



Operation Wounded Warrior of New Mexico

Charter and Program for NMALR

(Revision: 1)

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1.0 Introduction

1.1 Purpose

This document formally establishes the Operation Wounded Warrior of New Mexico (OWW-NM) program as an official program of the New Mexico American Legion Riders (NMALR). OWW-NM was established based upon vote of the NMALR general membership and approved in October 2006. This charter and program definition document is designed to define the goals, roles and responsibilities, authorities, and expectations of the program and the people performing functions in it. Further this document is meant to provide security to the assets and goals of the program, as well as promote protection from liability.

The NMALR has the responsibility for operating the program and to be cognizant of and authorize changes to the OWW-NM program in support of the functions.

This document is designed to be a best management practice to support the overall success of the OWW-NM program. It is also meant to support change control and internal and external interface control. The NMALR allows for the membership to be involved in keeping the processes up-to-date and ensuring that activities performed are done in a manner that is compliant with this document.

1.1.1 Goals

To provide needed support in form of monetary donation, man power, or other assets to legitimate veterans, veteran families, and veteran support organizations in need.

1.2 Scope

This charter and program applies to the procedures, systems, and processes for which NMALR uses in the operation of OWW-NM program as it has been defined or delegated by The American Legion, Department of New Mexico. The scope of OWW-NM program activities to be performed by the NMALR is the acquisition of funds and/or other assets for the expressed purposed of effectively and efficiently controlled distribution to verified veterans, veteran's families, and programs or organizations in good standing that are supporting the same.

1.3 Ratification

All acts performed and Charters heretofore granted by all past State NMALR officers are hereby ratified and confirmed. This includes all past OWW-NM acts, purchases, decisions, distributions, donations received, donations made, etc. in the good faith effort and best of intentions to conduct OWW-NM business by the NMALR State and Chapter Officers, and general membership.

1.4 Definitions and Acronyms

1.4.1 Definitions

NMALR : Refers to State Officers of the New Mexico American Legion Riders unless otherwise stated to include others such as Executive Board (Chapter Presidents), or general membership.

Qualified Veteran Support Organization: An organization that has defined its scope and mission statement to provide support for veterans or veteran families, and where functions performed benefits a majority (51% or more), of its overall beneficiaries are

veterans or veteran's families. Support through OWW-NM will be ear-marked specifically for veterans or veteran families.

1.4.2 Acronyms

NMALR	New Mexico American Legion Riders
OWW-NM	Operation Wounded Warrior of New Mexico

2.0 OWW-NM Membership

The NMALR at the beginning of a new term of officers shall, through a majority vote during Executive Committee meeting, designate a Chairperson and Vice-Chair to oversee the OWW-NM program. As needed, a designee may be appointed thereafter in unusual circumstances for either the Chair or Vice-Chair. In addition, each NMALR Chapter shall also designate a Chapter OWW-NM Chairperson to coordinate with the Chair and Vice-Chair. OWW-NM Chair and Vice-Chair are for a two-year term; Chapter OWW-NM Chairs are for a one year term.

So as to be easily identifiable, OWW-NM Chairpersons at all level will be identifiable by a tack: <http://emblem.legion.org/Support-Our-Troops-Tack/productinfo/815.110/> (or as designated by the NMALR Chairperson), worn on the American Legion Riders vest where an Officer designation patch would be per the NMALR State By-Laws and/or upon authorized official headgear. (Note: the device may be worn by others, but is not permitted for wear in the same location.) A list of OWW-NM Chairpersons will be provided to the NMALR.

OWW-NM Chair, Vice-Chair, and Chapter Chair persons are one hundred percent voluntary positions and do not warrant reimbursement unless an expense has been justified and brought before a NMALR/Executive Board meeting and approved through a vote.

2.1 Roles and Responsibilities

NMALR:

Oversee the operation and performance of the OWW-NM program. Communicate with the American Legion, Department of NM regarding results, needs, or support.

NMALR Secretary:

Collect and maintain OWW-NM meeting minutes to maintain a record of decisions, actions, and results that support and defend decisions and actions of the program.

NMALR Treasurer:

Maintain proper accounting of deposits and disbursement of OWW-NM finances in/from accounts for the express purposes of conducting OWW-NM business in support of the goals of the program. The treasurer will follow check writing practices per established guidelines as set by the NMALR.

