

SPECIAL OPERATIONS ASSOCIATION FOUNDATION

STANDARD OPERATING PROCEDURE

LEGACY MEMBERSHIP

I. BACKGROUND

The mission of the Special Operations Association Foundation (SOAF) is “To assist members of the Special Operations community in fostering the well-being of its members, families, and survivors.” To that end, one of the goals of the Foundation is to support the Special Operations community through outreach opportunities.

II. PURPOSE

The purpose of the establishment of the Legacy Member is to allow those who do not qualify for membership in the Special Operations Association (SOA) an opportunity to join the Special Operations community and participate in the functions of the SOA and SOAF.

III. POLICY

Therefore, it is the policy of the SOAF, and supported by the Foundation’s Code of Regulations, to establish a membership category to achieve this goal.

III. PROCEDURE

A. Membership

1. Membership shall be restricted to relatives of General, Associate, Operational Associate, and Honorary members who are in good standing.

2. Relative will be defined as blood-relations such as children, siblings, aunts or uncles, or related via marriage or civil union. A child shall also be defined as through adoption, legal guardianship, or stepchild. Testament of relationship will accompany membership application. Membership will have been recommended by a General SOA member in good standing and approved by the Legacy Membership Committee.

3. The privileges of a Legacy Membership shall include attendance at the Special Operations Association Reunions (SOAR) without a SOA Member sponsor, the SOA e-newsletters, the opportunity to participate in the good works of SOAF and SOA committees, and attendance at the annual SOA General Membership Meeting (as a non-voting Legacy Member).

4. Revocation of a Legacy Membership will occur if the Legacy Member is found by the SOAF BOT to have falsified their application, falsified their relationship with a SOA Member in good standing, committed fraud or theft against the SOAF or SOA, or otherwise brought discredit to or dishonored the character and integrity of the SOAF and/or SOA.

a. Consideration of a Legacy Member removal shall be initiated by the notification from a Legacy Member or SOA Member of any category of problems pertaining to the member in question to the Legacy Membership Committee Chair.

b. The Chair shall inform the committee of the notification for review. The committee may request any additional documentation that should be considered. The member in question will then be notified of the concern by the chair and be allowed to respond. The committee will make its recommendation for removal or not to the SOAF BOT. Based on the review and discussion of the case, the SOAF BOT will determine whether to remove the member or not. The decision of the BOT is final.

c. Notification of removal will be in the form of a letter to the member signed by the Executive Director.

B. Legacy Membership Committee

1. A Legacy Membership Committee shall be established to oversee the administration of the membership and other business as may come before the committee or as directed by the SOAF Board of Trustees (BOT).

2. A Committee Chair shall be appointed by the SOAF BOT.

3. The Committee shall consist of the Chair of the Legacy Membership Committee, one member of the SOAF BOT, the SOAF Executive Director, and a SOAF community member associated with the Special Operations community.

C. Duties of the Chair

1. Develop the membership application and procedure for approval to include coordination with the SOA Membership committee. Establish a Legacy Membership numbering system that aligns a "LM" (Legacy Member) followed by a lineal membership number beginning with "001", and annotated with either "A" for annual dues or "L" for lifetime member.

2. Establish a membership fee structure comparable with the SOA membership in coordination with the committee and approved by the SOAF BOT.

3. Develop a data base to track members and report to the SOAF BOT quarterly. At minimum the Legacy Membership roster/data base will include: Full Name, Sponsoring SOA Member, Relationship to SOA Member (in the event of a deceased SOA Member who is the relative of the Legacy Membership applicant, a current SOA Member in good standing may endorse/sponsor a Legacy Membership applicant), Relative and/or Sponsors SOA Number, mailing address, email address, and contact telephone number.

4. Coordinate with the Treasurer of the SOAF for the accounting of Legacy Membership dues (both annual and lifetime) and any other monies that may incur in the management of the Legacy Membership.

5. Notify the Legacy Membership of opportunities and developments as the need arises.

6. Assign sub-committees from time to time to address the needs of the Legacy Members, SOA, and the SOAF.

7. Coordinate committee activities with the SOAF Executive Director.

8. Communicate with other committees of the SOA regarding privileges afforded to the Legacy Members to include the SOA newsletter, SOAR, and any opportunities that might arise. .

8.Coordinate with the SOA Registration and Membership Committees regarding the registration of Legacy Members at the Special Operations Association Reunion (SOAR).

9. Host an annual meeting at the Special Operations Association Reunion (SOAR).