Directors within the last 3 years.

(3) Regional Vice-Presidents: Regional Vice-Presidents must be members of and reside in their respective regions. The Regional Vice-Presidents shall act as representatives of the President on all matters referred to them by him/her, and at his request shall preside over meetings of the General Convention and the Board of Directors, and shall perform such other duties as are usually incident to the office. In addition, each Regional Vice-President shall preside over meetings of their respective region and shall advise the President on matters of policy and procedures concerning the Regional Vice-President's respective region. The Regional Vice-President of the same region as the President shall assume the duties of the President in the event of his absence, death, inability to serve, or resignation, and in the absence of the Executive Vice-President. All ANSO chapters are to report monthly/quarterly/annually to the Regional Vice-President regarding the operation of the chapters. The Regional Vice-President(s) must:

(a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer, or a qualifying equivalent civilian employee, of the Sea Services,

(b) be an active regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy,

(c) have attended one annual General Convention in the last three years, and

(d) have served as a Chapter Officer or on the Board of Directors within the last 3 years.

(4) Secretary: The Secretary shall keep a record of all proceedings and of all matters essential to the work of the Association and perform other duties as are usually incident to such office as may be directed by the Board of Directors or the President. The Secretary must:

(a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer of the Sea Services,

(b) be an active regular or lifetime ANSO member for at least one year immediately preceding the candidacy,

(c) have attended one annual General Convention in the last three years,

(d) have served as a Chapter Officer or on the Board of Directors, and

(e) have a working knowledge of administrative practices and procedures as well as related systems.

(5) Treasurer: The Treasurer shall supervise or cause to be supervised, the administration of all funds and securities of this Association and shall make, or cause to be made, regular accounts thereof. The Treasurer shall coordinate with the ANSO accountant all matters of finance between the President and the Board of Directors and shall make, or cause to be made, periodic financial reports. He/She shall perform such advisory functions as are usually incident to the office. The Treasurer is also responsible for accurate fiduciary reporting with the Internal Revenue Service and shall submit the requisite annual report(s) with respect to ANSO's 501(c)(3) non-profit tax exemption status. In addition, he/she must ensure the organization's biannual report and payment are properly submitted to the Corporations Division of the DCRA when due. The Treasurer must:

(a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer of the Sea Services,

(b) be an active regular or lifetime ANSO member for at least one year immediately preceding the candidacy,

(c) have attended one annual General Convention in the last three years,

(d) have served as a Chapter Officer or on the Board of Directors within the last 3 years,

(e) have a working knowledge of financial management responsibilities and standard accounting practices, including preparation and comprehension capabilities relative to financial reports, and

(f) have a basic knowledge of the Sea Services' accounting practices.

(7) Judge Advocate: The Judge Advocate shall be the legal advisor to the Officers, Board of Directors, Committees and the Association. He/She shall review proposed amendments to the Charter and Bylaws and shall bring to the attention of the Association, or its officers, any legal problems that may confront the Association. At all General Conventions, the Judge Advocate shall assume the duties of Parliamentarian. The Judge Advocate must:

(a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer, or a qualifying equivalent civilian employee*, of the Sea Services,

(b) be an active regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy,

II - 5

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- (c) have attended one annual General Convention in the last three years,
- (d) possess a law degree, and
- (e) be admitted to the bar in the highest court of any U.S. state or territory.

*If member meets the above criteria, the Judge Advocate is not required to be a military attorney and/or certified under Article 27(b), UCMJ.

(6) Membership Coordinator: The Membership Coordinator shall receive membership applications, send replies/ANSO materials to new members, and maintain membership roles. He/She shall make recommendations regarding membership, as appropriate. The Membership Coordinator must:

- (a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer, or a qualifying equivalent civilian employee, of the Sea Services,
- (b) be an active regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy,
- (c) have attended one annual General Convention in the last three years,
- (d) have served as a Chapter Officer or on the Board of Directors, and
- (e) have a working knowledge of some database software, specifically Access and Excel, and a willingness to learn & operate the ANSO website.

(8) Historian: The Historian shall compile annually, or cause to be compiled, from the archives of the Association and from other authentic sources, a narrative history of the Association, its activities and accomplishments. Such report should be available for review during the General Convention. The Historian must:

- (a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer, or a qualifying equivalent civilian employee, of the Sea Services,
- (b) be an active regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy,
- (c) have attended one annual General Convention in the last three years, and
- (d) have educational/professional background/experience in history/historical research.

(9) Chaplain: The Chaplain shall perform divine and non-sectarian services at all meetings of the Association and shall conduct such ceremonies as may be required. The Chaplain must:

- (a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer, or a qualifying equivalent civilian employee, of the Sea Services,
- (b) be an active regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy,
- (c) have attended one annual General Convention in the last three years, and
- (d) possess ecclesiastical endorsement/degree in theology/ministry.

(10) Public Affairs Officer: The Public Affairs Officer shall be responsible for planned dissemination of information pertaining to the activities of all elements of the Association, through news releases, special articles, and bulletins. He/She shall also be responsible for furthering contacts between elements of the Association and the news media with the objective of broadly publicizing information about the endeavors of the Association. In addition, he/she will ensure that the website is properly maintained. The PAO must:

- (a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer, or a qualifying equivalent civilian employee, of the Sea Services,
- (b) be an active regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy,
- (c) have attended one annual General Convention in the last three years, and
- (d) have a working knowledge of print and electronic media communications and publications, as well as functional and systematic practices, and a willingness to learn & operate the ANSO website.

(11) Master-at-Arms: The Master-at-Arms shall be responsible for keeping peace and good order in all of the meetings of this Association, and in carrying out these responsibilities, he/she shall use tact and good judgment. The MAA must:

- (a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer, or a qualifying equivalent civilian employee, of the Sea Services,

(b) be an active regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy, and

(c) have attended one annual General Convention in the last three years.

(12) Directors-at-Large: Directors-at-Large may be appointed by the President, with the concurrence of the Board of Directors. A Director-at-Large must:

(a) be a commissioned or warrant officer who is an active duty, reserve, or retired officer, or a qualifying equivalent civilian employee, of the Sea Services, and

(b) be an active, regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy.

(13) Service Representatives: Each of the Naval Sea Services will elect a representative who would act as the service-wide representative to the annual General Convention and report to the Board of Directors. This position would be elected through a caucus of each of the Sea Services. A Service Representative must:

(a) be a commissioned active duty, full-time support, or recalled/mobilized reserve officer of the Sea Service being represented,

(b) be an active regular or lifetime ANSO member for at least one year immediately preceding the candidacy,

(c) have attended one annual General Convention in the last three years,

(d) have served as a Chapter Officer or on the Board of Directors, and

(e) preferably have access to personnel databases.

(14) Senior Enlisted Representatives: Each of the Naval Sea Services will elect a representative who would act as the service-wide senior enlisted representative to the annual General Convention and report to the Board of Directors. This position would be elected through a caucus of each of the Sea Services. A Senior Enlisted Representative must:

(a) be at least an E-7 to E-9 or warrant officer who is an active duty, full-time support, or recalled/mobilized reserve member of the Sea Service being represented,

(b) be an active regular, affiliate, or lifetime ANSO member for at least one year immediately preceding the candidacy,

(c) have attended one annual General Convention in the last three years, and

(d) preferably have access to personnel databases.

(15) Reserve Representative (*pending*): The Reserve Representative must:

(a) be a commissioned or warrant officer who is a reserve (not on active duty) member of the Sea Services,

(b) be an active regular or lifetime ANSO member for at least one year immediately preceding the candidacy,

(c) have attended one annual General Convention in the last three years, and

(d) have served as a Chapter Officer or on the Board of Directors.

(16) Retired Representative (*pending*): The Retired Representative must:

(a) be a commissioned or warrant officer who is a retired (not on active duty) member of the Sea Services,

(b) be an active regular or lifetime ANSO member for at least one year immediately preceding the candidacy,

(c) have attended one annual General Convention in the last three years, and

(d) have served as a Chapter Officer or on the Board of Directors.

4. ANSO Board of Advisors (BoA). The ANSO Board of Advisors (BoA) is the principal advisory body of ANSO, providing wisdom, guidance and assistance to the ANSO Board of Directors (BoD). The Board of Advisors also serves to foster relationships with corporate partners and centers of influence in order to help ANSO meet its desired goals and objectives and sustain viability. The Board of Advisors is composed of civilians or retirees who are current ANSO members in good standing, affiliate or lifetime (see Chapter III of this manual), and who are not currently employed by the Department of Defense (DoD). The Board of Advisors shall provide non-binding oversight and counsel to the Association, assisting the National President and Board of Directors in recurring operations, to include financial management, sponsorship, and financial development. The Board of Advisors shall consist of no less than three (3) ANSO affiliate or lifetime members who are civilians or retirees not currently employed by the DoD. Advisors shall be appointed by the Board of Directors and serve at the pleasure of the Board of Directors. Anyone interested in appointment to the Board of Advisors may contact the ANSO President for further information.

5. ANSO Committees. The Association Bylaws provide for Standing and Special/Ad Hoc Committees to assist the National President and the Board of Directors in recurring operations. Each committee shall have at least three (3) members, with the exception of the Nominations and Elections committee, which shall consist of five (5) members. All committees act in an advisory capacity to the Board and shall have representation from each of the three (3) Sea Services.

a. Association Standing Committees:

- (1) Hispanic Outreach Committee
- (2) General Convention Planning Committee
- (3) Nominations Committee
- (4) Budget Committee
- (5) Awards Committee
- (6) Charter and Bylaws Committee
- (7) Membership Committee
- (8) Programs Committee

b. Special/Ad Hoc Committees. On recommendation by the Board, the National President may appoint Special/Ad Hoc Committees to study and make recommendations on specific subjects or to plan and perform specific functions.

6. Annual General Conventions and Meetings. Annual General Conventions and meetings are the responsibility of and hosted by the Board of Directors. Specific activities and requirements of these meetings are discussed in general in Chapter X of this manual and in detail in the Board of Directors Handbook and the Convention Op-Order.

B. REGIONAL ORGANIZATION: In order to foster clear and more personal liaison between the Board of Directors and the local membership, regions have been established. Regions are established based on the geographic distribution of the membership and the requirement of the Board of Directors.

1. Regional Composition. The fifty states, Guam, Japan, and Sigonella are assigned to specific regions. Chapters formed in those states/countries or members who reside in a particular state/country are considered members assigned to the corresponding region (see ANNEX C and ANNEX D).

2. Regional Vice-Presidents.

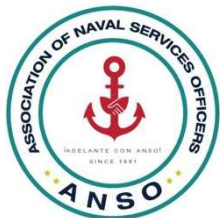
- a. Regional Vice-Presidents have general supervision over Chapters in the Association. Regional VPs serve as the link between the Board and the Chapters and the members-at-large of the Region. Regional VPs will make every effort to visit the Chapters in their respective Regions at least once during their term of office.
- b. Each month, Regional VPs are responsible for conducting a telephone conference call (VTC/telcon) with their respective Chapter Presidents to discuss issues, exchange ideas, and provide guidance/feedback and, subsequently, file a regional monthly report with the National President, Executive VP, and National Secretary (see TAB A).
- c. At the end of each quarter of the Program Year (01 April through 31 March), Regional VPs are to ensure that each Chapter's quarterly reports (with monthly minutes attached) as well as the annual activity summary report are collected and forwarded to the National President, Executive VP, National Secretary, and National Treasurer (financial reports only) (see Chapters VIII and IX of this manual for Chapter reports).
- d. After each Program Year, Regional VPs are to capture the data reported by each Chapter and file a regional annual report with the National President and Executive VP, and National Secretary (see TAB B).
- e. Regional Vice-Presidents are elected at the meeting of the General Assembly during the annual General Convention. The Regions represented by a Regional VP are: Eastern, Central, and Western. Regional VPs shall reside/be stationed in their respective Regions.

C. CHAPTER ORGANIZATION: Chapters are composed of members organized in accordance with the procedures covered in Chapters VII and VIII of this manual. Chapters are chartered under the provisions of the Association Bylaws and Chapter VII of this manual.

1. Chapter Officers. ANSO members elected to office of President, Vice-President, Secretary, Treasurer, Membership Coordinator, Historian, and Public Affairs Officer lead each Chapter. Additional officers may be elected or appointed to include Chaplain, Parliamentarian, and Master-at-Arms. Only one member may be elected for each position. Chapter elections are to be held annually during the month of March and the results reported to the Board of Directors not later than seven (7) days after the elections. Chapter officers are strongly encouraged to participate in the annual General Convention and any organizational training workshops.

2. Duties. The duties of Chapter officers correspond to those of the Board of Director counterparts, as prescribed in the ANSO Bylaws. Three positions that may not be left vacant are President, Vice-President, and Secretary. Once members are elected into office, those positions are filled until the next election (March). Should a Chapter officer step down or is otherwise unable to fulfill the duties of that office before his or her tenure is up, a special election or appointment may be made at that time for the position to be filled until annual elections are held again.

D. ANSO MANAGEMENT OFFICE: The ANSO Management Office consists of a person or persons contracted to perform the day-to-day administrative functions of the Association. The Management Office is formed at the discretion of the Board of the Directors and reports directly to the Executive Vice-President and National Secretary. Specific functions of the Management Office are defined when contracted.



II – TAB A

Regional Monthly Report

This report is due to the National President, Executive Vice-President, and National Secretary by the 5th of every month. Include ALL active, dormant, and prospective Chapters of region in this report. Do not include interest groups (those without an official charter request). Complete ALL blanks for each Chapter.

Regional Vice-President:

Region: _____

Date: MMM YYYY

Name of Chapter	Status of Chapter (Active, Dormant, Prospective)	Name of Chapter President	Date of Monthly Call	Date(s) Chapter Report(s) Submitted*	Update of Current Membership Status**	Comments/Concerns	Date of Next Call
------------------------	--	----------------------------------	-----------------------------	---	--	--------------------------	--------------------------

*Specify report(s) submitted. Do not write “No Report”, except for dormant Chapters. Every active and prospective Chapter is required to submit a report, even during a month in which no activity was held.

**Chapter President shall confirm number of Chapter members and ensure current ANSO membership status of all members. Prospective Chapters shall provide a documentation status update.



II – TAB B

Regional Annual Report

This report captures each region's activity during the Program Year (01 April YYYY - 31 March YYYY). The information from this report shall be gathered from active Chapters only and will be used in the development of the Annual Report to the General Assembly and Service Chiefs, as required by ANSO Bylaws and per the MOUs. Submit to the National President, Executive Vice-President, and National Secretary within 30 days of the completed Program Year. Growth reflects increase or decrease from last Program Year.

Regional Vice-President:

Region: _____

Program Year: 01 APR YYYY – 31 MAR YYYY

I. COMMUNITY OUTREACH/TUTORING/MENTORING

Chapter Name	# Volunteers Participated	# Hours Invested	# Schools Visited	# Students Tutored	# Protégés Mentored	# Interviews Conducted
-------------------------	--------------------------------------	-----------------------------	------------------------------	-------------------------------	--------------------------------	-----------------------------------

Total
% Growth
(+/-)

II. FUNDRAISING/SCHOLARSHIPS

Chapter Name	\$ Funds Raised	\$ Local Scholarship Amounts Awarded	# ROTC Scholarship Applicants Selected
-------------------------	----------------------------	---	---

Total
% Growth (+/-)

III. MEMBERSHIP/ RECRUITING

Chapter Name	# Members Joined	# Members Promoted/Commissioned	# Awards Earned
-------------------------	-----------------------------	--	----------------------------

Total

% Growth (+/-)

IV. PROFESSIONAL/PERSONAL DEVELOPMENT & AWARENESS/ SOCIAL EVENTS

Chapter Name	# Events Held	# Speakers Engaged	# Personnel Attended
-------------------------	--------------------------	-------------------------------	---------------------------------

Total

% Growth (+/-)

CHAPTER III

MEMBERSHIP

A. GENERAL: Broadening the membership base is vital to the continued effectiveness of ANSO in accomplishing its goals in support of the Sea Services. A person is considered a member of ANSO in good standing when he/she has paid the Association dues. In cases where local Chapters have established additional local assessments/dues to meet Chapter operational commitments, a member may elect to be a member in that Chapter and pay the additional local assessments/dues. A separate and distinct form will be used for Chapter assessment/dues. Note that, an individual cannot pay local Chapter assessments/dues and be considered a Chapter member only and not pay Association dues. In such a case, that individual is not a member of ANSO, Inc. and cannot vote or be elected to any office in a local Chapter or on the Board of Directors.

B. MEMBERSHIP TYPES AND FEES: Regular membership is open to all Active Duty, Reserve, and Retired Officers of the Sea Services, as well as the National Oceanic and Atmospheric Administration (NOAA). Affiliate membership is open to all Active Duty, Reserve, and Retired Officers of any of the other Armed Services, as well as the U.S. Public Health Service (USPHS), enlisted personnel of the Sea Services, and interested civilians (may not hold national office of President, Vice-President, Treasurer, or Secretary). Associate membership (*pending*) is open to any incorporated entity or non-profit organization recommended by the Board of Directors (also see Section H of this chapter). Junior membership is open to Midshipmen, Cadets and Officer Candidates of the Sea Services (may not hold national office). Lifetime membership is open to any individual that meets the criteria for Regular or Affiliate membership. Subscribing Lifetime membership is open to any Regular or Affiliate member who desires to convert his/her membership to a Lifetime membership in four installments.

1. Dues Structure. The dues structure of the Association is as follows:

Regular Membership: \$15.00 for O-2 and below, \$30.00 for O-3 and O-4, \$50.00 for O-5 and above, \$30.00 for Civilian/Retired* (annual)

Affiliate Membership: \$15.00 for O-2 and below, \$30.00 for O-3 and O-4, \$50.00 for O-5 and above, \$30.00 for Civilian/Retired* (annual)

Junior Membership: Free for Officer Candidates (Midshipman/Cadet/OCS/ROTC/etc.)

Honorary Membership: No Fee (must be authorized by the Board President)

Lifetime Membership: \$400.00

Associate Membership (*pending*): \$750.00 (annual)

*Retirees are entitled to a 20% discount on annual membership dues.

III - 1

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Leadership

Excellence

Dedication

2. Dues Deadline. Annual membership dues are due one year after the last payment was made. The full amount of the annual dues is required. The annual dues are pro-rated for new members only. Dues shall be paid directly to ANSO, Inc. whenever possible. New members may join and members may renew their membership on-line at <http://www.ANSOmil.org> by secure credit card payment. Valid printable membership forms can also be downloaded from the website to mail to the Association's mailing address (c/o Membership Coordinator).

3. Subscribing Lifetime Payment Plan (SLIFE). This plan allows a Regular or Affiliate member to convert their membership to Lifetime Membership by paying the Lifetime Membership fee in four quarterly installments:

- First installment is due with the initial application.
- Second installment is due within the next four-month period.
- Third installment is due within the second four-month period (within eight months of the first payment).
- Fourth and final installment is due within the third four-month period (within 1 year of the first payment).

Members may also convert and pay subscribing Lifetime installments on-line at <http://www.ANSOmil.org> or by emailing the National Membership Coordinator. The member must log on and select "Renew Membership" or "Subscribing Lifetime Payment". The website provides an instant secure credit card payment method or a valid downloadable form. The website makes it possible for the member and Chapter officers to track the status of a member's Lifetime subscription. Failure to pay the entire sum within the one-year period will result in the forfeiture of all monies paid towards the Lifetime membership. The member reverts to Regular or Affiliate membership status, as appropriate.

C. METHODS OF PAYMENT OF DUES: Dues can be paid using one of the following methods: cash, check, money order or credit card. Dues must be sent along with the completed membership application to the National Membership Coordinator for immediate processing. Separate instruments should pay local Chapter dues. However, if a member uses a single check for both Chapter and Association dues, the Chapter shall deposit the funds to its checking account. The dues and the membership application should then be sent to the National Membership Coordinator within ten (10) working days either by mail or online registration. Members should be encouraged to pay membership dues directly to ANSO, Inc. online at <http://www.ANSOmil.org>. Chapters are discouraged from handling membership dues other than local assessments/dues. Selected Chapter officers can validate a member's financial status in ANSO through the Association's website.

D. CHAPTER DUES/ASSESSMENTS: After it has been confirmed that the prospective Chapter member is an ANSO member in good standing, the Chapter may collect Chapter dues/assessments in any amount needed for administrative purposes and Chapter activities. Chapter dues/assessments ordinarily are used mainly to cover the costs of preparing and mailing Chapter newsletters and other Chapter expenses. Many Chapters have fund raising projects that either supplement or preclude the need for Chapter dues. Chapter assessments/dues will be collected using a separate and distinct form. Combining Association membership with local Chapter assessment/dues forms is not authorized. Lifetime members are encouraged to pay Chapter assessment/dues in support of Chapter activities. However, no Lifetime member shall be forced to pay Chapter assessments/dues or refused membership in a Chapter, if he/she refuses to pay local Chapter assessment/dues. Lifetime members, by virtue of paying life membership dues, are considered members for life without a mandatory requirement to pay any additional membership dues and/or assessments. Lifetime membership is not transferable.

E. CHAPTER ASSIGNMENT: Each member selects a Chapter with which to affiliate on the basis of his/her duty station or residence. If there is no Chapter close by in which a member may participate, or no Chapter affiliation is requested, the member will be designated as a "member-at-large" within the region of his/her duty station or residence. It is the member's responsibility to notify their Chapter of PCS transfer or extended TAD in order to keep membership accurate.

F. INCREASING MEMBERSHIP GROWTH: In any professional organization, individual members play a large part in bringing in the new members (recruitment) and obtaining renewals (retention). April and October are designated Membership Drive months. Membership campaigns will be conducted by all Chapters to recruit and retain members. However, Chapters and their members are encouraged to conduct Membership Drives as needed in their areas.

1. Official Application Form. An official membership application form is printed in the membership brochure and most publications of the Association. The completed form must accompany the form of payment and sent to the National Membership Coordinator for processing. A membership application form is provided in TAB A. Upon joining, members shall receive notification from the Membership Coordinator confirming membership (see TAB B).

2. Advantages of Membership. The following list suggests advantages that may appeal to potential members. Items are not necessarily in order of importance:

- a. The Association publications include news of the Association, developments concerning the Sea Services within Congress and the Department of Defense, professional development feature articles, and general operational news of the Sea Services.
- b. The close and constant liaisons of ANSO with appropriate offices of the Department of the Navy (DON), Department of Homeland and Security, the Department of Defense (DOD), and Congress keep the Association abreast of all developments affecting the Navy, Marine Corps, and Coast Guard.

c. Membership in local Chapters affords members the opportunity to stay abreast of current developments in the Sea Services and various subjects of local or national interest from highly qualified speakers at Chapter meetings. It also offers the opportunity to become acquainted (on an informal basis) with other Sea Service officers, many of whom very likely have similar business and professional interests.

d. Attendance and participation in annual General Conventions provide professional development and other career opportunities. The participation by the Service Chiefs and other senior Sea Services officers and enlisted leaders afford the ANSO member direct “face time” with the Sea Services leadership and those actively involved. Participation exposes the member's talents for leadership and performance so essential to career enhancement and advancement.

e. Mentoring by ANSO senior and retired officers and enlisted leaders, including National Board members, yield assistance and guidance on personal matters related to professional growth in the Sea Services.

f. Opportunities to network with other members and a forum for community involvement abound. Networking provides development of social and communication skills, professional contacts and increases one's knowledge of the Sea Services and career specialties.

g. Opportunities to submit, from the Chapter to the National Board, resolutions on matters pertaining to national defense and the Sea Services.

3. Public Relations. Successful projects and organizational accomplishments help promote a successful Association. Local news media should be informed of Association and Chapter activities and individual member accomplishments. Such public relations are beneficial to the Association at the local and Association level and also give the Sea Services additional “presence” in the area. Efforts in this area should always be coordinated through the National Public Affairs Officer.

4. Local Liaison. Local commanding officers should also be kept informed of and invited to participate in Chapter meetings, special projects and recognition of individual and Chapter accomplishments. The respective Memorandum of Understanding with each Sea Service should help facilitate solicitation of their support and involvement in ANSO.

5. Chapter Programs. Effective and interesting Chapter programs and activities help considerably in attracting and retaining members. Timely and well-planned meetings and programs enable the chapter to present interesting and enjoyable programs, which will be reflected in increased retention and growth of Chapter members.

6. Follow-up Prospects. Follow-up is the key to success with all prospective members who require “thinking time”. With these prospects, review the advantages of membership as many times as necessary.

G. CHAPTER RECRUITING AND RETENTION: To organize an effective membership program, Chapters should focus their efforts on:

- all Navy, Marine Corps, and Coast Guard commands located in the geographic area.
- all eligible active duty, reserve, retired Sea Service officers, enlisted personnel, and interested civilians residing within the geographic area.
- follow-up contacts with those persons living in the area who have been sent direct mail solicitation material by the Board of Directors and local Chapters.
- contacting members in the Chapter whose memberships are approaching expiration and encouraging them to renew memberships.
- working with the Board of Directors to identify and recruit potential members in your geographic area.

H. ASSOCIATE MEMBERSHIP PROCEDURES (*pending*): Associate membership is open to any incorporated entity or nonprofit organization, hereafter referred to as “the entity”, which meets the criteria for membership and as approved by the Board of Directors. The Board of Directors has final approval of all membership recommendations. The intent of the following procedures and policies is to ensure that the recommendation for Associate membership is processed in a fair and equitable manner. The procedure also ensures that the Board of Directors, through a majority vote, controls all Associate memberships.

1. Criteria for Associate Membership (*pending*). The entity must have demonstrated the following characteristics to be eligible for Associate membership in ANSO:

- A commitment to improving the recruitment and retention of minorities
- A commitment to improving the image of the Sea Services in minority communities
- A commitment to promoting the education and training of minority youth
- A commitment to resolving problems affecting minorities in the community

2. Associate Membership Fee (*pending*). \$750.00 (annual). The initial fee is due within fifteen (15) working days after being notified of approval of the recommendation for membership by the Board of Directors. Subsequent fees are due annually on 01 April. No monies shall be collected prior to the approval of the Board of Directors.

3. Who Can Submit Recommendations (*pending*)? Any member in good standing or any active ANSO Chapter can recommend an entity for Associate membership.

4. How to Submit Recommendations (pending). The ANSO member or Chapter desiring to recommend an entity for Associate membership shall submit a letter of recommendation to the Board of Directors. The letter shall state how the entity has demonstrated the above criteria and shall be no more than two typed written pages. It shall include the full name of the entity, address, name of the head of the entity and point(s) of contact. No monies shall be collected prior to the approval of the Board of Directors.

5. Where to Submit Recommendations (pending). All recommendations for Associate membership shall be submitted to the National Secretary for review and further processing.

6. When to Submit Recommendations (pending). Recommendations for Associate membership can be submitted to the National Secretary at any time during the year.

7. Actions by the Board of Directors (pending). Upon receipt of a recommendation for Associate membership, a letter of receipt shall be sent to the member or Chapter submitting the recommendation. The letter shall state that verification of the information is in progress and that submission of the recommendation will be made to the Board of Directors within thirty (30) days after the next Board of Directors meeting.

a. The Board of Directors shall review a written statement for verification or lack thereof (along with any contradictory information) at the next Board of Directors meeting.

b. Favorable Board Results. A majority vote of the Board of Directors is required. The entity shall be sent a letter of congratulations and offer of membership acceptance as an Associate member of ANSO, Inc. The National President will sign the letter with copies to the Chapter or member who recommended the entity and the Membership Coordinator. The letter will provide information on the Association and its programs, the Associate membership and related annual dues, when and where to respond, and other necessary information. The entity must accept or reject the offer of Associate membership within sixty (60) days of the offer. The Associate Membership Certificate will be forwarded to the entity. The entire fee will be deposited to the Association treasury. The names of all Associate members shall be published in the ANSO Newsletter *La Ola*.

c. Unfavorable Board Results. A letter of regret signed by the National President will be sent to the member or Chapter recommending the entity for Associate membership. The letter will state the Board's reason(s) for denial of membership.

I. MEMBERSHIP REPORT: A list of all chapter members is to be recorded on the Membership Report (TAB C). This report is submitted with all other required reports to the Board of Directors, as directed.

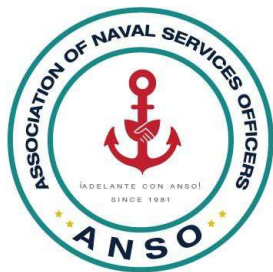
III – TAB A

ANSO Membership Application

Complete and send the following membership application(s) and make payment out to:

ANSO, Inc.
PO Box 15242
Arlington, VA 22215

(To apply online, go to www.ANSOmil.org)



ANSO MISSION

To assist the Sea Service Chiefs' efforts in Hispanic workforce recruitment and retention by fostering the personal growth and professional development of officers, enlisted, and civilian personnel; providing mentorship, networking, training, and educational opportunities; and engaging the Hispanic community through outreach initiatives.

ANSO Membership Application Form

Association of Naval Services Officers, Inc.

Join online or complete and send this form and payment to: ANSO, Inc. PO Box 15242, Arlington, VA 22215*

New Member: _____

Renewing Member: _____

Today's Date: _____

Annual Regular and Affiliate Membership Dues:

O5 & Above	\$ 50.00	Civilian/Retired**	\$ 30.00
O3 & O4	\$ 30.00	Lifetime (one time)	\$400.00
E1 to O2	\$ 15.00	Midshipman/Cadet	FREE

**Retirees shall be entitled to a 20% discount on annual membership dues.

Name of Chapter (If none, write Member-at-Large.): _____

Name of Member (Last, First, MI): _____

Grade (O-6, E-8): _____ **Rate/Rank** (LT, YN1): _____ **MOS/Designator:** _____

Branch of Service: USN USMC USCG USMM NOAA Other N/A

Status: Active Duty Reserve Retired Civilian Officer Candidate Other

Program/School for Officer Candidates (Academy, OCS, ROTC): _____

Primary/Secondary Email: _____ / _____

Primary/Secondary Phone: _____ - _____ / _____ - _____

Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Command Name/Office: _____

Command Address: _____

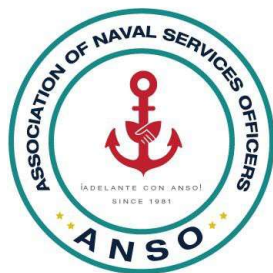
City: _____ **State:** _____ **Zip:** _____

Projected Rotation/Transfer Date, if applicable (mm/dd/yyyy): _____

How did you hear about us? (Current Member, Past Member, Event, Google...) _____

Which Member, if any, referred you to join/rejoin? _____

*You will receive confirmation from ANSO once your information and payment have been received and entered.



III – TAB B

Sample Membership Confirmation Letter

YYYY-YYYY BOARD OF DIRECTORS

DD Mmm YYYY

NATIONAL PRESIDENT

Name

EXECUTIVE VICE-PRESIDENT

Name

EASTERN REGIONAL VP

Name

CENTRAL REGIONAL VP

Name

WESTERN REGIONAL VP

Name

NATIONAL SECRETARY

Name

NATIONAL TREASURER

Name

NATIONAL JUDGE ADVOCATE

Name

NATIONAL MEMBERSHIP
COORDINATOR

Name

NATIONAL HISTORIAN

Name

NATIONAL CHAPLAIN

Name

NATIONAL PUBLIC AFFAIRS
OFFICER

Name

NATIONAL MASTER-AT-ARMS

Name

NATIONAL DIRECTOR-AT-LARGE

Name

USCG SERVICE REPRESENTATIVE

Name

USMC SERVICE REPRESENTATIVE

Name

USN SERVICE REPRESENTATIVE

Name

USCG SENIOR ENLISTED SERVICE
REPRESENTATIVE

Name

USMC SENIOR ENLISTED SERVICE
REPRESENTATIVE

Name

USN SENIOR ENLISTED SERVICE
REPRESENTATIVE

Name

From: Name, National Membership Coordinator, ANSO
 To: Name, (ANSO Member) (ANSO Lifetime Member)
 Subj: (NEW/RENEWED ANSO MEMBERSHIP)
 (ANSO LIFETIME MEMBERSHIP)

1. ¡Bienvenido(a) a ANSO! On behalf of ANSO's National President, (Name of National President), (welcome) (welcome back) to the ANSO familia (as a Lifetime member)! ANSO, Inc. is a professional organization dedicated to fostering the growth and development of Hispanics in the Sea Services. We encourage you to take advantage of the many benefits that come with membership. You will be able to utilize ANSO as both a forum for the exchange of innovative ideas and as a source for networking, mentoring, and career development.
2. ANSO is also a service organization, and, as a member, you can make a difference! ANSO needs your support to accomplish its mission. As an ANSO member, you will enjoy the personal satisfaction of knowing that you have been involved in a shipmate's/ potential shipmate's success. In return, ANSO will be there to help you achieve personal and professional growth.
3. Help us reach out to the Hispanic youth, parents, educators, and influential members of our community to let them know about ANSO and the tremendous career, leadership, and educational opportunities available in our Sea Services. We also hope to see you at our next annual General Convention in (location), (dates).
4. Welcome again, and please do not hesitate to contact any members of the Board of Directors with any questions or comments. Thank you for (joining/ renewing your membership with) (joining as a Lifetime member of) ANSO, Inc., the premier Hispanic organization of the Sea Services. Gracias y ¡Adelante con ANSO!

Very respectfully,

National Membership Coordinator

Copy to:

Name, President

Name, Region Regional Vice-President

III - 9

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Leadership

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Dedication

Name, Service Service Representative

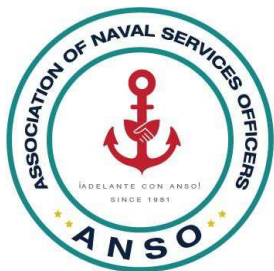
III - 9

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Leadership

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Dedication



III – TAB C

Sample Chapter Membership Report

MEMBERSHIP REPORT for period April 1, YYYY to March 30, YYYY

ANSO Chapter Name: _____

	RANK, NAME, SERVICE	Date National Dues Collected	Date Local Dues Collected	Comments
1	RADM Juan Rivera, USN (Ret.)	Life Member	2/5/08	Local dues paid through 3/30/11
2	RDML María Santiago, USCG	Life Member	3/13/08	Local dues paid through 3/30/09
3	CAPT Luisa García, USN (Ret.)	4/1/08	7/29/08	Local dues paid through 3/30/09
4	CDR David Martínez, USCG	3/30/08	12/5/08	Local dues paid through 3/30/09
5	Maj Eduardo Robles, USMC	Life Member	1/18/08	Local dues paid through 3/30/13
6	YNC Eva Hernández, USN	3/30/08	9/24/08	Local dues paid through 3/30/09
7	Mr. Oscar Ortiz, CIV	4/1/08	11/6/08	Local dues paid through 3/30/09
8				
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10				
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CHAPTER IV

INTERNAL COMMUNICATIONS

A. GENERAL: Organizations must be able to effectively communicate ideas, information, problems and required actions to its members. Therefore, proper means of effective communication is essential.

B. ANSO COMMUNICATIONS:

1. ANSO Newsletter. *La Ola* is the Association's quarterly publication prepared and published by the Board of Directors, under the guidance and leadership of the National Public Affairs Officer (PAO). *La Ola* is distributed to all ANSO members in good standing, the Hispanic Association of Colleges and Universities (HACU), High Hispanic Enrollment (HHE) schools and other Hispanic Serving Institutions/Minority Institutions (HSI/MI), NROTC units and senior Sea Service leadership. This publication:

- a. keeps the general membership informed of issues, problems, and actions of concern and interest;
- b. provides ANSO statements of policies, resolutions, news or current issues and actions for the information and interest of government officials, Sea Service officers who are non-ANSO members, and officials of other military associations.

2. ANSO Membership Rosters. The National Membership Coordinator provides each Chapter with a roster of its members at the beginning of each quarter during the months of April, July, October, and January.

3. ANSO Operations Manual (OPMAN). The Operations Manual provides standard guidance and procedures of the Association in order to strengthen the relationship between the Board of Directors, Chapter members, and Sea Service establishments. The manual contains current editions of all authorized and official forms required for use by ANSO members and Chapters. All prior manuals and previous forms should be discarded to eliminate confusion. Changes to the OPMAN are made periodically, as necessary, with updates provided not later than the last month of the Fiscal Year. An electronic copy of the OPMAN will be emailed to every ANSO Chapter no later than 30 days after an annual General Convention. Changes to the manual during the Fiscal Year will be transmitted electronically to all Chapters.

4. ANSO Website. The Board of Directors has established a presence on the World Wide Web. The website, www.ANSOmil.org, will be used to publicize the organization to other interested parties. The website will contain the ANSO Newsletter *La Ola*, National President's Message, Chapter messages, forums, forms, and other documents and information the Board of Directors has approved in support of the Association's public relations program and operation. Chapters are encouraged to submit articles for publication on the website to the National PAO. The National PAO/Webmaster will ensure that the website is properly maintained.

IV - 1

www.ANSOmil.org

5. ANSO Website privileges. The ANSO membership database may be accessed at the website for the purpose of updating membership information. The Board of Directors, Chapter officers and members of the Association are authorized users. Member roles are National or Chapter offices. National offices can only be added or modified by the Webmaster or Member Administrator. Chapter offices can be added or modified by Chapter Presidents and Secretaries, only if that person is a current member of ANSO. Non-members cannot log on, and expired members must renew their membership to access the member portion of the website.

6. Email Bulletins. These consist of emails to Chapter Presidents. Emails will be sent to the Chapters by National Board members to affect the day-to-day business of the Association. Email will also be the means to immediately notify Chapter Presidents of any immediate changes to Association policies or programs.

C. CHAPTER COMMUNICATIONS:

1. Chapter Newsletter. The Chapter shall publish a newsletter monthly or quarterly via the Chapter's PAO or designated member. The purpose of the Chapter Newsletter is to provide a medium of communication between the Chapter officers and members concerning items of interest, including Chapter plans and operations, meetings, and implementation of ANSO policies and actions, as may be required or desired. The Chapter Newsletter shall include:

a. Required information:

- Chapter President's Message
- Summary of Chapter meeting minutes
- Member recognition
- Hail/Farewell notices
- Publicity of completed Chapter activities
- Upcoming Chapter programs/activities announcements
- Date, time and place of next Chapter meeting
- Board of Directors messages
- Board of Directors programs/activities announcements
- Address and phone numbers of Chapter Officers and Board of Directors

b. Suggested information:

- Chapter membership statistics
- Calendar of events
- Excerpts from ANSO publications

Copies of the Chapter Newsletter shall be forwarded to the Regional Vice-Presidents and National PAO.

2. *La Ola* Articles. All ANSO members are strongly encouraged to submit articles regularly for publication in *La Ola*. Chapters are directed to keep the Association informed of significant chapter events, activities and highlights within commands and communities by submitting a minimum of one (1) article per quarter (include photos, whenever possible). With at least one submission per Chapter, *La Ola* will be a more effective tool in helping spread the word about chapter accomplishments throughout the Association and nationwide. Guidelines for submissions are delineated in TAB A of this chapter.

IV – TAB A

***La Ola* Policy**

La Ola is ANSO's official quarterly publication. In order to publish a good quality newsletter, each Chapter PAO must follow editorial policy, as outlined below:

Format

- Articles must be submitted electronically.
- Avoid using all-capped typing elements for copy preparation.
- Include chapter name and name address of the writer on all articles.

Style

- Start articles with a dateline, including name of city and state, e.g. (Chicago, IL).
- Capitalize chapter when used in conjunction with the name of a chapter (e.g. Washington, D.C. Chapter). All other reference to the chapter should be lower case.
- Within the text of the article use lowercase abbreviations in conjunction with the name of a city, town, village, or military base.
- When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Remember March, May, June, and July are not to be abbreviated. Format the month, day, and year, set off the year with commas (e.g. Jan. 26, 1996)
- Use chairperson and spokesperson in regular text.
- Avoid personal opinions and editorial statements (e.g. We thought the program was fabulous.)
- If offering an opinion, it should be attributed to someone (e.g. "The program was fabulous," said Navy Cmdr. Will Jones.)

Article Content

- Articles should be concise and accurate.
- Do not list chapter officers unless it is a new chapter or committee members.
- Embellishments and frills should not be included.
- The article should be newsworthy and of interest to people outside your chapter. Articles that are not timely and relevant to the current issue will not be used.
- Articles on activities such as special conferences, programs, community service projects, fund-raising campaigns, and scholarships are to be submitted.

Photographs

Photographs add life to your story. Remembering a few rules can improve the quality of your photos and your chances of getting them published.

- Most military bases have some type of photo support. If possible, have the experts from the base photography lab shoot photographs for your events.

IV - 4

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- Action photos are best for news articles. Group (“line-up”) shots and award type photographs (“grip and grin”) should be used at a minimum.
- People make the best subjects. Relate the person to their job. For instance, don’t take a picture of a student mentor in their workplace. Shoot the photo of the individual teaching a class full of students - that's why he or she was selected.
- The subject’s face should be seen clearly. Encourage the subject to be as natural as possible for the photo shoot.
- Ensure there are no violations of uniform or safety regulations in the photo.
- If applicable, ensure subjects are using appropriate protective gear.
- Avoid dark backgrounds, especially if the subject is wearing dark clothing or has dark hair or skin.
- Every photo should have a photo credit line identifying who took the photo and their command, along with a short description that will allow the photo to stand alone from your news story.
- Digital photographs should be minimum high resolution, 300 d.p.i., 5" x 7".
- Horizontal and vertical formats are acceptable.

