



Chapter Bylaws of

The Hampton Roads Chapter of the ROCKS, Inc.

ARTICLE I - NAME AND PURPOSE

Section 1. The name of this organization shall be **THE HAMPTON ROADS CHAPTER OF THE ROCKS, INCORPORATED.**

Section 2. The HAMPTON ROADS CHAPTER OF THE ROCKS, INC shall be in the Hampton Roads area of Virginia. The National Headquarters of this organization is in Washington DC metropolitan area.

Section 3. The purpose of this organization is to provide mentorship, leadership, scholarship, and fellowship to ROTC Cadets active duty, reserve component, retired, and former active duty officers.

Section 4. The HAMPTON ROADS CHAPTER OF THE ROCKS, INC. is established by The ROCKS, Incorporated to promote the national organization’s activities, programs, and policies in the Hampton Roads Virginia area.

ARTICLE II - ORGANIZATION AND GOVERNANCE

Section 1. The HAMPTON ROADS CHAPTER OF THE ROCKS, INC. is governed by the National Headquarters Board of Directors. The National Board provides policy guidance, supervisory control and direction of the affairs of the total organization.

Section 2. The HAMPTON ROADS CHAPTER OF THE ROCKS, INC. is governed locally by an Executive Committee comprised of elected officers and committee chairs. The Executive Committee provides policy guidance, supervisory control and direction of the affairs of the chapter.

Section 3. The Chapter’s bylaws and organization shall be approved by the National Board of Directors and will not conflict with any established national policies and programs or state and federal laws.

ARTICLE III – POLICY

Section 1. Local policies of the Chapter will be established by the Executive Committee and will not conflict with any established national policies and programs or state and federal laws.

.....

Section 2. This organization is non-profit, non-commercial, non-sectarian, and politically non-partisan. Neither its name nor its influence may be used directly or indirectly in the interest of any political activity.

Section 3. The ROCKS shall not discriminate in its membership or activities because of race, color, gender, national origin, religion or disability.

Section 4. The ROCKS, Incorporated tax exempt status is based upon and IRS ruling that states, at least 75% of our members are past and present members of the Armed Forces of the United States as defined under Section 501(c) (19) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the chapter shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c) (19) of the Internal Revenue Code.

Section 5. The chapter shall not enter into membership with other organizations except as approved by the National Board of Directors. The chapter may cooperate with other organizations and agencies concerned with The ROCKS, Inc. policies, activities, and programs; but an individual member shall make no commitments that bind the chapter.

Section 6. If assets are not sufficient to cover obligations of the Chapter, individual members will not be held financially liable.

ARTICLE IV – MEMBERSHIP

Section 1. Subject to the provisions hereof, persons in the following categories shall be eligible for membership:

a. Active duty, reserve component, National Guard and retired officers and warrant officers, contracted ROTC Cadets and Military Cadets and Midshipman of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration and Public Health Service..

b. Widows and widowers of deceased members.

c. Other persons who meet the criteria established by the National Board for honorary membership.

d. Former active duty or former reserve component officers and warrant officers of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

e. Department of Defense former and current GS-12 and above civilians.

f. The National Organization may also establish a Corporate Patrons Program.

Section 2. There shall be five (5) types of membership:

a. *Regular Members.* Those persons identified in the categories specified in Article IV, Section 1.a-c and meet all other membership requirements, which may be specified in these Bylaws or by the National Board of Directors.

b. *Life Members.* Those Regular members who have paid the Life Membership dues to the National organization as specified in Article VI, Section 5. The National Organization established three categories of life memberships: regular, gold and platinum.

c. *Associate Members.* Those widow and widowers of deceased members who are not otherwise eligible for Regular Membership will be offered the opportunity to become an Associate Member upon the death of an active member.

d. *Honorary Members.* Those persons who are not otherwise eligible for Regular Membership but were recommended by a regular member, and met the criteria established by the National Honorary Membership Selection Committee. Honorary members are approved by the National Board of Directors.

e. *Corporate Patrons.* Those Private sector companies or individuals who are not otherwise eligible for Regular Membership but are supportive of the goals and objectives of Organization and financially support The ROCKS, Inc. programs. Corporate Patrons are solicited by the National organization.

Section 3. Membership is by application only. Applications for membership shall be submitted using the approved application form and addressed to the organization. The Membership Committee shall receive and process applications and dues for new applicants. The national portion of the dues shall be remitted through the local Chapter initially and afterwards directly to the national organization. Upon activation of membership, new members will be furnished a copy of the bylaws and a membership packet.

Section 4. The National Board of Directors has final authority for membership issues.

Section 5. The National Organization will provide a roster to the Chapter President monthly. In turn, the local Chapter shall update such roster based on its status of active local members in good standings and return changes to the National Organization's headquarters.

