

ROLLING THUNDER[®], INC.

STANDARD OPERATING PROCEDURE: LEADERSHIP

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PREFACE FROM THE STATE / REGIONAL LIAISONS

This document was assembled as a collaborative effort by the Rolling Thunder[®], Inc. State / Regional Liaisons. It is meant as a reference tool for chapter leadership.

The Rolling Thunder[®], Inc.'s National Constitution and any policies created at the National level take precedent over this document.

We created this document in an effort to assist new or current chapter leadership. We wish to acknowledge that other variations in paper form of this document have been previously created. The 2018 version is the second draft /electronic version and we hope that as we grow as an organization, the National Leadership and Liaisons will update and maintain this document for future Rolling Thunder[®], Inc. leaders.

Thank you for stepping forward and assisting in the success of our Organization.

SECTION I – FORWARD

A Message from Artie Muller, Executive Director / Founder

Dear Chapter Leaders:

I certainly did not expect the growth and success that our Organization has had since the first demonstration ride in 1988!

We have grown and been successful because of the Men and Women like yourself who have stepped up to take on additional responsibilities within our Organization. It is not easy. It comes with frustration and challenges. But those frustrations and challenges are nothing compared to the suffering our POW's & MIA's and their families have endured. We must never forget those troops. We are a constant reminder to our Government and our fellow citizens of the sacrifices made by the Men and Women who stand out front to defend our Freedoms!! It is our job to keep the pressure on the Government to ensure that we have full accountability of past and future POW's – MIA's and that the Veteran receives the benefits they have EARNED!!

As you go about your work within our Organization remember our Mission. If you are torn about an issue or challenge, pull out the Mission read it and then make your decisions in the best interests of your Chapters and our Mission.

Thank you for stepping up to help Rolling Thunder®, Inc. carry out its work, its Mission, and never forget our Troops.

God Bless our Troops
God Bless the USA

Artie Muller
National Executive Director

SECTION II
ROLLING THUNDER[®], Inc. MISSION STATEMENT
INSTATED ON DECEMBER 10, 1995

The major function of Rolling Thunder[®], Inc.

is to publicize the POW – MIA issue:

To educate the public

That many American Prisoners of War were left behind after all previous wars

and

To help correct the past

and

To protect future veterans from being left behind

Should they become Prisoners of War – Missing in Action

We are also committed to helping American Veterans from all wars.

SECTION III – THE ROLLING THUNDER®, STORY

The Rolling Thunder Story: In the fall of 1987, in a little diner, in Somerville, New Jersey. Two Vietnam veterans met to discuss their personal concerns about the prisoners of war (POW's) and the military service personnel missing in action (MIA's) from the Vietnam War. Having honorably served their country; and having taken an oath to *“support and defend the Constitution of the United States against all enemies...”* and to *“bear true faith and allegiance to the same”*, they were deeply troubled by the abhorrent neglect of attention given to those who did not make it out with their lives or their freedom. These two veterans discussed the more than 10,000 reported sightings of live Americans living in dismal captivity. Intelligence reports of these sightings were generally ignored by the government and mainstream press. These two veterans were Artie Muller and Ray Manzo.

The First Rolling Thunder Demonstration: Artie and Ray were ordinary men who understood that they had a right to have their voices heard and proceeded to lay down the plans for a gathering in Washington, D.C. during the 1988 Memorial Day weekend. John Holland, Walt Sides, and Ted Sampley worked on getting permits for the demonstration. They reached out to their families, fellow veterans, and veterans' advocates to unify and form a march and demonstration in the Nation's Capital. Their arrival would be announced by the roar of their Harley Davidsons, a sound not unlike the 1965 bombing campaign against North Vietnam dubbed Operation Rolling Thunder. Hence, they would call themselves “Rolling Thunder” a title that would endure time and be trademarked in 1990.

Word spread quickly and by Memorial Day weekend in 1988, approximately 2,500 motorcycles from all over the country converged on Washington, D.C. to demand from our leaders a full accounting of all POW / MIA's. As they made their stand that day in front of the Capital, Artie and Ray reflected thankfully for the people who came in support of the POW's and MIA's and for the unity that was felt.

This was Rolling Thunder's first demonstration.
Only until ALL POW / MIA's ARE ACCOUNTED FOR, it will not be their last.

On that day, the foundation was laid for the annual “Ride for Freedom” to the Vietnam Veteran's Memorial Wall (also referred to as the “Ride to the Wall”).

Memorial Day 2019, RT XXXII, was our last Washington, DC Run. We made the strategic decision to move our Annual Memorial Day Demonstration Event Nationwide. This will enhance our Chapters' ability to have more media coverage and build stronger relationships at the community level. It is at the community level that we draw new members, educate the public, and ensure the families of those POW-MIA's know that their loved one is NOT forgotten!

SECTION IV

National and State Chapters: *Where you fit in*

As you should know; we are bound by the Constitution of Rolling Thunder®, Inc.:

“Rolling Thunder®, Inc. is a non-profit organization and everyone donates his or her time because they believe in the POW-MIA issue that we are working on. All meetings must be orderly and every member must be heard. Everyone is as important as the next. Everyone has different views and we must all work together in an orderly manner.

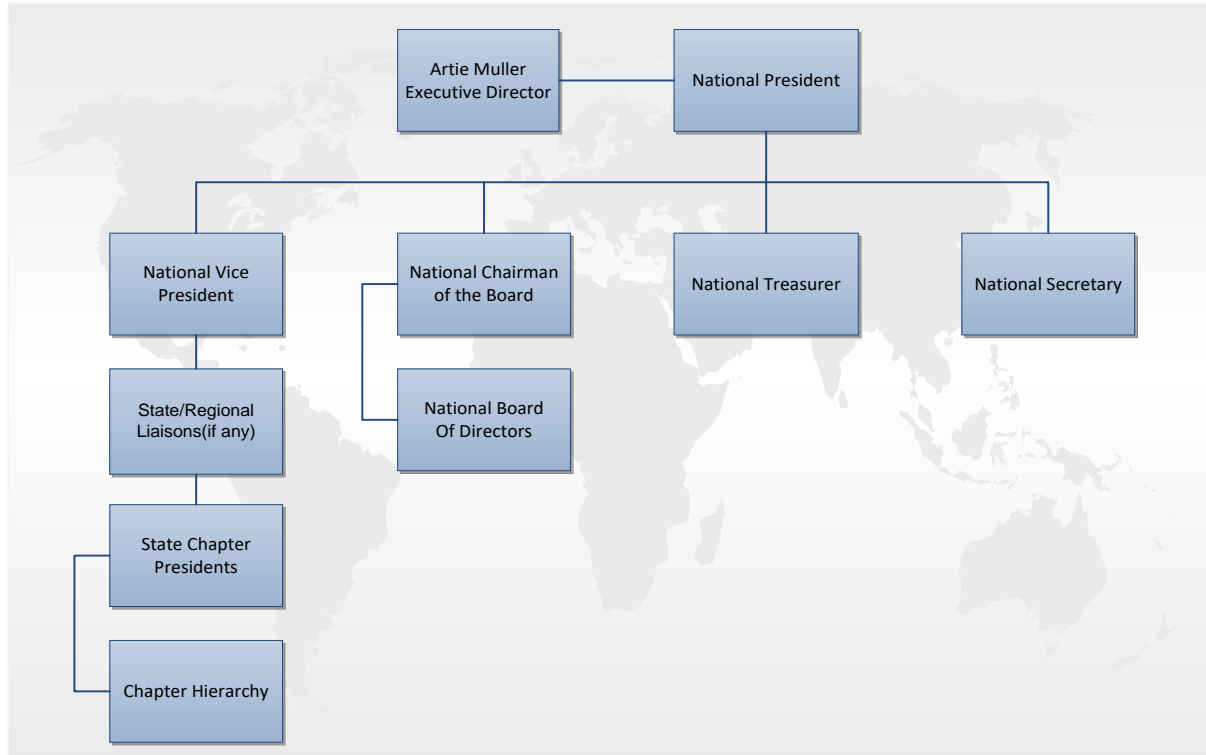
Every chapter must have an agenda to run a meeting. Everyone must get their turn to talk about any issue that concerns Rolling Thunder®, Inc. and its members.

The Constitution of Rolling Thunder®, Inc. will not be changed or altered by any Chapter and everyone must abide by the constitution.....”

You may access the most recent edition of the National Constitution as well as other information and connections to other State Chapters through the National website:

www.rollingthunder1.com

The purpose of this part of the leadership guide is to remind and show all members of our connection to National. The State Chapters function because of its members' active participation and its Charter through National. Without your energy, actions, and belief in our Mission, State Chapters would not exist.



National Chain of Command:

Executive Director – National President – National Vice President

State Chapter Chain of Command;

State / Regional Liaison (if any) – Chapter President – Chapter Vice President – Chairman of the Board

Areas of Inquiry:

New Chapters:

Membership (Patches, Forms, Dues):

National Logo Use:

Trademark Usage:

National Website:

Hotel Accounts:

Rolling Thunder® Charities, Inc.:

Chapter Concerns & Issues:

Security:

National Contact E-Mail:

Executive Director &
State / Regional Liaison (if any)

Executive Director

National President

National President

National President

National President

Executive Director, Nat'l President

Nat'l Vice President

State/Regional Liaison (if any),

National Vice President

National Sergeant-at-Arms

RTNJ1@att.net

Below is a list of elected and appointed positions within a Chapter that will assist you in the development and success of the Chapter. Some of the positions are dictated by the National Constitution and others are appointed based on Chapter needs. As a leader within our Organization, how you set up the internal structure and the tone to which you establish that assistance will make or break the overall Chapter success. Remember, the Chapter exists as a direct result of the energy, activities, attitudes, and participation of the members. How you conduct business, treat members, facilitate our Mission, matters.

