



**SOCIETY OF THE THIRD INFANTRY DIVISION, U.S. ARMY**

**PRESIDENT'S MANUAL AND STANDARD OPERATING PROCEDURES (SOP)**

**Revised February 10, 2018**

**INTRODUCTION: This Manual and Standard Operating Procedure is for the Society of the Third Infantry Division. It is revised from time-to-time, by incumbent officers of our Society, and is to be passed on to each successive new set of officers for better understanding of the procedures necessary to best accomplish their assignments. It is a manual prepared to assist in the performance of these duties.**

**Operating procedures are established by the Executive Committee, staff, committee chairs, and members.**

**Each successive administration is charged with the responsibility to maintain this file in accordance with changing times and conditions. The basic purpose of this SOP is to make it possible for newly elected or appointed persons to step into the job and perform the duties required with a minimum of "on the job" training time.**

**This SOP is not a substitute for the Constitution and By-Laws or Roberts Rules of Order (Latest edition). It is only a detailed job description of the duties set forth in those documents. This document is NOT and should NOT be used as a legislative or regulatory reference when conducting Society business. It is only a guide to best practices and lessons learned.**

**The President of the Society in coordination with the C&BL Chair will do a thorough review and will update the S.O.P. annually. This document will be placed on the Society**

**website and all officers, staff, chairs, and Outpost officers will be notified of the current edition available.**

**The duties of each office are specifically set forth in Section IV of the By-laws. This manual explains in more detail these duties. A job may be done in many ways and still be within the law. Here, we are pointing out the most efficient manner we have found to do these jobs.**

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## **I: EXECUTIVE ORGANIZATION (Elected and Appointed officers):**

**The Membership has the responsibility to elect officers that are committed, capable, and willing to serve. Associate Members may vote for officers, constitution and by-laws changes, Executive Committee Actions, and may serve in all National offices, except the Office of Society President. Only Regular Members may serve as National President.**

**All appointees should be carefully selected by the president for ability and interest. Candidates for president should take time in advance of the reunion to put together a competent and congenial staff.**

**It is very helpful if officers and appointed staff have email or access to email.**

**Terms end for all appointed staff and committee chairs at the same time that the term ends for the president who appointed them.**

## **II. PROTOCOL FOR CONDUCTING SOCIETY BUSINESS ON EMAIL**

**The Executive Committee may use email to conduct business. The Executive Committee is in continuous session but can be in recess, subject to recall by the Chair. A quorum is assumed unless the chair is informed of non-availability of enough officers to reduce the members available below a quorum of six.**

**MOTIONS: Any elected committee member may present a motion. IAW ARTICLE VII: By-Laws, all motions must follow Robert's Rules of Order, current edition (RONR 11th Edition). The president will verify the motion is in order and clearly stated. If necessary, the president will have it clarified. Once clarified, the president will send an email to all voting members informing them that there is a matter for the committee to consider. The president will send email to all elected members stating "There is a motion that. . .," will state the motion and the reason why the emotion is being presented. The President will ask, "Is there a second to the motion?" If there is a second, the discussion period will be opened. (IAW RONR § 4-Motions need not be Seconded in small Executive Committee meetings. The President, at his/her discretion can eliminate the use of a Second during EXCOM business meetings.) Comments will then be sent to the president and all other elected committee members (using the "Reply to all" function), no later than the date established by the chair. Using the "Reply to All" function simulates the openness of debate that would normally occur in a open meeting whereby all members would be able to hear the discussion points and take them into consideration as they ponder the motion presented. After receiving comments, the president will send an email asking if there is any further**

debate. If there are no further comments, the president will email all elected committee members and call for a YES or NO vote to be sent using the “Reply to All” function so that all members are aware of the Vote tally and for transparency. After receiving and counting the votes, the president will announce the results. Actions approved by the Executive Committee will be effective at once, and will be reported to the Society membership for their approval or rejection by Mail-in Ballot at least 60 days before the reunion. Decisions that require changes to the Constitution or By-laws will be sent to the C&BL Chair who will enter the item(s) on the mail-in ballot for the next available membership vote.

## **A. ELECTED OFFICERS**

**1. PRESIDENT:** The President is the Chief Executive Officer of the Society. Nominees for the Office of President should have been active in various offices and committees of the Society, be well grounded in the activities of the Society, and should have demonstrated ability, commitment, and dedication to the Society. The president has the leadership role in proposing, formulating, and guiding the actions of the Executive Committee and implements the decisions of the Committee. Only Regular Members in good standing may be nominated and serve if elected as President of the Society (C&BL Article 5.2).

**Duties include:**

- **Chairing the General Membership and Executive Committee meetings and ensuring they adhere to the procedures specified in the C&BL’s and RONR.**
- **Representing the Society in official contacts with other organizations**
- **Work with the National Secretary-Treasurer to formulate and establish the annual Society budget. The budget is approved by the EXCOM no later than June 30th of each year and is published in the August edition of the WOTR.**
- **Writing a message for each issue of the Watch on the Rhine.**
- **Ensure that the Membership Roster is published every three years IAW the C&BL’s Article VI: Publications, para 6.2. The next publication will be in January 2021.**
- **Appointing members to fill the staff positions: Active Duty Liaison, Chaplain, Historian, Judge Advocate, Medical Officer, Quartermaster, Sergeant at Arms, Website Coordinator, Roster Manager, Auditor, Editor**
- **Appointing committee chairs for Awards, Constitution and By-Laws, Membership, Nominations, Public Relations, and Reunion**
- **Sending a personal letter to each newly designated Commanding General of the active division welcoming him to the Society**

- **Sending a personal letter to the Commanding General inviting him to attend the annual national reunion**
- **Providing guidance to all chairmen, staff officers, elected officers, and general membership**
- **Consulting with the Secretary-Treasurer on the investment of Society funds not needed for every-day operations. The president will choose investment instruments that are safe and produce an annual return to the Society**
- **Verifying that the duties of the Secretary-Treasurer are completed in the absence of the Secretary-Treasurer**

**2. REGIONAL VICE PRESIDENTS:** Members of each of the three regions, Western, Central, and Eastern, shall elect a vice president for the region in which he/she resides. The vice president must be a resident of the region from which he/she is elected. If the vice president relocates to a residence outside the regional boundaries, he/she can no longer serve his previous region. A replacement is by presidential appointment with Executive Committee approval.

- **Vice Presidents serve on the Executive Committee and on the Awards Committee. They are the regional leaders and stay in constant contact with the Outposts of their region, help Outposts in any way they can, encourage Outposts in their activities, recruitment, and service to members**
- **When they accept the nomination for this post, it is understood they are expected to attend the annual business meetings held during the annual reunion of the Society**
- **They will answer all correspondence and vote on all matters requiring Executive Committee action**

**3. COMMITTEEMEN:** Each region elects two committeemen. Only members residing in the region, or members of an outpost in that region, may vote for the candidates of their Region. If necessary, a replacement is by presidential appointment with Executive Committee approval.

- **Committeemen must be residents of the region from which they are elected. If a committeeman relocates to a residence outside the regional boundaries where he/she was elected, he/she can no longer serve his/her previous region**
- **The committeemen serve on the Executive Committee and are responsible along with the other elected officers to conduct the business of the Society.**



- They are responsible for promoting the success of the Outposts in their Region and assist with recruitment and public relations activities.
  - When they accept the nomination for this post, it is understood they are expected to attend the annual business meetings held during the annual reunion of the Society.
  - They will answer all correspondence and vote on all matters requiring Executive Committee action.
- **4. SECRETARY/TREASURER:** The Secretary/Treasurer should be competent in bookkeeping, banking, record keeping, and letter writing and be proficient in the use of a computer. He/she is the primary National contact with Outpost secretaries and should maintain the procedures for ensuring the complete and timely transfer of membership information and dues payments between National and the Outposts. Duties include maintaining checking and investment accounts, preparing an annual budget for Executive Committee review/approval, submitting an annual financial report for publication in the *Watch on the Rhine*, paying all authorized expenditures, recording, transcribing, and distributing minutes of the General Membership meeting and Executive Committee meetings for publication in the *Watch on the Rhine*.
- The Secretary-Treasurer has the responsibility as the custodian of our various funds:
- **Checking Account fund.** It is the fund used to pay our bills. The Memorial funds are deposited into the General fund, and a cumulative total is maintained as a “Memo only” entry
  - **General Fund** is money from dues, donations, and miscellaneous sources. Gift Membership donations are deposited into the General Fund and a “Memo only” total is maintained
  - **Memorial Fund.** From time-to-time members make contributions to this account, often in honor of departed comrades. This money is used for projects that memorialize our active duty soldiers, Society veterans, and the Society, and can be used in the maintenance of our WW I monument at Chateau Thierry. All payments from Memorial donations require Executive Committee approval
  - **Raffle Tickets:** See Appendix I-A6 B. **APPOINTED COMMITTEES**

**1. AWARDS COMMITTEE:** The Chairman is appointed by the President and will serve with the three Regional Vice Presidents as a committee formed to implement the Society's wishes to honor and show appreciation to individuals for their services to the Society, their community, and our country. The Chairman is a non-voting committee member. The Chairman and the committee will follow the procedures and rules outlined in the Awards Protocol (Appendix VI of this SOP) for the proper processing and voting of all Award nominations. The Chairman will have a notice published in the December, February, and April issues of the *Watch on the Rhine* requesting nominations for awards. The Committee will make their selections using these nominations and other suggestions that they may receive. The Chairman of this committee, within the approved budget, will prepare plaques and awards. The awards will be presented at the reunion banquet. The presenter will prepare a brief statement telling the audience the name of the recipient, the award, and the service performed by the recipient. Awards will be made only when the Society feels they are justified. The Society awards consist of the Audie Murphy Achievement Award, Society Service Award, and Society Associate Member Service Award. Special awards may be given at the direction of the President. The Awards Committee and the Executive Committee shall select award recipients in accordance with Awards Protocol. The Awards Committee may consult on awards with the members of the Executive Committee if they wish. The Awards Committee shall select the recipients of the Society Service Award and Outstanding Associate Member Award. The Executive Committee shall select the recipient of the Audie Murphy Achievement Award. See appendix VI: Awards Protocol for specific procedures and policies.

**The Audie Murphy Achievement Award:** The requirements for the Audie Murphy Achievement Award are as follows: The recipient must have been a member in good standing of the Society for at least three years or a former distinguished member of the Third Infantry Division or worthy national leader. Some of the considerations for this award are exemplary military service; service as an elected national Society officer, appointed or elected, including Outpost officers and members; outstanding service by Society members to their community, state, or nation. A member may receive the Audie Murphy Award only once during his/her lifetime.

**The Society Service Award:** may be presented to a member in good standing of the Society for exceptional service to the Society. The recipient must have been a member of the Society for a minimum of three years.

**The Associate Member Service Award:** may be awarded to an Associate Member in good standing of the Society for exceptional service to the Society. The recipient must have been a member of the Society for a minimum of three years.

The Awards Committee Chair will prepare a plaque to be presented to the retiring president by the new president for the appropriate reunion. The plaque will express the Society's appreciation for distinguished service as president.

**2. CONSTITUTION AND BY-LAWS COMMITTEE:** The chairman is appointed by the President with the approval of the Executive Committee. The C&BL committeemen are selected by the Chairman of the committee. The Committee shall receive all proposed Constitution and By-laws changes, screen out those not worthy of consideration, submit all questionable proposals to the Executive Committee, and write up changes in proper form. The document review is done annually. The C&BL Chair updates and publishes the most current release of the Constitution and By-laws and updates the S.O.P.

*Quoted from the Constitution and By-Laws*

#### SECTION XI: AMENDMENTS TO BY-LAWS

**11.1** The Constitution and/or By-laws may be amended, repealed or changed by the membership by affirmative vote of two-thirds (2/3) of the ballots cast on the official mail-in ballot published in the *Watch on the Rhine*.