Section 6. A Chapter member in good standing is one who:

- a. adheres to the purposes and the basic policies of ROCKS Inc.
- b. remits the local and national dues prior to the expiration date of the current membership year
- c. meets other criteria as may be prescribed by the National Board and Executive committee

ARTICLE V - MEMBERSHIP PRIVILEGES

Section 1. Every individual who is a member in good standing of this Chapter is entitled to all the benefits of such membership.

Section 2. The privileges of Regular and Life Members include: making motions and voting, running for and holding an office, attending meetings and participating in all activities. Associate and Honorary members cannot make motions or vote, nor run for or hold an office. Additional privileges may be established by the National Board of Directors and must be voted on by the general membership.

Section 3. Only members in good standing shall be eligible to serve in any elected or appointed positions, to vote in meetings, and to conduct the official business of the organization.

ARTICLE VI - DUES AND FEES

Section 1. National dues and fees for each category and length of membership (e.g., one-year, two-year, and three-year) shall be recommended by the National Board of Directors and approved by the general membership.

Section 2. Chapter dues and fees are recommended by the Executive Committee and approved by two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days notice.

Section 3. Each regular member of the Hampton Roads Chapter shall pay national and local dues annually.

Section 4. Each Regular Member shall renew national and local prior to the expiration date. Members who have not paid their dues within sixty (60) days after the annual expiration date may (without further notice) be dropped from the chapter's membership rolls. Membership may be renewed by paying the dues of the current membership year.

Section 5. National Life membership fees may be paid in a lump sum payment or in installments within one year of the member's first payment for life membership to the National organization. Only those members who are active regular members are eligible to enroll in the National Life Membership installment program. Payment of the Life Membership fees shall be remitted directly to the National Organization.

Section 6. Life Members are exempted from the requirements to pay National membership dues but are required to pay chapter dues.

Section 7. Associate and Honorary Members are not required to pay any membership dues.

Section 8. Active Members who transfer to this chapter from another chapter will only be required to pay local dues once during the calendar year. Members transferring into this chapter must provide verification of their active membership status. Hampton Roads Chapter members may participate in, and hold, membership in more than one Chapter.

Section 9. The Chapter’s procedures for fixing and collecting dues, in addition to dues payable to the National Organization, will be detailed in Appendix A. Careful financial records shall be maintained for examination at any time and financial accounts will be audited annually.

Section 10. One hundred percent (100%) of the chapter membership dues of each Regular Member will be applied to the Chapter’s operating account.

ARTICLE VII – ELECTED OFFICERS AND THEIR DUTIES

Section 1. The Elected Officers of this chapter shall consist of a President, a Vice President of Operations, a Vice President of Administration, a Recording Secretary, a Correspondence Secretary, a Treasurer, an Assistant Treasurer, a Chaplain, a General Counsel/Parliamentarian, and a Historian with responsibilities as indicated below:

POSITION:	RESPONSIBILITIES:
President	<ul style="list-style-type: none"> • Presides over all meetings of the Chapter; • Serve as “member ex-officio” of all committees except the nominating committee; • Serve as the official representative of the organization; • Facilitates required actions and processes external to the organization (installation, community, national chapter); • Serves as the Chapter’s representative to the National Board • Works directly with Parliamentarian and General Counsel to ensure proper governance of the Chapter; • Member of the Executive Committee
Vice President for Operations	<ul style="list-style-type: none"> • Serves as first representative in the absence of the President; • Serves as director of internal programs to ensure the chapter’s operational programs function efficiently and effectively; • Provides oversight and guidance to the following committees: Ways and Means, Program & Scholarship and the Leadership and Community Outreach Committees and Social Actions programs; • Prepares the agenda for chapter meetings, gets the agenda approved, copied, and distributed in accordance with established organizational practices; • Member of the Executive committee.

Vice President for Administration	<ul style="list-style-type: none"> • Serves as second representative in the absence of the President, after the VP for Operations; • Serves as director of administrative programs; • Provides oversight and guidance for the following committees: Finance, Hospitality, Publicity and Membership Committees; • Works with the Historian, Recording and Correspondence Secretaries to ensure accuracy of information passed on to National and/or external organizations; • Member of the Executive committee. • Oversee and implement Absentee Voting as required. • Procures locations for Executive committee and General Membership meetings.
Recording Secretary	<ul style="list-style-type: none"> • Responsible for recording the minutes of both the Executive committee and general membership meetings; • Responsible to ensure that the minutes are prepared, copied, and distributed in accordance with established organizational practices; • Keeps the official copy of the chapter's bylaws in their files; • Member of the Executive Committee.
Correspondence Secretary	<ul style="list-style-type: none"> • Responsible for preparing correspondence on behalf of the President; • Responsible to receive correspondence for the organization (mailbox pickup) and directing its appropriate disposition for committee action; • Responsible protector of organization's signature authority; • Maintains official files and records for the organization; • Fills in for the Recording Secretary in their absence; • Member of the Executive committee.
Treasurer	<ul style="list-style-type: none"> • Have custody of all the funds of the association; to include the receipt of all funds on behalf of the organization, depositing those funds, and providing accurate account of receipts and expenditures; • Make disbursements as authorized by the President, Executive Committee, or Chapter in accordance with the budget adopted by the membership; • Ensures checks or vouchers are reviewed and signed by two officers, preferably the Treasurer and the VP Administration; • Present a monthly, written financial statement at every meeting and at other times when requested by the Executive Committee; • Prepares an annual financial report at the close of the fiscal year; • Establishes two separate accounts for the organization - one for "Administration and Operations" and the other for "Scholarship;" • Responsible to ensure that funds are accounted for to the degree of withstanding internal and external audits, etc.; • Ensure the proper Tax Exempt Form is submitted to the IRS Annually. • Member of the Executive committee.

