

The National Board of the ROCKS, Inc.



Organization Handbook August 2013



THE ROCKS, INC. HANDBOOK

FOREWARD

Using the Handbook

The purpose of this handbook is to provide basic information and guidance to ROCKS members, chapters, regions and the National Board. It is prepared to assist new and old members to become familiar with the history of the organization, its mission, vision, values and goals. Since it is written with a particular focus on chapter functioning, it is designed to assist ROCKS officers in refining their abilities and skills in improving chapter functioning, fundraising and organization management. Furthermore, it will encourage all ROCKS members to be ever mindful of their value to the organization as a member and part of the whole team.

This handbook is long overdue and will be a living document for the organization. We will place it on our website and allow each member to suggest changes at any time.

Acknowledgements

This Handbook is the collective effort of a committee that worked with diligence and determination to see this project through from beginning to end. The members of the Handbook Committee are Bernard Warrington (Aloha Chapter), Charles “Chuck” Holden (Hampton Roads Chapter), Charles Darden (Fort Leavenworth Chapter) and Brigitte Landry (Washington, DC Chapter). I thank them all for their outstanding efforts and contributions which required research, study, inquiry, commitment and immense coordination.

The ROCKS Handbook Committee desires to express our profound appreciation and gratitude to first COL Raymond Bingham, VP, Membership Development, The National Board of the ROCKS, Inc. and to Conrado Morgan, President of the Washington, DC Chapter and Vice Chairman, The National Board of the ROCKS, Inc. for invaluable input to the organization and structure of this handbook.



TABLE OF CONTENTS

CHAPTER I: History, Mission, Vision, Values & Goals.....	4
CHAPTER II: Organization.....	6
CHAPTER III: Officers and Committee Structure	7
CHAPTER IV: Governing Documents	11
CHAPTER V: Membership	14
CHAPTER VI: Programs and Activities.....	16
CHAPTER VII: Fundraising: Increasing Income Other than Dues.....	17
CHAPTER VIII: References.....	19

CHAPTER I: History, Mission, Vision, Values & Goals

A. Legendary History

During the mid-1960s, a group of African American Army officers assigned to the Command and General Staff College (CGSC) at Fort Leavenworth, KS, began to meet informally in order to get to know each other better. Many of these officers had known each other in college or during other assignments. They, of course, had one additional thing in common at the time—surviving CGSC at Fort Leavenworth. The group jokingly dubbed itself the “BLUE GEESE,” a term well known at CGSC to convey a special assignment to a student officer.

When the school year ended, the many Blue Geese were assigned to the Pentagon and other places in the Washington metropolitan area. There they held numerous social events that fostered and reinforced lasting bonds of meaningful friendships among members and their spouses. Under the watchful eye and nurturing of Brigadier General Roscoe “Rock” C. Cartwright and Colonel Robert “Bobby” Burke, Blue Geese membership grew and evolved into a diverse group. Moreover, it increasingly expanded emphasis on career and professional development and on mutual support through information exchanges and personal encouragement. Through active networking, it helped refine officer skills and performance, and promoted valuable camaraderie amongst members. Consequently, each time a member was reassigned from the Washington metropolitan area to another geographic area, the network expanded. Today, it is an effective network for communications and mutual support that spans the globe.

In 1974, Cartwright and Burke raised the need to formally organize the Blue Geese. Their objective was to make the group which was now much larger, stronger and more effective. They also recommended adopting a formal name that better reflected the group's mission: professionalism and commitment to duty. On October 9, 1974, the Blue Geese officially endorsed these ideas, but was unable to agree on a name. Therefore, they tabled selection of a permanent, formal name; however, pending adoption of that name, they voted to call themselves the No Name Club.

On December 1, 1974, General Cartwright and his wife, Gloria, were returning from Youngstown, Ohio, where they had earlier visited their daughter. Rock was expected at a No Name Club meeting, during which the group would vote on a name. While assembled for that meeting, the membership learned the tragic news that the airplane on which the Cartwrights were flying had crashed. There were no survivors. Later that month, at a specially convened meeting, the No Name Club reconvened to conduct business postponed by the sudden death of their dear friends. At that meeting, Brigadier General Edward Greer moved that the group establish the Roscoe C. Cartwright Scholarship Fund and officially name itself The ROCKS, Incorporated. Both motions passed by unanimous consent.