**11.2** All proposals for Constitution and By-law changes submitted by members of the Society through Outpost or Executive Committee route or by the initiative of the Constitution and By-Laws Committee Chair will be sent to the Chair of the of the Constitution and By-Laws Committee. Once the Constitution and By Laws Committee considers the proposed changes and approves what should be presented to the membership, the draft of the proposed amendments will be sent to the Executive Committee for their consideration, approval or modification. This final document must be accepted by a majority vote of the ballots cast with a quorum present before publication in *The Watch on the Rhine*. Proposals approved by the General Membership, via Mail-in Ballot, shall be published in *The Watch on the Rhine* as soon as possible after passage, but not later than the December issue.

**3. MEMBERSHIP COMMITTEE:** The chairman is appointed by the President. The Chairman may select one or more members to assist in promoting membership. The

**Chairman will provide membership brochures. The Chairman will answer membership inquiries with a letter, membership brochure, and information on the Society. He/she will assist the Secretary/Treasurer in reducing the number of dues delinquencies, and will encourage members that have allowed their membership to lapse to reinstate their memberships. He/she will work closely with the Active Division to encourage active duty soldiers to join the Society.**

**4. NOMINATIONS AND ELECTION COMMITTEE: The Chairman is appointed by the President. The Chairman may select a committee to help in the nomination and selection of candidates for national office. The chairman should start in the beginning of the year to find members to serve the following term. The Chair will provide a notice calling for nominations and submit it to the Editor of the *Watch* for publication in the December, February, and April issues. Nominations are accepted from 1/1 to 5/1 each year. The Chair will record the acceptance, in writing, of all those nominated for office, to serve if elected. When the nominations are closed and there are contested offices, the chairman will submit a ballot for publication in the June issue of the *Watch*. The committee will verify the eligibility of voters, count all ballots, and report results in the August *Watch*. The result of the vote is by a simple majority. No quorum is required.**

**5. PUBLIC RELATIONS COMMITTEE: The chairman is appointed by the President. The Chairman may select one or more members to assist in informing the public about the Society of the Third Infantry Division. He/she will make recommendations on the advisability of advertisements in veterans publications and will handle all approved efforts for advertising for new members. The committee has a special obligation to publicize the annual reunion and any other activities that benefit the Society. The committee will work closely with the Membership Committee in promoting membership in the Society. Uncontested officers will not have a ballot.**

**6. REUNION COMMITTEE: Reunion: the president, with the approval of the Executive Committee, will appoint a chairman and the chairman may select members to serve on the reunion committee. This committee will be responsible for the annual society reunion and may work with a professional reunion planner approved by the Executive Committee. Annual reunions will be held on a rotating schedule. A reunion will be scheduled in each region on a rotating three-year basis. The Reunion Committee or the professional planner will make a short presentation to the Executive committee at the reunion with recommendations. The Executive Committee chooses the reunion city. Locations will be chosen two years in advance. Each region will host a reunion once each three-year period.**

Extenuating circumstances may cause the Executive Committee to alter the schedule. If a region is scheduled and is by-passed, that region will have the right of first refusal the following year.

**7. FUNDRAISING COMMITTEE:** The Fundraising Committee is appointed by the President. It is made up of the Chairman and the three regional Vice-Presidents and any other persons the Chair wishes to appoint. The Fundraising Committee will be responsible for coalescing current fundraising activities of the Society with new initiatives. The Society raffle, the coin program, the Division Ball and the donation program are all the responsibility of the Fundraising Committee to manage. The Society Scholarship Foundation WILL NOT be included in these responsibilities and will be maintained as a separate activity managed as it currently is with no change. The Fundraising committee will also be responsible for new initiatives for fundraising such as applying to be listed in the Combined Federal Campaign, GoFundme, Grant writing and applications, establishing and maintaining relationships with donors and businesses both on the national level and the local level, working with Society Outposts to establish contacts with businesses or donors that might be interested in donating to the Society and with other fundraising organizations that can assist the Society in its fundraising efforts. The Fundraising Committee is also responsible for establishing an annual fundraising goal with the EXCOM and the Outposts to raise money for specific Society programs.

#### **C. APPOINTED STAFF**

- 1. CHAPLAIN:** The Chaplain is appointed by the President and will be called on to offer invocations, benedictions, and other prayers as needed. He/she will assist in annual Memorial Breakfast Ceremonies during the Society reunion. He/she will prepare a Chaplain's column for each issue of the *Watch*. He will attempt to bring comfort and spiritual help to our members. He/she may appoint an assistant chaplain if desired.
- 2. EDITOR:** The Editor of the *Watch on the Rhine* is appointed by the President, with approval of the Executive Committee and is directly supervised by the President who shall approval all rough draft editions of the WOTR prior to printing and distribution. The Editor is responsible for the publication and mailing of the *Watch*. The Editor should have a good knowledge of English language structure, and have access to and the ability to use a computer, fax, and e-mail. The editor should have familiarity with one or more desktop publishing programs, or have the ability to

**work with individuals or organizations having the ability to write and format the *Watch*. The Editor should have a good knowledge of the structure of the Society, and preferably have had some experience with the duties in an outpost or on a Society committee. The Editor should have a strong commitment to the Society, knowing that the *Watch* is the most important instrument the Society has to maintain the morale of its members and to keep our members informed of a wide variety of information. The Editor should keep the articles in the *Watch* free from political invective and personal attacks, and should be careful to maintain a very positive and uplifting tone to the publication. The Editor must have common sense to know what our members like to read and want to know. Much of the success of the Society depends on the quality of the *Watch*. (A suggested operating procedure is enclosed as an appendix F.)**

**3. HISTORIAN: The Historian is appointed by the President. This person must have an interest in the history of the Third Infantry Division and its units. The historian will be the custodian of the Society Archives. He/she shall store and maintain the Archives in good condition in his/her home. He/she will try to find a site to display our memorabilia so the material can be seen by the public. Once there is such a site, the Society's National Archives can be stored and displayed there. He/she will execute a codicil to his/her will stating the Archives are the property of the Society of the Third Infantry Division. If the Historian should die in office, the heirs will notify the Society and, at the expense of the Society, shall ship the Archives as directed by the President. A copy of the codicil will be maintained in the records of the Society in the custody of the Secretary/Treasurer.**

**4. JUDGE ADVOCATE: The Judge Advocate is an officer appointed by the President. The JA will give legal reviews or opinions when reviewing Society contracts, EXCOM actions and complaints brought to the attention of the national leadership. He/She will also render opinions during any motion to charge a members or officer in accordance with the C&BL's para 3.5. The JA will also review all election results and certify the results. If the JA determines that a fair and impartial election has NOT occurred, he/she will direct the Society President, the EXCOM and the Nominations/Elections Chair to conduct another ballot for said officer or election (IAW C&BL's para 2.4). The Judge Advocate assists the President in maintaining order at meetings. Issues of parliamentary procedure not covered in the Constitution and By-laws will be settled with *Robert's Rules of Order*. The Judge**

Advocate will be familiar with these rules and will be able to advise concerning parliamentary procedures. The Judge Advocate will serve as an Ex- officio member of the Executive Committee and will not have a vote.

5. **MEDICAL OFFICER:** The Medical Officer is appointed by the President. This officer can advise on medical and health concerns of the Society. The main duty is to remind all members of the Society concerning the role played by our medical officers, nurses, and medical aid people during the time of battle. Many veterans of our Society are alive today because of the work of our medical services, and we want to remember and honor them.
6. **ROSTER MANAGER:** The Roster Manager is responsible for maintaining an accurate database of the Society members. The President, with the approval of the Executive Committee, appoints the Roster Manager. The Roster Manager assists the elected and appointed officers of the Society by providing roster reports. The Roster manager SOP is found in Appendix D.
7. **WEBSITE COORDINATOR:** The president will appoint the Website Coordinator. The Webmaster is responsible for maintaining an accurate, informative, and visually appealing website that represents the Society of the Third Infantry Division. The SOP for the Website Coordinator is in Appendix E. The President works closely with the Website Coordinator and the Website Builder and has ultimate responsibility.
8. **ACTIVE DUTY LIAISON:** The Active Duty Liaison shall represent and speak on behalf of the Society before the Third Infantry Division and all units, government agencies, and entities of businesses in the event the Society President cannot perform these functions.
9. **SERGEANT-AT-ARMS.** The Sergeant-At-Arms is appointed by the President. He will assist the President in maintaining order at the annual meeting. He will assist in setting up the meeting room and making certain National and Society Colors are in their stands or that they are posted at the beginning of the meeting. He will assist in roll calls, help in escorting honored guests, and guard the entrances to the hall to ensure no unauthorized persons are in the meeting room. At the General Membership Meeting, he will lead the Pledge of Allegiance and verify the count of

those in attendance from each outpost. He shall perform such other duties as needed and requested by the President and membership.

**10. QUARTERMASTER:** The Society may select an official quartermaster who will be permitted to sell merchandise identified with the Society and displaying the Society name and Society Logo. The quartermaster is appointed by the President with Executive Committee approval. The quartermaster is an independent contractor and is not a part of the Society. This relationship is provided as a courtesy to our members and is a ready source of 3<sup>rd</sup> Infantry Division and Society items for purchase. Space can be made available for quartermaster use for sales at the annual reunion. The Society does not receive any revenue from any operations of the quartermaster.

**11. AUDITOR:** The chairman is appointed by the President. If possible the Chairman should be a CPA or an experienced accountant.

- The auditor completes an annual audit to determine that the Secretary/Treasurer is doing the job properly, that all funds on hand, received, and disbursed are accounted for
- Special audits may be held on the request of the Executive Committee. A report is made to the President and Executive Committee of the findings prior to the annual business meeting
- The auditor may make any recommendations concerning the Secretary/Treasurer's job or technique, but the President and Secretary/Treasurer are not mandated to follow the recommendations
- The auditor is responsible for the audit of the Society funds and accounts, starting at the time they are received from the outgoing Secretary-Treasurer until they are turned over to the next Secretary/Treasurer
- The auditor may be a member of the organization so long as he/she does not hold an office in the organization at the same time
- The auditor has the duty to present a statement on finances of the organization to the membership at the annual General Membership Meeting. In this statement, the auditor verifies the accuracy of the financial records based on the information given to him/her.



## **II. GOVERNANCE OF THE SOCIETY**

**A. EXECUTIVE COMMITTEE – This Executive Committee is chaired by the President and is the governing body of the Society. The Committee must conduct its business in accordance with the Society Constitution and By-laws. The Committee establishes the policies of the Society and transacts the business of the Society. The Committee has full authority to make decisions when the membership is not in session. Executive Committee decisions are effective at once and remain in effect until approved or disapproved by the membership on the next Mail-in Ballot. *Robert's Rules of Order*, latest edition, shall apply in all cases not specifically mandated in the Society Constitution and By-laws.**

**All decisions are by a simple majority vote of the ballots cast with a quorum of 6. Voting can be in person, by mail, by phone, or by electronic mail.**

**EXECUTIVE COMMITTEE MEETINGS: The Executive Committee will meet after the General Membership Business Meeting on Saturday at the Annual Reunion. Additional Executive Committee meetings may be scheduled at the request of the President who is chair of the Committee. The meeting shall have an agenda prepared by the President and distributed to the Committee members thirty days prior to the reunion meeting. Items for discussion could be approval of staff and committee chair appointments, review of member comments, and suggestions from the Business Meeting or any business deemed as necessary by the President or Committee members. Absent members are requested to appoint an officer from their region to vote their proxy at the meeting and give instructions on how to vote on the agenda items submitted by the President. Absent members also are required to submit a report of their Society activities to the President three weeks before the meeting. Any member failing to meet these responsibilities is subject to replacement.**

**The minutes of the Executive Committee meeting, budget, and financial statements will be published in specified *Watch* issues.**

**Various requests and issues will be brought before the Executive Committee during periods before and after the Annual Reunion. The Executive Committee has the responsibility and authority to make whatever decisions are necessary for the good of the Society.**

**If any decision sets up the necessity for a Constitution or By-Laws change and approval by the General Membership, send a copy to the chairman of the Constitution and By-Laws Committee. The Chair will include the changes on the mail-in ballot prepared annually for**

**membership approval. A 2/3 majority of the votes cast is required for approval. There is no quorum requirement.**

**In accordance with Article 3.7 of the Constitution, the Executive Committee is responsible for the selection of honorary members.**

**Considerations in evaluating honorary membership should include significant conspicuous contribution in fostering some or all of the objectives of the Society stated in Article 2 of the Constitution, and the performance of some outstanding service that has markedly benefited the Society.**