Assistant Treasurer	<ul style="list-style-type: none"> • Assists the Treasurer to maintain accurate records of financial transactions; • Member of the Finance Committee; • Fills in for the Treasurer in their absence; • Member of the Executive committee.
Parliamentarian /General Counsel	<ul style="list-style-type: none"> • Responsible for facilitating legal requirements for the organization; • Primarily responsible for congruency of the by-laws, articles of incorporation, and ensures that actions and activities are governed in accordance with local and national guidance; • Responsible for procedural rulings on matters during the conduct of meetings of the Executive Board and General Membership; • Member of the Executive committee.
Historian	<ul style="list-style-type: none"> • Responsible for capturing the actions, activities and operations of the organization with the historical perspective as a focus; • Responsible to maintain copies of all pictorial and newsworthy events; • Responsible for preparing the Chapter's quarterly report to the National Headquarters and preparing the annual report of the organization's progress; • Member of the Executive committee.
Chaplain	<ul style="list-style-type: none"> • Responsible for invocations for all meetings, ceremonies, and events; • Responsible for the overall spiritual well-being of the organization members; • Responsible to provide morale building and encouraging vignettes; • Member of the Executive committee.

Section 2. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office.

ARTICLE VIII – NOMINATION OF OFFICERS

Section 1. Prior to conclusion of the Elected Officer's terms, the Chapter President shall appoint a Nominating Committee who will have responsibility for developing a proposed slate of officers to be elected by the chapter's General membership.

Section 2. The Nomination Committee is a special committee, composed of not less than three (3) members who shall be approved by the Executive Committee. A notice of Nomination Committee appointments and the election date shall be circulated to the membership body at least sixty (60) days prior to the elections.

Section 3. The Nomination Committee shall circulate a request for recommendations of eligible nominees for consideration by the Committee no later than forty-five (45) days prior to the elections.

Section 4. The Nominating Committee shall nominate eligible members for each office to be filled and report its proposed slate of nominees to the Executive Committee for approval, and presented to the General Membership no later than thirty (30) days prior to the elections. A sample Nominating Slate is at Figure 1. At the Election Meeting, additional nominations may be made from the floor.

Section 5. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to such office.

ARTICLE IX - ELECTION OF OFFICERS

Section 1. Officers shall be elected by ballot at the Election Meeting held during a designated General Membership meeting. However, if there is but one nominee for office, election for that office may be by voice vote. A majority of the votes cast shall constitute an election.

Section 2. The newly elected/re-elected Officer shall be sworn in and assume office within 60 days following election.

Section 3. Prior to taking office, the following Oath will be administered to the Chapter Officers: *I, (State your name), do hereby pledge that I shall faithfully execute the duties of my office, to the utmost of my ability, to obey the laws of our country and the By-laws of our organization, and to exemplify to all in my conduct, good citizenship, good fellowship, and all the ideals upon which the Rocks was established. I do so pledge.*

Section 4. The elected officers shall hold office and perform the duties as outlined in these bylaws in Article VII, Section 1 and perform others duties as assigned until re-elected or until their successors are elected.

Section 5. The term of office for all elected officers is one (1) year. A person who has served more than one-half of a full term shall be deemed to have served a full term in such office.

Section 6. A person shall not be eligible to serve more than three (3) consecutive terms in the same office. However, after vacating the office for one or more years, a person is eligible to run for and hold the same elected office. This rule can only be amended by a 2/3 vote of the general membership present.

Section 7. In the event an elected officer is unable to fulfill the term of office, the President shall be authorized to appoint a successor to complete the unexpired portion of the term as approved by the Executive Committee.

ARTICLE X - VOTING

Section 1. Each Regular member or Life member shall have one (1) vote.

Section 2. At the General Membership Meeting, members in good standing shall vote on all matters pertaining to (a) the election of officers; (b) changes to or amendments to the Chapter’s Bylaws; (c) major policy changes; (d) changes in fees and dues.

Section 3. Voting on routine matters may be by voice vote; however, motions requiring two-thirds (2/3) affirmative vote (e.g., votes to amend or rescind the bylaws, changing of dues) shall be by a rising vote, or show of hands by verified active members of this Chapter. All votes will be recorded in the minutes. The General Membership will be advised of all key motions passed by the Executive Committee.

