



# MILITARY ORDER OF THE STARS AND BARS

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GENERAL HEADQUARTERS PROCEDURES AND

MOSB GENERAL OPERATIONS MANUAL

## *Purpose*

The General Executive Committee has approved the procedures defined in this manual. They are codified to represent best practices and ensure continuity of operational functions for the Order.

The Executive Director is responsible for maintaining and revising this document as the General Executive Committee approves.

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PO Box 697  
Nixa, Missouri 65714

Approved in its entirety by the General Executive Council  
on October 07, 2023, in Hot Springs, Arkansas

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# **SECTION 1: DAILY OPERATIONS**

## **1.1 Processing of General Business Mail**

1. Collection Frequency of USPS Mail
  - a. Incoming mail should be collected at least every other day.
  - b. Outgoing postage expenses will be submitted for approval monthly to the Commander General and Treasurer General on the organization-supplied reimbursement voucher.
2. USPS Mailbox
  - a. USPS Mailbox location will be maintained as PO Box 697, Nixa, MO 65714.
  - b. Annual box rental will be paid and reimbursed upon approval by the Commander General
3. The Executive Director upon receipt of the weekly mail, will process the various types by the following procedures:

### **Supplier Invoices**

- a. Scan the invoice into a PDF file
- b. Send electronically to the individual who placed the order with the supplier for certification of receipt of goods
- c. The Executive Director will then file the PDF file in an electronic folder under the Supplier name and appropriate year, e. g., MTM Recognition # 555777 6-13-2022
- d. The Executive Director also files the original in a paper file folder labeled with the Supplier Name and year of file
- e. When the certifier confirms the invoice and receipt of goods, the Executive Director will send the invoice to the Treasurer General and the Commander General
- f. When the CG approves the invoice for payment, the Treasurer General pays the invoice within the due date of the invoice.

### **Bank Statements**

- a. Scan all pages of the Bank Statement into a PDF file
- b. Send electronically to the Commander General (the Treasurer General has online access through the bank to view statements).
- c. The Executive Director then files the PDF in an electronic folder under the Bank name and appropriate year, e.g, Wells Fargo Statement 6-13-22
- d. The Executive Director then files the original in a paper file folder labeled with the Bank Name and year of file

### **Merchandise Orders**

- a. Merchandise Orders will typically flow through the online MOS&B Store with PayPal authorizations for payment
- b. Occasionally, members will order merchandise and send checks and requests to MOS&B GHQ
- c. Scan any written requests and instructions into a PDF file and insert them into an existing Membership Master File or create a new Member Master File by renaming the PDF document in the following manner: Member Last Name, First Name, Middle Name, Suffix, Member #, purchase.
- d. Send electronically to the Quartermaster General advising how much money was paid by the member and ensure that a member's mailing address is included in the information sent to the Quartermaster General.

- e. The Executive Director then files the PDF in an electronic folder under the file name of Merchandise Sales and the appropriate year.
- f. The Executive Director holds the check, money order, cash, etc., until the Quartermaster General advises that the order is fulfilled and the amount of money received is appropriate.
- g. The Executive Director then deposits the check at the appropriate time and in the proper bank account. He will notify the TG of the receipt of merchandise revenue in the deposit summary details spreadsheet.

### **Processing Member Correspondence**

- a. The Executive Director will determine the type of correspondence sent to the MOS&B GHQ Post Office Box and take appropriate actions of scanning and referring to the relevant General Officer and Staff Officer.
- b. All member correspondence with historical or business significance should be inserted into each member's electronic and paper files in chronological order, with the most current date at the back of the paper file and as the last page of the electronic file. The intent is to ensure that the members' records are recorded as part of the permanent record.

## **1.2 Membership Applications**

### **1. New Member Application**

- a. The Executive Director, upon receipt of a New Member Application Form, will scan all documents into a PDF file and name the File, e.g., "NM Joe Brown Smith 6.15.12" and place the file in a Folder titled "Pending New Member Applications".
- b. The Executive Director will then electronically send the PDF file to the Genealogist General for review and approval.
- c. The paper file will be held along with the appropriate payment amount pending the approval of the Genealogist General. If the application was submitted as an electronic file, after approval of the Genealogist General, a paper copy will be printed.
- d. The Genealogist General will scan the signed approval pages and electronically send these pages back to the Executive Director for insertion into the pending application PDF file upon approval of the application.
- e. The Executive Director will create the new member's file in the database's TOTAL - MEMBER # Tab, the VETERANS Tab, and update the number of members on the ALL INCLUSIVE CHAPTER Tab. .
- f. Once the PDF file is updated with all associated approval pages and correspondence, the Executive Director will then rename the file, e.g., Last Name, First Name, Middle Name, Suffix, Member #, app, and file in a sub-folder titled "Entered in Database."
- g. The Executive Director will prepare the appropriate New Member Packet and Life Member Packet (if applicable) and send the packet(s) to the new member according to Procedure 4.1
- h. The Executive Director will update the appropriate Chapter Roster to include the new member's information.
- i. The Executive Director will deposit the check and complete the deposit summary details spreadsheet according to Procedure 2.1,2.2.

## **2. Life Membership Application**

- a. The Executive Director, upon receipt of a Life Member Application Form, will scan all documents into a PDF file and name the File; e.g., "LM Joe Brown Smith 6.15.12" and place the file in a Folder titled "Pending Life Member Applications."
- b. The Executive Director posts the receipt of Life Membership payment directly in the TOTAL - MEMBER # Tab by identifying the correct Member number, validating the birth date of the member with what is reported in the correspondence by the member, and confirming that the right amount is being paid, then posting Columns titled: LM Payment, LM Balance Due, LM Payment Date, and Date Processed, as appropriate, and recording the date processed in Column titled: Last File Update.
- c. Once the entry in the database is complete, the Executive Director will rename the file, e.g., Member Last Name, First Name, Middle Name, Suffix, Member #, LM, and file in a sub-folder titled "Entered in Database."
- d. The Executive Director will update the appropriate Chapter Roster to include the new LM information.
- e. The Executive Director will prepare the appropriate Life Member Packet and send the packet to the new member.
- f. The Executive Director will deposit the check and complete the deposit summary details spreadsheet according to Procedure 2.1,2.2.