Elected Positions: chosen by the Membership and serve for two-year terms –

- A) President
- B) Vice President
- C) Secretary
- D) Treasurer
- E) Chairman of the Board
- F) Board of Directors Member

Appointed Positions: selected at the discretion of the President with the advice and consent of the Board of Directors –

- A) Booking Agent / Entertainment Coordinator
- B) Chaplain
- C) Committee Chairs as needed
- D) Education Coordinator
- E) Historian
- F) Legislative Liaison
- G) Newsletter Editor
- H) ****Patch Coordinator**
Per National, you should have a patch coordinator to track and ensure proper distribution and recovery of Rolling Thunder® Patches.
- I) Photographer
- J) Public Relations Liaison
- K) Quartermaster
- L) Ride Coordinator / Road Captain
- M) Sergeant at Arms
- N) Alternate Board Member(s)
- O) Others as needed

SECTION V –

GENERAL MEMBERSHIP MEETINGS / REGULAR ORDER OF BUSINESS

All general membership meetings are open to the public. All members have the right to be heard. Respect and professional conduct is required at all Rolling Thunder® meetings, functions, activities, and events.

All general membership meetings are to be held in accordance with the Rolling Thunder®, Inc. Constitution and where a matter is unclear or not covered in the National Constitution, The Rules of Parliamentary Procedures should be followed.

The President is expected to facilitate the General Membership meeting. If he/she is absent, the Vice President is required to fill in.

The purpose of the general membership meetings is to discuss and receive the approval or denial of the Chapter members on payment of the Chapter expenses, any expenditure other than normal operating expenses, any motions approved by the Chapter Board of Directors and any other business pertinent to the operation of the Chapter.

The General Meeting order of business:

- 1) Call to Order – Chapter President or authorized representative
(i.e. Chapter Vice President)
- 2) President requests the Chaplain or designee to read the POW Prayer
- 3) Pledge of Allegiance – recited by all members
- 4) Reading of the Mission of Rolling Thunder®, Inc. (in some chapters all members recite the Mission as one group)
- 5) President inquires with the Chapter for Sick & Distressed
- 6) President requests a Moment of Silence for all sick & distressed and those still serving or POW – MIA's
- 7) The President welcomes any new members & any guests
- 8) Minutes from last meeting
 - a. President requests the Secretary to read the minutes from last month's meeting.
 - b. Upon completion President asks for a motion to accept
 - c. President seeks a 2nd to the motion
 - d. President requests any discussion – any changes / corrections to minutes
 - e. After hearing any discussion, President calls for a vote of members present.
 - i. May be verbal (yea or nay) or show of hands
 - ii. Only members in "Good Standing" may vote

- iii. All votes in favor or against must be accounted for
 - iv. Majority wins the vote and is recorded passed or failed accordingly in the minutes
- 9) Treasurer's report on Chapter financial status – read and approved
 - a. President requests the Treasurer to read the Treasurer's Report on current Chapter finances
 - b. Upon completion President asks for a motion to accept
 - c. President seeks a 2nd to the motion
 - d. President requests any discussion – any changes / corrections / questions
 - e. After hearing any discussion, President calls for a vote of members present.
 - i. May be verbal (yea or nay) or show of hands
 - ii. Only members in "Good Standing" may vote
 - iii. All votes in favor or against must be accounted for
 - iv. Majority wins the vote and is recorded passed or failed accordingly in the minutes
- 10) Chairman of the Board (CoB) Report
 - a. President asks the CoB for his/her report
 - i. At this Report the CoB may seek approval or denial from the Chapter Membership for any financial decisions recommended by the Board
 - ii. Motion / 2nd / Discussion / Vote Process as described above
- 11) President's Report
 - a. President gives his/her report to the Chapter if any
 - b. If Board of Director's recommendations for financial decisions has not already been made, President would put them forward for motion/2nd/Discussion/Vote process as described above
- 12) Committee Reports
 - a. President requests Committee Chairs bring forward/present their reports/updates if any.
 - b. President facilitates any motions/decisions required from the Committee Reports if any
- 13) Vice President Report: President requests the VP to present his/her report if any
- 14) Rolling Thunder® Patches: President & Vice President present any Rolling Thunder® Patches earned by members
- 15) Old business: President asks the Membership if there is any old business remaining If not already completed; President facilitates any motions/decisions necessary
- 16) New business
 - a. President asks the Membership if there is any new business to be heard
 - b. President may present any new business that he/she may have
- 17) Comments for the Good of the Chapter: President asks the Membership if anyone has anything for the "Good of the Chapter"
- 18) Adjournment: Once all business is completed, President motion for adjournment

SECTION VI – BOARD OF DIRECTORS MEETINGS / REGULAR ORDER OF BUSINESS

All Board of Directors meetings are to be held in accordance with the Rolling Thunder®, Inc. Constitution and where a matter is unclear or not covered in the National Constitution, the rules of parliamentary procedure should be followed. Respect and professional conduct is required at all Rolling Thunder® meetings, functions, activities, and events.

The Chairman of the Board of Directors is expected to facilitate the Board meeting. Attendance at the Board of Directors meetings includes the CoB, Board Members, Alternate Board Members, Chapter President, Chapter Vice President, Chapter Secretary, and Chapter Treasurer. The CoB or Chapter President may invite others to attend such as Committee Chairs.

Voting - only Board Members in Good Standing may vote on issues before the Board. Alternate Board Members only vote IF they are sitting in the place of an absent Board member. The CoB only votes in the case of a tie.

The purpose of the Board of Directors meeting to discuss and approve all Chapter procedures, events, expenditures and any other business pertinent to the operation for the Chapter BEFORE it is presented to the Chapter general membership meeting for their approval or denial.

The Board of Directors Meeting order of business:

- 1) Call to Order – Chairman of the Board opens the meeting
- 2) Minutes from last meeting – read & approved
 - a. CoB requests the Secretary to read the minutes from the previous meeting
 - b. Upon completion the CoB asks for a motion to accept
 - c. CoB seeks a 2nd to the motion
 - d. CoB requests any discussion – any changes / corrections to minutes
 - e. After hearing any discussion, CoB calls for a vote of the Board Members
 - i. May be verbal (yea or nay) or show of hands
 - ii. Only members in “Good Standing” may vote
 - iii. All votes in favor or against must be accounted for
 - iv. Majority wins the vote and is recorded passed or failed accordingly in the minutes
- 3) Treasurer’s report on Chapter financial status – read & approved
 - a. CoB requests the Treasurer to read the Treasurer’s Report on current Chapter finances
 - b. Upon completion CoB asks for a motion to accept
 - c. CoB seeks a 2nd to the motion
 - d. CoB requests any discussion – any changes / corrections / questions
 - e. After hearing any discussion, CoB calls for a vote of Board Members

- i. May be verbal (yea or nay) or show of hands
 - ii. Only members in “Good Standing” may vote
 - iii. All votes in favor or against must be accounted for
 - iv. Majority wins the vote and is recorded passed or failed accordingly in the minutes
- 4) President’s Report
 - a. CoB asks Chapter President to present any old business for the Board to consider, approve/deny
 - b. After hearing & acting on any old business, the CoB asks the Chapter President for any new business to be presented for the Board to consider, approve/deny
- 5) CoB presents any business he/she has for the Board to consider, approve/deny
- 6) CoB asks any Board members if they have any reports/business for the Board to consider, approve/deny
- 7) Committee / Guest Actions
 - a. CoB asks for any reports/business from Committee Chairs/representatives for consideration, approve /deny
 - b. CoB asks any Guests for reports/business that needs Board consideration, approve/deny
- 8) Once all business is concluded for meeting, the CoB asks for a motion to adjourn

SECTION VII – PARLIAMENTARY PROCEDURES – BASICS

Rolling Thunder®, Inc. is a 501 (C) (4) organization. Each Chapter is chartered at the discretion and under Rolling Thunder®, Inc. National. Each Chapter is required to follow our National Constitution. When a matter or issue is raised that is not covered in the National Constitution or by Federal / State Law or Regulations, then, the matter should be addressed using parliamentary procedures.

This brief synopsis was put together using the American Institute of Parliamentarians Standard Code of Practice.

PARLIAMENTARY PROCEDURE: a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion

WHY USE PARLIAMENTARY PROCEDURE: it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.