Section 4. In the event a member cannot attend a formal meeting, particularly the meeting to elect Officers, amend By-laws, or other significant matter, absentee voting will be available, as outline in Appendix B.

ARTICLE XI - VACANCIES

Section 1. Any vacancy on the Executive Committee shall be filled for the remaining term by an appointment made by the President of the Chapter with the confirmation of the Executive Committee and will not require another General Election.

Section 2. In the event the President is unable to hold the office or was removed from office, the order of Presidential succession is the Vice President of Operations, followed by the Vice President of Administration and then the Recording Secretary.

ARTICLE XII - COMMITTEES

Section 1. The Executive Committee may create such standing and special committees as it may deem necessary to promote the purposes and carry on the work of the Chapter. The term of each chairperson shall be one (1) year or until the selection of a successor. No chairperson shall be eligible to serve in the same capacity for more than three (3) consecutive terms.

Section 2. The President is empowered to appoint Chairpersons to lead standing committees that perform the following functions: Ways and Means, Leadership and Community Outreach, Program, Publicity, Finance, Scholarship, Hospitality, and Membership.

Section 3. The standing committee’s descriptions and responsibilities are:

<u>EXECUTIVE COMMITTEE:</u>	
<u>ADMINISTRATIVE COMMITTEES:</u> Finance Committee Hospitality Committee Membership Committee Publicity Committee	<u>OPERATIONS COMMITTEES:</u> Leadership and Community Outreach Committee Scholarship Committee Program Committee Ways and Means Committee

POSITION TITLE	DESCRIPTION OF RESPONSIBILITIES
Executive Committee:	<ul style="list-style-type: none"> • Comprised of Elected Officers and Chairpersons of Standing Committees; • Governing and principle policy-making body of the organization; • Responsible for transacting the routine business affairs of the organization; • Coordinates and integrates operations and administrative missions; • Develop the goals for the Chapter for presentation; • Appoints standing and special committee chairpersons; • Approves plans of work of standing and special committees; • Prepares and approves the proposed budget to be presented to the membership for adoption; • Ensures the organization functions in accordance with national guidelines, goals and vision; • Responsible for strategic plan annual program of the Chapter.
Programs	<ul style="list-style-type: none"> • Coordinates guest speakers and professional development program • Plans and coordinates at least at least two professional development sessions annually and one community event semi-annually; • Responsible for organization's annual calendar and planning events to avoid scheduling conflicts; • Chairperson serves as a member of the Executive committee.
Finance	<ul style="list-style-type: none"> • Responsible for developing the organization's financial plan/budget based on established and agreed upon annual program of events; • Assists the EXCOM in establishing a systematic process that results in accountability of all financial transactions; • Chairperson serves as a member of the Executive committee.
Ways and Means	<ul style="list-style-type: none"> • Responsible for fund raising activities that fiscally supports the organization's established programs and assists the Chapter in maintaining at least \$100 in each banking account; • Responsible for conducting at least one annual fund-raiser; • Chairperson serves as a member of the Finance Committee; • Chairperson serves as a member of the Executive committee.
Membership	<ul style="list-style-type: none"> • Responsible for the recruiting, sponsorship, and hosting of new members to the organization; • Responsible for receiving and processing initial applications and dues for new applicants to the national level; • Responsible for reporting monthly gains and loss report; • Responsible for recognizing incoming and departing personnel. • Chairperson serves as a member of the Executive committee.
Hospitality	<ul style="list-style-type: none"> • Responsible for morale activities; • Responsible to inform organization of special or personal member events (illnesses, hospitalizations, birthdays, anniversaries, births etc); • Responsible for hosting visiting dignitaries to the organization (out of town guest speakers);

	<ul style="list-style-type: none"> • Ensuring arrangement of transportation and lodging; • Coordinates with program committee to accomplish tasks. • Chairperson serves as a member of the Executive committee.
Leadership and Community Outreach	<ul style="list-style-type: none"> • Responsible to provide guidance to organizations outside of the ROCKS on the military lifestyle; • Responsible for developing an effective mentor program for Junior Officers, new accessions to the military, college/university and high school ROTC programs; • Coordinates with the community for local presentations on life in the military, coordinates with program committee to accomplish tasks; • Chairperson serves as a member of the Executive committee.
Publicity	<ul style="list-style-type: none"> • Responsible for organization’s newsletter; • Responsible to publish positive information to local and national chapter on organizational events, projects, and programs; • Responsible for photography, video of organization’s events; • Website/ (designate a committee); • Chairperson serves as a member of the Executive committee.
Scholarship	<ul style="list-style-type: none"> • Responsible to coordinate with the national chapter in support of ROTC scholarship program; • Responsible for awarding at least one \$500 scholarship per year to a student, who aspires to be an officer of the U.S. Armed Forces as part of the chapter’s scholarship program; • Chairperson serves as a member of the Executive committee.

