



CHAPTER GUIDEBOOK

— *Over 65 Years of Service to the Nation* —

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INTRODUCTION

NDTA is a non-political and non-profit educational association of government, military, and industry professionals dedicated to fostering a strong and efficient global transportation and distribution system in support of national security. NDTA serves as a vital link among the Armed forces, government and industry on current matters of transportation, travel, distribution, logistics and security. NDTA's status as a tax exempt organization fully recognized by the Internal Revenue Service allows for knowledge sharing in a non-partisan, fair, and objective environment among all branches of the military, federal government and transportation related industries. Its over 8,000 members throughout the world are able to discuss critical logistics and transportation issues openly in a professional atmosphere consistent with the principles of government ethics and without commercial trade constraints. The results are shared with various interested parties.

NDTA's chapters are key to the Association's educational mission. The chapters are the local venues worldwide for the professional programs, mentoring, community outreach, and networking that are so necessary for NDTA's success.

This guidebook has been designed to assist in creating new NDTA chapters; to help established chapters meet their goals and objectives; and to provide chapter officers with various avenues of support for membership, mentoring, and serving.

The guidebook is by no means the only avenue for success, but it identifies time-proven principles that have worked at successful chapters and is a good guide for startup chapters. It can also serve as a refresher for chapters that have become stagnant and need a revitalized approach to generate renewed energies.

A copy of this guidebook can be found at <http://www.ndtahq.com>

CHAPTER I -DEVELOPING A NEW CHAPTER

Determine the feasibility of standing up a new chapter by measuring the level of interest in the local area. Potential interest in NDTA can be found in several organizations. These may include:

Leaders of individual logistics/transportation organizations

Logistics officers/NCOs of nearby military installations

Traffic managers of all modes of transportation

Local Government Officials

College and University transportation/logistics/supply chain management instructors and students

Other organizations with similar goals and objectives

Many of these organizations may be identified by contacting the local Chamber of Commerce. You may also obtain a copy of the *NDTA Almanac* or visit the National website for information on organizations in your local area who may already be members of the NDTA.

From this research, a list of organizations and even individual names may be developed. Once this has been accomplished, you may contact NDTA National Headquarters to request assistance in organizing a new chapter. Headquarters will forward a list of existing members in your area, plus material describing the Association to use in recruiting new members, and will put you in contact with your Regional/State/International Presidents.

Set up a series of planning meetings: Schedule a meeting with your Regional President, State/International President and key members who want to help organize a chapter. Assign a temporary membership committee to follow up on the campaign. Appoint a slate of provisional officers to serve until there is a formal election. The provisional officers should form the proper organizational committees and follow the guidance for chapter officers.

Establish a Provisional Chapter: If you do not already have 25 members or 10 members in the case of Student chapters, your chapter will be a provisional chapter, until the required number of members is achieved. See Section "Petition for a Charter" below.

Accomplish the following organizational steps:

- Have a follow-on planning meeting to develop the framework organization of your new chapter. Invite the Regional President, State/International President, and chapter members.
- Request volunteers or recommendations of candidates to serve on the Board of Directors and Officers of the chapter. Obtain their agreement to serve.
- Draft chapter By-Laws for presentation and adoption at your initial chapter meeting. Guidelines for these By-Laws may be obtained from National Headquarters.

- Set date for a final planning meeting. Long inactive periods should be avoided. Invite the Regional President, State/International President, those who have agreed to serve as members of the Board of Directors and Chapter Officers. At this meeting:
 - Request nominated Chapter Officers come prepared with a list of potential committee chairs (names, addresses, etc.) and proposed goals for each Committee to accomplish during the year. Prepare a list of specific duties to assign the committees for the year.
 - Discuss suggestions on types of programs to be held during the year. Establish a calendar of events to present at the first chapter meeting.
 - Review membership roster to ensure that all members have been given the opportunity to serve in some capacity.
 - Develop a list of potential members to invite to the initial chapter meeting. Set a date for the initial chapter meeting to announce all actions that have occurred to date to the membership.

Conduct first Chapter meeting:

- Send invitations to members and prospective members soon after your final planning meeting. The invitations should contain: date, location, time, cost, and agenda.
- Invite a national officer or other senior official to give the welcome address. Invite your Regional President and State/International President and local government officials.
- Install the Chapter Officers at this meeting (oath of office is at Annex A).
- Refer to Chapter IV on how to conduct a meeting.

Petition for a Charter: To establish a charter, your chapter must have twenty-five or more members, or ten members in the case of student chapters. Request a Petition for Charter from National Headquarters. Have all charter members sign the Petition, and send it to the President at NDTA Headquarters. Indicate the official name for your new chapter.

NOTE: Any individual who signs the official Petition for Charter should be a current member of NDTA, or should enroll as a NDTA member at the time he/she signs the petition. Application for membership can be completed on line at <http://www.ndtahq.com> or the application and check can be mailed to Headquarters. Membership dues depend on the category of membership, and the membership categories can be found on line and on the application forms.

CHAPTER II -CHAPTER ORGANIZATION AND OFFICER DUTIES

Successful chapters are well organized with clear divisions of responsibility and specific roles assigned to each level within the chapter. Naturally, larger and smaller chapters will have some differences due to the variance in membership size, but the skeletal framework should be similar in most chapters.

Board of Directors:

The Board of Directors is responsible to the membership for the proper management of all chapter affairs. The Board should be representative of all major interests within the chapter.

The Board sets broad policy goals and assists the President and other chapter officers in ensuring the chapter's programs are successful.

Membership on the Board should include consideration of factors such as industry types, government agencies, young leader members (i.e., members in the young professional Action 35 membership category -35 years of age or younger) and those who have shown special dedication to the chapter's programs. Regular attendance at chapter functions should be a major consideration in nomination to the Board of Directors.

Rotation of Board members is important. In this way, infusion of new thinking and the sharing of responsibilities equally throughout the membership are ensured.

Chapter Officers:

President: The President is the Chief Executive Officer of the chapter. Policy is made by the Board of Directors and carried out by the President. The President is the responsible officer charged with meeting all the obligations stipulated in the By-Laws.

1st Vice President: In the absence of the President, the 1st Vice President will perform the duties and exercise the functions of the President, together with any other duties the President may assign. Generally the 1st VP is responsible for the chapter professional programs. He/She works with the Programs Committee to schedule speakers, arranges for professional tours, and ensures membership needs are met.