A MOTION: is a proposal that the entire membership takes action or stands on an issue

4 BASIC TYPES OF MOTIONS:

- **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
- **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

2 ADDITIONAL MOTIONS COMMONLY USED:

- **Motion to Table --** This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

- Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion

HOW TO RAISE OR PUT A MOTION FORWARD:

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "It has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

VOTING ON MOTIONS – 5 basic ways to vote on motions – in general, Rolling Thunder[®], Inc. uses secret ballot for elections, other votes are completed by voice or hand count:

1. By Voice -- The Chairman asks those in favor to say, "Aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

SUMMATION:

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

- a) Allow motions that are in order.
- b) Have members obtain the floor properly.
- c) Speak clearly and concisely.
- d) Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

SECTION VIII – JOB DESCRIPTIONS / DUTIES / RESPONSIBILITIES

Title: State / Regional Liaison

Reports to: National Vice President

I. Job Summary:

The Rolling Thunder®, Inc. State/Regional Liaison will be responsible for overseeing all Chapters within his or her state/region as defined by National. His/her overall function is to support the Chapters' growth, development, adherence to the National Constitution and promotion of our Mission.

II. Duties & Responsibilities shall include but not limited to:

- a. Act as the contact between Rolling Thunder®, Inc. National and each Chapter as necessary.
- b. The State/Regional Liaison will be included in all forms sent from Rolling Thunder®, Inc. National to the Chapters in their respective State/Region.
- c. All communications on issues related to operations, must first go through the State/Regional Liaison or Assistant including but not limited to –
 - a) Complaints about personnel within a Chapter (Officers, Board Members, General Membership).
 - b) Complaints against other Chapters within the State/Region or within other State Chapters.
 - c) Other items as necessary.
- d. Will be kept apprised by Rolling Thunder®, Inc. National on all matters related to the operations and personnel in his/her state/region as necessary.
- e. Ensure that each Chapter is complying with the Rolling Thunder® Constitution.
- f. Is a signatory authority on all Bank Accounts for the Chapters within his/her State / Region.
- g. Must visit each chapter a minimum of once per calendar year (Board or General Meeting).
- h. Organize and conduct a minimum of one (1) State/Regional-wide meeting once per calendar year.
- i. Attend the annual Rolling Thunder®, Inc. Conference.
- j. Assist as necessary with the formation & development of new State/Regional Chapters.

III. Job Authority:

The level of authority for Rolling Thunder®, Inc. State/Regional Liaisons shall be defined and authorized by the Rolling Thunder®, Inc. National Vice President and referenced in the Rolling Thunder®, Inc. Constitution. The level of Authority currently assigned includes but not limited to:

- a. Authority over all operational matters including but not limited to Run Coordination, By-law review, Chapter Standard Operating Procedure review, Constitutional compliance, etc.
- b. Shall after consultation with the National Vice President, be able to issue a formal or informal reprimand to a Chapter member from their State/Region.
- c. Shall after consultation with the National Vice President, impose any probationary restrictions to a member or Chapter from their State/region.
- d. The State/Regional Liaison may select an assistant which must be approved by the Rolling Thunder® Inc. National Vice President. The Assistant State/Regional Liaison must come from one of the chartered Chapters in the State/Region in which he/she will serve and must be a member in good standing.

IV. Qualifications:

- a. All State/Regional Liaisons nominees must be members in good standing who have been an officer of a Chapter whether past or present or previously been a State/Regional Liaison or Assistant. Any candidate exceptions must be approved by the National Vice President.
- b. The Liaison is elected by the Presidents of the State/Region Chapters for a period of 2 (two) years with approval of the National Vice President. Elections are held in the month of December.
- c. The Liaison must be thoroughly familiar with the Rolling Thunder®, Inc. Constitution.

Title: Chapter President

Reports to: National Vice President in collaboration with the State/Regional Liaison (if any)

I. Job Summary:

Is Responsible and accountable to the National Vice President and the Members of the Chapter to which he/she serves. He / She is elected by the Chapter Membership for 2-year terms except in the case of an initial forming Chapter with the waiver and consent of National. He/she is ultimately responsible for the successful operation of the Chapter.

II. Duties & Responsibilities shall include but not limited to:

- a. Conducts all Rolling Thunder®, Inc. meetings, activities, and business in a professional manner in compliance with the National Constitution and in support of the Mission of Rolling Thunder®, Inc.
- b. Conducts him/herself in a professional manner while representing Rolling Thunder®, Inc. and the Chapter for which he/she serves.
- c. Makes decisions in the best interest of the Rolling Thunder®, Inc. Mission and Chapter for which he/she serves.
- d. Ensures that the financial activities and practices are in compliance with State and Federal regulations for operating a 501 (C) (4) organization.
- e. Submits all reports of activities, properties, and business as requested / required by National detailed, accurate, and thorough and within the time period required.
- f. Works collaboratively with the State/Regional Liaison (if any) to promote the Mission of Rolling Thunder®, Inc.
- g. Works collaboratively with the State / Regional Liaison (if any) to resolve issues that may arise during his/her tenure as Chapter President.
- h. When he/she leaves office either by choice, vote, or disciplinary action, he/she shall return all Chapter / National property, documents, moneys, keys, etc. in full working order.
- i. May appoint with consent of the Board of Directors, Committee Chairs and personnel as needed for a project / task.
- j. May appoint with consent of the Board of Directors, replacements to positions that have become vacant or abandoned prior to the conclusion of elected term of office.
- k. Sets the Agenda for the Board of Director's meeting in collaboration with the Chairman of the Board. NOTE: The Chapter President does NOT run the Board of Director meetings.
- l. Is a signatory on all Chapter checks and financial documents.

III. Job Authority:

The President of the Chapter exercises full authority as the Chief Executive Officer for the Chapter for which he/she serves in compliance with the National Constitution and in collaboration with the Board of Directors and the State/Regional Liaison (if any).

IV. Qualifications:

- a. Must be a member in Good Standing in accordance with the Rolling Thunder[®], Inc. and have held a Chapter Executive Officer position or been a member of the Board of Directors for twelve (12) months prior to being nominated.
- b. Elected by majority vote of the Chapter for a period of two years.
- c. If the Chapter is forming, the National Vice President may appoint the 1st Chapter President for a period of two years and then the Chapter election process as outlined in the National Constitution applies.

Title: Chapter Vice President

Reports to: Chapter President & the Chapter Membership

I. Job Summary:

Is Responsible and accountable to the Chapter President and the Members of the Chapter to which he/she serves. He/she is elected by the Chapter Membership for 2-year terms except in the case of an initial forming Chapter with the waiver and consent of National. He/she assists the Chapter President with the daily operation of the Chapter.

II. Duties & Responsibilities shall include but not limited to:

- a. Takes over the Chapter President's duties in his/her absence.
- b. Conducts all Rolling Thunder®, Inc. meetings, activities, and business in a professional manner in compliance with the National Constitution and in support of the Mission of Rolling Thunder®, Inc.
- c. Conducts him/herself in a professional manner while representing Rolling Thunder®, Inc. and the Chapter for which he/she serves.
- d. Makes decisions in the best interest of the Rolling Thunder®, Inc. Mission and Chapter for which he/she serves.
- e. Attends all monthly Chapter and Board meetings.
- f. Assists the President in ensuring all members complies with the National Constitution.
- g. Enhances the organization's public standing, by clearly articulating the Rolling Thunder®, Inc. Mission statement, accomplishments, and goals to the public and garners support from the Community.
- h. Performs any other tasks assigned by the Chapter President.

III. Job Authority:

The Vice President of the Chapter assumes all authority and responsibility of the Chapter President when he/she is absent or unavailable.

IV. Qualifications:

- a. Must be a member in Good Standing in accordance with the Rolling Thunder®, Inc. National Constitution.
- b. Elected by majority vote of the Chapter for a period of two years.
- c. If the Chapter is forming, the National Vice President may appoint the 1st Chapter Vice President for a period until the 1st election as described in the National Constitution Section VI (7).

Title: Chapter Secretary

Reports to: Chapter President & the Chapter Membership

I. Job Summary:

Is responsible and accountable to the Chapter President and the Members of the Chapter to which he/she serves. He/she is elected by the Chapter Membership for 2-year terms except in the case of an initial forming Chapter with the waiver and consent of National. He/she attends all meetings and is the records officer for the Chapter.

II. Duties & Responsibilities shall include but not limited to:

- a. Records, edits, and maintains all meeting minutes.
- b. Maintains custody of all records, reports, and correspondences on behalf of the executive officers.
- c. Prepares and distributes all incoming / outgoing correspondences, memorandums, etc.
- d. Assists in the preparation of the Organizational Activities Reports.
- e. Provides monthly minutes review to the Chapter.

III. Job Authority:

Exercises authority over the responsibilities and duties of the position as needed to complete said duties in compliance with the National Constitution.

IV. Qualifications:

- a. Must be a member in Good Standing in accordance with the Rolling Thunder®, Inc. National Constitution.
- b. Elected by majority vote of the Chapter membership for a period of two years.
- c. If the Chapter is forming, the National Vice President may appoint the 1st Chapter Secretary for a period until the 2nd election as described by the National Constitution Section VI (8).