**Any member may submit a recommendation to add any eligible person at any time to any Society officer. The recommendation will be in writing with adequate information for the Executive Committee to make a decision. The Executive Committee must evaluate all recommendations. The Executive Committee (by majority vote of the ballots cast with a quorum present) will determine the appropriate action. The decision by the Executive Committee will take effect immediately. The results will be recorded in the Executive Committee minutes and published in the *Watch on the Rhine*. The President will send an appropriate letter to the person granted honorary membership.**

### **III. GENERAL MEMBERSHIP MEETING DURING THE ANNUAL REUNION:**

**Call to Order**

**Colors Presentation (If color Guard Available)**

**Pledge of Allegiance or National Anthem**

**Invocation**

**Roll Call of National Officers**

**Outpost Count of Attendees**

**Reading and Approval of previous years minutes**

**Acknowledgements**

M.O.H. Recipients

Active Division Commander

Active Division CSM

Officers of General Rank

Outpost Officers present

Society Past Presidents

**National Officers Reports**

Society Presidents Report

Eastern Region Vice-President Report

Central Region Vice-President Report

Western Region Vice-President Report  
National Secretary-Treasurer Report

### **Staff Reports**

Watch on the Rhine Editor  
Active Division Liaison  
Chaplain  
Historian  
Judge Advocate  
Auditor  
Medical Officer  
Quartermaster  
Sergeant at Arms  
Website Coordinator  
Roster Manager

### **Committee Reports**

Awards Chair  
Constitution and By-laws Chair  
Membership Chair  
Nominations Chair  
Public Relations Chair  
Reunion Chair  
Scholarship Foundation Chair

### **Special Orders**

**Nominations for National Officers (If needed)**  
**Nominations for Reunion Location (Two years out)**

### **New Business**

**Motions accepted from the floor (Any member present may make a motion)**

**Installation of Officers (If needed, done by the Chaplain)**

**Singing of the Dogface Soldier Song**

**Closing Prayer**

**Adjournment**

## **IV. MISCELLANEOUS ITEMS**

**A. NEWSLETTERS BY OUTPOSTS OR AREAS: Outpost and Unit Newsletters promote activity and enthusiasm where used. Of course, they are not the business of national, and national officers can only encourage and suggest they use the following guidelines that have been successful for other Outposts and areas.**

- **Local personal news: more detailed than the space available in *The Watch on the Rhine***

- **Alternate monthly issues:** Usually printed and mailed during the month when *The Watch on the Rhine* is not published. An Outpost may have a special message to get out at any time
- **Economical size:** Keep size as reasonable as possible to produce and mail. Controversy, offensive statements, and political issues should be avoided

#### **B. HONORARY PRESIDENT AND VICE PRESIDENT:**

Upon receipt of information by the President that a new Commanding General and new Command Sergeant Major have assumed command of the active Division, the President or representative shall:

- **Notify the editor of *The Watch on the Rhine* of the change so he/she can correct the information in the *Watch***
- **Notify the Secretary/Treasurer who prepares membership cards with the General and CSM's names and forwards the cards as directed. Offering free membership to the new CG and CSM are to be avoided. Gifts to Active Duty leaders are control by the United States Joint Ethics Regulation and are mostly prohibited.**
- **Write congratulatory letters to the incoming and the outgoing General and/or CSM**
- **When possible, attend the Change of Command Ceremony and present the letters and membership cards. The Active Duty Liaison will act as appropriate.**

**C. RECORDS:** All files and correspondence, other than that which is personal or derogatory, are to be passed on to the next President. The outgoing president should check his files and eliminate that material that is not pertinent to the next year's business and/or is already on file with the Secretary-Treasurer. Important files to the new president are:

- **Past Executive-Committee meeting reports**
- **Correspondence on special unfinished programs**
- **Judge Advocate opinions**
- **Prospective member files and records**

**D. REVIEW:** Continuity of SOP from the outgoing administration to the following administration. Annually, it will be incumbent on the leadership of the Society to review and revise the President's Manual and Standard Operating Procedures. The Chair of the Constitution and By-laws Committee is responsible for keeping the SOP up to date. The

C&BL Chair will notify and will send a copy of the revised document to the Society President and all other members of the Executive Committee. Questions or comments on the S.O.P. should be directed to the Chair of the Executive Committee. The review period by the Executive Committee is set by the chair.

#### **E. MONUMENTS:**

- **The Monument at Chateau Thierry, France was originally established after WWI and was destroyed during opening battles of WWII. The Society and the Active Division shared the cost to rebuild the Monument. The Society is now totally responsible for this Monument.**
- **Arlington Cemetery: The 3<sup>rd</sup> Infantry Division memorial Monument erected in Arlington Cemetery was paid for by members of the Society of the Third Infantry Division. Permission to locate it was due to Public Law 100-456, 9-29-88, which granted authorization to establish on the grounds of Arlington National Cemetery a memorial in honor and in commemoration of the members of the “Rock of the Marne” of the 3<sup>rd</sup> Infantry Division, U.S. Army. It was approved by the Secretary of the Army. The cost and placement was the responsibility of the Society of the 3<sup>rd</sup> Infantry Division. Section 2818 (b) (4) states the maintenance and care of the memorial authorized under this section shall be the responsibility of the Secretary of the Army.**
- **Benches at Warriors Walk, Ft. Stewart, Georgia: Five benches located along Warriors Walk, Ft. Stewart, GA, were paid for by the Society from the Memorial Fund account. Maintenance is to be the responsibility of the local Boy Scout troop, the active Division, the Society of the 3<sup>rd</sup> Infantry Division, and VA organizations— whoever is available**
- **3<sup>rd</sup> INFANTRY DIVISION MONUMENT: located at the Infantry Museum outside Ft. Benning is now a Society responsibility.**

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#### **APPENDIX I: JOB DESCRIPTIONS**

##### **A. SOP FOR THE SECRETARY/TREASURER**

This SOP is published as a guide for the national officer elected as Secretary-Treasurer. It is recognized that the methods for accomplishing the duties are subject to individual interpretation provided that the records are maintained in a usable fashion. An annual Tax Return must be filed with the IRS as required. He shall be bonded to the gross amount of all accounts plus a safety margin for growth in accordance with Executive Committee directive at the time of election. The bond will be renewed without order of the Executive

Committee if the Secretary-Treasurer is re-elected. Annual fees must be paid to the State of Illinois. (Office of the Secretary of State, Springfield, IL 62756 - filing date- May.) He acts as recording secretary at all general meetings and provides copies of these minutes to the President and Editor of the *Watch* for publication. He handles the majority of the correspondence and maintains proper files. He also maintains files of important correspondence of the president and the Editor for future reference. He is the custodian of important records of the Society activities. At the end of each fiscal year, he discards non-current material or sends materials to the historian for permanent storage. Received bills may be discarded at the end of the fiscal year after review by the audit committee.

One signature is required on checks and/or withdrawal slips. When reimbursement expenses to the Secretary/Treasurer are made, the President of the Society will write the reimbursement checks. In addition, during periods of absence or unavailability, the President will assure the duties of Secretary-Treasurer are completed.

Society funds not needed for day-to-day operations should be invested in insured financial instruments, if possible, such as C.D.s or insured bond accounts in order to earn the maximum amount of interest. The Secretary will consult with the Society President and will make investment recommendations. The President will choose investment instruments that are safe and produce an annual return to the Society. The Checking Account bank must be a member of the Federal Reserve System with FDIC insurance. Bookkeeping and recording of funds will be in accordance with good accounting procedures. The Secretary-Treasurer shall have discretionary power in tracking receipts and disbursements. The following accounts are recommended:

#### **1. Receipts**

- Annual dues
- New Life Dues
- Raffle Tickets Sales (sent out 1 April and ends 15 September)
- Roster Sales
- General Fund (Donations and bumper stickers)
- Decals
- Memorial Fund/Monument Donations
- Scholarship Foundation (Pass-through Account)
- *Watch* Ad Sales
- Interest

- **Miscellaneous**

## **2. Disbursements**

- *Watch* **Printing and Postage**
  - **Headquarters Expense**
  - **Raffle**
  - **Annual Dues Cards**
  - **Member Cards**
  - **Society Roster Printing and Postage**
  - **Active Duty Liaison**
  - **Editor**
  - **Membership**
  - **Public Relations**
  - **Awards**
  - **Historian**
  - **Memorials**
  - **Nominations and Elections**
  - **Website**
  - **Dues and Donations to Outposts**
  - **Database Administration**
  - **Expense Allowance**
  - **Keep in Touch cards**
  - **Surety Bond**
  - **President's Discretionary Fund**
  - **Reunion Emergency Fund**
  - **Bank Fees**
  - **Miscellaneous**
  - **Scholarship Foundation (Pass-through Account)**
- 3. He is administrator of the Outpost At Large.**
  - 4. He is responsible for the Fiscal Year Annual financial report to the President and Editor.**
  - 5. Following the annual reunion, Minutes of Executive Committee and General Business Meeting Minutes are sent to the Editor.**
  - 6. Coordinates raffle tickets with publisher. (1 April to 15 September)**

7. **Receives money and tickets from raffle ticket sales.**
8. **Send new membership cards, the *Watch*, and the *Roster* to new members.**
9. **For new members: issue laminated membership cards: sign and indicate the date issued (month and year) and the outpost to which the member has been assigned (usually the Outpost nearest the member).**
10. **Life members are issued a laminated card inscribed “Life Member,” as well as a certificate dated and signed by the Secretary/Treasurer.**

### **3. ACCOUNTING**

**The Secretary/Treasurer maintains the bookkeeping records, verifies all deposits, and writes checks. The classification of all receipts and disbursements should be such that Financial Statements can be prepared for publication in the Annual Report and for the proper preparation of the required Federal Tax Return Forms. Gift Membership donations are accepted by the Society. The amount of the gift should be specified by the donor as an annual, existing, one-year rate for a domestic membership or the higher annual, existing, one-year rate for an overseas membership. Requests for the granting of a Gift Membership will be sent, along with the completed membership application, to the National Secretary/Treasurer who will verify that funds are available in the proper accounts. If no funds are available, the application will be returned to the sender. If the membership is granted, the Secretary/Treasurer will forward the application to the Roster Manager and debit the proper “memo only” account. A new Member packet will be mailed. Funds donated for Gift Memberships will be deposited into the Society general Fund. An accurate “memo only” record will be carried by the Secretary-Treasurer as to the amount in each account.**

### **3. GENERAL**

- **The Secretary/Treasurer receives the extra copies of the *Watch* and the *Roster* and mails copies to new members**
- **The Secretary-Treasurer will coordinate with Publisher of the WOTR to send out the annual raffle tickets. The tickets will be mailed out 1 April and sales will end on 15 September, just prior to the Annual Reunion. The Secretary-Treasurer will be the custodian of the raffle bin, will place all tickets purchased in the bin, transport/ship it to the national reunion and coordinate the choosing of each prize winner during the Presidents reception.**



- **The Secretary/Treasurer provides monetary prizes for the winners of the annual Society Raffle and sends the winners the checks in the mail.**
- **The Secretary/Treasurer keeps the permanent records of the Society and takes the Minutes at the Executive Committee and General Business Meeting, and types them for printing in the next available *Watch*.**

#### **D. ROSTER MANAGER JOB DESCRIPTION**

- 1. The Roster Manager supports and maintains an accurate database of all information related to Society members. This database is maintained in an Excel spreadsheet format to allow for sharing among elected and appointed officers**
- 2. The Roster Manager maintains the privacy of Society members by limiting access to the database**
- 3. The Roster Manager ensures the database information is current and accurate by coordinating with the Membership Chair and the Secretary/Treasurer. The Roster Manager updates the database based on membership renewals and new member information**
- 4. The database includes a table of current members with information on former members of the Society when available**
- 5. The Roster Manager develops and maintains regular and special reports from the database and distributes these reports to the elected and appointed officers as required**
- 6. The Roster Manager receives dues payments and payments into other Society accounts as specified by the members. The Roster Manager promptly records deposits, by the use of a check reader, into the Society password-protected electronic account. The actual checks will be retained by the Roster Manager for at least 30 days after receipt or longer. The Society Secretary-Treasurer verifies the deposits electronically**
- 7. The Roster Manager provides the copy and mailing addresses for the Society Membership Roster which is mailed to all members every three years.**
- 8. Roster Manager maintains official dues payment records, including special categories. He ensures that persons enrolling in, and/or renewing, membership are credited with membership dues**
- 9. The Roster Manager provides a list of the names of all members who have died since the previous annual reunion so they can be read at the next Annual Reunion at the Memorial Breakfast.**
- 10. Some Outposts mail their own annual dues notices and some request that National do so**

11. National mails the dues notices to all members except to those in outposts that collect their own dues. National retains 80% of the dues paid by outpost members. In the case of At Large members, National mails dues notices to At Large members and retains 100% of the dues received. When members use Pay Pal to pay dues and donations, national picks up the fees charged by this service.
12. Life Member Policy: Life Member dues can be paid in one lump sum or in four quarterly payments over a 12-month period.