## **3. Supplemental Ancestor Applications**

- a. The Executive Director, upon receipt of a Supplemental Ancestor Application Form, will scan all documents into a PDF file and name the File, e.g., " SM Joe Brown Smith 6.15.12".
- b. The Executive Director will then electronically send the file to the Genealogist General for review and approval. Unless the State Society Genealogists have already approved it. If approved at the Society level, proceed to step e.
- c. The paper file will be held along with the appropriate payment amount pending the approval of the Genealogist General.
- d. The Genealogist General, upon approval of the application, will scan the signed approval pages and electronically send these pages back to the Executive Director for insertion into the pending application PDF file and original paper application.
- e. The Executive Director will post the new supplemental ancestor information to the member's file in the TOTAL - MEMBER # Tab.
- f. Once the PDF file is updated with all associated approval pages and correspondence, the Executive Director will then rename the file, e.g., Last Name, First Name, Middle Name, Suffix, Member #, supp, and file in a sub-folder titled "Entered in Database."
- g. The Executive Director will prepare the appropriate Supplemental Member Packet and send the packet to the new member.
- h. The Executive Director will deposit the check and complete the deposit summary details spreadsheet according to Procedure 2.1,2.2

### **1.3 Processing Last Commission**

1. Last Commission
  - a. The Executive Director, upon receipt of a Last Commission Notification Form, will scan all documents into a PDF file and name the File; e.g., " Last Name, First Name, Middle Name, Suffix, Member #, LC, 6-15-22" and place the file in a Folder titled "Pending Last Commission" if an obituary is not included with the request the Executive Director should make every effort to obtain a copy of the obituary and have it with the request in the PDF file.



- b. The Executive Director posts the deceased member's information directly in the TOTAL - MEMBER #Tab by identifying the correct Member number, validating the birth date of the member, completing Columns titled File Status, MOSB Society #, Dues Date, Death Date, and Death Place, and filling those cells with the purple fill color to indicate a deceased member. Duplicate information should be entered in the NECROLOGY TAB of the database.
- c. The Executive Director will attach a duplicate copy of the Last Commission pdf and email it to the Chaplin General.

## **SECTION 2: DEPOSIT AND CHECK HANDLING**

### **2.1 Check Handling Procedures**

1. Check Handling Procedures - The Executive Director will process each check, money order, or cash transaction as follows:
  - a. Each check received for dues will be marked by the Executive Director in the appropriate section on the back as either "For Deposit Only Military Order of the Stars and Bars 9958198427 Wells Fargo" or "For Mobile Deposit Only at Wells Fargo Bank".
  - b. The Executive Director will ensure that each dues check is posted on the Membership Master File on the TOTAL - MEMBER# tab in the appropriate row and Columns titled: Dues Date, Dues Paid, Date Processed, and Last Correspondence or Dues Paid.
  - c. Validation of the member's name, address, and telephone numbers with the member file is essential (please note that some members use up "old checks" in paying their dues, and wholesale acceptance of address changes could result in a member not receiving information sent by the Order, e.g., dues notices and Officer's Call) and further discussion with the member may be warranted.
  - e. The Deposit Spreadsheet is then updated to show this individual check in the appropriate date tab by member name, check number, member number, member Chapter, amount of money in the proper money type column, and the appropriate budget category.

### **2.1 Deposit Handling Procedures**

1. Deposits should be made promptly so that the General Headquarters is not holding large sums of undeposited money. During the annual dues collection period, it may be that deposits should be made daily.
    - a. When it is time to make a deposit, the deposit book is filled out with the check number, amount, and the deposit number, which is the date of the deposit.
    - b. If a mobile deposit is made, a copy of each transaction confirmation is scanned or converted to a PDF document and placed as a File; e.g., "Deposits 2022/6-15-12".
    - c. The checks are then scanned into a PDF document and combined with the deposit transaction record in a File, e.g., "Deposits 2022/6-15-12".
    - d. In case of dispute or inquiry, all these records become very useful in backtracking what occurred.
    - e. The Deposit Spreadsheet is then updated to show this individual check in the appropriate date tab by member name, check number, member number, member Chapter, amount of money in the proper money type column, and the appropriate budget category
    - f. When the deposit is completed, all PDF documents and the Deposit Spreadsheet for the deposit will be emailed to the Treasurer General.
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## **SECTION 3: MEMBERSHIP DUES AND DONATIONS**

### **3.1. Individual Dues Payments**

1. The Executive Director posts the receipt of dues directly in the Membership Master Database by identifying the correct Member#, the dues year being credited (e.g., 2022), the amount of payment (\$45.00), and the processing date of the payment (6/12/2013) in the appropriate columns.
2. The Executive Director must ensure the current file status of the member, e.g., Active, Inactive, Resigned, DNP-2022, etc., is posted in the File Status column.
3. The Executive Director must also validate as much contact information as possible included in the correspondence with the information in the Membership Master Database, e.g., return address on the envelope, address on the check, member name, telephone numbers, email address, etc.
4. If the member is DNP, Inactive, or a New Member, the Executive Director must determine if a prorated dues amount is required and post that amount in the Dues Paid Column.
5. The Deposit Spreadsheet is then updated to show this individual check in the appropriate date tab by member name, check number, member number, member Chapter, amount of money in the proper money type column, and the appropriate budget category
6. The Executive Director will scan any correspondence associated with the payment into a PDF document, insert it into the appropriate Chapter folder with the label Chapter# XXX, and rename the Chapter correspondence, e.g., "2022 Dues.