Remember the following tips when working with your photographer:

- The subject(s) should not stand with the body and head facing the camera. The person(s) should stand at an angle, with only the head turned towards the camera.
- When shooting the group photographs with seating, have the photographer take the picture waist-up for those sitting in the front row.
- Avoid taking pictures of large groups: 10 or 12 people per picture are sufficient, with the exception of chartering.
- Do not have pictures taken with subjects in front of a cluttered background. Move the subjects to a suitable background.

Visual Information Record Identification Number (VIRIN):

- Each image submitted for publication shall be assigned a VIRIN. This will allow the image to be marketed to additional news sources
- The VIRIN shall consist of fifteen (15) data elements, in four (4) fields, separated by three hyphens, for a total of 18 characters, organized in the alphanumeric format NNNNNN-A-NNNNA-NNN.
- Field 1 (NNNNNN): The year, month and day of acquisition or origination.
- Field 2 (A): The Service affiliation or status of the acquirer or originator. Service affiliation or status shall be abbreviated:
A = Uniformed member, civilian or contract employee of the Army
N = Uniformed member, civilian or contract employee of the Navy
F = Uniformed member, civilian or contract employee of the Air Force
M = Uniformed member, civilian or contract employee of the Marine Corps
G = Uniformed member, civilian or contract employee of the Coast Guard
D = Other Civilian or contract employee of the DOD
O = to indicate a person not falling into one of the categories above.

IV - 5

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- Field 3 (NNNNA): In the case of all categories above, except O, the last four numbers of the acquirer's or originator's Social Security Number, followed by the first letter of his or her last name. In the case of category O above, 9999 followed by the first letter of the acquirer's or originator's last name.
- Field 4 (NNN): The approximate order in which each unit of media was acquired or originated by the person identified in Fields 3 and 4 on the day identified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. Field 4 of the VIRIN shall reflect the approximate order of a given person's image acquisition or origination activities on a given day, without regard to variables such as media, so that no two units of media are assigned identical VIRINs. Example of a VIRIN: The fourth image created and not discarded by PH1 (AW) John Doe, EMPLID 1234567, on March 23, 1998, would be assigned the VIRIN 980323-N-4567D-004. NOTE: Do not compromise PPI. Do not use a SSN reference.
- Fields 2 and 3 of the VIRIN for a unit of media created by more than one individual shall reflect the individual who was the lead creator or head of the team responsible for creating the item.
- Copies shall bear the VIRIN of the original, even if conversions between analog and digital, or changes in medium, format, compression, or size occur during the copying process.
- Imagery or other units of media which are derived from existing, VIRIN-bearing materials, but which differ significantly in appearance relative to that from which derived, shall, upon creation and unless discarded, be assigned their own VIRIN.

Examples of Appropriate and Inappropriate Photographs.

1. An example of a 'Grip and Grin' shot is not the best choice for use in publications or newspapers (give to awardee for his/her scrapbook).
2. A better choice for illustrating the story would be to show the Sailor at work, or participating in the event that is being reported on. Also, try for an interesting, attractive, professional-looking background. It's more exciting than seeing someone hand them an award. When a Sailor receives an award, it is because of the quality work that Sailor has done for the Navy, or for a special act or accomplishment. Try to take photos that illustrate the subject of the news release or the Sailor's accomplishment, such as participation in a community service project. These are typically more interesting than 'award ceremony' photos, and have a better chance of being published.

Captions.

1. A caption, or cut line, explains what is happening in a photograph. It should be interesting, accurate, and as brief as possible without sacrificing important details. Use the following checklist when writing a caption:

- Is it complete, specific, and easy to read/understand?
- Does it fully and clearly identify who, what, when and where?
- Are all names spelled correctly, with the proper rank/rate/title (as appropriate) for each person in the photo?
- Again, remember to indicate the name and rank/rate (if applicable) of the photographer, along with the name of their organization or command.
- The photo credit is typically listed after the caption.
- Never write a caption without seeing the picture!

2. Beware of “talking on the phone” photos. You could end up with a mundane shot that doesn’t show the person’s face. If your news release is about someone who works in an administrative role, try to get him/her interacting with other people in the office.

CHAPTER V

AWARDS AND HONORS

A. GENERAL: ANSO awards are established to: (1) recognize the achievements of those who excel in the accomplishments of ANSO goals and objectives; and (2) to motivate other members to assist in the accomplishment of these goals and objectives. A list of past recipients can be found in ANNEX E.

B. AWARDS COMMITTEE: The ANSO Awards Committee is appointed by the National President and consists of a representative from each Sea Service and a Chair. Award nominee packages are certified and packaged by the Awards Committee Chair for presentation and review by the Awards Committee. The Awards Committee meets at least two weeks before the annual General Convention to select the Award winners. The report of the Awards Committee is formally presented to the Board of Directors by the Awards Committee Chair upon completion of the selection process.

C. COMMAND NOTIFICATION: The National President will send a letter to each Award recipient's command no later than thirty (30) days after the annual General Convention to inform his/her command of the award.

D. AWARDS AND HONORS: Chapters and members in good standing may be nominated for awards and honors listed below to be presented at the annual General Convention, unless otherwise noted in the award description.

1. Individual Awards:

- a. The Hidalgo Medal – Enclosure (1)
- b. The García Medal – Enclosure (2)
- c. The Legacy in Leadership and Vision Award – Enclosure (3)
- d. The CAPT Contres Award: Outstanding Contribution for the Betterment of ANSO – Enclosure (4)
- e. The Lifetime Achievement Award – Enclosure (5)
- f. The Excellence in Leadership and Mentoring Award – Enclosure (6)

2. Outstanding Chapter Awards:

- a. The Outstanding Chapter President Award – Enclosure (7)
- b. The Outstanding Chapter Program Award – Enclosure (8)

V - 1

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E. AWARDS AND HONORS NOMINATION/SELECTION CRITERIA: When applicable, nominations should reflect the accomplishment of ANSO goals and objectives during the Program Year for which nominated. Each Program Year runs **01 April through 31 March**. All nominations for awards and honors are due to the Awards Committee at a date to be established by the Awards Committee Chair. Date set should allow sufficient time for nomination, selection and ordering of awards and honors. All awards and honors are presented at the annual General Convention during the Honorable Edward Hidalgo Awards Banquet. Nomination forms are in Enclosures (1) – (8).

1. The Hidalgo Medal is ANSO's highest award. The purpose of the Hidalgo Medal award is to honor members and supporters of ANSO who have distinguished themselves by demonstrating superior commitment and dedication to service and excellence over a sustained period of time. It carries with it a challenge to individual men and women to make the most of their abilities and talents in service to their country and to the Hispanic community.

2. The García Medal highlights an aspiring member's dedication and contributions to ANSO and the Hispanic community and is named in honor of ANSO Founding Member and first elected National President, the late CAPT Ramón García, USNR. The purpose of the García Medal award is to honor members and supporters of ANSO who have distinguished themselves by demonstrating a devotion to serve their fellow brothers and sisters. It carries with it a challenge for members to continue to grow their abilities and talents in service to their country and to the Hispanic community.

3. The Legacy in Leadership and Vision Award is awarded to a Flag Officer who has demonstrated sustained dedication to leadership and vision toward ANSO's spirit and intent. The recipient must demonstrate a firm personal commitment to ANSO's primary mission of opening doors for Hispanics, retaining Hispanics, and assisting in the advancement of Hispanics in leadership.

4. The CAPT Contres Award is named in honor of past National President CAPT Kathlene Contres, USN (Ret.), for her tireless devotion and countless contributions to ANSO throughout her career as a Naval Officer. The award is given to someone who has demonstrated exemplary leadership through personal contribution and achievement for the betterment of ANSO.

5. The Lifetime Achievement Award is awarded to a member of ANSO who has retired or is retiring from service. This award is in recognition of service, support, and personal contributions to the needs of the U.S. Navy, or Marine Corps, or Coast Guard, or Merchant Marine, and its officer, enlisted, and civilian personnel, for a specified period of not less than 25 years. In addition, the recipient must have demonstrated unwavering support and contributions in the advancement of the goals and mission of ANSO, as well as served as a role model to the Hispanic community.

6. The Excellence in Leadership and Mentoring Award recognizes an ANSO National Board member who shows sustained dedication to leadership and vision toward ANSO's spirit and intent, as well as a firm personal commitment to ANSO's primary mission of assisting the Sea Service Chiefs' efforts in Hispanic workforce recruitment and retention by fostering the personal growth and professional development of officers, enlisted, and civilian personnel; providing mentoring, networking, training, and educational opportunities; and engaging the Hispanic community through outreach initiatives.

7. The Outstanding Chapter President Award is presented to one individual, based on his/her achievements as a Chapter President. Emphasis is placed on leadership ability and support of the ideas and goals of ANSO. The activities of the President during the current Program Year only are eligible for consideration.

8. The Outstanding Chapter Program Award gives recognition to one Chapter with the most outstanding overall Chapter program. Submissions shall demonstrate the Chapter's support for the mission of ANSO and its purposes. Examples of eligible programs are Hispanic Heritage programs, youth and tutoring programs, collaborative programs with community organizations to further the ANSO image as a service organization, career development and training programs, and programs in support of officer trainees.

F. FORMAT AND SUBMISSIONS:

1. Format (*for all nominations*):

- Times New Roman, 10 pt. Font, 1-inch margins, PDF file.
- Length varies based on award, follow format provided in nomination templates below.

2. Nomination Submissions: Submit nomination forms electronically to anso.sec@gmail.com.

Enclosure (1)

ANSO HIDALGO MEDAL

ANSO traditionally reserves time during The Honorable Edward Hidalgo Awards Banquet to pay tribute to a professional mariner and long-time ANSO supporter. In general, only one individual is selected on a yearly basis. The award highlights the individual's outstanding achievement and contributions to the Sea Services and to the Hispanic community over a sustained period of time. When selected, he/she receives the Association's highest award, the prestigious Hidalgo Medal, for his/her contributions to ANSO and the community.

The purpose of the Hidalgo Medal award is to honor members and supporters of ANSO who have distinguished themselves by demonstrating sustained superior commitment and dedication to service and greatness. It carries with it a challenge to individual men and women to make the most of their abilities and talents in service to their country and to the Hispanic community. It also requires that each individual will conduct him/herself as a professional mariner and leader, always abiding by the ANSO Core Values of Leadership, Excellence, and Dedication.

Nomination Process:

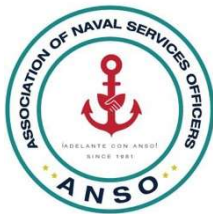
In general, a committee consisting of the National President and previous Hidalgo Medal winners in attendance at the annual General Convention will select the winner. The selection process is conducted under the oversight of the ANSO National Board. Nominations, however, are submitted to the National President.

Award Requirements:

1. Be an active member of ANSO for a minimum of 10 years;
2. Have contributed significantly towards the goals and objectives of the organization for a sustained period of time;
3. Exemplify the Core Values of Leadership, Excellence, and Dedication;
4. Have contributed significantly towards mentoring, recruiting, and community service;
5. Be a positive role model for Hispanics and minorities in general;
6. Demonstrate leadership by example, support the goals of the Sea Services, and display a positive military image;
7. Hold true the ideals of the organization during his/her career.

Awarded:

1. Citation
2. Medal
3. Letter to Command



ANSO HIDALGO MEDAL NOMINATION FORM

NOMINEE

RANK

SERVICE _____

CHAPTER

HOME ADDRESS

CITY _____

STATE

ZIP

DAY PHONE NUMBER

DSN

A. CURRENT YEAR ACCOMPLISHMENTS: (Justification. Be specific.)

B. SUGGESTED AWARD NARRATIVE: (125-150 Words)

NOMINATOR NAME/RANK

TITLE _____

ADDRESS _____

V - 5

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Excellence

Dedication

DAY PHONE NUMBER _____

DSN _____

SIGNATURE _____

Enclosure (2)

ANSO GARCÍA MEDAL

The García Medal highlights an aspiring member's dedication and contributions to ANSO and the Hispanic community. When selected, he/she receives the prestigious García Medal, in honor of ANSO Founding Member and first elected National President, the late CAPT Ramón García, USNR.

The purpose of the García Medal award is to honor members and supporters of ANSO who have distinguished themselves by demonstrating a devotion to serve their fellow brothers and sisters. It carries with it a challenge for members to continue to grow their abilities and talents in service to their country and to the Hispanic community. It also requires that each individual will conduct him/herself as a professional mariner and leader, always abiding by the ANSO Core values of Leadership, Excellence, and Dedication.

Nomination Process:

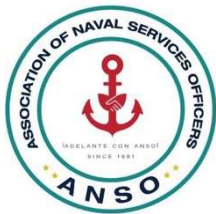
In general, a committee consisting of the National President and previous García Medal winners in attendance at the annual General Convention will select the winner. The selection process is conducted under the oversight of the ANSO National Board. Nominations, however, are submitted to the National President.

Award Requirements:

1. Be an active member of ANSO for a minimum of 2 years;
2. Have made a positive impact towards the betterment of the organization;
3. Hold true the ideals of the organization;
4. Be a positive leader and role model;
5. Be an active member of the Hispanic community.

Awarded:

1. Citation
2. Medal
3. Letter to Command



ANSO GARCÍA MEDAL NOMINATION FORM

NOMINEE

RANK

SERVICE _____

CHAPTER

HOME ADDRESS

CITY _____

STATE

ZIP

DAY PHONE NUMBER

DSN

A. CURRENT YEAR ACCOMPLISHMENTS: (Justification. Be specific.)

B. SUGGESTED AWARD NARRATIVE: (125-150 Words)

NOMINATOR NAME/RANK

TITLE _____

ADDRESS _____

V - 7

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Leadership

Excellence

Dedication

DAY PHONE NUMBER _____

DSN _____

SIGNATURE _____

V - 7

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Leadership

Excellence

Dedication

Enclosure (3)

ANSO LEGACY IN LEADERSHIP AND VISION AWARD

The Legacy in Leadership and Vision Award is awarded to a Flag Officer who has demonstrated sustained dedication to leadership and vision toward ANSO's spirit and intent. The recipient must demonstrate a firm personal commitment to ANSO's primary mission of opening doors for Hispanics, retaining Hispanics, and assisting in the advancement of Hispanics in leadership.

Nomination Process:

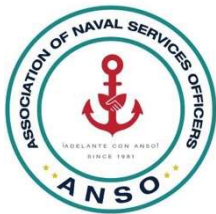
Nominations should be submitted to the ANSO National President via the Awards Committee. The Awards Committee will evaluate candidates and submit a final recommendation to the ANSO National President. When possible, the Legacy in Leadership and Vision Award shall be given at the annual General Convention.

Award Requirements:

1. Be a Flag Ranking Officer;
2. Demonstrate sustained dedication to leadership and vision toward ANSO's spirit and intent;
3. Demonstrate firm personal commitment to ANSO's primary mission of opening doors for Hispanics, retaining Hispanics, and assisting in the advancement of Hispanics in leadership.

Awarded:

1. Citation
2. Medal
3. Letter to Command



ANSO LEGACY IN LEADERSHIP AND VISION AWARD NOMINATION FORM

NOMINEE

RANK

SERVICE _____

CHAPTER

HOME ADDRESS

CITY _____

STATE

ZIP

DAY PHONE NUMBER

DSN

A. CURRENT YEAR ACCOMPLISHMENTS: (Justification. Be specific.)

B. SUGGESTED AWARD NARRATIVE: (125-150 Words)

NOMINATOR NAME/RANK

TITLE _____

ADDRESS _____

V - 9

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Dedication

DAY PHONE NUMBER _____

DSN _____

SIGNATURE _____

V - 9

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Dedication

Enclosure (4)

ANSO CAPT CONTRES AWARD**OUTSTANDING CONTRIBUTION FOR THE BETTERMENT OF ANSO**

The CAPT Contres Award is named in honor of past National President CAPT Kathlene Contres, USN (Ret.), for her tireless devotion and countless contributions to ANSO throughout her career as a Naval Officer. The award is given to someone who has demonstrated exemplary leadership through personal contribution and achievement for the betterment of ANSO.

Nominations Process:

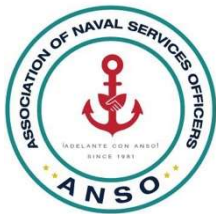
Nominations should be submitted to the ANSO National President via the Awards Committee. The Awards Committee will evaluate candidates and submit a final recommendation to the ANSO National President. When possible, the CAPT Contres Award shall be given at the annual General Convention.

Award Requirements:

1. Demonstrate exemplary display of leadership through one of the following:
Personal contribution, intervention, creation, development, and/or implementation of software programs, instruments (written or physical) for the betterment of ANSO;
2. Demonstrate sustained dedication to leadership and vision toward ANSO's spirit and intent.

Awarded:

1. Citation
2. Medal
3. Letter to Command



ANSO CAPT CONTRES AWARD NOMINATION FORM

NOMINEE

RANK

SERVICE _____

CHAPTER

HOME ADDRESS

CITY _____

STATE

ZIP

DAY PHONE NUMBER

DSN

A. CURRENT YEAR ACCOMPLISHMENTS: (Justification. Be specific.)

B. SUGGESTED AWARD NARRATIVE: (125-150 Words)

NOMINATOR NAME/RANK

TITLE _____

ADDRESS _____

V - 11

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Leadership

Excellence

Dedication

DAY PHONE NUMBER _____

DSN _____

SIGNATURE _____

Enclosure (5)

ANSO LIFETIME ACHIEVEMENT AWARD

(25+ YEARS OF DUTY)

The Lifetime Achievement Award is awarded to a member of ANSO who has retired or is retiring from service. This award is in recognition of service, support, and personal contributions to the needs of the U.S. Navy, or Marine Corps, or Coast Guard, or Merchant Marine, and its officer, enlisted, and civilian personnel, for a specified period of not less than 25 years. In addition, the recipient must have demonstrated unwavering support and contributions in the advancement of the goals and mission of ANSO, as well as served as a role model to the Hispanic community.

Nominations Process:

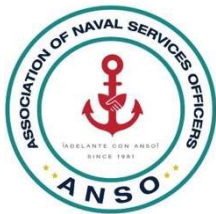
Nominations should be submitted to the ANSO National President via the Awards Committee. The Awards Committee will evaluate candidates and submit a final recommendation to the ANSO National President. When possible, the Lifetime Achievement Award shall be given at the annual General Convention.

Award Requirements:

1. Be a member of ANSO (dues must be paid and up to date);
2. Be retired or retiring from service;
3. Have served a minimum of 25 years of active duty and/or reserve duty;
4. Demonstrate service, support, and personal contributions to the needs of the U.S. Navy, or Marine Corps, or Coast Guard, or Merchant Marine, and its officer, enlisted, and civilian personnel for specified period, for a specified period of not less than 25 years;
5. Demonstrate unwavering support and contributions in the advancement of the goals and mission of ANSO;
6. Serve as a role model to the Hispanic community.

Awarded:

1. Certificate
2. Plaque w/ Clock



ANSO LIFETIME ACHIEVEMENT AWARD NOMINATION FORM

NOMINEE

RANK

SERVICE _____

CHAPTER

HOME ADDRESS

CITY _____

STATE

ZIP

DAY PHONE NUMBER

DSN

A. CURRENT YEAR ACCOMPLISHMENTS: (Justification. Be specific.)

B. SUGGESTED AWARD NARRATIVE: (125-150 Words)

NOMINATOR NAME/RANK

TITLE _____

ADDRESS _____

V - 13

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Leadership

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Dedication

DAY PHONE NUMBER _____

DSN _____

SIGNATURE _____

Enclosure (6)

ANSO EXCELLENCE IN LEADERSHIP AND MENTORING AWARD

The Excellence in Leadership and Mentoring Award recognizes an ANSO National Board member who shows sustained dedication to leadership and vision toward ANSO's spirit and intent, as well as a firm personal commitment to ANSO's primary mission of assisting the Sea Service Chiefs' efforts in Hispanic workforce recruitment and retention by fostering the personal growth and professional development of officers, enlisted, and civilian personnel; providing mentoring, networking, training, and educational opportunities; and engaging the Hispanic community through outreach initiatives.

Nominations Process:

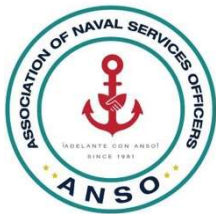
Nominations should be submitted to the ANSO National President via the Awards Committee. The Awards Committee will evaluate candidates and submit a final recommendation to the ANSO National President. When possible, the Excellence in Leadership and Mentoring Achievement Award shall be given at the annual General Convention.

Award Requirements:

4. Be an ANSO National Board Member;
5. Demonstrate sustained dedication to leadership and vision toward ANSO's spirit and intent;
6. Demonstrate firm personal commitment to ANSO's primary mission of opening doors for Hispanics, retaining Hispanics, and assisting in the advancement of Hispanics in leadership.

Awarded:

1. Citation
2. Plaque
3. Letter to Command



ANSO EXCELLENCE IN LEADERSHIP AND MENTORING AWARD NOMINATION FORM

NOMINEE

RANK

SERVICE _____

CHAPTER

HOME ADDRESS

CITY _____

STATE

ZIP

DAY PHONE NUMBER

DSN

A. CURRENT YEAR ACCOMPLISHMENTS: (Justification. Be specific.)

B. SUGGESTED AWARD NARRATIVE: (125-150 Words)

NOMINATOR NAME/RANK _____

TITLE _____

ADDRESS _____

V - 15

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Leadership

Excellence

Dedication

DAY PHONE NUMBER _____

DSN _____

SIGNATURE _____

Enclosure (7)

ANSO OUTSTANDING CHAPTER PRESIDENT AWARD

The Outstanding Chapter President Award is presented to one individual, based on his/her achievements as a Chapter President. Emphasis is placed on leadership ability and support of the ideas and goals of ANSO. The activities of the President during the current Program Year only are eligible for consideration.

Nominations Process:

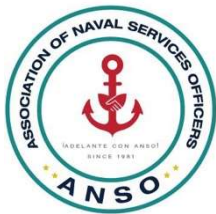
Nominations should be submitted to the ANSO National President via the Awards Committee. The Awards Committee will evaluate candidates and submit a final recommendation to the ANSO National President. When possible, the Outstanding Chapter Program Award shall be given at the annual General Convention.

Award Requirements:

1. Have been an ANSO Chapter President during year immediately preceding annual General Convention;
2. Demonstrate leadership ability and support of the ideas and goals of ANSO.

Awarded:

1. Citation
2. Plaque
3. Letter to Command



ANSO OUTSTANDING CHAPTER PRESIDENT AWARD

NOMINEE

RANK

SERVICE _____ CHAPTER

HOME ADDRESS

CITY _____ STATE ZIP

DAY PHONE NUMBER

DSN

A. CHAPTER PRESIDENT'S LEADERSHIP OF CHAPTER REGARDING ANSO PURPOSES & PROGRAMS:

B. CHAPTER PRESIDENT'S PARTICIPATION IN ANNUAL GENERAL CONVENTION:

C. CHAPTER'S PROGRAM WHERE CHAPTER PRESIDENT'S LEADERSHIP AND PERSONAL EFFORTS INCREASED AND/OR RETAINED MEMBERS:

D. CHAPTER'S NEW PROGRAM(S) INITIATED BY CHAPTER PRESIDENT:

E. AWARDS/HONORS RECEIVED BY BOARDS ON WHICH CHAPTER PRESIDENT SERVED ON BEHALF OF CHAPTER:

F. DOCUMENTATION OF THE CHAPTER PRESIDENT'S EFFORTS TO INCREASE CHAPTER'S

V - 17

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Leadership

Excellence

Dedication

**VISIBILITY IN MILITARY & CIVILIAN COMMUNITIES/EVIDENCE OF INCREASED PUBLIC
AWARENESS OF CHAPTER:**

V - 17

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Leadership

Excellence

Dedication

Enclosure (8)

ANSO OUTSTANDING CHAPTER PROGRAM AWARD

The Outstanding Chapter Program Award gives recognition to one Chapter with the most outstanding overall Chapter program. Submissions shall demonstrate the Chapter's support for the mission of ANSO and its purposes. Examples of eligible programs are Hispanic Heritage programs, youth and tutoring programs, collaborative programs with community organizations to further the ANSO image as a service organization, career development and training programs, and programs in support of officer trainees.

Nominations Process:

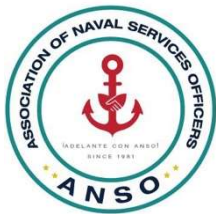
Nominations should be submitted to the ANSO National President via the Awards Committee. The Awards Committee will evaluate candidates and submit a final recommendation to the ANSO National President. When possible, the Outstanding Chapter Program Award shall be given at the annual General Convention.

Award Requirements:

1. Complete nomination package;
2. Demonstrate program support of the ideas and goals of ANSO.

Awarded:

1. Citation
2. Plaque
3. Letter to Command



ANSO OUTSTANDING CHAPTER PROGRAM AWARD

CHAPTER

ADDRESS

CITY _____ **STATE** _____ **ZIP** _____

DAY PHONE NUMBER

DSN

A. CHAPTER'S ACCOMPLISHMENTS REGARDING ANSO PURPOSES AND PROGRAMS:

B. CHAPTER'S INVOLVEMENT IN ANNUAL GENERAL CONVENTION:

C. CHAPTER'S PROGRAM THAT INCREASED AND/OR RETAINED MEMBERS:

D. CHAPTER'S NEW PROGRAM(S) INITIATED WITHIN PROGRAM YEAR:

E. DOCUMENTATION OF CHAPTER'S EFFORTS TO INCREASE ITS VISIBILITY IN MILITARY & CIVILIAN COMMUNITIES/EVIDENCE OF INCREASED PUBLIC AWARENESS OF CHAPTER:

V - 19

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Leadership

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Dedication

CHAPTER VI

PUBLIC AFFAIRS

A. OBJECTIVES:

1. General. Every ANSO member can do something positive to accurately inform and influence the attitudes and opinions of senior leadership and the general public. Direct personal motivation and participation is the key to successful efforts. This chapter explains how and what Chapter organizations and individual members can do in the field of public affairs toward achieving ANSO's objectives.

2. Board of Directors.

a. The Board of Directors, under the leadership of the National Public Affairs Officer (PAO), will develop a public affairs program to establish and maintain communications with all chapters and the community. This program will include but not be limited to public affairs policies, issues, projects and programs.

b. A Public Affairs Committee will be established by the National PAO and is responsible for the implementation and execution of the ANSO Public Affairs Program worldwide. By definition, the ANSO Public Affairs Program comprises any event which gives publicity to the organization. Members of the committee should be strategically located throughout the United States in order to cover a variety of events.

c. The National PAO will also be responsible for coordinating press conferences and press releases on ANSO issues, including those resulting from Board of Directors meetings and annual General Conventions.

3. Local Chapters. Local Chapters shall implement their policies, projects, and programs in accordance with ANSO policies and as requested by the Board of Directors and/or the National PAO.

4. Individual Members. Individual members of the Association should provide maximum assistance in publicizing policies, programs and projects of the Association by informing their Chapter and the National PAO of personal contacts with the media, which can be utilized in obtaining maximum media coverage on vital key issues.

B. CHAPTER PUBLIC AFFAIRS OFFICERS: To assist Chapter PAOs in the execution of their duties, TAB A of this chapter contains information and suggestions on forming a Chapter Public Affairs Program. TAB B contains Sample News Release formats and templates. For Photography guidelines, see TAB A (*La Ola* Policy) of chapter IV.

C. COORDINATION WITH OTHER ASSOCIATIONS AND GOVERNMENT AGENCIES:

1. Associations. The Association of Naval Services Officers, Inc. maintains continuous close relations with other associations that are oriented toward national defense matters and military personnel. Coordination is accomplished through common membership in multiple association organizations and collaborative meetings on specific issues of mutual interest. ANSO also participates in briefings and symposiums conducted by various Department of Defense and Department of Homeland Security agencies.

2. Memberships. ANSO, Inc. is a member of several organizations that meet monthly, or more often when necessary, in the Washington, D.C. area to discuss national issues of mutual interest, such as minority promotion, retention, recruitment, etc. Frequently, several associations join together in proposing, supporting or resisting legislation of mutual interest. These organizations are described as follows:

a. Military Organizations. Approximately 30 organizations, with headquarters in Washington, D.C., are military service oriented and cooperative in bringing emphasis on strengthening national defense. Members include:

Air Force Association (AFA)
 Air Force Sergeants Association (AFSA)
 American Legion (AL)
 American Logistics Association (ALA)
 American Security Council (ASC)
 American Veterans (AMVETS)
 Armed Forces Marketing Council (AFMC)
 Association of Retired Intelligence Officers (ARIO)
 Association of the U.S. Army (AUSA)
 Association of the U.S. Navy (AUSN) (formerly Naval Reserve Association [NRA])
 Blind Veterans Association (BVA)
 Commissioned Officers Association (COA)
 Enlisted Association, National Guard of U.S. (EANGUS)
 Fleet Reserve Association (FRA)
 High Frontier
 Marine Corps League (MCL)
 Marine Corps Reserve Officers Association (MCROA)
 Military Officers Association (MOOA)
 Military Order of World Wars (MOWW)
 National Association of Uniformed Services (NAUS)
 National Guard Association (NGA)
 National Rifle Association (NRA)
 Naval Enlisted Reserve Association (NERA)
 Navy League of the United States (NLUS)

Non-Commissioned Officers Association (NCOA)
 Reserve Enlisted Association (REA)
 Reserve Officers Association (ROA)
 The ROCKS
 U.S. Army Warrant Officers Association (USAWOA)
 Veterans of Foreign Wars (VFW)

b. Council of Military Organizations (COMO). COMO's purpose is to provide liaison and cooperation in mutual legislative endeavors without denying any member organization its individual prerogatives. All members of COMO seek to resolve differences on details of legislative programs, and to fully support the area of legislative interests. Where basic differences preclude absolute agreement on any one solution by all member organizations on any subject of interest, each organization remains free to pursue its own interests. Members include:

Air Force Association (AFA)
 Air Force Sergeants Association (AFSA)
 Association of the U.S. Navy (AUSN) (formerly Naval Reserve Association [NRA])
 Fleet Reserve Association (FRA)
 Marine Corps League (MCL)
 Marine Corps Reserve Officers Association (MCROA)
 Military Officers Association of America (MOAA) (formerly The Retired Officers Association [TROA])
 National Association of Uniformed Services (NAUS)
 National Military Families Association (NMFA)
 Naval Enlisted Reserve Association (NERA)
 Non-Commissioned Officers Association (NCOA)
 Reserve Officers Association (ROA)
 Retired Enlisted Association (TREA)
 U.S. Army Warrant Officers Association (USAWOA)
 Coast Guard C.P.O. Association
 U.S. Coast Guard CWO & WO Association

c. Navy-Marine Corps Council. The Secretary of the Navy established the Navy-Marine Corps Council in February 1967. Its mission is to further the collective efforts of the member organizations in areas wherein they have common interests and objectives in support of the Navy-Marine Corps team. The action program of the Council is outlined in NRTCOMINST 5760.2. The Council meets the first Tuesday of each month at 0900 in the Fleet Reserve Association Executive Building, West Street, Alexandria, VA. Members include:

Association of Naval Services Officers (ANSO)
 Association of the U.S. Navy (AUSN) (formerly Naval Reserve Association [NRA])
 Bluejackets Association (BJA)
 Fleet Reserve Association (FRA)

VI - 3

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Leadership

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Dedication

Marine Corps League (MCL)
Marine Corps Reserve Officers Association (MCROA)
Naval Enlisted Reserve Association (NERA)
National Naval Services Officers Association (NNOA)
Naval Officer Mentorship Association (NOMA)
Naval Order of the United States (NOUS)
Navy Club of the United States (NCUS)
Navy League of the United States (NLUS)
Navy Wives Clubs of America (NWCA)
Sea Service Leadership Association (SSLA) (formerly Women Officers Professional Association [WOPA])
Women Marines Association (WMA)

VI - 4

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VI – TAB A

Chapter Public Affairs Officer Duties**1. Duties of the PAO.**

- Develop a chapter internal information, media relations and community relations program.
- Make use of the services' Fleet Hometown News Program to highlight individual member success stories.
- Handle requests for information (RFIs) about your chapter from the news media and public.
- Prepare news releases about your Chapter activities, initiatives, and membership coordinating with your local service PAO and the National PAO as necessary.
- Be an active participant in the Chapter's special events planning process.
- Ensure all material and photography for public release is free of classified information, safety discrepancies, and reflects positively on the chapter, the organization and its mission.
- Escort members of the media and host VIP visitors to your chapter.
- Obtain PA training for yourself and your Chapter members, as feasible.
- Conduct media training, as necessary, for your Chapter leadership.

2. Public Affairs Planning Guidelines.

Planning is critical to your success as a Chapter PAO. Since your “real” job requires most of your time, keep your plans simple. Remember:

- During interviews, the interviewee must listen as well as talk.
- Different people have different information needs and respond to different communication techniques, messages and channels.
- Credibility enhances communication, and credibility is enhanced by telling the bad with the good. Chapter PAOs will consult with the National President and the National PAO before releasing any information that would be potentially damaging to the Association or Chapter.

The following guidelines will help you fit planning into your crowded schedule. Use these steps to save time now and embarrassment later.

a. Establish objectives.

- Produce a clearly written statement of public affairs objectives and goals. What are your messages? Through what channels? To what audiences? What are your expected results?
- A lack of clearly defined goals will reduce your program's effectiveness.
- Define your audiences. Identify audiences with whom the Chapter must communicate.

Your internal audience consists of the entire Association, the Chapter, and members of the Sea Services and senior leadership. This audience is interested in major policies and programs that affect everyone, such as special events and Chapter initiatives. While this audience is important, also consider the smaller groups within your assigned command and surrounding area such as potential new members (military and civilian) and senior leadership. Each group has specific interests and information needs. Define your audiences according to the specific objectives of your program.

b. Define your messages.

- What message does the Chapter and its officers need to transmit?
- They should be directly related to the organization and chapter's leadership objectives and the organization's mission, as well as messages from senior Sea Service leadership.

c. Define the message channels.

- What different methods or channels do you and the Chapter need to get the word out? Channels fall into four general categories:

(1) Printed Material: *La Ola*, Chapter Newsletters, Plan of the Day/Week, Sea Service internal print products, base newspapers or magazines, family-grams, posters, pamphlets, etc.

(2) Electronic Media: ANSO National website, Chapter websites, radio, television (including command or base closed circuit television), the Internet and Intranet.

(3) Face-to-Face: Chapter monthly meetings, national conventions, command All Hands meetings, Ombudsman meetings.

(4) Communication Events: special Chapter events, mentoring programs, Sea Service Birthday celebrations, Hispanic Heritage Month (HHM) celebrations, etc.*

*Navy – 10/13/1775; MC – 11/10/1775; CG – 8/4/1790; MM – 6/12/1775;
HHM 15 Sep – 15 Oct

- Other available communication tools include some that are ready made by the Sea Services such as Navy Newsstand (which contains an online Captain's Call kit), All Hands magazine, and the daily CHINFO Navy News messages. Each contains important information about Navy programs, personnel policies, activities and general news. Ensure these materials are effectively used within your Chapter.

d. Plan the program.

- It's impossible to say all things to all people by every means, so determine what messages are most important, to whom those messages should be delivered and how best to deliver them.

VI - 6

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e. Construct your program.

- It should reflect the uniqueness of your Chapter and the objectives of the Association.
- Don't forget to estimate any costs, man-hours and personnel resources that will be involved in executing your plan. This will help you prioritize and decide which methods will give you the most exposure with the least cost.

f. Implement the program.

Here are some resources that can help:

- As a Chapter PAO, you can coordinate with the National PAO on a regular basis.
- Station/Base staff: You can also ask the host command or local base PA office for guidance. They may have photo/video equipment and other facilities. Remember to coordinate external news releases with the host command PAO. For many commands and activities, you are tenants and the host needs to know if you want to invite news media on board.
- Local news media: Local news media outlets may be useful, if approached properly and information is correctly submitted. Again, remember to coordinate news releases with the host command PAO before release. Don't be disappointed if events that are important to you are not important to the media outlet. Do your best to make it interesting for them; that way, you are more likely to get coverage.
- Remember, television cameras and photographers require action to make their visuals exciting and marketable. Setting up media to cover equipment with no people using it is the fastest way to kill a story and your support from the media.

g. Evaluate your program.

- Look for local news media reaction, staff response, etc.
- Try to quantify the results for future reference (how many stories in how many media, etc.).

h. Change the program.

- Periodically confer with the National PAO, Chapter President and Vice-President to review how things are going, and revise as necessary. The guidelines presented above are offered to help you get started. Consider them to be a minimum for your Chapter to become a contributor to the overall ANSO and Sea Services public affairs efforts.

3. Media Operations. What Makes News?

Some examples of events or incidents that could have legitimate news value or invite public attention include:

- Outstanding accomplishments by ANSO members
- Awards or achievements of ANSO members
- "First time," "Largest," or "Biggest" tags
- ANSO mentorship and academic scholarship programs

4. Media Queries.

People are the foundation of our public affairs programs. Telling their stories to the world outside of ANSO is part of your job. While most of your efforts will be spent on internal communications, when things happen that require you to deal with external media (local, national or international TV, radio and newspaper representatives), they typically happen fast. You need to be prepared to respond quickly and appropriately, knowing what resources to tap ahead of time. Following high visibility events in the U.S. or overseas, news media look for ways of linking their local community to national news. For example, following the terrorist attacks of September 11, 2001, news media, which couldn't immediately cover the war in Afghanistan, looked to local commands to provide stories and interviews on the supported operations. Even Junior ROTC students in high schools were sought out for interviews. However, remember that stories of international and national significance are outside your lane as an ANSO Chapter PAO and should be referred to the appropriate Service PA office without comment. Contact the National PAO for any further guidance. In addition, ANSO Chapter PAOs are encouraged to consult with local Service PAOs prior to conducting public affairs activities that take place on a military installation or that relate to a military member's military activities.

5. Response to Queries (RTQ).

A Response to Query (RTQ) is basically a list of the questions you believe a reporter will ask regarding an issue, along with your responses. Remember, the reporter may know little or nothing about ANSO or the Sea Services so the questions may be as simple as, "What is ANSO's mission?" When writing your responses, you should strive to begin with an organization or Chapter message, weaving it into your response. Be sure to work with the National PAO to ensure your RTQ provides proper information to the reporter, without infringing on any legal or privacy rights, and that the best interests of the Association and Chapter are served.

6. Media Interviews.

- Sometimes you, your Chapter officers or Chapter members may be asked for an interview.
- Prior to the interview, the National PAO or a full-time PAO should review any PA guidance with you, and you should be present during the interview.
- You may decline an interview, but it is often in the best interests of the Association to use this means to get information to the public.
- Always record interviews on audio tape so you will have a record of what was actually said.
- It is important to begin the interview by stating (on tape) that you are recording the interview and get the reporter's verbal acknowledgement and approval.
- Publicize good news. If your Chapter members have done something special such as a school partnership, mentorship program or scholarship presentation, it's worth a release to the news media.

VI - 8

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a. Interview Preparation and Tips.

- Know the medium that you will be working with: TV, radio, or print. Know the specific requirements of each.
- Consult with the National PAO, and have him/her role-play as the reporter with you and practice potential questions. Record or videotape the practice session and critique it. Be familiar with your reporter. Know his/her style and the types of questions usually asked.
- Be aware of any breaking news stories. Monitor your email and Service websites regularly for diversity related and ANSO mission related news items, announcements, etc.
- Prepare 2 or 3 communication points you'd like to get across in the interview. Use people-oriented examples to illustrate those points and practice working them into your answers.
- If in uniform for studio interviews, wear the appropriate Service Dress uniform. Don't wear nametags or other forms of identification badges; they are distracting. The uniform of the day is appropriate for a waterfront scene or "on the job" interview. Remove sunglasses.
- For interviews by phone (for radio, print, or TV), ensure the reporter indicates when you are being taped, and don't forget to record the interview for your records. Whenever you record, ensure you begin the interview by stating (on tape) to the reporter that you are recording, get his/her acknowledgement and consent, and establish attribution (off-the-record, background, or direct).

b. During the Interview.

- Relax. Be yourself. Be friendly.
- Remember that you are an ANSO and Sea Service ambassador. Think about ANSO and your service core values in forming your answers.
- Never lie. Tell the truth, even if it is painful. You will maintain credibility by doing so.
- Never say "no comment." If you can't discuss something, explain why. If additional information is requested, get back to the reporter once available.
- If you don't know the answer to a question, say so. Offer to get back later with the answer, if possible.
- Avoid military or technical jargon. Remember, your audience is the American public.
- Answer directly and give the bottom line up front. Amplify later. Try to keep your answers less than 20 seconds.
- Correct the record. If a reporter makes an error, or has the wrong information, make the correction during the interview.
- Listen carefully to the reporter. Ask for repetition or clarification if necessary
- Maintain eye contact. Make sure the reporter knows you are interested and paying attention.
- Be expressive and try to be interesting.
- Be humorous, as appropriate. Humor can be one of the best forms of communication, but be careful of "off the cuff" remarks. Humor can also irreparably damage your interview, if not tastefully done.