13. Roster Management:

- Maintain the Roster up-to-date, with changes for new members and deceased members, and provides all information to the publisher, the *Watch* editor, and the President, if requested, for publication in the *Watch* Reviews roster for those who should be deleted for delinquent dues payment and for those deceased
- Change addresses as notified by member, returned mail or otherwise. (Many members have different winter and summer addresses. They should notify the Roster Manager when the change occurs
- When dues are received, indicate on Roster the paid-up-to date. Regular member dues are for the period July 1 through June 30
- When new members join after December 31<sup>st</sup>, it has been the custom to consider them paid up through June of the following year.

**E. WEBSITE COORDINATOR: JOB DESCRIPTION** Coordinator is appointed by the President and works to have a site The Website consistent with the goals, purpose, and moral code of the Society. The President is responsible for the site content and all social media. The President may appoint advisors to assist the Coordinator. The Website Coordinator coordinates with the Editor of the *Watch* and other elected and appointed officers of the Society to ensure that collaborative and accurate information is maintained.

**F. WATCH EDITOR: JOB DESCRIPTION**

The *Watch on the Rhine* is the official publication of The Society of the Third Infantry Division. It is the all-important link between all members of the Society and the active Division, forming a single group consisting of the Division's veterans, active duty personnel, and other interested persons. The *Watch* is most important in fostering a "One Society" concept. Without the *Watch*, there cannot be a Society. The *Watch* is the communication device, the glue that keeps the Society together. Therefore, consideration must be given at all times as to its content. Readability is the best phrase that describes the interest of its

contents to most members of the Society. It would be far better to save Society funds by publishing fewer pages than to publish uninteresting or untimely material.

## **DUTIES**

- 1. The Editor is directly supervised by the President and will forward all rough drafts of the WOTR to the President for approval prior to informing the Publisher to send it to “Press.”**
- 2. The Editor, in conjunction with the publisher, is responsible for the timely publication and distribution of the Society newsletter**
- 3. He/she solicits and receives communications from members and outside sources**
- 4. Items or statements that might be hurtful to other readers are removed, and grammar and punctuation are corrected**
- 5. Articles are sent to the publisher via email on a date established by the Editor, and the date is published in every issue of the *Watch on the Rhine*.**
- 6. Photographs are properly identified and numbered to include a caption file which corresponds to the numbers on photos**
- 7. Photo numbers are included on the articles to which they apply**
- 8. Photos must be sent on a schedule established by the editor and publisher and sent to the publisher via USPS Priority Mail**
- 9. When copying articles from a published source, the editor must seek permission from a credited source before printing an article or must credit the author and publication in which the article appeared**
- 10. He/she receives and proofs the newsletter after the publisher has prepared the newsletter layout**
- 11. Proofing is completed and corrections are sent the publisher within a 24- hour timeframe**
- 12. Billing and receipts for reimbursement are sent to the Secretary/Treasurer**
- 13. SPECIFIC CONSIDERATIONS:**
  - Controversial, political or obscene materials are prohibited**
  - Edit all information printed to ensure interest and correctness**
  - Cultivate letters recalling meetings of two or more buddies, either in writing or personally**
  - Encourage correspondents who may write consistently**
  - Publish lists of names sparingly**
  - Edit Outpost reports for brevity**

- Use identification by rank only to recognize distinguished individuals such as General Officers
- Encourage outposts to forward information for the next publication of the *Watch on the Rhine*, in accordance with the established schedule  
Feature information of regional and national reunions, beginning in December
- Emphasize the ladies' event in all issues prior to the reunion

#### 14. Table of contents and publication requirements

1. Publish the *Watch* six times each year, February, April, June, August, October and December
2. Required information: The following table provides a schedule of *Watch* events and who is responsible for providing the information.

#### Watch on the Rhine Events Schedule

| <u>EDITION MONTH</u> | <u>TOPIC</u>                                | <u>SOURCE</u>     |
|----------------------|---|-------------------|
| All issues           | TAPS And New Members                        | Roster Manager    |
| December-June        | Reunion Updates                             | Reunion Chair     |
| February             | Scholarship Foundation Call for Nominations | Foundation Chair  |
|                      | Call for Nominations of Society Officers    | Nominations Chair |
|                      | Call for C&BL's Proposed Changes            | C&BL's Chair      |
|                      | Call for Society Awards Nominations         | Awards Chair      |
| April                | Upcoming Reunion info                       | Reunion Chair     |
|                      | Scholarship Found. Call for applications    | Foundation Chair  |
|                      | Call for Nominations of Society Officers    | Nominations Chair |
|                      | Call for C&BL's Proposed Changes            | C&BL's Chair      |
|                      | Call for Society Awards                     | Awards Chair      |
| June                 | Upcoming Reunion Info                       | Reunion Chair     |
|                      | Mail-in Ballot for                          | Elections Chair   |

|                 |  |                            |
|-----------------|--|----------------------------|
| <b>August</b>   | <b>National Officer Elections</b>                              |                            |
|                 | <b>Mail-in Ballot for C&amp;BL's changes and EXCOM Actions</b> | <b>C&amp;BL's Chair</b>    |
|                 | <b>Call for Society Awards Nominations</b>                     | <b>Awards Chair</b>        |
|                 | <b>Society Budget for the coming fiscal year</b>               | <b>Secretary-Treasurer</b> |
|                 | <b>National Officer Election Results</b>                       | <b>Elections Chair</b>     |
|                 | <b>Member-approved actions of the EXCOM</b>                    | <b>C&amp;BL's Chair</b>    |
|                 | <b>Member-approved changes to the C&amp;BL's</b>               | <b>C&amp;BL's Chair</b>    |
| <b>October</b>  | <b>Announcement of Scholarship grant recipients</b>            | <b>Foundation Chair</b>    |
|                 | <b>Auditor's Statement</b>                                     | <b>Auditor</b>             |
|                 | <b>Society Financial Report</b>                                | <b>Secretary-Treasurer</b> |
|                 | <b>Scholarship Foundation Financial Report</b>                 | <b>Foundation Chair</b>    |
| <b>December</b> | <b>Call for Nominations of Society Officers</b>                | <b>Nominations Chair</b>   |
|                 | <b>Call for C&amp;BL's Proposed Changes</b>                    | <b>C&amp;BL's Chair</b>    |
|                 | <b>Call for Society Awards Nominations</b>                     | <b>Awards Chair</b>        |
|                 | <b>Minutes from General Membership Meeting</b>                 | <b>Secretary-Treasurer</b> |
|                 | <b>Minutes from EXCOM Meeting at the reunion</b>               | <b>Secretary-Treasurer</b> |

**3. Watch Elements: Each issue must contain the following:**

- 1. Page of National officers and staff**
- 2. Outpost Register**
- 3. New Members**
- 4. Taps**

5. **Page for Purpose/pledge/general information/Eligibility/dues/ Membership application**
6. **Campaigns and periods of service**
7. **Index**
8. **President's Message**
9. **Chaplain's Message**
10. **Editor's remarks**

## **APPENDIX II: REUNION GUIDELINES AND CHECKLISTS**

**REUNION COMMITTEE:** the President will appoint a chairman, and the chairman may select members to serve on the reunion committee. This committee will be responsible for the annual Society reunion. The reunion committee is the custodian of Society Colors and is responsible for their delivery to the site of the annual reunion. Care should be taken to ensure they are clean and in proper cases. The Committee may work with a professional reunion planner approved by the Executive Committee. Annual reunions will be held on a rotating schedule. A reunion will be scheduled in each region on a rotating three-year basis. The Reunion Committee or the professional planner will make a short presentation to the Executive committee at the reunion with recommendations. The Executive Committee chooses the reunion city. Locations will be chosen two years in advance. Each region will host a reunion once each three-year period. Extenuating circumstances may cause the Executive Committee to alter the schedule. If a region is scheduled and is by-passed, that region will have the right of first refusal the following year.

**DATE AND LOCATION:** The selection of the date, city, and headquarters hotel is up to the Reunion Committee. The location of the city is approved by the Executive Committee.

**HOTEL:** The headquarters hotel and its location are very important to the success of the reunion. It should be convenient to airports and a good road network. Check with airlines to get special reunion rates for those flying. Sometimes the reunion committee can have welcome signs and Society members at the airport to assist and direct Society members. At large airports, this can be difficult, but should be checked for feasibility. Providing a Ladies' Event is very important. If the hotel is located near shopping and downtown businesses, that is an advantage. Safety in the area of the hotel is important. Hopefully the hotel will have free parking and free shuttles to and from the airport. Some members arrive in recreational vehicles, and RV parks near the hotel are ideal. It is helpful if RV's can be parked in hotel parking lots. (This should be verified with the hotel as it is a selling

point to encourage attendance.) The hotel should be neat, clean, and well appointed with a friendly and helpful staff. Food and catering should be first rate. Our members like to visit; a comfortable lobby or area where there are chairs near the bar or café is desirable. It is important to ensure that large numbers of our members can eat breakfast before the days events begin. Most hotels will make special arrangements for feeding large groups. Hotel restaurants and coffee shops are usually not prepared to handle large groups that must eat and be ready for tours by 8:30-9:00 AM.

Booking a hotel two-to-three years in advance is not uncommon. Getting the best price for rooms is worth the effort. Hotels are very competitive and want reunion business. You must negotiate, until you feel you have the best price possible. It is permissible to work one hotel's proposal against another. Convention bureaus are very helpful, and it is important to work with them. You can contact them, tell them how many rooms you want booked, give them a list of the meal functions and other requirements for the reunion, and they will send out bid forms to all hotels big enough to hold your reunion. You will receive, from these hotels, proposals that include room prices, menus, sample contracts, and so forth.

It is very important to understand every line in the contract you sign for a hotel. Having a lawyer review the contract is desirable. The Society Judge Advocate will do this without charge. The key to a contract is to book enough rooms for the reunion so everyone can be in the headquarters hotel. The hotel is very anxious to keep the room block realistic, and often have penalties if you do not meet your estimates. Since the Society does not have funds to pay penalties, the Reunion Chair must set a figure that realistically can be met. If you overbook, the hotel will want you to pay a penalty. This you cannot do, so you should be very careful. Our reunion attendance will probably be down a little from year-to-year because of deaths and infirmities. It will take careful planning for booking room blocks. As registrations come in, the block number can be adjusted down or up if space is available. There will be a cutoff date for registrations at the negotiated reunion price, and members are urged to make their reservations early.

It is customary to receive one complementary room with 40-50 rooms booked. Sometimes these "comp" rooms can be substituted for a hospitality room or suite. With reunions the size of ours, breakout rooms for board meetings, general membership meeting, exhibits, and registration areas are provided without charge. A secure space for the Quartermaster can be provided without cost. All the meal-functions space is provided without charge. It is important to know where registration tables can be set up and if welcome banners can be displayed in a prominent place. The hotel will provide the tables needed, but it is best to

discuss registration facilities. Sometimes hospitality rooms are provided. Other times they will want to credit your “comp” rooms against the cost of the hospitality room. The use of the “comp” rooms is up to the reunion committee, but many host committees have provided a “comp” room for the national president of the Society.

Select a menu and price for meal services at the time you are negotiating the contract. It is also advisable when negotiating the contract to set the price for beer, wine, and mixed drinks that will be served at Society receptions. It is not uncommon for members to attend the reunion a few days early or stay a few days after the reunion to take in local tours and sites. Try to obtain the reunion room rate for members wanting to come early or stay late. Hotels will usually honor those rates for two days before and two days after the reunion dates.