Today, The ROCKS, Inc.'s membership is open to active duty, retired, reserve and former officers from all of the uniformed services. Over the years, The ROCKS, Inc. has contributed to strengthening the professionalism of the Army's officer corps and to building a stronger, culturally diverse force. ROCKS programs include encouraging and rewarding outstanding Army Reserve Officer Training Corps (ROTC) cadets, establishing liaison with professors of military science at Historically Black College and Universities and assisting with pre-commissioning



orientations for ROTC cadets through our Leadership Outreach Program. The annual ROCKS Five Mile Race highlights the ROCKS' commitment to—and emphasis on—physical fitness. In 1995, the Fort Leavenworth Chapter of the ROCKS, Inc., spearheaded the dedication of the memorial bust of General Roscoe C. Cartwright, Jr., in the Buffalo Soldier Monument Park at Fort Leavenworth, KS. As individuals, ROCKS members selflessly perform daily duties in their military and civilian assignments. They also enhance the quality of life in civilian and military communities by contributing to community programs, liaison with schools and civic groups, volunteering leadership skills and serving as responsible role models in churches and with neighborhood children.

In these and a variety of other ROCKS activities, the spirit of “*Concern, Dedication and Professionalism*,” the legacy of General “Rock” Cartwright and Colonel “Bobby” Burke, are alive and well. Ultimately, through its viable network, The ROCKS, Inc. provides the Armed Forces a force multiplier by forging and strengthening an enduring source of pride and professionalism in its members, and for those with whom they associate.

The ROCKS, Inc. is a tax-exempt, non-profit organization under Section 501(c)(3) of the Internal Revenue Service.

B. Mission

The mission of The ROCKS, Inc. is to strengthen the officer corps by serving as a world class organization that provides and promotes mentorship, scholarship, networking, professional development and fellowship to leverage outreach opportunities and maximize talent across the US Armed Forces.

C. Vision

To be the premier mentoring and networking organization to strengthen the US Armed Forces Officer Corps.

D. Values

- Resourcefulness
- Officership
- Commitment
- Knowledge
- Scholarship
- We embrace Army Values of Leadership (Loyalty, Duty, Respect, Selfless Service, Honor, Integrity and Personal Courage)

E. Goals

- To have an effective strategic communications program (CONUS/OCONUS).
- To establish a viable financial management program.
- To establish effective mentorship and outreach programs.
- To strengthen and expand membership, incentives and regionalization.
- To continue to serve as an inclusive organization for the US Armed Forces.
- To sustain and increase organizational relationships and engagements.
- To expand the pool of future officers.



CHAPTER II: Organization

A. The National Board of the ROCKS, Inc.

The National Board of the ROCKS, Inc. (National Board) is the governing body of The ROCKS, Inc. It was established in 2001 after calls and requests increased to establish chapters at some of the large Army installations. From the founding of the organization to this point in time, there was only one chapter of The ROCKS, Inc., and it was headquartered in Washington, DC. After many officers had experienced the camaraderie and fellowship in the lone chapter, they desired to continue those connections and share the fellowship with other officers around the Army. Hence, the National Board was formed.

The National Board exists to manage the ROCKS chapters to facilitate communications and operations, disseminate information for continual growth, ensure uniformity and to maintain customs and traditions. It is a 501(c)(3) organization with the Internal Revenue Service. The officers of the National Board consist of the Chairman, Vice-Chairman, Board Secretary, Historian and Vice Presidents for Finance, Communications & Publications, Membership Development, ROTC Programs, Mentorship, Programs & Strategic Planning, Special Projects & Global Networks and Corporate Outreach.

The ROCKS National Board sponsors a biennial training conference for the membership which is held in the Washington Metropolitan area.

B. Regions

The regions were established by the Board Chairman in 2012 and were based upon the ROTC Region concept. A copy of the ROCKS Chapters and their assigned regions is found at Appendix II.

C. Chapters

The chapter is the most important organizational unit of The ROCKS, Inc. Within the chapters, the majority of the work is done to recruit potential members into the organization, to carry out the customs and traditions, to provide members with ongoing professional education and to form mentoring and coaching relationships.

D. Interest Groups

An interest group may be formed only with the permission of the ROCKS National Board. A formal process has been established that is initiated upon written request.



CHAPTER III: Officers and Committee Structure

A. Purpose

This chapter outlines the roles, responsibilities and special areas of focus for key officers and committees within The ROCKS Inc., National Board and its Chapters respectively.