OWW-NM Chairperson:

Reports to NMALR. Conduct periodic meetings and keep Vice-Chair and Chapter Chair persons informed of goals, schedule of events, etc. Assign action items and priorities. Provide leadership and be a POC for the program, events, and persons or organizations that receive support for the program to ensure 'one voice' is heard. Define specific objectives that meet the goals of the program. Provide input to support the decision-making by the NMALR, Executive Board, and general membership to ensure focus is on

proper support of veterans, veteran's families, and legitimate veteran support programs.

OWW-NM Vice-Chair:

Be cognizant of program needs and fill in as Chair as needed during State/Department/Program meetings. Prepare agendas; take meeting minutes during OWW-NM meetings ensuring to document action items, assignees, and due dates. Provide copies of the minutes to the NMALR Secretary. Confirm through use of the OWW-NM Support Questionnaire (Attachment 3) veteran, veteran family, and veteran program need and eligibility to receive support.

Chapter OWW-NM Chairperson:

Coordinate scheduled events with the NMALR OWW-NM Chair and/or Vice-Chair. Ensure that Chapter sponsored events are planned, communicated, and conducted in support of OWW-NM. Ensure funds collected in the name of OWW-NM are properly accounted for and directed to the OWW-NM Chair, Vice-Chair, or NMALR Treasurer for proper deposit and eventual disbursement. Conduct investigations (Attachment 3) to determine legitimacy of veterans, veteran's families, and veteran support organizations and respective claims of need prior to actual or implied disbursement of support assets or funds.

NMALR General Membership:

Participate in the identification of veterans, veteran families, and veteran support organizations in need of assets or financial support. Participate in discussions and votes for authorizing OWW-NM support. Support Chapter and State OWW-NM events.

3.0 Meetings

3.1 Quorum

A quorum consists of the OWW-NM Chair or Vice-Chair, and at least six Chapter OWW-NM Chair persons. In cases of voting, a 2/3 vote shall pass an issue.

3.2 Frequency

At a minimum, OWW-NM meetings will be held and directed by the OWW-NM Chair or Vice-Chair four times per year. (It is recommended that these coincide with NMALR State Meetings as a break-out session either before, after, or during an intermission.) Minutes of the meetings will be taken with the minimum information of date, time, location, participants involved. The minutes will also include decisions made, assigned actions, due dates, schedules, and deliverable items. Minutes will be taken by the Vice-Chair or designee for turning in to the NMALR Secretary for keeping.

3.3 Special Sessions

In cases of need, Special Sessions may be called by the OWW-NM Chair or Vice-Chair. Cases of need include issues of a time sensitive nature, or emergent situations of need on the behalf of a veteran, veteran's family, or qualified veteran support organization.

It is preferable that meetings be held in person if at all possible, but should it not be realistic due to time or geography, then email communication is acceptable but must be

made within 24-hours, or a specified timeframe defined by the initiator of the session. Special Session quorum requires the OWW-NM Chair, NMALR Officers, and Executive Board involvement with a minimum of six participants besides the OWW-NM Chair or Vice-Chair. Votes shall pass upon a 2/3 vote of those participating. Decisions made will be documented (email is acceptable), and provided to the NMALR Secretary for safe-keeping and reporting at the next NMALR general membership meeting.

3.4 Finances

OWW-NM assets and funds are gained through charitable donations received from public, private, and corporate sponsorship. These assets and funds shall only be used for the support of verified veterans, verified veteran's families where the veteran is disabled or deceased; or qualified veteran support organizations that are in need of assistance.

OWW-NM assets or funds may be used as long as they come from a general use account, with prior approval from NMALR general membership or the Special Session process and are in support of OWW-NM functions, events, etc.

The OWW-NM Chairperson (or Vice-Chair if acting for the Chair), shall have authorization to spend up to \$1500.00 at their discretion with no special action other than to report the expense in regular reports. Any transaction from \$1501-\$3500, requires input from an E-Board quorum at a minimum. Any amount exceeding \$3500 will go to the general membership approval unless previously authorized for a special event, need, etc.

Misuse of funds designated for OWW-NM will be grounds for investigation and possible suspension/expulsion as determined appropriate by the NMALR Officers including reporting to the American Legion, Department of New Mexico, Auxiliary, or SAL.

Should a NMALR Chapter forfeit its Charter for any reason, all funds raised for OWW accounts established for that Chapter shall be surrendered to the NMALR for deposit to OWW-NM general and/or savings accounts, **not** to the Post that sponsored the Chapter.

3.5 Events

Annually, each Chapter should hold one event minimum to support the OWW-NM program. Events held in support of OWW-NM need to be advertised as "Operation Wounded Warrior of New Mexico", and ensure that no other name or logo is used.

Marketing materials used to advertise the events should reflect "All proceeds made from this event will support Operation Wounded Warrior of New Mexico program efforts." (Without this clause, **ALL** funds and assets raised from the events held go to OWW-NM and expenses incurred by the Chapter cannot be reimbursed to the Chapter or individuals from what was raised.)

Each Chapter OWW-NM Chairperson is responsible for organizing the event, communicating the schedule with the OWW-NM Chair and Vice-Chair. The Chapter OWW-NM Chairperson is responsible for accounting for funds and ensuring that funds are transferred to either the NMALR Treasurer or OWW-NM Chair/Vice-Chair person.

NMALR Chapters are not required to have OWW-NM bank accounts for funds. Rather, by proper accounting, and documentation in meeting minutes with regards to funds spent, raised, decisions made, etc., at the Chapter level, should be enough. Should finances and decisions made by a Chapter come into question, Chapters will make their finances and meeting minutes available for audit by the NMALR Officers.

For clarity, Chapters conduct events to support the OWW-NM program/process. Assets and funds raised are transferred to the NMALR for deposit to the OWW-NM general and/or savings account. Funds in the OWW-NM general or savings account are disbursed to verified persons or qualified organizations through consensus of membership in either a general membership, Executive Board meeting, or Special Session event process. Chapters are permitted to retain and have authority to disburse not more than \$500 OWW-NM funds for local recipients based on an annual basis.

Should a need arise as identified by Chapter, the Chapter has two choices. One, conduct a separate event in the name of the cause; or Two, have the Chapter OWW-NM Chairperson contact the OWW-NM Chair/Vice-Chair with a completed Support Questionnaire to reflect validity, and request a disbursement from OWW-NM funds/assets.

4.0 Records/Reports

- List of Program key persons maintained by NMALR Secretary with copy to OWW-NM Chair and Vice-Chair.
- Program report will be generated by the OWW-NM Chair to transmit an accounting of the year's events to the NMALR Secretary at the first State meeting of a new year.
- Financial accounting (bank statements). Chapter and OWW-NM bank statements shall be available for review (electronic or hard-copy). Statements should be available based upon the requirements for the charitable organization designation.
- OWW-NM Chairperson will provide a 'State of the Program' report at each State meeting to be recorded in the State meeting minutes.



Attachments

A-1 OWW-NM Flyer



OPERATION WOUNDED WARRIOR of New Mexico

Chapter (#) AMERICAN LEGION RIDERS

Of (city) are going at it again!

They are collecting Health and Comfort Items (date) at
the (location)



The goal is to deliver as many health and comfort items as possible to our
wounded military service personnel, now more than ever.

"They may be back...but they're still not home"

What our troops need (new, unopened, cleaned items only)!

Personal Hygiene Items: Mouthwash (small bottles) - Deodorant (men and women's) - Toothpaste and
toothbrushes; Q-tips and cotton balls - Shampoo, conditioner, skin lotion (for sensitive skin)

Dove soap (for sensitive skin) - Sunscreen (for sensitive skin) - Razor blades and shaving cream

Cologne/aftershave/perfumes - Combs/brushes - Nail Kits - Feminine hygiene items

Clothing Items: Sweat Pants (with pockets; any pull-up type without buttons, snaps or zippers)

T-Shirts with pockets - white sweat socks (all sizes) - Men and women's underwear (all sizes)

Pajama bottoms (large and small) - Lap blankets - Rubber soled slippers, men and women (all sizes)

Recreation Items: Stationary/stamps - Portable players - Gift Cards - Movies - Books - Magazines

(current); Video Games - Board games - Playing cards - Puzzles - Exercise Devices - Team caps/jerseys

Money to purchase gift cards

Personal letters to service personnel from schools, organizations, and/or individuals that care!

For information and support in New Mexico, contact:

Any American Legion Rider or go to www.nmlegionriders.org

Donations in the form of check or money order can be written to;

The **NM American Legion Riders (Memo OWWofNM)** and mail to;

Aaron Dean, OWW of NM Chairman

New Mexico American Legion Riders

1112 N First Street, Grants, NM 87020

Phone: (505)290-0481

Our Wounded Soldiers NEED YOUR HELP

A-2 OWW-NM Donation Request

(Organization)
c/o: (Name)
(street address)
(city, state, zip)
(phone number)

Dear (Mr./Ms. Name);

(Introduction of yourself, and the organization. Who are you and what do you do?)

(Paragraph to recognize their organization.)

(Paragraph to make a statement of need. What action would you like them to take to support you.)

Thank you for your time, and we appreciate your consideration to support us. Anything (organization) is able to do to support us would be greatly appreciated and well received. **One hundred percent** of your charitable donation will be used by OWW-NM to support verified veterans, veteran's families, and/or qualified veteran's support organizations that are in need.

Should you have any questions or concerns regarding any of the above, please do not hesitate to contact me. The header information is based upon the Post physical location; therefore please allow me to give you my personal contact information.

Name and contact info here.

Respectfully,
(signature)

(print name of POC)

A-3 OWW-NM Support Questionnaire

Person conducting review: _____ Date: _____

Phone: _____ Email: _____

Person or Organization Needing Support: _____

Location: _____

Contact Name(s): _____

Contact Info (phone/email): _____

What is the need?: _____

Is there any other person/organization providing support? Y N

If 'yes', who: _____

Is there a time frame? N Y : when - _____

Veteran Status verified: N , Y : method (DD214, VA card?) - _____

Veteran Family status verified: N , Y : method - _____

Veteran Support organization status: _____

Sent to OWW-NM Chair: (date/method) - _____


Reviewed by/date: _____

Approved: Y , N :

Approved by: OWW-NM Chair General Membership; Executive Board; Special Session

(attach minutes to back)


A-4 OWW-NM Support Receipt

 <p>Operation Wounded Warrior of New Mexico Receipt</p>		
Donation Date:		
Donation Description:		Value
Received by: (print/sign)		
Thank You!		

Note: it is beneficial for each chapter to keep a ledger/log of each receipt given rather than an overall accounting. It is therefore recommended that the Chapter OWW-NM Chair acquire a ledger/log book they deem appropriate. The above can also be modified and used at a local print shop to create carbon duplicate copies used for events or reimbursements.

A-5 OWW-NM Shopping Flyer

OWW Shopping List For Men and/or Women

<u>Hygiene Items:</u>	<u>Clothing Items:</u>	<u>Entertainment:</u>	<u>Miscellaneous Items:</u>
Mouthwash (small bottles) Deodorant Toothpaste and toothbrushes Q-tips and cotton balls Shampoo Conditioner Skin lotion (for sensitive skin) Dove soap (for sensitive skin) Sunscreen (for sensitive skin) Razor blades and shaving cream Cologne/aftershave/perfumes Combs/brushes Nail Kits Feminine hygiene items	Sweat Pants (with pockets; any pull-up type without buttons, snaps or zippers) T-Shirts with pockets White sweat socks (all sizes) Men and women's underwear (all sizes) Pajama bottoms (large and small) Rubber soled slippers (all sizes)	Stationary/stamps Portable players Gift Cards Movies Books Magazines (current) Video Games Board games Playing cards Puzzles Exercise Devices Team caps/jerseys	Lap blankets Personal letters to service personnel from schools, organizations, or individuals who care. Gift cards. Monetary donations 

OWW Shopping List For Men and/or Women

<u>Hygiene Items:</u>	<u>Clothing Items:</u>	<u>Entertainment:</u>	<u>Miscellaneous Items:</u>
Mouthwash (small bottles) Deodorant Toothpaste and toothbrushes Q-tips and cotton balls Shampoo Conditioner Skin lotion (for sensitive skin) Dove soap (for sensitive skin) Sunscreen (for sensitive skin) Razor blades and shaving cream Cologne/aftershave/perfumes Combs/brushes Nail Kits Feminine hygiene items	Sweat Pants (with pockets; any pull-up type without buttons, snaps or zippers) T-Shirts with pockets White sweat socks (all sizes) Men and women's underwear (all sizes) Pajama bottoms (large and small) Rubber soled slippers (all sizes)	Stationary/stamps Portable players Gift Cards Movies Books Magazines (current) Video Games Board games Playing cards Puzzles Exercise Devices Team caps/jerseys	Lap blankets Personal letters to service personnel from schools, organizations, or individuals who care. Gift cards Monetary donations 