**UNIT DINNERS:** On the free night of the reunion, usually Friday night, the infantry regiments, the combined artillery units, engineers and others may schedule a dinner. These dinners are the responsibility of the regimental associations or a representative from the unit having the dinner. These dinners are not part of the reunion contract or master account. Each dinner is arranged for independently by a representative of the unit. The Reunion Chair is responsible to check with the regiment officials. The associations will make the guarantee for the number in attendance and will pay the bills. The Reunion Committee will tell the hotel that units will probably want to hold these dinners in the hotel, and that they will be contacted by unit representatives. It is helpful to determine if the hotel can accommodate these dinners.

**REUNION SCHEDULING:** Typically, reunions are scheduled starting on Wednesday or Thursday and culminating with the Memorial Breakfast on Sunday.

**A. Welcome Dinner often referred to as the President’s Reception:** On the first day of the reunion, an evening reception is usually held about 6:00 PM. In recent years the meal has been a buffet or a sit-down dinner. The reunion chair and committee will determine the program for the evening. At this event, bars and bartenders are provided in the dining room. The hotels will know how many bar setups are required, but it is important to remember there is often a charge unless a certain amount is spent at the bars. This cost must be negotiated and budgeted. Most of our members like to get to their tables and sit down to visit, and that is why it is best to have the bars set up in the dining areas. A suggested agenda for the emcee of this dinner is as follows:



- **Welcome, Post Colors or have Colors preposted, Invocation, Pledge of Allegiance**
- **Dinner**
- **Introductions, recognize MOH recipients and General Officers, 3<sup>rd</sup> Division Commander or representative, staff, delegation**
- **Introduce Society president for his welcoming comments**
- **Entertainment**
- **Society Raffle**
- **Announcements and adjournment**

**B. Tour and Special Events:** can be scheduled by the reunion committee. Activities may include lunch and should be priced carefully to cover all expenses.

**C. General Membership Meeting:** Saturday morning is the time set-aside for the General Membership Business Meeting. The room is set up theater style and should have enough chairs to accommodate the veterans in attendance at the reunion. The Society flag and the American flag are posted in stationary stands or can be posted by the Sergeant-at-Arms at the start of the meeting. A podium, public address system, and table for the officers are required. A standing microphone in the center isle of the meeting room for use of the membership is suggested. The Society President and Reunion Chair are in charge of all aspects of this meeting.

**D. Society Executive Committee Meeting:** One meeting is required on Saturday, following the General Membership Meeting. The Society President will set the time for the meeting. The reunion committee will arrange for a meeting room. Additional meetings may be requested by the President.

**E. Saturday Morning Ladies' Brunch or tour:** This function is usually a brunch at 9:00 AM, but can be a breakfast, lunch, tour, or whatever the reunion committee would like to do. It could be a shopping tour and lunch downtown. For functions in the hotel, appropriate food and drink is served, often a continental selection of fruit and pastries, fruit juices, coffee, and tea. Door prizes and favors are not uncommon, and often, some form of entertainment, such as a speaker, a fashion show, or a musical performance is provided.

**F. Company Lunches:** Men of a company or battery may schedule a lunch for the veterans in that company. These are small events arranged for by a representative of the company

or battery. They are often held on Saturday, after the business meeting. They are not the responsibility of the reunion committee.

**G. Reunion Banquet:** This is the main function of the reunion. The reception begins about 6:00 PM, with dinner served at 7:00 PM, and is usually held in the room where the meal will be served. The reunion committee is responsible for the menu, reserving seating for all who attend, seating honored guests at reserved tables, flowers or decorations, public address system, dance band or music, and emcee. Some banquets have head tables with honored guest sitting at the head table, which is usually located on a platform. Most honored guests prefer to sit at rounds at floor level where they can visit and relax. Whenever possible the Commanding General of the Third Infantry Division will be the banquet speaker, but other speakers can be invited, especially when the Division Commander cannot attend. The Division tries to support the reunion with a Color Guard, “Soldier of the Year” and “NCO of the Year,” the Command Sergeant Major, and the Public Affairs Officer, as well as the Division Commanding General. The emcee can be the reunion chairperson, the Society President, or anyone designated for the position. The emcee should be a person comfortable in front of a large group, able to speak up, speak well, follow a program, make introductions, and so forth. It is important the Society President review the program to make sure all activities are included. Whoever arranges for the banquet speaker should determine what audio-visual equipment is needed by the speaker. If the speaker is not providing it, then the reunion committee will provide what is required. This equipment can be expensive to rent and should be budgeted for or paid for out of a contingency account.

#### **H. SUGGESTED PROGRAM SHOULD INCLUDE:**

- **Call to Order and welcome**
- **Posting of the Colors, Presenting Colors, or pre-posted Colors by the Division Color Guard**
- **Invocation and Pledge of Allegiance**
- **Dinner**
- **Special introductions, MOH recipients, General Officers, special guests, and so forth**
- **Introduce the keynote speaker**

- **Scholarship Foundation announcement of grant recipients and report**
- **Awards: The Society Awards Committee is responsible to provide plaques for the “Soldier of the Year,” the “NCO of the Year,” “Service awards,” “Outstanding Associate Member Award,” and the “Audie Murphy Achievement Award.” The Chair of the Awards Committee makes these awards**
- **Introduce outgoing President for his comments**
- **Introduce the newly elected president. The new president will present a plaque of appreciation to the outgoing president and will introduce any newly elected officers**
- **Announcements**
- **Division delegation masses at podium and leads in singing of “Dog Face Soldier”**
- **Benediction**
- **Retirement of the Colors if a Color Guard is present**

**I. Memorial Breakfast: This breakfast can be a buffet or sit-down meal function. Both work well, but lines and waiting are avoided with a sit-down function. If a buffet is used, it is suggested two serving lines be provided. The choice of a sit-down or buffet breakfast is left to the reunion committee. This is the last event of the reunion and many people are anxious to leave. A good time for this function to start is 8:00 or 8:30 AM. It is usually over by 10:00 AM. Many members have planes to catch, and others want to start their drive home fairly early.**

**The reunion chair appoints a Memorial Breakfast Committee Chair, usually the Society Chaplain, who is responsible for the arrangements and conduct of the event. The Society Colors are to be posted in stands before the service begins.**

**The reunion chair will arrange for the meeting room, the breakfast, table for altar with white table cloth, speaker rostrum and hand held microphone with stand, and one red, one white, and one blue carnation. The altar and podium are on a raised platform. Two candles and a bouquet of flowers are placed on the altar. If it is possible to get a helmet, boots, dog tags, and rifle display, it will also be on the riser.**

**The ritual service requires a four-person team, including one lady, and is the responsibility of the Society Chaplain. He will be the custodian of the ritual script, and will obtain, from the Roster Manager one-to-two weeks prior to the Reunion, a list of all members who have died during the past year. He will call the ritual team together for at least one rehearsal of the service.**

**The reunion chair is responsible for the playing of Taps at the end of the service.**

**The Ritual Team and spouses will be seated at a reserved table near the altar and will be the first to be served.**

**Our Society President will express his appreciation to the reunion chair and committee and the Memorial Service team, and he/she will make a few farewell comments.**

**J. The Reunion Chair will establish a point-of-contact with the Division and make the necessary arrangements including location and time of events. The Commanding General, or designated representative, will be requested to deliver the Keynote Address at the Awards Banquet.**

#### **THE COMMANDING GENERAL AND THE DIVISION DELEGATION**

**The President of the Society is responsible for inviting the Division Commander and his delegation. The keynote speaker and one guest will be hosted at the reunion banquet. If there are any costs related to hosting the Division delegation, this cost must be budgeted from reunion income. Reunions must be self-sufficient and must charge enough to cover all costs. The budget should include money for the tickets of the General and his wife, the CSM and his wife, the “Soldier of the Year,” the “NCO of the Year,” the six man Color Guard, the Division Public Affairs officer and one assistant. A contingency fund should be budgeted for unforeseen needs. It is very important for the Division point-of-contact to understand the financial policies of the reunion.**

- The attendance of any Active Duty Soldiers is dependent on the location of the reunion and government policy in effect at that time.**

**Sample letter to CG:**

Date: xxxxxxx x, 20xx

**Major General xxxxx x. xxxxxxxx Commanding General  
Third Infantry Division (M) Fort Stewart, GA 31314**

**Dear General xxxxxxx,**

**You are cordially invited to attend the xx<sup>st</sup> annual reunion of The Society of the Third Infantry Division.**

**The xx<sup>st</sup> annual Society reunion will be from xxxx, xxxx this year. The Society is hosting this reunion. The annual reunions provide our members the opportunity to again gather with their former comrades and the active duty Soldiers. I'm certain that this will be another outstanding reunion. For your information, a summary of the events occurring this year is listed in issues of the *Watch on the Rhine*.**

**The Division has always been supportive of these reunions, especially through the attendance of the Commanding General, "NCO of the Year," "Soldier of the Year," and a Color Guard. You are requested to speak to the attendees at the Awards Banquet. At the Saturday banquet, the "NCO of the Year" and "Soldier of the Year" are each awarded a plaque in recognition of their achievements.**

**It is my sincere wish that you would attend this year. If you have any special requirements or wish assistance, please let me know.**

**Rock of the Marne, xxxx x. xxxxxxxv Society President**

**TABLE RESERVATIONS AT THE BANQUET:** Since 1992, we have had reserved seating for those attending the Saturday banquet. This requires a committee that will make the table assignments during the first two days of the reunion. A table is set aside at the registration area or other suitable place for this effort. The hotel numbers tables, and the committee works with this information in making table reservations. It is important to reserve tables near the podium for special guests, Society and reunion officials, and those with disabilities. In our Society, head tables are seldom used. Rounds of 8-to-10 people are the usual arrangement, and guests and officials prefer them to a head table. The simplest way to make reservations is to have the banquet tickets presented to the reservation table. The table number is written on the back of the ticket, and the table on the chart is marked to show a reservation has been made at that table. Sign-up sheets can also be used.

**QUARTERMASTER:** For many years we have had a Quartermaster who brought his wares to the reunion. Such items as regimental crests, hats, cups, bolos, and so forth are sold to the members. It is important to locate the Quartermaster in a convenient location where there is reunion traffic and activity. This area must be incorporated into the contract with the hotel.

**HOSPITALITY ROOM:** A hospitality room should be provided where members can sit and visit. Often soft drinks, water, coffee, and tea are provided as well as snacks. Decorations and items of interest, posters, and so forth are sometimes provided. If beer or other spirits are available in the hospitality room, the reunion committee is responsible to secure an insurance policy for the two or three days the hospitality room is open. The policy is purchased to protect the reunion committee and the Society in the event of an accident to a guest in the hospitality room. The Society of the Third Infantry Division and its officers are also protected with a "hold harmless" clause. If beer and wine are the only alcoholic beverages available in the hospitality room, the cost of the insurance is much less. If there were ever an accident by a member that had been drinking in a hospitality room, the liability to the Society, the Society officers, and the Reunion Committee could be ruinous. Liquor can be purchased at the hotel bars, and visiting can take place in areas set-aside for such activity. Ask for a VCR for the television so Third Infantry Division videos can be shown. All reunion events are non-smoking, including the hospitality room.

**LOCAL GRANTS AND ASSISTANCE:** Some convention bureaus help reunion organizers by preparing name tags, assisting with registration duties, and providing small gifts from local businesses and corporations for inclusion in registration packets. Some Convention

**Bureaus can issue grants from money collected from hotel tax. Make inquiries to the tourists' or conventions' bureaus and work with them.**

**PUBLICITY:** The Society Public Relations Chairman should place notices in all veterans' publications at the appropriate time required by the publications. The notice should include the time and place of the reunion and a contact with phone number and address. If the Society does not have an active Public Relations Chair, then a reunion committee publicity chair should be appointed to execute this important task. Urge Society members to write their local newspapers and request that they post information about the reunion. The Public Relations Chair will provide forms to be filled out by those attending the reunion. These forms are to be sent to editors of local newspapers. This provides good public relations for the Society and its members. A Reunion Evaluation form is provided to all attendees and a summary of the members' opinions and comments is printed in the *Watch on the Rhine*.