B. General

The role of the Executive Director is to design, develop and implement strategic plans for the ROCKS National organization in a cost-effective and time-efficient manner, while managing current and future operations and activities of the organization. Additionally, managing ROCKS National Headquarters' staff, committees and developing future business plans collaboratively with the board. Conversely, the principal staff at National Headquarters and each chapter respectively is responsible for planning, coordinating, synchronizing, monitoring, controlling and assessing the operations and activities in support of The ROCKS, Inc., vision, mission and goals. Most importantly, the National Headquarters' team is here to support and ensure the success of its chapters and interest groups.

As The ROCKS, Inc., continues to enable the mentorship and leadership of its chapters, it's incumbent that the basic roles and responsibilities of the chapters inclusive of principal staff and all committee chairs are fulfilled. Every ROCKS chapter constitution and bylaws should outline the roles of each organizational office. These roles may vary by organization, but minimally include the most standard officer roles, President, Vice President, Treasurer, and Secretary. Chapters may decide to have a greater number of executive board members or utilize a committee and chair structure for specific tasks as mandated by Chapter members. While it does not matter *who* is responsible for each duty, it is important that someone is assigned the task. Below are the basic roles and responsibilities minimally for the key officers and committees:

1. President (Chapters):
 - a) Presides over meetings of the organization
 - b) Calls special meetings of the organization
 - c) Facilitates executive board meetings
 - d) Prepares and files any report required
 - e) Appoints committee chair people
 - f) Maintains contact with organizational advisor
 - g) Maintains contact with chapter alumni
 - h) Maintains contact with affiliated university and or community partners
 - i) Maintains contact with national organization
 - j) Represents the organization to the National Headquarters
 - k) Serves as a spokesperson for the organization
 - l) Serves as a secondary signatory on financial accounts
 - m) Assists all executive officers
 - n) Provides follow-up to organizational tasks
 - o) Organizes executive board retreats
 - p) Coordinates executive board officer transitions
 - q) Represents organization at official functions
 - r) Remains fair and impartial during organization decision making processes



- s) Provides encouragement and motivation to fellow officers and organization members.
2. Vice President
 - a) Assumes the duties of the President in his or her absence
 - b) Serves as an ex-officio member of standing committees
 - c) Directs Constitutional updating and revisions
 - d) Facilitates election of officers
 - e) Recruits new members
 - f) Serves as Parliamentarian
 - g) Organizes an end-of-year celebration
 - h) Represents organization at official functions
 - i) Remains fair and impartial during organizational decision making processes
 - j) Performs other duties as directed by the President.
 3. Secretary
 - a) Obtains appropriate facilities for organization activities.
 - b) Serves as a secondary signatory on financial accounts
 - c) Keeps a record of all members of the organization
 - d) Keeps a record of all activities of the organization
 - e) Prepares an agenda with the President for all meetings
 - f) Notifies all members of meetings
 - g) Prepares organization's calendar of events
 - h) Keeps the organization informed of both organizational and university business
 - i) Keeps and distributes minutes of each meeting of the organization
 - j) Creates and distributes agendas for each meeting of the organization
 - k) Maintains attendance at all meetings
 - l) Serve as the organization's recognition and appreciation coordinator
 - m) Maintains organizational records, storage, and office
 - n) Prepares and files any report required
 - o) Handles all official correspondence of the organization
 - p) Collects organization mail from the adviser or wherever mail is received
 - q) Represents organization at official functions
 - r) Remains fair and impartial during organization decision making process
 - s) Performs other duties as directed by the President.
 4. Treasurer
 - a) Is familiar with accounting procedures and policies
 - b) Serves as the primary signatory on financial accounts
 - c) Serves as chair of the finance committee
 - d) Pays organization bills
 - e) Collects organization dues
 - f) Keeps all financial records of the organization
 - g) Prepares an annual budget
 - h) Prepares all budget requests for funds
 - i) Prepares and submits financial reports to the members
 - j) Maintains a financial history of the organization
 - k) Provides advisor with summary of financial records at the end of the fiscal year
 - l) Prepare and files 990 or 990EZ for the organization



