

**BYLAWS OF
THE PUGET SOUND CHAPTER OF
THE MILITARY ORDER OF THE WORLD WARS**

ARTICLE I

Name

The name of this organization shall be **THE PUGET SOUND CHAPTER OF THE MILITARY ORDER OF THE WORLD WARS®**, referred to as the Chapter in these Bylaws. May be referred to externally as **MOWW® Puget Sound Chapter** or **MOWW® Puget Sound**.

ARTICLE II

Objectives

The objectives of this Chapter are those enumerated in the Preamble to the National Constitution of the Military Order of the World Wars (MOWW).

Chapter members, known as Companions, are committed to service to our nation and local communities by providing and supporting activities that promote and encourage responsible citizenship, patriotism, youth leadership, military and public service, veteran support, and strong national security.

ARTICLE III

Membership

Section 1. Eligibility for membership shall be as prescribed by and described in the *MOWW National Constitution, Bylaws, and Policy Manual*.

Those eligible for membership include citizens of the United States of America of good moral character and repute who are at least 18 years old and either:

- A. Veterans, defined as those who have served or are serving honorably on Active Duty, to include Active Duty for Training, in the Armed Forces of the United States of America (Active, Guard, or Reserve) National

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Oceanographic and Atmospheric Administration (NOAA) or the United States Public Health Service (USPHS), or

- B. Hereditary Members, defined as family members of veterans within two degrees of consanguinity. This includes parents and grandparents, spouses, siblings, children and grandchildren, whether the relationship is by birth, adoption, or marriage.

The chapter must maintain 75% veteran membership to meet IRS requirements for a 501c19 organization.

Section 2. Both Veteran and Hereditary Members may be classified as Regular, Perpetual, Senior, Dual (which includes multiple memberships) and Memorial. The first four (4) classifications will comprise the active membership of the Chapter and the Order as hereinafter set forth in these Bylaws.

- A. Regular Membership is open to Veterans and Hereditary Members who choose to renew their membership on an annual basis.
- B. Perpetual Membership is open to new Veteran and Hereditary members, and current Regular and Senior members, who choose to become members in perpetuity with their names permanently inscribed in the records of the order. Once the Perpetual membership fee is paid in full, Perpetual members are exempt from annual dues.
- C. Senior Membership is open to regular members who have attained the age of seventy (70) years and have been a member in good standing for thirty (30) years. Senior Members will be exempt from any further payment of dues. Since Perpetual Membership in this Order is a higher classification than Senior Membership, and already exempt from all dues payment, nominations of Perpetual Members for Senior Member status will not be considered.
- D. Dual Membership is simply membership in two or more chapters, which is authorized to individual members, as long as such individual members meet annual national dues requirements or Perpetual Membership contributions for each chapter membership.
- E. Memorial Perpetual Membership may be conferred upon a deceased veteran who was a member of the Order at the time of their death, or upon

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a deceased veteran who was eligible for such membership but was not a member at the time of their death, or upon a citizen eligible for Hereditary Membership at the time of their death. Upon nomination by a chapter of the Order and upon Headquarters MOWW's receipt of a contribution to the Perpetual and Memorial Membership Fund in the sum published in the MOWW National Policy Manual, the name of such member will be inscribed in the records of the Order as a Memorial Perpetual Member. This membership classification is designed to allow chapters to honor deserving members who were not already Perpetual Members at the time of their death with inscription in the records of the Order as a Memorial Perpetual Member.

Section 3. An applicant for membership will be evaluated by the sponsor who will extend an invitation to the candidate to apply for membership. Sponsors will provide a copy of any completed application to the Adjutant for recording in Chapter records. On receipt of the Membership documents, the Applicant will be formally inducted into the Chapter.

- A. Electronic Application. Ideally, sponsors after vetting a potential applicant will direct the applicant to the National MOWW Website and coach them through the application process. Once the candidate has completed the application the Sponsor will receive an email to acknowledge the sponsorship. The applicant will pay the initial dues payment for Regular Membership or Perpetual Membership through the National MOWW Website.
- B. Paper-copy Application. Alternatively, the sponsor may coach the applicant candidate through the paper application. The Sponsor, or Chapter, will then forward the approved application and initial dues payment to the National Headquarters.