2nd Vice President: In the absence of the President and the 1st Vice President, the 2nd Vice President will perform the duties of the President, together with any other duties the President or the 1st Vice President may assign. The 2nd VP is often responsible for chapter membership and fund raising events. He/She works with the Membership Committee to retain and recruit new members. Building a strong network and outreach to industry and government organizations is key to retention and recruitment. The 2nd VP also arranges golf tournaments, clam bakes, picnics, "a day at the races", and similar activities to generate the funds necessary to fund chapter activities.

Note: NDTA chapters are given latitude to elect additional Vice Presidents if they desire.

Secretary/Treasurer: This position can be held by one or two persons at the discretion of the Chapter President. The responsibilities are:

Record and maintain minutes of all official meetings of the chapter.

Keep a full correspondence file of letters received by and sent to the Officers.

Maintain an up-to-date membership file.

Assist the Awards Committee on the annual NDTA award submissions. Monitor all Regional and NDTA Headquarters' required dates for award package submission.

Receive an account for all monies paid the chapter; authorize and account for all expenditures.

Render a monthly/quarterly review to the President of the chapter showing the income and expenditure figure for the most recent quarter, together with a complete financial status of the chapter.

With the President's assistance, provide for an audit and reconcile the financial records prior to every election of new officers to ensure the newly elected officers have a clear understanding of the financial status of the chapter and are liable only for the funds transferred to them, when they take the oath of office.

Keep NDTA Headquarters informed of all elections of officers within the chapter (Chapter Election Report Form is at Annex B).

Participation by Active Duty Personnel and Government Employees: Participation in private organizations is legal, ethical, and authorized by the Department of Defense. DOD employees, both active duty military and civilian, may become members and may participate in the management of non-Federal entities as individuals in a personal capacity, provided they act exclusively outside the scope of their official positions. DOD employees may not serve as an officer, member of the Board of Directors, or in any other similar position in any non-Federal entity because of their DOD assignments or positions, but they may serve in a personal capacity.

DOD military and civilians can participate on local chapter boards as individuals, as long as they do not make decisions in their official capacity/position that may be related to that activity; they can distribute information pertaining to an event or activity, if it is distributed to all members of the organization or activity; they can accept gifts from raffles if they purchased a ticket and the raffle was open to all; they can participate as speakers, or panel members during professional development events; and they can attend a professional development event during lunch hour or at any other time on government time in an official capacity, when approved by a supervisor or in a personal capacity on personal time.

For complete information concerning participation in non-Federal entities, see the Joint Ethics Regulation, DOD 5500.7-R.

CHAPTER III -CHAPTER COMMITTEES & DUTIES

Active Committees are key to a chapter's successful operation. The names of the standing committees can be modified to suit the particular needs of the chapter. Special or ad hoc committees may be appointed for the promotion of events such as National Transportation Week.

The President should appoint committee Chairs whenever possible, carefully considering the talents of the membership and channeling them in positive directions to ensure successful program implementation. In smaller chapters individual officers may carry out duties executed by committees in larger chapters.

Membership Committee:

The chapter must concern itself with recruiting and retaining members. A prime responsibility of the Membership Committee is to involve all chapter members in this activity on a personal level to make them feel involved.

The Committee should conduct chapter and national membership drives/contests. These contests should be widely publicized within the chapter and the community. There is no single plan that assures a successful membership campaign. Nevertheless, here are some basic factors common to good membership drives:

TEAMWORK: Involvement of everyone is most important. A membership campaign cannot be a one-person job. It takes not only the participation of the committee, but of each member of the chapter. Keep retention and recruitment in the forefront of chapter activities. Talk about it. Promote it. Publish reminders, and recognition, in the chapter newsletters, or on the chapter website.

PROSPECT FILE: Develop a list of prospective members and ask for all members to contribute to the prospect file. Assign committee personnel to contact those on the prospect list. Invite prospects to participate at the chapter meetings as guests. Make them feel welcome. Provide examples to the prospect that demonstrate how regular attendance may be personally or professionally beneficial.

YEAR ROUND EFFORT: Always have an ample supply of membership applications at each function and pass them out to members for distribution. Promote the ease of on-line sign up at <http://www.ndtahq.com>.

PERSONAL CONTACT: There is no substitute for "face to face" recruiting. Ask each chapter member to personally recruit one new member each year. Each month during the chapter meeting recognize those individuals, who personally recruited a new member. Small rewards may be presented to the recruiter, such as a free lunch or a plaque.

The committee is responsible to review the membership roster and make contact with any new member or member transferring to the chapter. This can be accomplished by telephone calls, letters, email messages, and personal contacts. Don't miss an opportunity to introduce a new member at each chapter function. Contact guests after a meeting to garner feedback on their experience.

Keeping current members on the active roles is an ongoing responsibility of the Membership Committee. NDTA Headquarters assists by providing monthly membership reports to the chapter and a notice to the expiring member requesting membership renewal.

The membership report lists all current members, delinquent members, and those about to be dropped from the active roles. This membership report and the current roster are updated each month and available on the National website. Chapter officers, whose duties require reviewing these reports, should request access to the area on the website where they are posted from National Headquarters.

Program Committee:

This committee arranges and manages all regular chapter meetings. Chapter programs should be stimulating and designed to contribute to the mission and objectives of the Association. Education and enlightenment of the chapter membership on new and developing logistics/transportation issues, both local and global, should be the focus.

The committee should arrange the chapter programs for the entire year as soon as possible in the beginning of its term. The chapter membership should be involved in the planning and staging of these programs to the maximum extent possible. Allow all members to get involved and get their ideas for programs that would interest them.

Programs should be set up to cover such special subjects as: National Transportation Week, educational programs, youth involvement, preparedness, cargo/passenger security, field trips to local logistic/transportation venues, and guest speakers from military/industry and related areas.

Disaster Preparedness Committee:

This Committee is responsible for all activities involving the chapter program in disaster preparedness planning. The Committee should work closely with the representatives from the American Red Cross and other emergency relief organizations and agencies to be prepared to react as required to local contingencies.

The Committee should continually educate the chapter membership concerning local disaster emergency plans and where it has agreements with emergency preparedness organizations, be ready to assist in the implementation of these plans.