- m) Advises members on financial matters (i.e. vendors, ticket selling procedures)
 - n) Prepares purchase orders, requisition forms, or supply requests
 - o) Coordinates fundraising drive
 - p) Coordinates solicitations
 - q) Files reports on all stolen or lost equipment
 - r) Maintains an inventory of all equipment and its condition
 - s) Represents organization at official functions
 - t) Remains fair and impartial during organization decision making processes
 - u) Performs other duties as directed by the President.
5. Parliamentarian
 - a) Serves as the principle advisor to the chair regarding conduct of the Chapter's assembly
 - b) Gives parliamentary opinions on request
 - c) Other than secret ballot, should not vote on any matters before the Chapter's assembly.
 6. Chaplain
 - a) Leads invocations, prayers, benedictions for meetings and other events
 - b) Counselor to members.
 7. Historian/Librarian
 - a) Maintains a narrative account of the organizations activities
 - b) Maintains the organizations official historical records and documentation (custodian of historical data and artifacts)
 - c) Collects all books and other written material for the organization and maintains an archive (curator or records).

D. Committees

Generally, every ROCKS, Inc., Chapter should have the following committees: Community Engagement Committee, Scholarship Committee, HBCU or Aligned University Engagement Committee, and Social Media. A committee is a group of concerned leaders who take on the responsibility of managing a designated group to achieve a targeted goal as designated by the Chapter. Whatever committees the ROCKs National Headquarters and its outlying chapters have, all committees have certain responsibilities in common. It is these common responsibilities we will outline below.

1. Committees are normally made up of between three and twelve people, and should meet regularly to make decisions about the direction of the organization or group. It is possible to have more than twelve people on a committee, but the more people you have round the table, the more difficult it can become to reach agreement on decisions.
2. The committee is responsible for making sure that the organization sticks to its aims and objectives as detailed in the Constitution and Bylaws. It is important to meet regularly and make sure that the correct information comes to meetings so that committee members can make informed decisions.
3. As well as having general committee member positions, most committees also have Office Bearer positions which come with specific responsibilities. The most common position is:



- a) *Chairperson*: Plans and coordinates the committee's work for the year in accordance with the goals of Chapter. Acting as spokesperson/figurehead for the committee. Keeps committee members fully informed. In particular, committee members should be informed of the times of all meetings so that they can make plans to attend. An agenda should be sent out in advance, and minutes should be filed after the meeting.
- b) *Members*: Every committee member should understand that committee membership requires:
- Having a shared sense of purpose (following aims & objectives)
 - Providing direction and leadership
 - Taking collective responsibility
 - Dealing with compliance
 - Being accountable to stakeholders (e.g. members, and the community)



CHAPTER IV: Governing Documents

National Level Governing Documents

- I. Standard Operating Procedure (SOP) For Establishing Chapters Revised 01/2008
- II. Bylaws Adopted 31 March 2012

The primary purpose of this chapter is to provide a list of national level governing documents and highlight key requirements that will help chapters and interest groups better understand their roles and responsibilities in promoting the activities, programs and policies of the Rocks organization. These documents can be found on the National Rocks, Inc. web page under board members activities – National Board links at <http://www.rocksinc.org/>.

National level documents are applicable to regions, chapters and interest groups contain requirements, provide guidance, best practices and processes and procedures for establishing and operating ROCKS organizations. Additionally, this chapter will attempt to provide the "How To" in some areas to assist interest groups and chapters in overcoming many of the challenges inherent in these processes and procedures.

The **National SOP for Establishing Chapters** defines and outlines requirements for establishing interest groups and chapters.

a. *Interest Group:* An interest group is defined as a group of officers who have expressed a desire to establish a chapter in writing to the National Board's VP, Membership Development. The group must:

1. Send a petition to the National Board. (See SOP for petition language).
2. Include a list of at least 10 (ten) officers' names, addresses, and phone numbers; a designation of the proposed chapter name; and a letter of endorsement from a ROCKS member in the local geographic area sponsoring the chapter.
3. Ensure all 10 officers complete a membership application and send in send in their dues as shown on the membership application schedule at www.rocksinc.org under the Membership Information tab.
4. Promise to file the appropriate nonprofit Corporation Application with the state and local authorities.

b. *Chapter:* Before a chapter can be established and approved for chartering, the group must be first recognized and approved as an Interest Group by the National Board. The following Interest Group documents must be on file with the National Board:

1. Original Petition for Chapter status
2. Chapter's tax exempt identification number from the IRS*
3. Local chapter's bylaws and constitution*
4. Articles of Incorporation and State Certificate of Incorporation*
5. Chapter's yearly budget and calendar
6. Designation of POC
7. Installation commander's approval (if based on a military reservation)