VI - 9

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- Maintain a positive attitude.
- Never speak “off the record.” Either talk “on the record” or not at all.
- Be prepared to respond to the 5 Ws: who, what, when, where, why, as well as how. Be aware you may not be able to answer all, and, therefore, a particular response may need to be returned at a later time.
- Always assume that you are on the air, even if you are told that you are off. Technical crews make mistakes.
- Be modest but confident. You are the expert but don’t be condescending.
- Use the studio monitor to check your appearance prior to airtime; then maintain eye contact with the reporter, and ignore the monitor, or ask that it be turned off or moved so it won’t distract you.
- Never, ever, lose your temper – even if provoked.
- Do not drum your fingers, twiddle your thumbs, tap your feet or act in a nervous manner.
- Don’t look around the room for the answer. It gives the impression of discomfort, bluffing or desperation.
- Never speculate or comment on matters beyond your cognizance or responsibility.
- "Anything to add" wrap-up - never pass on this opportunity to get organization message in.

c. After the Interview.

- Thank the reporter for the interview and the opportunity to communicate with the American public.
- Clarify any points that were unclear. Ensure that all information is correct.
- Critique the interviewee’s performance.
- Find out when the interview will air or the story will run. Make a copy for the Chapter and pass a copy to National PAO.

7. News Releases

Releasing a story to the media doesn’t guarantee that it will be printed or aired. That is the news organization’s decision, which will be based on what’s hot and what’s not that day in the eyes of the news director or editor. Competition for airtime and column space can be intense.

There are several things to keep in mind as you prepare your release, which will enhance the chances of it receiving news coverage:

- What’s the news value of the story - is it unusual, interesting, marketable?
- Determine the most important basic points you want to communicate (a basic outline), and build on those. Writing should be concise and clear.
- Where should the story be marketed (internal Sea Service audiences, external news organizations, or a combination of both)?
- Is the story a visual one? Would a video report be better than a printed report? Keep in mind that the Sea Service news programs are always looking for story ideas.

VI - 10

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- If you have promised any "deliverables," information not available during the interview, ensure you get back to the reporter in an expeditious manner.
- Would it be better to invite the media to cover your Chapter's event, or should you write the story yourself for marketing?

a. Writing the Basic Release. The basic release is written in an "inverted pyramid" style, which puts the most important and basic information first. This information goes into the "lead" sentence. As many as possible of the five Ws (who, what, when, where, and why, as well as how) go up front. This is because editors cut from the bottom of a story, if needed, so the least important information will end up on the floor. The body of the release expands on the essential facts, giving details, as well as quotes and new information. Keep the message simple, remembering that private citizens unfamiliar with the Sea Services need to be able to read and understand it. Your story can be released following coordination with your Chapter chain-of-command, and the National PAO. (See TAB B for Sample News Release formats and templates.)

VI – TAB B

Sample News Release Formats and Templates

Chapter or News Release Letterhead
Include Chapter Address

For further information, contact:
(PAO Name)
(PAO Phone Number)

Release No.:

For Immediate Release

This Is What A News Release Should Look Like

(CITY, State) -- This is what a news release should look like. It will also tell you a few things about what should go into a news release.

The body of your release should begin with a dateline in Associated Press (AP) style (see CITY, State above), such as MIAMI, Fla. It is recommended that you refer to the AP Style Guide to ensure you're listing rank/rating abbreviations, states, etc., correctly. Editors will often reject copy which doesn't follow AP style.

Your story has a better chance of being used if the editor sees a familiar format. Use the "inverted pyramid" news-writing style (important information first), and make the story as timely as possible.

Don't forget to date your release and include a contact telephone number. Either "For Immediate Release" or a "Release On" date must appear on all your stories. Write in normal paragraphs, with readable print, caps and lower case, suggested margins of one inch.

Try to keep the stories concise. One to two pages is usually enough for a basic news story. Features or major news stories may run longer. As often as possible, forward a photograph along with your story that illustrates what your press release is about. This makes the story more interesting to the reader (and to the editor who is determining whether or not to run your story).

If your release is more than one page, type "--more--" at the bottom center of the page.

--more--

Sample News Release Format 2-2-2

Page 2 begins with a repeat of the story tag, followed by the appropriate page number. As you can see, sentences and paragraphs are short. A sentence should rarely be more than 25 words. "Quotes can sometimes be a paragraph all to themselves," said Petty Officer 1st Class Juan P. Marinero, an ANSO member who knows about the subject. Marinero also pointed out that, since AP style dictates identifying a member's military rank without the rating (for example, Petty Officer 2nd Class vs. CS2), you can add the rating at another point in the story.

If the release includes information regarding training conducted at the command, a sentence regarding any accreditation for the command and/or course, should be included. This should also have the name of the accreditation organization, such as the Council on Education (COE).

Don't forget to add a stock paragraph about your Chapter at the end. This can describe the organization's mission and vision.

Just below your story, identify who wrote it: "Story by Lt. María E. Guardia, ANSO San Diego Chapter Public Affairs."

Finally, to let the editor know you have finished the story, type your service (e.g. "--USN--") centered, at the end.

Story by (your rank/rate and name)

--USN--

Sample News Release Templates

- Three types of news releases you may have to prepare during your tour as PAO may include:

1. ANSO chapter chartering ceremony
2. ANSO community outreach program (e.g. mentoring, scholarship, charitable project, etc.)
3. ANSO event (e.g. educational, professional, social, etc.) or fundraiser

- To help you get started, this tab includes sample templates for these three types of releases. They may also be modified slightly for use with other types of stories. These templates contain the basic facts you should include in the story. You may add additional information (if applicable). Also, adding quotes from a person you are writing about or interviewing, and, as appropriate, his or her supervisor, commanding officer, shipmate, or family member, will make your story more interesting.

- If you are releasing the story to a local newspaper in a different area than where the event took or is to take place, put something in your story to "tie" it to that local area (this gives the newspaper incentive to run it). For example, if an Norfolk, Va., native receives an award from ANSO at the annual General Convention held at San Diego, Calif., be sure that you include that fact in your story: "Marine Corps Lt. Col. Roberto C. Infante, a native of Norfolk, Va., recently received the Hidalgo Medal from the Association of Naval Services Officers in a ceremony held at the annual General Convention in San Diego, Calif."... (and later in the story, if his relatives are still in Norfolk) "Infante is the son of Pedro and Anita Infante of Norfolk."

Chapter Chartering Ceremony story

Seattle Based CG to Establish ANSO Chapter

June 22, 2011

SEATTLE – The Rear Adm. Ronald J. Rábago Seattle Chapter of the Association of Naval Services Officers (ANSO) will be formally established on Thursday, June 23, during a ceremony at Coast Guard Base Seattle's Bear Room.

Rear Adm. Rábago will be in attendance for the establishment ceremony.

ANSO's mission is to assist the Sea Service Chiefs' efforts in Hispanic workforce recruitment and retention by: (1) fostering the personal growth and professional development of officers, enlisted, and civilian personnel; (2) providing mentorship, networking, training, and educational opportunities; and (3) engaging the Hispanic community through outreach initiatives.

The Seattle Chapter is named after Rear Adm. Rábago, a 1978 graduate of the U.S. Coast Guard Academy, who is currently serving as the Coast Guard Assistant Commandant for Engineering and Logistics. As the Coast Guard's Chief Engineer, he is responsible for all naval, civil, aeronautical, and industrial engineering, logistics, and environmental and energy management programs for the Coast Guard's \$22 billion capital plant which includes 23,000 facilities, 250 ships, 1,800 boats, and 200 aircraft. Additionally, he is responsible for executing an annual budget of \$1 billion, and leads more than 5,000 personnel at Coast Guard Headquarters and the three Coast Guard Logistics Centers: the Aviation Logistics Center in Elizabeth City, N.C.; the Shore Infrastructure Logistics Center in Norfolk, Va.; and the Surface Forces Logistics Center in Baltimore, Md.

Community Outreach story

ANSO Encourages Local High School Students

October 7, 2010

MILLINGTON – The Millington Prospective Chapter of the Association of Naval Services Officers (ANSO) recently spoke to a class of 25 Navy Junior Reserve Officers Training Corps (NJROTC) students during a visit to Kingsbury High School on Friday, October 1. The group of students was given “Key to Success” tools during the one hour presentation.

Two ANSO members from the Navy Personnel Command introduced themselves to students and explained what their jobs are with the Navy. They also summarized their own personal stories of how the decisions they made as teens affected their options as young adults. The interactive presentation invited students to identify behaviors or actions that would present roadblocks to their success.

Additionally, the students asked the officers personal development and career questions. Some of the topics discussed were leadership, personal and professional development, work ethics, furthering their education and scholarship opportunities.

ANSO's mission is to assist the Sea Service Chiefs' efforts in Hispanic workforce recruitment and retention by: (1) fostering the personal growth and professional development of officers, enlisted, and civilian personnel; (2) providing mentorship, networking, training, and educational opportunities; and (3) engaging the Hispanic community through outreach initiatives.

For more information on ANSO and on becoming a member, visit the ANSO website at <http://www.ANSOmil.org>.

Mentoring story

Washington, D.C. ANSO Chapter to Establish Mentoring Program with USNA Students

November 28, 2011

VI-15

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WASHINGTON – The Honorable Edward Hidalgo Washington, D.C. Chapter of the Association of Naval Services Officers (ANSO) will be establishing a formal monthly mentorship program with United States Naval Academy (USNA) midshipmen and Latin American Studies Club (LASC) members. There will be an initial meet-and-greet meeting at Hospital Point on Saturday, December 3, from 10:00 a.m. to 1:00 p.m. for students to meet potential ANSO mentors and discuss long-term relationship goals.

ANSO's mission is to assist the Sea Service Chiefs' efforts in Hispanic workforce recruitment and retention by: (1) fostering the personal growth and professional development of officers, enlisted, and civilian personnel; (2) providing mentorship, networking, training, and educational opportunities; and (3) engaging the Hispanic community through outreach initiatives.

All members interested in providing meaningful mentorship and support to our future leaders as well as students who are interested in gaining the benefits of experienced mentors are strongly encouraged to attend.

For more information on ANSO, visit the ANSO website at <http://www.ANSOmil.org>. For more information on the Honorable Edward Hidalgo Washington, D.C. Chapter of ANSO, contact the Chapter President at 703-###-####.

Fundraising story

Central Florida ANSO Chapter Fundraising Event

September 26, 2005

ORLANDO – In celebration of Hispanic Heritage Month, the ADM Horacio Rivero Central Florida Chapter of the Association of Naval Services Officers (ANSO) will be having a Burrito Breakfast fundraiser next drill weekend on Saturday, October 1, from 8:00 a.m. to 10:00 a.m. at the Navy Operational Support Center (NOSC) Orlando. A \$5 donation will provide 2 burritos and 1 juice beverage. All proceeds will go toward the chapter's 2005-2006 scholarship fund.

ANSO's mission is to assist the Sea Service Chiefs' efforts in Hispanic workforce recruitment and retention by: (1) fostering the personal growth and professional development of officers, enlisted, and civilian personnel; (2) providing mentorship, networking, training, and educational opportunities; and (3) engaging the Hispanic community through outreach initiatives.

While closely affiliated with the Naval Services, ANSO is a non-profit organization and receives no appropriated or non-appropriated funds from Congress. Local chapters rely solely on voluntary contributions from membership dues and the community at large to achieve the goals and objectives of the organization.

Last May, ANSO's ADM Horacio Rivero Central Florida Chapter awarded a \$500 scholarship each to two deserving local high school seniors who demonstrated the best of academic excellence, leadership, motivation, and community/school involvement.

VI-16

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CHAPTER VII

NEW CHAPTER ESTABLISHMENT AND DEVELOPMENT

A. RESPONSIBILITIES: The Regional Vice-Presidents, the applicable Service Representatives and the National Secretary are primarily responsible for the establishment and development of new Chapters. The objective is to establish an active Chapter near a Sea Service activity where there is a viable and potential opportunity for new membership. The achievement of ANSO's purpose and objectives can thereby be enhanced through coordinated Chapter organization and activity rather than through fragmented individual efforts. The length of time it takes to establish a new Chapter is six (6) to twelve (12) months. The ANSO Start-Up Checklist (TAB A) outlines the process for establishing a new Chapter.

B. STARTING A NEW CHAPTER:

1. Phase I - Requirements for Chartering. At least one ANSO member in good standing who is dedicated to the future well-being of the Sea Services is required to begin the process. This person, to be designated as the Prospective Chapter President (PCP), must understand the purposes and objectives of ANSO and must motivate other dedicated military and civilian personnel to form the nucleus to begin the organization process. The PCP must find and organize a minimum requirement of three (3) members to establish a Prospective Chapter that will be chartered. Having enlisted a minimum of three members to be a part of the Prospective Chapter, the PCP shall formally request the establishment of the Chapter via written request to the appropriate Regional Vice-President (TAB B). The initial interest group will be officially recognized as a Prospective Chapter only after the Regional Vice-President receives the charter request letter. The request letter and charter package shall include:

- a. The name of the Prospective Chapter President (PCP);
- b. The name, rank, service, and duty station of all proposed chartering members;
- c. The proposed Chapter name (it is recommended that Chapters be named after prominent Hispanics in the Sea Services, past or present; if member is still living, he or she must be officially retired or honorably discharged from service);
- d. Two potential dates for the chartering ceremony as well as the membership drive;
- e. Documentation demonstrating demographic support for the establishment and longevity/sustainability of a Chapter;
- f. Draft of Chapter Bylaws (see TAB B of Chapter XIV of this manual);
- g. Written support from the Commanding Officer of the area.

2. Phase II - Establishing Leadership.

VII - 1

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a. The Regional Vice-President will designate the member who volunteers to organize the Chapter to be chartered as the Prospective Chapter President (PCP).

b. Upon receipt of the charter request letter, the Regional Vice-President shall request the National Secretary to provide the following to the PCP:

- A list of all ANSO members in the Prospective Chapter's area;
- Membership applications and other promotional material;
- Names and addresses of the Board of Directors;
- Copy of the ANSO National Brochure/State of the Organization Brief;
- Copy of the ANSO Operations Manual/Articles of Incorporation and Bylaws.

c. The Regional Vice-President will also inform the Service Representatives and copy the National President, Executive Vice-President.

3. Phase III - The First Meeting. It is important that a National Board member, preferably the Regional Vice-President, attend the first and/or informal organizational meetings to provide positive assistance and guidance. At the first meeting of the Prospective Chapter, volunteers who will assist with Chapter organization should be present. Written meeting minutes should be forwarded to the National Secretary via the Regional VP to document the Prospective Chapter's activities and progress. By the end of the first meeting, the Prospective Chapter should have:

- a. Appointed members to assist with membership recruitment and other organizing functions, as deemed to be required;
- b. Reviewed the purposes and objectives of the Association and potential for successful viability;
- c. Discussed the advantages of establishing a new Chapter in the area;
- d. Instituted action to secure, if feasible, a list of Sea Service personnel in the area for use in membership solicitation. If a list is already available, develop and implement a membership recruiting drive;
- e. Discussed use of the Association's website (<http://www.ANSOmil.org>) for new member registration and recruitment;
- f. Instructed all attendees regarding eligibility for ANSO membership;
- g. Distributed membership promotional materials and application forms;

- h. Completed draft of Chapter Bylaws;
- i. Discussed proposed Chapter name (it is recommended that Chapters be named after prominent Hispanics in the Sea Services, past and present); and
- j. Determined the time and place for the next Prospective Chapter meeting and established tasks and goals for attendees to report on at the next meeting, preferably within 30 days hence in order to maintain interest and momentum.

4. Phase IV - Conduct of the Prospective Chapter. The Prospective Chapter shall:

- a. Enlist the support and assistance of commanding officers in the area for ANSO;
- b. Enlist the assistance of these commanding officers in signing up staff personnel for membership;
- c. Conduct a membership drive to encourage local active duty, reserve, retired officers and interested civilians to be involved in ANSO;
- d. Conduct at least three monthly meetings, enlisting the visitation of a National Board member, preferably the Regional Vice-President, to at least one. While a personal visit is preferred and strongly recommended whenever possible, budget and/or schedule constraints may require a visit be made via VTC/telcon.

5. Phase V - Board of Directors Actions. After a minimum of 3 months, the Regional Vice-President and the National Secretary shall prepare and affirm the Chapter chartering request for its review by the Board of Directors. The package must contain all of the following:

- a. Documentation that, in the geographic location of the newly formed Chapter, the required minimum number of members for chartering are present and are in good standing, to include the growth of the group since the initial charter request letter;
- b. Documentation that the members/Sea Services personnel in the geographic location of the newly formed Chapter can support the existence and continuance of an ANSO Chapter;
- c. Draft of the Chapter Bylaws, and any other materials (e.g. meeting minutes) produced by the Prospective Chapter that assisted in forming support for the Chapter and obtaining members; and
- d. Written recommendation and statement of support from the Commanding Officer of the area for the establishment of a Chapter;
- e. Written recommendation (TAB C) by the Regional Vice-President to the Board of Directors.

VII - 3

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f. With due notice, the Board of Directors will review the Chapter chartering package and, by vote, approve or disapprove the request for Chapter Charter:

(1) Favorable Results. The Regional Vice-President will inform the Prospective Chapter of its selection for chartering and propose a chartering date and location where the National President and/or Regional Vice-President can present the Chapter Charter in a formal ceremony. Once approved to establish a Chapter, a letter of establishment shall be provided to the Prospective Chapter with notification of the charter approval and the approved chartering date. (See TABs D and E for a sample establishment letter and charter certificate. A sample charter can be found in TAB A of Chapter XIV of this manual.)

(2) Unfavorable Results. The Regional Vice-President will send a letter to the Prospective Chapter outlining the reasons the Board did not approve chartering at this time and the additional actions the group has to take in order for them to obtain approval. When the group is ready, they can resubmit their request. The Prospective Chapter should maintain a close relationship with the Regional Vice-President to ensure it is on track.

6. Phase VI - Chartering Ceremony Preparation and Elections.

- The chartering of the Chapter is the function of ANSO, Inc. Therefore,

a. Upon approval of the charter request from the Board of Directors, the President, Regional Vice-President, and Prospective Chapter President shall proceed with the chartering preparations that will include:

(1) Sending invitations, on behalf of the Board of Directors, to all ANSO Chapters and to all local Sea Service commands and civilian leaders in the community;

(2) Preparing, budgeting and implementing the chartering ceremony and collaborative event (if desired). The National President and Regional Vice-President must approve any proposed collaborative event/activity held in conjunction with the chartering ceremony. (See TAB F for guidelines for the chartering ceremony and developing the collaborative event.)

(3) Preparing for the first official meeting of the Chapter by the National President, Regional Vice-President and Prospective Chapter President;

(4) Electing Chapter officers from members within the charter member group and establishing a chartering ceremony committee to plan and implement the chartering activities. The Chapter officer positions are Executive positions that should correspond to those of the National Board of Directors (see Chapter II of this manual). Three positions that may not be left vacant are President, Vice-President, and Secretary. Once members are elected into office, those positions are filled until

VII - 4

www.ANSOmil.org

the next election (March). Should a Chapter officer step down or is otherwise unable to fulfill the duties of that office before his or her tenure is up, a special election or appointment may be made at that time for the position to be filled until annual elections are held again. As soon as the initial election has been held (and after every annual election), complete and forward the Management Information Report (see Chapter VIII, TAB E) to the National Secretary.

b. The National President (or Executive Vice-President) and/or Regional Vice-President must conduct the chartering ceremony.

c. In the event that neither the National President, nor Executive Vice-President, nor Regional Vice-President is available for the chartering ceremony, the ceremony shall be rescheduled until such time one is available. Only under extreme circumstances, and only on a case by case basis with prior approval, may a ceremony be held without the National President, Executive Vice-President, or Regional Vice-President present. During such an event, the establishment letter will be issued by the National President, indicating the effective charter date, and the official Charter and Charter Certificate will then be issued at the annual General Convention (backdated).

- The ceremony should:

a. Be approximately 30 minutes long (may be longer, depending on the program);

b. Affirm the purpose of ANSO and the reason for establishment of the Chapter;

c. Affirm the Prospective Chapter has met all the requirements to become a Chapter;

d. Sign and issue the actual Chapter Charter and Certificate; and

e. Administer Induction Oath and install the newly chartered Chapter officers (see TAB G). In the absence of the National President, Executive Vice-President, and Regional Vice-President, as described above, the oath will be administered via VTC/telcon. The Regional Vice-President shall coordinate scheduling the oath in advance. Only one member may be sworn in for each position. The original establishment letter provides the names of the President, Vice-President, and Secretary, who are required to be present for the induction. Any other Executive officers being inducted should also be announced prior to the induction in order to verify who's being sworn in. All Chapter Executive positions should reflect the National positions on ANSO's Board of Directors (BoD), and only those officers shall be sworn in. In other words, if somebody declares, "My name is LT Marinero, and I'm the Chapter Community Outreach Officer", he or she cannot be inducted. It is not a position reflected on the BoD, but rather a Committee position, vice an Executive position (see Chapter II of this manual for elected Chapter officers).

7. Phase VII - Chapter Development.

a. Getting Organized and Underway.

- (1) The Chapter shall hold its first official meeting following the chartering of the Chapter. The National President and/or Regional Vice-President, and charter members of the newly formed Chapter shall attend the meeting. Other National Board members may attend. The Chapter President shall call a second meeting of his/her Executive Committee (Chapter officers) and all other interested officers as soon as possible for effective planning of the affairs of the Chapter.
- (2) Much of the Chapter work should be done by designated committee (s), and committee chairpersons should report regularly to the Chapter President and maintain good communications with the Board of Directors.
- (3) Set a schedule of regular Chapter Executive Committee meetings.
- (4) Draft a First Year Activity Program. Discuss and plan the program for meeting and for carrying forward Chapter activities and projects that further the goals of the Association for the entire year; assign subcommittees to carry out the plan; announce the time and place for subsequent meetings; publish a calendar of ANSO activities for the year. Send copies to the Board of Directors.
- (5) Implement appropriate joint projects with other service and civilian organizations in conjunction with events such as Navy Day, Coast Guard Day, Marine Corps Day, Fleet Week, Armed Forces Day, Memorial Day, Veteran's Day, Cinco de Mayo, Día de la Raza, Mes de la Herencia Hispana, etc.
- (6) Determine the amount of Chapter dues or in what manner the expenses of the Chapter will be met. Draw up a budget or "target" on which to base Chapter dues.
- (7) Maintain official Chapter Passdown Log/Record Book (inc. Chapter Charter, Bylaws, minutes, reports, correspondence, etc.).
- (8) Passing the word is essential for a strong Chapter and Association. Telephone, memoranda, news media, electronic, online, and word-of-mouth methods of communications must be employed to the greatest extent. A periodic (at least quarterly) Chapter Newsletter is highly recommended, as is a web presence (e.g. Chapter website, Facebook, Twitter, LinkedIn, etc.).
- (9) Stress membership growth and encourage all members to work at recruiting and retaining new members.

(10) Discuss the establishment of a local Chapter website to post Chapter information, meeting agendas, and articles of events that transpire throughout the year. All Chapters should work with the National PAO/Webmaster to help develop a website from the ANSO website, i.e. www.ANSOmil.org (e.g. <http://ansosanfrancisco.webs.com/index.htm>).

b. Chapter Activities and Management. It is most important to hold regular meetings and to work out a schedule of Chapter activities, including Chapter social events. In this way, new members will recognize tangible evidence of an active Chapter. Chapters VIII, IX and XIV of this manual are provided to guide the Chapter on operations and management issues.

C. DORMANT CHAPTER:

1. Dormancy Notification. A Chapter may become dormant after establishment if there are not enough members in the area to accomplish ANSO objectives as a Chapter. Chapters must notify the National Board in writing if they become dormant. The letter should provide information on the status of active members and the status and location of all Chapter funds. Disposition of funds should be agreed upon by a majority of active Chapter members at the time of dormancy.

For example, funds may be donated to charity, given to another ANSO Chapter or to the Board's general operational fund.

2. Reactivating a Chapter. A Chapter that becomes dormant may reactivate via a written or electronic request for re-establishment to the National Board. Request will indicate a reactivation effective date, names of elected Chapter Executive Officers and copy of Bylaws.

VII – TAB A



ANSO, Inc.

Chapter Start-Up Checklist



Recruit minimum requirement of three persons to initiate Chapter Start-Up.

Determine Prospective Chapter President (PCP).

PCP contact Regional Vice-President (VP) to notify of intent to charter a new Chapter.

Regional VP will direct PCP to submit “Request to Establish a Chapter” letter, prepare draft of Chapter Bylaws, and obtain written support from CO of the area.

Regional VP will notify Service Reps and request National Secretary to provide to PCP:

ANSO members in general area

Membership Applications

National Board of Directors (BoD) Contact Roster

ANSO National Brochure/State of the Organization Brief

ANSO Operations Manual/Articles of Incorporation and Bylaws

Hold first Prospective Chapter meeting; complete draft of Chapter Bylaws; discuss proposed Chapter name; plan for second meeting within a month.

Conduct membership drive for active duty, reserve and retired personnel, and civilian employees.

Regional VP to send “Recommendation to Board of Directors for Chapter Charter” letter with charter package to National BoD.

BoD to notify Approval or Disapproval.

Hold Nomination and Election Meeting, once approved.

Contact National Treasurer to obtain Employer Identification Number (EIN) and requirements for Chapter bank accounts, once approved.

Form Chartering Committee.

Conduct Chartering/Induction Ceremony.

Hold first official Chapter Meeting; draft First Year Activity Program; commence maintaining official Chapter Passdown Log/Record Book (inc. Chapter Charter, Bylaws, minutes, reports, correspondence, etc.); submit initial budget NLT 31 August.

Enjoy the professionalism, friendship, and camaraderie of the ANSO Familia!

“¡ADELANTE CON ANSO!”

VII - 7

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VII – TAB B

Request to Establish a Chapter

DD Mmm YYYY

From: (Name of Prospective Chapter President)
 To: (Name of National President), President, ANSO
 Via: (Name of Regional Vice-President), (Name of Region) Regional Vice-President, ANSO

Subj: REQUEST TO ESTABLISH A CHAPTER

Ref: (a) ANSO, Inc. Operations Manual

Encl: (1) Draft of Chapter Bylaws
 (2) Letter of Support from Area Commanding Officer

1. This letter is hereby submitted, in accordance with reference (a), to request that a charter be granted to establish a new Chapter of ANSO, Inc. in the area of (City & State). If approved, the Chapter agrees, once chartered, to carry out the mission of ANSO, while maintaining self-sufficiency. Enclosures (1) and (2) are included for your consideration.

2. The proposed name of the Chapter is (Name of Chapter). The proposed chartering dates are (2 potential dates).
[NOTE 1]

3. The names of the proposed chartering members and requested information are provided below. All members are verified as current and in good standing.

Name	Rank	Service	Membership Expiration Date	Prospective Officer Position	Email
a.					
b.					
c.					

4. The chapter can be sustained by recruitment of officers from the following (location)-based units/commands: [NOTE 2]

5. The proposed dates for active membership recruitment are (dates).

Very respectfully,

(Name of Prospective Chapter President)

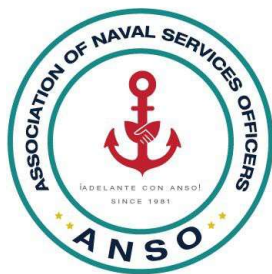
Copy to:
 Name, Executive Vice-President
 Name, Secretary

NOTE 1:

It is recommended that chapters be named after prominent Hispanics in the Sea Services, past or present; if member is still living, he or she must be officially retired or honorably discharged from service.

NOTE 2:

Every effort shall be made to include representation of all the Sea Services in the area.



VII – TAB C

Regional Endorsement for Chapter Charter

YYYY-YYYY BOARD OF DIRECTORS

DD Mmm YYYY

NATIONAL PRESIDENT

Name

EXECUTIVE VICE-PRESIDENT

Name

EASTERN REGIONAL VP

Name

CENTRAL REGIONAL VP

Name

WESTERN REGIONAL VP

Name

NATIONAL SECRETARY

Name

NATIONAL TREASURER

Name

NATIONAL JUDGE ADVOCATE

Name

**NATIONAL MEMBERSHIP
COORDINATOR**

Name

NATIONAL HISTORIAN

Name

NATIONAL CHAPLAIN

Name

**NATIONAL PUBLIC AFFAIRS
OFFICER**

Name

NATIONAL MASTER-AT-ARMS

Name

NATIONAL DIRECTOR-AT-LARGE

Name

USCG SERVICE REPRESENTATIVE

Name

USMC SERVICE REPRESENTATIVE

Name

USN SERVICE REPRESENTATIVE

Name

**USCG SENIOR ENLISTED SERVICE
REPRESENTATIVE**

Name

**USMC SENIOR ENLISTED SERVICE
REPRESENTATIVE**

Name

**USN SENIOR ENLISTED SERVICE
REPRESENTATIVE**

Name

From: (Name of Regional Vice-President), (Name of Region) Regional Vice-President, ANSO

To: (Name of National President), President, ANSO

Via: (Name of Executive Vice-President), Executive Vice-President, ANSO

Subj: ENDORSEMENT FOR CHAPTER CHARTER

Ref: (a) ANSO, Inc. Operations Manual

Encl: (1) Chapter Chartering Request Package

1. Enclosure (1) is hereby submitted, in accordance with reference (a), in support of the request for charter for the (Name of Chapter) Chapter of ANSO, Inc.

2. Enclosure (1) is forwarded with my recommendation for approval/disapproval.

(NOTE: If you are recommending disapproval, state your reasons.)

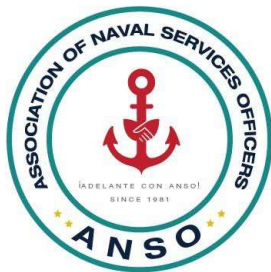
Very respectfully,

Name of Regional Vice-President

Copy to:

Name, Secretary

Name, Prospective Chapter President



VII – TAB D

Sample Chapter Establishment Letter

YYYY-YYYY BOARD OF DIRECTORS

DD Mmm YYYY

NATIONAL PRESIDENT

Name

From: (Name of National President), President
Association of Naval Services Officers (ANSO)

EXECUTIVE VICE-PRESIDENT

Name

To: (Name of Prospective Chapter President), ANSO Chapter of (City, ST)

EASTERN REGIONAL VP

Name

Subj: AUTHORIZATION TO ESTABLISH A NEW ANSO CHAPTER AND
OFFICIAL ISSUANCE OF CHAPTER CHARTER

CENTRAL REGIONAL VP

Name

Ref: (a) ANSO, Inc. Operations Manual

WESTERN REGIONAL VP

Name

1. ¡Felicitaciones! Congratulations! This letter officially authorizes the establishment of the (Name) of (City, ST) Chapter of the Association of Naval Services Officers, Inc.

NATIONAL SECRETARY

Name

2. After completing the requirements for a chapter charter, in accordance with reference (a), the ANSO Board of Directors voted on (Date) to approve your request to establish a local ANSO chapter in (City, ST). The chapter charter and charter certificate will be signed and issued during your chartering ceremony, scheduled for (date), at which time the chapter will be officially established. By accepting and signing the charter, the chapter agrees, through its officers and members, to be bound by the Articles of Incorporation and Bylaws of the Association of Naval Services Officers, Inc.

NATIONAL TREASURER

Name

3. The name of the Chapter President is (Name). The name of the Chapter Vice-President is (Name). The name of the Chapter Secretary is (Name). The name of the Chapter Secretary is (Name). Your chapter will be sustained by recruitment of personnel from the surrounding area, and initial chapter recruitment will occur from (Dates).

NATIONAL JUDGE ADVOCATE

Name

4. Thank you for stepping up and taking the initiative to make a difference in the lives of countless young Hispanic men and women. I commend you on your efforts to establish ANSO's newest chapter and in helping build future Hispanic leaders of the Sea Services. Gracias y ¡Adelante con ANSO!

NATIONAL MEMBERSHIP

COORDINATOR

Name

NATIONAL HISTORIAN

Name

NATIONAL CHAPLAIN

Name

NATIONAL PUBLIC AFFAIRS
OFFICER

Name

NATIONAL MASTER-AT-ARMS

Name

NATIONAL DIRECTOR-AT-LARGE

Name

USCG SERVICE REPRESENTATIVE

Name

USMC SERVICE REPRESENTATIVE

Name

USN SERVICE REPRESENTATIVE

Name

USCG SENIOR ENLISTED SERVICE
REPRESENTATIVE

Name

USMC SENIOR ENLISTED SERVICE
REPRESENTATIVE

Name

USN SENIOR ENLISTED SERVICE
REPRESENTATIVE

Name

FI. MI. LAST

Copy to:

Name, Executive Vice-President

Name, Secretary

VII - 10

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VII – TAB E

Sample Chapter Charter Certificate


The certificate is a rectangular document with a light blue background and a decorative border. At the top center is the ANSO logo, which is a circular emblem with a red anchor in the center. The text around the anchor reads "ASSOCIATION OF NAVAL SERVICES OFFICERS" and "ANSO". Below the anchor, it says "FIDELANTE CON ANSO" and "SINCE 1991".

Below the logo, the text reads:

Chapter Charter Certificate THE

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.

HEREBY GRANTS THIS CHARTER TO THE

(NAME) CHAPTER OF (CITY, ST)

WITH SUCH AUTHORITY AS IS CONFERRED BY

THE ARTICLES OF INCORPORATION, BYLAWS, RESOLUTIONS, AND DIRECTIVES

OF THE ASSOCIATION.

Issued this DDth day of Month, YYYY

At the bottom, there are two lines for signatures:

Name
ANSO National President

Name
ANSO Chapter President

VII – TAB F

Guidelines for Organizing a Chartering Ceremony

A. Establish a Chartering Committee. Establish a small committee to make plans for Chapter chartering and collaborative activities. The committee will work closely with the Regional Vice-President to develop and implement plans for the Chapter chartering event. The committee shall coordinate:

1. Time, place, and type of function
2. Publicity
3. Program and speaker, if desired
4. Hospitality and entertainment
5. Attendance and invitations
6. Provide the National PAO with a brief write-up and photographs of the chartering event

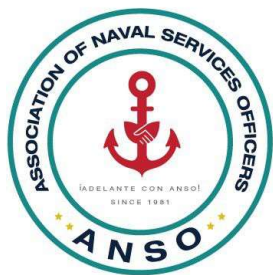
B. The Collaborative Event. Collaborative activities (luncheon, dinner, reception) held in conjunction with the chartering ceremony have become traditional, but are not required. In most cases, the purpose of the collaborative activity is to introduce ANSO to the local community. When such a collaborative event/activity is desired to be held in conjunction with the chartering ceremony, the National President must approve the proposed activity, budget, public relations plan, and any prospective speaker, with oversight by the Regional Vice-President.

1. Such an activity shall be self-funded.
2. As this is not an activity of an official Chapter (the Chapter has yet to be chartered), tickets must reflect this as an activity of the Association of Naval Services Officers, Inc., in conjunction with the chartering ceremony (this is to comply with corporation and IRS regulations).
3. Receipts for such an activity shall be termed "donation", payable to the Association of Naval Services Officers, Inc. and must be deposited into an escrow account.
4. The program may include a speaker, preferably the ANSO National President, a minority Sea Services officer (active duty, reserve or retired), or other individual who will bring some prominence to the affair and relate to the audience the significance of an affinity organization such as ANSO.

5. Promotional activities and publicity about such an event must be coordinated through the National PAO and have the prior approval of the National President. The material should feature information about ANSO, the National President, and the Prospective Chapter President. Copies should be provided to the National Historian for the archives and the National PAO for the Association's publications.

6. Monies collected to support the chartering activities must be payable to ANSO. These monies will be deposited in an escrow account in the name of the newly chartered Chapter. At the first meeting of the Chapter, all monies held in escrow will be turned over to the installed Chapter Treasurer for establishment of an account in the name of the newly formed Chapter.

C. Use of Chapter Name. The right to be represented as a recognized ANSO Chapter and other rights associated with affiliation with ANSO (e.g. chapter bank accounts, tax exemption status, use of national logo, etc.) are available only after a charter has been granted. No contracts can be entered into, bank accounts established, tickets or programs printed, or public relations pieces distributed in the name of the newly formed Chapter prior to chartering. These items are to be printed in the name of the "Association of Naval Services Officers, Inc." (i.e. ANSO will announce the chartering of the Chapter) and must have the prior approval of the National President.



VII – TAB G

Sample Chapter Officer Induction Oath

“We will now conduct the installation of the (inaugural, newly elected) Chapter Officers for the RADM Ronald J. Rábago Chapter of Seattle, WA of the Association of Naval Services Officers.

RADM Ronald J. Rábago Chapter Officers, please raise your right hand and repeat the following oath after me:

I, *(STATE YOUR NAME)*,
SOLEMLY *(SWEAR OR AFFIRM)* TO CONTINUE

Pause

TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF
AMERICA

Pause

AND TO SUPPORT THE CHARTER AND BYLAWS OF THE RADM RONALD J.
RÁBAGO CHAPTER OF THE ASSOCIATION OF NAVAL SERVICES OFFICERS.

Pause

I WILL FAITHFULLY EXECUTE THE DUTIES OF THE OFFICE INTO WHICH I’M
ABOUT TO ENTER.

Ladies and Gentlemen, please join me in congratulating our newest ANSO Chapter Officers.”

Applause

CHAPTER VIII

CHAPTER ORGANIZATION, MANAGEMENT AND ACTIVITIES

A. ORGANIZATION: ANSO Chapters are chartered entities of the Association of Naval Services Officers, Inc. As such, they are entitled to the benefits accrued to the Association in the areas of non-profit tax exemption status with the Internal Revenue Service and corporation protection under the District of Columbia. Chapters are accountable to the Board of Directors and must comply with the reporting requirements of its incorporation state and the Internal Revenue Service. Chapters must also comply, where applicable, with all rules and regulations of the DOD and DOHS and the states of their geographic location. Chapters requiring further legal certification (i.e. Foundations) must receive approval from the Board of Directors and proceed under the supervision of the National Judge Advocate. The Chapters constitute the "action" level of the Association. Therefore, they are responsible for implementing the policy decisions and programs of the Association as determined by the Board of Directors and the General Assembly.

1. Structure. Each Chapter shall adopt governing rules for itself as part of its Chapter Charter and Bylaws. These instruments must be in concert with the Association Articles of Incorporation and Bylaws and must be updated regularly to reflect any amendments adopted by the General Assembly at the annual General Convention. A copy of each Chapter's Charter and Bylaws shall be filed with the National Judge Advocate and the National Secretary. The Chapter shall retain a copy in the Chapter's files and have a copy available at each meeting of the Chapter. A sample of a Chapter Charter and Bylaws can be found in Chapter XIV of this manual.

2. Chapter Officers. Chapter officers shall correspond to those listed in the Association Bylaws, with the exception of the Service Representatives. Chapter officers must be in good standing. A member in good standing is one who is current and has paid his/her Association dues.

3. Chapter Committees.

a. Executive Committee. The Chapter Executive Committee shall consist of the elected/sworn in officers of the Chapter.

b. Standing Committees. As a minimum, Chapter Standing Committees shall include the following:

- (1) Community Outreach/Scholarship Committee
- (2) Fundraising Committee
- (3) Nominations Committee
- (4) Budget Committee

c. **Special or Ad Hoc Committees.** These committees are formed based on the annual program of the Chapter.

B. MANAGEMENT:

1. **General.** Successful Chapter management depends on close attention to the following:

- a. Electing and appointing committed members with leadership skills as Chapter officers and committee chairpersons annually, as required;
- b. Conducting a quality Chapter officer turnover, inc. a proper passdown of all official records/documents;
- c. Providing Chapter officer training sessions locally and at the annual General Convention;
- d. Reviewing the Association Articles of Incorporation, Bylaws, and Operations Manual;
- e. Enforcing (and updating, as required) the rules (Charter and Bylaws) under which the Chapter will operate as well as the Association Articles of Incorporation and Bylaws. The National Judge Advocate is available for guidance to Chapters in these matters;
- f. Establishing and maintaining effective communications;
- g. Establishing and maintaining sound Chapter financial operations;
- h. Motivating participation and support of Chapter members through:
 - (1) Positive and effective Chapter leadership,
 - (2) Developing an interesting, enjoyable and rewarding annual program, including regularly scheduled Chapter meetings, professional and leadership development programs, mentoring, community action programs, and social activities,
 - (3) Effective dissemination of Chapter information (via electronic/print newsletters, webpage, Facebook, Twitter, etc.),
 - (4) Involvement of and participation by members, spouses and guests in Chapter activities,
 - (5) Conducting a Chapter Awards Program to recognize Chapter officers and members responsible for Chapter achievements, and
 - (6) Establishing mentoring relationships between junior and senior officers as well as with enlisted personnel.