Young Leader Committee

The NDTA Young Leader program provides professional, academic, and personal development opportunities to young professionals and students 35 years of age and under. Young Leader's join educational, networking, mentoring, and social events, which enhance their career and prepare them for leadership roles.

The chapter Young Leader Committee is one of the most important committees in the organization. Its goal is to involve young logistics/transportation leaders in as many activities as possible. The chapters should place considerable emphasis on this program, as these young professionals are the future of the chapter and NDTA.

The Committee should sponsor at least one program each year that will be attractive to young professionals.

All chapter committees should include one or more promising young leaders in their membership.

Awards Committee:

This committee offers the chapter and its members an opportunity to gain national and international recognition. The awards program is designed to recognize and reward chapters and individuals who perform distinguished service for the chapter and NDTA. The chapter membership should be made aware of the award opportunities available and encouraged to work toward those aims.

All the awards are listed on the National website (www.ndtahq.com), and the NDTA Awards Handbook, which provides forms and procedures for award nominations, is in the Chapter Toolkit, also found at the website. Chapter-level awards are listed in Annex C of this Guidebook. All award nominations for both individuals and chapters are due in June each year.

The Committee should maintain a record of its nominations for quick and easy review, outlining the chapter activities on a yearly basis. Included could be news clippings, photographs, and other items concerning the nominees. The file can also serve as part of the chapter's history. Such a file should be kept as a guide for future officers and committee chairs.

Public Relations Committee:

This Committee's role is to build a favorable image in the community for the NDTA and the chapter's program. This Committee should utilize all forms of media to inform the community of the work accomplished by the chapter and its future programs.

The Committee should provide a broader awareness of the chapter throughout the community. It should seek the assistance of others in accomplishing this goal. Public relations offices of corporate members and the military public affairs offices could be enlisted in this effort.

National Headquarters can help publicize upcoming chapter events on its website and through social media. It can report on successful chapter events through various media. Public relations materials are available on the National website and from National Headquarters.

National Transportation Week Committee:

National Defense Transportation Day has been observed since 1957, when the Congress of the United States requested the President to proclaim the third Friday in May each year as National Defense Transportation Day. In 1962, Congressional Joint Resolution requested the President proclaim the week in which that Friday falls as National Transportation Week.

The National Transportation Week Committee should organize activities and events to celebrate National Transportation Week. Subcommittees can handle specific aspects of the activities. Activities appropriate for celebrating National Transportation Week include a governmental proclamation, hosting a recognition banquet, transportation focused parades, promoting a Transportation Leader of the Year, a scholarship program, holding a trade show, exhibits at local malls, and school visits to promote transportation.

Nominating Committee:

The selection of the Nominating Committee should be done with great care, as this Committee will be recommending the future officers of the chapter.

The months of June and July are recommended for election of chapter officers, so that the new officers can begin their terms no later than September. An election in this time frame also facilitates new officers' attending the annual National Transportation and Logistics Forum in September or October.

Each officer should hold the office for a minimum of one year; a two-year term allows chapter officers to benefit from growing experience and builds continuity of leadership. The chapter will be better able to capitalize on the experience gained by each officer, if there is a progression established to move up through the leadership positions.

The President should appoint five members to serve on this committee. They should be appointed 60 days prior to the chapter's election of officers -preferably in April. At least two past Presidents should be included in this group, if possible.

The list of nominees for officers should be presented to the membership at least 30 days prior to election and voted on at the next meeting. Provisions should be made and announced for nominations to be made from the floor.

Education/Scholarship Committee:

The committee's missions are to fulfill NDTA's educational objectives at the chapter-level and to stimulate interest in logistics as a career.

The chapter may establish its own criteria for the awarding of academic scholarships, and the Committee will follow these criteria in the selection of scholarship awardees.

Additional Committees:

Additional committees (for example, finance, special event, and welcoming committees) may be formed at the discretion of the local chapter.

CHAPTER IV -CHAPTER MEETINGS

Meeting Preparation:

Timely communication is the key to good attendance at your meetings.

If possible, an announcement should be sent to the membership early in the year setting dates for the full year's agenda. If the chapter has a website, it should also be posted there.

For each individual meeting, a reminder should be sent approximately two weeks in advance. A reminder should be sent, even if the event is posted on the chapter's website. The reminder should outline the program, stress the importance of the program, and encourage members to invite guests. Include the following information: date, time, location, price, and to whom to RSVP. If the chapter website has an RSVP function, a link should be provided.

Suggested meeting set-up and activities:

- Registration table with membership applications
- Name badges
- Scholarship fundraising raffle
- Member designated to welcome people, as they arrive

First impressions are often the most lasting. Make your members and guests feel welcome. Introduce them to others. Make sure no one is left standing alone!

The Speaker:

Extend the invitation well in advance of the meeting (three months suggested).

Advise the speaker of why his/her participation is desired and give the speaker details of the program.

Provide the speaker with the NDTA story; who we are, what we do, and how we operate.

Provide the speaker with an advance copy of the meeting agenda and inform the speaker of the time allotted for his/her presentation.

Describe the audience he/she will be speaking to and give the speaker details regarding the type of meeting.

Suggest topics in which your members will be interested. If fees or expenses are involved, obtain an agreement on amounts to be paid to the speaker.

After the speaker accepts:

- Reconfirm date, place, and time of the meeting in writing.
- Obtain the speaker's biography and a photograph if possible.
- Confirm travel and room arrangements.
- Arrange to have the speaker met on arrival and escorted to the meeting.
- Clear publicity arrangements with him/her.
- Obtain permission to tape or reprint his/her speech prior to doing so.
- Ask if he/she needs special equipment or props.

At the meeting:

- Arrange for him/her to meet your officers and key members.
- Allow plenty of time for networking.
- Check out the audio-visual equipment, if present, well in advance.
- Supply him/her with water and a glass at the podium.
- Avoid distractions while he/she is speaking.
- Provide a token of appreciation/gift from the chapter for the speaker's time and effort.

After the meeting:

- Write him/her a letter of appreciation.
- If a fee is to be paid, send it promptly.
- Forward copies of any press clippings to him/her.

The Meeting

The President of the chapter or duly appointed representative will preside over all meetings.