* National Bylaws also addresses this topic



c. Other Chapter Establishment and Organization Requirements: Chapters should also establish the following:

1. One permanent address (PO Box, retired member's address, etc.). The preferred address is one where official correspondence is obtained on a regular basis.
2. Two checking/bank accounts, one for Operating and one for Scholarship*
3. Conduct an annual internal audit of financial records by an independent reputable audit firm and send a copy of the audit results to the National Board attention VP Finance*
4. Conduct one monthly meeting (Executive or General Membership)*
5. Fiscal year should mirror National's tax year 1 Jan – 31 Dec.*
6. Conduct two Officer Professional Development sessions annually
7. Conduct one community event semiannually
8. Conduct one annual fund raiser
9. Provide one annual scholarship/grant of at least \$500
10. Submit quarterly reports of all significant activities and financial transactions
11. Local chapter members will become financial at the National level before becoming financial at the local level

* National Bylaws also addresses this topic

d. As stated above, the National SOP requires that certain documents be on file at the National Board's office prior to submitting the petition for chapter status. The process in obtaining this documentation can be quite challenging respective to the "**How**". Below are some processes, procedures and best practices that may help in obtaining this documentation.

1. *Articles of Incorporation and State Certificate of Incorporation:* All states require organizations that want to operate as a non-profit or not-for-profit to file Articles of Incorporation if the entity wants to become a corporation. The web links below will take you through a step by step process to become incorporated as a nonprofit organization in your state. Successful Non-Profit Incorporation will result in the issue of a state corporation commission (SCC) identification number and an Employee Identification Number (EIN). Your EIN will be used to file for tax exempt status in paragraph below. There is a nominal fee (~\$25) associated with annual incorporation registration. The link below will allow you to select the state of incorporation.

- <http://www.usa.gov/Business/Incorporate.shtml>

2. *Tax Exempt Status:* After incorporation as a nonprofit, you must obtain federal tax-exempt status. The National Board SOP recommends filing under Section 501(c)(3). To apply for tax-exempt status, refer to IRS Pub 557 at the following IRS link: <http://www.irs.gov/pub/irs-pdf/p557.pdf>. You must complete IRS Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code at the following IRS link: <http://www.irs.gov/pub/irs-pdf/f1023.pdf>. To get the most out of your tax-exempt status, you'll want to file your Form 1023 within 27 months of the date you file your nonprofit articles of incorporation. The National SOP and IRS section 501(c) requires tax exempt chapters to file IRS Form 990 annually. See IRS link at <http://www.irs.gov/instructions/i990/ch01.html#d0e263>



for more information about how to file. The following web link will further assist in your Tax Exempt effort.

- <http://www.irs.gov/Charities-&-Non-Profits/How-to-Apply-to-Be-Tax-Exempt-1>.

The **National Bylaws** outlines specific requirements for chapters to have Articles of Incorporation and Bylaws and Constitutions approved by the National Board. However, these documents will not conflict with any established national policies and or programs or state and federal laws.

Once established and operating, chapters should take the following actions to grow and thrive as viable chapters.

a. **Establish A Chapter Website:** Club Express, our website vendor (www.clubexpress.com), provides five free webpages for our Chapters to build a website within National's website platform. Chapters who develop their own website outside of Club Express can create a link on National's website for users to gain access their local website.

b. **Establish a Facebook Page (Optional):** If chapters choose to develop their own Facebook page, they should adhere to the following National Comment Policy for Facebook social media on-line social network tools:

1. **RESPONSIBILITIES:** While Facebook is an open forum, it is also family friendly; please keep comments and wall posts clean. In addition to maintaining a family friendly environment, adhere to the following posting guidelines. Failure to do so will result in message removal:

- a. Do not allow graphic, obscene, explicit or racial comments or submissions, or comments that are abusive, hateful or intended to defame anyone or any organization
- b. Do not allow comments that suggest or encourage illegal activity
- c. Participate at your own risk; take personal responsibility for your comments, your username and any information provided

Note: The appearance of external links on your local ROCKS Facebook website does not constitute official endorsement on behalf of The ROCKS, Inc. or the National Board.



CHAPTER V: Membership

A. Eligibility

The following categories of persons are eligible for membership:

1. Active duty, reserve component and retired officers and warrant officers of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration and Public Health Service and the reserve and other components of these service
2. All contracted Senior ROTC Cadets and United States Military Academy Cadets.
3. Widows and widowers of deceased members.
4. Persons who meet the criteria established for honorary membership.
5. Department of Defense former and current GS 12 and above civilians.
6. Once established by the National Board, members of the Corporate Patrons Program.