**PROMOTION:** To insure good attendance by our members, every issue of the *Watch*, beginning in December, should have articles about the reunion. These articles should include interesting facts on the host city and surroundings. Articles about the reunion events, the attendance of the Commanding General and the Division delegation, and other information of interest to veterans should be in the *Watch*. Remember that the ladies of the Division are very important to attendance and the success of the reunion, and articles telling about events and places of interest to the ladies are valuable. Starting with the December *Watch*, all the information on the reunion including events, costs, hotel information (including costs and reservation information), and registration forms for the reunion should be included. The reunion committee should be ready to accept reservations starting with the appearance of registration forms in the *Watch*. Lists of tours available in the area before or after the reunion are often included.

**REGISTRATION:** as registration forms are returned to the reunion committee or reunion planner, careful records are maintained, and registration packets are assembled. Included in the packets are tickets to the various events, the reunion program, special instructions as they pertain to bus loading, and last minute instructions. Tickets to all the meal functions, tours, and so forth that require payment must be printed ahead of time, and placed in the registration packet as indicated on the registration forms. Information on walking tours and interesting places to visit or eat should also be included. The name tag should have the name in large print, and should include the veteran's unit in the Division, and the conflict. The member's hometown and Outpost may also appear on the name tag. This information

is obtained from the registration form. Sometimes the reunion committee provides little pins or other memorabilia of the reunion. If businesses or corporations provide gifts, they are included in the registration packet. Hotels will have suitable locations for registration and will provide tables and chairs. Members will pick up their packets on the first day and some on the second day. It is helpful to have a bulletin board or "message center" near the registration desk to post notices, messages, and so forth. It is also a good idea to post the day's events in large print on the bulletin board or in a prominent place in the lobby. It helps keep everyone informed of time, place, and other pertinent information.

**REUNION PROGRAM:** the Reunion Committee may produce reunion programs and allow outposts, individuals, or businesses to purchase space in the program. The document may also contain the schedule of reunion events, acknowledgement of special guests, and/or any announcements of interest to the attendees.

**CONCLUSION:** this is a working document and subject to change.

The SOP will be kept in a computer file for easy modification, and copies will be provided for anyone requesting this information.

#### **SUGGESTED CHECKLIST FOR REUNIONS**

- A. HOTEL:** Have contract reviewed by a lawyer or by the Society Judge Advocate.
  
- B. ROOM RATES:** Hotels should honor the special rate for two days prior to the reunion and for two days after the reunion dates.
  
- C. CONVENTION AND VISITORS' BUREAU**
  - **Name tags**
  - **Maps**
  - **Sightseeing tours: brochures and tour information**
  - **Transportation**
  - **Registration assistance**
  - **Banners**



- **Small gifts from local businesses for registration packet**
- **Souvenirs and door prizes**
- **Videographer/photographer**

#### **D. THE WATCH ON THE RHINE**

- **Have information in the *Watch* by December with updates in later additions**
- **Discount or special airfare rates (provided to the Editor by the reunion committee)**
- **Detailed map of the area (provided to the Editor by the reunion committee)**

#### **E. SET UP REGISTRATION AREA**

- **Signs and message boards**
- **Registration packets (programs, small gifts, general information, bumper stickers, coupons or tickets for the various meals and events, reunion evaluation forms, and so forth)**
- **Table with sign for regimental (unit) sign-in books**
- **Floor layout of tables in the banquet hall for banquet registration**

#### **F. SETUP HOSPITALITYROOM(S)**

#### **G. WELCOME DINNER/PRESIDENT'S RECEPTION (Specify dress expectations)**

- **Time**
- **Menu (consider special diets)**
- **Buffet or sit-down dinner**
- **Table decorations**
- **Society and American flags**
- **Tables reserved for dignitaries in a prominent position**

- **Special entertainment (optional)**
- **Cash bar and bartenders**
- **Society Raffle Drawing**

**H. TOURS AND TOUR GUIDES**

**I. EXECUTIVE COMMITTEE MEETING**

**The Executive Committee meeting is after the General Membership Meeting.  
(Check on time with President.)**

**J. UNIT DINNERS REGIMENTAL and OTHERS (check with their chairman. Make sure that the billing is NOT made out to the Society but to the individual units. Units are on their own for all arrangements and payment of all their bills)**

**K. LADIES LUNCHEON (Specify dress expectations)**

**Time**

**Menu**

**Table decorations**

**Special entertainment**

**Door prizes and gifts (optional)**

**L. GENERAL MEMBERSHIP MEETING**

**Room large enough for those in attendance**

**Society's and American flag posted**

**Podium**

**Public Address System**

**Large table on platform for officers**

**Tape recorder**

**M. BANQUET (specify dress expectations)**

**Time**

**Banquet social hour**

**Cash bar and bartenders**

**Menu (consider special diets)**

**Tables reserved for dignitaries in a prominent position**

**Table decorations**

**Posting of Colors by Color Guard**

**Master of Ceremonies**

**Public address System**

**Audiovisual equipment, and so forth**

**N. MEMORIAL BREAKFAST**

**Time**

**Menu**

**Chairman and committee members participating in service**

**Altar with white tablecloth**

**Society's and American flag posted**

**TAPS: need for live bugler or recorded Taps**

**Flowers**

**O. SUPPLIES, EQUIPMENT, AND MISCELLANEOUS ITEMS NEEDED**

**Order programs**

**3rd Infantry Division banner**

**Posters and signs**

**Tickets for various functions: meals, tours, and more**

**Large tables and chairs**

**VCR, TV, video equipment, sound system, and other necessities**

**Pens, pencils, paper, and so forth**

**Bulletin board for message center, usually at registration area**

**Signs for various rooms such as hospitality room, exhibit area, quartermaster, and others requested in advance**

**Welcome signs at airport if feasible**

**MEMORIAL BREAKFAST SERVICE:**

**Proposed Script “THIRD INFANTRY DIVISION MEMORIAL SERVICE”**

**PRESIDING OFFICER: We are assembled here in memory of our departed comrades.**

**Our war dead and those who have walked with us for a while, fought the good fight, and passed on to the great beyond.**

**CHAPLAIN: I welcome those present and place myself humbly at the service of the departed. Has the Society of the Third Division any report on those who have passed to the great beyond since we last met?**

**SECRETARY: As secretary of the Memorial Committee of the Society, I wish to report that all of our departed comrades are present—present in the memory and affection of their surviving comrades.**

**CHAPLAIN: Have you any special report on those comrades and the departed spouses of our comrades whom we will now commemorate?**

**SECRETARY:** Yes, Chaplain I have. (HAND LIST OF NAMES TO THE CHAPLAIN)

**CHAPLAIN:** I will now call the name of each Society member who has passed away.

**SECRETARY:** Present. (After each alphabetical group.)

**CHAPLAIN:** I will call the name of each active duty member who has passed away.

**CHAPLAIN:** Has the Society a statement prepared for this solemn occasion? **PRESIDING**

**OFFICER:** I will read “Roll Call” written by CWO Robert L. Coppock:

### **Roll Call**

They’re dead, they’re gone, they said at the Marne

Gone sixty days or more.

They’re dead and gone, they said again,

On Anzio’s bloody shore.

They’re gone forever from our midst, they died so long ago. This plaintive cry I heard  
again, in Korea’s ice and snow,

But then I heard a mighty roar, spring from ten thousand souls; We are not dead! We live  
each time the regiments sound the roll. We are not dead, we did not die, our memory is not  
gone,

We stand beside you, row on row, while the regiments live on. We will answer up to roll call  
‘till the day of judgment tolls’; We answer each one ‘present’ when the regiments sound the  
rolls. So if at roll call, my name you hear, and I do not reply,

Say ‘present’ for me if you please, and know I did not die.

I live with the MIGHTY THIRD, I join them in their cry,

As long as regiments live, then I shall never die.

**PRESIDING OFFICER:** In the name of all those who shared with our comrades the  
fortunes of the battlefield, I place this BLUE FLOWER on the altar as a symbol of the  
supreme loyalty to the nation which characterized our comrades in arms.

**CHAPLAIN:** Have the ladies of the Division and its Society any statement they wish to  
make?

**LADY REPRESENTATIVE:** In the name of the mothers, wives, sisters, and children of our  
departed Third Division men and women, I place this WHITE FLOWER on the altar as a  
symbol of the lives our departed comrades inspired us to lead.

**CHAPLAIN:** Fittingly you have told, through symbols, the story of the BLUE AND  
WHITE DIVISION and the many wars in which it has taken part. NOW in the name of the

departed comrades and all of those still missing and those still prisoners, I place this **RED FLOWER** on the altar. They have bequeathed personal dedication—a precious inheritance to us the living, to the end, that the republic for which we and they fought shall not perish from the earth.

**PLEASE PRAY WITH ME:** Our Heavenly Father, we assemble here this morning to pay tribute to those members of our armed forces, and our comrades, and their spouses who have answered that final muster that we all one day must do. And to pray for and remember those who remain missing and those still held prisoners.

We ask your guidance for those of us who survive so we can carry on the tasks that are before us. We ask you Dear Lord to grant to those who are bereaved the spiritual love, to the end that their sorrow may be eased.

For those assembled here today, we ask your blessing that we may remain steadfast in carrying on the work of those who have labored so faithfully in the past.

This we ask in Your Name. Amen.

**CHAPLAIN: ALL SHOULD SAY:** May Eternal Light shine upon them. **CHAPLAIN:** May they rest in peace. Amen! Will the bugler please sound TAPS. **BUGLER:** Sound Taps.

### *THE THIRD DIVISION*

*I guess we're a lucky bunch,*

*We men of blue and white.*

*If the good Lord taught us anything, He taught us how to fight.*

*In World War I we held our ground Like rocks along the Marne,*

*And stopped the dreaded Huns' attack Till he could not go on.*

*In World War II we were called again,*

*To whip; Ol' Hitler's supermen.*

*We chased them out of Africa, Sicily, Anzio, and Rome; Then so we'd lose no respect,*

*We chased them right back home.*

*In Korea we fought the Chinese hordes. We fought them to a draw.*

*Then a meeting held in Panmunjom, Said we would fight no more.*

*We served in the NATO Force,  
To make our country's stand.  
We're trained, we're proud, we're confident, Each woman and each man.  
As NATO forces we were not tried in combat.*

*If called, we will,  
We are the Third Division, We've our heritage to fill.*

*Our dream of Non-combatants  
Came quickly to a halt,  
When Saddam Husain and his murderous crew Caused us again to go to war.*

*Now when this life is over,  
And from this world we must part,  
The Good Lord will remember  
That we have done our part.  
Open up those gates, Saint Peter,  
I know these Doggies well.  
They are from the THIRD DIVISION, THEY HAVE SPENT THEIR TIME IN "HELL".*

*Author: Norman MacIntyre Platoon Sgt., I Co. 15 Inf. Regt.*

### APPENDIX III: OUTPOSTS BY REGION

Members are assigned to an Outpost based on their request or to the nearest Outpost based on their State of residence. If NO request is received by the Roster Manager, then the following procedure will be utilized to assign new members to an Outpost.

FBA: Footsie Brit members must request Footsie Brit. These are “at large members.” They are not assigned to an Outpost, but their region should be noted: ER, CR, or WR. For instance FBR-ER. “At-Large” members are assigned to a region based on their State of residence.

Outpost #1: Central Region: All members living in Illinois.

Outpost #2: Eastern Region: All members living in Florida.

Outpost #3: Eastern Region: All members living in North Carolina, South Carolina, and Virginia

Outpost #5: Eastern Region: All members living in New Jersey, New York, Connecticut, Delaware and Rhode Island

Outpost #7: Eastern Region: All members living in Washington D.C., Maryland, Pennsylvania and West Virginia.

Outpost #11: Eastern Region: All members living in Massachusetts, New Hampshire, Maine and Vermont.

Outpost #12: Central Region: All members living in Minnesota, North Dakota, and South Dakota.

Outpost #13: Central Region: All members living in Michigan.

Outpost #15: Western Region: All members living in Arizona, and New Mexico.