Call the meeting to order on time, --run it on schedule:

- Begin all meetings with the Pledge of Allegiance to the flag.
- Make or call for announcements.
- Report briefly the business handled by the Committees.
- Invite the Committee Chair to present a report, if relevant.
- Introduce guests and new members.
- Introduce the guest speaker by briefly summarizing his/her biography.
- Following the presentation, ask the audience for questions/comments. Be prepared with one or two questions of your own, if the audience does not have any.
- Thank the speaker and present him/her with a memento.
- Thank everyone for attending and announce the next meeting date.
- Close meeting with brief and appropriate remarks.

Note: It is preferable to have monthly meetings; NDTA By-Laws require that chapters have a minimum of four meetings annually, one of which will be for the election of officers. There are no requirements concerning time, venue, or format of meetings. These are for the chapter leadership to determine.

CHAPTER V -CHAPTER MANAGEMENT

Some information to consider in the management of your chapter:

NDTA By-Laws: By-Laws concerning chapter formation and management are included in Article VI, “Chapter Formation,” of the NDTA National By-Laws, and references to chapters are made throughout the By-Laws, which can be found at the “About Us” section of the NDTA website at <http://www.ndtahq.com>.

Requesting Non-Profit Status: NDTA chapters are considered to be independent of the National-level organization. They control their own finances and write their own By-Laws. Thus, they are not included in the National organization’s non-profit status, and if they wish to have such a status, they must request this from the Internal Revenue Service themselves. For up-to-date information from the IRS about how to request non-profit status, visit <http://www.irs.gov/charities/index.html>.

Chapters, which receive non-profit, tax exempt status and whose annual gross receipts are normally \$25,000 or less, may be required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ. The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For a tax year ending on December 31, the e-Postcard is due May 15 of the following year. The filing site may be accessed this link: <http://epostcard.form990.org>. The form must be completed and filed electronically. There is no paper form.

Chapter Categories: NDTA chapters are grouped according to size in three categories for the purposes of chapter awards and recruiting competition, so that chapters of comparable size compete with one another. Chapter categories are based on the membership of the chapters as of the 1st of July each year. Competition for awards and recruitment ends as of the 30th of June the following year. Chapter categories are as follows:

Chapters with 100 or fewer members - Category I

Chapters with 101-200 members - Category II

Chapters with 201 or more members -Category III

Post Office Box: It is a good idea to establish a Post Office Box for receipt of all mail, to include rebate checks from National Headquarters. This ensures continuity of mail service, as chapter leadership changes.

Bank Account: Chapters wishing to open bank accounts as non-profit associations must provide an Employer’s Identification Number (EIN) to the bank. EIN’s are obtained as part of the process of requesting non-profit status.

Website: If possible, a chapter should create and maintain a website to facilitate communications with chapter members and the public. The website should include a link to the National website, and the National website will link to the chapter website.

Communications with Headquarters: NDTA Headquarters communicates with Chapter Presidents through the newsletter entitled “The Defense Logistics Leader.” This newsletter is distributed via Email at least once a month and more often, when necessary. Chapter Presidents may communicate by any means with any member of the Headquarters staff, and there is a dedicated Headquarters Chapter Liaison for chapter business.

Chapter Rosters and Reports:

Chapter rosters and reports showing membership gains and losses are posted to a restricted area of the NDTA National website each month. Chapter Presidents are given automatic access to this roster and reports area and can access it through logging into the “Members Only” area of the website. Chapter Presidents wishing other chapter officers to have access to the roster and reports may provide the names of those officers to the Headquarters Chapter Liaison, who will provide them access.

Membership Dues and Rebates:

Membership dues are remitted directly to NDTA Headquarters. They are as follows:

Life	\$400.00
Regular (3 years)	\$110.00
Regular (1 year)	\$40.00
Young Leader (Under 35 years of age)	\$30.00
Military/Govt. Employee (pay grade 03 & below/pay grade GS-10 & below)	\$30.00
Retired (not employed)	\$30.00
Student	\$15.00

Each quarter chapters receive rebates from NDTA Headquarters for dues paid by renewing and new members. The rebates are as follows:

Life	\$40.00
Regular (3 years)	\$22.00
Regular (1 year)	\$8.00
All \$30.00 memberships	\$6.00
There is no rebate for Student membership dues	

Resources. Resources for publicizing future chapter events and reporting chapter news include articles in the bi-monthly *Defense Transportation Journal (DTJ)*; the monthly newsletter, the “NDTAGram;” and the chapter news area and the calendar of upcoming events on the NDTA National website (www.ndtahq.com). Social media resources provided by NDTA Headquarters include Facebook, Twitter, and Linked-In. All of these resources are available to chapters through the NDTA Headquarters Chapter Liaison.

CHAPTER VI -REVITALIZING A CHAPTER

Except in the case of base closings, an NDTA chapter becomes dormant because of lack of interest. Interest in the organization wanes, when one, or more, of its five key ingredients are missing. In some cases, where interest is waning and attendance has severely dropped, the existing board may review the key ingredients and review their activities and revive the organization. In other cases where a regular meeting has not been held for a considerable period it may be necessary to restart the organization keeping the key ingredients in mind. They are:

1. **Dynamic leadership** from the chapter officers who take their job seriously and are willing to devote time and effort to the success of the chapter. The four key officers are the President, the Program Chair, the Membership Chair and the Secretary/Treasurer.
2. **Regular meetings** at a place with a good atmosphere and good food at reasonable prices.
3. **A good speaker's program** that covers the broad spectrum of interest of most of its members. A speaker's program may be alternated with periodic trips to local transportation and distribution centers, or other places of interest.
4. **A continuing recruiting program** from the logistics and transportation communities.
5. **A variety of activities which include educational, professional, social and community programs**, such as disaster assistance, to involve the membership and to make the non-members aware of the chapter.

The place chosen for meetings should be at the center of mass of the majority of the membership. Make it easy for most members to get there.

The time (lunch/dinner) of the meeting often is dictated by where most of the members work and live. If most of the members work in a metropolitan center, but live in widely dispersed suburbs, luncheons are generally more successful. If the members work and live in reasonable proximity, then their collective preference should be considered.

The speaker's program is often what makes members want to come to the meeting, renew their memberships, and bring in prospective new members. Successful programs are often built around a general theme, developed generally for the whole year, with speakers selected several months in advance. One good source for the speakers is the bosses of your members. Topics don't always have to be national in scope. Subjects affecting the local community, such as mass transit, new airport or highway construction, local emergency planning, may be of strong interest to your membership.