B. Categories of Membership

(For full explanation of the various types, see the ROCKS By-laws in Appendix I.)

1. Regular Members
2. Life Members
3. Associate Members
4. Honorary Members
5. Corporate Patrons

C. Chapter Membership

1. Chapter membership is by application only. Prospective members must be eligible for membership as provided in the bylaw. Applications shall be in writing utilization an approved application and mailed, faxed or submitted via the Chapter website.
2. All chapter members must also be members in good standing with the National organization.



D. Termination of Membership

1. Chapter members may withdraw from the Chapter and National organization by sending a written letter of resignation to the Chapter Chair of the Membership Committee or allowing their membership to expire. (See contact information on the www.therocksinc.org website.
2. Members of the chapter may be dismissed from the organization by vote of the Chapter Executive Board for acts and behavior which reflect adversely upon the mission, vision, values and goals of The ROCKS, Inc.

E. Membership Privileges

1. The privileges of Regular Members include: voting and holding office, attending meetings and participating in all organization social functions and activities. Similar privileges are extended to Associate and Honorary Members except those of making motions, voting and holding office. Additional privileges may be established by the Chapter Executive Board and an affirmative vote of a majority of the general membership.
2. All financial members will have full website access.

F. Dues and Fees

1. The primary source of revenue for the Chapter is membership dues and fundraising programs.
2. The ROCKS membership dues at the National level are established by the National Board with approval by a majority of the chapters and are in addition to the Chapter membership dues. The National membership dues structure may be found at the www.rocksinc.org website.
3. Chapter membership dues shall be established by the Chapter Executive Board with approval by a majority of the Chapter members present. The chapter membership dues structure may be found on the chapter website or a chapter membership application form. The length of a chapter membership may be for one, two or three years. Every attempt will be made to match the payment time frame of the chapter's membership dues with that of the National membership dues. Incoming members with appropriate documentation to show that they have paid chapter membership dues in other chapters will be exempt from paying chapter dues until the next dues cycle.
4. Associate and Honorary members are exempt from the requirement to pay regular membership dues. All regular chapter members, including National Life members, are required to chapter membership dues.



CHAPTER VI: Programs and Activities

A. Purpose

This chapter outlines the programs and activities of the officers and committees within ROCKS Inc., National Headquarters and its Chapters respectively.

B. General

The ROCKS, Inc. sponsors a number of programs and activities throughout the year. These programs and activities serve the interests of members, associates, sponsors, future officers and civic outreach.

1. *Leadership and Training Conference.* ROCKS' biennially leadership and training conference focuses on the professional development of attendees through presentation and discussions on key DoD/Army issues and programs. The conference includes presentations presented by senior Army and Department of Defense leaders, leadership panels, and small group discussions. All military officers, retired, active-duty, and former officers, and ROTC cadets are encouraged to attend.
2. *Mentorship.* Mentorship and the professional development of officers were paramount concerns and prime motivators of the founders of The ROCKS, Inc. Throughout the history of the organization, it has remained a principal mission and core value, and today is a hallmark of our organization. Members of The ROCKS, Inc. are inculcated and imbued with the vital importance of effective and sustained mentorship and the professional development resulting for both the mentor and the mentored. To formalize and promote effective and productive mentorship, the National Board established the Mentoring Program, which is executed by the various Chapters and Interest Groups.
3. *Leadership Outreach.* ROCKS Teams, led by a general officer visit selected colleges and universities annually. The outreach team presents seminars to college students on topics such as socialization, evaluation systems, financial management, and professional development. Our goals are to assist students in successfully transitioning from college to the active military.
4. *Scholarships.* The ROCKS Inc. sponsor scholarships and assist future students with securing Army sponsored and other civic organization sponsored scholarships for inbound and current college students.



CHAPTER VII: Fundraising: Increasing Income Other than Dues

A. General Information

1. Chapters may use a variety of fundraising activities to help fund their operations.
2. It is highly recommended that each chapter have a legal advisor to ensure that their fundraising activities are legal
3. The suggested fundraising activities listed are not the only activities that a chapter may execute to raise funds. This list represents activities that have been undertaken in the past with outstanding results within chapters.