### **3.2 Chapter Dues Payments**

1. The Executive Director posts the receipt of dues directly in the Membership Master Database by identifying the correct Member numbers and following the Individual Dues Payments steps 1 through 4.
2. The last payment date for each individual is recorded beside the member's name, typically listed in the Chapter correspondence accompanying the payment.
3. The Deposit Spreadsheet is then updated to show this Chapter check in the appropriate date tab by Chapter name check number, and listing each member number, amount of money in the proper money type column, and the right budget category for each member descending under the Chapter check information.
4. The Executive Director will scan the Chapter correspondence into a PDF document and insert it into the existing Chapter file or create a Chapter file with the label Chapter# XXX and rename the Chapter correspondence; e.g., "2022 Dues

### **3.3 Annual Dues Notification Process**

In October of each year, the Executive Director will assemble the Chapter Dues Invoice Packets for each Active Chapter that reported the previous year and the individual dues notices for the National At Large Chapter.

1. The Active-Member list will be sorted to extract all National At Large members. Once completed, the At Large Life Members are removed to identify the annual dues-paying members. Any new At-Large member who joined after January 1st will receive a prorated dues assessment. These member's dues are prorated for their second year at the following rate: Jan-\$41, Feb-\$37, Mar-\$33, April-\$29, May-\$25, Jun-\$21, Jul-\$17, Aug-\$13, Sep-\$9, Oct to Dec-no dues.
  2. The prorated At Large member and annual dues-paying At Large member list shall be submitted to the Adjutant General. He will then submit this list to the mailing house for these letters to be sent via USPS mail to the individual members postmarked by October 15th of each year.
  3. The Active-Member list will be sorted to extract all active Chapters by number. Once completed, the Life Members assigned to each Chapter are removed to identify the annual dues-paying
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members. The Executive Director shall set up a Chapter Dues Roster template for compiling each chapter's total membership at that date.

4. Any chapter member who has joined after January 1<sup>st</sup> will receive a prorated dues assessment. These member's dues are prorated for their second year at the following rate: Jan-\$41, Feb-\$37, Mar-\$33, April-\$29, May-\$25, Jun-\$21, Jul-\$17, Aug-\$13, Sep-\$9, Oct to Dec-no dues.
5. The Chapter Dues Roster is then put with a cover letter updated each year and a copy of the Chapter Activity Report form. These packets should be emailed to each Chapter Adjutant and Commander by October 15 of each year. If an email confirmation is not received, then the Executive Director will send print copies of the Chapter Dues Roster and the Chapter Activity Form to each Chapter Adjutant via USPS mail.

### **3.4 Donations**

1. Confederate Legacy Endowment Donation
  - a. The Executive Director will scan the correspondence associated with the payment, which may be made in whole or up to 4 installments over four years into a PDF file.
  - b. The Executive Director will then post the donation database reflecting this donation and prepare and scan a Donation Receipt for the entire or installment plan agreement
  - c. The Executive Director should print out the Donation Receipt and mail it via USPS to the member.
  - d. The Executive Director will then insert the PDF files of the associated correspondence and the Donation Receipt into the existing Membership Master File or create a new Member Master File by renaming the PDF document in the following manner: Member# XXXX - Last Name.
  - e. A certificate and medal will not be awarded until the full payment has been received.
  - f. The Executive Director will prepare, scan, and mail the certificate, neck ribbon, and drop it to the member. Every effort should be made for the Commander General to present this medal at the appropriate Annual General Convention or State Society Convention.
2. Other Donations
  - a. Additional donations may be received for specific projects and purposes.
  - b. The Executive Director, upon receipt of the donation, will determine the type and summarize the Donations by type and submit this specific information to the Treasurer General.
  - c. The Executive Director will complete the Deposit Spreadsheet in the appropriate date tab by Member name, check number, and amount of money in the proper money type column and in the right budget category for the Donation.

## **SECTION 4: CERTIFICATE PREPARATION, PACKAGING, AND MAILING**

### **4.1 New Member Packet**

1. Presentation Folder contents:
  - a. New Member Certificate placed on the right inside of the Presentation Folder
    1. MOSB Member #
    2. Member's full name, appropriate prefix, and suffix
    3. Ancestor's full name rank, suffix, and unit designation
    4. Gold Notarial Seal - Avery 5868 - 2" Round with MOS&B Seal Press
    5. MOS&B General Society Ribbon (1 3/8" wide and 1 3/8" long with "V" cut at the bottom) affixed to Seal.
    6. Date accepted into the Order
    7. Signed by Commander General (CG) and Adjutant General (AG)
  - b. Executive Director's card with contact information inserted into the cut-out on the bottom right inside the tab of the Presentation folder.
  - c. Membership Card with appropriate year, full name with prefix and suffix, and MOS&B #. Signed by AG and CG (pre-printed) and inserted into one side of the cut-out on top of the Executive Director's card.
  - d. Commander General's letter is specifically addressed with the member's name, address, and date of acceptance into the Order and placed in the left inside section of the Presentation Folder.
  - e. Previous printed Officer's Call as determined by available surplus is placed behind the Commander General's letter in the left inside pocket..
  - f. New Member Pin wrapped and taped in bubble wrap to prevent damage and loss of pin taped to the left pocket of the presentation folder
  - g. Insert the presentation folder and contents into a 9.5" x 13.5" bubble mailer.
  - h. Member mailing address label should be printed, attached to the mailer, and covered with clear packing tape
  - i. Return mail address label printed with current mailing address of MOS&B GHQ
  - j. New Member Packet should be sent USPS as Ground Advantage with tracking.