VIII - 2

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2. Management. Chapters shall perform the following to ensure the successful management of the Chapter:

- a. Structure and conduct meetings in an organized manner.
- b. Involve all members in meaningful committee work.
- c. Develop and present regular professional development and/or leadership workshops.
- d. Develop a Chapter Directory/Recall with information on each member.
- e. Regularly verify Chapter Directory and update the National Membership Coordinator.
- f. Maintain official Chapter Passdown Log/Record Book (inc. Chapter Charter, Bylaws, minutes, reports, correspondence, etc.).
- g. Conduct a monthly phone conference with their respective Regional VP and provide required quarterly reports (with monthly minutes attached) and annual activity summary, including metrics of chapter activities (e.g. recruitment, community outreach, scholarships, etc.).
- h. Develop a Chapter Newsletter (electronic or print), webpage, Facebook page, etc. to keep members unable to attend meetings informed. Newsletters may also be used as a tool to inform potential members and other interested persons about the Chapter and ANSO as a whole.
- i. Develop a sponsor program. Each member new to the area and/or new potential member would be assigned an active member to assist, as needed, and keep them informed on Chapter activities during the transition period (2-3 months).
- j. Develop a recognition program to acknowledge hard working members for their efforts.
- k. Collect and maintain a biographical sketch on every member. This is an excellent tool and resource for mentoring and, if published as a section in the newsletter, a great way to get to know the membership.

3. Fiscal Matters. ANSO is a non-profit organization that has been granted 501(c)(3) non-profit tax exemption status from the Internal Revenue Service. Each Chapter is furnished with an Employer Identification Number (EIN), which recognizes the Chapter under ANSO's group exemption classification. New Chapters should consult with the National Treasurer on obtaining an EIN. Chapters use the EIN when seeking tax exemption for appropriate sales transactions (e.g. purchase of goods for Chapter use) and Chapter activities (e.g. banquet charges at establishments). Each Chapter must file an annual financial report with the National Treasurer, accounting for all revenues and expenditures (see TAB H).

a. Annual Budget.

(1) The Chapter budget should be prepared annually by the Chapter Budget Committee, reviewed by the Chapter Executive Committee, and then presented to the Chapter membership for approval. Send copy to the National Treasurer NLT 31 August of each year.

(2) A Chapter Audit Committee, appointed by the Chapter President (copy of authorization letter in TAB A) and consisting of at least three Chapter members, other than the Chapter Treasurer and the Budget Committee Chairperson, shall examine the accounts and financial records for the Chapter and make a report of its findings annually. A copy of the Audit Report (TAB B) accompanies the Chapter Annual Financial Report (TAB H).

b. Sources of Chapter Revenue.

(1) Dues. Each Chapter of the Association may collect annual dues from its Chapter members in such amount as may be determined by the approved Chapter budget and only after Chapter members have paid their Association dues (Exception: Lifetime members are not required to pay additional chapter dues).

(2) Fundraisers. Chapters may also initiate fundraising events and activities to bolster Chapter coffers. Some successful examples are listed in TAB C.

c. Chapter Accounts.

(1) Chapter bank accounts shall be opened in conjunction with the National Treasurer, who is to be designated as a cosigner on all accounts (in addition to the Chapter Treasurer and President), in order to ensure accessibility to the accounts by the Association, should the need arise.

4. Chapter Records.

a. The growth and extension of influence accompanying ANSO's increased membership require the maintenance of proper Chapter files by the Chapter Secretary. Maintenance of adequate Chapter files provides the tangible record describing Chapter activity and provides details of past Chapter history of accomplishments. Accessibility to reports, correspondence, records, bulletins, and directives contribute to time-savings at Chapter meetings and eliminate the need to rely on memory.

b. Upon turnover, the Chapter's Log/Record Book shall be properly passed down. Newly elected officers of the Chapter will find the files vitally constructive and informative when they take over their new duties.

5. Choosing the Chapter Leadership. Strong, active ANSO Chapters can quickly deteriorate when leadership positions are awarded expediently, in absentia, or as recognition for individual activity, which has involved little organizational skill. A strong Chapter is a Chapter that has chosen its officers and committee chairpersons for competence in their areas of assigned responsibility.

a. General.

(1) **The Right Person in the Right Place.** Every ANSO Chapter officer should be familiar with the Association objectives and programs, and their application to local circumstances. Committee chairpersons should have training or experience in the position they represent. If not, they should display an enthusiastic interest and initiative to learn the area in which they serve and take every opportunity to acquire the skills and knowledge to do their job. The Chapter shall conduct a training session for newly elected officers prior to them assuming their duties.

(2) **Using Junior Officers and Senior Enlisted Members (NCOs).** The traditional acceptance that seniority connotes skill and competence likewise requires that junior officers and enlisted personnel be trained in acceptance of responsibility and leadership in the active service. This theory is particularly and equally pertinent to ANSO Chapter activities. A well-balanced Chapter Executive Committee will always include junior officers and Senior NCOs. This inclusion should also be exercised to balance committee chairperson appointments as well as committee membership.

(3) **Developing New Leaders.** Effective Chapter leadership grows with experience. Current Chapter officers will find it worthwhile to look ahead, seek assistance and suggestions from committee chairpersons in the selection of committee members so those individuals can receive training for future Chapter responsibility.

(4) **Dividends on Leadership Experience.** Chapter officers who have successfully administered ANSO Chapter activities should not be “turned out to pasture” after their terms of office expire. Appointment to appropriate committee memberships with responsibility for training junior officer members and other NCOs is one way to make use of their experience. Special activities that can capitalize on an experienced officer’s/NCO’s broad knowledge should be developed, planned and implemented. Some Chapters have an Advisory Committee of experienced officers/NCOs to advise the Chapter Executive Committee. Immediate Past Presidents or any members competent in Chapter administration should be considered for nomination for service at the Board of Directors level.

b. Nominations.

(1) The Nominations Committee should be selected based on recommendations of

VIII - 5

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the Chapter Executive Committee at least two months before elections are to be held. It is essential to include on the Nominations Committee those members who have taken an active part in Chapter and who know what responsibilities are required of each Chapter officer. Only current ANSO members are eligible.

(2) The Nominations Committee should be cognizant of those abilities and potentials for leadership or such special skills that will enhance the Chapter's program and assure its accomplishment. Candidates should have the ability and the time, and be willing to devote both, to fulfill the responsibilities of the office.

(3) The Nominations Committee should present a slate at the Chapter meeting at least one month before elections. All candidates named by the Nominations Committee or from the floor should carry the recorded consent of the nominee.

c. Elections and Appointments.

(1) Elections should be conducted annually during the month of March. Even if candidates run unopposed (may also be an incumbent running for re-election), there needs to be an official vote by the Chapter membership (current ANSO members only) to elect them into office. Newly elected officers to the Executive Committee (EXCOMM) will be sworn in by the outgoing (or current, if re-elected) President, who shall administer the induction oath prior to the assumption of duties at the first regular meeting following the annual General Convention.

(2) Once members are elected into office, those positions are filled until the next election (March). Should a Chapter officer step down or is otherwise unable to fulfill the duties of that office before his or her tenure is up, a special election or appointment may be made at that time for the position to be filled until annual elections are held again.

6. Reports/Turnover of Chapter Officers. At the end of the year meeting, a written report from every Chapter officer should be distributed to the membership and to the Chapter Secretary. A Chapter officer turnover should occur not later than thirty (30) days from the change of Chapter officer. Chapter officer turnover includes a proper passdown of the Chapter's Log/Record Book, (inc. Chapter Charter, Bylaws, minutes, reports, correspondence, records, documents, phone lists or points of contact, and outgoing officer recommendations).

C. CHAPTER ACTIVITIES:

1. Development of an Annual Program. Underlying all program planning must be a sense of why ANSO exists and what it is trying to accomplish. In planning the year's work, a Chapter must set up a measureable program consistent with the objectives of ANSO to challenge the interest of its membership and encourage the participation of all minorities. The ANSO Mission and Vision statements and Core Values should be the reference point for the development of the annual program.

a. Chapters face five challenges, which if properly met, will assure successful results:

- (1) Focus Chapter efforts to meet desired goals,
- (2) Analyze the situation to determine what is needed to accomplish these goals,
- (3) Develop a plan to acquire the resources (personnel and financial) to achieve immediate and long range goals,
- (4) Execute the plan and monitor the impact, and
- (5) Measure the outcomes against the goal.

b. When the Chapter 's proposed program is ready for presentation and adoption, reappraise it with the following questions:

- (1) Is the Chapter's program in accordance with ANSO's goals and objectives?
- (2) Does the program have a purpose or is it only a mere collection of ideas?
- (3) Does the program motivate and provide for membership participation and action in raising community consciousness?
- (4) Does the program maximize the capabilities of Chapter members?
- (5) Does the program "outreach" to all Minority Sea Service officers and enlisted personnel?
- (6) Does the program contribute to improving the image of the Sea Services in minority communities?
- (7) Does the program provide for the mentoring and development of junior officers and enlisted personnel interested in commissioning programs?
- (8) Is the program for the ensuing year flexible to meet the organizations requirements?

c. Chapter programs shall encompass the implementation of ANSO's mission, objectives and programs. As such, each Chapter should attempt to incorporate into its program:

- (1) National Board of Director's Resolutions and Recommendations
- (2) Professional Development Projects
- (3) Mentoring and Role Model Program for local students

VIII - 7

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Leadership

Excellence

Dedication

- (4) Counseling Assistance
- (5) Career Exchange Bank
- (6) Cultural Heritage Programs/Projects
- (7) History and Archives Program
- (8) Minority Officer Recruiting and Accession Program (MOARP)
- (9) Membership Drive Months (April and October)
- (10) Annual General Convention Attendance

d. ANSO, Inc. has established the following minimum, annual ANSO Chapter requirements:

- (1) One monthly meeting (Executive or General);
- (2) A permanent address (P.O. Box, mail service, etc.); Overseas Chapters are exempt;
- (3) A minimum checking account balance of \$500;
- (4) One professional event per quarter of the Program Year;
- (5) One community event per quarter of the Program Year;
- (6) One annual fundraiser;
- (7) One annual scholarship/grant of at least \$500;
- (8) Two annual donations (money or time) to community, clubs, non-profit organizations, etc.;
- (9) At least 2-6 school visits a year, depending on size of Chapter; and
- (10) Publication of a Chapter Newsletter, with copy sent to the Regional Vice-President and National PAO. Each Chapter should publish 4 newsletters per year.

2. Conducting Regular Chapter Meetings.

a. General.

(1) Chapter meetings, like Sea Service commands, clearly reflect the quality of Chapter leadership. Chapter meetings provide prima facie evidence of those leadership qualities that characterize a "taut, happy ship" or a loose, disorganized command. Bear in mind, those Chapter meetings *are* ANSO to new ANSO members or those who are attending their first meeting. Initial impressions can be and are often lasting. Chapter meetings should start on time; have an agenda and the appropriate number of handouts (minutes, financial reports, etc.) for all.

(2) How many ANSO members know the history of the Association, the scope of its program, and the extent of its influences? These elements might well be the subject of the first Chapter meeting following each annual General Convention. Understanding the significance of ANSO gives meaning to membership and creates pride in Chapter activities.

(3) Chapters should create opportunities for friendly social exchange, including participation by spouses and guests.

(4) Chapters should make an extraordinary effort to assure that all ANSO members feel they really "belong". Take time to introduce new members at Chapter meetings. New members, especially junior officers and persons of other minority groups, should be given responsibilities to help them feel that they are part of the "crew". New members should also be paired with established Chapter members and a mentoring relationship started as soon as possible.

(5) Planning for Chapter meetings should always include the ideas of committee chairpersons. Each chairperson should have the opportunity to recommend items for the agenda that covers their areas of interest.

b. Chapter Meeting Order of Business and Minutes Report. A suggested Chapter meeting "Order of Business" outline and monthly minutes report are provided in TAB D.

c. Chapter Business.

(1) There is no precise answer to the question: "How much time of a Chapter meeting should be devoted to business?" Interest and motivation for attendance is reduced when Chapter officers burden members with verbose committee reports. Dissemination of such information via the Chapter's Newsletter, or through special releases mailed to members, followed by a capsule report at meetings tends to work best.

(2) The Chapter's Executive Committee for the Chapter should handle routine business details. Only matters which would affect the Chapter's established structure and procedures (e.g. policy, dues, elections, etc.) should be brought up for discussion to the total Chapter membership, and then only after due consideration of and recommendations by the Executive Committee.

VIII - 9

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(3) Controversial matters should be studied and clearly explained before discussion, so that when Chapter action is taken, it will represent considered judgment. It is extremely important that the rights of every member in good standing are heard and that the Chapter leadership safeguards proposed items for discussion/action.

d. Scheduling.

(1) It is important that consideration be given to the day and hour for regularly scheduled Chapter meetings. The need for this originates in ANSO members' earnest desire to attend Chapter meetings.

(2) All Chapters can and should have at least an annual, and perhaps a semi-annual, special event that includes the spouses and guests of members.

(3) All Chapters should have at least one meeting devoted to Chapter assessment and annual program planning.

3. Developing Community Relations. To improve a Chapter's community relations efforts, the Chapter should perform the following, whenever possible.

a. Analyze the attitudes of the community toward voluntary military service and minorities in the Sea Services. Meet the community leaders. Host an affair that recognizes community leaders, both civic and political. It offers the community the opportunity to be heard and vice-versa. This activity should be a part of the Chapter program, but is expected to pay for itself.

b. Work with local churches and other community organizations to let people know of opportunities within the Sea Services. Participate in local community events such as school visits, tutorial programs, Columbus Day and Cinco de Mayo celebrations, etc. that brings visibility to the Chapter. Adopt/Partner with a club or group to render services or give gifts, such as senior citizens or nursing homes, homeless shelters, etc. Sponsor a little league baseball, football, soccer, basketball or other sports team (e.g. purchasing uniforms). Chapter members could volunteer as coaches.

c. Identify Chapter resources, experience, personnel, and availability of time that can be mustered on behalf of a continuing informational service to the community. Conduct community financial seminars, whereby the Chapter offers community forums with speakers on taxes, investments, financial planning, etc. This works well if done in conjunction with local churches. The Chapter could collect baskets of food and distribute them to local nearby families for holiday seasons or through the local Second Harvest or Food bank. This can be accomplished by having attendees donate nonperishable food items at the Chapter meetings. The committee then distributes the food.

d. Actively participate in personal excellence and partnership in education programs and mentoring. Several ANSO Chapters are presently involved in some type of tutorial program. Emphasis will be placed on developing the skills of elementary, junior and senior high school students. To do so will require the desire, motivation, and commitment to acquire funding of the caliber to make this important program successful. ANSO's community outreach program is already established nationwide. ANSO encourages members to actively participate by providing minority officer role models to young minorities. Thus, funding to defray costs associated with trips may be required.

e. Establish an effective charitable program. ANSO has historically supported charities and is deeply rooted in improving the quality of life for all mankind. To continue this great tradition and spirit of ANSO, each of us must rally and do our part. Chapters should encourage members to participate in CFC, HSF, HCF, Toys for Tots, and other charities.

4. Encouraging Membership Growth. It cannot be overemphasized that *ANSO is its members*. Therefore, adherence to the guidelines discussed in Chapters III and VII facilitate and ensure Chapter and Association membership growth. The Chapter President, Chapter Treasurer and Chapter Membership Coordinator are responsible for ensuring that all members of the Chapter are current with their financial obligations. While Association dues should be paid directly to the National Membership Coordinator, in some cases, a member will pay both Association and local Chapter dues by a single instrument to the Chapter. In every case, the member assumes that the Chapter will forward the Association dues to the National Membership Coordinator within ten (10) days of receipt. Adherence to this policy will ensure ANSO credibility and capability of providing service to its members. This responsibility lies with the Chapter President, Chapter Treasurer and Chapter Membership Coordinator.

5. Publishing a Chapter Newsletter. The newsletter should provide a summary of the Chapter meetings and a calendar of upcoming events and maintain interest of members who may have been unavoidably absent (e.g. deployment) or reside remotely from Chapter meeting locations. A newsletter also provides an excellent "prospectus" to send to potential members as an invitation to attend a Chapter meeting.

6. Developing a Scholarship Awards Program. The Association of Naval Services Officers, Inc. is committed to developing and supporting youth to aspire for higher academic education through establishment of tutorial programs and scholarship awards. As such, local Chapters are encouraged to establish scholarship funds to support youth in pursuing higher levels of academic education beyond high school level. Chapters are also encouraged to make recommendations to the National President and the Board of Directors regarding potential NROTC Scholarship candidates from their geographic areas. This section provides some general guidelines for establishing a Chapter Scholarship fund and criteria for local awards (see ANNEX F).

a. Establishment. Chapters are authorized to establish a scholarship fund with the resources of the membership and through separate fundraising activities. All funds raised under advertisement for scholarship fund should NOT be diverted for routine operational expenses of the Chapter. These funds should be fenced for scholarship awards only.

b. Criteria for awards. Chapters should establish award criteria that are consistent with the mission and objectives of the Association of Naval Services Officers, Inc. As such, at a minimum, applicants for scholarship awards should be solicited from sources which reflect the ethnicity of the membership of ANSO, although applications from all qualified candidates shall be accepted. Other criteria for the scholarship award, such as financial need, academic standing, extracurricular involvement etc., should be determined by each local Chapter and stated in writing. Chapter members should agree on the criteria for scholarship awards prior to publication to the general public or applicant.

c. Recommended criteria for awards. The following are recommended criteria to be considered when establishing a Chapter scholarship awards program:

- (1) Documentation of the applicant's academic record;
- (2) Confirmation of the institution in which they have been accepted or are already enrolled (payment may be made directly to that institution).
- (3) A statement of financial need, including reference to any other financial assistance they are receiving or expect to receive;
- (4) An essay or narrative explaining academic and career goals, importance of education, personal influences, including a statement of how the scholarship will be used (minimum length should be established, e.g. 350-500 words);
- (5) Two letters of recommendation - one from the principal of the school in which the applicant is currently enrolled or from where the applicant most recently graduated, and one from a pastor, family friend, employer, community leader or other person who knows the applicant well;

d. Procedure for distribution, submission and review of applications:

- (1) Notices of availability of scholarships may be disseminated to educational institutions upon request, educational institutions referred to the committee, educational institutions in the vicinity of the local Chapter, notice in local electronic or print media, and by other methods possible. Care should be taken to advertise in markets that reflect the ethnicity of applicants being sought.
- (2) Time period for distribution, collection, and award should be clearly established and disseminated.
- (3) Chapters should establish a committee to review applicants based on established criteria and determine awardees.
- (4) Upon determination of awardees, selected recipients should be notified as well as applicants who were not selected.

VIII - 12

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(5) An appropriate presentation ceremony should be held by the Chapter to acknowledge all scholarship awardees. All efforts should be made to get the recipients as much media publicity as possible to include publication in ANSO's *La Ola*.

e. Determination of funds available. Chapters will determine the amount of funds to be awarded and the number of individuals to be awarded.

D. CHAPTER REPORTS: Chapter reports fulfill the accountability requirements and help the Board of Directors comply with the laws of the incorporation state and the Internal Revenue Service. Consequently, Chapter reports shall be metric-driven. Chapters will track and capture all relevant data (e.g. total volunteers participated, hours invested, schools visited, students tutored, protégés mentored, interviews conducted, funds raised, amounts awarded, applicants selected, members joined, members promoted/commissioned, awards earned, events held, speakers engaged, personnel attended, etc.). Additionally, Chapter reporting provides the Board of Directors information on the progress of Chapters, implementation of programs, Chapter financial condition, and identification of any problem areas. The following Chapter reports are required (see Chapter IX of this manual for information on Chapter Monthly Financial Reports):

1. Chapter Management Information Report (TAB E) - This report specifies the Chapter's meeting date, place, and time; names, addresses and phone numbers of Chapter officers. This report shall be filed with the National Secretary via the Regional VP within ten (10) days of election of officers and with each quarterly report. The report shall be amended when there is a change in Chapter meeting logistics, of any Chapter officer(s), or Chapter officer's contact point during the year. The Chapter President, Vice-President or Secretary, when logged onto <http://www.ANSOmil.org>, may also update Chapter information on line. The Chapter President and Secretary's website privileges also allow them to update the records of Chapter members in good standing with the Association or members elected to a Chapter office.

2. Chapter Quarterly Report (TAB F) - filed once a quarter. This report provides the Board of Directors information on the Chapter activities for each reporting quarter of the Program Year. This report shall be filed with the National Secretary via the Regional VP not later than forty-five (45) days after the close of the quarter. The quarters for the Program Year are as follows: Quarter I (April-June); Quarter II (July-September); Quarter III (October-December); Quarter IV (January-March).

3. Chapter Annual Activity Summary Report (TAB G) - filed at the end of each Program Year. This report provides a comprehensive summary of all Chapter programs/activities and identifies outstanding Chapter members of the ending Program Year, which runs 01 April through 31 March. This report shall be filed with the National Secretary via the Regional VP by 15 April of each year. The information garnered from the Chapter Annual Activity Summaries comprises an essential element in the development of the Annual Report to the General Assembly and the annual report to the Service Chiefs, as required by ANSO Bylaws and per the MOUs.

4. Chapter Annual Financial Report (TAB H) - this report is essential to the filing of the Association's tax return. The Chapter Annual Financial Report shall be filed not later than 31 October and reports all financial activities of the Chapter for the previous Fiscal Year period (01 October through 30 September).

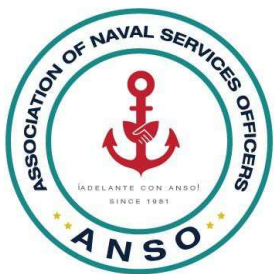
5. Chapter Charter and Bylaws - the Chapter's Charter and Bylaws shall be amended annually, as necessary. Following each meeting of the General Assembly, the Chapter shall review its Charter and Bylaws for consistency with the Association Articles of Incorporation and Bylaws. Amendment of the Chapter Charter and Bylaws shall be by the method delineated in those documents. Once the amendment(s) have been adopted, the Chapter shall file, within thirty (30) days of adoption, the amended document with the National Judge Advocate and the National Secretary (see Chapter XIV of this manual).

E. OBTAINING ANSO MATERIALS:

1. ANSO Materials. ANSO materials carry the registered name and trademark of the Association. Some of the materials necessary for the operation of the Chapters and to assist in maintaining a professional level of performance may be obtained through the National Treasurer. The use of the National Treasurer for purchase helps to realize economies of scale resulting from volume purchase. This also includes those materials used in the promotion of the Association or Chapter by an individual or Chapter. These materials include, but are not limited to:

- a. Letterhead and envelopes (letterhead may be personalized with Chapter name and address)
- b. Duplicate Chapter Charters
- c. Association Articles of Incorporation and Bylaws
- d. Operations Manual
- e. ANSO or Chapter banner
- f. ANSO logo pins
- g. ANSO plaques and certificates
- h. ANSO promotional materials (audiovisual and print)
- i. Merchandising items (i.e. shirts, caps, bags, etc.)

2. Use of Name and Reproduction of Insignia (Logo). Use of the name "Association of Naval Services Officers, Inc." and reproduction of the ANSO insignia (logo) without permission is a trademark infringement and violators are subject to prosecution. Chapters are allowed to use the name by virtue of their charter and may reproduce or duplicate the insignia (logo) for Chapter use only. Chapters should contact the National PAO for original artwork and provide purpose for use of artwork. Individual members may not utilize the ANSO name, insignia (logo), reproduce or duplicate it without the expressed permission of the National Board of Directors.



VIII – TAB A

Sample Chapter Internal Audit Authorization Letter

DD Mmm YYYY

From: Name, President, (Name of Chapter) ANSO Chapter

To: Name, Treasurer, (Name of Chapter) ANSO Chapter

Subj: INPUT TO THE AUDIT OF CHAPTER FINANCIAL RECORDS

Ref: (a) ANSO, Inc. Operations Manual

1. Authority to conduct audit: The Audit Committee, appointed by the President on (date of appointment), in accordance with reference (a), is hereby authorized to examine and report on the financial condition of the Chapter. The audit will cover the period 01 October YYYY to 30 September YYYY. The Audit Committee consists of (Name), Chairperson; (Name), Member; and (Name), Member.

2. Records to be used in the audit: The Committee will examine Chapter financial records consisting of monthly financial reports (see Chapter IX of this manual), bank statements, receipts and invoices, the budget and the audit report for the previous year. The audit will be conducted on (date of audit), in the presence of the Treasurer. Contact the Audit Committee Chairperson, if this date is unacceptable.

3. Input to the Committee's Findings: Please answer the following questions in preparation for the audit:

- a. How many bank accounts does the Chapter have?
- b. Are these accounts in the Chapter 's name?
- c. What are the name(s) of the financial institution(s) where the account(s) are located?
- d. Type of account(s) (checking, savings)? Are they interest bearing or non-interest bearing?
- e. Is/Are the bank statement(s) reconciled monthly?
- f. Does each monthly financial report address all accounts owned by the Chapter?
- g. Are all expenditures of Chapter funds supported by appropriate receipts and/or

VIII - 15

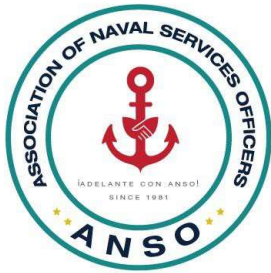
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invoices?

- h. Are all checks required to have and do they contain signatures of two Chapter officers to expend Chapter funds? Who are the signatories?
 - i. Are all Chapter debts paid via checks?
 - j. Did the Treasurer make deposits of funds to Chapter accounts within a reasonable time?
 - k. Were there unreasonable delays in sending membership dues to the National Membership Coordinator? Were dues sent to the National Membership Coordinator within ten (10) working days of receipt?
 - l. Does the Chapter use the tax exemption (EIN) number?
 - m. Have required annual financial reports been filed with the National Board of Directors?
 - n. How are losses, if any, handled?
 - o. What equipment, if any, does the Chapter own? What is its condition? Is it being or has it been depreciated? What method of depreciation did you use?
 - p. List of liabilities, if any, to whom and for what purpose? Are there sufficient funds in the Chapter's coffer to pay for these liabilities?
 - q. Does the Chapter have an annual budget?
4. The members of the Audit Committee look forward to working with you to strengthen our Chapter and ANSO.

Name of Chapter President

Copy to:
Audit Committee



VIII – TAB B

Sample Chapter Internal Audit Report

DD Mmm YYYY

From: Name, Chairperson, Internal Audit Committee, (Name of Chapter), ANSO Chapter

To: Name, President, (Name of Chapter), ANSO Chapter

Subj: REPORT OF AUDIT FOR PERIOD 01 OCT YYYY TO 30 SEP YYYY

Ref: (a) ANSO, Inc. Operations Manual

Encl: (1) Annual Chapter Budget
(2) Account Summary
(3) Summary of Profits/Losses per Event for YYYY
(4) Fundraising Suggestions

1. Authority to the conduct audit: The Audit Committee was appointed by the President on (date of appointment), in accordance with reference (a), and authorized to examine and report on the financial condition of the Chapter. The audit covered the period 01 October to 30 September YYYY and was conducted on (date of audit). Present at the audit were Audit Committee members, (Name), Chairperson; (Name), Member; and (Name), Member; and (name of Chapter Treasurer), Chapter Treasurer.

2. Records used in the audit: The Committee examined Chapter financial records consisting of monthly financial reports, bank statements, receipts and invoices, the budget and the audit report for the previous year.

3. Findings:

- a. The Chapter has two accounts.
- b. The names of the accounts are: ANSO (Name of Chapter) Chapter Operating Account, Account # (operating account number); and ANSO (Name of Chapter) Chapter Scholarship Account, Account # (scholarship account number)
- c. Each account is with (Name of bank or credit union), (Address of bank or credit union).
- d. Account # (operating account number) is a checking account for day-to-day operations. It is a non-interest bearing account with no service charges for writing checks. Account # (scholarship account number) is a savings account to support Chapter scholarships. It is an interest bearing account with a monthly service fee of \$.

- e. Bank statements were reconciled monthly.
- f. Each monthly financial report addressed all accounts owned by the Chapter.
- g. All expenditures of Chapter funds were supported by appropriate receipts and/or invoices.
- h. All checks are required to have and do contain signatures of two Chapter officers to expend Chapter funds. The signatories on the checks are (list names of those who have signed for checks).
- i. All Chapter debts were paid via checks.
- j. The Chapter Treasurer made deposits of funds to Chapter accounts within a reasonable time.
- k. There were no unreasonable delays in sending membership dues to the National Membership Coordinator, and they were sent within ten (10) working days of receipt.
- l. The Chapter's EIN or Tax Identification Number exemption was used at the Scholarship Banquet held at the (location of banquet).
- m. The required Annual Financial Report was filed with the National Treasurer on (date of report).
- n. The Chapter experienced a loss of \$958.11 on its annual scholarship banquet. This loss was covered by profits from other successful events deposited in the Chapter accounts.
- o. The Chapter does not own any equipment; therefore, there was no need to address depreciation.
- p. The Chapter has liabilities totaling \$3,000.00 from its commitment to grant three (3) \$1,000.00 scholarships this academic year. There are sufficient funds in the Chapter's coffers (by combining checking account and money market account funds) to pay these liabilities.
- q. The Chapter has an annual budget, which is attached.

4. Summary: The audit committee found the Chapter's financial records to be in excellent condition. We commend (Name of Chapter Treasurer), Chapter Treasurer for an excellent job. The (Name of Chapter) Chapter is healthy with no serious financial problems.

5. Recommendations:

- a. That the Chapter continues to explore the feasibility of changing banks to one that provides more favorable banking terms for the Chapter.
- b. That in the Chapter's preparation of next year's annual budget, consideration be given to support a representative to the annual General Convention.
- c. That committee chairpersons be required to submit written monthly reports for those programs involving the expenditure of funds to assist in tracking Chapter indebtedness. This will alert the Chapter to potential losses early enough to make appropriate decisions to minimize such losses.

6. This report is submitted this ___ day of (month and year).

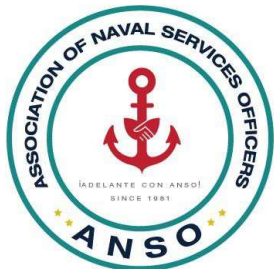
Submitted by:

(Signature of Chair), Audit Committee Chair

(Signature of Member), Audit Committee Member

(Signature of Member), Audit Committee Member

Copy to:
National Treasurer
Regional VP
Chapter Secretary



VIII – TAB B (cont'd)
Enclosure (2)

Sample Chapter Audit Report

(NAME OF CHAPTER), ANSO CHAPTER
ACCOUNT SUMMARIES (As of 09 SEP 2010)

I. ASSETS

Checking Account: \$2,353.19
Savings Amount: \$2,442.38
TOTAL ASSETS: \$4,795.57

II. LIABILITIES

Commitments for Scholarships: \$3,000.00
NET WORTH: \$1,795.57

III. ACCOUNT RECONCILIATION CHECKING ACCOUNT

Beginning Balance: \$ 755.14
Total Credits: \$16,937.31
Subtotal Income: \$17,692.45
Total Debts: \$15,339.26
Ending Balance: \$ 2,353.19

Outstanding checks included in the total debts listed above:

<u>Check #</u>	<u>Date of Issue</u>	<u>Payable to</u>	<u>Purpose</u>	<u>Amount</u>
1243	8/8/XX	ANSO	Dues	\$100.00
1251	8/9/XX	John Doe	Printing Programs	\$ 50.00
1256	9/5/XX	ANSO	Chapter Banner	\$ 75.00
TOTAL:				\$225.00

IV. ACCOUNT RECONCILIATION SAVINGS ACCOUNT

Beginning Balance: \$
(Credits)
Deposits: \$3,648.09
Interest: \$ 138.17
Total Credits: \$3,886.26
Subtotal Income: \$
(Debts)
Checks: \$4,000.00
Service Charges: \$ 102.00
Total Debts: \$4,102.00
Ending Balance: \$

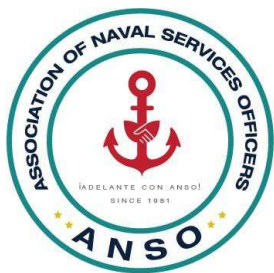
VIII - 20

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VIII – TAB B (cont'd)
Enclosure (3)

Sample Chapter Audit Report

(NAME OF CHAPTER), ANSO CHAPTER
SUMMARY OF PROFITS/LOSSES PER EVENT
DD MMM YYYY TO DD MMM YYYY

I. EVENTS INCOME/(LOSSES):

a. Scholarship Dance:	\$3,238.48
b. Chapter Picnic:	(\$ 295.47)
c. Christmas Party:	(\$ 175.53)
d. Scholarship Banquet:	(\$ 958.50)

II. NET PROFIT/(LOSS) ON EVENTS: \$1,808.98 Profit

VIII – TAB C

Suggested Fundraising Events

1. Each organization, in order to ensure a successful program, must have sufficient funds. Annual fundraising is simply a necessity. The alternative is to dig deep in the pocket.
2. Scholarships for academic excellence are one of the cornerstones of ANSO. We must plan in detail these events to ensure success. In other words, success is achieved through hard work.
3. The ideas listed below are feasible and can be made a reality. The Regional Vice-Presidents stand ready to provide additional background and assistance with planning, if necessary.

BREAKFAST BURRITOS

This type of affair is similar to a Taco Night in that they are both meal activities. Patrons attend, eat a prepared meal, and leave. If such an activity is to be successful, it should be in conjunction with another meeting or convention-like event. It can also take place after an evening affair as an early breakfast at 12:00 or 1:00 a.m. Finally, it can also be held as an informal sales event.

CASINO NIGHT

A simulated Las Vegas style of entertainment affair with roulette wheels, black jack tables, etc.; can be extremely profitable and fun. Fun because you can issue chips to attendees, let them play until their hearts' content, and then raffle off prizes at the end.

HONOR NIGHT/FUNDRAISER

The idea is to have an affair that will honor our members, spouses and community leaders, in addition to serving as a fundraiser.

a. Plans:

- (1) Limited sales to public.
- (2) Set invitations at \$50, \$60, or \$70 per couple.
- (3) Have a sit-down banquet, followed by a dance.

b. Possible Income:

- (1) 30 Financial members at \$60/couple = $30 \times 60 = \$1800$
- (2) Each Financial member sponsors a minimum of two additional couples = $30 \times 120 = \$3600$
- (3) 20 "friends" (couples) of ANSO = $20 \times 60 = \$1200$
- (4) Revenue: $\$1800 + \$3600 + \$1200 = \6600

c. Possible Expenses: \$4000

d. Potential Profit: \$2600 (Additional sales significantly increase Chapter profit.)

OTHER IDEAS

- a. The sale of sporting event tickets as part of a group sales program
- b. The sale of Blue Angel souvenirs during Blue Angel air shows
- c. Raffles (where permitted by state law)
- d. Silent Auctions
- e. Scholarship Banquet
- f. Scholarship Dance
- g. Chapter Picnic
- h. Christmas Party

4. In sum, these are some ideas for events worth exploring. Keep in mind that you should have at least one big fundraiser and some supporting small ones spread throughout the year in order to maximize the effect and profits. The effectiveness of your fundraising will depend on the efforts of each member in the Chapter. Fundraisers are dependent on Chapter member support and should be stipulated as obligatory or optional.

- a. Obligatory fundraisers confer participation where “a reservation made is a reservation paid” and stress 100% participation of chapter members. An example of an obligatory fundraiser may be the annual scholarship event (e.g. banquet, official ceremony).
- b. Optional fundraisers confer participation where the Chapter is hosting the event and the expense of the event is born by the Chapter with the fundraising income as “extra income”. An example of an optional fundraiser may be a Chapter picnic.

In either case, it will greatly benefit the success of any fundraising effort if the Chapter can count on the support of its membership.

5. Finally, because there are laws, rules, and regulations that govern certain types of fundraising on military installations, be sure to request permission from the commanding officer prior to conducting a fundraising event on a military base or installation.

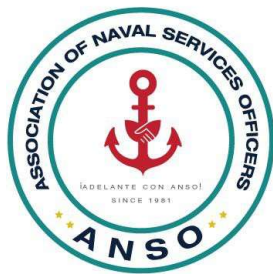
VIII – TAB D

Suggested Chapter Meeting Order of Business

The Chapter President brings to all meetings an agenda, Chapter Bylaws, reference rules of parliamentary practices as established by Robert's Rules of Order-Revised, list of committees, a timepiece, a calendar, supply of paper and a pen. Minutes, as well as financial and any committee reports should be handed out to the members as they arrive to the meeting. This gives the member time to read the minutes while waiting for the meeting to begin. The Chapter President shall conduct the meeting using the following order of business and minutes should be recorded in the same order as well. During the course of the meeting the order of business can be set aside or changed by a two-thirds vote or by general consent.

1. Call to Order.
2. Roll Call/Quorum Check. The Chapter Bylaws should state the number necessary for a quorum. The check can be done by silent count of members, roll call, or sign in sheet at the door. Because it is time consuming, roll call is optional unless definitely stated in Bylaws.
3. Invocation.
4. Addresses/Introduction of new members and visitors.
5. The minutes having been distributed, the Chapter Secretary asks if there are any additions or corrections to the minutes. If several sets of minutes are to be approved, they are handled in chronological order. The Chapter President calls for approval and vote.
6. Chapter correspondence. Chapter correspondence should be summarized, not read verbatim. The Executive Committee's recommendation, with regard to action to be taken derived from the correspondence, should be stated. Motions arising out of Executive Committee's recommendation should be handled at this time rather than to repeat under New Business.
7. The Treasurer's report having been distributed, the Chapter Treasurer provides specific detail for any questionable items. The Chapter President calls for acceptance of the Treasurer's report and vote for acceptance.
8. Executive Committee's report. The minutes of the Executive Committee (EXCOMM) are not read. Rather, the matters discussed during the EXCOMM meeting, including Standing and Special Committees reports and recommendations of the EXCOMM, are presented and acted upon. Note: Resolutions formulated in a committee meeting on a matter referred to the committee become recommendations in the committee's report and are handled under the committee report with the committee chairperson moving adoption of the committee's recommendation. Resolutions formulated in a committee on a matter foreign to those referred to the committee require a formal motion, are introduced by the words, "resolved that," and come up under New Business.

9. Special orders, if any, are given.
10. Unfinished Business. The Chapter Secretary advises the Chapter President of any unfinished business from previous minutes.
11. New Business is introduced from previous item(s) of business or proposed by members.
12. Professional or leadership development workshop/seminar or mentoring activity should be a part of every Chapter meeting. For professional or leadership development seminars, utilize the commanding or senior officers in the area. This will facilitate senior officer familiarity with ANSO when it comes time for permission for funding to attend the annual General Convention or other program(s). At this point, the Chapter President does not turn the meeting over to anyone, even if a special guest speaker who is introduced by the Chapter President introduces the program. The Chapter President continues to hold the responsibility of maintaining order throughout the meeting.
13. Announcements. The Chapter President always announces date, time and place of next meeting. The Chapter President should also address the pairing of new members with established Chapter members (a buddy system).
14. Closing remarks. The Chapter President offers a brief inspirational message or professional development advice to the members.
15. Benediction.
16. Adjournment. The Chapter President may adjourn the meeting, if there is no further business, without requesting a motion to adjourn.



VIII – TAB D (cont'd)

Sample Chapter Monthly Minutes Report

Name/Location of Chapter

DD MMM YYYY

YYYY-YYYY EXECUTIVE CMTE

CHAPTER PRESIDENT

Name

CHAPTER VICE-PRESIDENT

Name

CHAPTER SECRETARY

Name

CHAPTER TREASURER

Name

CHAPTER MEMBERSHIP

COORDINATOR

Name

CHAPTER HISTORIAN

Name

CHAPTER CHAPLAIN

Name

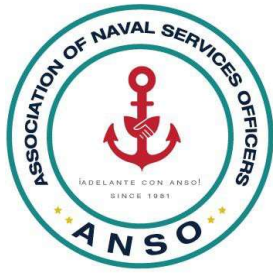
CHAPTER PAO/WEBMASTER

Name

CHAPTER MASTER-AT-ARMS

Name

- I. CALL TO ORDER:** (Time)
- II. ROLL CALL/QUORUM CHECK:** (List all present)
- III. INVOCATION/OPENING REMARKS:**
- IV. SECRETARY'S REPORT:** (Review last month's minutes)
- V. TREASURER'S REPORT:** (Provide current balance, inc. expenses and deposits)
- VI. EXECUTIVE COMMITTEE'S REPORT:** (Provide synopsis of monthly Executive Cmte meeting, inc. Standing/Special Cmte reports and recommendations of the EXCOMM)
- VII. UNFINISHED BUSINESS:** (Track and capture all relevant data)
- VIII. NEW BUSINESS:** (Track and capture all relevant data)
- IX. PROFESSIONAL/LEADERSHIP DEVELOPMENT:** (Provide topic/theme, speaker name, and brief synopsis of event/workshop)
- X. ANNOUNCEMENTS:** (Include date, time, place of next meeting)
- XI. CLOSING REMARKS/BENEDICTION:**
- XII. ADJOURNMENT:** (Time)
- XIII. SUBMITTED BY:** (Name, Title, Date)
- XIV. APPROVED BY:** (Name, Title, Date)



VIII – TAB E

Sample Chapter Management Information ReportAs of DD MMM YYYY

ANSO Chapter _____ Region _____

Address _____

City _____ State _____ Zip _____

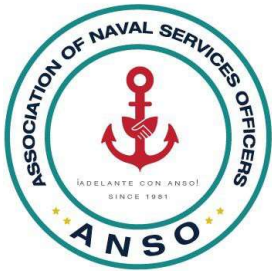
Day Phone Number _____ Fax Number _____ Dsn _____

Chapter Meeting Place _

Chapter Meeting Day _____ Chapter Meeting Time _

Chapter Officers:

Office	Officer Name	Address	Email Address	Phone
President				
Vice-President				
Secretary				
Treasurer				
Membership Coord.				
Historian				
Chaplain				
PAO/Webmaster				
Master-at-Arms				



VIII – TAB F

Sample Chapter Quarterly Report

This report is due to the ANSO Regional VP within 15 days of the completed quarter of the Program Year. Include all quantifiable/measurable data for each section.