Outpost #17: Central Region: All members living in Missouri, Iowa, Nebraska, and Kansas

Outpost #18: Central Region: All members living in Wisconsin.

Outpost #22: Western Region: All members living in Southern California and Hawaii. The boundary for this outpost includes members living in Santa Barbara County, the southern portion of San Luis Obispo county, Kern, Tulare and Inyo counties.

Outpost #33: Central Region: All members living in Indiana, Kentucky and Tennessee.

Outpost #35: Central Region: All members living in Texas, Louisiana Oklahoma and Arkansas.

Outpost #53: Central Region: Outpost Harry: Only members requesting Outpost Harry.

Outpost #54: (Northern California), Western Region: All members living in Northern California above the counties mentioned in OP 22.

Outpost #88: Western Region: All members living in Colorado, Nevada, Utah and Wyoming.

Outpost 57: Central Region: All members living in Ohio.

Outpost 5845: International: All overseas members go into OP5845, unless otherwise requested by the member. For those international members living in the US, a region MUST be designated for voting purposes. In example, a member is assigned to OP5845-ER or OP5845-CR. All members outside the US are considered in the ER for voting purposes. This includes Active Duty members stationed overseas unless otherwise assigned at the request of the AD member.

Outpost #60: Eastern Region: All members living in Georgia (Except the designated area for OPMA), Mississippi, and Alabama.

Outpost #63: Western Region: Those members living in Washington, Oregon, Idaho, Montana and Alaska.

Outpost Marne Association: Eastern Region: These members are assigned to South-Eastern Georgia and includes Fort Stewart and the following counties: Echols, Lanier, Atkinson, Coffee, Davis, Toombs, Candler, Bullock and Screven. All other counties south and east of these counties are included in OPMA.



**APPENDIX IV: PRESIDENTS: SOCIETY OF THE THIRD INFANTRY DIVISION  
U.S.ARMY AND LOCATION OF REUNIONS**

- 1919 Robert L. Howze MG CO Division Andernach, Germany**
- 1920 Robert L. Howze MG CO Division Chicago, IL**
- 1921 Tom Thompson Milwaukee, WI**
- 1922 Tom Thompson Philadelphia, PA**
- 1923 Tom Thompson Philadelphia, PA**
- 1924 Tom Thompson Newark, NJ**
- 1925 Wiley J. Marble 6th Engs. St. Louis, MO**
- 1926 Wiley J. Marble 6th Engs. Philadelphia, PA**
- 1927 Wiley J. Marble. 6th Engs. Washington, DC**
- 1928 Wiley J. Marble 6th Engs. Boston, MA**
- 1929 Wiley J. Marble 6th Engs. Philadelphia, PA**
- 1930 Wiley J. Marble 6th Engs. Pittsburgh, PA**
- 1931 Wiley J. Marble 6th Engs. New York, NY**
- 1932 Wiley J. Marble 6th Engs. Ft. Wayne, IN**
- 1933 Wiley J. Marble 6th Engs. New York, N.Y.**
- 1934 Wiley J. Marble 6th Engs. Boston, MA**
- 1935 Edmund L. Daley MG 6th Engs. Baltimore, MD**
- 1936 Edmund L. Daley MG 6th Engs. Atlantic City, NJ**
- 1937 Edmund L. Daley MG 6th Engs. Washington D.C.**
- 1938 Edmund L. Daley MG 6th Engs. Atlantic City, NJ**
- 1939 Edmund L. Daley MG 6th Engs. Brooklyn, NY**
- 1940 Albert S. Fuger 10/18 FA Philadelphia, PA**
- 1941 Charles L. Richey 7th Inf. Washington D.C.**
- 1942 Sol. W. Lehmann 38th Inf. Rochester, NY**
- 1943 Raymond L. Focer 4th Inf. New York, NY**
- 1944 William P. Foley 6th Engs. Philadelphia, PA**
- 1945 Charles J. McCarthy 4th Inf. New York, NY**
- 1946 John A. Rees 10th FA Washington D.C.**
- 1947 Kenneth B. Potter Col. 15th Inf. New York, NY**
- 1948 Robert E. Craig 6th Engs. Pittsburgh, PA**
- 1949 George W. Starr, Jr. 3rd QM Cleveland, OH**
- 1950 Daniel F. Whalen 10th FA New York, NY**
- 1951 Dean L. Atwood 703rd Ord. Columbus, OH**

1952 David McCann 30th Inf. Boston, MA  
1953 Frank J. O'Connor 30th Inf. Chicago, IL  
1954 Jerry Sapiro Col 15th Inf. San Francisco, CA  
1955 Joseph E. Southworth Capt. 15th Inf. Portland, OR 1956 William W. Eagles MG Div  
ADC Washington D.C. 1957 Edward J. Butler 10th FA Indianapolis, IN  
1958 Virgil F. Fields Div. Arty. 30th Inf. Seattle, WA  
1959 Donavan Swanton 30th Inf. New York, NY  
1960 William W. Eagles MG Div. Hq. Cleveland, OH  
1961 Ben Norton Am. Trn. Yakima, WA  
1962 Hugh A. Sweeney 30th Inf. Philadelphia, PA  
1963 Arthur L. Roberts 30th Inf. Youngstown, OH  
1964 Isador Schwartz 76th FA Los Angeles, CA  
1965 Frederick Winant 30th Inf. New York, NY  
1966 Harry P. Smith PFC 15th Inf. Philadelphia, PA  
1967 Sam Zerbe 76th FA Tacoma, WA  
1968 Clarence R. Watson Capt. 30th Inf. Washington D.C.  
1969 Jack Drasner 7th Inf. Yakima, WA  
1970 Dr. Walter L. Sweeney 30th Inf. New York, NY  
1971 John K. Eakin LTC 3rd QM. G4 Div HQ Pittsburgh, PA  
1972 Lyle W. Bernard Col. 30th Inf. Ft. Wayne, IN  
1973 Lyle W. Bernard Col. 30th Inf. Tacoma, WA  
1974 Kenneth B. Potter Col. 15th Inf. Washington D.C.  
1975 William Elder 3rd Sig Minneapolis, MN  
1976 Russell B. Claypool 9th F.A. Tacoma, WA  
1977 Russell B. Claypool 39th FA St. Louis, MO  
1978 Glenn E. Rathbun LTC 7th Inf. Atlanta, GA  
1979 Glenn E. Rathbun LTC 7th Inf. San Antonio, TX  
1980 Glenn E. Rathbun LTC 7th Inf. Spokane, WA  
1981 Glenn E. Rathbun LTC 7th Inf. Minneapolis, MN  
1982 John S. Cole Col. 15th Inf. West Point: NY  
1983 Harry P. Smith PFC 15th Inf. Spokane, WA  
1984 George Davis PFC 15th Inf. St. Louis, MO  
1985 George Davis PFC 15th Inf. Tampa, FL  
1986 George Davis PFC 15th Inf. Las Vegas, NV  
1987 George Davis PFC 15th Inf. Indianapolis, IN  
1988 Dale McGraw T/Sgt. 9th FA Philadelphia, PA

**1989 Dale McGraw T/Sgt. 9th FA Sparks, NV**  
**1990 Charles D. King PFC 15th Inf. Houston, TX**  
**1991 Charles D. King PFC 15th Inf. Charleston, SC**  
**1992 John B. Shirley Lt 15th Inf. Burlingame, CA**  
**1993 John B. Shirley Lt 15th Inf. Bloomington, MN**  
**1994 Joseph M. Poggi Sgt 15th Inf. Columbus, GA**  
**1995 Joseph M. Poggi Sgt 15th Inf. Tacoma, WA**  
**1996 Thomas R. Maines 7th Inf. Pittsburgh, PA**  
**1997 Thomas R. Maines 7th Inf. Fort Worth, TX**  
**1998 Martin A. Markley Capt 15th Inf. Colorado Springs, CO**  
**1999 Martin A. Markley Capt. 15th Inf. Savannah, GA**  
**2000 Jerry Cunningham 1st Sgt. 15th Inf. Burlingame, C A**  
**2001 Jerry Cunningham 1st Sgt. 15th Inf. Phoenix, AZ**  
**2002 Jerome A, Manley S/Sgt 7th Inf. Buffalo, NY**  
**2003 Jerome A. Manley S/Sgt. 7<sup>th</sup> Inf. St. Louis, MO**  
**2004 Angelo Tiezzi Capt 15<sup>th</sup> Inf., Savannah, GA**  
**2005 Angelo Tiezzi Capt 15<sup>th</sup> Inf., San Diego, CA**  
**2006 Charles C. Trout SFC 15th Inf., Nashville, TN**  
**2007 Charles C. Trout SFC 15th Inf., Colorado Springs, CO**  
**2008 LTC Timothy Stoy, 15<sup>th</sup> Infantry Regiment, Columbus, GA\***  
**2008 John Fisher, 1<sup>st</sup> Lt. 10FA, C Battery, Columbus, GA\*\***  
**2009 John Fisher, 1<sup>st</sup> Lt. 10FA, C Battery, Springfield, MO**  
**2010 John Fisher, 1<sup>st</sup> Lt. 10FA, C Battery, Washington DC**  
**2011 John Fisher, 1<sup>st</sup> Lt. 10FA, C Battery, New Orleans, LA**  
**2012 David Mills, Pvt. F Co, 15<sup>th</sup> Inf., Savannah, GA**  
**2013 David Mills, Pvt. F Co, 15<sup>th</sup> Inf., Chicago, IL**  
**2014 Joe Ball, SSGT, H Co, 7<sup>th</sup> Inf., Columbus, GA**  
**2015 Joe Ball, SSGT, H Co, 7<sup>th</sup> Inf., Charleston, SC**  
**2016 Toby Knight, 1<sup>st</sup> Sgt., Gettysburg, PA**  
**2017 Toby Knight, 1<sup>st</sup> Sgt., San Antonio, TX**  
**\*Deployed on Active Duty; unable to complete term \*\*Completed unexpired term of LTC Stoy.**

**APPENDIX V: RECORD OF PAST RECIPIENTS OF  
AUDIE MURPHY ACHIEVEMENT AWARD**

**(Established July 15, 1955, at Portland, Oregon, in Honor of Audie Murphy) Society of the  
3<sup>rd</sup> Infantry Division: "Audie Murphy Achievement Award" for Outstanding Service to  
their Country as Soldiers and Citizens**

**1955 AUDIE L. MURPHY**

**1956 FRED WINANT**

**1957 MSGT O'REILLY**

**1958 COL. GEORGE REVELLE**

**1959 GEN. DWIGHT D. EISENHOWER**

**1960 GEN. JOHN W. O'DANIEL**

**1961 BERT SMITH**

**1962 ROBERT DECHERT**

**1963 CAL FARLEY**

**1964 COL. ALBERT FUGER**

**1965 MSGT. PATRICK J. RYAN 1966 CAPT. JOHN CATTUS**

**1967 CARL SWICKERATH**

**1968 COL. DONOVAN SWANTON**

**1969 GEN. WILLIAM W. EAGLES**

**1970 JOHN ALVA REES**

**1971 JOHN W. SHARKEY**

**1972 ERIC A. SCOTT**

**1973 CARL SWICKERATH**

**1974 GLENN RATHBUN**

**1975 COL. KEN POTTER**

**1976 SSM FRANK B. SCAHILL**

**1977 CLARENCE R. WATSON**

**1978 RUSSELL B CLAYPOOL**

**1979 COL. FRANK PETRUZEL**

**1980 NICK HALTORIS**

**1981 GEN. LLOYD RAMSEY**

**1982 JEROME SAPIRO**

**1983 C. GROVER WILSON**

**1984 JOHN B. SHIRLEY**

**1990 CHARLES D. KING**  
**1992 LEWIS T. CONANT**  
**1993 MAURICE L. BRITT**  
**1994 RAYMOND T. GRODEN**  
**1995 GEORGE J. DAVIS**  
**1996 JERRY CUNNINGHAM**  
**1997 MORRIS KIRK**  
**1998 MARTIN A. MARKLEY**  
**2000 SHERMAN W. PRATT**  
**2001 JOHN T. BURKE**  
**2002 DALE L. MC GRAW**  
**2003 NORMAN J. MACINTYRE**  
**2004 JOSEPH W. BALL**  
**2005 JERRY CUNNINGHAM**  
**2006 ROBERT D. BAILEY**  
**2006 JAMES E. DRURY**  
**2007 RICHARD F. SACK**  
**2008 JOHN W. SNEDDON**  
**2009 CARL Q. TOPIE**  
**2010 BRUCE MONKMAN**  
**2011 RAYMOND C. ANDERSON**  
**2012 None**  
**2013 C. MONIKA STOY**  
**2014 LYNN D. BALL**  
**2015 TIMOTHY STOY**  
**2016 THOMAS R. MAINES**  
**2017 HENRY BURKE**

## **APPENDIX VI:**

### **SOCIETY OF THE THIRD INFANTRY DIVISION, US ARMY AWARDS PROTOCOL**

**SCOPE:** This Awards Protocol covers the Awards Committee structure, requirements for each award, the announcement, nomination, processing, voting procedures and procurement of the Society Awards as delineated in the Constitution and Bylaws which includes the **Audie Murphy Achievement Award**, the **Society Service Award** and the **Associate Member Service Award**.