### **4.2 Life Member Packet**

1. Presentation Folder contents:
    - a. Life Member Certificate placed in the right inside pocket of the Presentation Folder
      1. Member's full name, appropriate prefix, and suffix
      2. Gold Notarial Seal - Avery 5868 - 2" Round with MOS&B Seal Press
      3. MOS&B General Society Ribbon (1 3/8" wide and 1 3/8" long with "V" cut at the bottom) affixed to Seal.
      4. Date accepted into the Order
      5. Signed by Commander General (CG) and Adjutant General (AG)
    - b. Executive Director's card with contact information inserted into the cut-out on the bottom right inside the tab of the Presentation folder.
    - c. Life Membership Card with appropriate year, full name with prefix and suffix, and MOS&B #. Signed by AG and CG (pre-printed) and inserted into one side of the cut-out on top of the Executive Director's card.
    - d. Commander General's letter specifically addressed with the member's name and address and date of life membership and placed in the left inside section of the Presentation Folder.
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## **SECTION 4: CERTIFICATE PREPARATION, PACKAGING, AND MAILING**

- e. Life Member Pin wrapped and taped in bubble wrap to prevent damage and loss of pin taped to the left pocket of the presentation folder
- f. Insert the presentation folder and contents into a 9.5" x 13.5" bubble mailer.
- g. Member mailing address label should be printed, attached to the mailer, and covered with clear packing tape
- h. Return mail address label printed with current mailing address of MOS&B GHQ
- i. Life Member Packet should be sent USPS as Ground Advantage with tracking.

### **4.3 Life Member and New Member Combo Packet**

- 1. Presentation Folder contents:
  - a. New Member Certificate placed on the right inside pocket of the Presentation Folder
    - 1. MOSB Member #
    - 2. Member's full name, appropriate prefix, and suffix
    - 3. Ancestor's full name rank, suffix, and unit designation
    - 4. Gold Notarial Seal - Avery 5868 - 2" Round with MOS&B Seal Press
    - 5. MOS&B General Society Ribbon (1 3/8" wide and 1 3/8" long with "V" cut at the bottom) affixed to Seal.
    - 6. Date accepted into the Order
    - 7. Signed by Commander General (CG) and Adjutant General (AG)
  - b. Life Member Certificate placed on the left inside pocket of the Presentation Folder
    - 1. Member's full name, appropriate prefix, and suffix
    - 2. Gold Notarial Seal - Avery 5868 - 2" Round with MOS&B Seal Press
    - 3. MOS&B General Society Ribbon (1 3/8" wide and 1 3/8" long with "V" cut at the bottom) affixed to Seal.
    - 4. Date of Life Membership
    - 5. Signed by Commander General (CG) and Adjutant General (AG)
  - c. Executive Director's card with contact information inserted into the cut-out on the bottom right inside the tab of the Presentation folder.
  - d. Life Membership Card with appropriate year, full name with prefix and suffix, and MOS&B #. Signed by AG and CG (pre-printed) and inserted into one side of the cut-out on top of the Executive Director's card.
  - e. Commander General's letter specifically addressed with the member's name and address and date of life membership and placed in the left inside section of the Presentation Folder.
  - f. Commander General's letter specifically addressed with the member's name, address, and date of acceptance into the Order and placed in the right inside section of the Presentation Folder.
  - g. Life Member Pin and New Member pin are wrapped and taped in bubble wrap to prevent damage and loss of pins, then taped to the left pocket of the presentation folder
  - h. Insert the presentation folder and contents into a 9.5" x 13.5" bubble mailer.
  - i. Member mailing address label should be printed, attached to the mailer, and covered with clear packing tape.
  - j. Return mail address label printed with current mailing address of MOS&B GHQ
  - k. Life Member Packet should be sent USPS as Ground Advantage with tracking.

## **SECTION 5: CONTROL, MAINTENANCE, AND USE OF RECORDS**

### **5.1 Corporate Records**

Create and keep records if you are the designated officer of your area of responsibility in the Order. Records document decisions and activities of your position and the records document services provided by your office/committee. Keep all records that have a historical value to the Order. Don't keep papers if they are publications from outside sources, personal documents, mass mailings (received), drafts replaced by new versions, duplicate records, or records that don't document your job duties and responsibilities.

1. Permanent records—Permanent records are records required by law or regulation to be permanently retained and which are ineligible for destruction at any time for any reason. These records are necessary for the continuity of business and the protection of the rights and interests of the organization and of individuals. No record, whether or not referenced, may be destroyed if in any way the records refer to, concern, arising out of, or in any other way are involved in pending or threatened litigation.
  - a. Corporate Records –Annual Reports to Secretary of State/Attorney General Articles of Incorporation Board Meeting and Board Committee Minutes Board Policies/Resolutions By-laws Construction Documents Fixed Asset Records IRS Application for Tax-Exempt Status (Form 1023) IRS Determination Letter, State Sales Tax Exemption Letter
  - b. Accounting and Corporate Tax Records - Annual Audits and Financial Statements Depreciation Schedules, General Ledgers., IRS 990 Tax Returns
  - c. Bank records - Check Registers.
  - d. Legal, Insurance, and Safety Records – Appraisals, Copyright Registrations, Insurance Policies Real Estate Documents, Stock and Bond Records, and Trademark Registrations.
2. Non-permanent retention  
Certain records are not required by law to be permanently retained and may be destroyed after the passage of certain years or upon the passing of events as defined by these policies. Notwithstanding the listing of documents below, no record, whether or not referenced may be destroyed if in any way the records refer to, concern, arise out of or in any other way are involved in pending or threatened litigation.
  - a. Contracts (after expiration) 7 years  
Correspondence (general) 3 years  
Business Expense Records 7 years  
IRS 1099s 7 years  
Journal Entries 7 years  
Invoices 7 years  
Cash Receipts 3 years  
Credit Card Receipts 3 years
  - b. Bank Deposit Slips 7 years  
Bank Statements and Reconciliation 7 years  
Electronic Fund Transfer Documents 7 years
  - c. Earnings Records 7 years  
1099 Statements 7 years
  - d. Donor Records and Acknowledgement Letters 7 years  
Grant Applications and Contracts 5 years after completion  
Leases 6 years after expiration  
General Contracts 4 years after termination