ANSO CHAPTER: _____

PROGRAM YEAR: 01 APR YYYY – 31 MAR YYYY

QUARTER OF PROGRAM YEAR (Circle One):

I APR - JUN

II JUL - SEP

III OCT - DEC

IV JAN - MAR

CHAPTER MANAGEMENT:

Attach Chapter Management Information Report. If election or change of officers has occurred since the last quarterly report, attach updated report. If no change, then so state.

CHAPTER MEMBERSHIP:

Provide total number of currently paid members, and list Name and Rank of each.

MEMBERS TRANSFERRED IN:

Provide total number of incoming transfers, and list Name and Rank of each, as well as Name of Chapter from which transferred.

MEMBERS TRANSFERRED OUT:

Provide total number of outgoing transfers, and list Name, Rank of each, as well as Name of Chapter to which transferred.

CHAPTER FINANCIAL OPERATIONS:

Attach Chapter Monthly Financial Reports given during this quarter.

CHAPTER PUBLICATIONS:

Attach Chapter Newsletters published during this quarter.

QUARTERLY PROGRAMS/ACTIVITIES:

Attach Chapter minutes of monthly meetings held during this quarter.

Write a brief synopsis for each of the programs below in which chapter members participated. (Use metrics. Specify total volunteers participated, hours invested, schools visited, students tutored, protégés mentored, interviews conducted, funds raised, amounts awarded, applicants selected, members joined, members promoted/commissioned, awards earned, events held, speakers engaged, personnel attended, etc.)

Community Outreach

Tutoring

Mentoring

Fundraising

Scholarship

Recruiting/Retention (include name of referral and service)

Promotions/Commissions

Awards Earned (by Members and/or Chapter)

Professional/Personal Development

Awareness/Social Events

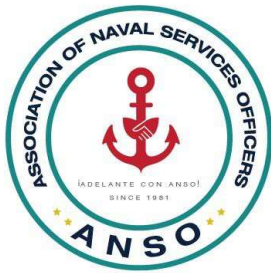
We affirm the information given in this report on the Chapter and its members during the quarter occurred as reported.

President, (Name)

Secretary, (Name)

Date

Date



VIII – TAB G

Sample Chapter Annual Activity Summary Report

This report captures the Chapter's activity during the Program Year (01 APR YYYY - 31 MAR YYYY). The information from this report will be used in the development of the Annual Report to the General Assembly and Service Chiefs, as required by ANSO Bylaws and per the MOUs. Submit to the ANSO Regional VP by 31 March. Include all quantifiable/measurable data for each section.

ANSO CHAPTER: _____ **EIN:** _____ **PROGRAM YEAR:** _____

A. CHAPTER OPERATIONS:**1. Membership Developments and Growth.**

- a. Indicate the number of members on the Chapter roster as of 31 March.
- b. Participation in Membership Drive. List the names of new/renewed members claimed between April and October.
- c. List name of top membership recruiter in the Chapter.

2. Professional Development & Community Activities. Describe activities conducted during the Program Year (event, subject, speaker, approximate attendance, outcomes). Attach program, flyers, press releases, etc.

3. Joint Chapter Meetings. Describe program of joint Chapter meeting(s).

4. Awards.

- a. List Chapter and Chapter member individual awards/promotions during the Program Year.
- b. Indicate the name(s) of the scholarship recipient(s), amount of scholarship(s) awarded during the Program Year, and the college they're attending.
- c. List Chapter members nominated for this year's Individual Awards (see Chapter V).

5. New Chapter Sponsorship. List new Charter Chapter(s) sponsored during this Program Year.

6. Newsletter. Indicate months of Chapter Newsletters from April of previous year to March of current year published and forwarded to National Public Affairs Officer.

7. Publicity. Attach publications describing Chapter event(s) or promoting ANSO in the local service or civilian community.

members during the Program Year.

VIII - 30

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8. Sea Services Recruiting. List and describe Sea Service recruiting activities, such as high school visits, speaking opportunities, career fairs, etc., conducted by the Chapter or Chapter

members during the Program Year.

VIII - 30

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9. Reporting. The following requirements have been fulfilled and/or reports have been completed and forwarded to the Regional VP/National Secretary:

REPORT COMPLETED

DATE SUBMITTED

Chapter Management Information Report

Updated Chapter Bylaws
(Attach current Bylaws with this report)

Chapter Annual Activities Report

Fiscal Year YYYY Annual Financial Report

Chapter Quarterly Reports
Quarter I (April – June)
Quarter II (July – September)
Quarter III (October – December)
Quarter IV (January – March)

10. Annual General Convention Attendance. Indicate the number of Chapter members who attended the previous year's annual General Convention.

B. CHAPTER PROGRAMS:

Describe any program uniquely developed by the Chapter to fulfill the mission of ANSO (e.g. Scholarship, Tutoring, Mentoring, Community Involvement, Professional Development, Fundraising, or liaison activities with other nonprofit organizations or Sea Service programs like NROTC, etc.)

President, (Name)

Secretary, (Name)

Date

Date

VIII – TAB H

Sample Chapter Annual Financial Report

ANSO CHAPTER: _____ EIN: _____

FISCAL YEAR: _____ TREASURER: _____

OPERATING FUND:

Beginning Cash Balance (01 OCT)	\$ _____	(A)
Cash received during the year		
Chapter dues	\$ _____	(B)
Association dues	\$ _____	(C)
Interest on savings & temporary investments	\$ _____	(D)
Dividends	\$ _____	(E)
Donations other than fundraising	\$ _____	(F)
Fundraising projects (attach project financial reports)	\$ _____	(G)
Other (include in-kind)	\$ _____	(H)
Uncollected NSF checks	\$ _____	(I)

TOTAL CASH AVAILABLE DURING THE YEAR (sum A to I) \$ _____ (J)

CASH DISBURSED DURING THE YEAR:**Chapter Operations**

Supplies, postage and printing	\$ _____	(K)
Rental or room for meeting place	\$ _____	(L)
Expenses to attend General Convention/Board meeting(s)	\$ _____	(M)
Donations to & memberships in other organizations	\$ _____	(N)
Membership dues sent to Natl Membership Coordinator	\$ _____	(O)

Program Activities

Career development/leadership training	\$ _____	(P)
Scholarship program(s)	\$ _____	(Q)
Community Outreach	\$ _____	(R)
Other (explain)	\$ _____	(S)

Fundraising Expenses	\$ _____	(T)
----------------------	----------	-----

TOTAL CASH DISBURSED DURING THE YEAR (sum K to T) \$ _____ (U)



PENDING CASH BALANCE (J minus U)

\$ _____ (V)

TRANSACTIONS ASSOCIATED WITH FUNDRAISING:

Total Receipts

\$ _____ (G)

Total Expenditures

\$ _____ (T)

Total Net Profit/Loss (G minus T)

\$ _____ (W)

DISBURSEMENT OF PROFITS:

Donations	\$ _____
Programs	\$ _____
Scholarships	\$ _____
Other (explain)	\$ _____

FINANCIAL STATUS:

Chapter Assets

Cash in checking account	\$ _____
Savings & temporary cash investments	\$ _____
Equipment	\$ _____
Other (explain)	\$ _____
Total Chapter Assets	\$ _____

Chapter Liabilities

Account payables	\$ _____
Other (explain)	\$ _____
Total Chapter Liabilities	\$ _____

Were Chapter financial reports attached to the Quarterly Reports filed during Fiscal Year?

If not, attach them to this report. Also, attach a copy of last Fiscal Year's Chapter Annual Audit Report.

We, the undersigned, with the knowledge that these statements are to be used for group filing with the U.S. Treasury Department Internal Revenue Service, voluntarily declare that, under penalty of perjury, the information provided to the best of our knowledge is true, correct and complete.

President, (Name)

Treasurer, (Name)

Date

Date

FOR OFFICE USE ONLY:

Date Received by BoD _____

Board Treasurer Initials _____

CHAPTER IX

CHAPTER FISCAL MATTERS

A. CHAPTER TREASURER'S RESPONSIBILITIES:

1. Financial Records. The financial records of an organization should reflect its fiscal history. Toward this end, a process should be installed that results in the systematic and comprehensive recording of all financial transactions. The process designed to capture this data need not be complex, but rather it should be consistent in its treatment of like fiscal events while being all-inclusive in its scope. The concept of “consistency” also infers that the process be capable of transcending the individual office holder.

2. Criteria for Chapter Financial Systems. While not specifying a particular process, the following criteria for Chapter financial systems has been established in addition to the broad standards outlined above:

- a. A Chapter's Fiscal Year shall be consistent with that of the Association, 01 October to 30 September.
- b. Fiscal operations shall be supported by an annual budget, which will include, at a minimum, projected receipts and expenses. It is advisable that notable special events, which involve financial resources, have individual budgets, which are subordinate to the Chapter's master budget.
- c. A systematic means of recording income and expenses shall be established in sufficient detail to provide the data necessary to respond to governmental and organizational reporting requirements. This also encompasses the maintenance of supporting documentation (e.g. receipts).
- d. There shall be an annual, and periodic when deemed necessary, audit of the Chapter Treasurer's records and the supporting records of other elected officials.
- e. Assets are to be held in the name of the Association or the Chapter. Except for reoccurring expenses, the Treasurer requires the approval of the Chapter Executive Committee to withdraw funds (either via check, credit card, or ATM) or to encumber the Association. Accounts are to be reconciled periodically, as dictated by prudent judgment and, at a minimum, quarterly.

3. Bank Signature Cards. Within ten (10) days after the annual General Convention, the Treasurer shall obtain the signatures of the Chapter President, Vice-President, and Secretary on a signature card for the bank(s) where accounts are held.

4. Fiscal Expectations. Where specific guidance is not provided, it is expected that, consistent with the responsibility of any Board or corporate officer, the responsible Chapter officers will exercise due diligence in the discharge of their organizational and fiscal responsibilities.

B. CHAPTER FINANCIAL REPORTS:

1. Chapter Annual Financial Report. Chapters are subordinates (chartered entities) of the Association. As such, each Chapter shall submit an Annual Financial Report (see TAB H in Chapter VIII of this manual) to the Board of Directors. This report, which summarizes the financial operation of the Chapter for the Fiscal Year just concluded, shall be filed with the Treasurer by 31 October annually. It is incorporated in the tax exempt report filed by the Association with the Internal Revenue Service.

2. Chapter Monthly Financial Report (TAB A). This report submitted to the Chapter members and Chapter Executive Committee should include, as a minimum, the following:

- a. A financial statement listing of all receipts and disbursements during the month, and
- b. The Chapter financial status listing assets and liabilities for the year to date.

3. Chapter Quarterly Report. The Chapter Treasurer will attach the monthly financial reports of the Chapter for the reporting quarter of the Program Year to the Chapter Quarterly Report (see TAB F in Chapter VIII of this manual). The Chapter Quarterly Report is filed with the Regional VP/National Secretary within forty-five (45) days of each completed quarter of the Program Year.

C. FINANCIAL MANAGEMENT: The following will detail the specific financial action required by the Chapter during their conduct of the year's activities.

1. Budgeting.

- a. Budgeting is a financial expression of the desired activity limited to the allocated resources available. While not specifying a specific format, the budget should:
 - (1) Encompass all activities that require the receipt or expenditure of funds.
 - (2) Group income and expenditures into logical grouping.
 - (3) Not exceed the allocated resources available (no deficit spending).
 - (4) Provide for unexpected contingencies.
 - (5) Compare last year's expenditures to this year's projections.

b. The Chapter Treasurer should review the previous year's budget for suggestions. Through discussions with the Chapter Executive Committee and the Chapter committee chairpersons, the Chapter Treasurer and/or Budget Committee shall create a budget, which shall include the aforementioned discussions.

c. The Chapter Treasurer shall submit the proposed budget to the Executive Committee and the Chapter members for approval. The Chapter Executive Committee and Chapter committee chairpersons should not propose any changes that will imperil the financial condition of the Chapter. Once approved, the Chapter should work within the guidelines of the budget. On a periodic basis, the Chapter Executive Committee should provide Chapter members a comparison of the actual income and expenses versus the budgeted amounts.

2. Cash Control and Management. Of the various types of real property, cash is the easiest to divert for unauthorized purposes. For this reason, the Chapter will strictly adhere to following:

a. Cash Control Guidelines.

(1) The Chapter will open and maintain a checking or savings account(s) in the name of the Chapter. The Treasurer will require the approval of the National Board before it can expend funds. In an emergency, the President can approve the expenditure. The Chapter Vice-President and Secretary can act as alternate if the President is unavailable. The Chapter Treasurer should sign all checks. Anyone with approval authority must be an elected Chapter officer.

(2) All receipts (income) will be deposited in the aforementioned checking and/or saving account(s) and entered into the "Receipts Ledger".

(3) All expenditures will be made by check or credit/debit card, entered in the "Expenditures Ledger", and be supported by proper documentation.

(4) Government purchase orders; Requests, Authorization, Agreement, Certification of Training and Reimbursement (DD 1556); and Order for Supplies or Services (CG-5398) should be accounted for and treated as cash. The Chapter Treasurer is responsible for preparing billing invoices. Because of the amount of work associated with a single government purchase order, their use should be strongly discouraged, if not banned.

(5) In cases where checks contain monies due to the Association as well as the Chapter, the check will be deposited in the Chapter's checking account. The Chapter must then write a check made out to ANSO, and forward it to the National Treasurer with supporting documentation within ten (10) working days. Supporting entries are to be made on the two (2) Chapter ledgers.

b. Cash Management.

(1) The conduct of fiscally sound Chapter business demands that consideration be given to the activity's "cash flow". Briefly stated, cash management ensures that cash comes in at a rate and level higher than the cash going out, and that cash is available when needed.

(2) The simplest way to generate the data required to support this analysis is by creating two time lines. One will detail the receipt of cash, while the other details its expenditure. The timing of cash receipts should be based on historic data from previous years. The timing of cash expenditures will be based on information generated during discussions with committee chairpersons and the executive committee. An analysis should be conducted when the year's program and budget have been finalized, as well as whenever a substantive change is made to the aforementioned documents to ensure that projected expenses do not exceed expected income (receipts).

c. Property Management. It is expected that the Chapter will exercise due diligence in safeguarding and caring for all property under its charge. This includes plaques, computers and other material or assets used for Chapter management or resale to Chapter members.

3. Accounting. The following sections will comprise the heart of the Chapter 's financial record-keeping. The detailed recording of income and expenditures will permit the generation of a Chapter 's fiscal history; provide the raw data required for IRS compliance; permit budgetary analysis; and verify the soundness of the Chapter 's financial management procedures. The term "ledger" is used to identify where accounts are kept. How the ledger is kept will be based on the Chapter. The ledger can be in electronic form using off-the-shelf software like Quicken®, QuickBooks, Excel, or on paper. If the ledger is kept electronically, it is recommended that back-ups are completed on a monthly basis.

a. Income.

(1) The Chapter will record all receipts on a "Receipts Ledger". TAB B is an example of such a ledger page. At a minimum, the following column headings or categories will be used: Date, Name, Total, Payment Method, and Description. The "Description" column will include such elements as Local Membership Dues, Association Membership Dues, Postage, and Misc. Additional headings or categories will be added for events, which generate income (receipts).

(2) Each line should balance. The entries on each line will equal the "Total" column entry (for that line). The total of all the columns, when added, should equal the total of the "Total", column.

b. Expenditures.

(1) The Chapter will record all expenditures in an “Expenditures Ledger”. TAB C is an example of such a ledger page. At a minimum, the column heading and the sub-headings used under “Description” corresponds to the expense groupings contained in the budget.

(2) Each line should balance. The entries on each line will equal the “Amount” column entry (for that line). The total of all the columns, when added, should equal the total of the “Amount” column.

c. Documentation.

(1) Ledger entries veracity can only be proven through the retention of appropriate supporting documentation.

(2) Receipts and invoices will support expenditure ledger entries. To aid the final audit, receipts should be affixed to 8½ X 11 pages and annotated with the supported check number. Explanation notes should be used for clarity (when needed). The receipt pages are to be filed in numerical order for easy retrieval. When one check is used to support multiple receipts or if one receipt supports multiple expense categories, an Expense Report sheet (see TAB D) should be used. The report should list each receipt and which ledger column or categories the expense corresponds to.

IX – TAB A

Sample Chapter Monthly Financial Report

ANSO CHAPTER: _____ EIN: _____

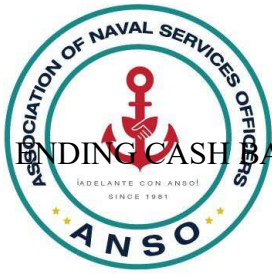
REPORTING PERIOD: MMM YYYY – MMM YYYY TREASURER: _____

OPERATING FUND:

Beginning Monthly Balance	\$	(A) align w/(F) and (G)
Cash received during the month		
Chapter dues	\$	
Association dues	\$	
Interest on savings	\$	
Dividends on investments	\$	
Donations	\$	
Scholarship fundraisers	\$	
Other fundraisers (specify)	\$	
Other (specify)	\$	
Total	\$	(B) align with (F) and (G)
 TOTAL CASH AVAILABLE YTD (A + B)	 \$	 (C)

CASH DISBURSED DURING THE MONTH:

Chapter Operations		
Supplies, postage and printing	\$	
Room Rental for meeting place	\$	
Attendance to meetings/conventions	\$	
Other (specify)	\$	
Chapter Program Expenses		
Chapter activities (specify)	\$	
Scholarship awards	\$	
Fundraising projects (specify)	\$	
Association Disbursements		
Membership	\$	
Other (specify)	\$	
Total	\$	(D) align with (F) and (G)
 Other (explain)	 \$ _____	 (E) align with (F) and (G)
 TOTAL CASH DISBURSED YTD (D + E)	 \$ _____	 (F)



ENDING CASH BALANCE YTD (C – F) \$ _____(G)

List of checks written/ATM withdrawals with descriptions and amounts:

TRANSACTIONS ASSOCIATED WITH FUNDRAISING:

Total Receipts	\$ _____	(H)
Total Expenditures	\$ _____	(I)
Total Net Profit/Loss (H – I)	\$ _____	
Disbursement of Profits		
Scholarships	\$ _____	
Donations	\$ _____	
Program	\$ _____	
Other (explain)	\$ _____	

CHAPTER FINANCIAL STATUS:

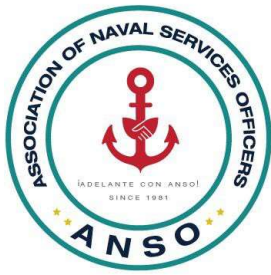
Chapter Assets	
Cash in checking account	\$ _____
Savings & temporary cash investments	\$ _____
Equipment	\$ _____
Value of unused postage, supplies, etc.	\$ _____
Other (explain)	\$ _____
Total Chapter Assets	\$ _____
Chapter Liabilities	
Account payables	\$ _____
Uncollected NSF	\$ _____
Other (explain)	\$ _____
Total Chapter Liabilities	\$ _____

President, (Name)

Treasurer, (Name)

Date

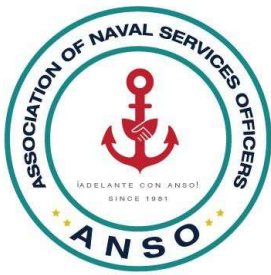
Date



IX – TAB B

Sample Chapter Receipts (Income) Ledger

CHAPTER NAME:			PURPOSE/AMOUNT:				
DATE	SOURCES/ NAMES	METHOD OF PMT	CHAPTER DUES	ASSOCIATION DUES	BANQUET TICKETS	MISC	TOTAL
6/10/YY	ENS López	Ck # 502	\$ 25.00	\$ 50.00			\$ 75.00
6/15/YY	Hernández & Assoc.	Ck # 7710	\$125.00				\$125.00
8/16/YY	Mr. & Mrs. J. L. García	Ck # 505			\$ 70.00		\$ 70.00
9/17/YY	Mr. & Mrs. H. E. Ríos	Cash			\$ 70.00		\$ 70.00
TOTAL			\$150.00	\$ 50.00	\$140.00		\$340.00



IX – TAB C

Sample Chapter Expenditure Ledger

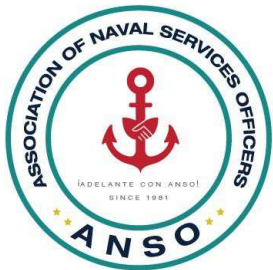
CHAPTER NAME:				PURPOSE/AMOUNT:		
DATE	PAID TO/ NAMES	METHOD OF PMT	ASSOCIATI ON DUES	BANQUET	MISC	TOTAL
6/15/YY	Board for					
	ENS López	Ck # 123	\$ 50.00			\$ 50.00
7/15/YY	Hyatt Hotel (Caterer)	Ck # 124		\$250.00		\$250.00
8/16/YY	Base Printing (Program)	Ck # 125		\$150.00	\$ 75.00	\$225.00
TOTAL			\$ 50.00	\$400.00	\$ 75.00	\$525.00

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IX – TAB D

Sample Chapter Member Travel and Expense Report

Name/Chapter:
Purpose of Trip or Expense:

1. Transportation:

DATE	TYPE	FM (CITY, STATE)	TO (CITY, STATE)	TOTAL MILES	TOTAL COST
	POV				
	POV				
	POV				
	POV				
	Taxi				
	Parking/Tolls				
	SUBTOTAL				
	Plane Fare				
	Train Fare				
	Rental Car				
	Gas/Rental				
	Car				
	Other				
	TOTAL				

2. Hotel/Lodging:

3. Other Expenses:

Total Other
Expenses

I certify that the information provided above is an accurate record of expenses incurred by me.		Check Number:
		Date Paid:
Member Signature:	Date:	Secretary/Treasurer Initials:

ORIGINAL RECEIPTS ARE REQUIRED FOR ALL EXPENSES GREATER THAN \$25.00

IX - 10

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CHAPTER X

GENERAL CONVENTION AND MEETINGS

A. GENERAL: Board of Directors meetings are the responsibility of and hosted by the Board of Directors. The National President shall exercise control of all meetings, budgets, and the selection of meeting sites, to preclude excessive expense, and to encourage maximum attendance of Board members.

B. THE ANNUAL GENERAL CONVENTION:

1. Purpose. The annual Leadership, Professional Development and Training General Convention is held during Quarter I of the Program Year (April-June). The annual General Convention:

- a. Provides a means for the Board of Directors to report to the membership on the activities of the Association at the Board level;
- b. Provides professional and career development for attendees and the mentoring of junior officers and enlisted personnel;
- c. Allows changes to be made to the Articles of Incorporation and Bylaws;
- d. Provides a means for adoption of Association resolutions and recommendations;
- e. Serves as the forum for the election of new Board of Directors personnel; and
- f. Provides a means to enhance the image of the Sea Services in the communities near the Convention site.

2. Site. Wherever possible, the site of the annual General Convention should be selected eighteen (18) months to two (2) years in advance of the scheduled Convention convening date. The Board of Directors will select the location of the Convention and determine the Convention dates.

3. General Convention Planning Committee. The General Convention Planning Committee is composed of the following Board members: President, Vice-President, Services Representatives, and Chair of the Local Planning Committee. The General Convention Planning Committee implements the plans and approved programs of the annual General Convention. The General Convention Planning Committee shall submit the following to the Board of Directors for approval:

- a. Convention site (City, State)
- b. Convention theme
- c. Convention format
- d. Registration fee and any other fees

4. Guidelines. All guidance associated with the planning and implementation of the annual General Convention is contained in the Convention Op-Order. The Convention Op-Order outlines the responsibilities of the members of the General Convention Planning Committee and the host Chapter. The General Convention Planning Committee, with the input of the local Chapter hosting the Convention, publishes the Convention Op-order. Specific guidance to Board of Directors can be found in the Board of Directors Handbook.

5. Program. The program of the annual General Convention shall focus on career development and professional and leadership training. Every effort shall be made to secure the participation of the senior Service Chiefs and senior officers of each Sea Service in the Convention.

6. Presiding Officer. The Executive Vice-President, at the request of the National President, shall preside over meetings of the annual General Convention and the General Assembly. With the support of the Board of Directors, the General Convention Planning Committee, and the Local Planning Committee, the annual General Convention shall be conducted in the tradition of a professional and military event.

C. THE BOARD OF DIRECTORS MEETINGS:

1. Meeting. The Board of Directors shall meet immediately following the adjournment of the annual General Convention. The first subsequent meeting shall be within ninety (90) days of the election and allow for orderly transition of ANSO affairs. All other meetings shall be at such other times during the year as may be determined by the National President or by a majority of the voting members of the Board.

2. Polling. When necessary, the voting members of the Board of Directors may be polled by mail, electronic mail or telephone regarding a specific policy or issue when time and circumstances preclude a special meeting.

3. Presiding Officer. The Executive Vice-President, at the request of the National President, shall preside over meetings of the Board of Directors meetings. These meetings are for Board members only, unless stipulated otherwise.

4. Travel Expenses. Reimbursement of travel expenses for Board members is allowed, as funds are available, for attending the assembled meetings to include the annual General Convention. Board members must submit a travel claim (see Board of Directors Handbook) along with expense receipts for reimbursement by the National Treasurer. No reimbursements will be made without receipts. The National Treasurer will make reasonable effort to settle travel claims within thirty (30) days of receiving claim.

D. THE EXECUTIVE COMMITTEE MEETINGS:

The Executive Committee of the Board of Directors shall meet as needed to transact the business of ANSO that has been delegated to it by the Board of Directors. When time and circumstances preclude a special meeting, members of the Executive Committee may be polled by mail, telephone, or electronic mail on a specific issue.

E. REGIONAL MEETINGS:

1. General. The Board of Directors may schedule Regional Meetings. The Executive Committee of the Board of Directors shall recommend proposed dates in cooperation with the host Chapter(s). All Regional Meetings must be held between 01 JUL YYYY and 31 MAR YYYY, so as not to interfere with the annual General Convention, which takes place during Quarter I of the Program Year. They should be no more than three (3) full days in duration.

a. Regional Meetings are professional, career development, networking and learning sessions for ANSO members within the region. The purpose of the mid-year function is to:

- (1) Present strategies and provide networking options for career progression, professional development, skills enhancement and leadership training;
- (2) Address concerns, resolve problems and share ideas, which achieve effective leadership in Chapters and amongst members within the region;
- (3) Facilitate direct interaction of the membership in the Region with the Board of Directors at a time other than the annual General Convention; and
- (4) Highlight ANSO operational policies and procedures and communicate programs of the Association. Workshops, lectures, discussions, demonstrations, etc. are the principal means of achieving Convention objectives. In all cases, Regional Meetings will be conducted in a professional, ethical and fiscally self-supporting manner.

b. The Executive Committee of the Board of Directors shall develop and receive approval of the agenda for the Regional Meeting. At least sixty (60) days prior to the opening date of the Regional Meeting, the agenda, meeting location, dates, registration procedures and fees, berthing information, etc. shall also be published and distributed to the entire membership.

X - 3

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c. All funds shall be collected and disbursed through the National Treasurer. A complete financial report on each Regional Meeting shall be provided to the Board of Directors and the membership.

2. Regional Vice-Presidents. The presiding officer of a Regional Meeting is the Regional Vice-President. If the Regional Vice-President is unable to attend, he/she may appoint an officer representative to attend. The National President and other members of the Board of Directors are encouraged to attend each Regional Meeting. Regional Meetings are open to all members of the Association. Within sixty (60) days of the conclusion of a Regional Meeting, the Regional Vice-President shall provide a written summary of the meeting including recommendations for the Board of Directors. A compilation of all Regional Meetings in a single report will be circulated to the Board of Directors and all Chapters.

3. Local Chapter. The local Chapter shall assist the Board of Directors in:

- a. Securing the site of the Regional Meeting;
- b. Establishing any committees necessary for registration, berthing, hospitality and social affairs, publicity, etc., as needed.
- c. Serving as liaison with local commands and local communities.

4. Funding. Each Regional Meeting shall be self-supporting with a budget approved by the Board of Directors. The registration fee, if necessary, shall be kept to the absolute minimum required to defray the meeting's administrative and business expenses. Excess funds from a Regional Meeting will be added into the Board budget for the Fiscal Year.

CHAPTER XI

RECRUITING, RETENTION AND MENTORING

A. RECRUITING SUPPORT PROGRAM: The Association of Naval Services Officers, Inc. is committed to developing a relationship which supports the mission of each Sea Service's Recruiting Command. Local Chapters and Members-at-Large are encouraged to establish a program to ensure that ANSO support of the nearest area Sea Service recruiters is active and direct. Chapter programs that emphasize integration with area recruiters will be highlighted in Chapter reports, newsletters, and websites. Chapters are encouraged to aggressively engage in activities to support the recruiting of minority officers in the Sea Services. These activities should include the identification of potential recruits, mentoring of potential recruits and tracking their progress through the application/accesion process, and partnering with area NROTC, ROTC, NJROTC, JROTC, and Service Academies to promote the Sea Services as a viable career option. Since the ANSO President (based on the advice of members and Chapters) has been authorized to make NROTC scholarship sponsorship recommendations, Chapters and members should make every effort to identify potential candidates in their areas, in addition to those recommended for local Chapter scholarship funds (see TAB A for the NROTC Scholarship Sponsorship Recommendation Letter Program memo). ANSO has also been authorized to grant a limited number of Immediate Scholarship Reservations (ISRs, formerly the Immediate Selection Decision, or ISD Program), with the ANSO President acting as the NAVCRUITDIST CO. Specific procedures for processing ISRs are described in COMNAVCRUITCOMINST 1533.4 (NROTC College Scholarship Program) at <http://www.cnrc.navy.mil/Publications/directives.htm>.

In order to generate referrals and expand the web of Sea Service recruiters, ANSO Chapters and membership must:

1. Contact local recruiting commands and NROTC units in order to become familiar with local recruiting efforts;
2. Assist in the recruiting effort by participating in school visitations with the local recruiting commands;
3. Continue with traditional ANSO activities (e.g. high school, college, and university visits, community relations activities, etc.);
4. Maintain a contact log of schools visited, and number of students contacted;
5. Track the number of quality recruit leads provided to local recruiting command, number of recruits accessed, number of recruiting events supported by the Chapter, and number of members supporting recruiting events. Submit this information in your quarterly report to the National Board.

B. RETENTION: The Association of Naval Services Officers, Inc. recognizes that the recruiting effort will be marginalized if we do not retain the minority officers and minority officer candidates at NROTC units, Service Academies, and Officer Candidate Schools. ANSO is committed to the retention of minority officers in the Sea Services. Local Chapters and Members-at-Large are encouraged to establish a program to ensure that ANSO support of area command's retention efforts is prominent and readily available. Chapter programs that emphasize integration with area commanders will be highlighted in Chapter reports, newsletters, and websites.

1. Chapters are encouraged to take the following actions to support retention:

- a. Identify the career milestones of current members.
- b. Contact local commands to inform them that ANSO is there to help.
- c. Contact local career counselors and provide easy access to ANSO members as a resource in meeting their retention goals.

2. Chapters will keep track of the number of members transferring from the area to another Sea Service and the number of requests by area commands for ANSO support.

C. MENTORING: The Association of Naval Services Officers, Inc. is committed to career development of its members and the mentoring of junior officers and enlisted personnel in the Sea Services. Local Chapters and Members-at-Large are encouraged to establish a program to ensure that ANSO members and area commands are well aware that ANSO stands by as a ready resource. Significant events and relevant stories concerning mentoring will be highlighted in Chapter reports, newsletters, and websites. Chapters are encouraged to have frequent career development lectures, discussions, and events and provide training on mentoring techniques.

D. OUTREACH: With community outreach being one of the Association's main pillars, ANSO has established Partnership Agreements with several other affinity organizations, including MANA, MAES, HENAAC, American GI Forum, Great Minds in STEM, and SHPE. Utilizing the assistance and opportunities made available with these partnerships, it is the responsibility of every Chapter and member to continue developing and growing long term relationships within the Hispanic community via mentorship and outreach activities that will lead to mission success.

XI - TAB A



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
 WASHINGTON, D.C. 20370-5000

1000
 Ser 00/202
 26 Oct 07

From: Chief of Naval Personnel
 To: President, Association of Naval Service Officers
 Subj: USE OF NROTC SCHOLARSHIP SPONSORSHIP RECOMMENDATION
 LETTERS
 Ref: (a) OPNAV/Association of Naval Service Officers MOU of
 Apr 06
 (b) CHNAVPERS memo Ser 00/183 of 29 Dec 06
 (c) COMNAVCRUITCOMINST 1130.8G
 Encl: (1) Eligibility Criteria Summary
 (2) Sample Letter

1. The Naval Reserve Officers Training Corps (NROTC) Scholarship Sponsorship Recommendation Letter program is a mechanism to attract promising high school students to service as naval officers through the NROTC Program. The program also provides an opportunity to capitalize on the unique relationship between the Navy and the Association of Naval Service Officers (ANSO). ANSO's ability to identify highly talented students and to guide them through the NROTC application process will increase the quality and quantity of NROTC applications. In turn, the Navy will use ANSO's candidate endorsement under advisement during the selection process.

2. In the spirit of reference (a), ANSO is authorized to make scholarship sponsorship recommendations for 10 candidates through this program. Recommended candidates must have Scholastic Aptitude Test (SAT) scores of at least 1050 and must meet all other eligibility requirement criteria as specified in reference (c).

3. Recommendations should be made by the ANSO President, based on the advice of ANSO members/chapters, to the Commanding Officer of the candidate's local Navy Recruiting District (NRD), with a copy to the Chief of Naval Personnel Diversity Directorate (N134). For the 2008 season, applications containing a Scholarship Sponsorship Recommendation Letter must be started at the local NRD prior to 15 December. Early initiation of the process is highly encouraged to maximize the opportunity candidates will have to be reviewed by the NROTC selection board.

XI - 3

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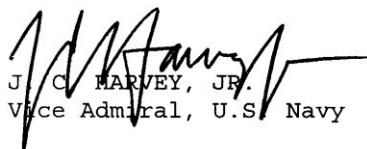
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Subj: USE OF NROTC SCHOLARSHIP SPONSORSHIP RECOMMENDATION
LETTERS

4. The Scholarship Sponsorship Recommendation Letter program is a tool to be used in addition to the Immediate Selection Decision (ISD) program, which affords you the opportunity to select 10 highly qualified NROTC candidates per year. There are many more candidates who may qualify for NROTC acceptance and have high potential for success as Naval Officers who do not meet the stringent ISD criteria. The sponsorship letter program is specifically designed to attract and access these applicants.

5. My point of contact for this program is Captain Ken Barrett, OPNAV (N134), at 703-695-2421/DSN 225, or via e-mail at ken.barrett@navy.mil.


J. C. HARVEY, JR.
Vice Admiral, U.S. Navy

Copy to:
OPNAV (N13)
NETC
NSTC
CNRC

Eligibility Criteria Summary (for all Navy, including nurses):

SAT: 530 Critical Reading; 520 Math (1050 composite)

ACT: 22 English; 21 Math

- U.S. Citizenship
- Not less than 17 years old by 1 September of year starting college and no more than 23 on 30 June of that year.
- Must not have reached 27th birthday by 30 June of year in which graduation and commissioning are anticipated.
- Applicants with prior military service may be eligible for age adjustments for amount of time equal to their prior service, on month-by-month basis, for maximum of 36 months, if they will not reach 30th birthday by June 30 of year graduation and commissioning are anticipated.
- High school graduation or equivalency certificate by 1 August of year of entrance into four-year NROTC Scholarship program.
- No moral obligations or personal convictions that prevent conscientious bearing of arms and supporting and defending the Constitution of the United States against all enemies, foreign or domestic.
- Physically qualified by Navy or Marine Corps standards.
- Apply for and gain admission to NROTC colleges (not required during selection process, but notification of admission must be received before scholarship can be activated).
- Qualifying scores on Scholastic Aptitude Test (SAT) or American College Test (ACT).
- Students may apply for only one of the three scholarship program options: Navy, Marine Corps or Nurse Corps.
- Active duty Navy applicants are ineligible to apply for NROTC program through COMNAVCRUITCOM. Active members of other branches of the military may apply if granted a conditional release. Individuals who are scheduled for boot camp may apply provided they complete all required application evolutions (i.e. strong interest inventory, officer interview, etc.). NSTC will accept teacher evaluations, transcripts, and ACT/SAT scores dated after the applicant's ship date.

Enclosure (1)

XI - 5

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OTHER:

Application process can begin during the second semester of the junior year of high school.

A complete transcript copy, including entire junior year, is to be forwarded to local NRD recruiter before the application can be finalized and forward for selection consideration.

Physical and scholarship qualification processes are independent of each other, but students must receive favorable endorsement in both to receive NROTC scholarship.

Students with 30 or more semester hours or 45 or more quarter hours of college credit upon application or students already enrolled in NROTC College Program are not eligible for four-year NROTC Scholarships; these students should see professors of naval science at host university's NROTC unit to discuss other scholarship opportunities.

1000
XX Mmm YY

Subj: SCHOLARSHIP SPONSORSHIP RECOMMENDATION LETTER ICO

Ref: (a) OPNAV/Association of Naval Service Officers MOU of 30
Sep 06
(b) CHNAVPERs memo Ser 00/183 of 29 Dec 06
(c) CHNAVPERs memo Ser 00/202 of 26 Oct 07
(d) COMNAVCUITCOMINST 1130.8G

1. Per reference (d), the Association of Naval Service Officers is pleased to submit this letter of recommendation for Mr. [Name] to be included in his/her Navy Reserve scholarship application package for the academic year XXXX.

2. This paragraph should address the applicant's academic performance, community involvement, extracurricular activities, etc., which address (among others) the personal traits of leadership, adaptability, resourcefulness, intellect and motivation.

3. ANSO strongly recommends _____ as a candidate worthy of serious consideration for an NROTC scholarship, based on both a personal knowledge of this applicant and a professional assessment of his/her capabilities as they relate to future success as a Naval officer.

4. All other qualification requirements have been met.

C. CONTRES
Captain, U.S. Navy

Enclosure (2)

XI-7

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CHAPTER XII

FORMAT AND PREPARATION OF NATIONAL RESOLUTIONS, RECOMMENDATIONS, AND AMENDMENTS TO THE ARTICLES OF INCORPORATION AND BYLAWS

A. RESOLUTIONS:

1. Purpose. Resolutions proclaim the policies of ANSO, Inc. and serve to inform the public, the Department of Homeland Security, the Department of Transportation, the Department of Defense, the Department of the Navy, and other appropriate bodies, both internal and external, regarding the views of ANSO.

2. Format and Preparation.

a. All resolutions must be prepared using the guidelines below and submitted to the National Judge Advocate via the Secretary at least sixty (60) days prior to the convening of the annual General Convention. Resolutions will not be accepted from the floor of the General Convention.

b. Quite often Resolutions involve controversial issues; therefore, considerable thought and research must go into preparation before submission and publishing by the Association. Resolutions must be fully supported by facts to enable our National Board of Directors and the general membership to support and take firm implementing actions.

c. To achieve uniformity in the manner of presentation of Resolutions before the General Convention, the Resolutions Form (TAB A) must be completed and filed using the following procedures:

- (1) Determine the actual need for a Resolution. Initiate and prepare Resolutions as early as possible in the year. Thoroughly research the subject prior to preparing the Resolution
- (2) Cover only one subject in a Resolution.
- (3) Prepare the Resolution as briefly as possible (omit all unnecessary words or phrases).
- (4) Submit typed Resolution(s) on the Resolutions Form.
- (5) Submit references to fully support the Resolution(s).
- (6) Word the "RESOLVED" clauses to provide a clear statement of the entire action desired, and to stand by itself as a complete Resolution, if read independently of the "WHEREAS" clauses.

XII - 1

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(7) If there is a cost to ANSO, include an estimate of the cost of implementing the action.

(8) Certify the origin of the Resolution with signature(s) of the sponsor(s).

B. RECOMMENDATIONS:

1. Purpose. Recommendations are suggestions to the General Assembly, in lieu of amendments to the Articles of Incorporation or Bylaws, for changes to or generation of policies and procedures which are referred to the Board of Directors for action. Adoption of the recommendation(s) may result in an inclusion in the Operations Manual or cause the development of an amendment to the Articles of Incorporation or Bylaws at some time in the future. Recommendations focus on the Association's internal operations.