Section 4. The chairperson of each standing committee and special committee shall present a plan of work to the Executive Committee for approval. No fiscal committee work shall be undertaken without the consent of the Executive committee.

Section 5. The Committee Chairpersons shall attend Executive Committee meetings and present a committee report when deemed necessary.

Section 6. The Committee Chairpersons shall hold and Chair Committee meetings. The quorum of any committee shall be a majority of its members.

Section 7. The Committee Chairperson shall turn over to the President, without delay, all records, books and other materials pertaining to the committee at the end of the term served or when departing the office.

ARTICLE XIII - THE OPERATING YEAR AND MEETINGS

Section 1. The operating year for the chapter is established as the 12-month period commencing on 1 January of each calendar year.

Section 2. The Executive Committee shall meet monthly on the Thursday prior to the Chapter's general membership Meeting.

Section 3. The Chapter's general membership meets monthly. The Executive Committee will establish a general membership monthly meeting place and time. These meetings shall normally be held the first Tuesday of each month.

Section 4. The following shall be the normal order of business for the Executive Committee and General Membership meetings:

- a. Call to Order
- b. Invocation
- c. Welcome and introduction of new members and visitors. (*)
- d. Approval of Minutes from last meeting
- e. Officer Reports
- f. Committee Reports
- g. Old Business
- h. New Business
- i. OPD or other Business (e.g., Chapter Elections)
- j. Other/Announcements
- k. Benediction
- l. Adjournment

(*) not normally included as part of the Executive Committee Meeting

Section 5. The Executive Committee may change meeting dates/location to avoid conflict with national holidays or other special events.

Section 6. Special meetings may be called at the discretion of the President when deemed necessary by a simple majority of members at a regularly scheduled general meeting.

Section 7. A quorum to conduct an Executive Committee meeting shall be at least forty-percent (40%) of the Elected Officers, and must include the President or either Vice President present.

Section 8. A quorum to conduct a General Membership meeting shall be at least forty-percent (40%) of the Elected Officers plus ten percent (10%) of the General Membership body, and must include the President or either Vice President present.

Section 9. The Executive Committee may conduct a planning meeting or informal "off-site" to review the Chapter's vision, mission, goals, objectives, calendars, budgets, and proposed changes to the bylaws. This meeting may occur soon after the election of officers or at any time recommended by the President

ARTICLE XIV - FINANCE & AUDITS

Section 1. The Chapter will establish 2 bank accounts: (1) Operating and (2) Scholarship. The Operating and Scholarship funds shall not be commingled.

Section 2. Initial investments may be drawn from the scholarship account for events that benefit the scholarship program.

Section 3. The Executive and Finance Committees shall establish a process that results in a systematic and comprehensive recording of all financial transactions.

a. The Chapter's operating year shall mirror the national tax year, which is from 1 Jan to 31 December.

b. The Treasurer and Vice President of Administration shall be Signers on both bank accounts and ensure that both statements are reconciled monthly.

Section 4. An external audit of the Chapter's financial records and accounts shall be conducted on an annual basis; engaging an independent, reputable certified Public Accountant. A copy of this audit shall be forwarded to the National Organization's headquarters.

a. The treasurer shall submit the books to the auditing committee or the professional auditor at the end of the fiscal year. The audit report shall be submitted in writing to the Executive Committee prior to finalization of the proposed budget for the coming operating year.

b. Upon resignation of the treasurer prior to completion of his or her term, the executive committee shall select an auditing committee or a professional auditor within one week of the resignation. An audit shall be performed with fiscal year end auditing procedures and shall be completed within three weeks of the resignation. This audit shall not be performed in lieu of the year-end audit.

c. The newly elected treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the Executive Committee.

d. All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit report shall be presented to the general membership for adoption at the first general membership meeting held after the completion of the report. A copy of the fiscal year-end audit shall be sent to the national organization within thirty (30) days following the adoption of the audit by the membership.

Section 5. The National Organization has an annual responsibility to file Form 990 Return of Organization Exempt for Income Tax. However, when a local Chapter is required to file a Form 990, 990EZ, or 990-N (e-Postcard) per IRS regulations, a copy of the Form 990, 990EZ, or 990-N (e-Postcard) report filed shall also be forward to the National Organization's Headquarters.

ARTICLE XV – INTELLECTUAL PROPERTY

The ROCKS, INC. materials are trademarks of the organization and must be controlled through the National Organization.