Recruiting and retention is the lifeblood of a chapter. While a good program and a dynamic chapter facilitate retention, recruiting is a continuing effort in which everyone needs to participate. Each chapter should have a membership chairperson with imagination who keeps recruitment before the membership at every meeting. This chairperson should have several assistants to help with recruiting and retention. In fact, every member of the chapter should be a recruiter.

Other programs should be tailored to a chapter's size, needs, capabilities and interests. They can include golf outings, volksmarches, scholarship fundraisers, community service activities, emergency/disaster planning activities, and dinner dances. The key to such programs is that they provide an opportunity for as many members as possible to participate in chapter activities, and build a sense of belonging.

Critical to any chapter revitalization is the availability of a small group of men and women who are willing to work hard for a few months, the "Core Team." If this group remembers the five key ingredients outlined above, and uses the procedures listed on the following pages, they can revitalize their chapter.

For information concerning conducting chapter meetings, refer to Chapter IV, "Chapter Meetings."

ANNEX A CHAPTER OFFICER OATH OF OFFICE

Any member of NDTA may administer the following suggested oath of office to incoming chapter officers:

Repeat after me, using your name after the word "I":

I _____, DO HEREBY PLEDGE, THAT I SHALL FAITHFULLY EXECUTE THE DUTIES OF MY OFFICE, TO THE UTMOST OF MY ABILITY, AND TO OBEY THE LAWS OF GOD, OUR COUNTRY AND OUR ORGANIZATION, AND TO EXEMPLIFY TO ALL IN MY CONDUCT, GOOD CITIZENSHIP, GOOD FELLOWSHIP, AND ALL THE PATRIOTIC IDEALS OF THE NDTA.

I DO SO PLEDGE.

(Ladies and) Gentlemen, I hereby declare you duly elected and installed Officers and Directors of the National Defense Transportation Association.

ANNEX B CHAPTER ELECTION REPORT FORM

NDTA will contact Chapter Presidents at the beginning of each year to verify contact info for the Almanac. At that time, chapters are encouraged to submit chapter Initiatives, Awards, and Community Service Projects for the year.

Chapter:	Date:	
Date of Election:	Term begins/ends:	
PRINCIPAL OFFICERS		
President *	Secretary/Treasurer	
Name:	Name:	
Mailing Address		
Contact info		
Email:	Email:	
Work:	Work:	
Fax:	Fax:	
Home:	Home:	
<i>* Note: The Chapter President's contact info above will be published in the Almanac and made available upon request.</i>		
Other Officers		
Position	Name	Email/Phone
CHAPTER INFORMATION		
Chapter website:		
Chapter email address (if different than President's):		
Chapter Mailing Address/PO Box (if different than President's):		
Frequency/Type of meetings:		
Location of meeting:		
Other Information:		

ANNEX C CHAPTER-LEVEL AWARDS

Chapters can compete within their categories for the International Chapter of the Year Award and the International Young Leader Chapter of the Year Award.

They may nominate individuals for the:

- NDTA President's Special Achievement Award
- NDTA Young Executive of the Year Award (military and civilian categories)
- NDTA Distinguished Service Award □ Educator Distinguished Service Award
- NDTA Special Achievement Certificate

They may nominate organizations for the Innovative Logistics Service Award. Instructions and nomination forms for these awards are on the following pages.

CHAPTER AWARDS

INTERNATIONAL CHAPTER OF THE YEAR

THE AWARD: The International Chapter of the Year Award was initiated in 1977 to recognize those chapters, which have excelled in fostering the goals and objectives of NDTA, promoted an understanding of the importance of logistics and transportation to the security of the Nation and the International Community, participated effectively with the community in public service programs, developed quality educational programs for the chapter membership, and provided for chapter growth through effective membership recruiting and retention programs.

ELIGIBILITY: Chapters may compete within their category based on their membership as of 1 July of the previous year:

- Category I -chapters with 100 or fewer members
- Category II -chapters with 101-200 members
- Category III -chapters with 201 or more members

CRITERIA:

- Chapter programs. Hosted regular chapter meetings, involved Action-35 members, devised new program ideas and participated in the NDTA Awards Program
- Membership development. Promoted membership growth and participation, provided avenues for membership opportunities, hosted logistical/transportation tours/trips/functions
- Community involvement. Provided logistics/transportation focused speeches/programs, participated in public service programs/projects, promoted government, industry, and education interest in logistics/transportation
- Communication development. Submitted articles to DTJ/HQ Chapter News Page, submitted articles to local community news media, developed a Chapter Website, utilized social media outlets (i.e. Facebook/Twitter/Linked-In)
- Emergency preparedness. Developed an Emergency Preparedness Program, responded to Emergency/Community Preparedness Programs, helped strengthen the community's natural response capabilities

SUBMISSION PROCEDURES:

- Prepare nomination in bullet paper format of the Chapter's achievements during the award year
 - Print name of chapter and category at top of paper
 - Address each of the criteria listed
 - Identify specific facts, impact and results
- Bullet paper should consist of not more than two (2) single-spaced typewritten pages on plain white bond paper
 - A maximum of three (3) pages of newspaper or periodical articles may be used to support the submission
 - A maximum of three (3) photographs may also be included
- Prepare a carefully written and meticulously worded summary CITATION of the achievements or service
 - CITATION should not exceed one double spaced typewritten page
 - CITATION will be used for publicity purposes and in the actual presentation ceremony

DEADLINE FOR ENTRIES: Nominations must be submitted by the Chapter President to his/her Regional President no later than June 1st. Courtesy copies should be forwarded to respective State/International Presidents.

SELECTION PROCESS: Regional Presidents must review each entry received from within their Regions and decide which entry to forward to the Awards Subcommittee for consideration. Only one International Chapter of the Year entry from each Region may be submitted to the Awards Subcommittee for consideration.

Regional Presidents must submit the winning Chapter's complete package from their region to NDTA Headquarters no later than June 15th to compete for the NDTA International Chapter of the Year Award.

The Regional International Chapter of the Year entries not forwarded to the Awards Subcommittee may be recognized with a Regional Certificate at the discretion of the Regional President.

The Awards Subcommittee of the Communications and Publications Committee will select an International Chapter of the Year in each category from the nominations submitted by the Regional Presidents. The awards will be presented at the Annual NDTA Transportation and Logistics Forum and Exposition.

