



# LUKE CHAPTER MOAA

Military Officers Association of America, PO Box 5072, Sun City West, Arizona 85376-5072

---

## POLICIES AND PROCEDURES OF LUKE CHAPTER MOAA

### Authorization to Approve Grants to Veterans

**Resolution:** The panel of members which interviews a veteran who applies for an emergency grant to relieve financial hardship for food security or necessary household living expenses is authorized in its discretion to award up to \$2,500 in available grant funds, if such funds are available in the Luke Chapter or Community Fund line-item account for veteran grant purposes. Grants of more than \$2,500 require approval by resolution of the respective Board of Directors at a regular meeting of the respective Board or by email voting. Resolution passed on 1 December 2022; revised 09 January 2025.

### Policies on Dues Payable by Members

**Resolution:** The general policies regarding dues, are as follows: (1) charge dues for chapter regular members of \$25 annually; (2) reduce dues to \$15 for new members applying after January 1 for the balance of the fiscal year; (3) new member would not be charged dues if enrolled after April 1 for the balance of that fiscal year; (4) surviving spouse dues for the fiscal year will be \$15; (5) new surviving spouse members will be charged \$5 for the balance of the year if enrolled after January 1; (6) for surviving spouses of a member who dies in a fiscal year, dues would be forgiven for the remainder of that fiscal year; and (7) dues are not required from any regular member or surviving spouse aged 100 years or more. Resolution passed on 1 September 2022; amended 3 November 2022.

### Policy on Expenses and Reimbursement to Members

**Resolution:** The policies on expenses and reimbursements are as follows: (1) Reasonable expenses of \$250 or less incurred by a member of the chapter reasonably required in the course of performing the duties and responsibilities of the officer or director may be reimbursed by the Chapter; (2) If the expenditure is recognized in the fiscal year Budget approved by the Board by subject or nature, no prior Board approval to incur the expense and be reimbursed is required; (3) If an expense exceeds \$250 or is not already recognized in the Budget, prior Board approval is required; the Board in its discretion may nonetheless approve reimbursement after the fact, if an expense is incurred in good faith for a reasonable amount in the regular course of business; and (4) The member may present a claim for reimbursement on the form approved by the Treasurer, with a copy of the receipt or invoice and written evidence of payment of the amount claimed. Resolution passed on 3 November 2022; revised on 9 January 2025.

### **Business Cards for Officers and Directors**

**Resolution:** Officers and directors of the Chapter may purchase business cards on the approved format with their contact information and MOAA logo for use in chapter business and member recruiting activities. Resolution passed on 3 November 2022.

### **Authorization to Seek Grants from MOAA, ADVS, and other sources**

**Resolution:** The Luke Chapter Chairperson of the Veterans Relief Grant Committee is authorized to sign grant applications to various sources, including the Military Officers Association of America and the Arizona Department of Veterans' Services, provided the amounts are within reasonable expectations of the capability of the Chapter to properly expend the grant monies sought, upon prior Board approval. Resolution passed on 3 November 2022; revised 9 January 2025.

### **Authorization to Sign and File IRS Tax Returns**

**Resolution:** The Luke Chapter President, the Treasurer, the Secretary, and/or the Compliance Director, are each authorized to sign and file the IRS tax returns for both Luke Chapter MOAA and its single-member subsidiary, Luke Chapter MOAA Community Fund, Inc., after review and approval of the draft return by the Boards of each organization. In addition, the same officers are authorized to obligate the Chapter to pay a reasonable fee to the outside accountant who prepared the tax return on behalf of the chapters. Resolution passed on 3 November 2022.

### **Staffing the Chapter and Boards of Directors**

**Resolution:** The size of the Chapter Board of Directors shall not exceed 25 directors unless otherwise approved by the Board. The size of the Board of the Chapter's single-member subsidiary, the Luke Chapter MOAA Community Fund Inc., shall not exceed 15 directors. Also, a majority of the directors on the Community Fund Board must be chapter Members who are not also directors on the Luke Chapter Board. Resolution passed on April 2020; amended on 3 November 2022.