ARTICLE XVI – CENTRALLY DIRECTED PROGRAMS

Section 1. The following programs are centrally managed by the National organization. Chapter participation is coordinated between the appropriate Committee chairperson and the appropriate National VP for these programs:

NATIONAL PROGRAMS:	National VP	Local Linkage and Programs	Chapter Committee
RC Cartwright National Scholarship Program	VP, ROTC Programs	Support RC Cartwright National Program, HRC Scholarship Program	Scholarship Committee
ROTC Programs: ROTC Committee -Leadership Outreach -ROTC Scholarship	VP, ROTC Programs	Outreach, HRC Scholarship Program	Outreach Committee; Scholarship Committee
Mentoring Policy	VP, Mentorship	Mentoring Program	Outreach Committee
Marketing	VP, Communication & Publications		Publicity Committee, Membership Committee
Membership Development (Rosters, Membership cards)	VP, Membership	Membership Program	Membership Committee
Communications	VP, Comm. And Pubs		Corresponding Secretary
Corporate Patron Programs	VP, Corporate Outreach	None	None
Resale Items		None	None
Strategic Plan Development and Maintenance	VP, Programs and Strategic Planning		Executive Committee
Speaker's Bureau		OPD Programs	Program Committee

Section 2. National Awards:

- a. ROCK of the Year
- b. Robert B. Burke Achievement
- c. Chairman's Award for Exceptional Service
- d. Others as may be established by the National Board.

Section 3. National Awards Nominations:

a. Upon notification from Rocks National with a call for Award nominations, the Executive Committee will appoint a special Awards Committee and Chairperson. The Awards Committee will have responsibility for developing a proposed slate of award nominees for each award category.

b. The Awards Committee will be composed of not less than three (3) members. Once appointed, the Awards Committee will be provided a copy of all available documentation and guidance from National pertaining to the Award nomination process for that specific award period, i.e., criteria for Award submission, suspense date, etc.

c. A notice of Awards Committee appointments, purpose, and suspense date shall be circulated to the Chapter Membership without delay, but not less than 60 days prior to the submittal deadline.

d. The Awards Committee shall circulate a request for recommendations of eligible nominees for consideration by the Awards Committee no later than 45 days prior to the deadline to National. The Awards Committee will provide specific guidance to membership such as nomination criteria, citation template, etc.

e. The Awards Committee shall review all recommendations for each award category, and report its proposed nominees to the Executive Committee for approval. Once approved, nomination(s) will be submitted to National not later than the established deadline.

ARTICLE XVII – PUBLICATIONS

This Organization may publish such journals, bulletins, pamphlets or papers in such form and for such distribution as may be considered appropriate. Copies of all publications by the Chapters/interest groups will be provided to the ROCKS national headquarters.

ARTICLE XVIII – AMENDMENTS AND CHANGES TO THE BYLAWS

Section 1. These Bylaws may be amended or changed after the proposed amendment or amendments shall have been first submitted to the Executive Committee and considered and acted upon, favorably or unfavorably, by the Executive Committee; and subsequently approved by the Chapter membership.

Section 2. New bylaws may be adopted by a two-thirds vote of active members present and voting at a regular or special membership meeting, provided that prior written notice of such changes have been furnished to all members at least thirty (30) days prior to the meeting at which the proposed changes are to be considered for adoption.

Section 3. As a minimum, Chapter Bylaws will be reviewed annually.

Section 4. All proposed changes along with the reason for the proposed change(s) shall be submitted in writing to the Parliamentarian/General Counsel for consolidation. The Parliamentarian/General Counsel will present recommended changes and reason for the proposed change to the Executive Committee for consideration and approval or disapproval. If approved by the Executive Committee, the proposed changes(s) will be presented to the general membership for adoption vote. The member proposing the change(s) and/or the Parliamentarian will be available to answer any questions associated with the proposed change at the general membership meeting at which the proposed change will be voted on.

Section 5. All members will be provided written copies of approved changes to the Bylaws at the earliest date after the membership meeting in which said changes were adopted. All changes will be forwarded to the National Board of Directors.

ARTICLE XIX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable or not covered by these bylaws, any special rules of order adopted by the organization or other proper action of the Executive Committee.

ARTICLE XXI – DISSOLUTION

Section 1. In case THE HAMPTON ROADS CHAPTER OF THE ROCKS, INC. is dissolved, pursuant to law and constitution of this organization, its remaining assets - if any, shall be first used to meet any outstanding debts, liabilities or obligations. The balance of these assets will be disposed of as determined by the membership with a majority vote. If assets still remain, they will be distributed only to such organizations which have at the time qualified for and have been granted an exemption for Federal Income taxation under the terms of Section 501 C (3) of the Internal Revenue Code of 1954 as hereafter amended, and which organizations shall be nonprofit and charitable in purpose. Upon dissolution, no portion of the assets of the organization shall be

distributed to any member to accrue to his or her personal benefit. If assets are not sufficient to cover all liabilities, members will not be personally liable for the debts of the organization.

Section 2. The Executive Committee or remaining members shall designate an Administrator who shall be responsible for the proper disposition of records and assets.

Appendix A

Fixing and Collecting Membership Dues

1. National and Local Chapter: Fixing of National and Local Chapter dues are outlined in Article VI, Section 1 and 2 of the By-laws.