## **SECTION 5: CONTROL, MAINTENANCE, AND USE OF RECORDS**

### **5.2 Member Records**

1. In the process of daily operations, the General Headquarters staff collects certain personal information to maintain and administer the membership records and communicate with the membership. We require that this information be kept confidential and secure.
  - a. USPS address information is sent to our non-affiliated third-party printing company for mailing purposes of the printed Officer's Call magazine and a non-affiliated third-party mail management company for periodic communications with our membership, including the At Large Member dues notices. The General Headquarters staff will only share information necessary for the specific contracted services.
  - b. Active members, inactive members, and former members' contact information may be distributed for official Military Order of the Stars and Bars business, reactivating, and recruiting purposes only. This information is provided to the appropriate leadership of the National elected and appointed officers and within the State Societies and Chapters after validating and approving the request and its purpose.
  - c. Article VII Section X of the Bylaws shall be adhered to in reference to access to submitted membership applications and associated documentation.

### **5.3 Archives**

1. The Executive Director will create a hard copy file of all membership records and any additional records with historical relevance to the organization for permanent preservation in the Archives.
  - a. Approved Membership Applications- A legal size left tab file folder will be created by the Executive Director with the member's name: (last, first, middle, suffix) on line one of the file tabs and the membership number on line two. Additional documents should be placed on top of the application in the order they are created or received. The most recent document would be the front of the file.
  - b. Additional hard copy records such as transfers, death notices, and supplemental apps shall be set aside and marked as such. In addition to paper files, the Archives may accept MOSB memorabilia from our members reflecting our past conventions nationally and throughout the Societies. These may consist of medals, pictures, and any other item that might be of historical significance to the MOSB.
2. The MOSB Archives is located at the Oklahoma History Commission Building located at 800 Nazih Zuhdi Dr, Oklahoma City, OK 73105. Contained at this site are all known records that have been reported and turned in to the MOSB. These records that have been handed down through the various administrations consist of new membership files, supplemental files, deceased member files, and all past MOSB Administrative files.
  - a. At a minimum once each quarter of the year, the Executive Director shall transfer hard copy records to the Archivist General. Upon receipt of the hard copy records, the Archivist General or designee is tasked with filing these in the member's files (already previously created). These records are typically hand delivered by the Executive Director to the Archivist General for delivery by the Archivist General to the Archives at the OK History Center in Oklahoma City, OK.



## **SECTION 5: CONTROL, MAINTENANCE, AND USE OF RECORDS**

- b. At a minimum once each quarter of the year, the Executive Director shall transfer electronic copies of records to the Genealogist General and the Archivist General. The electronic file folders are put onto USB drives and delivered to the Archivist General and the Genealogist General informing them these are to go onto the external drives owned by the Order in their possession. The Executive Director also has an external drive where these are added to the electronic files on his external drive. The Archivist General and Genealogist General are asked to send these USB drives back to HQ to save the expense of the Order having to purchase multiples of these USB drives.
- c. Every effort should be made to have backup copies of all electronic files on external hard drives and when possible, cloud storage or another separate backup system as they may become available.

### **5.4 Destruction of Records**

Destruction is the complete obliteration of records so they cannot be retrieved or accessed. Preservation is the transfer of records with historical value to the Archives in Oklahoma City for permanent preservation. The storage areas in the Archives have environmental and security controls to protect records. All records are the property of the Archives and can be accessed by members unless they are confidential.

#### **1. Document Destruction**

The Executive Director and Treasurer General are responsible for the ongoing process of identifying records that have met the required retention period and overseeing their destruction.

The destruction of financial and personnel-related documents will be accomplished by shredding.

2. Document destruction will be suspended immediately, upon any indication of an official investigation, or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or claim, whichever is latest.

### **5.5 Compliance**

Failure on the part of officers or contracted employees to follow this policy can result in possible civil and criminal sanctions against the Military Order of the Stars and Bars and its Directors. The Commander General, Treasurer General, and Judge Advocate General will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

## **SECTION 6: GENERAL CONVENTION VOTING**

### **6.1 Rules and Credentials Committee**

The Rules and Credentials Committee shall be appointed by the Commander General consisting of at least but not limited to one member of the host Chapter, one member of the GEC, one member of the Army in which the Convention is held being either the Commander of the Army or a Councilman from the same. The total of the Committee should be an odd number. Their duty is to oversee the qualifications of the members and the voting is fair and correct.

### **6.2 Delegate Credentials Form**

- i. The Executive Director will send the form of a credential to each chapter commander and adjutant for either the commander and/or adjutant to complete and sign designating the chapter's delegate who will be present at the General Convention and cast the ballot of the members in good standing of that chapter in the event a secret written ballot motion is passed.
- ii. The credential form shall be presented to the Rules and Credentials Committee upon the delegates' registration at the convention. Ballots will be counted and tabulated by the Judge Advocate General and the Executive Director. The Rules and Credentials Committee shall oversee the counting and tabulation.

### **6.3 Voting Process**

The elections should be brought to the floor for action after the completion of all Opening Ceremonies, reports, and all agenda matters thru Old Business, but before New Business.