Section 4. A Patriot Program is established within the Chapter as described under *Chapter 5, Paragraph F of the MOWW National Policy Manual.*

- A. Eligibility. Eligibility for Patriot designation will be based upon participation in community service activities, the goals of which are to inspire pride in

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our Nation and the US Constitution and to strengthen personal commitment to them. Service in programs that reach out to youth, the elderly, the homeless, and veterans, especially when this service is in a position of leadership, will enhance a candidate's eligibility for Patriot designation in the Chapter. Prospective Patriots must be age 18 or over and must not be qualified for any membership classification.

- B. Selection Process. Candidate qualifications for designation as a Patriot in the Chapter will be evaluated by the Chapter Membership Committee and a recommendation made to the Chapter Staff. As with the formal membership categories, if the nomination is approved by the Board an invitation to become a Patriot will be extended to the candidate. On acceptance, the candidate will be formally inducted into the Chapter Patriot Program. To record the induction a certificate will be presented to the new Patriot.
- C. Privileges and Limits. The privileges and limits of the Patriot designation are set forth in Paragraphs F.1.d through g. of the National Policy Manual and should be explained in detail to the Patriot Candidate by the candidate's sponsor and Chapter Adjutant prior to induction. Essentially, a Patriot is much like a member, except they do not have voting privileges, do not pay dues and cannot hold any elected office within the Chapter.

Section 5. Application for transfer from the BG Bultman Chapter (At-Large) or from another chapter to this Chapter shall be promptly considered by the staff and a report on acceptance or rejection made to the National Headquarters within 30 days.

Section 6. MOWW dues are specified in the MOWW Policy Manual, Chapter 1. Annual Chapter dues may be assessed of Regular members and shall be set by the Chapter Staff based on Chapter need as established by the Treasurer and subject to the approval of the Chapter membership. Chapter Patriots are not subject to payment of dues.

Section 7. Members who fail to pay membership dues within the 3-month grace period following the anniversary date of their membership shall be dropped from the rolls. Members so dropped will be eligible for reinstatement as prescribed in

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the MOWW National Constitution and Bylaws and will be reinstated upon payment in full of National and Chapter dues for the current year.

ARTICLE IV

Officers

Section 1. Chapter elective officers shall consist of the following: Commander, Senior Vice-Commander, Vice-Commander, Adjutant, Treasurer, Surgeon, Chaplain, Historian, Public Affairs Officer, and Marshall.

Section 2. The election of the officers shall be held bi-annually. It is the Chapter's practice that the incumbent Senior Vice-Commander is nominated to be the Commander and the incumbent Vice-Commander is nominated to be the Senior-Vice Commander, unless either or both of the incumbents turn down the nomination. The nominating committee shall draw up a slate of candidates for presentation at the April general membership meeting. Following presentation of the slate, nominations shall be accepted from the floor. Voting for the full slate will take place at the May meeting. If there is more than one candidate for an office the election for that office shall be by secret ballot. A plurality of one vote shall be required for election to any office. In the case of a tie the Commander shall cast the deciding vote. Elections will be held in off years if necessary to fill a vacancy.

Section 3. The newly elected officers shall be installed with proper ceremony at the June meeting for the term of 01 July of that year to 30 June two years hence. All officers shall take office upon installation and will serve until their successors are installed.

Section 4. Committee Chairs and other appointed positions will be filled by the Commander-elect following the election of officers in May and prior to installation in June. Appointments are for a term of two years or for the term of the Commander-elect whichever is shorter.

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ARTICLE V**

Duties of Officers

Duties of chapter officers shall be comparable to those of National officers adjusted to Chapter level. If the commander position is vacated prior to the completion of the incumbent's term, the current Senior-Vice Commander will assume the position for the remainder of the unexpired term and the current Vice-Commander will move to fill the unexpired Sr. Vice Commander term. The Chapter Staff will then call on the Nominating Committee to find a suitable candidate to fill the Vice-Commander vacancy.