2. New members:

a. Chapter dues will be submitted, along with a Membership Application, to the Membership Committee. The membership committee will provide a receipt to the applicant/new member, and add them to the Membership Roster. Those funds will then be turned over to the Treasurer for deposit into the Chapter Operating Account.

b. As a courtesy to new members, the Membership Committee will collect National membership dues and forward them, along with the membership application, directly to Rocks National Headquarters. National membership dues will not be deposited into, or mixed with local Chapter dues.

c. Rocks National dues must be paid before one can join the local chapter.

3. Membership Renewal:

a. Dues for membership renewal will be submitted to the Membership Committee. The membership committee will provide a receipt to the member, and update the member's status on the Chapter's membership roster. Those funds will then be turned over to the Treasurer for deposit into the Chapter Operating Account.

b. Renewal of national Rocks membership will be completed by the renewing member.

Appendix B

Absentee Voting

1. Absentee Voting provides a means for qualified members to participate in Chapter elections, amendment to the By-laws, or other significant matter even though they may not be able to be present at the Chapter meeting when voting is held.
2. During election of Officers, once the slate of nominees has been approved by the Executive Committee, and presented to the General Membership as outlined in Article VIII, Section IV, absentee ballots will be made available to the members upon request to the Nominating Committee. The Nominating Committee will provide those members an absentee ballot NLT 20 day prior to the meeting in which elections are held, via mail or e-mail.
3. Absent voting members will follow the voting instruction provided by the Nominating Committee/Voting Official contained on, and accompanying the Absentee Ballot, sign and date the ballot, and return to the Nominating Committee/Voting Official NLT the suspense date. A sample Absentee Ballot for chapter Officer Voting is provided at Figure 1.
4. Likewise, when voting on By-laws or other matter deemed significant, absentee ballots will be provided to the absent voting member by the Vice President for Administration NLT 20 days prior to the meeting in which that matter will be voted on. Absentee Ballot will be completed as per the instruction contained in the absentee ballot, and returned to the Vice President for Administration by the suspense date.
5. The Nominating Committee/Voting Official is responsible for consolidating the absentee votes and presenting the votes at the appropriate time during the elections/meeting.

**THE HAMPTON ROADS CHAPTER
THE ROCKS, INC**

**Example: Officer Nomination Slate and Absentee Ballot Form
for Election Year 20__**

<p>President</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>	<p>Treasurer</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>
<p>Vice President for Operations</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>	<p>Assistant Treasurer</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>
<p>Vice President for Administration</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>	<p>Chaplain</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>
<p>Recording Secretary</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>	<p>General Counsel/Parliamentarian</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>
<p>Correspondence Secretary</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>	<p>Historian</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/>

Instructions when used as an Absentee Ballot:

1) Voter will select one candidate per position by either checking or placing an "x" in the box beside the candidate's name.

2) Absentee Ballot will be returned to the Voting Official (i.e., Nominating/Voting Committee Chair, or VP Administration) as indicated by the instructions accompanying this Ballot, not later than the specified suspense date.

Printed Name: _____

Sign: _____

Date: _____

Concern, Dedication, Professionalism

Figure 1: Officer Nominating Slate and Absentee Ballot

Appendix C

Scholarship Awards Program

1. Eligibility Requirement: The following are eligibility requirement for candidates for the Hampton Roads Chapter Rocks Scholarship.

- Must be a high school senior enrolled in JROTC at time of the application.
- Must have a desire to be an officer in the US Armed Forces.
- Complete a HRC Rocks, Inc. Scholarship Application.
- Submit an SAT or ACT score.
- Write a one-page essay on “Why I want to become an officer in the US Military.”
- Submit 2 letters of recommendation, with one from their Senior Military Instructor.
- Submit a high school transcript.
- Submit the required aforementioned documents to arrive NLT the established date.
- Final Scholarship Award is dependent upon:
 - Selectee enrolling in an institute of higher learning and enrolling in a Senior ROTC Program.

Appendix C (cont)

2. Sample Scholarship Application Letter of Transmittal.

	<p>HAMPTON ROADS CHAPTER OF THE ROCKS, INCORPORATED P.O. BOX 4499 FORT EUSTIS, VIRGINIA 23604</p>
<p>DATE</p>	
<p>Dear Student,</p>	
<p>The Hampton Roads Chapter (HRC) of The ROCKS, Inc. will award scholarships to high school seniors in the Hampton Roads area. The scholarships are available to Junior Reserve Officer Training Corps (JROTC) Cadets who have demonstrated academic achievement, leadership ability in school and community affairs, and have a desire to serve as officers in the US Armed Forces. The recipients must attend an institute of higher learning, and enroll in Senior ROTC.</p>	
<p>The ROCKS, Inc. is a non-profit organization comprised of Active Duty, Reserve, Retired and former commissioned officers of the US Armed Forces, Cadets, widows and widowers of deceased members, and other uniformed services. The organization was formed to provide professional and social interaction/development to strengthen the officer corps. In addition to the mission and goals of the national organization, the Hampton Roads Chapter seeks to conduct professional seminars, provide forums for the discussion of multicultural interests, and participate in activities to interface and share leadership experiences and expertise with students in the local school system.</p>	
<p>This year we will award at least four \$1000 scholarships to JROTC cadets in the Hampton Roads area who will pursue a higher education, and intend to serve as an officer in the US Armed Forces.</p>	
<p>To apply, please complete the enclosed scholarship packet. It is important that all applicants adhere to the submission deadline. No applications will be accepted after that date. We look forward to receiving your application and wish you well as you complete your senior year. If you have any questions, please feel free to contact your JROTC Senior Military Instructor, school counselor, or our scholarship committee chairperson at the following address: _____.</p>	
<p>Sincerely,</p>	
<p>(NAME) _____ President, Hampton Roads Chapter, The ROCKS, Incorporated</p>	