Title: Chapter Treasurer

Reports to: Chapter President & the Chapter Membership

- I. Job Summary:
Is responsible and accountable to the Chapter President and the Members of the Chapter to which he/she serves. He/she is elected by the Chapter Membership for 2-year terms except in the case of an initial forming Chapter with the waiver and consent of National. He/she maintains custody of all funds and securities and will keep a full and accurate account of all receipts and disbursements in a ledger.
- II. Duties & Responsibilities shall include but not limited to:
 - a. Disbursement of funds as directed by the Board of Directors after approved by the Membership and will comply with the National Constitution.
 - b. Maintains full accountability of all finances.
 - c. Maintains comprehensive documented audit trail: receipts etc. of all accounts receivable and payable.
 - d. Assist in preparation of annual financial report.
 - e. Provides monthly financial report to the Chapter.
 - f. Collects annual membership dues and patch deposits.
 - g. Attends monthly Membership meetings & Board of Director meetings.
 - h. Enhances the organization's public standing, by clearly articulating the Rolling Thunder®, Inc. Mission statement, accomplishments, and goals to the public and garners support from the Community.
- III. Job Authority:
Exercises authority over the responsibilities and duties of the position as needed to complete said duties in compliance with the Rolling Thunder® Inc., National Constitution.
- IV. Qualifications:
 - a. Must be a member in Good Standing in accordance with the Rolling Thunder®, Inc. National Constitution.
 - b. Must have attended nine (9) membership meetings in the 12 months prior to nomination.
 - c. Elected by majority vote of the membership for a period of two years.
 - d. Must be comfortable doing basic bookkeeping and maintaining organization's check book.

Title: Chapter Chairman of the Board

Reports to: Chapter President & the Chapter Membership

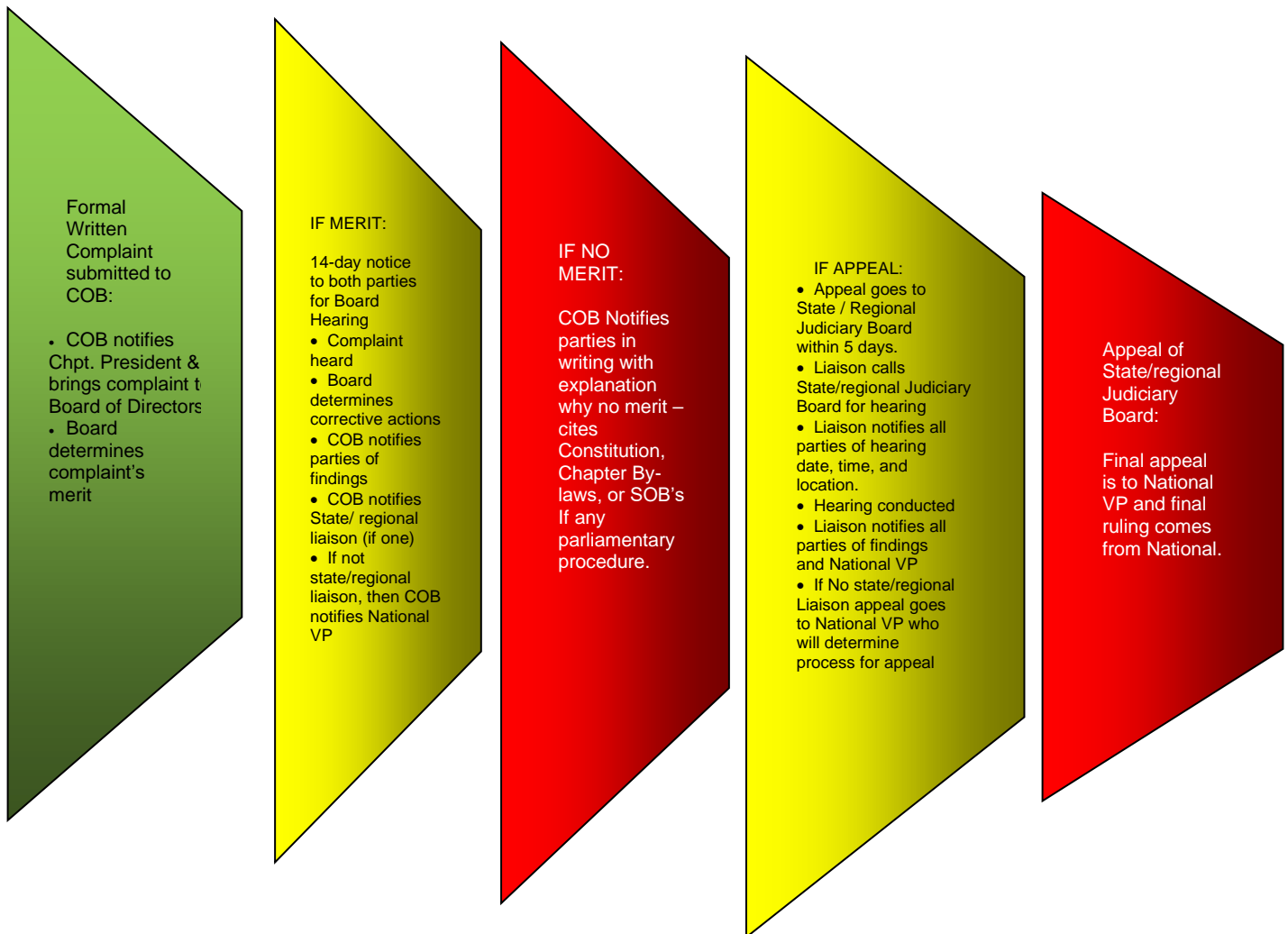
- I. Job Summary:
Is Responsible and accountable to the National President and the Membership to which he/she serves. He/she is elected by the membership for two (2) year term.
- II. Duties & Responsibilities shall include but not limited to:
 - a. Runs Board of Directors meetings.
 - b. Attends monthly membership meetings & board of director meetings.
 - c. Enhances the organization's public standing, by clearly articulating the Rolling Thunder®, Inc. Mission statement, accomplishments, and goals to the public and garners support from the Community.
- III. Job Authority:
The Chairman of the Board of Directors ensures that director's meetings are run in accordance with the Rolling Thunder® National Constitution.
- IV. Qualifications:
 - a. Must be a member in Good Standing in accordance with the Rolling Thunder®, Inc. National Constitution.
 - b. Must have attended six(6) membership meetings in the twelve(12) months prior to nomination.
 - c. Elected by a majority vote of the membership for a period of two years.
 - d. Must have served on the board of directors either elected or appointed.

Title: Board of Directors Member

Reports to: Chairman of the Board & the Chapter Membership

- I. Job Summary:
Provide oversight for all activities that advance the organization effectiveness and sustainability. He/she is elected by the membership to a two (2) year term.
- II. Duties & Responsibilities shall include but not limited to:
 - a. Make decisions in the best interest of Rolling Thunder®, Inc. & the Chapter to which he/she serves.
 - b. Provide oversight for all activities that advance the nonprofit's effectiveness and sustainability.
 - b. Ensure that the Chapter adheres to the National Constitution and participates in activities that advance its mission.
 - d. Advocates for the mission of Rolling Thunder®, Inc.
 - e. Serves as an advisor to the Executive Board.
 - f. Serves on committees and takes on special assignments.
 - g. Ensures that board resolutions are carried out.
 - h. Assists the President and Chairman of the Board in identifying and recruiting members to serve on committees and special projects.
 - i. Enhances the organization's public standing, by clearly articulating the Rolling Thunder®, Inc. Mission statement, accomplishments, and goals to the public and garners support from the Community.
- III. Job Authority:
Exercises authority over the responsibilities and duties of the position as needed to complete said duties in compliance with the National Constitution.
- IV. Qualifications:
 - a. Must be a member in Good Standing in accordance with the Rolling Thunder®, Inc. National Constitution.
 - b. Must have attended six (6) membership meetings in the twelve (12) months prior to nomination.
 - c. Elected by a majority vote of the membership for a period of two years.

SECTION IX – Grievance Process & Appeal Graphic



Complaints:

- a) All complaints must be detailed, specific, and in writing upon submission
- b) Merit complaints:
 - a. Violation of National Constitution Section V(C) or (D)
 - b. Violation of Chapter By-Laws or SOP's if any
- c) No reprisal, retaliation or other adverse action will be taken against any individual for making a good faith complaint or for participating in the investigation of complaint

SECTION X – STATE / REGIONAL JUDICIARY BOARD – HEARING PROCESS

- 1) Meeting will be digitally recorded and then transcribed and mailed to National.
- 2) Findings will be sent to both parties of appeal.
- 3) Further appeal if needed goes through State/Regional liaison to National VP for national's review and final decision.
- 4) State/regional liaison will facilitate meeting, ensure Constitutional compliance, and Rules of Conduct are followed.
- 5) State/Regional Liaison only votes if there is a tie.
- 6) State/Regional Liaison will prepare transcribed minutes and follow up letters to all parties including National.
- 7) State/ regional Liaison will open meeting and take a roll call
 - a) Board – Name, Position, Chapter
 - b) Parties – Name, Chapter
- 8) State/Regional Liaison will state purpose of Judiciary Board, review process, address any questions and begin the hearing.
- 9) Process will begin:
 - a) Person appealing will state their case
 - b) Questions from Board members
 - c) Chapter representative, if any, states their position of case if needed – Note transcribed minutes from State Chapter Board should be available
 - d) Questions from Board members
 - e) Both parties leave room
 - f) Deliberations from Board / Review of transcripts from original complaint hearing
 - g) Bring back in both parties if there are any further questions
 - h) After questions, dismiss parties
 - i) Final deliberations from Board & motion for decision
 - j) Roll call vote on motion
 - k) Matter closed.