B. Suggested Fundraising Activities

1. *5-Mile Race/2-Mile Walk.* This activity may be held annually in a local park or community. Trophies are awarded to individuals and groups. The cost of registration includes a T-shirt with logo and announcement of the event.
2. *Celebrity Dinner and Silent Auction.* The Celebrity Dinner may be planned in honor of an outstanding ROCKS member or Army Officer now deceased. Traditionally, soul food has been served as the meal; however, this practice is not mandatory. This event provides a great opportunity to socialize with Chapter members, local ROTC cadets and local supporters and to award deserving Chapter members. Chapter awards which may be presented are: Volunteerism Award, Chapter Junior ROCK of the Year, Chapter ROCK of the Year and Chapter Lifetime of Leadership Award. Dancing follows the Awards ceremony. In addition, the Silent Auction, begun by the late LTG(ret) Edward Honor, can be used as another chapter fundraiser as a tribute to him. The Silent Auction comprises of donations from individuals, ROCKS members and local businesses.
3. *Annual Spring Gala & Award Ceremony.* In Washington, DC, this event is sponsored by the National Board and the Washington, DC Chapter. Other chapters hold their own galas and present local awards. At the Annual Spring Gala in Washington, the following presentations are made annually: National and Chapter General R.C. Cartwright Scholarship Awards, Chapter Volunteerism awards, National Board Chairman Awards, Colonel Robert B. Burke Award, ROCK of the Year Award and Honorary ROCK of the Year award.
4. *Golf Tournament.* A golf tournament may be a major fundraising event for a chapter. First, second and third place trophies are presented and golfers/entrants are eligible to win an assortment of prizes. This event requires extensive solicitation of sponsors and prizes. Individual, group and corporate sponsorships may be solicited. Aside from being much fun, this event helps to fund scholarships for well-deserving cadets.
5. *Volksmarching Events.* This is an event that allows for 5, 10 and 20 kilometer walks through a park or scenic community as individuals or in groups. This event must be arranged through the American Volkssport Association.



6. *Other Fundraising Activities.* There are many additional activities which may be used by chapters for fundraising. There are criteria which must be met for nonprofit organizations. Before pursuing any fundraising, however, it is highly recommended that the chapter get the approval of its legal counsel or the National Board.



CHAPTER VIII: Appendixes

Appendix I National Board Points of Contact by Chapter and Region

Appendix II List of Board Members



APPENDIX I - National Board Points of Contact (As of August 6, 2013)

Chapter Name	Title	RANK	First Name	Last Name	Service	Board Members
European Officers	President	LTC	Wendy	Rivers	USA	McClenney, Lucretia COL
Follow Me	President	MAJ	Kelvin	Robinson	USA	Johnson, Wally LTC
Fort Bliss Chapter	President	LTC	Lawrence	White	USA	Windsor, Diedre MAJ
All American Chapter	President	LTC	Fleming Tal	Sullivan	USA	Bagby, Byron MG
Fort Gordon	POC	CPT	Beatrice	Onyewu	USA	Richardson, Velma BG
Phantom Warrior ROCKS	President	LTC	Jaqueline	Davis	USA	Hurt, Dorene COL
James Webster Smith Chapter	President	1LT	Jacquia	Robinson	USA	McClenney, Lucretia COL
Buffalo Soldiers Chapter	President	MAJ	Brian	Adamson	USA	Hurt, Dorene COL
Central Virginia Chapter	President	COL	Robert	Barnes	USA	Morgan, Conrado COL
Marne Chapter of the ROCKS, Inc.	POC	MAJ	Roger	Cabiness	USA	Simms, Earl BG
Hampton Roads Chapter	President	LTC(R)	John	James	USA	Morgan, Conrado COL
SAM Houston Chapter	President	COL	Keith	Johnson	USA	Hurt, Dorene COL
Morning Calm Chapter	President	LTC	Elgin	Allmond	USA	Francois, Frank COL
The Washington, DC Chapter of the ROCKS, Inc.	President	COL	Conrado	Morgan	USA	Francois, Frank COL
The Henry O. Flipper Chapter	President	LTC	Irving	Smith	USA	Simms, Earl BG
Aloha Chapter of the ROCKS	POC	LTC	Bernard	Warrington, Jr.	USA	Adams-Ender, Clara BG
Chesapeake Bay ROCKS Interest Group (CBRIG)	POC	COL	Terry	Hodges	USA	Bingham, Ray COL
Carlisle Barracks, PA	POC	COL	Charles	Allen	USA	Richardson, Velma BG
Fort Campbell, KY	POC	MAJ	Jacqueline	Lewis	USA	Bagby, Byron MG
Fort Irwin, CA	POC	COL	Derrick	Farmer	USA	Adams-Ender, Clara BG
Fort Knox, KY	POC	COL	Alexander	Conyers	USA	Simms, Earl BG
Fort Meade, MD	POC	LTC	Deitra	Trotter	USA	Windsor, Diedre MAJ
Fort Riley, KS	POC	LTC	Shilisa	Geter	USA	Adams-Ender, Clara BG
Fort Sill, OK	POC	CPT	Tonyelle	Woddy	USA	TBD
Mississippi National Guard Interest Group	POC	LTC	Christian	Patterson	USA	TBD
Shaw Air Force Base	POC	LTC	Tyrone	Clifton	USA	TBD
Camp Sabalu-Harrison	POC	BG	Phillip M.	Churn	USA	Bingham, Ray COL
Kuwait	POC	LTC	Tyrone	Clifton	USA	TBD

