



COMBAT INFANTRY ASSOCIATION (CIA)

Division Commander Region 7

Post Office Box 291294

Columbia, South Carolina 29229

February 24, 2011

Standing Operating Procedure (SOP) Region 7

This SOP is designed to be a helping tool in the actions and procedures of various functions and management of Units at all levels.

1. Unit meetings:

The Commander will hold meetings a minimum of quarterly in select locations, by telephone or the use of emails, in the conduct of CIA business and/or social events. The Association's Pre-Amble shall be recited by all in attendance after the opening prayer is concluded. It is located at enclosure 11. In addition to CIA business, the unit will need to focus on fund raising events, social events, asking volunteers to help with activities with local veteran facilities, issues involving local Vet Centers, VA Nursing Homes. One primary reason for meetings, are for the development of camaraderie among Combat Infantrymen and their families. Minutes must be approved by a majority vote. A copy of sample minutes is shown at enclosure 1. A simple outline is contained in the "Roberts Rule of Order" book.

A finance statement will be prepared for each meeting and must be approved by majority vote. A sample finance statement is shown at enclosure 2. End of year financial form is located at enclosure 12.

2. Keeping the Division Commander Informed:

A. A quarterly summary of minutes will be provided to the Division Adjutant reflecting significant activities, achievements and areas of concern.

B. An audit of unit rosters will be completed quarterly. Any additions, corrections, or deletions to the unit roster resulting from the audit will be submitted to Division Adjutant immediately following the audit.

C. A quarterly finance report will be forwarded to the Division Finance Officer and the annual end of year finance report will be provided to him no-later-than November 30th.of each year.

D. An election report is shown at enclosure 3 and will be submitted NLT 30 May of each year.

3. Recruiting

A. Recruiting is obviously the foundation that future growth is dependent upon. Go to the Web site Jamie-usa@maine.rr.com and recruiting posters can be ordered for use in recruiting.

Recruiting is everything done outside of the home. Conversation with people you meet, placing posters and/or membership applications at every location who will allow it to done, NG and Reserve headquarters are excellent places, and if there is a military installation close by of course is the best place to recruit. Don't forget the place of worship and gym. Without new membership a unit cannot prosper, gain fresh ideas or expand the area of a unit. Contact Division Adjutant when in need of Region 7 Membership applications. A membership application is shown at enclosure 4 and 4 B, front and back.

4. Fund Raising Events

This must be well planned with date and time. Never plan an event if you do not have the man power to accomplish the event. Determine the desired location and how many days it will continue. Prepare a letter to the manager or owner requesting permission to conduct a fund raising event. Include an over-view of the Association and unit and what the funds will be used for. Units are authorized to place 15% of all funds raised in their general fund for unit expenses and required travel. The remainder must be allocated for charity use.

5. Unit Designations

Units or designated as a State Headquarters and Companies start with H-1-1-SC (State Initials) and continue through the alphabet to the letter D and then start over with H-2-1-SC (State Initials) and so on.

6. Employment Identification Number (EIN)

When a unit is approved for a State Tax Exempt status for Non-Profit Charities, it will receive a "charity ID" number. When preparing the form for submission to the State Treasurer, the Association EIN number must be placed on it. Contact the Division Finance Officer for the EIN number. Only the Division Headquarters submits an exemption to the federal IRS. It incorporates all Region 7 Units into the Division Headquarters. See enclosure 4 for a sample SC form. It will give you an idea for filling in other states in Region 7.

7. Transfers

A transfer is relocating from one unit to another. Unit commanders must remain acute to members who are re-locating and let him know what unit is close to his designated location. Fill out a Transfer Request form, attain his signature and send to the Division Adjutant. He will in turn send to the gaining unit and to the National Commander. The Division Adjutant will scan the national data base for members in other states but have an address in Region 7. A transfer request form will be initiated and mailed to the member requesting that he transfer so he can be affiliated with a unit close to him. With a positive response, the Division Adjutant will post it to the appropriate roster and send the unit and losing commander a copy of the transfer request form. A sample copy of the Transfer Request Form is located at enclosure 5.

8. History

History is a great legend to revisit over and over. Shown at enclosure 10 is the Association History. If anyone can add to this version, it would be greatly appreciated.

9. Deaths

Deceased members in unit areas of responsibility are of the utmost importance. Showing a family member the condolence from the Unit, Division Headquarters and the Association is a very comforting experience for family members and loved ones. Units should not only attend the service and/or burial with appropriate CIB dress but conduct a memorial service bi-annually (if necessary) to honor the fallen patriot/s. The three bells ceremony is located at enclosure the three bells ceremony.

10. Swearing-In Ceremony for Officers

Newly elected or appointed officers will be sworn in as shown at enclosure 14.

11. Swearing-In Ceremony for New Members.

As stated in the Division By-Laws, members bond to a unit by their initial treatment and welcome at meetings. Enclosure 15 is the Swearing In/Initiation ceremony for New Members

9. Notification Letters for Active Annual Renewal, Expired Membership, Recruiting, Transfer/Expired membership, Welcome

The letters shown above has proven to be very effective during Region 7's reorganization campaign. By filling all the information you have except phone # and email on the application, the response is even greater. They are shown at enclosures 5-9 in order as above.

Feel free to change them to meet your personal touch.

Enclosures:

- 1) Sample Minutes
- 2) Sample Finance Report
- 3) Election Report
- 4) Sample Tax Exempt Request
- 5) Sample Transfer Request form w/Letter
- 6) Sample Active Annual Renewal Letter w/application
- 7) Sample Expired Letter w/application
- 8) Sample Recruiting Letter w/application
- 9) Sample Welcome Letter
- 10) Association History
- 11) Association Pre-Amble
- 12) End of Year Finance Form
- 13) Three Bells Ceremony
- 14) Swearing in Ceremony of New Officers
- 15) Swearing in Ceremony for New Members