10) Rules of Conduct

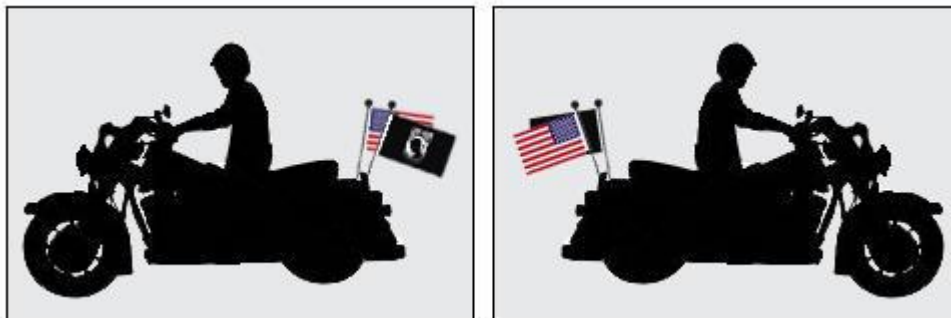
- a) All parties will be heard
- b) All parties will be respectful and courteous
- c) Discussions during the hearing are between the Board and the Party NOT between the two parties
- d) Deliberations amongst the Board are CONFIDENTIAL
- e) Zero tolerance for threats or violence. If such occurs, then the party will be instructed to leave and the proceedings will go on without their presence and participation. Depending on the level of threat, further action may be taken up to and including termination from the Organization and Law Enforcement notification.

SECTION XI – FLAG & SALUTING INFORMATION

The U.S. Flag Code (Title 4 Chapter I) is federal law that established the rules/protocols/etiquette/etc. surrounding the display, treatment and showing respect for our nation's Flag. Most of us know that the flag consists of 13 horizontal stripes alternating red and white which represent the 13 original colonies and the "Union" which consist of the white fifty stars on a blue background representing the 50 states. Did you also know that when a new State is added to the country, one white star is added to the Union which will take effect on the 4th of July following the addition?

The Flag may be washed or dry-cleaned and mended when necessary. The Flag may be flown in inclement weather, if it is made of an all-weather material. Generally, the Flag is flown from sunrise to sunset. However, if it is properly illuminated, the Flag may be flown 24 hours per day. Subsection 8 (k) states: The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. **SEE FLAG RETIREMENT.**

The Flag should be flown from a staff free flowing with the Union at the peak of the staff. When the Flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed horizontally or vertically against a wall, the Union should be uppermost and to the Flag's own right, that is, to the observer's left. When displayed from a window, it should be displayed the same way, that is, with the Union to the left of the observer in the street. When the Flag is suspended over a sidewalk or road from a rope extending from a house to a pole at the edge of the sidewalk, the Flag should be hoisted out, Union first from the building. When displaying the flag on your motorcycle with another flag, it should be mounted on the rider's right. If there is just one flag center mounted or rider's right mounted.



In 2008 through the Defense Authorization Act, Section 9 of the U.S. Flag code was amended to grant authority to (although most of us did anyhow) any members or Veterans of the Armed Services to render a salute to the flag whether, or not, we are in uniform or wearing identifying veterans apparel. So, stand tall and salute proudly my fellow Veterans, we earned the right.

FLAG RETIREMENT

"The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning".

Below is a suggested process / ceremony:

- A Flag ceases to be a flag when it is cut into pieces. It is also easier to completely incinerate the flag.
- Using scissors or shears (not torn up like a rag) cut the flag into 4 pieces ensuring that the Blue Union stays intact. Therefore, you will have 3 red and white striped pieces and 1 blue piece.
- Master of Ceremonies reads and directs the process
 - ✓ *"The U.S. Flag is more than just some brightly colored cloth. It is a symbol of our Nation".*
 - ✓ *"Seven red stripes and six white stripes; together they represent the original 13 colonies that gained us liberty."*
 - ✓ *"The red stripes remind us of the lifeblood of the brave men and women who were ready to die for this, their Country."*
 - ✓ *"The white stripes remind us of the purity and cleanliness of purpose, thought, word, and deed."*
 - ✓ *"The blue Union is for truth and justice, like the eternal blue of the star-filled heavens."*
 - ✓ *"The stars represent the fifty sovereign states of our union."*
 - ✓ *"The U.S. flag should be treated with respect when it is flying and should be treated with respect when it is being retired."*
 - ✓ *"The American Creed states: It is my duty to my country to love it, to respect its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies."*
 - ✓ *"Therefore, we retire flags with dignity and respect when they become worn, torn, faded, or badly soiled."*
 - ✓ *"These Flags are now ready to be retired"*
 - Directs the assistants to lower the pieces off the flags into the fire.

- Continues narrating:

- ✓ *“A flag ceases to be a flag when it is cut into pieces. We cut the flag into four pieces: three red and white striped banners and the blue star field. We leave the blue field intact because no one should ever let the union be broken.”*
- ✓ *“As the parts of the flag are placed in the fire remember..... Old Flags never die they just get fired up!”*
- ✓ *“We will remain a vigil over the fire until no traces of the flag remnants remain.”*
- ✓ *“This concludes this ceremony. Thank you for attending.”*

SALUTING OUR FLAG

Rolling Thunder®, Inc. National put forth the following Protocol 31 Jan 2018:

“.....We are now contacting you regarding the proper Protocol for Saluting when paying respect at the Table of Honor, Chair of Honor events, and U.S. Flag ceremonies which are held within the organization. We have researched this matter and the proper Protocol is a military hand salute for Veterans only and placement of hand over the heart for Non-Veterans during these events.

This is the proper Protocol for Saluting and all Rolling Thunder® Chapter Officers and members should be advised of this letter and abide by this Protocol. If there are any questions, please contact the National Office.....”

The POW-MIA Flag History and Display

In 1971, Mrs. Michael Hoff, a MIA wife and member of the national League of Families, recognized the need for a symbol of our POW/MIAs. Prompted by an article in the Jacksonville, Florida, Times-Union, Mrs. Hoff contacted Norman Rivkees, Vice President of Annin & Company which had made a banner for the newest member of the United Nations, the People's Republic of China (PRC), as a part of their policy to provide flags to all United Nations members' states. Mrs. Hoff found Mr. Rivkees very sympathetic to the POW/MIA issue, and he and an Annin advertising agency employee, designed a flag to represent our missing men. Following League approval, the flags were manufactured for distribution.

On March 9, 1989, an official League Flag that flew over the White House on National POW/MIA Recognition Day was installed in the U.S. Capitol Rotunda as a result of legislation passed overwhelmingly during the 100th Congress. In a demonstration of bipartisan Congressional support, the leadership of both Houses hosted the installation ceremony.

The League's POW/MIA flag is the only flag ever displayed in the U.S. Capitol Rotunda where it will stand as a powerful symbol of national commitment to America's POW/MIAs until the fullest possible accounting has been achieved for U.S. personnel still missing and unaccounted for from the Vietnam War.

On August 10, 1990, the 101st Congress passed U.S. Public Law 101-355, which recognized the League's POW/MIA flag and designated it:

"as the symbol of our Nation's concern and commitment to resolving as fully as possible the fates of Americans still prisoner, missing and unaccounted for in Southeast Asia, thus ending the uncertainty for their families and the Nation".



The importance of the League's POW/MIA flag lies in its continued visibility, a constant reminder of the plight of American's POW/MIAs. Other than "Old Glory", the league's POW/MIA flag is the only flag ever to fly over the White House, having been displayed in this place of honor on National POW/MIA Recognition Day since 1982.

Passage by the 105th Congress of Section 1082 of the 1998 Defense Authorization Act required that the League's POW/MIA flag fly six days each year: Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day (3rd Friday of September) and Veterans Day. It must be displayed at the White House, the U.S. Capitol, the Departments of State, Defense and Veterans Affairs, the headquarters of the Selective Service System, major military installations as designated by the Secretary of Defense, all Federal cemeteries and all offices of the U.S. Postal Service. In addition to specific dates stipulated, the department of Veterans Affairs voluntarily displays our POW/MIA flag 24/7, and the National Vietnam Veterans, Korean War Veterans and World War II Memorials.

Displaying the POW/MIA Flag-

When displayed from a single flag pole, the POW/MIA flag should fly directly below, and be no larger than, the United States flag. If on a separate pole, the U.S. flag should always be placed to the right of other flags. On the six national observances for which Congress has ordered display of the POW/MIA flag, it is generally flown immediately below or adjacent to the United States flag as second in order of precedence.



SECTION XII – The POW-MIA Prayer

Adaped from Jean Ray and L. Vancil – year unknown

Father, Your Son was a prisoner,
Condemned, he died for us.
Victorious, He returned to bring us the gift of life everlasting.
Comfort us now in our longing for the return of the
Prisoners-of-War and those Missing-in-Action.
Help us Father;
Inspire us to remove the obstacles.
Give courage to those who know the truth to speak out.
Grant wisdom to the negotiators,
And compassion to the jailers.
Inspire the media to speak out as loudly
As they have in the past.
Protect those who seek in secret
And help them to succeed.
Show us the tools to do Your will.
Guard and bless those in captivity, their families,
And those who work for their release.
Let them come home soon.
Thank you Father.



SECTION XIII – The POW-MIA Missing Man Table & Honors Ceremony

Adopted from:
The National League of Families of American Prisoners and Missing in Southeast Asia,
June 2013

As you entered the room, you may have noticed a special table; it is reserved to honor our missing men.

Set for six, the empty chairs represent Americans who were or are missing from each of the services – Army, Marine Corps, Navy, Air Force, and Coast Guard – and civilians all with us in spirit.

Some here were very young, or not yet born, when the Vietnam War began, however, all Americans should never forget the brave men and women who answered our Nation's call and served the cause of Freedom in a special way.

Let me explain the meaning of this special table, and then join me for a moment of silent prayer at the end.

The table is round – to show our ever lasting concern.

The cloth is white – symbolizing the purity of their motives when answering the call to serve.

The single red rose reminds us of the lives of these Americans....and their loved ones and friends who keep the faith, while seeking answers. **NOTE:** Yellow Rose sometimes used symbolic of the families awaiting the return of their loved one.

The red ribbon symbolizes our continued determination to account for them.

A slice of lemon reminds us of the bitter fate of those captured and missing in a foreign land.

A pinch of salt symbolizes the tears of our missing and their families who long for answers after decades of uncertainty.

The lighted candle reflects our hope for their return – alive or dead.

The bible represents the strength gained through faith in our country, founded as one nation under God, to sustain those lost from our midst.

The glass is inverted – to symbolize their inability to share a toast.

The chairs are empty – they are missing.....(silent moment)

Let us now raise our water glasses in a toast to honor American's POW/MIA's, to success of our efforts to account for them, and to safety of all now serving our Nation!

SECTION XIV – Rolling Thunder®, Inc. POW-MIA Candle Lighting Ceremony

- Performed at the beginning of General Meetings as a symbolic reminder of “**HOPE**” for our POW-MIA’s
- 2-person detail, candle either electric or regular if regular make sure you have a lighter that works!!

FACILITATOR: Request that the audience if it is safe to do so and they are physically able please
stand

- 2-person detail walks to and stands in front of the POW-MIA Chair
- The detail respectfully places a Candle on the POW-MIA Chair and lights it.
- The detail stands to each side of the Chair facing the audience.

FACILITATOR: Reads the following to the audience as the detail is performing the lighting of the
candle:

***“As we begin today’s meeting, we light this candle as a symbol of our hope.
Hope for full accountability and return of our POW’s and MIA’s.
Hope that our Government will take action on all our demands.
Hope that the families of those still Missing-in-Action or Prisoners-of-War
will soon find peace and an end to their grieving.
Hope that today we will all do our part to actively support the mission and
efforts of Rolling Thunder®, Inc.
Hope that through our individual actions today, we will bring honor and
awareness of those for whom we speak.”***

- Upon completion of the reading, the detail will meet at the front of the chair and render honors. And then return to their seats for the rest of the meeting.

FACILITATOR: Informs everyone to be seated.

- Ceremony is concluded.

SECTION XV –
Organizational Patch Placement
Back of Vest



Issue of Patches:

- 1 A member must make three (3) meetings between 90 to 120 days and they will be issued their boot patch.
- 2 When a member receives their boot patch they must make three (3) meetings and three (3) events within 12 months and then they will receive their rocker and eagle at the end of 12 months.
- 3 All members will sign for their boot patch.
- 4 All members will sign for their rocker and eagle patch.

Front of vest



- 5 The form that National supplies is to be used to record the signature of the person receiving their patches. This form will be kept in chapter membership records.
- 6 No chapter will re-issue patches. All patches collected are to be returned to National with the correct form.
- 7 See current revision of National Constitution for prohibited patches.

Section XVI – Rolling Thunder®, Inc. Patch Retrieval Procedure

Refer to the Rolling Thunder® Inc. Constitution, latest revision.

- 1 Send a letter to an inactive member asking him / her to pay their delinquent dues and / or become active (attend meetings and or events) again and contact the designated chapter person to discuss this and set it up. If he/she is not interested in reactivating their membership, to please resign and return their patches to the chapter address within two weeks. (**See sample letter A**)
- 2 If that does not work, or for an older or a disciplinary termination: Send the former member the same letter by regular/registered mail – Return Receipt Requested with the following information. Ask him / her to return their patches within two weeks or you will turn it over to your attorney and take them to court. As a Rolling Thunder member they are responsible to turn in any patches when they leave the chapter, or pay \$150.00 if the patches were lost or stolen. Once you turn it over to the attorney, the matter is out of the chapter's hands and the member will be responsible for all legal fees and all court costs. (**See sample letters B or C**)

If the Post Office returns either of these two letters as UNDELIVERABLE, (only!) stop the process here and do an internet search. Some websites to help are ["whitepages.com"](http://whitepages.com), ["find.intelius.com"](http://find.intelius.com) and ["peoplefinders.com"](http://peoplefinders.com). If not located submit all documentation to National. National will evaluate the information and determine if this patch set will be forgiven or if the Chapter will pay a \$150.00 patch fine.

- 3 If there is no response or the letter was refused: Turn the matter and all information over to your attorney and have him/ her send a letter with another deadline.
- 4 If that does not get the patches back: Have the attorney take the member to court. Discuss the court procedure with your attorney and follow his/her directions – this will vary by state and local laws.

MAKE SURE TO DOCUMENT EACH STEP TAKEN FOR THE PAPER TRAIL.

This should include but not limited to times and dates of phone conversations, photo copies of letters etc. receipts for registered letters, summary of conversations held with your attorney.

The letters on the following pages are only samples and may be modified to suit your needs, as in the case of a termination for disciplinary reasons. Your Board of Directors or Patch Coordinator may make the recommendations but the Chapter President should sign the letters. It is not a requirement from National to allow the person the opportunity to resign, as in **Sample Letter C**.

If you have any questions about this procedure, please call National.

SAMPLE LETTER A

Your Chapter Letter Head – address, email, etc.

Date

Member's Name

Member's Address

Dear *Member's Name*

Per the Rolling Thunder® Constitution, membership dues shall be paid in full to the Chapter Treasurer not later than the February meeting of every year. If dues are not paid within thirty (30) days of the February meeting, membership in the Chapter may be terminated.

Our records show that you have not paid your dues for the current year. If you wish to continue your membership in Rolling Thunder®, Inc. (*State & Chapter*), please contact (membership chairperson's name) within the next seven (7) days. If there is a financial hardship, please let us know.

We would like to thank you for the time, energy, and efforts that you have given to us and our Mission to educate the Public about the POW/MIA issues and supporting our Veterans.

Respectfully,

President Signature

(Chapter President Name)

President Rolling Thunder®, Inc. (*State & Chapter*)

SAMPLE LETTER B

Your Chapter Letter Head – address, email, etc.

Date

Member's Name

Member's Address

Dear *Member's Name*

Per the Rolling Thunder® Constitution, membership dues shall be paid in full to the Chapter Treasurer not later than the February meeting of every year. If dues are not paid within thirty (30) days of the February meeting, membership in the Chapter may be terminated.

Our records show that you have not paid your dues for the current year. We did send you a correspondence on *(date 1st letter was sent)* and did not receive any response. Therefore, your membership in Rolling Thunder®, Inc *(State & Chapter)*, has been terminated as of *(insert date)*. You must return all patches and any other Chapter property you may have to one of the below listed officers or by certified mail to the above address not later than seven (7) days after the date you received this letter.

President *(Name)*
Vice-President *(Name)*
Chairman of the Board *(Name)*

We would like to thank you for the time, energy, and efforts that you have given to us and our Mission to educate the Public about the POW/MIA issues and supporting our Veterans.

If you feel that this decision is in error or you would like to appeal this decision, please contact *(CoB Name)*, Chairman of the Board at *(CoB telephone number)*.

Respectfully,

President Signature

(Chapter President Name)

President Rolling Thunder®, Inc. *(State & Chapter)*

SAMPLE LETTER C

Your Chapter Letter Head – address, email, etc.

Date

Member's Name

Member's Address

Dear *Member's Name*

As stated in the Constitution of Rolling Thunder®, Inc. under the Member in Good Standing criteria, to be a member in good standing, one must make no less than three (3) meetings and three (3) events per year and pay their annual dues. Anyone who does not comply with the membership requirements stated in this section and through the Constitution will be terminated from this organization unless a reasonable excuse is provided.

Our records indicate that in the last year you have not met these requirements. Therefore, we are terminating your membership in Rolling Thunder®, Inc. (State & Chapter). We will allow you the opportunity to resign first. That way, if your schedule changes in the future that would permit you to meet the requirements you will be allowed to re-join the organization. If you choose to take the option of resigning, we must receive your resignation in writing within fourteen (14) days. You may submit the resignation by mailing it to the Chapter address above. If we do not hear anything by *(insert date 14 days from date of letter)*, your termination will be effective as of *(insert date of this letter)*.

As stated in the Constitution of Rolling Thunder®, Inc. under Membership Patches, ***“...without exception, anyone who resigns from Rolling Thunder®, Inc. or whose membership is terminated for any reason will return their membership patch set(s). All legal expenses and court costs incurred for the collection and recovery of said patch set(s) will be paid by the member.”***

You must return all patches and any other Chapter property that you may have to one of the officers listed below or by certified mail to the above address no later than fourteen (14) days after receipt of this letter.

President *(Name)*
Vice-President *(Name)*
Chairman of the Board *(Name)*

We would like to thank you for the time, energy, and efforts that you have given to us and our Mission to educate the Public about the POW/MIA issues and supporting our Veterans.