1. The Nominating Committee likewise appointed by the Commander General should make the nominations with an explanation of the qualifications they sought for each office to be filled.
2. The Commander General or the Judge Advocate General should then open the floor for nominations. Any nominee from the floor must be in good standing, be present and acknowledge orally his willingness to serve in such capacity for which he was nominated from the floor of the convention.
3. Upon Completion of nominations any and all office(s) that has only one nominee shall be voted on in mass or upon motion by acclamation.
4. Contested Offices shall then be called upon alphabetically and given an opportunity and specific time limit to address the Convention as to why he should be elected to the said office. The time limit shall be at the sole discretion of the chair. Upon completion of the contested address' a vote shall be taken in accordance with the Bylaws Article XV.
5. Ballots will be counted and tabulated by the Judge Advocate General and the Executive Director. The Rules and Credentials Committee shall oversee the counting and tabulation. A representative for each candidate may be present to observe.

# **SECTION 7: GENERAL ARMY DEPARTMENTS OPERATIONS**

## **7.1 Elections**

Positions of leadership in the Departments will be selected by an election of members in good standing during even-numbered years at the Annual General Convention. These positions will be an Army Department Commander and two (2) Executive Councilors for each of the three Departments. Each Department will hold individual Department elections as voted by members of the Armies present at the Annual General Convention. The duly elected Army Department Commander will have the authority to appoint additional department staff officers as he deems necessary in consultations with the Executive Councilors. They will serve for a period of two (2) years, concurrent with the term of the Commander General.

## **7.2 General Duties**

1. The Army Department Commander and Executive Councilors shall attend General Executive Council meetings and assist the Commander General by counsel and as otherwise directed.
2. The Army Department Commander and Executive Councilors shall maintain communication with the Society and Chapter Commanders in their Departments and oversee the enforcement of all Orders issued by the Commander General and the General Executive Council.
3. The Army Department Commander and Executive Councilors shall relay pertinent information from GEC meetings to responsible parties.
4. The Army Department Commander and Executive Councilors shall complete any GEC or Commander General assigned task as directed and provide guidance to assigned Society Commanders to meet their requested tasks and/or goals.
5. The Army Department Commander and Executive Councilors shall work to develop future Army Department leadership and conduct special Army Meetings as requested.

## **7.3 Annual Reports**

The Army Department Commander will work with the Societies and Chapters to obtain their yearly reports to compile the Department's Annual Report. This will be presented at the Spring General Executive Council meeting and the Annual General Convention. It is to provide pertinent information on the progress of the Army Departments during the preceding year.

## **7.4 Department Vacancies**

If an Executive Councilor passes, resigns, or is removed by the General Executive Council during his elected term, the Army Department Commander will have the authority to appoint a replacement. This member must be in good standing with the Order and able to fulfill the requirements of this position. If a vacancy occurs with the Army Department Commander position, the Commander General will appoint a replacement.

## **SECTION 8: ACTIVE/INACTIVE CHAPTER AND SOCIETY STATUS**

### **8.1 Active Chapter Requirements**

Active chapters serve members best when they plan, implement, and assess their efforts to recognize and promote excellence in the membership of the Chapter.

1. As a consequence, to maintain active chapter status, to endorse and subsequently initiate new members, and to vote as a Chapter at the Annual General Convention, the Chapter must maintain at least five members in good standing and:
2. Remit an annual report through December 31<sup>st</sup> of the preceding year, including any member additions, deletions, or corrections to General Headquarters for processing on or before January 15th. The Report shall include:
  - a. A membership roster including mailing addresses, telephone numbers, and e-mail addresses;
  - b. Dues and fees to General Headquarters
  - c. Names of deceased members; and,
  - d. Such further information as may be required from time to time by the General Executive Council.
3. It is a chapter's responsibility to comply with the Constitution and Bylaws to maintain active chapter status, however, the General Headquarters and Army Department Commander may be contacted for help determining the current chapter status and any actions required to maintain or reestablish Active Status.

### **8.2 Inactive Chapter Status**

- 1.. When a chapter fails to maintain active chapter status, the chapter may be categorized as inactive. The chapter status indicated within the organizational database will denote one of the following categories based on the last inactivated date:
  - a. Inactive (inactive less than 1 years)
  - b. Idle (inactive for more than 1 year)
2. If a Chapter is in inactive or idle status, the members may remain assigned to that Chapter if they wish, however, the Chapter will not be eligible for awards designated as Chapter Awards, and the annual dues collection and voting process for those members will be guided by the Constitution and Bylaws pertaining to members of the National At Large Chapter.
3. A chapter that has been placed in idle status will be required to complete and submit a Chapter Reactivation form for approval of active status in the Order.

### **8.3 Active Society Requirements**

1. Active societies serve members best when they plan with, coordinate with, and assist the Chapters within the Society regarding the responsibilities and tasks that are assigned to the Chapters. As a consequence, to maintain active society status, endorse new members, and endorse the formation of new Chapters in the Society, the Society must maintain at least one active chapter and 15 members in good standing and:

## **SECTION 8: ACTIVE/INACTIVE CHAPTER AND SOCIETY STATUS**

- a. Remit an annual report giving all pertinent information as to the progress of the State Society, and such further information as may be required from time to time by the General Executive Council during the preceding year to General Headquarters for processing on or before January 31<sup>st</sup>.
- b. Make notification of the election or appointment of all officers and committees
- c. All efforts should be made to appoint a Society Genealogist
- d. Annually hold a convention of the Society in accordance with the State's Constitution.

2.. It is a society's responsibility to comply with the Constitution and Bylaws to maintain active society status, however, the General Headquarters and Army Commander may be contacted for help determining the current chapter status and any actions required to maintain or reestablish Active Status.

### **8.4 Inactive Society Status**

1. When a society fails to maintain active society status, the society may be categorized as inactive. The society status indicated within the organizational database will denote one of the following categories based on the last inactivated date:
  - a. Inactive (inactive less than 1 year)
  - b. Idle (inactive for more than one year)
2. If a Society is in inactive status, the members may remain assigned to any active/inactive chapters if they wish. However, the Society will no longer have the authority to
  - a. Annually hold a convention of the Society in accordance with the State's Constitution
  - b. Be responsible for the organization of new chapters within the society.
  - c. Assign applications to chapters within the society
  - d. Approve supplemental applications through the Society Genealogist.
3. A society placed in idle status will be required to complete and submit a Society Reactivation form for approval of active status in the Order.