2. Format and Preparation.

a. All recommendations must be prepared using the guidelines below and submitted to the National Judge Advocate via the Secretary at least thirty (30) days prior to the convening of the General Convention. Recommendations may be accepted from the floor of the General Convention but not later than the first General Assembly (business session).

b. If the recommendation involves a substantial change in ANSO policy and procedures, considerable thought and research must go into preparation before submission and publishing by the Association. Consultation with the Board of Directors prior to formal submission is encouraged. Recommendations must enable our Board of Directors and the general membership to support and take firm implementing actions.

c. To achieve uniformity in the manner of presentation of Recommendations before the General Convention, the Recommendations Form (TAB B) must be completed and filed using the following procedures:

(1) Determine the actual need for a Recommendation. Initiate and prepare proposed Recommendation as early as possible in the year. Thoroughly research the subject prior to preparing the Recommendation. Consult with the National President and/or Board of Directors prior to formal submission.

(2) Cover only one subject in a Recommendation, indicating points of diversion from the current Articles of Incorporation, Bylaws, or this manual.

(3) Prepare the Recommendation as briefly as possible (omit all unnecessary words or phrases).

(4) Submit typed Recommendation(s) on the Recommendations Form.

(5) Submit references to fully support the Recommendation(s).

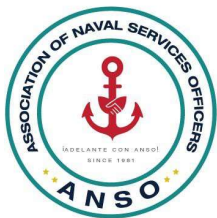
(6) If there is a cost to ANSO, include an estimate of the cost of implementing the action.

(7) Certify the origin of the Recommendation(s) with signatures of the sponsor(s).

C. AMENDMENTS TO ARTICLES OF INCORPORATION AND BYLAWS:

1. Amendments to the Articles of Incorporation. Amendments to the Articles of Incorporation shall be in accordance with the Articles of Incorporation. TAB C shall be completed and submitted to the National Judge Advocate via the Secretary for compliance with the circulation requirements not later than ninety (90) days prior to the date of the General Convention.

2. Amendments to the Bylaws. Amendments to the Bylaws shall be in accordance with Bylaw Article Thirteen. The Bylaws may be amended at any General Convention by a simple majority vote, provided that the proposed amendment(s) has been submitted to the Convention at least one day prior to the voting of such amendment (see TAB D). New amendments shall be effective upon approval.



XII – TAB A

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.**RESOLUTIONS**

RESOLUTIONS proclaim the policies of ANSO, Inc. and serve to inform the public, the Department of Homeland Security, the Department of Transportation, the Department of Defense, the Department of the Navy, and other appropriate bodies, both internal and external, regarding the views of ANSO. Submit RESOLUTIONS to the National Secretary NOT LATER THAN 60 days before the General Convention. Resolutions will NOT be accepted from the floor.

Date of Resolution:

SUBJECT: (in 25 words or less describe the matter)

SPONSOR:

Whereas,

Be it therefore resolved,

Name of Chapter President/Individual Sponsor

Attach all references by title, number, etc.

OFFICE USE ONLY: (Circle) PASSED FAILED

DATE OF VOTE _____ CONVENTION LOCATION _____

TOTAL VOTES CAST _____ FOR _____ AGAINST _____ ABSTAIN _____

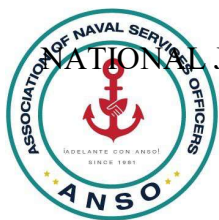
XII - 4

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JUDGE ADVOCATE SIGNATURE
XII – TAB A

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.

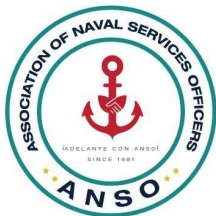
XII - 5

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XII – TAB B

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.**RECOMMENDATIONS**

RECOMMENDATIONS are suggestions for internal policies and procedures of ANSO, Inc. that would be referred to the Board of Directors for action. Recommendations should be typed and submitted via this form NOT LATER THAN 30 days before the General Convention.

Recommendations may be accepted at the Convention, if submitted to the National Secretary prior to the first scheduled BUSINESS SESSION of the Convention.

Date of Recommendation:

RECOMMENDATION: (Not Article or Bylaw Amendment)

Member Signature:

OFFICE USE ONLY: (Circle)

PASSED

FAILED

DATE OF VOTE

CONVENTION LOCATION _____

TOTAL VOTES CAST _____

FOR _____

AGAINST _____

ABSTAIN _____

NATIONAL JUDGE ADVOCATE SIGNATURE _____



XII – TAB C

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.

PROPOSED AMENDMENTS TO THE ARTICLES OF INCORPORATION

Process: (1) Members affiliated with Chapters must submit their proposed amendments via this form through their affiliated Chapter. Members-at-Large may submit this form directly to the National Secretary. (2) To comply with the Articles circulation requirements, the Secretary must receive the proposed amendment(s) not later than 90 days before the General Convention. (3) The proposed amendment shall be presented to the General Assembly via the Charter and Bylaws Committee. (4) If the proposed amendment is favorably accepted by two-thirds of the votes cast, the amendment is forwarded to the Board of Directors within 30 days following the Convention. (5) The Secretary retains a copy of the amendment. (6) All proposed amendments must be typed on this form and the form completed in its entirety. Use the back of the form, if necessary.

Chapter Name:

Name of Chapter President or Member-at-Large:

Address:

Home and Work Phone Numbers:

E-mail Address:

Signature:

ARTICLE

SECTION

PROPOSED AMENDMENT:

RATIONALE:

OFFICE USE ONLY: (Circle)

PASSED

FAILED

DATE OF VOTE _____

CONVENTION LOCATION _____

TOTAL VOTES CAST _____

FOR _____

AGAINST _____

ABSTAIN _____

NATIONAL JUDGE ADVOCATE SIGNATURE _____

XII - 6

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XII – TAB D

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.

PROPOSED AMENDMENTS TO THE BYLAWS

Process: (1) Members affiliated with Chapters must submit their proposed amendments via this form through their affiliated Chapter. Members-at-Large may submit this form directly to the National Secretary. (2) To comply with the Bylaws requirements, the proposed amendment(s) must be received at least one day prior to the voting of such amendment at the General Convention. (3) The proposed amendment shall be presented to the General Assembly via the Charter and Bylaws Committee. (4) If the proposed amendment is favorably accepted by a simple majority of votes cast, the amendment is forwarded to the Board of Directors within 30 days following the Convention. (5) The National Secretary retains a copy of the amendment. (6) All proposed amendments must be typed on this form and the form entirely completed. Use the back of the form, if necessary.

Chapter Name:

Name of Chapter President or Member-at-Large:

Address:

Home and Work Phone Numbers:

Email Address:

Signature:

ARTICLE

SECTION

PROPOSED AMENDMENT:

RATIONALE:

OFFICE USE ONLY: (Circle)

PASSED

FAILED

DATE OF VOTE _____

CONVENTION LOCATION _____

TOTAL VOTES CAST _____

FOR _____

AGAINST _____

ABSTAIN _____

NATIONAL JUDGE ADVOCATE SIGNATURE _____

XII - 7

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CHAPTER XIII

GUIDELINES FOR NATIONAL BOARD OF DIRECTORS ELECTIONS

The following nominations and elections guidelines and procedures have been adopted for national office elections.

A. GUIDELINES:

1. The Nominations Committee shall be empowered to supervise the nominations and elections process. The Nominations Committee shall be appointed by the National President and function consistent with the Bylaws.
2. A candidate for office must be a member in good standing (including all financial obligations).

B. NOMINATION PROCEDURES:

1. Offices for which nominations shall be accepted are:

- President
- Vice-President
- Regional Vice-Presidents (Eastern, Central, Western)
- Secretary
- Treasurer
- Judge Advocate
- Membership Coordinator
- Historian
- Chaplain
- Public Affairs Officer
- Master-at-Arms

2. Service, Reserve, and Civilian Representatives are elected by the members of the respective constituency in attendance at the General Convention and ratified by the General Assembly.
3. Directors-at-Large are appointed to office; however, those persons interested in such a position should let their interest be known through completion of the National Board of Directors Nomination Form.
4. Each candidate for office shall complete the National Board of Directors Nomination Form (TAB A) and return it to the Nominations Committee by the announced date. The Chapter or another member in good standing may also submit a letter of support for the candidate. Nominations may be made from the floor during the time the floor is open at the General Convention for nomination of officers.

5. The Nominations Committee shall interview candidates who are attending the General Convention at a time not later than twenty-four (24) hours prior to the voting process. Candidates not in attendance at the Convention must provide a telephone number where they may be contacted to arrange for an interview prior to voting time at the General Convention. The Nominations Committee, Secretary, and Membership Coordinator must certify qualifications for office.

6. Candidates for office should be aware that any amendments to the Articles of Incorporation and Bylaws approved by the General Assembly during the General Convention may affect the office sought.

C. ELECTION PROCEDURES:

1. The Nominations Committee, Secretary, and Membership Coordinator shall review and certify all candidates. The Nominations Committee Chair shall present the slate of candidates for office to the General Assembly. The slate of candidates for office shall be read at the business session during which voting shall take place.

2. Candidates are allowed a 3-5 minute (based on the number of candidates for office) presentation to the General Assembly of their qualifications, reasons for seeking the respective office, and goals for the office sought.

3. A written ballot shall be distributed to ANSO members in good standing in attendance at the General Assembly at the time voting is to take place.

4. Voting for candidates shall take place at the designated time or business session at the General Convention. ANSO members in good standing shall cast votes while attending the General Convention. All votes shall be counted and winners determined in accordance with the ANSO Bylaws. Members in good standing who elect to attend only the General Assembly sessions at the annual General Convention must first have their membership standing verified (via Lifetime membership card or the database) before being allowed to participate in the voting process.

5. The National Judge Advocate will preside over election procedures. Election procedures will be conducted in accordance with Robert's Rules of Order parliamentary procedures.

6. Candidates shall be notified prior to the annual General Convention awards banquet of the results of the election. Candidates will be sworn in at The Honorable Edward Hidalgo Awards Banquet.

XIII – TAB A

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.

NATIONAL BOARD OF DIRECTORS NOMINATION FORM

Return this form no later than two weeks before the annual General Convention to:
ANSO, Inc. Nominations Committee

For the Office of:

Nominee

Rank

Service _____

Chapter

Home Address

City

State _____ Zip _____

Day Phone Number

Dsn

Statement of Qualifications for Office Being Sought:

Local Chapter Offices Held:

National Executive Board Positions Held:

Other Qualifications:

Brief statement on: (1) reasons for seeking this office; (2) your contribution to the organization nationally; and (3) any proposed programs in the area of the office being sought (Use reverse side, if needed)

FOR NATIONAL OFFICE ONLY:

Date Received: _____ Interview: _____



Membership Status: _____

Recommendation: _____



CHAPTER XIV

XIV – TAB A

SAMPLE CHAPTER CHARTER

PREFACE: The purpose of this Charter is to set forth the fundamental principles which provide the foundation for the Association, its purpose, objectives and the general parameters for its operation and management.

ARTICLE I

CHAPTER NAME AND AUTHORITY

SECTION 1.01. The name of this Chapter shall be the (Name) Chapter of (City, ST) of the Association of Naval Services Officers, Inc. (ANSO), and it shall constitute an integral part of the Association.

SECTION 1.02. This Charter shall be in full force and effect immediately upon authorization by the Association and all prior charters and amendments thereto are revoked and shall become null and void. This Charter will remain in full force and effect, including any amendments, until such time the Charter is surrendered by the Chapter or rescinded by the ANSO Board of Directors.

SECTION 1.03. This Chapter shall be a legal entity separate from ANSO, Inc. and will be solely responsible for the consequences of its actions. Unless specifically authorized or ratified in writing by the ANSO Board of Directors, neither this Chapter nor any officer, agent, or member of the Chapter shall have any authority to bind ANSO, Inc. for any obligation or undertaking assumed or incurred by any of the same or render ANSO, Inc. liable for any act or omission of the Chapter, its officers, agents, or members.

ARTICLE II POLICY

SECTION 2.01. This Chapter shall be non-profit, non-partisan, and nonsectarian.

SECTION 2.02. The policies of this Chapter shall be established by its members and shall not be in conflict with the Articles of Incorporation or Bylaws of the Association.

ARTICLE III PURPOSES

The purposes of the Chapter shall be to:

SECTION 3.01. Support the Board of Directors in the fulfillment of the mission and programs of ANSO.

XIV - 1

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SECTION 3.02. Increase Hispanic representation and retention in the officer ranks of the Sea Services through aggressive recruiting and retention as well as mentoring of its enlisted personnel.

SECTION 3.03. Identify Hispanic problem areas within the geographic commands of this Chapter and bring them to the attention of cognizant authorities within the Association.

SECTION 3.04. Encourage ANSO member maximum participation in all areas of the Sea Services and related military organizations.

SECTION 3.05. Promote camaraderie among Chapter members and with other military organizations.

SECTION 3.06. Promote and maintain a positive image of the Sea Services and ANSO in the surrounding Hispanic communities.

ARTICLE IV MEMBERSHIP

SECTION 4.01. Only current members in good standing with ANSO shall be eligible for membership in this Chapter. Eligibility for membership in ANSO is defined in Article I of the Association Bylaws. An ANSO member in good standing may become a Chapter member by indicating a desire to do so and by paying the Chapter membership dues. An ANSO member may remain a Chapter member so long as his or her membership with ANSO is current and in good standing and the Chapter membership dues are paid, unless otherwise determined by a majority of the Chapter members or the ANSO Board of Directors.

ARTICLE V ORGANIZATION

SECTION 5.01. CHAPTER OFFICERS:

SECTION 5.011. The elected officers of this Chapter shall be the following: Chapter President; Vice-President; Secretary; Treasurer; Membership Coordinator, Public Affairs Officer, and Historian. Only one member may be elected to each position.

SECTION 5.012. The following additional Chapter officers may be appointed by and serve at the pleasure of the Chapter President: Chaplain, Parliamentarian, Chairpersons of the Standing Committees, and such other officers as the Chapter President shall determine to be required.

SECTION 5.013. An individual may not hold more than one elected Chapter officer position in article 5.011 above.

SECTION 5.014. The duties of the Chapter officers shall be described in the Chapter Bylaws.

SECTION 5.015. Chapter officers shall receive no compensation for the performance of their duties.

SECTION 5.02. **CHAPTER EXECUTIVE COMMITTEE:**

SECTION 5.021. **Members:** The Chapter Executive Committee shall be composed of the elected Chapter officers and ex-officio members.

SECTION 5.022. **Ex-Officio Members:** Chapter members who are appointed officers, including Chairpersons of the Chapter's Standing Committees, shall be nonvoting members of the Chapter Executive Committee.

SECTION 5.023. **Responsibilities and Authority:** The Chapter Executive Committee shall manage the affairs of the Chapter. It shall have the authority to act for the Chapter as determined by the Chapter members, provided that such actions are not inconsistent with mandates or actions of ANSO, its Articles of Incorporation, Bylaws, and Charter.

SECTION 5.024. **The Voting Procedures:** The voting procedures and rules governing the meetings of the Chapter Executive Committee shall be set forth in the Chapter Bylaws.

SECTION 5.03. **CHAPTER COMMITTEES:**

SECTION 5.031. The committees of the Chapter shall consist of such Standing Committees that are established by the Chapter members and such Special/Ad Hoc Committees which may be constituted by the Chapter President or Chapter Executive Committee.

SECTION 5.04. **DELEGATE:**

SECTION 5.041. The Chapter President, or appointed representative, shall serve as a non-voting liaison representative at the meetings of the ANSO Board of Directors, to which such representatives are invited to attend by said Board.

ARTICLE VI EMERGENCY GOVERNING BODY

SECTION 6.01. **Appointments:** In the event of a National Emergency resulting in the mobilization of the members of the Chapter so as to render the Chapter inactive, the Executive Committee shall name three members not subject to mobilization as Sustaining Trustees. The Sustaining Trustees shall govern the affairs of the Chapter, maintain intact the Chapter's records and finances, and reactivate the Chapter subject to such directives as may be promulgated by the Association.

SECTION 6.02. **Termination:** The Sustaining Trustees shall endeavor to have the Chapter continue to function and the said trustees shall continue to be the sole governing body until either:

1. The trustees, by their vote, determine that the trusteeship shall be ended; or
2. Not less than five (5) members of the appointing Chapter Executive Committee shall determine that the trusteeship shall end.

SECTION 6.03. **Dissolution**: Upon the dissolution of the trusteeship, members of the appointing Chapter Executive Committee shall resume their respective offices, shall promptly receive from the Sustaining Trustees a full accounting of their acts for publication to the membership, and shall call a meeting of the Chapter Executive Committee.

ARTICLE VII FINANCE AND ACCOUNTS

SECTION 7.01. **Fiscal Year**: The Fiscal Year of the Chapter shall begin on the first day of October and end on the last day of September of the following year.

SECTION 7.02. **Revenue**: The Chapter shall receive an initial start-up fund from ANSO, Inc. as determined by the Board of Directors. Once chartered, the Chapter is expected to be self-sustaining. Revenue of the Chapter may be derived from Chapter dues and/or such other sources as may be approved by the Chapter Executive Committee or Chapter members.

SECTION 7.03. **Expenditures**: All expenditures of Chapter funds for the Chapter shall be stated in a Chapter budget and approved by the membership. The Chapter Executive Committee must later approve expenditures not included in the approved Chapter Budget.

SECTION 7.04. **Reports**: The Chapter Treasurer will give monthly reports on the state of the Chapter's finances to the Chapter Executive Committee. The Chapter Treasurer will comply with all regulations and procedures and filing of reports, as required by the Board of Directors.

SECTION 7.05. **Audit**: The financial accounts of the Chapter shall be audited annually within the thirty (30) day period prior to the election of Chapter officers by three members appointed by the Chapter President who are not serving in a Chapter elective or appointed office. The auditors shall report their findings to the members present at the annual meeting for the election of Chapter officers.

SECTION 7.06. The accounts and financial records of the Chapter shall be maintained by the Chapter Treasurer.

ARTICLE VIII AWARDS

SECTION 8.01. The Chapter Executive Committee shall establish and publish the criteria for the granting of any award by and in the name of the Chapter. Chapter awards may be presented at a Chapter meeting or any appropriate function where the Chapter is represented and officially recognized.

SECTION 8.02. Nominations for Association awards presented at the annual General Convention or at the local Chapter level will be submitted in accordance with the policy set forth in this manual.

ARTICLE IX **BYLAWS**

SECTION 9.01. Bylaws, which are required to implement the principles and provision of this Charter, will be adopted or amended by the Chapter membership.

ARTICLE X **AMENDMENTS**

SECTION 10.01. The provisions of this Charter may be altered, amended, or repealed at any meeting of the Chapter members by a majority vote of those members in attendance or by a majority of those voting by mail, if the matter is so submitted; provided the proposed amendment and rationale thereof has been given to the members at least fifteen (15) working days in advance of the voting date, and provided no such alteration, amendment, or repeal shall be valid until approved in writing by the ANSO Board of Directors. The Chapter Executive Committee may make administrative changes to correct errors or to remove ambiguities, not affecting substance.

ARTICLE XI **DORMANCY/DISSOLUTION/DISBANDMENT**

SECTION 11.01. A Chapter may be designated as dormant after establishment if there are not enough members in the area to accomplish ANSO objectives as a Chapter. Chapters must notify the National Board in writing if they become dormant. The letter should provide information on the status of active members and the status and location of all Chapter funds. Disposition of funds should be agreed upon by a majority of active Chapter members at the time of dormancy. This Charter may also be rescinded and the Chapter ordered dissolved at any time by the ANSO Board of Directors and the same shall be effective upon written notice of such action being taken. Or the Charter may be surrendered and the Chapter disbanded by the majority vote of the Chapter members either at a meeting or by mail. Written notice of such action shall forthwith be delivered by the Chapter Secretary to the National President of ANSO. Such action shall be effective when all the affairs of the Chapter have been concluded satisfactorily, as determined by the ANSO Board of Directors, and all assets and books and records of the Chapter have been delivered to the National President of ANSO.

Issued this DDth day of Month, YYYY

Name
ANSO National President

Name
ANSO Chapter President

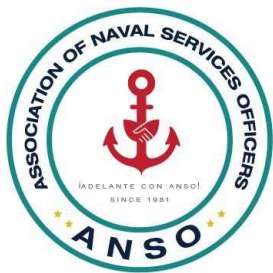
XIV - 5

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XIV – TAB B

SAMPLE CHAPTER BYLAWS

PREFACE: The purpose of these Bylaws is to provide the necessary rules and regulations for implementing the provisions of the Charter for the (Name) Chapter of (City, ST) of the Association of Naval Services Officers, Inc. (ANSO) in an orderly and effective manner.

**ARTICLE I CHAPTER
OFFICERS**

SECTION 1.01. ELECTIONS:

SECTION 1.011. All elective Chapter officers shall be elected by a majority of the Chapter members present at a duly constituted meeting, provided that the Chapter members have been notified of such meeting and its purpose at least fifteen (15) working days in advance of the meeting date.

SECTION 1.012. The Chapter shall hold its annual election of officers during the month of March. The successful candidates shall take office at the first regular meeting following the annual General Convention.

SECTION 1.013. Elected Chapter officers shall hold office for a term of twelve months or during the period between annual elections, whichever comes first.

SECTION 1.014. Nominations for elective Chapter officers shall be made by the Chapter Nominations Committee and, in addition, may be made by any Chapter member present at a duly constituted Chapter meeting for election of Chapter Officers.

SECTION 1.015. When more than one candidate has been nominated for an elective Chapter office, and no candidate receives a majority of the votes cast, there shall be a second ballot. The two candidates receiving the highest number of votes on the first ballot shall be the only candidates voted upon for such office.

SECTION 1.016. Following the election and appointment of Chapter officers, the Chapter Management Information Report shall be completed and filed with the National Secretary within ten (10) days.

SECTION 1.02. CHAPTER OFFICE VACANCIES:

SECTION 1.021. In the event of the Chapter President's death, resignation, removal from office, or inability to serve, the authority and duties of the Chapter President shall vest in the Chapter officers in the same order as listed in article 5.011 of the Chapter Charter. That person will hold the office until such time that a new Chapter President is elected by the Chapter or is appointed by the National President.

SECTION 1.022. In the event that a Chapter officer, other than the office of Chapter President, is vacated for any reason, the Chapter President shall appoint another Chapter member to assume the title and duties of the office during the remainder of the term. The appointment must be approved by a majority vote of the members of the Chapter Executive Committee.

SECTION 1.03. **REMOVAL FROM OFFICE:**

SECTION 1.031. Any elected Chapter officer may be removed from office by the affirmative vote of a majority of the voting members of the Chapter. Removal from office when, in the Chapter members' opinion, the Chapter officer has failed to reasonably perform the duties of the elected office, or when disability or prolonged absence renders it impossible to properly perform the duties of an office. However, no Chapter officer shall be removed from office without an adequate presentation of the specifications charged and an opportunity for defense. The officer being charged may present defense in writing or before the voting members of the Chapter in person, whichever the officer being charged may choose.

SECTION 1.04. **DUTIES OF CHAPTER OFFICERS:**

SECTION 1.041. **General:** All Chapter officers shall become familiar with the Association Articles of Incorporation and Bylaws and Operations Manual and strive to the best of their ability to carry out the mandates therein.

SECTION 1.042. **Chapter President:** The Chapter President shall be the chief executive of the Chapter with authority to contract obligations within the approved budget and to represent the Chapter in all matters pertaining to its affairs. He/She shall preside at the general meetings of the Chapter, and at the regular and special meetings of the Chapter Executive Committee. He/She shall enforce the provisions of the Association and Chapter Charter and Bylaws, and carry out the mandates of the annual General Conventions. He/She shall be responsible for directing and coordinating the overall operation; management and activities of the Chapter toward achieving the purpose and objectives of the Association and the Chapter.

SECTION 1.043. **Chapter Vice-President:** The Chapter Vice-President shall assist the Chapter President in the discharge of his duties as required by him. He/She shall acquaint himself with all the duties of the President and shall be prepared to succeed to the presidency under the circumstances specified in Article I, Section 1.021 of the Bylaws. He/She shall assist the Chapter President in matters dealing with policy and procedure concerning the Sea Services of the United States and ANSO. He/She shall perform such other duties as may be delegated to him by the Chapter President.

SECTION 1.045. **Chapter Secretary:** The Chapter Secretary shall keep a record of all proceedings and of all matters essential to the work of this Chapter. In addition, the Chapter Secretary shall perform such other duties as are usually incident to such office and as may be herein contained in the Chapter's Charter and Bylaws, the Association policies and procedures, or as may be directed by the Chapter President.

SECTION 1.046. **Chapter Treasurer:** The Chapter Treasurer shall have charge of all the funds and financial securities of the Chapter. He/She shall deposit all funds received on behalf of the Chapter in the name of ANSO (Name) Chapter within fifteen (15) calendar days of receipt. He/She shall prepare a monthly and annual financial report. The Chapter Treasurer shall perform such duties as may be delegated to him by the Chapter President or the Association policies and procedures.

SECTION 1.047. **Chapter Membership Coordinator:** The Chapter Membership Coordinator shall be responsible for the formulation and implementation of membership recruiting and retention programs designed to maintain and promote the membership growth of the Chapter and the Association. He/She shall be the Chairperson of the Chapter Membership Committee and shall perform such other duties as may be delegated to him/her by the Chapter President.

SECTION 1.048. **Chapter Historian:** The Chapter Historian shall keep a record of the growth and progress of the Chapter. The Chapter Historian shall report annually to the National Historian on the activities and accomplishments of the Chapter during the preceding year; serve as ex-officio member of the Chapter Awards Committee; prepare and maintain a continuing and perpetual record of recipients of Chapter awards by types and dates of presentation. The Chapter Historian shall perform such additional duties of like nature as may be directed by the Chapter President.

SECTION 1.049. **Chapter Chaplain:** The Chapter Chaplain shall perform divine and non-sectarian services at any meeting of the Chapter. Insofar as may be practicable, a priest, minister, or rabbi should hold the office of Chapter Chaplain.

SECTION 1.050. **Chapter Parliamentarian:** The Chapter Parliamentarian shall normally, but not necessarily, be an officer of the JAG Corps. It shall be his/her duty to give legal opinions upon questions of law for the benefit of the Chapter when called upon to do so by the Chapter President, Chapter Executive Committee, or the Chairperson of any of the Standing or Special Committees of the Chapter. In addition, he/she shall be called upon to review all proposed changes of amendments to the Chapter Charter and Bylaws as in his/her judgment may be proper. He/She shall advise the presiding officer on points of parliamentary law and give such advice to the Chapter and the Chapter Executive Committee upon request.

SECTION 1.051. **Chapter Public Affairs Officer:** The Chapter Public Affairs Officer (PAO) shall be responsible for planned dissemination of information pertaining to the activities of all elements of the Chapter, through news releases, special articles, and bulletins. The Chapter PAO shall also be chairman of the Public Relations Committee. He/She shall publish the Chapter Newsletter, provide public relations functions, assist all Chapter Officers with documentation and publicity about the Chapter activities and members, and perform such other duties as may be delegated to him by the Chapter President.

SECTION 1.052. **Chairpersons of Chapter Standing Committees:** Chairpersons of the Chapter's Standing Committees shall perform such duties as may be delegated to them by the Chapter President.

ARTICLE II CHAPTER EXECUTIVE COMMITTEE

SECTION 2.01. **VOTING:**

SECTION 2.011. Each voting member of the Chapter Executive Committee shall have one vote upon any question before the Committee. A quorum shall exist when a majority of the voting members are present or voting. Such question shall be determined by majority vote.

SECTION 2.012. Chapter Executive Committee shall enforce the policy of being in good financial standing with the Chapter and the Association for the current Chapter Fiscal Year for eligibility to vote.

SECTION 2.02. **Special Voting:** Whenever a question arises which, in the opinion of the Chapter President, requires prompt action that cannot wait for a regular or special meeting of the Committee, a polling of the voting Committee members by mail ballot on the issue in question is authorized. A minimum of ten (10) working days shall be allowed for return of such ballots, unless the issue is resolved by a majority vote at an earlier date.

SECTION 2.03. **EXCOMM MEETINGS:**

SECTION 2.031. **Regular Meetings:** The Chapter Executive Committee shall meet within two weeks following the annual installation of officers. In addition, it shall meet at least quarterly during each Fiscal Year on dates and at such places as the Committee shall determine. Notice of such meeting shall be given to each member of the Committee at least ten (10) days prior to the date of such meeting, and such, notice shall specify the time and place of such meeting and a written agenda if possible. Meetings of the Chapter Executive Committee shall be open to all Chapter Members.

SECTION 2.032. **Special Meetings:** Special Meetings of the Chapter Executive Committee may be called by the Chapter President or by a majority of the voting members of the Committee, provided that not less than five (5) days notice be given each member specifying time, place and purpose of such special meeting.

SECTION 2.033. **Reports of Meetings:** Copies of the minutes of all meetings of the Chapter Executive Committee shall be distributed to each member of the Committee at the next regularly scheduled meeting, and a digest of such minutes shall be published in the Chapter Newsletter for dissemination to all Chapter members. Such digest shall be published as soon as practical, and in any event within sixty (60) days after such meeting.

ARTICLE III CHAPTER COMMITTEES

SECTION 3.01. **General:** Two types of Chapter committees shall be established for conducting the affairs of the Chapter, including (1) Standing Committees, which are required to perform ongoing professional or administrative Chapter functions and are chaired by chapter members appointed by the Chapter President, and (2) Special/Ad Hoc Committees, which are established on a temporary basis to perform a special function or task and are chaired by chapter members appointed by the Chapter President. The Chapter President shall be a non-voting member of all chapter committees.

SECTION 3.02. STANDING COMMITTEES:

SECTION 3.021. **Community Outreach/Scholarship:** The Chapter Community Outreach/Scholarship Committee shall concern itself with increasing the number of Hispanics entering the Sea Services officer accession programs. The committee shall develop and implement programs and relationships designed to optimize ANSO's ability to promote officer accession programs for Hispanics.

SECTION 3.022. **Fundraising:** The Chapter Fundraising Committee shall develop and implement various activities to collect monetary resources for an established academic scholarship fund. The committee shall determine whether the fundraiser should be stipulated as obligatory or optional. Obligatory fundraisers confer participation where "a reservation made is a reservation paid" and stress 100% participation of chapter members. An example of an obligatory fundraiser may be a Chapter Awards Banquet. Optional fundraisers confer participation where the Chapter is hosting the event and the expense of the event is born by the Chapter with the fundraising income as "extra income". An example of an optional fundraiser may be a Chapter picnic.

SECTION 3.023. **Nominations:** The Chapter Nominations Committee shall nominate to the Chapter at least one candidate for each office required by the Charter and Bylaws to be elected by the Chapter membership.

SECTION 3.024. **Budget:** The Chapter Budget Committee shall make a continuing study of the fiscal affairs of the Chapter and shall recommend to the Chapter a yearly budget.

SECTION 3.025. **Awards:** The Chapter Awards Committee shall review nominations for Chapter, Regional, and Association Awards and make recommendations for approval and disapproval thereof to the Chapter membership.

SECTION 3.026. **Charter and Bylaws:** The Chapter Charter and Bylaws Committee shall make a continuing study of the Charter and Bylaws of the Chapter and shall formulate and recommend necessary changes to the Chapter. The Committee shall also develop proposed resolutions/recommendations deemed advisable to publish the views of, or advance the policies of the Chapter; shall study all proposed resolutions/recommendations submitted to it; and shall present its conclusions regarding the merits of each such proposed resolution/recommendation upon submitting the same for action to the Chapter.

SECTION 3.027. **Membership:** The Chapter Membership Committee shall be responsible for the study, formulation, and implementation of programs designed to maintain and promote the membership of the Chapter at the maximum obtainable level. Notice of such programs shall be provided to Chapter members at least ten (10) days in advance and include the time, place, and agenda.

SECTION 3.028 **Programs:** The Chapter Programs Committee shall develop programs that are consistent with the objectives of ANSO and its mission and that challenge the interest of its membership and encourage the participation of all minorities. Effective and interesting Chapter programs will be reflected in increased retention and growth of Chapter members.

SECTION 3.029. **Public Affairs:** The Chapter Public Affairs Committee shall act in an advisory capacity on all matters involving the Chapter and the general public, or with media in communication with the general public, publish the Chapter Newsletter, and forward collected information publicizing the Chapter or its members and turn them over to the Chapter Historian.

SECTION 3.03. **Special/Ad Hoc Committees:** The Chapter President may establish a Chapter Special or Ad Hoc Committee when, in his opinion, such a committee is necessary to examine and report on a particular matter that does not fall within the purview of any Chapter Standing Committee.

ARTICLE IV CHAPTER MEETINGS

SECTION 4.01. **Regular Meetings:** Chapter meetings shall be held once a month and at other times, as deemed necessary or desirable by the Chapter President or by a majority of the members of the Chapter Executive Committee. Notice of such meetings shall be provided to Chapter members at least ten (10) days in advance and include the time and place and a meeting agenda/program.

SECTION 4.02. **Voting:** Each Chapter member shall be entitled to one vote upon any question before the Chapter membership. Voting by proxy shall not be authorized.

SECTION 4.021. Chapter Members who are in good financial standing with the Association and the Chapter for the current Fiscal Year shall be eligible to vote.

SECTION 4.03. **Reports of Meetings:** Copies of the minutes of all Chapter Meetings shall be provided to each member of the Chapter Executive Committee, and a digest of such minutes shall be published in the next Chapter Newsletter for dissemination to all Chapter members.

ARTICLE V ASSOCIATION MEETINGS

SECTION 5.01. The Chapter President (or his/her representative) shall represent the Chapter at the annual General Convention, the Regional meeting(s), and any other Association meeting. The Chapter shall include this expense or portion thereof in its annual budget.

ARTICLE VI PROCEDURES

SECTION 6.01. At all meetings of the Chapter and the Chapter Executive Committee, "Roberts' Rules of Order" (Revised) shall govern in matters expressly provided for in the Chapter's Charter and Bylaws.

SECTION 6.02. The Order of Business at any meeting of the Chapter Executive Committee shall be as established by the Chapter President and shall normally include, but not be limited to, the following:

1. Call to Order
2. Roll call/Quorum check
3. Invocation
4. Introduction of new members and visitors
5. Approval of minutes
6. Summary of Chapter correspondence
7. Chapter Treasurer's Report
8. Executive Committee Report, inc. Standing and Special Committees Reports
9. Special orders, if any
10. Unfinished Business
11. New Business
12. Professional/Leadership Development Program; Mentoring
13. Announcements
14. Closing Remarks
15. Benediction
16. Adjournment

ARTICLE VII CHAPTER REVENUE

SECTION 7.01. **CHAPTER MEMBER DUES:**

SECTION 7.011. The dues of this Chapter shall be an amount determined by the Chapter at the beginning of the Fiscal Year based on the Chapter's annual budget.

SECTION 7.012. The Chapter Treasurer, as directed by the Chapter President or the Chapter Executive Committee, will collect Chapter dues.

SECTION 7.013. Chapter members must be current members in good standing of the Association, as defined in Article I, Section I, of the Association Bylaws.

SECTION 7.014. The Chapter Executive Committee, based on the recommendations of the Budget Committee, if any, shall determine other sources of Chapter revenue.

ARTICLE VIII AWARDS

SECTION 8.01. All nominations for Chapter Awards shall be submitted in writing to the Chapter Executive Committee at least sixty (60) days in advance of the estimated presentation date and provide sufficient information to permit a thorough review of the nominee's entitlement to the award.

SECTION 8.02. Chapter Awards nominations shall be submitted in accordance with Association directives.

ARTICLE IX RATIFICATION

SECTION 9.01. All acts performed under any former Bylaws and amendments thereto are hereby ratified and confirmed.

ARTICLE X AMENDMENTS

SECTION 10.01. These Bylaws may be altered, amended, or repealed at any meeting of the Chapter members by a majority vote of those members in attendance or by a majority of those voting by mail, if the matter is so submitted; provided the proposed amendment and rationale thereof has been given to the members at least fifteen (15) working days in advance of the voting date.

SECTION 10.02. Minor changes of language, correction of errors, or removal of ambiguities, not affecting substance, may be made by amendments without prior submission or publication.

ARTICLE XI DORMANCY/DISSOLUTION/DISBANDMENT

SECTION 11.01. A Chapter may be designated as dormant after establishment if there are not enough members in the area to accomplish ANSO objectives as a Chapter. Chapters must notify the National Board in writing if they become dormant. The letter should provide information on the status of active members and the status and location of all Chapter funds. Disposition of funds should be agreed upon by a majority of active Chapter members at the time of dormancy. The Chapter may also be ordered dissolved and its Charter rescinded at any time by the ANSO Board of Directors and the same shall be effective upon written notice of such action being taken. Or the Chapter may be disbanded and its Charter surrendered by the majority vote of the Chapter members either at a meeting or by mail. Written notice of such action shall forthwith be delivered by the Chapter Secretary to the National President of ANSO. Such action shall be effective when all the affairs of the Chapter have been concluded satisfactorily, as determined by the ANSO Board of Directors, and all assets and books and records of the Chapter have been delivered to the National President of ANSO.

(Adopted, Revised) at a meeting of the Chapter on (date) and attested to by:

Name, Chapter President

Name, Chapter Secretary

Date

Date

ANNEX A

ANSO ARTICLES OF INCORPORATION



**ASSOCIATION OF NAVAL SERVICES OFFICERS,
INCORPORATED**

ARTICLES OF INCORPORATION

Effective
12 Feb 1981

A - 1

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(Page 1 of 1)

815860

OFFICE OF RECORDER OF DEEDS, D. C.
 Corporation Division
 Sixth and D Streets, N.W.
 Washington, D.C. 20001
 Sixth and D Streets, N.W.
 Washington, D. C. 20001

C E R T I F I C A T E

THIS IS TO CERTIFY that all provisions of the District of Columbia
 Non-profit Corporation Act have been complied with and ACCORD-
 INGLY this Certificate of Incorporation

is hereby issued to the ASSOCIATION OF NAVAL SERVICES OFFICERS,
INC.

as of the date hereinafter mentioned.

Date February 12, 1981



Margurite C. Stokes
 Acting Recorder of Deeds, D. C.

John M. Duty
 John M. Duty
 Assistant Superintendent
 of Corporations

Marion S. Barry, Jr., Mayor
 District of Columbia
 RDC-55
 September, 1980

A - 2

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(Page 1 of 9)

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INDEXING FEE

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ARTICLES OF INCORPORATION
of the
of the
ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.

TO: The Recorder of Deeds, D.C.
Washington, D.C.

We, the undersigned natural persons of the age of twenty-one years or more, acting as incorporators of a corporation adopt the following Articles of Incorporation for such corporation pursuant to the District of Columbia Non-profit Corporation Act:

- FIRST: The Name of the corporation is ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
- SECOND: The period of duration of this corporation is perpetual.
- THIRD: The purpose or purposes for which the corporation is organized shall be to support the Naval Services of the United States by (1) improving and assisting in Hispanic recruitment; (2) identifying problem areas related to Hispanics and bringing them to the attention of cognizant authorities; (3) encouraging maximum participation by Hispanics in all areas of the Naval Services and related military organizations; (4) promoting camaraderie among members; and (5) assisting in establishing and maintaining a positive image of the Naval Services in Hispanic communities.
- FOURTH: The corporation shall be composed of members, the classes of which are indicated in the fifth paragraph.
- FIFTH: The corporation is to be divided into four (4) classes of members, and no person shall be denied membership in this corporation because of race, creed, color, sex, or national origin.

FILED FEB 12 1981
BY *SAM*

A - 3

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(Page 2 of 5)

The designation of each class of members, the qualifications and rights of the members of each class and conferring, limiting, or denying the right to vote are as follows:

- a. REGULAR MEMBERSHIP. Any person holding or having held a regular or reserve commission or any regular or reserve warrant officer of the United States Navy, Marine Corps, Coast Guard, or any person retired as a commissioned or warrant officer from the United States Navy, Marine Corps or Coast Guard shall be eligible for regular membership. This class shall have, in addition to all other rights of membership, the right to vote and the right to hold office.
- b. AFFILIATE MEMBERSHIP. Any person holding or having held a regular or reserve commission or any regular or reserve warrant in any armed service of the United States, with the exception of the United States Navy, Marine Corps or Coast Guard, or any interested civilian who is in a position to perpetuate the objectives of the association and who has been recommended by the membership committee shall be eligible for affiliate membership with all the rights and privileges of regular membership with the exception of the right to hold office.
- c. JUNIOR MEMBERSHIP. Any midshipman of the United States Naval Academy, Coast Guard Academy, or any midshipman of a Naval Reserve Officer Training Corps, or Marine Reserve Officer Training Corps, or its equivalent, or any officer candidate of the aforesaid services actually in training shall be eligible for junior membership. Junior membership shall have all the rights and privileges of regular membership with the exception of the right to hold office.

-2-

A - 4

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(Page 3 of 9)

d. HONORARY MEMBERSHIP. Honorary membership shall be granted to not more than three persons each year on recommendation of a majority vote of the Board of Directors and by a majority vote of the membership assembled in a general convention. Honorary members shall be either a member of the armed forces or a distinguished civilian. Selection of honorary members shall be based upon outstanding service rendered to the cause of increasing the number of Hispanics recruited for Naval Services Officer Programs. Honorary members shall have all the rights and privileges of regular members with the exception of the right to hold office.