Section 1. The **Commander** shall:

- A. preside at Chapter meetings and at the Chapter Staff meetings, without vote, except when necessary to break a tie,
- B. enforce strict adherence to the National Constitution and Bylaws and perform such other duties as custom and parliamentary usage may require or which may be prescribed by the Chapter staff,
- C. serve as an ex officio member of all committees except the Nominating Committee,
- D. appoint the Chairs of all standing and ad-hoc committees, an auditor, and fill all vacancies as they arise,
- E. with the approval of the Chapter Staff remove from office any officer, member of the staff, or committee chair for neglect or improper performance of duty.
- F. submit a Commander's column for each publication of the Chapter newsletter.
- G. appoint members to prepare and submit the applications in the event the Chapter decides to enter National competitions.

Section 2. The **Senior Vice-Commander** and **Vice-Commander** shall:

- A. assist the Commander, and may be called upon, in order of precedence, to preside at Chapter meetings when the Commander is unable to attend, or when requested to do so by the Commander,

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- B. assume the Chair of a standing committee as appointed by the Commander, and
- C. in the case of the Senior Vice-Commander, serve as parliamentarian.

Section 3. The **Adjutant** shall be the executive officer to the commander and shall:

- A. serve as secretary to the Chapter Staff, preparing the agenda and minutes to all Chapter Staff meetings and business meetings and
- B. manage Chapter correspondence with the Commander and Chapter Staff,
- C. as needed, with MOWW National website resources:
 - 1. maintain a current membership list and pertinent data on all members, current and deceased,
 - 2. receive and transmit applications for membership (if not submitted on line), notify staff of each newly elected member acceptance and notify the sponsor of certificates received for a proposed date of induction,
 - 3. maintain and publish the Chapter membership roster, and
- D. perform such other related duties as may be required.
- E. request the Commander appoint an Assistant Adjutant as needed.

Section 4. The **Finance Officer (Treasurer)** shall:

- A. receive all dues and monies payable to the Chapter and maintain security of all Chapter funds,
- B. disburse such funds as authorized by the Commander or by vote of the Chapter Staff, within the limits prescribed by the Chapter financial policy or budget,
- C. maintain accounts and report to the Chapter and Chapter Staff monthly the receipts and disbursements for that month,
- D. submit the Chapter financial records for a financial review at the close of the fiscal year (30 June) and at any time the office is vacated prior to the end of the fiscal year,
- E. chair the Finance Committee,

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- F. with the assistance of the Chapter committee chairs submit to the Chapter Staff a budget for the upcoming year for approval, and
- G. present the approved budget to Chapter members at the September meeting.
- H. request the Commander appoint an Assistant Finance Officer as needed.

Section 5. The **Surgeon** shall:

- A. maintain awareness of the health and physical welfare of Chapter members,
- B. prepare reports and perform other duties as assigned, and
- C. submit Chapter Surgeon's column for each publication of the Chapter newsletter to keep Chapter members apprised of health/medical concerns/updates.

Section 6. The **Chaplain** shall:

- A. open and close all Chapter meetings with prayer,
- B. submit a Chaplain's column for each publication of the Chapter newsletter, and
- C. perform such other duties as are customary to the Chaplain's office.

Section 7. The **Historian** shall:

- A. acquire and preserve records and artifacts of historical interest relating to the Chapter and its members,
- B. maintain the Chapter Archives, submit and serve as custodian of awards presented to the Chapter.
- C. request the Commander appoint an Assistant Archivist as needed to assist in the maintenance of the records.

Section 8. The **Public Affairs Officer** shall:

- A. maintain liaison with the news media and provide timely publicity for Chapter and MOWW activities,
- B. serve as the editor of the Chapter newsletter and as such:
 - 1. receive and edit items for publication,

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2. compose final draft and submit for publication,
 3. distribute finished issues to Chapter companions.
- C. request the Commander appoint an Assistant PAO as needed.

Section 9. The **Marshall** shall:

- A. be responsible for placement of the National Color, Chapter flag, and lectern, and with operating the public address system at all Chapter meetings,
- B. at the request of the Chapter Commander escort specified persons to the podium,
- C. ensure that proper decorum is preserved at all Chapter meetings, and
- D. take custody of all Chapter ceremonial properties, including the National Colors, the Flag of the Military Order, and the table decorations, and secure them at the completion of each display.

ARTICLE VI

Meetings

Section 1. Regular Chapter meetings shall be held at such times and places as the Chapter Staff shall determine.

Section 2. Special meetings may be called by the Commander or upon written request of five members of the Chapter Staff, or by petition signed by 1/4th of the membership. The purpose of such meetings shall be stated in the call.

Section 3. At least thirty members of the Chapter shall constitute a quorum.

Section 4. The order of business of all meetings of the Chapter shall be in accordance with the National Constitution and Bylaws as applicable to the Chapter.

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ARTICLE VII

Chapter Staff

Section 1. The Chapter Staff shall consist of the Chapter officers, committee chairs and those in appointed positions, past commanders, and the Director of the NWYLC. The Chapter members who are National Officers may serve as ex-officio members of the staff, and are entitled to vote if they so choose.

Section 2. The Chapter Staff shall act as an executive board for the Chapter with the current Commander serving as chair and the Adjutant as secretary. The Chapter Staff shall meet at least monthly and more often as the volume and urgency of Chapter business may dictate. Five Chapter Staff members present shall constitute a quorum for the purpose of transacting business.

Section 3. Duties of the Chapter Staff shall include but will not be limited to the following:

- A. discussion and approval of Chapter meeting Agenda, activities and Programing,
- B. recommendation of nominees for Chapter officer positions,
- C. fashioning strategies to meet Chapter goals,
- D. maintaining a viable dues structure/fundraising,
- E. removal of officers who fail to perform the duties of their positions,
- F. filling vacancies that may arise in officer positions between elections, and
- G. reviewing Bylaws for currency, providing recommended amendments to the chapter to maintain relevancy of the Bylaws.

ARTICLE VIII

Committees

Committees of the Chapter are inward facing and outward facing. All Companions are highly encouraged to participate in one or more outreach

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committees of their choice to get the most out of their chapter experience. Chairs of all standing and ad-hoc committees are appointed by the Commander subject to approval of the Chapter Staff. Chairs will be reaffirmed bi-annually upon the succession of the Commander. Chairs ideally may serve up to 3 bi-annual terms before succession; and must provide for eventual succession of their chair duties through apprenticeship of interested members. Committee chairs will provide outreach to recruit members desiring to serve; and, members desiring to serve on a committee should approach the Committee Chair or Commander with their availability to serve on a particular committee and with suggestions for committee activities. The Committee Chairs must provide updates on the committee activities to chapter members through periodic and timely publication of an article in the Dispatch and announcement at Regular Meetings.

Section 1. The **Nominating Committee**, shall consist of the three immediate past commanders. or other past elected officers if three commanders are not available, and by one at-large member of the chapter;

- A. shall be chaired by that member with the longest time since last serving as Chapter commander;
- B. shall be appointed and announced at the February meeting;
- C. shall canvass the membership to secure candidates for the 8 officer positions to be elected and shall report these nominations at the April meeting, and shall provide names of the nominees for publication in the May *Dispatch*.

Section 2. **Standing Committees**

Standing committees shall consist of Outreach Program committees and Internal Program committees as listed below. The chairs of all standing committees shall be appointed by the Commander subject to the approval of the Chapter staff. Each Chair shall appoint members to their respective committees.

- A. The **Membership Committee**, an internal program committee, shall:
 - 1. be responsible for keeping the Chapter membership actively interested in procuring new members and be alert to recruitment opportunities in the area, and
 - 2. continually canvass regular Chapter members to secure new members.

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- B. The **Finance Committee**, an internal program committee, shall:
1. consist of the Finance Officer (Treasurer), Commander, Adjutant, and, two at-large members drawn from the Chapter Staff or the Chapter.
 2. study the finances of the Chapter and recommend appropriate policies for raising and expending funds,
 3. prepare an annual budget from input of Chapter Staff,
 4. prepare a recommendation, prior to the April business meeting, for an increase or decrease in the level of annual dues, if any, and
 5. ensure that the Chapter financial records are submitted for a financial review at the close of the Fiscal Year.
- C. The **Information and Publicity Committee**, an internal program committee, shall:
1. consist of the Public Affairs Officer and other members,
 2. prepare and publish the Chapter's newsletter (***The DISPATCH***) monthly,
 3. become familiar with the print and electronic media outlets currently available to our Chapter and establish working relationships with them,
 4. sustain and expand the Chapter's social media presence,
 5. prepare press releases for all available media to announce Chapter events and encourage community participation,
 6. monitor community activities in keeping with the precepts of MOWW,
 7. lead efforts to identify community events within the Chapter's geographic area which might be an opportunity to introduce the Chapter to the community, and
 8. ensure the Chapter is represented at community events, as requested.
- D. The **Legislative Committee**, an internal program committee, shall:
1. maintain liaison with local and State public officials concerning pending or needed legislation, keeping Chapter members informed, and
 2. review National resolutions and submit recommendations regarding them to the Chapter for action.
- E. The **Awards/Recognition Committee**, both an internal and an outreach committee, shall:

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1. keep its collective eye open for companions and community members who are performing above and beyond and who may be deserving of a Chapter (or higher) award,
 2. periodically request nominations from Chapter Staff,
 3. review all nominations to assure fairness, consistency, completeness, and that the basis for the proposed award is sound, and
 4. determine who is to present an award and schedule presentations when called upon to do so,
 5. track all awards presented by chapter, and
 6. develop and maintain awards budget for chapter.
- F. The **National Security / Homeland Security Committee**, an outreach program committee, shall:
1. develop and maintain a knowledgeable position on National Security
 2. maintain liaison with military and quasi-military organizations to ascertain their objectives,
 3. stay abreast of current homeland security issues facing our Country,
 4. cultivate knowledgeable and articulate homeland security sources and use these sources to keep the Chapter informed of current issues, and
 5. inform the Chapter Staff of actions appropriate for implementing the intent of the Preamble of the National Constitution.
- G. The **Public Safety/Law-and-Order Committee**, an outreach program committee, shall:
1. develop comprehensive programs to address local, State, and National issues relating to law and order and to public safety, and
 2. establish liaison, to the greatest extent possible, with public safety agencies and organizations within the Chapter's geographic area.
- H. The **Veterans Affairs Committee**, an outreach program committee, shall:
1. monitor community activities in keeping with the precepts of MOWW,
 2. foster participation by the Chapter in worthy patriotic community activities such as Veterans and Memorial Days, and
 3. maintain liaison with veterans and service organizations as well as veteran hospitals and homes.
 4. maintain productive working relationships with both public and private veterans and veterans support organizations,

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5. use those relationships to determine the needs of veterans in the Chapter's geographic area to organize Chapter programs to meet those needs, and
 6. report to the Chapter Staff, at least quarterly, Committee progress toward meeting those needs.
- I. The **Patriotic Education / Youth Leadership / Washington State Patriotic Day Committee**, an outreach program committee, shall:
1. maintain liaison with the schools of the community for the purpose of promoting patriotic education, and shall provide speakers for school programs as may be required,
 2. participate in the Youth Leadership Program, and
 3. conduct an annual Massing of the Colors ceremony.
- J. The **ROTC/JROTC Committee**, an outreach program committee shall:
1. implement the Order's Chapter ROTC programs related to the establishment and development of an effective military officer corps,
 2. support the establishment of junior and senior ROTC units as outlined in the ROTC Manual,
 3. recognize outstanding ROTC cadets and participate in appropriate awards ceremonies at those institutions within the Chapter's geographic area of responsibility.
- K. The **Scouting Committee**, an outreach program committee, shall:
1. maintain liaison with local and regional Scouting officials,
 2. participate in Courts of Honor and other Scouting awards programs to present MOWW Scouting awards,
 3. publicize MOWW youth programs within the Scouting organization.

ARTICLE IX

The Northwest Youth Leadership Conference (NWYLC)

Section 1. The Puget Sound Chapter of the Military Order of the World Wars is the sponsoring organization of the NWYLC.

Section 2. The purpose of the NWYLC is to:

- A. present an annual leadership conference for students in their Sophomore and Junior years of High School, and

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- B. ensure that the framework of the NWYLC shall be consistent with the core curriculum established by the National Patriotic Education Committee.

Section 3. NWYLC Staff:

- A. The director shall be a member of the Puget Sound Chapter, appointed by the Commander and confirmed by the Chapter Staff for an indefinite term.
- B. An assistant director, who shall be a member of MOWW, may be appointed by the director for an indefinite term with the concurrence of the Commander.
- C. A registrar, who shall be a member or Patriot of the Puget Sound Chapter, shall be appointed by the director for an indefinite term with the concurrence of the Commander.
- D. A historian may be appointed by the director as needed.

Section 4. NWYLC Finances.

- A. The fiscal scope of the NWYLC shall be determined by the NWYLC Foundation in the discharge of its supporting and funding activities.
- B. Tuition for the students shall be covered by donations from corporations, charitable organizations, activities of MOWW, and individuals.

ARTICLE X

The Northwest Youth Leadership Conference Foundation

Section 1. The NWYLC Foundation is incorporated in the State of Washington as a 'not for profit' public foundation exempt from federal income tax under Sec. 501 (C) (3) Internal Revenue Code.

Section 2. The Foundation, subsidiary of the Puget Sound Chapter, shall function under its own by-laws and be responsible for funding and support of the NWYLC.

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Section 3. The director shall call an annual meeting of the Foundation members; date and time to be set in coordination with the Foundation's Executive Board.

Section 4. The Foundation shall maintain communication with the chapters of Region XIV.

Section 5. The NWYLC Foundation Executive Board shall:

- A. be composed of a President, Vice-President, Secretary, and Treasurer;
- B. be appointed by the Commander; and
- C. conduct all business concerning the annual conference and the Foundation.

ARTICLE XI

Parliamentary Authority

The current edition of Robert's Rules of Order, Newly Revised, shall govern the Chapter in all cases to which they are applicable and in which they do not violate these Bylaws and the Constitution and Bylaws of the MOWW.

The order and precedence of Chapter business will be in accordance with the Constitution of our Order.

ARTICLE XII

Amendment of Bylaws

These Bylaws are to be kept current through periodic review and amending, as mission and policy changes occur, or as operating procedures are updated. An amendment to these Bylaws may be submitted by any member in good standing to the Chapter Staff, in writing, at a scheduled Chapter Staff meeting. A 2/3's majority of those in attendance (a quorum having been established) is required for passage. If passed, the draft amendment is published in the Dispatch with an invitation to all Chapter companions to comment. At the end of 30 days from the Dispatch publication date, the Chapter

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Adjutant will incorporate all comments received into a revised draft for review by the Chapter Staff at the next scheduled staff meeting. Following discussion, a vote on the revised text will be taken. If passed by the required 2/3's majority, the approved Bylaws amendment will be submitted to the Chapter membership for approval. Members must be notified of the Bylaws vote opportunity 30 days in advance. A simple majority of members present, in person, at a regular meeting which consists of a quorum is required for final passage.

ARTICLE XIII

Dissolution of The Chapter

Section 1. Upon surrender or revocation of the Chapter charter, all records, books of accounts, as well as funds and securities belonging to the Chapter, shall be forwarded to National Headquarters.

Section 2. If the MOWW no longer exists, the funds are to be donated to another organization, to be used for similar patriotic, educational, or charitable purposes.

X _____ X _____ X _____

MOWWPSC Commander

MOWWPSC Vice-Commander

MOWWPSC Adjutant

Adopted December 1982
Amended April 1985
Amended September 1989
Amended September 1994
Amended April 1995
Amended April 2000
Amended January 2009
Amended September 2025