## **SECTION 9: SCHOLARSHIP AWARDS**

### **9.1 Scholarships**

The Military Order of Stars and Bars has established a college scholarship program for genealogically proven: (1) descendants of Confederate Officers, (2) descendants of the Confederate Executive or Legislative branches of government, and (3) descendants of members of the Confederate States' legislatures, judiciary, and executive branches of government. The MOS&B Scholarship Program annually awards merit-based scholarships to worthy individuals who meet eligibility requirements and have been judged on information submitted by the applicant.

### **9.2 Determination of Amount/Number of Scholarships to Award**

At the annual fall General Executive Council meeting, the Treasurer General and Investment Committee Chair will be requested to advise the General Executive Council concerning increases or decreases in the Legacy Endowment Fund balance. Under this advisement, the General Executive Council will determine the expense that will be awarded in Scholarship Awards in the next fiscal year.

### **9.3 Scholarship Application Announcements**

1. The Scholarship Chairman shall revise and update the announcement in preparation for the opening application period.
2. The announcement will state the submission deadline, the number and award amount of the scholarships, the number of copies of the application and essay to be sent, to whom they should be mailed or emailed, and where to obtain the complete requirements and guidance for the essay.
3. The revised announcement will be provided to the Communications General for distribution to the membership and may be published in the *Commander General's Bulletin* and the *Officer's Call* publication.

### **9.4 Scholarship Requirements and Guidance**

1. The Requirements and Guidance document shall include the following topics at a minimum: Eligibility, Time Schedule, Review, Disbursement of Funds, Scholarship Limits, Judging Criteria, Submission Requirements, Completed Application, Essay Submission, and Sponsorship information.

### **9.5 Scholarship Award Notification, Acceptance and After Action Report**

1. The committee Chairman will prepare and send an award notification and a request for acceptance of the scholarship award to the selected individuals.
2. When the acceptance reply is received, the Committee Chairman will notify the Treasurer General of the award and request scholarship funds be dispensed to the recipients.
3. At the completion of the award process, the Committee Chairman will prepare a summary report for the Commander General and the General Executive Council, which may be published in the *Officer's Call* publication and the *Commander General's Bulletin*.

## **SECTION 10: TREASURER GENERAL**

### **10.1 Bill Payment**

As accountant and bookkeeper, the Treasurer General maintains the QuickBooks program and the Order's bank accounts with Wells Fargo and PayPal. They should both be reconciled with QB monthly.

2. All staff officers and committee chairs who incur expenses must fill out an expense voucher and have it approved by the Commander General before a check can be issued. The Lt CG should approve a voucher from the CG. Paying other bills is discretionary to a certain extent. Recurring payments such as the Executive Director's monthly allowance, Officer's Call, and certain regular vendors may be paid when received. TG should confirm that medals and other tangible items have been received by the party who ordered them before issuing a check. The CG should confirm larger orders.

### **10.2 Additional Checks Issued**

1. Once a year, other checks may be written for literary awards, and grants for which confirmation by the CG is required. Also, Life Member payments and charitable contributions should be transferred once a year to our investment accounts.

### **10.3 Paypal Account**

1. The PayPal bank account is maintained by the Quartermaster General but is linked to QB. When the PayPal balance exceeds \$1000, an amount should be transferred to the Wells Fargo account, leaving a small proportion (several hundred \$) in the PayPal account in the event of refunds, etc. Also, it has been determined that sales tax must be paid on sales made to Texas addresses, so TG sends a monthly report of such sales to Comptroller General George Daugherty, who handles the sales tax reports.

### **10.4 Treasurer General Reports**

1. Balance sheets and income statements are provided for the GEC at each quarterly meeting. The same reports should be created annually for tax preparation and the TG is responsible for ensuring the 990 tax return is filed. A 1099-NEC should also be prepared annually for our Executive Director.

## **SECTION 11: HOSTING GENERAL EXECUTIVE COUNCIL MEETINGS**

### **11.1 Host Hotel**

1. A MOS&B Chapter or Society may host a MOS&B General Executive Council Meeting. The host hotel shall be within a close proximity to the meeting site or can host the meeting itself. It is preferred that the host hotel include free parking, free Wi-Fi, and free breakfast as part of their room rate if possible.

### **11.2 Meeting Room**

1. The Order has some funds budgeted to pay for the meeting room. Room rental expenses should be kept to a minimum.
2. Room Setup; Horseshoe arrangement for a minimum 30 persons. Chairs around the sides and/or rear for other attendees
3. PA system (if a large room is selected) for head table and screen and projector for audio visual presentations should be provided.
4. Full size Flags: United States, Confederate 1st National, Battle Flag, MOS&B Flag, Society Flag, and State Flag with poles and stands, shall be furnished by the host committee for the meeting.

### **11.3 Business Meeting**

1. The arrangements for the meeting room shall include the GEC meeting from 9 AM to 5 PM
2. The host committee Commander shall open the meeting and welcome everyone to his city. Non-GEC members (local members attending) should be introduced and welcomed.
3. Water, coffee, and pastries are a nice touch. Paper plates and napkins, utensils, etc. Notepads and pens are also a nice touch. However, not required.
4. A catered lunch should be arranged for the attendees at the GEC meeting to be served at approximately Noon. The Order will pay for the catered lunch.
5. Non-members of the GEC are invited to attend all events for the weekend unless the GEC goes into Executive Session, and then only current GEC members shall stay.