INTERNATIONAL YOUNG LEADER CHAPTER OF THE YEAR

THE AWARD: The International YOUNG LEADER Chapter of the Year Award has been instituted in the continuing endeavor to involve young people in the varied programs of the NDTA, and recognize those Chapters which make significant contributions to the furtherance of this goal.

ELIGIBILITY: Chapters may compete within their category based on their membership as of 1 July of the previous year:

- Category I -chapters with 100 or fewer members
- Category II -chapters with 101-200 members
- Category III -chapters with 201 or more members

CRITERIA:

- Established an Young Leader Committee
- Developed programs to involve young people in Chapter activities
- Implemented plans for activities and sponsored events geared primarily to interest YOUNG LEADER members
- Developed membership drive activities to increase Young Leader membership
- Involved Young Leader personnel in Chapter leadership roles

SUBMISSION PROCEDURES:

- Prepare nomination in bullet paper format of the Chapter's achievements during the award year
 - Print name of chapter and category at top of paper
 - Address each of the criteria listed
 - Identify specific facts, impact and results
- Bullet paper should consist of not more than two (2) single-spaced typewritten pages on plain white bond paper
 - A maximum of three (3) pages of newspaper or periodical articles may be used to support the submission
 - A maximum of three (3) photographs may also be included
- Prepare a carefully written and meticulously worded summary CITATION of the achievements or service
 - CITATION should not exceed one double spaced typewritten page
 - CITATION will be used for publicity purposes and in the actual presentation ceremony

SELECTION PROCESS: Regional Presidents must review each entry received from within their Regions and decide which entry to forward to the Awards Subcommittee for consideration. Only one International Young Leader Chapter of the Year entry from each Region may be submitted to the Awards Subcommittee for consideration.

Regional Presidents must submit the winning Chapter's complete package from their region to NDTA Headquarters no later than June 15th to compete for the NDTA International Young Leader Chapter of the Year Award.

The Regional International Young Leader Chapter of the Year entries not forwarded to the Awards Subcommittee may be recognized with a Regional Certificate at the discretion of the Regional President.

The Awards Subcommittee of the Communications and Publications Committee will select an International Young Leader Chapter of the Year in each category from the nominations submitted by the Regional Presidents. The awards will be presented at the Annual NDTA Transportation and Logistics Forum and Exposition.

COLONEL NORBERT GRABOWSKI RECRUITING AWARD

THE AWARD: The Colonel Norbert Grabowski Recruiting Award was initiated to recognize those chapters which have excelled in chapter growth through effective membership recruiting and retention programs.

ELIGIBILITY: Chapters compete within their category based on their membership as of 1 July of the previous year:

- Category I -chapters with 100 or fewer members
- Category II -chapters with 101-200 members
- Category III -chapters with 201 or more members

DEADLINE FOR ENTRIES: No submissions required, results are tallied by NDTA HQ.

SELECTION PROCESS: The chapters, which recruit and retain the most members in a combined total (i.e., recruited + retained members) as of June 30th, will be recognized with the Colonel Norbert Grabowski Recruiting Award at the Annual Forum following the end of the recruiting campaign.

INDIVIDUAL/ORGANIZATIONAL AWARDS

YOUNG EXECUTIVE OF THE YEAR AWARD

THE AWARD: The Young Executive of the Year Award is a prestigious award designed to recognize outstanding young executives who have demonstrated leadership ability and responded in a constructive manner to current challenges confronting the logistics and transportation industry.

ELIGIBILITY: Chapters may submit any person 35 years of age or younger, who is engaged in the field of logistics or transportation in the military, academic, government or private sector to compete within their category for the Young Executive of the Year Award. One award will be presented in each of two categories.

Category I - Members of any branch of the uniformed services

Category II - Civilian government employees and employees of the commercial industry

Nominees should be those who have made significant contributions to the development of plans, systems, procedures, or technology that have effectively contributed to identifying, solving or alleviating a particular current logistics or transportation problem. The issue may have local, national or international implications.

CRITERIA:

- Demonstrated leadership ability
- Developed plans, systems, procedures, or technology that has effectively contributed to identifying, solving or alleviating a particular current transportation or distribution problem
- Responded to current issues confronting the transportation/distribution industry
- Contributed to the logistics/transportation industry of the local area
- Involved in the local NDTA Chapter

SUBMISSION PROCEDURES:

- Prepare nomination in bullet paper format of the individual's achievements during the award year
 - Print nominee name and category at top of paper
 - Address each of the criteria listed
 - Identify specific facts, impact and results
- Bullet paper should consist of *not more* than one single-spaced typewritten page on plain white bond paper
 - A maximum of three (3) pages of newspaper or periodical articles may be used to support the submission
 - A maximum of three (3) photographs may also be included
- Prepare a carefully written and meticulously worded summary
 - CITATION of the achievements or service
 - CITATION should not exceed one double spaced typewritten page
- CITATION will be used for publicity purposes and in the actual presentation ceremony

DEADLINE FOR ENTRIES: Nominations must be submitted by the Chapter President to his/her Regional President no later than June 1st. Courtesy copies should be forwarded to respective State/International Presidents.

SELECTION PROCESS: Regional Presidents must review each entry received from within their Region and evaluate them on the OFFICIAL NOMINATION FORM listing the points earned in each of the categories shown.

Regional Presidents must submit the winning individual's complete packages to NDTA Headquarters no later than June 15th to compete for the NDTA award.

The Regional Young Executive of the Year entries not forwarded to the Awards Subcommittee may be recognized with a Regional Certificate at the discretion of the Regional President.

The Awards Subcommittee of the Communications and Publications Committee will select a **YOUNG EXECUTIVE OF THE YEAR** in each category from the nominations submitted by the Regional Presidents. The awards will be presented at the Annual NDTA Logistics and Transportation Forum and Exposition.

NDTA PRESIDENT'S SPECIAL ACHIEVEMENT AWARD

THE AWARD: This prestigious award recognizes an organization, government agency, or individual who has responded in a constructive manner to a major critical current issue confronting the transportation industry.

ELIGIBILITY: Any NDTA Elected Officer, Regional President, State/International President or Chapter President may nominate any transportation oriented organization, government agency, or individual meeting the award criteria.

CRITERIA: The issue may be local in nature if it has national implications. Nominee should be an individual, organization or agency who has developed plans, systems or technology that have effectively contributed to solving, or alleviating, a particularly critical current transportation problem or significantly contributed to advancement in transportation. **Examples:** Energy Conservation; Disaster Relief; National or Local Emergency; Safety and Security.

DEADLINE FOR ENTRIES: Nominations must be submitted to NDTA HQ by June 1st. Courtesy copies should be forwarded to applicable Regional President, State/International President and Chapter President.

SUBMISSION PROCEDURES:

- Prepare nomination in bullet paper format of the individual's achievements during the award year
 - Identify specific facts, impact and results

- Bullet paper should consist of *not more* than one single-spaced typewritten page on plain white bond paper
 - A maximum of three (3) pages of newspaper or periodical articles may be used to support the submission
 - A maximum of three (3) photographs may also be included

- Prepare a carefully written and meticulously worded summary CITATION of the achievements or service
 - CITATION should not exceed one double spaced typewritten page
 - CITATION will be used for publicity purposes and in the actual presentation ceremony

The Awards Subcommittee of the Communications and Publications Committee will select recipients of the NDTA PRESIDENT'S SPECIAL ACHIEVEMENT AWARD from the nominations submitted. Multiple awards may be chosen. The awards will be presented at the Annual NDTA Logistics and Transportation Forum and Exposition.

EDUCATOR DISTINGUISHED SERVICE AWARD

THE AWARD: This prestigious award recognizes an individual educator who has contributed to the achievement of the purposes and objectives of the National Defense Transportation Association. Recognizing the unique significance of this award, it is not anticipated that this will necessarily be an annual award.

ELIGIBILITY: Any NDTA Elected Officer, Regional President, State/International President or Chapter President may nominate any educator from the academic community who has made an outstanding contribution to NDTA programs at either the local or national level.

CRITERIA: The nominee's achievement must have been executed beyond the normal academic requirements and should demonstrate unusual dedication to the aims and objectives of NDTA. Nominations should reflect the degree of impact the individual's performance has had on the Defense Transportation industry and on the success of NDTA.

DEADLINE FOR ENTRIES: Nominations must be submitted to NDTA HQ by June 1st. Courtesy copies should be forwarded to applicable Regional President, State/International President and Chapter President.

SUBMISSION PROCEDURES:

- Prepare this OFFICIAL NOMINATION FORM as a cover sheet Prepare nomination in bullet paper format of the individual's achievements during the award year
 - Identify specific facts, impact and results
- Bullet paper should consist of *not more* than one single-spaced typewritten page on plain white bond paper
 - A maximum of three (3) pages of newspaper or periodical articles may be used to support the submission
 - A maximum of three (3) photographs may also be included
- Prepare a carefully written and meticulously worded summary
 - CITATION of the achievements or service
 - CITATION should not exceed one double spaced typewritten page
 - CITATION will be used for publicity purposes and in the actual presentation ceremony

The Career Education Committee will review all nominations submitted and will select *one* winner. The award will be presented at the Annual NDTA Logistics and Transportation Forum and Exposition.

INNOVATIVE LOGISTICS SERVICE AWARD

THE AWARD: This prestigious award recognizes a commercial industry or government agency logistics provider, which in the previous year provided innovative services, consisting of mission related or administrative services, which have significantly reduced the military forces' non-operational burden and allowed them to concentrate greater efforts on their core competencies. Services may include procurement, warehousing, transportation, information technology, security, human resources development, process design and execution, and applications allowing synergies with other systems.

ELIGIBILITY: Any NDTA Elected Officer, Regional President, State/International President or Chapter President may nominate any commercial industry or government agency logistics provider for this recognition.

CRITERIA: Entries should fully explain the innovation and describe its impact. The innovative concept must be in use and not a description of a future concept. The application must include a description of the concept development, the implementation steps, and the results, to include quantitative measurements of cost/time/administrative savings to the supported military forces. The significance of the innovative concept's impact across the DOD should also be addressed.

DEADLINE FOR ENTRIES: Nominations must be submitted to NDTA HQ by June 1st. Courtesy copies should be forwarded to applicable Regional President, State/International President and Chapter President.

SUBMISSION PROCEDURES:

- Prepare nomination in bullet paper format of the individual's achievements during the award year
 - Identify specific facts, impact and results

- Bullet paper should consist of *not more* than one single-spaced typewritten page on plain white bond paper
 - A maximum of three (3) pages of newspaper or periodical articles may be used to support the submission
 - A maximum of three (3) photographs may also be included

- Prepare a carefully written and meticulously worded summary CITATION of the achievements or service
 - CITATION should not exceed one double spaced typewritten page
 - CITATION will be used for publicity purposes and in the actual presentation ceremony

The Awards Subcommittee of the Communications and Publications Committee will review all nominations submitted and will select *one* winner. The award will be presented at the Annual NDTA Logistics and Transportation Forum and Exposition.

INDIVIDUAL DISTINGUISHED SERVICE AWARD

THE AWARD: This award provides an excellent means by which government, military and civilian personnel who are active members of the NDTA can be recognized for their actions, dedication and assistance in furthering the aims and objectives of the Association. More than one award may be presented in this category. All winners of this award will be honored at the Annual NDTA Forum.

ELIGIBILITY: Any NDTA Elected Officer, Regional President, State/International President or Chapter President may nominate any active NDTA member.

CRITERIA: The nominee must have performed an unusual and commendable service which actively generated interest and response toward better understanding of NDTA and its aims and objectives. This award is intended to recognize *National* achievement rather than Local or Regional achievement.

DEADLINE FOR ENTRIES: Nominations must be submitted to NDTA HQ by June 15th. Courtesy copies should be forwarded to applicable Regional President, State/International President and Chapter President.

SUBMISSION PROCEDURES:

- Prepare a carefully written and meticulously worded summary CITATION of the achievements or service
 - CITATION should not exceed one double spaced typewritten page
 - Supporting documentation such as photographs and news releases may be attached to this Citation.

The Awards Subcommittee of the Communications and Publications Committee will select recipients of the DISTINGUISHED SERVICE AWARD from the nominations submitted. Multiple awards may be chosen. The awards will be presented at the Annual NDTA Logistics and Transportation Forum and Exposition.

REGIONAL SPECIAL ACHIEVEMENT AWARDS

THE AWARD: This award provides an excellent means by which any individual, group, civilian organization, NDTA Chapter, Military Unit, etc., who has clearly made a contribution to NDTA programs at the local and regional level can be recognized for their actions, dedication and assistance in furthering the aims and objectives of the Association.

ELIGIBILITY: Any NDTA Elected Officer, Regional President, State/International President or Chapter President may nominate any individual, organization, NDTA Chapter or Military Unit for this recognition.

CRITERIA: The Nominee's achievement should reflect the degree of impact the Nominee's performance has had on the community, the transportation industry, and on the success of the Chapter and/or the Association. This award is intended to recognize *regional or local* achievement rather than national achievement.

DEADLINE FOR ENTRIES: Nominations may be submitted at any time to the appropriate Regional President. Courtesy copies should be forwarded to the applicable State/International President and Chapter President.

SUBMISSION PROCEDURES:

- Prepare a carefully written and meticulously worded summary CITATION of the achievements or service
 - CITATION should not exceed one double spaced typewritten page
 - CITATION will be used for publicity purposes and in the actual presentation ceremony
 - Supporting documentation such as photographs and news releases may be attached to this Citation.

The Special Achievement Award certificates are retained at NDTA Headquarters. Space has been made available on the Certificate to allow embossing of the Nominee's name and special language prepared by the Regional President on the achievement.

More than one nomination may be submitted throughout the year for this award.

Awards will be presented at the discretion of the Regional President, but should be coordinated with the State/International President and Chapter President to ensure that each has the opportunity to be present during the award ceremony.

ANNEX D DUTIES OF NDTA REGIONAL PRESIDENTS

The National Defense Transportation Association (NDTA) has members and chapters throughout the United States and in many areas of the world.

The basic organizational unit of NDTA is the chapter, of which there are some 62 throughout the world. Each state, which has one or more NDTA chapters also has one or more State Presidents, (called International Presidents overseas). States are grouped together into Regions (overseas areas are grouped into country regions). Each region is governed by an elected NDTA Regional President.

Regional Presidents, in conjunction with the State/International Presidents, act as liaison between the chapters and NDTA headquarters, monitoring the activities and programs of the chapters in their Region, and passing the views, concerns and recommendations from chapters and State/International Presidents to National headquarters/Board of Directors. Regional Presidents should make periodic visits to the chapters in their Region, monitor and encourage chapter participation in various NDTA programs (awards, scholarship, *YOUNG LEADER*, National Transportation Week/National Defense Transportation Day), and represent the Chairman of the Board, or the National President of NDTA, when requested to do so or when appropriate. An example of such representation would be the annual presentations of NDTA ROTC medals at a local university.

Regional Presidents are represented, at the NDTA Board of Directors by the Chairman, Council of Regional Presidents (CORP), who is elected by his/her fellow Regional Presidents for three years. CORP meets at the discretion of the Chairman, usually twice a year.

ANNEX E DUTIES OF NDTA STATE/INTERNATIONAL PRESIDENTS

The National Defense Transportation Association (NDTA) has members and chapters throughout the United States and in many areas of the world.

The basic organizational unit of NDTA is the chapter, of which there are some 62 throughout the world. Each state, which has one or more NDTA chapters also has one or more State Presidents, (called International Presidents overseas). States are grouped together into Regions (overseas areas are grouped into country regions). Each region is governed by an elected NDTA Regional President.

State/International Presidents assist the Regional Presidents in acting as liaison between the chapters and NDTA headquarters, monitoring the activities and programs of the chapters in their Region, and passing the views, concerns and recommendations from chapters to National headquarters/Board of Directors. State/International Presidents should make periodic visits to the chapters in their State/Country, monitor and encourage chapter participation in various NDTA programs (awards, scholarship, *YOUNG LEADER*, National Transportation Week/National Defense Transportation Day), and represent the Chairman of the Board, or the National President of NDTA, when requested to do so or when appropriate. An example of such representation would be the annual presentations of NDTA ROTC medals at a local university.

State/International Presidents are represented, through their Regional Presidents at the NDTA Board of Directors by the Chairman, Council of Regional Presidents (CORP), who is elected by his/her fellow Regional Presidents for three years (see Appendix D)

ANNEX F DUTIES OF THE NDTA REGION YOUNG LEADER COORDINATOR

The duties and responsibilities of a Region Young Leader Coordinator are integral to the overall success of the NDTA, as today's young transportation professionals and students represent the future of both the NDTA and the transportation industry. The purpose of the Young Leader Program is to substantially increase the proportion of members 35 years of age and younger in NDTA through enhancement of general membership, and through the aggressive promotion of programs aimed at young transportation professionals and students. To successfully accomplish this goal, it is necessary for each Young Leader Coordinator to practice and develop organizational, motivational, and communication skills. Indeed, a benefit of holding this position is that it fine-tunes these skills that are necessary for success in any endeavor.

The Region Young Leader Coordinator is crucial to NDTA's efforts to effectively grow its 35 years of age and younger membership. The Coordinator should act as a liaison between the Chapter Young Leader Representatives and the National Young Leader Chairperson. The Coordinator should first ensure that each chapter within his Region has a designated Young Leader Representative in place, who is capable of achieving the goals of the Young Leader Program on a chapter level. Subsequently, effective ideas and programs developed throughout the Region by Chapter Young Leaders should be passed on to the National Young Leader Chairperson, so that they may be shared with other regions and chapters.

The Region Young Leader Coordinator is expected to encourage participation by Young Leader's in the affairs and activities of NDTA. He should also encourage and stimulate the introduction of effective programs and events by Young Leader's within the Region. These Young Leader programs should be sponsored and run by the members 35 years of age and younger but should remain open to all members. In addition to overseeing programs that will attract young transportation professionals, the Coordinator will supervise regional efforts to establish university contacts and chapters.

The Region Young Leader Coordinator should be prepared to report to the National Young Leader Chairperson on the following elements:

- Chapters' emphasis on recruiting new Young Leader members within the context of their overall recruiting efforts, and estimates of Young Leader membership growth in each of those chapters,
- Updated listings of Chapter Young Leader Representatives, and
- Successful initiatives, programs and events sponsored by Chapter Young Leaders

Progress on these areas can be tracked via constant communication with the Chapter Young Leader Representatives.