SIXTH:

The corporation shall be divided into regions. There shall be the Eastern Region consisting of membership living east of the Mississippi River, the Central Region consisting of membership living west of the Mississippi River and east of the Continental Divide and the Western Region consisting of membership living west of the Continental Divide.

SEVENTH:

1. The officers of the corporation shall consist of the following: A President, an Eastern Regional Vice-President, a Central Regional Vice-President, a Western Regional Vice-President, a Treasurer, a Secretary, a Judge Advocate, a Historian, a Chaplain, a Public Affairs Officer, a Master-at-Arms, and such other officers as may be established by the by-laws of this corporation.
2. The National Convention in general session shall each year elect all of the officers listed above to hold office for one year or until the next National Convention whichever is a longer period of time.

(Page 4 of 9)

3. The Regional Vice-Presidents must be members of their respective regions.

4. The Board of Directors shall be composed of the following: the immediate past President, the President, the three (3) Regional Vice-Presidents, the Secretary, the Treasurer, the Judge Advocate and the Public Affairs Officer. Each member of the Board of Directors shall have one vote. A quorum of an assembled meeting shall be the presence of five (5) members

EIGHT:

1. The internal affairs of this corporation shall be governed by the vote of a majority of persons voting at any annual or special convention and, in between conventions, the internal affairs shall be governed by the Board of Directors.

2. Upon a dissolution of this corporation, the assets of the corporation shall be distributed in accordance with the majority vote of the membership assembled.

NINTH:

The address, including street and number, of its initial registered agent is 1310 10th Street, NW, Washington, D.C., 20001, and the name of its initial registered agent at such address is FRED ROMERO.

TENTH:

The number of directors constituting the initial Board of Directors is four (4), and the names and addresses, of the persons who are to serve as the initial directors until the first annual convention or until their successors be elected and qualified are:

<u>Name</u>	<u>Address</u>
Fred Romero	1316 10th St., NW, Washington, D.C., 20001
Amilcar Vasquez	8633 Gatehead Rd., Alexandria, Va., 22309
Ramon Garcia	13624 Ellendale Dr. Chantilly, Va., 22021
Adalberto Cruz	1417 Taft Wright Ct., Washington, D.C., 20336

-4-

A - 6

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(Page 5 of 9)

- ELEVENTH: In the event of a national emergency whereby such large numbers of the members of the corporation are unable to attend a General Convention in sufficient numbers to make said Convention practicable, the Board of Directors shall have the power to replace members of the Board of Directors who have been disabled, deceased, or unable to serve because of such emergency. These Directors shall continue to be the sole governing body until six months after the national emergency ends. Upon the expiration of six months after the national emergency ends, it shall be the duty of the Board of Directors to give an accounting of their actions to the members of the corporation.
- TWELFTH: Appropriate by-laws to carry out the provisions of this charter may be adopted or amended at any General Convention, as provided by the by-laws.
- THIRTEENTH: This charter may be amended at any General Convention by a two-thirds vote of the members present at any convention, provided that any proposed amendment has been submitted to each member of this corporation at least thirty days prior to the date of the convention.
- FOURTEENTH: 1. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objects.

-5-

A - 7

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(Page 6 of 9)

2. No substantial part of the activities of the corporation shall be devoted to the carrying on of propaganda to influence legislation or a political campaign on behalf of any candidate for public office; nor shall the corporation carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c)(3), Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law.

FIFTEENTH: The name and address, including street and number, of each incorporator is:

<u>Name</u>	<u>Address</u>
Fred Romero	1316 10th St. NW, Washington, D.C., 20001
Amilcar Vasquez	8633 Gatehead Rd., Alexandria, Va. 22309
Ramon Garcia	13624 Ellendale Dr., Chantilly, Va., 22021
Adalberto Cruz	1417 Taft Wright Cr., Washington, D.C., 20336
Domingo "Nick" Reyes	4330 Cedarlake Ct., Alexandria, Va., 22309

Fred Romero
Amilcar Vasquez
Ramon Garcia
Adalberto Cruz
Domingo "Nick" Reyes
 Incorporators

Date: February 11, 1981
 District of Columbia

-6-

A - 8

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(Page 7 of 8)

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RECORDS OF DEEDS
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A - 9

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(Page 8 of 9)

CITY OF WASHINGTON
DISTRICT OF COLUMBIA

I, D. E. Beall _____, a Notary Public,

I, D. E. Beall _____, a Notary Public,

hereby certify that on the SEVENTH (11th) day of FEBRUARY, 1981

personally appeared before me Fred Romero, Amilcar Vasquez, Ramon Garcia,

Adalberto Cruz and Domingo "Nick" Reyes who signed the foregoing

document as incorporators, and that the statements therein contained are true.



Notary Public

D. E. Beall
My Commission Expires
April 14, 1981



-7-

A - 10

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(Page 9 of 9)

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A - 11

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ANNEX B

ANSO BYLAWS



**ASSOCIATION OF NAVAL SERVICES OFFICERS,
INCORPORATED**

BYLAWS

Amended
6 May 2011

B - 1

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ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.

ARTICLE I

MEMBERSHIP

SECTION 1. **Membership Affiliation**: An applicant for regular, affiliate, or junior membership in the Association, upon payment to the Treasurer of the annual dues shall become a member of the Association in good standing and a member of the Region in which he or she resides. Any member, upon moving from one region to another and with a submission of an address change to the Membership Coordinator, shall become a member of that Region without payment of any additional dues for the remainder of his/her membership year.

SECTION 2. **Application for Membership**: All applications for membership shall be accompanied by annual dues for each applicant. Such applications shall be on forms furnished or prescribed by the Board of Directors.

SECTION 3. **Membership Rolls**: The Records of the Membership Chair shall constitute the official membership roll of the Association and shall be the final controlling authority on all questions pertaining to the computation of membership, and on who is active and in good standing with the Association. If the Membership Chair is vacant, the Treasurer shall fill this role and the Treasurer's report shall be the final authority on membership.

SECTION 4. **Discipline of Members**: The Association may suspend a member only upon proper showing of cause. Charges must be based upon neglect of duty or conduct unbecoming a member of the Association. All charges must be in writing by the accuser and no member in good standing shall lose his or her membership until given a fair hearing in such matter and form as the Board of Directors shall prescribe. Any member who has been suspended has a right of appeal to the next General Convention. The decision of the General Assembly shall be final.

SECTION 5. **Eligibility to Vote**: Any member who has paid his or her dues may nominate and vote at the annual elections.

SECTION 6. **Membership Categories**: There are four categories of membership:

- a. **Regular Membership**: Any person holding or having held a regular or reserve commission, or any regular or reserve warrant officer of the United States Navy, Marine Corps, Coast Guard, Merchant Marine, National Oceanic and Atmospheric Administration, or any person retired as such shall be eligible for regular membership. This category shall have, in addition to all other rights of membership, the right to vote and the right to hold office.

- b. **Affiliate Membership:** Any person holding or having held a regular or reserve commission or any regular reserve warrant in any armed service of the United States (except for the Navy, Marine Corps, Coast Guard, or United States Merchant Marine), or any enlisted personnel of the Navy, Marine Corps, or Coast Guard, or any interested civilian with a desire to further the goals of the organization, shall be eligible for affiliate membership. This category of membership has all the rights and privileges of regular membership with the exception of the right to hold office of President, Executive Vice-President, Treasurer, and Secretary.
- c. **Junior Membership:** Any midshipman of the United States Naval Academy, United States Coast Guard Academy, United States Merchant Marine Academy, or any midshipman of the Navy and Marine Corps Reserve Training Corps, or its equivalent, or any officer candidate of the aforementioned services actually in training shall be eligible for junior membership. Junior membership shall have all the rights and privileges of regular membership with the exception of the right to hold office.
- d. **Honorary Membership:** Honorary membership shall be granted to not more than three (3) persons each year by majority vote of the Board of Directors and by a majority vote of the membership assembled at the General Convention. Honorary members shall be either a member of the Armed Forces or a distinguished civilian. Selection of honorary member shall be based upon outstanding service rendered to cause of the organization.

ARTICLE II

ORGANIZATION

SECTION 1. **Regions:** The regions of the Association shall be known as the Eastern Region, the Central Region, and the Western Region.

SECTION 2. **Regional Officers:** Regional Vice-Presidents must be members of and reside in their respective regions.

SECTION 3. **Restrictions:** No region or local chapter shall take any action in violation of the Charter or these Bylaws nor take any public action inconsistent with the announced policy of the Association as determined by the General Convention or the Board of Directors.

SECTION 4. **General Headquarters:** The General Headquarters of the Association shall be in Washington, D.C.

ARTICLE III

NOMINATION AND ELECTION TO OFFICE

SECTION 1. **Eligibility for Office**: No member shall be eligible to be nominated or hold the office of President or Executive Vice-President unless his or her dues have been paid, has been an active member for two (2) years, and is otherwise in good standing with the Association. No member shall be eligible to be nominated or hold the office of Regional Vice-President, Treasurer, Secretary, Membership Coordinator, Judge Advocate, Historian, Chaplain, Public Affairs Officer, Master-at-Arms, Directors-at-Large, and Service-wide Representative unless his/her dues have been paid, he/she has been a member for one (1) year, and is otherwise in good standing with the Association.

SECTION 2. **Nomination of Officers**: The President shall appoint a Nominating Committee, which shall recommend a slate of officers for this Association at the annual General Convention meeting; however, nothing contained herein shall prevent members of this Association from making nominations from the floor.

SECTION 3. **Election of Officers**: The election of all officers of this Association shall be by blind ballot (however, voting by voice vote may be substituted for the blind ballot) if the majority of the members vote. The nominee receiving the majority vote of the members casting votes shall be declared elected by the presiding officer.

SECTION 4. **Term**: The President, Secretary, Membership Coordinator, Judge Advocate, and Public Affairs Officer will be elected for a two-year term on odd years, beginning in 2005. The Executive Vice-President, Regional Vice-Presidents, Treasurer, Historian, Chaplain, Master-at-Arms, and Service-wide Representatives will be elected for a two-year term on even years, beginning in 2004.

ARTICLE IV

DUTIES OF OFFICERS

SECTION 1. **President**: The President shall be the head of the Association and in the capacity shall be the Chief Executive Officer of the Association and represent the Association in all matters pertaining to its affairs. The Vice-President, or Regional Vice-President designated by him, or, in the absence of a designation by the President, the Regional Vice-President from the Region of the President, shall preside over meetings of the General Convention and the Board of Directors. The President shall enforce the provisions of the Charter and Bylaws and carry out the mandates of the General Convention and Board of Directors. He/She shall appoint all necessary committees, and shall perform such other duties as are usually incident to the office. The President may appoint an Executive Director or any other person, as deemed necessary, for the efficient operation of the Association.

SECTION 2. **Executive Vice-President:** The Executive Vice-President shall act as the President's representative on all matters referred to him/her. The Executive Vice-President, at the request of the President, shall preside over meetings of the General Convention, the Board of Directors, committees, and shall perform such other duties as are incident to the office. The Executive Vice-President shall advise the president on matters of policy and procedures concerning the Association and its chapters. The Executive Vice-President shall assume the duties of the president in the event of his/her absence, death, inability to serve or resignation.

SECTION 3. **Regional Vice-Presidents:** The Regional Vice-Presidents shall act as representatives of the President on all matters referred to them by him/her, and at his request shall preside over meetings of the General Convention and the Board of Directors, and shall perform such other duties as are usually incident to the office. In addition, each Regional Vice-President shall preside over meetings of their respective region and shall advise the President on matters of policy and procedures concerning the Regional Vice-President's respective region. The Regional Vice-President of the same region as the President shall assume the duties of the President in the event of his absence, death, inability to serve, or resignation, and in the absence of the Executive Vice-President. All ANSO chapters are to report to the Regional Vice-President regarding the operation of the chapters.

SECTION 4. **Treasurer:** The Treasurer shall supervise or cause to be supervised, the administration of all funds and securities of this Association and shall make, or cause to be made, regular accounts thereof. The Treasurer shall coordinate all matters of finance between the President and the Board of Directors and shall make, or cause to be made, periodic financial reports. He/She shall perform such advisory functions as are usually incident to the office. He/she shall furnish a surety bond in the amount fixed by the Board of Directors.

SECTION 5. **Secretary:** The Secretary shall keep a record of all proceedings and of all matters essential to the work of the Association and perform other duties as are usually incident to such office as may be directed by the Board of Directors or the President. He/she shall furnish a surety bond in the amount fixed by the Board of Directors.

SECTION 6. **Membership Coordinator:** The Membership Coordinator shall receive membership applications, send replies/ANSO materials to new members, and maintain membership roles. He/She shall make recommendations regarding membership, as appropriate.

SECTION 7. **Judge Advocate**: The Judge Advocate shall be the legal advisor to the Officers, Board of Directors, Committees and the Association. He/She shall review proposed amendments to the Charter and Bylaws and shall bring to the attention of the Association, or its officers, any legal problems that may confront the Association. At all General Conventions, the Judge Advocate shall assume the duties of Parliamentarian.

SECTION 8. **Historian**: The Historian shall compile annually, or cause to be compiled, from the archives of the Association and from other authentic sources, a narrative history of the Association, its activities and accomplishments. Such report should be available for review during the annual General Convention.

SECTION 9. **Chaplain**: The Chaplain shall perform divine and non-sectarian services at all meetings of the Association and shall conduct such ceremonies as may be required.

SECTION 10. **Public Affairs Officer**: The Public Affairs Officer shall be responsible for planned dissemination of information pertaining to the activities of all elements of the Association, through news releases, special articles, and bulletins. He/She shall also be responsible for furthering contacts between elements of the Association and the news media with the objective of broadly publicizing information about the endeavors of the Association.

SECTION 11. **Master-at-Arms**: The Master-at-Arms shall be responsible for keeping peace and good order in all of the meetings of this Association, and in carrying out these responsibilities, he/she shall use tact and good judgment.

SECTION 12. **Directors-at-Large**: Directors-at-Large may be appointed by the President with the concurrence of the Board of Directors.

SECTION 13. **Service-wide Representatives**: Each of the Naval Sea Services will elect an Officer Representative and an Enlisted Representative who would act as the service-wide representatives to the Board of Directors. These elected positions would be for two years and be elected through a caucus of each of the Sea Services.

ARTICLE V

BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall consist of the officers listed in Article IV, Sections 1-12. In the event of death, inability to serve, or resignation of any member of the Board of Directors, other than the Immediate Past President or the President, the vacancy shall be filled by the remaining members of the Board of Directors. Any person appointed by the Board of Directors to fill a vacancy shall serve until the next General Convention.

SECTION 2. The Board of Directors shall meet immediately following the adjournment of each General Convention and at such times during the year as may be determined by the President. Traveling expenses on a mileage and per diem basis, but not exceeding actual expenses, may be allocated to members of the Board of Directors for attending assembled meetings thereof.

SECTION 3. The Board of Directors is hereby authorized to establish local chapters of this Association and shall enact procedures for any group of three (3) or more members of this Association from the same local area, who request a Charter to establish a chapter.

ARTICLE VI

GENERAL CONVENTION

SECTION 1. The place of the General Convention shall be rotated frequently from East, West, and Central Region.

SECTION 2. The legislative body of the Association shall be the General Convention. The General Convention shall be held annually in the second quarter of each year and at such place as shall be determined by the membership assembled at the General Convention. The place of the Convention may only be changed by the Board of Directors for good and compelling reason. If such a change is made by the Board of Directors, the change shall be published as early as possible after the first weekend in December of each year and in no case later than the last week of January of the next Convention year.

ARTICLE VII

FINANCE

SECTION 1. The fiscal year of the Association shall begin on October 1 of each year and end on September 30 of the following year. There shall be an audit of the financial records of the Association by a certified public accountant or another qualified external and independent person not affiliated with the Association chosen by the Board of Director, whose reports shall be published to all members at least once annually. The financial records shall be audited annually. Generally the records shall be audited either at the close of the fiscal year, or near the time that a new Treasurer is installed.

SECTION 2. The revenue of the Association shall be derived from annual membership dues and from other sources as may be approved by the membership or Board of Directors.

SECTION 3. The amount of annual dues for regular and affiliate members shall be fifty dollars (\$50.00) for members in and above the pay grade of O-5, thirty dollars (\$30.00) for civilians and for members in the pay grade of O-3 and O-4 and fifteen dollars (\$15.00) for members in the pay grades of O-2 and below. Officer candidates shall be admitted free of charge. The amount of a lifetime membership shall be four hundred (\$400) dollars, which may be paid by a member at any time during their membership. Retirees shall be entitled to a 20% discount on annual membership fees. The individual member shall pay the annual dues or fee directly to the Treasurer or such other person designated by the Board of Directors.

ARTICLE VIII

PROPERTY

SECTION 1. All property of the Association shall be held in the name of the corporation.

ARTICLE IX

STANDING COMMITTEES

SECTION 1. The President shall appoint Special Committees, as necessary, that shall act in an advisory capacity to the President and to the Board of Directors. A Special Committee shall be constituted for the term necessary to complete its purpose of appointment and provide its final report to the Board of Directors.

SECTION 2. The following Standing Committee shall act in an advisory capacity to the President and to the Board of Directors, except where otherwise indicated herein.

a. **Hispanic Outreach Committee:** It shall concern itself with increasing the number of Hispanics entering Navy, Marine Corps, and Coast Guard officer accession programs. The Committee will be responsible for developing and implementing programs and relationships designed to optimize ANSO's ability to promote officer accession programs for Hispanics throughout the nation.

SECTION 3. Each Special and Standing Committee shall have representation from each of the three (3) Sea Services. The President shall designate one member of each committee as chairperson. Each Standing Committee member shall serve for one (1) year unless reappointed.

SECTION 4. The President shall be ex-officio of each Special and Standing Committee with power to designate a Regional Vice-President to serve as such ex-officio member of any Special or Standing Committee in the President's stead and place.

ARTICLE X

RULES AND PROCEDURES

The proceedings and deliberations of the Association, including the Board of Directors, shall be in accordance with the rules adopted and amended from time to time to govern these proceedings and deliberations. All matters not governed by such rules shall be governed by the rules of parliamentary practices established by Robert's Rules of Order-Revised. Voting by proxy shall not be authorized for any member, including any member of the Board of Directors.

ARTICLE XI

ORDER OF BUSINESS

GENERAL AND SPECIAL CONVENTIONS

ORDER OF BUSINESS

1. Board of Directors Meeting
2. Invocation
3. Addresses
4. Reading of minutes of previous General Convention
5. Reports of Officers
6. Announcements of General Convention
7. Reports of Standing Committees (in writing)
8. Committee Conference
9. Reports of Committees
10. Unfinished Business
11. New Business
12. Regional Meetings
13. Election of Officers
14. Installation of Officers
15. Board of Directors Meeting
16. Adjournment

ARTICLE XII

GENERAL CONVENTION COMMITTEES

SECTION 1. There shall be the following General Convention Committees appointed by the President:

1. Nominations Committee
2. General Convention Planning Committee

and such others as the President shall deem necessary. Each General Convention Committee shall have at least three members except the Nominations Committee for recommendations of officers, under the provisions of the seventh (7th) paragraph of the Articles of Incorporation, which shall consist of not less than five (5) members.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended at any General Convention by a simple majority vote, provided that the proposed amendment has been submitted to the Convention at least one day prior to the voting on such amendment. These new amendments shall be effective upon approval.

ARTICLE XIV

SEAL AND INSIGNIA

The Association shall adopt a distributive seal and may adopt a distinctive badge or insignia.

APPROVED AND ADOPTED THIS EIGHTH DAY OF AUGUST, NINETEEN HUNDRED AND EIGHTY-ONE, AT THE FIRST ANNUAL CONVENTION IN DALLAS, TEXAS.

APPROVED AND ADOPTED THIS TWENTY-THIRD DAY OF OCTOBER, NINETEEN HUNDRED AND NINETY-FOUR, AT THE FOURTEENTH ANNUAL CONVENTION IN NATIONAL CITY, CALIFORNIA.

APPROVED AND ADOPTED THIS EIGHTEENTH DAY OF APRIL, NINETEEN HUNDRED AND NINETY-EIGHT, AT THE EIGHTEENTH ANNUAL CONVENTION IN SAN DIEGO, CALIFORNIA.

APPROVED AND ADOPTED THIS SEVENTEENTH DAY OF APRIL, NINETEEN HUNDRED AND NINETY-NINE, AT THE NINETEENTH ANNUAL CONVENTION IN CORPUS CHRISTI, TEXAS.

APPROVED AND ADOPTED THIS FOURTEENTH DAY OF SEPTEMBER, TWO THOUSAND, AT THE TWENTIETH ANNUAL CONVENTION IN ANNAPOLIS, MARYLAND.

APPROVED AND ADOPTED THIS TWENTY-SECOND DAY OF APRIL, TWO THOUSAND FOUR, AT THE TWENTY-FOURTH ANNUAL CONVENTION HELD IN CORPUS CHRISTI, TEXAS.

APPROVED AND ADOPTED THIS FOURTEENTH OF APRIL, TWO THOUSAND FIVE, AT THE TWENTY-FIFTH ANNUAL CONVENTION HELD IN WASHINGTON, D.C.

APPROVED AND ADOPTED THIS TWENTY SECOND OF MARCH, TWO THOUSAND SEVEN, AT THE TWENTY-SEVENTH ANNUAL CONVENTION HELD IN SAN DIEGO, CALIFORNIA.

APPROVED AND ADOPTED THIS SIXTH DAY OF MAY, TWO THOUSAND ELEVEN, AT THE THIRTY-FIRST ANNUAL CONVENTION HELD IN SAN ANTONIO, TEXAS.

####

ANNEX C**ANSO REGIONAL ASSIGNMENT**

EASTERN	CENTRAL	WESTERN
Connecticut	Alabama	Alaska
District of Columbia	Arkansas	Arizona
Delaware	Iowa	California
Florida	Illinois	Colorado
Georgia	Indiana	Hawaii
Massachusetts	Kansas	Idaho
Maryland	Kentucky	Montana
Maine	Louisiana	North Dakota
North Carolina	Michigan	New Mexico
New Hampshire	Minnesota	Nevada
New Jersey	Missouri	Oregon
New York	Mississippi	South Dakota
Pennsylvania	Montana	Utah
Puerto Rico	Nebraska	Washington
Rhode Island	Oklahoma	Wyoming
South Carolina	Tennessee	
Virginia	Texas	
Vermont	Wisconsin	
West Virginia		

OVERSEAS

Italy (Eastern)
Guam (Western)
Japan (Western)

ANNEX D**ANSO CHAPTERS BY REGION****EASTERN Region Chapters****Established**

ADM David G. Farragut Chapter, NY Metro	2010
Honorable Edward Hidalgo Chapter, Washington, DC	1994
RADM José M. Cabanillas Chapter, Norfolk, VA	2006
ADM Horacio Rivero Chapter, Central FL	2006 (dormant as of 2011)
SA William R. Flores Chapter, Tampa, FL	2013 (actual date 10 Jun 13)
Chief Engineman Justo González Chapter, Miami, FL	2009
COMMODORE Robert F. López Chapter, Sigonella, Italy	2008 (dormant as of 2012)

CENTRAL Region Chapters

PO Margarita Rodríguez Chapter, San Antonio, TX	2008
FN Heriberto Hernández Chapter, Houston, TX	2012
CDR Everett Álvarez Chapter, Mobile, AL	2012 (actual date 02 Apr 12)
RADM Joseph “Pepe” Castillo Chapter, Cleveland, OH	2007 (renamed 10 Apr 13)

WESTERN Region Chapters

RADM Ronald J. Rábago Chapter, Seattle, WA	2011 (actual date 12 Apr 11)
PFC Guy L. Gabaldón Chapter, Honolulu, HI	2009
BM1 Carlos Valdivia Molina Chapter, San Francisco, CA	2008
Major General Angie Salinas Chapter, San Diego, CA	1998 (renamed 05 Dec 13)
Sergeant Rafael Peralta Chapter, Ventura, CA	2013 (actual date 09 Jul 13)

ANNEX E

ANSO HISTORY OF PRESIDENTS, AWARD RECIPIENTS, AND CONVENTION SITES

A. NATIONAL PRESIDENTS

COL Fred Romero, USMCR	1980
CDR Ramón García, USNR	1981-1985
CDR Joe Mancías, USNR	1985-1987
CAPT Rosendo Gutiérrez, USNR	1987
CDR Ramón García, USNR	1988-1989
CAPT Henry López, USNR	1990-1991
CAPT William Nieto, Jr., USNR	1991-1993
CDR Raúl Castañeda, USN	1993-1996
CAPT Adolfo Ramírez, USCG	1996-1999
LtCol Ismael “Junior” Ortiz, Jr., USMC	1999-2001
CAPT William Nieto, Jr., USNR (Ret.)	2001-2005
CAPT Kathlene Contres, USN	2005-2009
CDR Mery-Ángela Katson, USN	2009-2011
RDML William Rodríguez, USN (Ret.)	2011-

B. AWARD RECIPIENTS

1. The Hidalgo Medal

- CAPT William Nieto, Jr., USNR
- CAPT Thomas E. Contreras, USN
- CAPT Kathlene Contres, USN 2009
- CAPT Ric Rodríguez, USCG 2010
- RDML José L. Betancourt, USN (Ret.) 2011

2. The García Medal

- LtCol Ismael “Junior” Ortiz, Jr., USMC
- LCDR Edwin Díaz-Rosario, USCG
- LT Michael Files, USN
- NCCM (SW/AW) José Velázquez, USN 2008
- LCDR Mark Venzor, USN 2009
- Ms. Aidalis Mills, CIV 2010
- LT Kristina Meléndez, USN 2011

3. The Legacy in Leadership and Vision Award

- MajGen Ángela Salinas, USMC 2010
- RDML Joseph “Pepe” Castillo, USCG 2011

4. The CAPT Contres Award

- RPC (SW/AW/FMF) Rafael Barney, USN 2010
- CAPT José J. Acosta, USN 2011

5. The Lifetime Achievement Award

- NCCM (SW/AW) José Velázquez, USN 2010
- RDML William Rodríguez, USN (Ret.) 2011

6. The Excellence in Leadership and Mentoring Award

- LCDR Richard Angelet, USCG 2010
- LT Yamaris D. Barril, USCG 2011

7. The Outstanding Chapter President Award

- LCDR Frances Crespo, USN 2010
- RPC (SW/AW/FMF) Rafael Barney, USN 2011

8. The Outstanding Chapter Program Award

- The Honorable Edward Hidalgo Chapter of Washington, DC 2010
- The ANSO Chapter of San Diego 2011

C. ANNUAL GENERAL CONVENTION SITES

Norfolk, VA	2008
San Diego, CA	2009
Portsmouth, VA	2010
San Antonio, TX	2011
San Diego, CA	2012

ANNEX F

ANSO CHAPTER SCHOLARSHIP SOP



**ASSOCIATION OF NAVAL SERVICES OFFICERS,
INCORPORATED**

**CHAPTER SCHOLARSHIP COMMITTEE
STANDARD OPERATING PLAN (SOP)**

Drafted
27 Jul 2012

F - 1

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Table of Contents

- A. Purpose of the Chapter Scholarship Committee
- B. Programs/Fundraising Committee Coordination
- C. Solicitation for Candidates
- D. Receipt of Candidate Applications
- E. Review and Ranking Process
- F. Interview Process
- G. Selection Process
- H. Notification Process
- I. Award Presentation Planning
- J. Lessons Learned

- APPENDIX 1 - Scholarship Application Package
- APPENDIX 2 - Validation of Candidates Checklist
- APPENDIX 3 - Application Letter of Receipt
- APPENDIX 4 - Ranking Criteria
- APPENDIX 5 - Personal Interview Letter
- APPENDIX 6 - Guest Admission Letter
- APPENDIX 7 - Conducting Interviews
- APPENDIX 8 - Letter of Appreciation
- APPENDIX 9 - Selection Letter
- APPENDIX 10 - Award Certificate
- APPENDIX 11 - Award Letter
- APPENDIX 12 - Scholarship Awards Invitation Letter
- APPENDIX 13 - Scholarship Process Timetable

A. PURPOSE OF THE CHAPTER SCHOLARSHIP COMMITTEE

The Chapter Scholarship Committee serves a critical function within the Chapter by developing and implementing a scholarship program that provides scholarship opportunities to local high school students. The value of the scholarship(s) shall be based on availability of scholarship funds. The Scholarship Committee's responsibilities will include:

- Assisting the Programs and/or Fundraising Committee with fundraisers
- Soliciting local high schools (within geographic area) for candidates
- Acknowledgement of receipt of application and eligibility of candidates
- Review and ranking of candidate applications
- Interview process
- Selection process
- Notification process
- Planning and coordinating all aspects of the Scholarship Award presentation
- Completing a lessons learned report

B. PROGRAMS/FUNDRAISING COMMITTEE COORDINATION

Scholarships are awarded based on the amount of funds available. The Scholarship Committee should provide suggestions to the Programs and/or Fundraising Committee on possible fundraisers to increase the scholarship fund balance. These fundraisers could include bake/food sales, shopping trips, sales of items, silent auctions, or any other such event. The Scholarship Chair or Co-Chair should serve on the Programs and/or Fundraising Committee responsible for sponsoring events that benefit the Scholarship fund.

C. SOLICITATION FOR CANDIDATES

The Scholarship Chair or selected member(s) of the committee will send application packages to the appropriate local high school district officers for distribution to school guidance counselors (see Appendix 1).

D. RECEIPT OF CANDIDATE APPLICATIONS

The Scholarship Chair or selected member(s) of the committee should ensure the following is completed as each package is received:

- Applications entered into an Excel file for easy referencing
- Applications received by deadline
- Applications contain all required documentation and applicants meet required qualifications (see Appendix 2)
- Applicants receive notification from the chapter stating application received and if eligible or ineligible, with reason why (see Appendix 3)

E. REVIEW AND RANKING PROCESS

The committee members selected to participate in the review and ranking process of the candidates should be provided with a portion of the application packages. For example, if 40 applications are received, and there are four committee members assigned to review and rank candidates, then each member should receive 10 applications to review.

Applicants will be scored on GPA, essay and other criteria the committee has determined should be utilized to select top candidates (see Appendix 4). Each committee member will rank the candidates from his or her list, based on their applications, and select the top candidate(s) to be interviewed, depending on the number of applications received (see Appendix 5).

F. INTERVIEW PROCESS

If possible, the committee members assigned to conduct the interviews should be the same members who previously ranked the candidates. If not possible, the interview panel should receive prior to the interview a copy of the application package for each candidate selected in order for panel members to become familiar with those candidates. One of the interviewing panel members should contact the candidates chosen to be interviewed to arrange a date to conduct the interview.

If interviewing by telephone, interviews should be conducted in a conference room which has the appropriate telecommunication capability. A speakerphone should be utilized to conduct these interviews.

If the interview panel decides to interview candidates in person, the panel members shall make the appropriate arrangements in advance to allow the interviewing members access to the school or to accommodate the students on base/headquarters (see Appendix 6).

Interviews should be scheduled at least one week prior to the actual interview date to allow students time to prepare and be in a place on time for the interview. The time of the interviews should occur between 4 p.m. – 5 p.m. so it does not interfere with work or school schedules. The interviews should last 15 – 20 minutes (see Appendix 7).

G. SELECTION PROCESS

After all interviews have been conducted, the interviewing panel members shall select the top candidate(s) to be the recipient(s) of the award. The number of recipients shall be based on the amount of funds available for distribution. The decision on the distribution must be approved by the Scholarship Committee Chair and the Chapter's Executive Committee.

H. NOTIFICATION PROCESS

The Scholarship Committee shall send appropriate notification to selected and non-selected candidates (see Appendices 8 and 9).

I. AWARD PRESENTATION PLANNING

Presentation of the Scholarship Award(s) may take place in a variety of ways, from a simple, yet official presentation at a Chapter meeting with Chapter members and base leadership, to a special presentation at the student's school (e.g. in the classroom, during an assembly), to an informal luncheon at an appropriate facility, to a formal dinner or banquet ceremony, as determined by the Scholarship Committee.

During the awards event, the recipient(s) will be presented with the official certificate of award (see Appendix 10) and monetary award (check). However, the monetary award may be presented separately if the Scholarship Committee does not receive proof of college acceptance/registration prior to award presentation (see Appendix 11). It is imperative that the student provide proof of college acceptance/registration (including proof of intent to attend/acceptance of offer) via their school counselor prior to issuance of monetary award.

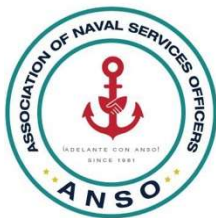
If the committee decides to plan a ceremony at an offsite facility, the committee members selected to handle the awards ceremony shall provide three possible locations and submit their recommendation to the Scholarship Committee Chair and then the Executive Committee for approval. The committee should keep in mind to select a site which holds at least 50 people (preferably to a maximum of 75) and, if possible, a stand-alone facility in order to avoid interference from other possible events being held in a particular venue. **Note: No contracts for any site shall be signed until approval is granted from the Chapter's Executive Committee.**

The award presentation planning committee members should work with the Programs and/or Fundraising Committee in the development of flyers and program for whatever event is decided. If ticket sales are to be utilized, a schedule of committee members and times for ticket sales should be developed and followed in order to ensure equal participation from all parties involved. The committee shall also invite the previous year's award recipient to participate in the current year's program (see Appendix 12).

J. LESSONS LEARNED

All committee members should send an email to the Scholarship Committee as to what worked well and what needs to be improved for the next year. Revise the scholarship process timeline, as needed (see Appendix 13). This will help the process to become more effective and efficient. No comment is too small, all comments are welcome.

APPENDIX 1



ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

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YYYY SCHOLARSHIP AWARD

ANSO, Inc. is a non-profit organization which actively supports the Sea Services in the development of a diverse officer corps by fostering the personal growth and professional development of officers, enlisted, and civilian personnel; providing mentorship, networking, training, and educational opportunities; and engaging the Hispanic community through outreach initiatives. The (Name) Chapter of (City, ST) is now accepting applications from all interested local high school students who will be graduating in the Spring of YYYY. (#) scholarship(s) in the amount of (\$XXXX) will be awarded to (#) deserving high school senior(s) who demonstrate(s) superior academic performance, community/school involvement, leadership, character, motivation, as well as financial need/hardship.

A complete application package must be submitted electronically to the scholarship committee no later than March 31, YYYY. The package consists of the completed scholarship application, written essay, completed certification of academic standing form, official high school transcript, and personal recommendations. **APPLICATIONS RECEIVED AFTER MID-NIGHT MARCH 31, YYYY AND/OR INCOMPLETE PACKAGES WILL NOT BE CONSIDERED (not responsible for delivery failure).**

ELIGIBILITY REQUIREMENTS

- Applicant must be graduating from an accredited secondary educational institution.
- Applicant must have applied for admission into at least one accredited institution of higher learning for the Fall YYYY school term.
- Applicant must have at least a 3.0 cumulative GPA. *(or as determined by the Scholarship Committee)*
- Applicant must have a minimum scores of Math 520/ English 530 (SAT) or Math 21/ English 22 (ACT). *(or as determined by the Scholarship Committee)*
- Applicant must provide at least two recommendations. Recommendations can be from the following: official of current school, community organization, church, or an employer.
- The applicant must reside within the (location) area.

QUALIFYING COMPETITIVE FACTORS

- An essay written on one of the following topics: *(or as determined by the Scholarship Committee)*
 1. My chosen field of study is ... because ...
 2. Why it is important for me to attend college
 3. How my community, church, or family has influenced me

Failure to address one of the specified topics disqualifies the essay. The essay must be (350 to 500) words, typed, 11-12 pitch font, and double-spaced with 1-inch margins. Essays will be rated on content, depth, grammar, organization, and originality.

- An interview consisting of a question/response session (only finalists, determined by the committee, will be interviewed.)

SUBMISSION AND SELECTION PROCESS

- Upon completion of the scholarship selection process, the scholarship recipient will be notified of his or her selection. An alternate may be selected, in the event that the first recipient is not accepted for admission to an accredited institution of higher learning.
- In order to ensure proper notification of the status of an applicant's package, an accurate email address is required. Please allow 2-4 weeks after application deadline for selection and notification.
- Presentation of the scholarship award will be conducted by members of ANSO's (Name) Chapter of (City, ST).
- All information submitted will become property of the (Name) Chapter of (City, ST). Submit packages electronically to: Rank, First Name, Last Name, Scholarship Committee Chair, email.address@domain.mil, ###-###-####.

F - 6

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APPENDIX 1 (cont'd)

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

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YYYY SCHOLARSHIP APPLICATION SAMPLE

Please complete all sections of the application by typing or printing legibly.

SECTION 1 – PERSONAL INFORMATION

Applicant's Name: (First, Last)	
Applicant's Date of Birth	Applicant's Age
Home Address:	
City, ST, Zip Code:	
Applicant's Email Address:	Applicant's Home/Cell Number
Parent/Guardian's Name: (First, Last)	
Parent/Guardian's Email Address:	Applicant's Work/Cell Number

SECTION 2 – ACADEMIC INFORMATION

School Name:	
School Address:	
City, ST, Zip Code:	
Principle's Name: (First, Last)	
Principle's School Number	
Applicant's Cumulative GPA:	
Institution(s) To Which Applied/Accepted For Admission: (Name, Location)	Offer Accepted (Attach Documentation): Yes / No
Applicant's Intended Field(s) of Study:	

F - 205

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SECTION 3 – ACTIVITIES AND INTERESTS

A. List and briefly describe your high school extracurricular activities (e.g. club memberships, sports, etc.):

Organization	Position Held	Dates of Involvement

Brief description of your responsibilities/accomplishments:

B. List and briefly describe any volunteer activities in which you have been involved (e.g. church, community organizations, etc.):

Organization	Activity	Dates of Involvement

Brief description of how you participated:

C. List and briefly describe any work experience:

Position	Employer	Dates of Employment

Brief description of your work responsibilities:

D. List honors or academic awards you have received (e.g. scholarly activities, research, etc.):

Award/Honor	Institution/Organization	Date

SECTION 4 – SHORT ANSWER

A. (Financial Statement) How will you be financing your college education, and how will a scholarship impact your plans? Include total amount of funds available for education during year for which scholarship application is submitted: \$ _____.

B. (Optional) Is there any other information that we should know about you? This is your opportunity to include information that is not contained in other areas of the application. Please be specific.

SECTION 5 – ESSAY

A. On a separate sheet of paper, write an essay on one of the following topics and attach to this application:

- My chosen field of study is ... because ...
- Why it is important for me to attend college
- How my community, church, or family has influenced me

B. Essay must be 350 to 500 words, typed, 11-12 pitch font, and double-spaced with 1-inch margins (*or as determined by the Scholarship Committee*).

SECTION 6 – ACKNOWLEDGMENT

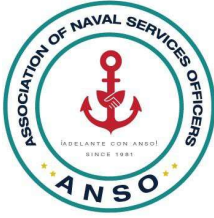
I acknowledge I am a graduating high school senior during the current school year, and the information provided on this application is true and accurate to the best of my knowledge. I also understand that any information found to be intentionally falsified will result in forfeiture of any scholarship award.

Applicant's Signature

Date

Parent's/Guardian's Signature
(Required if applicant is less than 18 years old)

APPENDIX 1 (cont'd)



ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

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YYYY CERTIFICATION OF ACADEMIC STANDING

Student Name:

Student Identification Number:

School Name:

School Address:

Please complete the following information for the student named above and affix school seal below:

_____ Is officially enrolled for the YYYY-YYYY school year

_____ Has a cumulative GPA of _____ (Please attach official TRANSCRIPT)

_____ Has SAT or ACT scores of _____ (Math) and _____ (English)

_____ Has an anticipated Graduation Date of _____

_____ Other Comments:

Signed by:

School Counselor/Administrator

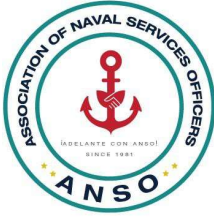
Date

School Email Address

School Phone Number

AFFIX SCHOOL SEAL HERE!

APPENDIX 1 (cont'd)



ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

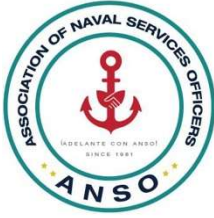
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YYYY SCHOLARSHIP RECOMMENDATION FORM

Applicant's Name:

The student named above has applied for ANSO's YYYY (Name) Chapter of (City, ST) Scholarship Award. Please provide a recommendation in regard to this student's leadership, character, attitude, motivation, or any other pertinent information you feel may aid in evaluating his or her merit as a scholarship recipient. [This page may be photocopied for additional references, or a letter typed on official letterhead stationery (e.g. school, church, business, etc.) may be attached.]

APPENDIX 2



ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

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VALIDATION OF CANDIDATES CHECKLIST SAMPLE

Note to Scholarship Committee Members: Use this checklist to determine applications submitted by potential candidates are completed, as required. If any response is NO, that candidate is disqualified from competition for the scholarship. *(Criteria as determined by Scholarship Committee)*

Name of candidate	Minimum GPA	Minimum SAT or ACT scores	College choice listed on application	Essay submitted	Seal affixed to certification form	Two recommendations submitted

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APPENDIX 3

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC. (Name) Chapter of (City, ST)

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YYYY-YYYY EXECUTIVE COMMITTEE

DD Mmm YYYY

CHAPTER PRESIDENT

Name

CHAPTER VICE-PRESIDENT

Name

CHAPTER SECRETARY

Name

CHAPTER TREASURER

Name or Vacant

CHAPTER MEMBERSHIP

COORDINATOR

Name or Vacant

CHAPTER HISTORIAN

Name or Vacant

CHAPTER CHAPLAIN

Name or Vacant

CHAPTER PUBLIC AFFAIRS

OFFICER

Name or Vacant

CHAPTER MASTER-AT-ARMS

Name or Vacant

From: Rank, First Name, Last Name, Service Branch
Chair, Scholarship Committee

To: Name of Student
Home Address, City, ST, Zip Code

Subj: YYYY SCHOLARSHIP APPLICATION LETTER OF RECEIPT

1. We have received your package for ANSO's YYYY (Name) Chapter of (City, ST) Scholarship Award. The status of your application is as follows:

_____ Your application has been accepted and forwarded for consideration. Good luck!

Your application is ineligible or disqualified for the reason(s) stated below:

Receipt of Application

☐ Delivered or received after deadline

Application package incomplete (marked item[s] missing/incomplete):

☐ Application Form

☐ Essay

☐ Certification of Academic Standing Form with school seal

☐ Official Transcript

☐ Recommendations

Eligibility requirement(s) not met:

☐ School applicant currently attends not named

☐ Institution(s) applicant accepted to attend not named

☐ GPA less than 2.5

Essay:

☐ Not typed as instructed

☐ Does not address one of the three specified topics

☐ Significantly less than minimum or more than maximum number of words

Thank you for your interest and best wishes for your future endeavors.

2. If you have any questions, please feel free to contact me at ###-###-#### or email.address@domain.mil.

FI. MI. LAST NAME

F - 13

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APPENDIX 4



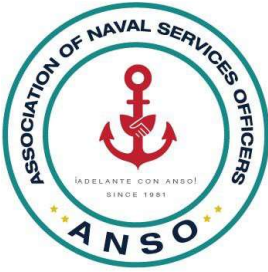
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(Name) Chapter of (City, ST)

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RANKING CRITERIA OF COMPETITIVE FACTORS

Applicant's Name: _____

1. <u>Written Essay</u>	4-(Excellent)	3-(Very good)	2-(Good)	1-(Fair)
• content (maximum 4 points)				_____
• depth (maximum 4 points)				_____
• grammar (maximum 4 points)				_____
• organization (maximum 4 points)				_____
• originality (maximum 4 points)				_____
Average Written Essay Points (maximum 4 points)				_____
2. <u>GPA from Certification of Academic Standing Form</u>	4-(3.5+)	3-(3.0-3.4)	2-(2.75-2.99)	1-(2.5-2.74)
Total GPA Points (maximum 4 points)				_____
3. <u>Financial Need (based on financial statement on application)</u>	4-(Extreme)	3-(High)	2-(Some)	1-(Low)
Total Financial Need Points (maximum 4 points)				_____
4. <u>Recommendations</u>	4-(Highly recommended)	3-(Well recommended)		
2-(Fairly recommended)		1-(Poorly recommended)		
Average Recommendation Points (maximum 4 points)				_____
5. <u>Interview</u>	4-(Excellent)	3-(Very good)	2-(Good)	1-(Fair)
• interest and motivation (maximum 4 points)				_____
• responsibilities and involvement (maximum 4 points)				_____
• leadership and service (maximum 4 points)				_____
• character and attitude (maximum 4 points)				_____
• communication (maximum 4 points)				_____
Average Interview Points (maximum 4 points)				_____
GRAND TOTAL OF POINTS FOR COMBINED COMPETITIVE FACTORS				
(maximum 20 points)				



APPENDIX 5
ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

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YYYY-YYYY EXECUTIVE COMMITTEE

DD Mmm YYYY

CHAPTER PRESIDENT
 Name
CHAPTER VICE-PRESIDENT
 Name
CHAPTER SECRETARY
 Name
CHAPTER TREASURER
 Name or Vacant
CHAPTER MEMBERSHIP
 COORDINATOR Name
 or Vacant
CHAPTER HISTORIAN Name or
 Vacant
CHAPTER CHAPLAIN Name or
 Vacant
CHAPTER PUBLIC AFFAIRS
OFFICER
 Name or Vacant
CHAPTER MASTER-AT-ARMS
 Name or Vacant

From: Rank, First Name, Last Name, Service Branch
 Chair, Scholarship Committee
To: Name of Student
 Home Address, City, ST, Zip Code
Subj: YYYY SCHOLARSHIP INTERVIEW LETTER

1. Congratulations on your selection as a finalist for the Association of Naval Services Officers (ANSO) YYYY (Name) Chapter of (City, ST) Scholarship Award!

2. Your personal interview is scheduled for:

Date:
 Time:
 Location: *(if not interviewing by telephone)*

2. Please call me at ###-###-#### to confirm your interview appointment. If not confirmed in advance, your application will be disqualified and no longer considered for a scholarship award.

4. I look forward to hearing from you soon. If you have any other questions, you may also contact at email.address@domain.mil.

FI. MI. LAST NAME



APPENDIX 6
ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

¡Adelante con ANSO!

YYYY-YYYY EXECUTIVE COMMITTEE

DD Mmm YYYY

CHAPTER PRESIDENT

Name

CHAPTER VICE-PRESIDENT

Name

CHAPTER SECRETARY

Name

CHAPTER TREASURER

Name or Vacant

**CHAPTER MEMBERSHIP
COORDINATOR**

Name or Vacant

CHAPTER HISTORIAN

Name or Vacant

CHAPTER CHAPLAIN

Name or Vacant

**CHAPTER PUBLIC AFFAIRS
OFFICER**

Name or Vacant

CHAPTER MASTER-AT-ARMS

Name or Vacant

From: Rank, First Name, Last Name, Service Branch
 Chair, Scholarship Committee
 To: Security Office Supervisor

Subj: GUEST ADMISSION TO BASE/HQ

1. The Association of Naval Services Officers (ANSO) (Name) Chapter of (City, ST) will be interviewing a number of area high school seniors who have applied for our Scholarship Award. The interviews will be conducted on (date) between the hours of (time) in (location).

2. Please admit the students listed below when they arrive. Committee members have been assigned to escort the students from the (name or number of gate/entrance) to the designated interview area and back. If an escort is not present when the student(s) arrive(s), please direct the student(s) to wait until an escort arrives.

3. The expected student(s) follow below:

Finalist 1:

Finalist 2:

Finalist 3:

4. If you need additional information, please feel free to contact me at ###-###-#### or email.address@domain.mil. Your services are greatly appreciated.

FI. MI. LAST NAME



APPENDIX 7

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC. (Name) Chapter of (City, ST)

¡Adelante con ANSO!

Conducting Interviews

Prior to interviews, each panel member and alternate should review each finalist's package.

One panel member shall serve as the lead for all interviews; unless he or she is not able to be present, then another panel member will take the lead. The panel leader will:

- Welcome and thank the applicant for submitting an application;
- Introduce panel members, including self, to the applicant;
- Ask applicant if he or she is ready to begin the question and answer session; panel members should focus on asking questions regarding CLASS – Character, Leadership, Academics, Service, Sports (some sample questions below);
 - What are your long term goals in life?
 - What was the reason for the topic you selected for your essay?
 - Why did you select a particular school to continue your education?
 - What decisions have you made in the last six months that have had an impact on your educational or personal growth?
 - What are your plans for the summer?
 - What are a few things we should know about you that may influence our decision to select you as one of our scholarship recipient?
 - If selected, you will be asked to attend the award presentation/ceremony. It may be held at your school, here on base/at headquarters, or at an outside facility. If here or at another facility, will you be able to attend with your parent or guardian?
 - Are there any other questions from the panel members for (name of applicant)?
 - What questions might you have for us?
- Advise the applicant that a notification letter of acceptance or denial will be forthcoming in the next couple of weeks;
- Advise the applicant that, if selected, the notification letter will include the date and time of the award presentation/ceremony and the need to be present, along with her or her parent(s)/guardian(s), to accept the award. The applicant must respond to the notification letter regarding the number of persons who will be attending with him or her.

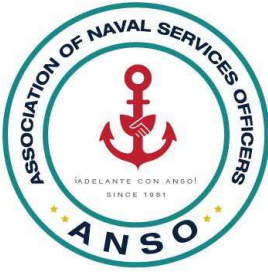


APPENDIX 7(cont'd)
ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

¡Adelante con ANSO!

Conducting Interviews
(Worksheet of Sample Questions)

1. What are your long term goals in life?
2. What was the reason for the topic you selected for your essay?
3. Why did you select a particular school to continue your education?
4. What decisions have you made in the last six months that have had an impact on your educational or personal growth?
5. What are your plans for the summer?
6. What are a few things we should know about you that may influence our decision to select you as one of our scholarship recipient?
7. If selected, you will be asked to attend the award presentation/ceremony. It may be held at your school, here on base/at headquarters, or at an outside facility. If here or at another facility, will you be able to attend with your parent or guardian?
8. Are there any other questions from the panel members for (name of applicant)?
9. What questions might you have for us?



APPENDIX 8
ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

¡Adelante con ANSO!

YYYY-YYYY EXECUTIVE COMMITTEE

DD Mmm YYYY

CHAPTER PRESIDENT

Name

CHAPTER VICE-PRESIDENT

Name

CHAPTER SECRETARY

Name

CHAPTER TREASURER

Name or Vacant

**CHAPTER MEMBERSHIP
COORDINATOR**

Name or Vacant

CHAPTER HISTORIAN

Name or Vacant

CHAPTER CHAPLAIN

Name or Vacant

**CHAPTER PUBLIC AFFAIRS
OFFICER**

Name or Vacant

CHAPTER MASTER-AT-ARMS

Name or Vacant

From: Rank, First Name, Last Name, Service Branch

Chair, Scholarship Committee

To: Name of Student

Home Address, City, ST, Zip Code

Subj: YYYY SCHOLARSHIP AWARD LETTER OF APPRECIATION

1. Thank you for applying to the Association of Naval Services Officers (ANSO) (Name) Chapter of (City, ST) Scholarship Program. Your interest in our program is greatly appreciated, and your scholastic accomplishments are to be highly commended.

2. The competition was extremely keen, and we regret to inform you that you were not selected as a recipient for this year's program. However, we salute your outstanding academic and personal achievements and are confident that you are on the pathway to success.

3. Thank you again for participating in this year's scholarship program and best wishes to you as you continue your educational endeavors!

FL. MI. LAST NAME



APPENDIX 9
ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

¡Adelante con ANSO!

YYYY-YYYY EXECUTIVE COMMITTEE

DD Mmm YYYY

CHAPTER PRESIDENT

Name

CHAPTER VICE-PRESIDENT

Name

CHAPTER SECRETARY

Name

CHAPTER TREASURER

Name or Vacant

**CHAPTER MEMBERSHIP
COORDINATOR**

Name or Vacant

CHAPTER HISTORIAN

Name or Vacant

CHAPTER CHAPLAIN

Name or Vacant

**CHAPTER PUBLIC AFFAIRS
OFFICER**

Name or Vacant

CHAPTER MASTER-AT-ARMS

Name or Vacant

From: Rank, First Name, Last Name, Service Branch

Chair, Scholarship Committee

To: Name of Student

Home Address, City, ST, Zip Code

Subj: YYYY SCHOLARSHIP AWARD SELECTION LETTER

1. ¡Felicitaciones! Congratulations on your selection as an award recipient of the Association of Naval Services Officers (ANSO) (Name) Chapter of (City, ST) Scholarship Program. The amount to be awarded to you is \$_____.

2. We request your presence at the (Name) Chapter Scholarship Awards Ceremony, where your certificate and monetary award will be officially presented to you. Please contact me at ###-###-#### or email.address@domain.mil no later than (date) to confirm your intent to attend the ceremony and the number of persons who will be attending with you. The ceremony is (formal, semi-formal, business-casual) attire and will be held:

- Date: (include day, date, time)
- Location:
- Address:

3. Please note that, if the Scholarship Committee has not received proof of college acceptance/registration (including proof of intent to attend/acceptance of offer) prior to the award presentation, the monetary award will be presented to you separately, upon receipt of the required documentation. Failure to do so will result in forfeiture of your monetary award. Acceptable documentation may be mailed, emailed, or faxed and may include:

- An official letter from the Registrar's Office
- A copy of your tuition payment receipt
- A notarized/certified letter of intent to attend/acceptance of offer

4. Congratulations again and thank you for participating in this year's scholarship program. We look forward to seeing you soon! ¡Muchas gracias!

FI. MI. LAST NAME

F - 20

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APPENDIX 10

Sample Chapter Scholarship Award Certificate

	
<p><i>The Association of Naval Services Officers, Inc.</i> <i>(Name) Chapter of (City, ST)</i></p>	
<p><i>Proudly Presents this Certificate for the</i> <i>YYYY</i></p>	
<p><i>Scholarship Award To</i></p>	
<p><i>First Name Last Name</i></p>	
<p><i>School Name, City, ST</i></p>	
<p><i>In Recognition of Superior Academic Performance, Leadership, and Character Your efforts and accomplishments are truly outstanding and well deserving of this \$_____ scholarship.</i></p>	
<p><i>Congratulations on your selection and best wishes for the future.</i></p>	
<p><i>Presented this DDth day of Month, YYYY</i></p>	
<p>_____ Name Chapter President</p>	<p>_____ Name Chapter Scholarship Committee Chair</p>



APPENDIX 11

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

¡Adelante con ANSO!

YYYY-YYYY EXECUTIVE COMMITTEE

DD Mmm YYYY

CHAPTER PRESIDENT

Name

CHAPTER VICE-PRESIDENT

Name

CHAPTER SECRETARY

Name

CHAPTER TREASURER

Name or Vacant

CHAPTER MEMBERSHIP

COORDINATOR Name

or Vacant CHAPTER

HISTORIAN Name or

Vacant CHAPTER

CHAPLAIN Name or

Vacant

CHAPTER PUBLIC AFFAIRS

OFFICER

Name or Vacant

CHAPTER MASTER-AT-ARMS

Name or Vacant

From: Rank, First Name, Last Name, Service Branch
 President, (Name) Chapter of (City, ST)
 To: Name of Student
 Home Address, City, ST, Zip Code

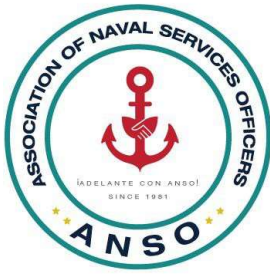
Subj: YYYY SCHOLARSHIP AWARD LETTER

1. ¡Felicitaciones! Congratulations! Your proof of college acceptance/registration (proof of intent to attend/acceptance of offer) has been received, and, on behalf of the Association of Naval Services Officers (ANSO) (Name) Chapter of (City, ST), I am pleased to present to you our YYYY Scholarship Award in the amount of \$_____. In recognition of your superior academic performance, leadership, and character, our Scholarship Committee has determined that you are a deserving recipient of this award, and we hope these funds will assist you in pursuing your educational goals.

2. If you have any questions, please feel free to contact our Scholarship Committee Chair, at ###-###-#### or email.address@domain.mil. We also look forward to hearing from you, so please provide updates as to how you are progressing through your college years.

3. Congratulations, again, and best wishes for the future as you achieve your next level of success. Job well done! ¡Muy bien hecho!

FI. MI. LAST NAME



APPENDIX 12
ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

¡Adelante con ANSO!

YYYY-YYYY EXECUTIVE COMMITTEE

DD Mmm YYYY

CHAPTER PRESIDENT

Name

CHAPTER VICE-PRESIDENT

Name

CHAPTER SECRETARY

Name

CHAPTER TREASURER

Name or Vacant

CHAPTER MEMBERSHIP

COORDINATOR Name

or Vacant **CHAPTER**

HISTORIAN Name or

Vacant **CHAPTER**

CHAPLAIN Name or

Vacant

CHAPTER PUBLIC AFFAIRS

OFFICER

Name or Vacant

CHAPTER MASTER-AT-ARMS

Name or Vacant

From: Rank, First Name, Last Name, Service Branch

Chair, Scholarship Committee

To: Name of Student

Home Address, City, ST, Zip Code

Subj: SCHOLARSHIP AWARDS INVITATION LETTER

1. ¡Bienvenido(a)! Welcome home! We hope that your first year of college was an exciting and academically successful one.

2. As one of last year's scholarship recipient, we are requesting your presence at this year's (Name) Chapter Scholarship Awards Ceremony. We would also like you to present a few brief remarks on your first year of college and how our scholarship program assisted you with your college endeavors.

3. Please contact me at ###-###-#### or email.address@domain.mil no later than (date) to confirm your intent to attend and the number of persons who will be attending with you. Your ticket will be free; however, additional attendees will be asked to pay \$ per person or \$ per couple. The ceremony is

(formal, semi-formal, business-casual) and will be held:

- Day, Date @ Time
- Location:
- Address:

4. Thank you for considering participating in our program and congratulations again on successfully completing your first year of college. ¡Felicitaciones!

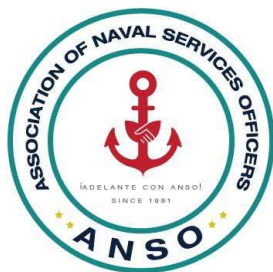
FI. MI. LAST NAME

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APPENDIX 12

**ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)**

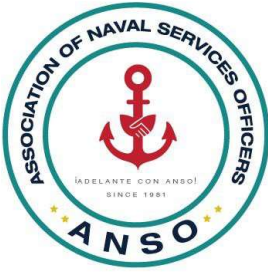
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APPENDIX 13
ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

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SCHOLARSHIP PROCESS TIMETABLE

Note: Time frames are only guidelines (based on experience), but **deadlines are absolute**. If deadlines are not met, the entire scholarship application process will be thrown off schedule, affecting the awarding of scholarships before students enter school. Scholarship Committee Chair or Co-Chair will be responsible for ensuring tasks are assigned and deadlines are met.

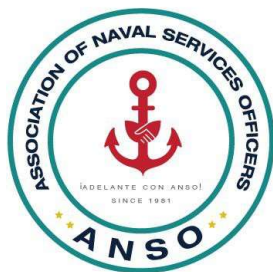
Estimated time frame for completion of YYYY process		Taskers Number of committee members needed	Names of committee members responsible for taskers
4 th week in September	Standard Operating Plan reviewed and approved by committee members	All committee members	All committee members
2nd week in October	Scholarship application reviewed and approved w/ recommendations by all committee members	All committee members	All committee members
3 rd week in October	Scholarship application finalized, based on recommended changes from committee members	Scholarship Chair and Co-Chair	
2 nd week in December	Scholarship application released (deadline for applications March 30 th)	One committee member and Chapter President	
December - March	Receipt of applications (Chapter President will deliver to Committee Chair)	Scholarship Chair and Co-Chair	
December - March	Notifications sent to candidates, validating receipt of application (based on validation of applications by Committee Chair and Co-Chair)	Two committee members	

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F – 24
APPENDIX 13

ASSOCIATION OF NAVAL SERVICES OFFICERS, INC.
(Name) Chapter of (City, ST)

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3 rd week in January	Award site determined/ visited for May ceremony	Four committee members	
3 rd week in February	If banquet site is decided, recommendation submitted to Executive Committee for approval	Scholarship Chair and Co-Chair	
1 st week in March	If banquet site is approved, contract signed	Scholarship Chair and Co-Chair	
1 st week in April	Applications distributed to ranking and interview panel	Four committee members (identify team leader)	
2 nd week in April	Candidates to interview selected	Two to four committee members (identify team leader)	
3 rd week in April (make sure it does not conflict with spring break week)	Selection of awardee(s) submitted to Scholarship Chair and Executive Committee	Ranking and Interview panel team leader	
3 rd -4 th week in April	Selected and Non-Selected notifications sent	One committee member	
April – May	Tickets, flyers, posters, and cardboard check(s) for recipient(s) created/ distributed; Also, Programs/ Fundraising Committee(s) contacted to assist w/ developing event program	All committee members (identify team leader)	
May	Plans with event site finalized, if necessary	Scholarship presentation/ceremony planning members	

May (Date)

Award ceremony held

All committee
members

ANNEX G

ANSO MEMORANDUMS OF UNDERSTANDING



UNITED STATES COAST GUARD MOU
(23 Mar 2007)

UNITES STATES MARINE CORPS MOU
(19 Aug 2006)

UNITED STATES NAVY MOU
(7 Apr 2006)

G - 1

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MEMORANDUM OF UNDERSTANDING
between the
ASSOCIATION OF NAVAL SERVICES OFFICERS
and the
UNITED STATES COAST GUARD

1. PARTIES

This Memorandum of Understanding (MOU) recognizes the cooperative efforts of and the relationship between the Association of Naval Services Officers (ANSO) and the United States Coast Guard (USCG).

2. BACKGROUND

ANSO is a professional organization committed to supporting the sea services in the recruitment, development, and retention of highly qualified Hispanics and other minorities; harnessing the strength of a diverse workforce; and optimizing the readiness of our sea services for the safety, security, and defense of our nation. ANSO is committed to leading, and mentoring officers, enlisted members, and civilian employees of the sea services, as well as our country's youth, to enable them to achieve their highest goals. ANSO is also committed to being a change agent in all areas of the sea services and related military organizations; identifying minority problem areas and bringing them to the attention of all cognizant authorities.

The USCG is a military, maritime, multi-mission Armed Service and the lead federal agency entrusted with the responsibility for providing the Nation's Maritime Homeland Security. To meet human resources needs, the USCG requires a highly qualified diverse workforce that is committed to Coast Guard missions. In turn, the USCG is committed to providing its workforce with training and professional development, a nurturing workplace free of discrimination or harassment, and an environment in which all can reach their full potential.

By virtue of its Articles of Incorporation, ANSO has supported the Coast Guard and its programs. Both parties have informally worked in concert to support a diverse workforce that strives to achieve equal opportunity, and the fair and equitable treatment of all personnel.

3. AUTHORITY:

5 U.S.C. 3101, 10 U.S.C. § 503, 14 U.S.C. § 93, 14 U.S.C. 350, 14 U.S.C. § 468, Executive Order 13171.

4. PURPOSE

This MOU establishes a framework for the cooperative relationship between ANSO and the USCG for the purpose of supporting the achievement of the mutual goals of:

- a. Developing, implementing and improving strategies for the achievement and management of

- a diverse workforce of Coast Guard officers, enlisted personnel, and civilian employees.
- b. Establishing and maintaining a positive image of the USCG in ANSO's communities of influence.
- c. Providing personal and professional development opportunities to develop members of ANSO and the USCG.

5. RESPONSIBILITIES

A. ANSO shall, to the extent that resources are reasonably available, support the Coast Guard through existing Coast Guard Outreach programs such as Compass Outreach and the Academy Admissions Partner programs, and by developing programs which incorporate the areas of recruitment and retention of Coast Guard personnel; professional training, career development, mentoring and recognition of Coast Guard officers, cadets, officer candidates, enlisted members and civilian employees; as well as cultural heritage and community outreach by:

1. Support of the recruiting efforts of the Coast Guard through:
 - a. Identification and referral of prospects in support of Coast Guard accession programs to the USCG and providing follow-up contact (where appropriate) to initial recruiting efforts;
 - b. Incorporation of Coast Guard provided materials and personnel in the ANSO community outreach/community based programs which promote positive images of the sea services and active support of Coast Guard community outreach programs such as Partnership in Education. Distribution of Coast Guard provided literature on the Coast Guard and its recruitment efforts in ANSO school and community projects and any other areas of influence;
 - c. Support of Coast Guard recruiters and joint presentations at career/job fairs, college and service academy fairs, school visits and other recruiting activities;
 - d. Cooperative participation in and support of the development and implementation of strategies and programs to recruit minorities into the Coast Guard.
2. Support of the retention efforts of the Coast Guard through:
 - a. Providing role models and mentors for the Coast Guard junior officers, enlisted members, civilian employees, cadets and officer candidates;
 - b. Providing annual opportunities for professional development and networking;
 - c. Providing input and active involvement in the Coast Guard career development program, mentoring in particular.

3. Incorporation and presentation of Coast Guard issues and concerns in its national and local career development, leadership and training programs.
4. Recognition of deserving Coast Guard ANSO members on the national and local levels.
5. Sharing of an annual report on the ANSO with the Assistant Commandant for Human Resources (CG-1):
 - a. Documenting ANSO accomplishments.
 - b. Accounting for the provisions of this MOU.
 - c. Making recommendations to address issues affecting minorities in the Coast Guard.
6. Submission of periodic correspondence relaying minority concerns and diversity issues to the Assistant Commandant for Human Resources (CG-1).
7. When made available, notify ANSO members and associates about the availability of training hosted by the Coast Guard on Recruiting, Human Relations, Diversity, Sexual Harassment, or other professional development topics.

B. The United States Coast Guard agrees to use its best efforts to support ANSO, as legally permissible and to the extent resources are reasonably available, through current and future programs involving minority recruitment and retention, and community outreach by:

1. Designating the Coast Guard Diversity Staff (CG-12B) to assist with coordination and to represent the USCG in official communications with ANSO. Coordination may include such things as Service announcements, notices to the media and speakers for the annual ANSO training symposium;
2. Meeting with ANSO Executive Board members periodically via teleconferences, video conferences, or in person as mutual schedules permit to discuss issues beneficial to both organizations;
3. Sharing demographic statistics with ANSO, so that ANSO can assist with USCG recruitment initiatives;
4. Identifying the appropriate unit for ANSO to communicate with to request/conduct recruiting activities in the community and to request static displays;
5. Supporting nationally sponsored professional development and training conferences and meetings by publicizing such events throughout the USCG and by encouraging participation at all levels, as resources are available;

6. Providing Coast Guard representation and active involvement with ANSO in all mentoring efforts, as resources are available;
7. Including ANSO member representation in Coast Guard sponsored training and career development programs, when and where appropriate;
8. Considering, discussing, and, if appropriate, taking action in response to specific issues raised by ANSO; and
9. Supporting ANSO by providing funding and service specific training, to the extent that resources are reasonably available, to help ANSO improve the professional and leadership development of its members at ANSO annual conferences or symposiums. Training may be in the following areas, but not be limited to:

- a. Recruiting
- b. Leadership and Career Management
- c. Diversity & Human Relations

6. REPORTING AND DOCUMENTATION: There are no reporting or formal documentation requirements in support of this MOU, however, both parties agree to review this MOU biennially to assess its effectiveness.

7. MODIFICATION: Changes or amendments to this MOU may be made as necessary to accomplish its stated objectives. Modifications that do not change central provisions of the MOU may be made in writing upon the mutual consent of the Points of Contact for each Party. More substantive changes or amendments to the MOU may be made in writing upon the mutual consent of the signatories of the MOU or their successors.

8. OTHER PROVISIONS: Nothing in this Memorandum of Understanding is intended to conflict with current law or regulation or the directives of the United States Coast Guard or the Department of Homeland Security. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, and the remaining terms and conditions of this memorandum shall remain in full force and effect. All expenditures by the Coast Guard are subject to the availability of appropriations.

9. POINTS OF CONTACT:

- A. The point of contact for the Coast Guard:
Assistant Commandant for Human Resources
USCG Headquarters (CG-1)
2100 2nd St SW
Washington, DC 20593-0001
(202) 475-5245

B. The point of contact for ANSO:
President
Association of Naval Services Officers

10. EFFECTIVE DATE AND TERMINATION: This MOU is effective upon the last signature hereto, and will remain in effect until such time as it is terminated upon 90 days written notice of either Party.

FOR THE ASSOCIATION
OF NAVAL SERVICES OFFICERS

FOR THE
U.S. COAST GUARD

K. Contres 3/23/07
Captain Kathlene Contres, USN Date
ANSO President

Thad W. Allen 3/23/07
Admiral Thad W. Allen, USCG Date
Commandant



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

IN REPLY REFER TO:

5354
MPE
3 Aug 06

Captain Kathlene Contres, USN
President, ANSO
366 Tuskegee Airman Drive
Patrick AFB, FL 32925-3399

Dear Captain Contres:

It is with great pleasure that I present to you the Memorandum of Understanding (MOU) between the Association of Naval Services Officers (ANSO) and the United States Marine Corps, signed by the Commandant of the Marine Corps.

On behalf of the Commandant I wish to express the Marine Corps' sincere appreciation for ANSO's commitment to equal opportunity and diversity. Our country and our nation's military stand as examples of the remarkable achievements that people of different backgrounds can accomplish when they work together towards a common goal. Attracting and retaining minority members is a mission that we take very seriously and hold as fundamental to the health and continued success of the Marine Corps and the sea services. It is therefore vital that we continue efforts to attract, recruit, access, and retain motivated and enthusiastic young men and women who want to be successful and to dedicate their skills and abilities to the service of our country. The Marine Corps is proud to stand shoulder-to-shoulder with ANSO to realize these goals.

We are proud of the accomplishments the Marine Corps has achieved thus far to promote diversity and better reflect the society we serve. There is still more work to be done. We look forward to working with ANSO as a valued partner toward continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "A. J. Dyer", is written over a horizontal line.

A. J. DYER
Colonel, U.S. Marine Corps Reserve
Head, Manpower Equal Opportunity
Branch
Manpower Plans and Policy Division

Encl:
(1) Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
between the
ASSOCIATION OF NAVAL SERVICE OFFICERS (ANSO)
and the
UNITED STATES MARINE CORPS

This Memorandum of Understanding (MOU) recognizes the cooperative efforts of and the relationship between the Association of Naval Service Officers (ANSO) and the United States Marine Corps.

BACKGROUND

ANSO is a professional organization committed to supporting the sea services in recruiting, developing, and retaining qualified Hispanics and minorities; harnessing the strength of a diverse military force and optimizing the readiness of our sea services for the defense of our nation. ANSO is committed to leading and mentoring our officers, enlisted, civilians, and youth, so that they can achieve their highest goals, and bring greater purpose and meaning to the sea services, to the Hispanic community, and in communities, schools, colleges and universities. ANSO is committed to being an agent for change by assisting in identifying and working with the sea services and related military organizations on minority issues.

The United States Marine Corps seeks quality individuals, provides training and education, and promotes its members according to merit and force requirements; provides frequent recognition, and values professional input and ideas from its force. As a premier professional service entrusted with the responsibility of protecting the nation during times of conflict and war, the Marine Corps strives to maintain a professional working environment in which a person's race, creed, color, gender, and national origin does not impact any professional opportunities. The Marine Corps is accountable under Federal statutes and regulations, and does not tolerate discrimination, sexual harassment, inappropriate relationships, or illegal or improper use of drugs or alcohol. The Marine Corps is fully committed to safety and high standards of conduct.

By virtue of its Articles of Incorporation, ANSO has supported the Marine Corps and its programs. Both parties have informally worked in concert to support a diverse officer corps that strives to achieve equal opportunity, and the fair and equitable treatment of all naval personnel.

PURPOSE

This MOU establishes a framework for the cooperative relationship between ANSO and the United States Marine Corps for the purpose of supporting the following goals:

- a. Developing, implementing and improving strategies for the achievement and management of a diverse force of Marine officers and enlisted Marines.
- b. Establishing and maintaining a positive image of the Marine Corps in ANSO's communities of influence.
- c. Providing personal and professional development, training opportunities, and positive experiences.

STATEMENT OF SUPPORTIVE TASKINGS, COOPERATIVE PROGRAMS AND JOINT VENTURES

ANSO shall support the Marine Corps through existing and developing programs which incorporate the areas of recruiting and retention of Marine officers; professional training, career development, mentoring, and recognition of Marine officers, midshipmen, officer candidates and enlisted Marines; and cultural heritage and community outreach by:

1. Support of the recruiting efforts of the Marine Corps through:
 - a. Identification and referral of prospects in support of Marine officer accession programs to the Marine Corps Recruiting Command
 - b. Distribution of Marine Corps sanctioned literature on the Marine Corps and its recruitment efforts in ANSO school and community projects and any other areas of influence.
 - c. Support of Marine recruiters and joint (when active duty military officers are available) presentations at career/job fairs, school visits and other recruiting activities.
 - d. Participation and support of development and implementation strategies and programs to recruit minorities into the Marine Corps.
2. Support of Marine Corps retention efforts through:
 - a. Providing of role models and mentors for Marine Corps junior officers and officer candidates.
 - b. Providing annual opportunities for networking.
 - c. Providing input and active involvement in the Marine Corps career development program; in particular, mentoring.
3. Incorporation and presentation of Marine Corps minority issues and concerns in its national and local career development, leadership and training programs.
4. Use of Marine Corps recruiting material and personnel in the ANSO community outreach/ community based programs which promote positive images of the sea services. ANSO will also support Marine Corps community outreach programs such as the "Partnership in Education" initiative.
5. Recognition of Marine Corps ANSO members on the national and local levels.
6. Submission of an annual ANSO report to the Commandant of the Marine Corps via the Deputy Commandant, Manpower and Reserve Affairs (MPE) that:
 - a. Documents ANSO accomplishments.
 - b. Accounts for the provisions of this MOU.
 - c. Makes recommendations to address issues affecting minorities in the Marine Corps.
7. Submission of periodic correspondence relaying minority concerns and diversity issues.

8. Make personnel available for training about recruiting, human relations, diversity, sexual harassment, and leadership development if offered by the Services. These courses may be offered from time to time to the ANSO Executive Board with the expectation of enhancing professional development and to help ANSO members portray the desired standards of excellence when representing the military Services

The United States Marine Corps agrees, to the extent permitted by Federal Law and regulations, to support the ANSO, through current and future programs involving minority officer recruitment and retention, and family, cultural and community outreach by:

1. The Deputy Commandant for Manpower and Reserve Affairs (MPE) will assist ANSO with its initiatives and will provide coordination and support in those initiatives.
2. Sharing demographic statistics with ANSO, so that ANSO can assist the Marine Corps with recruitment initiatives.
3. Identifying the regional and local recruiting offices that ANSO will communicate with to request/conduct recruiting activities in the community and to request static displays.
4. Utilizing Marine Corps information channels to disseminate information on ANSO, its initiatives and programs in support of the Marine Corps.
5. Assist in coordinating USMC participation in ANSO national/local professional training and career development activities.
6. Support nationally sponsored professional development and training conferences and meetings by publicizing such conferences and meetings throughout the Marine Corps and encouraging participation at all levels.
7. Providing Marine Corps representation and encourage involvement, as permitted by statute and regulations, with ANSO in mentoring efforts.
8. Including ANSO representation at Marine Corps sponsored training and career development programs as appropriate.

GENERAL PROVISIONS


This MOU is entered into voluntarily and no legal obligation is imposed upon either party. Final agreement information (coordinating offices, POCs) shall be recorded on this MOU prior to signatures, so that they may be referenced at later dates. Future amendments to this MOU shall be made in writing.

Both parties agree to review this MOU annually to assess its effectiveness.

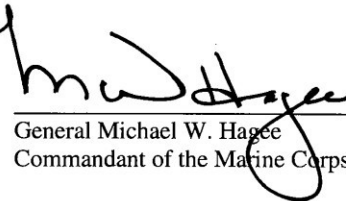
Signed this 19th day of August, 2006.

FOR THE ASSOCIATION
OF NAVAL SERVICE OFFICERS

FOR THE
U.S. MARINE CORPS



Captain Kathlene Contres, USN
ANSO President



General Michael W. Hagee
Commandant of the Marine Corps



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

IN REPLY REFER TO
7 Apr 06

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHIEF OF NAVAL OPERATIONS
AND
ASSOCIATION OF NAVAL SERVICES OFFICERS

Subj: MEMORANDUM OF UNDERSTANDING

1. Purpose. To recognize the cooperative efforts of and the relationship between the Association of Naval Service Officers (ANSO) and the United States Navy.

a. Facts

(1) ANSO is a professional organization committed to supporting the sea services in the recruitment, development, and the retention of high quality Hispanics and other minorities, harnessing the strength of a diverse workforce and optimizing the readiness of our sea services for the defense of our nation. ANSO is committed to leading and mentoring Navy officers, enlisted, civilians, and youth, so that they can achieve their highest goals, and bring greater purpose and meaning to the sea services, to the Hispanic community, and in communities, schools, colleges, and universities. ANSO is also committed to being a change agent in all areas of the sea services and related military organizations by bringing concerns to the attention of all cognizant authorities.

(2) The United States Navy seeks quality individuals and encourages them to make the Navy a career; provides training and education, and promotes its members according to their abilities and manpower requirements; provides frequent recognition, and values professional input and ideas from its workforce. As a premier professional service entrusted with the responsibility of protecting the Nation during times of conflict and war, the Navy does not tolerate racial or sexual discrimination, sexual harassment, or illegal and/or improper use of drugs or alcohol. The Navy is committed to safety and high standards of conduct and is accountable under federal statutes and regulations.

(3) By virtue of its Articles of Incorporation, ANSO has supported the Navy and its diversity programs. Both parties have informally worked in concert to support a diverse officer

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Subj: MEMORANDUM OF UNDERSTANDING

corps that strives to achieve equal opportunity, and the fair and equitable treatment of all naval personnel.

b. Intentions. This MOU establishes a framework for the cooperative relationship between ANSO and the United States Navy for the purpose of supporting the achievement of the mutual goals of:

(1) Developing, implementing, and improving strategies for the achievement and management of a diverse workforce of Navy officers and enlisted personnel.

(a) Establishing and maintaining a positive image of the Navy in ANSO's communities of influence.

(b) Providing personal and professional development, training opportunities, and positive experiences.

c. Procedures. ANSO shall, to the extent that resources are reasonably available, support the Navy through existing programs and by developing programs which incorporate the areas of recruitment and retention of Navy officers; professional training, career development, mentoring, and recognition of Navy officers, midshipmen, officer candidates, and enlisted members; as well as, cultural heritage and community outreach by:

(1) Supporting Navy recruiting efforts through:

(a) Identification and referral of prospects in support of Navy officer accession programs to Navy Recruiting Command and providing follow-up contact (where appropriate) to initial recruiting efforts.

(b) Distribution of Navy literature during ANSO school visits, community projects, and any other areas of influence.

(c) Support of Navy recruiters and joint (when active duty military officers are available) presentations at career and job fairs, school visits, and other recruiting activities.

(2) Supporting Navy retention efforts through:

Subj: MEMORANDUM OF UNDERSTANDING

(a) Providing role models and mentors for the Navy junior officers, cadets, and officer candidates.

(b) Providing annual opportunities for networking.

(c) Providing input and active involvement in the Navy Career Development Program; in particular, mentoring.

(3) Incorporating and presenting Navy issues and concerns, (including Navy officer presentations) in its national and local career development, leadership, and training programs.

(4) Providing opportunities for the participation of Navy personnel in a private capacity in the ANSO community outreach and community based programs, which promote positive images of the sea services.

(5) Recognizing deserving Navy ANSO members on the national and local levels.

(6) Submitting annual ANSO report to the Chief of Naval Operations (CNO) via the Chief of Naval Personnel (CHNAVPERS) that:

(a) Documents ANSO accomplishments.

(b) Accounts for the provisions of this MOU.

(c) Makes recommendations to address issues affecting minorities in the Navy.

(7) Submitting periodic correspondence relaying minority concerns and diversity issues.

(8) When made available, notifying ANSO members and associates about the availability of training on recruiting, human relations, diversity, sexual harassment, and leadership development. These courses may be offered from time to time from the host service to the ANSO Executive Board with the expectation of enhancing professional development, and to help ANSO represent the host service per the standards of excellence stipulated by the host service.

Subj: MEMORANDUM OF UNDERSTANDING

(9) The United States Navy agrees to use its best efforts, within the limits of applicable laws, and regulations, to support the ANSO by:

(a) Designating the office (N1J) that will assist with coordination and will represent the CHNAVPERS in official communications with ANSO.

(b) Identifying regional and local recruiting offices that ANSO will coordinate with to request or conduct recruiting activities in the community and to request static displays.

(c) Designating the office (N1J, PERS-00P) that will assist with public affairs notices to the media.

(d) Including ANSO member representation in Navy-sponsored training and career development programs, when and where appropriate, as permitted by applicable law and regulations.

d. Limits of future actions either or both will take. ANSO and the United States Navy will partner to the maximum extent possible under the limits of the law.

e. Present or future coordination. Coordinating offices are the Navy's Diversity Directorate (N1J) and the ANSO board of directors.

f. Present or future commitments. Both parties agree to review this MOU biennially to assess its effectiveness.

2. Issue. ANSO supports Navy diversity efforts through the recruitment, development, and the retention of high quality Hispanics and other minorities. To demonstrate support of the organization, this MOU is necessary to formalize the working relationship between ANSO and the United States Navy.

3. Scope. To the maximum extent possible under the law and regulations, the United States Navy and ANSO will be mutually supportive of diversity objectives.


4. Termination. Either party may terminate this Memorandum of Understanding at any time and for any reason. Termination must be done in writing to the other party.

Subj: MEMORANDUM OF UNDERSTANDING

5. Agreement/Understanding. See paragraph 1C.

6. Effective Date.


K. CONTRES


M. G. MULLEN
Admiral, U.S. Navy
Chief of Naval Operations



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