### **11.4 Additional Activities**

1. As most attendees will be arriving in the host city the night before the meeting, a restaurant shall be chosen with a private room so those in attendance, including their spouses, may have a supper meal together on Friday evening. Local members of the hosting chapter or society are also invited to this event.
2. Should the host committee want to plan any type of activity for after the meeting or on Friday or Sunday, that would enhance a larger attendance for the weekend, please feel free to do so.



## **SECTION 12: LITERARY AWARDS**

### **12.1 Notification of Nomination Process Opening**

1. The Executive Director will work closely with the Literary Awards Chairman to revise and update the Award Pamphlets in preparation for the nomination period opening.
2. The Award Pamphlets will state the qualified publication dates, the required submission deadline, the number of copies, and to whom they should be mailed. The date when the Awards will be announced will also be stated.
3. The revised brochures, once approved, are mailed out after Thanksgiving to all interested publishers and authors of which there is an ongoing spreadsheet kept at General Headquarters. Publishers/ Authors with an email on record may be notified by email.

### **12.2 Award Evaluation Process**

1. The Literary Chairman shall appoint the judges for each category of award and the number of judges should be an odd number for each category.
2. The committee members shall make their recommendations to the chairman of the committee who shall, in turn, tabulate the results. If there is no clear winner in the voting, the chairman shall select the top three nominees and send a written ballot to the committee members for the final selection.

### **12.3 Award Notification**

1. Once the Committee has selected the winning books from each category the Committee Chairman should notify the Commander General and the Executive Director of the winner in each category.
2. The Literary Chairman may at his discretion either notify the winners or provide contact information to the Executive Director for notification.
3. The Executive will then order the three trophies from the trophy vendor and requests the \$1,000 checks to be drawn by the Treasurer General for disbursement to each winner.
4. Once the trophies arrive, they are mailed to the winners.

### **12.4 After Action Report**

1. At the completion of the award process, the Committee Chairman will prepare a summary report for the Commander General and the General Executive Council, which may be published in the *Officer's Call* publication and the *Commander General's Bulletin*.

## **SECTION 13: FOR FALL/SPRING GEC MEETINGS**

### **13.1 Spring General Executive Council Meeting**

The General Executive Council will conduct at least one regular meeting annually between March 1<sup>st</sup> and May 30th. The following reoccurring items should be considered for the agenda. The Spring GEC meeting should be scheduled at least 45 days before the next convention.

1. All Candidates for Commander General and Lieutenant Commander must declare their candidacy and meet with the Nominating Committee congruent with the Spring General Executive Council Meeting immediately before an election of the General Convention.
2. Proposed changes to the Constitution and Bylaws must be approved for distribution to the membership before the General Convention.
3. Oath of Office for new General Officers and General Executive Council to ratify new Staff Officers.
4. Announce Fall General Executive Council location and dates
5. The present Convention Committee will brief the GEC on the details of the upcoming Convention.
6. The Time and Place Committee will present all bids for the Convention to be held three years out. Representatives of the bidding Chapters will make their presentations, and the GEC will vote on the award of the Convention.

### **13.2 Fall General Executive Council Meeting**

The General Executive Council will conduct at least one regular annual meeting between September 1st and December 15th. The following reoccurring items should be considered for the agenda.

1. Determination of the amount of any Scholarship Awards to be made in the next fiscal year.
2. Oath of Office for new General Officers and General Executive Council to ratify new Staff Officers.
3. Consider adoption of the next fiscal year's Budget
4. Consider adoption of the next fiscal year's Calendar of Deadlines
5. Announce Spring General Executive Council meeting location and dates
6. The Treasurer and the Chairman of the Investment Committee will provide reports on the finances of the Order and a complete listing of all stocks and investments. These reports are for the GEC and may be made public. The GEC will not interfere with the duties of the investment committee and will not become involved with day-to-day investment decisions.
7. The immediate past convention committee will report on the convention. This should include:
  - a. Attendance at the Convention and all events.
  - b. Financial results
  - c. Suggestions for future Committees.

## **SECTION 14: CONFEDERATE LEGACY ENDOWMENT FUND AND CONFEDERATE HERITAGE GRANTS**

### **14.1 Confederate Legacy Endowment Fund**

The Confederate Legacy Endowment Fund was established with the following specific objectives:

- Obtain land acquisitions and right-of-ways in/around Confederate memorials/monuments.
- Establish a perpetual Confederate monument and memorial maintenance fund.
- Fund Academic Scholarships.
- Construct statuary for our Confederate heroes.
- Publish Pro-Confederate books and treatises.

1. On-going programs of the Military Order of the Stars and Bars that meet the specific objectives of the Confederate Legacy Endowment Fund may request funding from the General Executive Council annually through the budget process.
2. New proposed programs of the Military Order of the Stars and Bars, which strive to meet the specific objectives of the Confederate Legacy Endowment Fund must receive the approval and endorsement of the General Executive Council before requesting funds through the budget process.
3. Requests that do not qualify as ongoing Military Order of the Stars and Bars programs may request funding through the Confederate Heritage Grant process.

### **14.2 Confederate Heritage Grants**

The MOS&B Grants Committee has limited funds budgeted each year for making grants for preserving Confederate heritage. Interested entities can request the Grants Committee Funding Request Form, including MOS&B Chapters, SCV Camps, UDC Chapters, Cemetery associations, and Confederate museums.

1. Qualifying requests may be made by completing a Grant Request Funding Form and submitting the request with all accompanying documentation to the General Headquarters. The form is available online or by request to General Headquarters.
2. General Headquarters will scan the application and forward it to the Grants Committee Chairman to evaluate the proposal. If the Grants Committee approves the proposal, a report will be made to the General Executive Council on the committee's expenditures.
3. The General Executive Council shall, under the advisement of the Treasurer General and the Investment Committee, determine the amount of funding that will be available through the Confederate Heritage Grant in a given fiscal year.