Figure 2: Sample Letter of Transmittal

Appendix C (cont)

3. a. Sample Scholarship Application Enclosure (page 1)

<p>Hampton Roads Chapter of The ROCKS, Inc. Scholarship Application Form, School Year _____</p> <p>1. Purpose: To recognize outstanding high school seniors JROTC Cadets who desire to serve as officers in the US Armed Forces.</p> <p>2. Scholarship Awards: The chapter will present at least _____, \$ _____ scholarships.</p> <p>3. Scholarship Criteria:</p> <ul style="list-style-type: none"> • Must be a high school senior enrolled in JROTC at time of the application. • Must have a desire to be an officer in the US Armed Forces. • Complete a HRC Rocks, Inc. Scholarship Application • Submit an SAT or ACT score. • Write a one-page essay on “why they want to become an officer in the US Military”. • Submit 2 letters of recommendation, with one from their Senior Military Instructor. • Submit a high school transcript. • Submit the required aforementioned documents to arrive NLT the established time. • Final Scholarship Award is dependent upon: <ul style="list-style-type: none"> - Selectee enrolling in an institute of higher learning and enrolling in a Senior ROTC Program. <p>4. Instructions:</p> <ul style="list-style-type: none"> • Type or print on the ROCKS, Inc. application form. • Type the essay (not to exceed one page and double-spaced). • Attach essay, copy of SAT or ACT scores, and letters of recommendations to the scholarship application form. • Mail the completed application packet to The Hampton Roads Chapter of The ROCKS, Inc., • P.O. Box 4499, ATTN: Scholarship Committee, Fort Eustis, VA 23604 • Materials may be converted to a PDF file and emailed to _____. <p>5. Deadline: Application must be postmarked or emailed by _____, 20____.</p> <p>6. Notification: Scholarship winners will be notified not later than _____, 20____.</p> <p>7. Ceremony: The scholarship winners will be recognized on _____, 20____, at _____.</p>
--

Figure 3: Sample Scholarship Application (page 1)

Appendix C (cont)

3. c. Sample Scholarship Application Enclosure (page 3)

k. Extracurricular Activities: List participation in school organizations, clubs, honor society, church, community, part-time works, sports, ...etc. from 9-12th grades only. Use continuation sheet or attachment if necessary.

l. Other Academic/Scholastic Achievements: Use continuation sheet or attachment if necessary.

Figure 5: Sample Scholarship Application (page 3)

Appendix C (cont)

4. Notional Scholarship Award Timeline

<p><u>14 May</u> - Identify and reserve Banquet location.</p> <p><u>2 Aug</u> – Revise/update the scholarship application, eligibility and ranking/criteria sheet.</p> <p><u>4 Oct</u> - Scholarship Applications Forwarded to JROTC High Schools/SMIs</p> <p><u>29 Oct</u> - Identify Scholarship Banquet and Awards Theme</p> <p><u>3 Dec</u> - Identify Scholarship Banquet Speaker (Senior Military or Community Leader)</p> <p><u>18 Jan</u> - Distribute Scholarship Banquet tickets. Begin to follow up with high schools/SMIs.</p> <p><u>1 Feb</u> - Continue with follow-up with Schools/SMIs for 01 March timeline for Scholarship Applications</p> <p><u>1 Mar</u> - Scholarship Applications due to Scholarship Committee (postmarked by 01 Mar 11). Applications received after the due date will not be considered</p> <p><u>31 Mar</u> - Executive Committee Meeting – Scholarship Committee Report-out on Scholarship Award Nominations</p> <p><u>5 Apr</u> - General Membership Meeting – Scholarship Committee Make Final Recommendation for Scholarship Award Approval</p> <p><u>6 Apr</u> - Scholarship Committee Began notifying Awardees, Parents, and Schools</p> <p><u>14 May</u> - Scholarship Presentation Ceremony/Banquet</p> <p><u>10 Aug (NLT)</u> - Mail scholarship checks to the universities/colleges identified by the scholarship recipients</p>

Figure 6: Notional Scholarship Award Timeline