**PURPOSE:** This Awards Protocol codifies the procedures that the Awards Committee, acting in concert with the Chairman of the Committee, are to follow while managing the Awards program for the Society of the Third Infantry Division.

**REFERENCES:** This protocol is a supplement to the Constitution and Bylaws (C&BL) and the Society SOP, but *IN NO WAY* supersedes the C&BL's when determining the proper procedures for processing Awards. Please reference the following section in the C&BL's for the specific requirements of the C&BL's concerning the Awards Committee and its duties: Section V: Standing Committees, 5.4 Awards, 5.4a, and 5.4b. Also reference the Society SOP paragraph B.1. Awards Committee on page 4.

**AWARDS COMMITTEE STRUCTURE:** As delineated in the C&BL's paragraph 5.4, the Awards committee is comprised of the Chair and the three regional Vice-Presidents. The Chair is not a voting member of the Committee.

#### **REQUIREMENTS FOR EACH AWARD:**

**The Audie Murphy Achievement Award** is the highest award the Society presents each year. The requirements for the Audie Murphy

Achievement Award are as follows: the recipient must have been a member in good standing of the Society for at least three years **OR** a former distinguished member of the Third Infantry Division **OR** worthy national leader. Some of the considerations for this award are exemplary military service; service as an elected national Society officer, appointed or elected, including Outpost officers and members; outstanding service by Society members to their community, state or nation. IAW the C&BL's paragraph 5.4b **No Society member may be awarded the Audie Murphy Achievement Award more than once in thier Lifetime.** The Awards Chair is responsible for maintaining a list of previous Audie Murphy Achievement Award recipients. The list of awardees can also be found in the SOP and the Membership Roster which is published every three years.

**The Society Service Award:** may be presented to a regular member in good standing of the Society for exceptional service to the Society. The recipient must have been a regular member of the Society for a minimum of three years. More than one recipient may be necessary in a calendar year and multiple awards to the same person, in different calendar years, is also authorized.

**The Outstanding Associate Member Award:** may be awarded to an Associate Member in good standing of the Society for exceptional service to the Society. The recipient must have been a member of the Society for a minimum of three years. More than one recipient may be necessary in a calendar year and multiple awards to the same person, in different calendar years, is also authorized.

**President's Special Award:** Special service awards are given at the president's discretion. No vote is conducted.

**ANNOUNCEMENT:** The Awards Chair **MUST** ensure that a "Call for Nominations" is published in the February, April and June editions of the "Watch on the Rhine." The Editor requires that the announcement be

received no later than the 5th of the previous month for inclusion in the the following month's' edition. (i.e. for publication in the February edition, calls for award nominations must be received by January 5th) Nominations **AFTER** July 30 of the Calendar year are **NOT** accepted. A typical announcement appears like this:

### **Call for Awards Nominations**

This is a call for nominations for annual Society awards. The Awards Committee, consisting of the three Regional Vice Presidents, will select the recipients of the Society Service Award and the Outstanding Associate Member Award. The Executive Committee will select the recipient of the Audie Murphy Achievement Award from nominations submitted to the Awards Committee. These awards will be presented at the Reunion Banquet on {date}. The annual Society Awards Program recognizes and honors those members of the Society of the Third Infantry Division who have contributed their energy and creativity to further the Society's objectives.

### **Nominations must be received by July 30, 20XX**

Mail all nominations to Mr./Mrs. XXXX X XXXX, Society Awards Chair, {Address} or email: {Email} So that effective evaluation of nominations and determination of recipients can be accomplished, nominations must include the following general information as well as the specific information mandated in the award criteria to which the nomination is directed.

- Nominee's outpost affiliation and precise information about his/her qualifications for the award
- Nominee's achievements (details relative to the Society's objectives and/or to the benefit of all veterans)
- Only nominees whose dues are current and who possess the established qualifications per the By-Laws and per awards protocol as stated in the S.O.P. will be considered for an award.



**The Audie Murphy Achievement Award** is the highest award the Society presents each year. The requirements for the Audie Murphy Achievement Award are as follows: the recipient must have been a member in good standing of the Society for at least three years, a combat Veteran or Veteran, or a former distinguished member of the Third Infantry Division or worthy national leader. Some of the considerations for this award are exemplary military service; service as an elected national Society officer, appointed or elected, including Outpost officers and members; outstanding service by Society members to their community, state or nation. This award is NOT intended to be awarded to people who have NOT served in uniform.

**The Society Service Award:** may be presented to a member in good standing of the Society for exceptional service to the Society. The recipient must have been a member of the Society for a minimum of three years.

**The Outstanding Associate Member Award:** may be awarded to an Associate Member in good standing of the Society for exceptional service to the Society. The recipient must have been a member of the Society for a minimum of three years.

**President's Special Award:** Special service awards are given at the president's discretion. **Nominations:** If you are active in your outpost, you probably know of an outstanding worker who deserves recognition. If so, please nominate that member. You may make the nomination for a specific award or just name the person and tell what he or she is or has been doing for the Society, and the Society Awards Committee can make the determination. Thanks in advance for your help. —*Submitted by Awards Chairman XXX XXXXX*

**NOMINATION:** Nominations may be received by the Awards Chair from any Society member. Non-Members of the Society are NOT allowed to nominate. The Chair may receive nominations by mail, email or telephone. It is recommended that all nominations be sent via email

for ease of processing by the Chair and the Committee in either Word or PDF format. At a MINIMUM the following information MUST be contained in the nomination:

1. The nominators name and Society number.
2. Nominee's outpost affiliation and precise information about his/her qualifications for the award i.e. member in good standing for the last three years etc...
3. Nominee's achievements in narrative format (details relative to the Society's objectives and/or to the benefit of all veterans)
4. Only nominees whose dues are current and who possess the established qualifications per the C&BL's and the Awards Protocol will be considered for an award.  
Failure on behalf of the Nominator to include all of the above information will result in the denial of the nomination by the Awards Chair and jeopardize the timely submission of the nomination.

**PROCESSING:** The Awards Chair will review all nominations and ensure that they meet the above requirements for processing. Furthermore, the Awards Chair will ensure that the following guidelines are adhered to when processing nominations:

1. Awards MUST be submitted by Society Members.
2. The format MUST be adhered to.
3. Only quantifiable, demonstrable and empirical contributions to the Society, our Army or

fellow Veterans will be accepted for processing.

4. The Awards Chair will consult with the Roster Manager to verify membership status for the Society Service Award and the Outstanding Associate Member Award.
5. Monetary donations to the Society ALONE will NOT be a justification for any award.
6. No Award will be processed that the Committee believes is being submitted on behalf of a friend SOLELY due to a friendship.
7. Individuals may NOT nominate themselves.
8. Any member who has been removed from the Society, for any reason, is NOT eligible for an Award.
9. Former Soldiers with DISHONORABLE discharges are NOT eligible for any Society Award.
10. Medal of Honor recipients, Silver Star Awardees and Soldiers Medal Awardees are automatically eligible for consideration for any Society Award. Proof must be submitted along with the nomination.
11. Gold Star Family members may be eligible if they contribute to the Society in any meaningful way as long as they also meet the criteria for the

Award.

12. Any Award may be revoked due to the discovery of falsified information that was submitted as a justification of an award.
13. Nominations will NOT be disqualified based solely on the desire of the Awards Committee's preference for one nominee over another. All Award nominees will be given equal consideration for presentation to the Awards Committee for voting.

Once all Award Nominations are reviewed by the Awards Committee for adherence to the above requirements, each set of award nominations will be packaged in an electronically transferable format such as PDF or Word. (i.e. The Audie Murphy Award Nominations will be put together, the Society Service Awards and the Associate Member Service Awards, respectively, will be put together). These packets will be forwarded to the appropriate voting committee for voting, either the Society President for the Audie Murphy Achievement Award or the three regional Vice-Presidents for the Society Service Award and the Associate Member Service Award.

**VOTING:** For each Award, voting is conducted in the following manner:

**Audie Murphy Achievement Award:** The Executive Committee. The Chair of the Awards Committee has no vote. Nominees for the **Audie Murphy Achievement Award** will be presented to the EXCOM in email format by the Awards Committee Chair. The Chair will tally all the votes and record them in digital format. Once all votes are received, the Awards Chair will report the results to the Society President, the Society Secretary-Treasurer and the Editor of the Watch on the Rhine

ensuring that the report is submitted prior to the deadline for publication in the October edition of the WOTR, which is usually September 5th.

**Society Service Award:** The Three regional Vice-Presidents only. The Chair of the Awards Committee has no vote. The Awards Chair should submit all nominees for this Award directly to the three regional Vice-Presidents for deliberation and vote. Once all votes are received, the Awards Chair will report the results to the Society President, the Society Secretary-Treasurer and the Editor of the Watch on the Rhine ensuring that the report is submitted prior to the deadline for publication in the October edition of the WOTR, which is usually September 5th.

**The Associate Member Service Award:** The Three regional Vice-Presidents only. The Chair of the Awards Committee has no vote. The Awards Chair should submit all nominees for this Award directly to the three regional Vice-Presidents for deliberation and vote. Once all votes are received, the Awards Chair will report the results to the Society President, the Society Secretary-Treasurer and the Editor of the Watch on the Rhine ensuring that the report is submitted prior to the deadline for publication in the October edition of the WOTR, which is usually September 5th.

In the event of a tie vote (due to the lack of third regional Vice-President) the Society President will cast the tie-breaking vote.

**PROCUREMENT OF AWARDS:** The awards Chair is responsible for procuring the plaques that are to be presented to the Awardees. Any vendor may be used that will produce a quality and professional looking plaque for presentation that is also cost advantageous. All costs associated with the procurement of the Awards will be paid for by the Society. Many times this means the reimbursement of the Awards Chair once receipts are presented to the National Secretary-Treasurer. It is also the responsibility of the Awards Chair to ensure that all the Plaques are transported or shipped to to the Annual Reunion for presentation to the

Awardees. The Awards Chair will, if possible, be present at the Reunion to announce the awards and be present on stage to proffer the plaques to the President as he/she presents them to the awardees.

If an awardee is NOT present at the reunion, then the Awards Chair will insure that the plaque is mailed to the Awardee. All costs associated with shipment of the awards will be borne by the Society.

The Awards Committee Chair will prepare a plaque to be presented to the retiring Society President by the New President for the appropriate reunion. The Plaque will express the Society's appreciation for the distinguished service as President. The Awards Chair will work with the New President to ensure that the wording on the plaque is consistent with His/Her wishes.

Example of Award text for the plaques are as follows:

SOCIETY OF THE THIRD INFANTRY DIVISION  
PRESENTS  
AUDIE MURPHY ACHIEVEMENT AWARD  
TO  
MR. JOE SNUFFY

In recognition of your service..... {Enter the award citation here. This should be specific to the contributions, service and/or duties the individual contributed to the Society, our Army or the Country}

{Enter the reunion location here}

{Enter the date the Award was presented here}

\*Note: A font such as Old English, should be used if possible to present a more official appearance and the color should be gold. The background of the plaque should be the same blue color used on the patch of the division. If possible, the division patch or Society Logo should be place on the top center of the plaque.

Below is a picture of previous awards for review:



