

SAMPLE

(date)

U.S. ARMY WARRANT OFFICERS ASSOCIATION
462 Herndon Parkway, Suite 207
Herndon, VA 20170-5235

Dear Board of Directors,

The warrant officers of the ____ (location) ____ area have met in an organizational meeting on ____ (date) ____ . The individuals listed below agree to organize a chapter of the USAWOA to serve one another, our military units, our community, the Association, and the Warrant Officer Corps.

We seek to name our chapter The _____ Chapter,
U.S Army Warrant Officers Association.

Pro-Tem officers selected by the chapter members are:

President: ____ (Name) ____

Vice-President: _____

(List other Pro-Tem officials.)

We accept the USAWOA bylaws and Roberts Rules of Order as our temporary governing documents. We understand that our chapter will be designated as a provisional chapter, and that we have 90 days from the date of this letter to forward proposed chapter bylaws and, if appropriate, approval from the local installation and/or command to formally organize and conduct activities.

Accordingly, please accept this letter as our petition for recognition.

____ (printed name) ____ (Mbr. No.) ____ (signature) ____

(List Names of individuals wishing to be members of this Chapter)

(Include applications for new members)

(NOTE: *Minimum* of ten USAWOA members required.)

(Signature of President Pro-Tem and date)

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