APPENDIX II – List of Board Members (As of August 6, 2013)

CHAIRMAN

BG Earl M. Simms USA (Ret)
21402 Clearfork Court
Ashburn, VA 20147
Home: 703-723-9192 / Cell: 571-213-2321
Work: 703-939-6311
Email: esimms@afsc.com

VICE CHAIRMAN

Mr. Conrado B. Morgan
15431 Papillon Place
Woodbridge, VA 22193
Cell: 910-824-1911
Email: qcbmpg82@aol.com

VP, COMMUNICATIONS & PUBLICATIONS

COL Dorene Hurt USA (Ret)
7244 Devereux Court
Alexandria, VA 22315
Home: 703-822-0755 / Cell: 703-609-0992
Email: dhurtserves@gmail.com

VP, CORPORATE OUTREACH

LTC Wallace Johnson USA (Ret)
3821 Blowing Leaf Place
Dumfries, VA 22025
Home: 703-440-0454 / Cell: 202-510-1100
Email: wally.johnson05@gmail.com

VP, FINANCE

COL Lucretia M. McClenney USA (Ret),
7433 Collins Meade Way
Alexandria, VA 22315
Home: 703-924-1579 / Cell: 703-915-6446
Email: lucretiamc@gmail.com

VP, MEMBERSHIP DEVELOPMENT

COL Raymond L. Bingham USA (Ret)
6179 Derring Street
Centreville, VA 20120
Home: 703-830-9911 / Cell: 703-568-0822
Work: 703-852-9566
Email: rbingham@thewexfordgroup.com

VP, MENTORSHIP

COL Austin D. Bell USA (Ret)
25256 Lyon Terrace
South Riding, VA 20152
Home: 703-327-2742 / Cell: 703-303-4816
Work: 703-379-9311 ext. 1831
Email: adb3@prodigy.net

VP, ROTC PROGRAMS

MG Byron Bagby USA (Ret)
5269 Winter View Drive
Alexandria, VA 22312
Home: 703-671-0256 / Cell: 571-218-8347
Email: bsbagby@aol.com

VP, PROGRAMS & STRATEGIC PLANNING

BG Velma L. Richardson USA (Ret)
5422 Edsall Ridge Place
Alexandria, VA 22312
Home: 703-370-8356 / Cell: 703-371-0710
Email: velma0108@gmail.com

HISTORIAN

COL Frank Francois USA (Ret)
5901 Mount Eagle Drive, Apt 1214
Alexandria, VA 22303-2511
Home: 703-960-6882 / Cell: 703-304-1877
Work: 703-960-6883
Email: goldenpin@aol.com

SECRETARY

MAJ Diedre Windsor USA (Ret)
6820 Wisconsin Ave., Unit #5008
Chevy Chase, MD 20815
Cell: 410-903-6253
Email: windsordl@aol.com

GENERAL COUNSEL

MAJ Horace McClerklin USA (Ret)
1900 Earldale Court
Alexandria, VA 22306
Home: 703-768-0433 / Cell: 703-731-1655
Email: hawk@erols.com

EMERITUS CHAIR

BG Clara L. Adams-Ender USA (Ret)
3088 Woods Cove Lane
Lake Ridge, VA 22192
Home: 703-491-9131 / Cell: 703-497-3088
Email: claracares4u@gmail.com

CHAPTER IX: References

- Bylaws of THE ROCKS, INC.: www.rocksinc.org – located on the Home page.