If you feel that this decision is in error or you would like to appeal this decision, please contact *(CoB Name)*, Chairman of the Board at *(CoB telephone number)*.

Respectfully,

President Signature

(Chapter President Name)

President Rolling Thunder®, Inc. *(State & Chapter)*

**Section XVII –
Chapter Montly Treasurer's Report Template**

ROLLING THUNDER® INC. CHAPTER _____
MONTHLY TREASURER'S REPORT
MONTH OF _____ IN THE YEAR _____

CURRENT CHECKING ACCOUNT BALANCE: _____

ANY LINE ITEM OR DOLLAR RESTRICTIONS OR PENDING TRANSACTIONS:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

LEAVES AVAILABLE CHECKING ACCOUNT BALANCE: _____

BUDGET SPECIFICS:

MONTHLY

Income Budget Amount: _____

Ahead or Behind Budget By: _____

Income Actual Amount: _____

Expense Budget Amount: _____

Ahead or Behind Budget By: _____

Expense Actual Amount: _____

MONTHLY TOTAL AHEAD OR BEHIND BUDGET BY: _____

YEAR to DATE

Income Budget Amount: _____

Ahead or Behind Budget By: _____

Income Actual Amount: _____

Expense Budget Amount: _____

Ahead or Behind Budget By: _____

Expense Actual Amount: _____

YEAR TO DATE TOTAL AHEAD OR BEHIND BUDGET BY: _____

TREASURER'S EXPLANATION FOR ANY BUDGET DISCREPANCIES, CONCERNS, RECOMMENDATIONS, COMMENTS
EXPLANATION FOR ANY BUDGET DISCREPANCIES:

**Section XVIII –
Chapter Officer Installation Process Template**

Facilitator:

Call to order – silence the audience

Facilitator:

“Will the newly elected Officers please come forward.”
(have them line up facing you).

Facilitator:

“Please raise your right hand and state your name when you say “I”.

Facilitator:

“Repeat after me...”

I, _____, do hear-by solemnly swear that to the best of my ability – I will faithfully discharge the duties of the office for which I hereby assume – in accordance to the Constitution, Regulations, and Rituals – of Rolling Thunder Incorporated National and the Rules of our Chapter. – All this I swear on my honor as an active member of Rolling Thunder® _____ Chapter ____.

Facilitator:

“Officers of Rolling Thunder _____ Chapter ____, I congratulate you and instruct you to make the success and progress of our Organization and this Chapter your first considerations and very best endeavor”.

Facilitator:

“Ladies and Gentlemen of _____ Chapter _____. I present your new officers for the next two years!!” “Congratulations”!!

Section XIX- Guidelines for Statewide Meetings

Purpose: To provide guidance for new or existing Rolling Thunder®, Inc. State/Regional Liaisons on the proper method of holding statewide Chapter meetings. The purpose of Statewide (Regionalwide) meetings is to bring together all Rolling Thunder®, Inc. Chapter Officers and COB's in the state to discuss any manner of operational issues, business related issues, and to develop camaraderie and consensus amongst all chapters.

Scope: These guidelines are limited to statewide (regionalwide) Chapter meetings only, and not to be confused with any other meetings.

Note: While these are guidelines only, the processes and activities are tested and proven and will assist the State/Regional Liaison in successfully conducting a statewide(regionalwide) chapter meeting. Below is a listing of tasks and activities that will aid the State/Regional Liaison. Some of the tasks and activities are specify, "required", "optional", or "recommended".

- 1 **Required:** All statewide(regionalwide) Rolling Thunder®, Inc. meetings must be taped and or electronically recorded. The state/regional liaison will maintain a copy of the recorded meeting for a minimum period of no less than 18 months.
- 2 **Required:** Minutes of the meeting(s) will be recapped and submitted back to each Chapter in attendance. The State/Regional Liaison is responsible for this activity. Each Chapter will distribute the minutes to their members who were in attendance. Distribution of the minutes to the general membership of each Chapter is left to the discretion of the Chapter officers. Distribution of the minutes to the Chapters Board Members is recommended.
- 3 **Recommended:** Meetings will be held at a mutually agreed upon meeting location, preferably centrally located, so that all Chapters have equal opportunity to attend.
- 4 **Required:** Chapters must be notified no less than two (2) months in advance of the meeting. An agenda must accompany the meeting notification and each Chapter will be notified in advance of the agenda content.
- 5 **Required:** All / any reasonable costs incurred for travel by chapter officers to and from the meeting will be reimbursable by each Chapter after proper Board approvals. Reasonable expenses incurred by the State/Regional Liaison, once approved will be reimbursed by all State Chapters or out of the State/Regional Liaison fund.
- 6 **Required:** Attendance at the statewide meetings is for chapter officers (President Vice President, Secretary, Treasurer) and the Chairman of the

Board. By inviting all officers and the Chairman of the Board, chances are increased that a representative(s) of every chapter will be there. Voting could take place at these meetings; so the officers should have the authority to commit the chapter. If the chapter cannot make the meeting, They must let the State/Regional Liaison know two (2) weeks in advance.

- 7 **Required:** Failure of any chapter to have at least one “official” representative attend the statewide(regionalwide) meetings is punishable by:
- a 1st offense: \$100.00 fine
 - b 2nd offense: \$250.00 fine
 - c 3rd offense: \$500.00 fine
 - d Future offences would be handled at the discretion of the State/Regional Liaison and/or the State/Regional Executive Board if necessary.
 - e Any Chapter President unable to attend must submit a reasonable excuse no later than 14 days in advance of the meeting to the State/Regional Liaison.

Note: Monies collected by this process can be used to fund special statewide(regionalwide) Rolling Thunder®, Inc. functions, donated to local worthy veteran’s causes or to be divided up amongst the remaining chapters equally. Monies will be deposited into a State/Regional Treasury (if one exists) administered by the State/Regional Board (made up of Chapter Presidents) and is used for Rolling Thunder®, Inc. purposes only.

**Section XX –
IRS Tax requirements**

- 1 Please make sure that you put the Rolling Thunder®, Inc. Group IRS number (3437) and your Chapter's EIN# on all state and federal forms that you file.
- 2 All chapters must file a tax report with the IRS at the end of the calendar year which is December 31st and must be filed by May 15th.
- 3 All Chapters must send a copy of the IRS tax report and the completed Chapter Annual Report by May 15th.

All tax returns must be sent to the IRS by May 15th

To the Department of Treasury
Internal Revenue Service
via the Internet

The IRS does not want paper.
They want tax reports filed by e-mail, by e-post card, or Form 990.

For info call 801-620-6070

Remember a copy must be sent to the National Office and your State/Regional Liaison (if any).

Rolling Thunder®, Inc. National
PO Box 216
Neshanic Station. N.J. 08853

Filing instructions for filing e-postcard or IRS Form 990-N

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

How to file: <https://www.irs.gov/charities-non-profits/information-needed-to-file-e-postcard>

To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#).

- The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February. All filers must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. There is no paper form.
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing.
- For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

Prior to filing your form, please review the following information:

Who must file

Most small tax-exempt organizations whose annual [gross receipts](#) are [normally \\$50,000 or less](#) can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Exceptions to this requirement include:

- Organizations that are included in a group return,
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches, and
- Organizations [required to file a different return](#)

Form 990-N filing due date

Form 990-N is due every year by the 15th day of the 5th month after the close of your [tax year](#). You cannot file the *e-Postcard* until after your tax year ends.

Example: If your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

Samples of acknowledgement from IRS for successful filing of Form 990-N (e-postcard)

e-Postcard View https://sa.www4.irs.gov/postcard/secure/990n/forms/print/

Form 990-N

Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

OMB No. 1545-2085

2016

Open to Public Inspection

A For the 2016 Calendar year, or tax year beginning 2016-01-01 and ending 2016-12-31

B Check if available:

☐ Terminated for business

☒ Gross receipts are normally \$50,000 or less

C Name of Organization: ROLLING THUNDER INC

po box 7908, Cumberland, RI,

US, 02864

D Employee Identification Number 25-2378642

E Website:

F Name of Principal Officer: Lawrence A Branch Jr

189 Smith street, North

Arlingboro, MA, US, 01760

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us this information. We need it to ensure that you are complying with these laws.


The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is found in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average time is 15 minutes.

Note: This image is provided for your records only. Do not mail this page to the IRS. The IRS will not accept this image via paper. You must file your Form 990-N (e-Postcard) electronically.

Sample 2

e-Postcard Filing Confirmation Page 1 of 1



Confirmation

[Home](#) | [Secure Profile](#) | [Logout](#)

Your Form 990-N (e-Postcard) has been submitted to the IRS.

- Organization Name: ROLLING THUNDER INC
- EIN: 223780558
- Tax Year: 2016
- Tax Year Start Date: 01-01-2016
- Tax Year End Date: 12-31-2016
- Submission ID: 100652017011003254
- Filing Status Date: 01-11-2017
- Filing Status: Accepted

MANAGE FORM 990-N SUBMISSIONS

SECTION XXI –

MEDIA & PUBLIC RELATIONS “THE BASICS”

1 HOW TO GET STARTED

- A Select a Media / Public Relations Chairperson
- B Compile a list of all area newspapers, radio and TV stations (include local public access cable stations) and request the following information:
 - a Name, phone number, address, fax number and e-mail address of Features Editor (at newspaper)
 - b Name, phone number, address, fax number and e-mail address of Community Editor (at newspaper)
 - c Name, phone number, address, fax number and e-mail address of Assignment Desk / News Director (at radio & tv stations)
- C Find your nearest AP (Associated Press) Bureau by going on the internet to www.ap.org. Send any and all advisories to your local AP Bureau. This is the most effective way of getting the word out to all media, including newspapers, TV and radio. All media check the AP wire for news of local interest.
- D Start a Facebook Page in your chapter's name.
- E Chapter website

2 Selecting your media / public relations chairperson

- A Your chairperson has to be available to make phone calls and take phone calls during the day, so they must either be retired or in a job that gives them the flexibility to make phone calls during business hours.
- B Your chairperson (or a member of the committee) will need excellent writing skills to draft letters and media advisories. Access to e-mail and fax machines is also a must.
- C Your chairperson must have good organizational skills and work well under pressure – you may receive a dozen calls from media the day of an event looking to schedule radio or TV interviews – coordination is key to successful coverage.

3 What your chairperson will need

- A A cell phone – the media is notorious for making last minute decisions on news assignments. The busiest time for your chairperson will be the week prior to the event, and especially the day of the event. A surprising number of phone calls are received the day of the event, so the cell phone is needed to coordinate interviews of chapter officers.

- B Your chairperson needs the name of at least two reliable chapter members (one should be the chapter president) readily available for interviews. These interviews sometimes take place in advance, and sometimes take place the day of the event, so cell phones are needed to call into studios for interviews the day of the event.
- C E-mail and access to a fax machine.

4 Tools of the trade

- A Media Advisories (the fancy name for a press release): Must contain the following information (see sample attached):
Who
What
Where
When
Why
(also attach a “Fact Sheet”)
- B Program Timeline
The media likes to receive timelines of events so that they can pick and choose the segment of a program they want to cover (example: A celebrity or politician’s appearance). Timelines also come in handy when you want to attract the media to stop points along your awareness runs.
- C A good introduction letter
When you want to send a more formal introduction to someone, such as your state’s senator or congressman/women, local celebrity or TV personality, or corporate CEO, you should use a good introduction letter.

5 When to send the media advisory

The advisories should be sent at least a month before the event, with a follow-up the week prior. But note that events such as picnics for VA patients should not be advertised in advance (the public will show up for free food and you may not want that). Instead draft your own articles and send in your own photos to the Community Editor of your local newspapers as a “human interest story”.

6 How to send a media advisory

- A E-Mail – Good starting point, plus most media prefer e-mail. It’s a good idea to do a mass e-mail to all the media on your list. Make sure “subject” heading clearly and concisely states your event, such as: “Media Advisory – Veterans Event 9/15/02”, then attach your media advisory and fact sheet. You can keep it simple and say. “ please see attached Media advisory for an Event on September 15, 2002,” or do more of a cover letter.
- B Snail mail – This is good for sending out press kits or goodies (patches, pins, etc.).

7 The Interview

Prior to doing an interview, make a mental list of three key reasons for sponsoring a particular event. Think about the Mission Statement, then personalize it. Make sure all of your members do this, because anyone might be approached by the media at some point. There's nothing worse than being caught off guard – most of us have a fear of speaking in front of people, but if you're prepared, it will give you and your members the confidence you need to get through the interview smoothly.

8 What to expect

After sending your e-mail, you will probably begin receiving phone calls within a week. Don't expect everyone to respond, maybe a fourth of your mailing list will give you an answer. After a week start making follow-up phone calls. Don't get discouraged – persistence is really important.

9 FaceBook:

A What to use it for:

1 Meeting notices

2 Event notices:

a Your events and other organizations events that support your mission. Support gets Support – simple equation. Also going to other Groups' events helps promote the Rolling Thunder®, Inc. name.

b Use it to keep the general public updated about your chapter.

3 **Do not** use it to communicate with individuals, complain or speak in a negative way about anything or anybody.

10 Websites:

A Keep it up to date.

B Consider constructing and hosting the site your self. There are many "Do it your self" sites and information available on the internet. This will give you complete control of what the content is, and when it is changed.

C A good place to put detailed information about, meetings, activities, past and future, how to contact officers, mission statement, pictures etc.

D You are not bound by "FaceBook" rules.

**SECTION XXII –
HOW TO SUPPORT A CANDIDATE RUNNING FOR AN ELECTED OFFICE**

- 1 Rolling Thunder®, Inc. is a 501(C) (4) non-profit organization with elected officers, board members and a dues paying membership.
- 2 Rolling Thunder®, Inc. was incorporated in the State of New Jersey in 1995 and received non-profit status from the IRS, January 22, 1996.
- 3 Rolling Thunder®, Inc. can support any candidate running for any position in government.
- 4 All Chapters should discuss a candidate / candidates running for the Senate or Congress in their state at a Chapter meeting. A vote should be taken by the membership and all officers of the chapter. This vote should be taken by paper ballot so no one feels any pressure by the way they vote.
- 5 The ballots should be collected and a count should be given with the total for each candidate. The vote totals should be brought to a state/regional meeting by the president of each Chapter on a paper signed by two other officers of the Chapter. Chapter Presidents should discuss a candidate / candidates in their state running for U.S. Senate or Congress at a state/regional meeting.
- 6 The total from each Chapter for each candidate should be totaled up together and that is the candidate the Chapter should support. The totals should be entered on a document for each candidate by Chapter and totaled up. The results should be made public to all members in all Chapters. We go by majority rule and that is the way it will be done. In case of a tie vote, no candidate will be supported in that race.
- 7 Just because a Chapter, the State or National makes a decision to endorse / support a particular candidate each individual member has the right to vote for who he / she wishes when they go the voting booth on Election Day.
- 8 When National wants to support a Presidential candidate a vote will be held in all Chapters and each Chapter shall send the results to National. If any Chapter fails to send in their results or fails to hold a vote that Chapter gives up their right to voice their opinion.
- 9 Rolling Thunder®, Inc. cannot donate any organization funds to any candidate running for any office.

**SECTION XXIII –
ROLLING THUNDER® CHARITIES, INC.**

- 1 Rolling Thunder Charities®, Inc. is a 501 (C) (3) non-profit organization (EIN #20-838917) with no membership only a governing Board of Officers. Rolling Thunder Charities® Inc. was formed to give contributors tax deductions for donations made. Rolling Thunder Charities® funds will be used for all American veterans, our troops, and their families that are in need.
- 2 Rolling Thunder Charities®, Inc. was incorporated in the State of New Jersey on November 13, 2006. The IRS issued our non-profit status, June 18, 2007.
- 3 To receive a tax deduction, any Rolling Thunder®, Inc. Chapter that receives a donation(s) from any individual, business or corporation must have the check made out to Rolling Thunder Charities®, Inc.
- 4 Rolling Thunder®, Inc. Chapters should mail all donations to the National office, to be put in the Rolling Thunder Charities®, Inc.. checking account with credit to be given to their chapter. All funds from a donation(s) to your Chapter will be allocated for use by your Chapter only. A separate accounting for each Rolling Thunder®, Inc. Chapter will be in place, indicating deposits, money spent, & current balance. National will send “Thank You” donation acknowledgement letters to all contributors, business, corporations on Rolling Thunder Charities®, Inc. stationary.
- 5 When a Chapter needs funds to help a veteran, active military member, family member or do an event at a VA Hospital / Nursing Home, the Chapter is required to send a letter / fax request to National for funds to be drawn from the chapter account. The organization does not give cash, it pays bills by check and requires receipts for all funds released through Rolling Thunder Charities®, Inc. Chapters must submit an expense statement / provide receipts to Rolling Thunder Charities®, Inc., P.O. Box 327, Neshanic Station, NJ 08853 indicating to whom and where the funds were issued.
- 6 If National does not receive an expense statement / receipts for assistance given to a veteran, active military member, family or a VA event, National will not issue any additional funds until the Chapter submits the expense statement / receipts.
- 7 All funds for Rolling Thunder Charities®, Inc. will be solicited through the mail. Chapters shall not do fund raising events for Rolling Thunder Charities®.
- 8 Chapters cannot use donations made to Rolling Thunder Charities® to run chapter meetings or pay chapter expenses. Tax exemptions cannot be given through Rolling Thunder Charities®, Inc. to anyone who donates a hall for Rolling Thunder® chapter meetings.
- 9 Any questions regarding Rolling Thunder Charities®, Inc., call Artie Muller at 908-369-5439.

SECTION XXIV –

VETERANS ADMINISTRATION VOLUNTARY SERVICE (VAVS)

- 1 Rolling Thunder®, Inc. is registered with the Veterans Administration Voluntary Service. Our organization identification number is RLTH-325. This number has been communicated to all VA Medical Center Voluntary Services.
- 2 If you are interested in volunteering at a VA facility contact the VA Voluntary Service Office at that facility.
- 3 Inform the office of your interest, either to volunteer individually, as a group, or to make a donation. If a group activity is the interest, discuss the number of attendees, proposed time frames and desired outcome. The VA staff will assist you in the development of your plans.
- 4 Register as a VA Volunteer.
- 5 Sign in upon each visit, use the Rolling Thunder®, Inc. VA organization number (RLTH-325).

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