



## Military Order of the Purple Heart Department of Arizona



**Policy Number: 2025-003**

**Subject:** Chapter Organization and Operations

**Policy Statement:** Chapters will be organized and conduct operations under the guidelines outlined in this policy. Deviations will be approved at a Department Convention.

1. **Purpose:** To outline the minimum requirements for Chapter meetings, Officers, and reporting.
2. **Scope:** This policy applies to all current and future Chapters within the Department.
3. **Chapters:** The purpose of a Chapter is to be the local foundation of MOPH, preserving the legacy of the Purple Heart by supporting veterans, promoting Patriotism, and serving communities. It serves as the primary point of contact for individual Purple Heart recipients, bringing them together for fellowship, mutual support, and local action.
4. **Officers:** Each Chapter will have at least two elected Officers (Commander and Finance Officer) and one appointed Officer (Adjutant). Additional Officers may be elected or appointed, and Committees may also be formed as necessary. A complete list of recognized Officer positions and the associated duties and responsibilities is at Appendix A to Policy 2025-003.
  - a. Chapter Members are eligible to hold any elected or appointed office and be on Committees.
  - b. Chapter Associate Members are only eligible to hold appointed offices and be on Committees.



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- c. Elected Officers have a voice and a vote in Chapter business while appointed Officers have a voice but no vote.
  - d. There is no limit to the number of Chapter elective and/or appointed offices that can be held by a single person simultaneously, except:
    - i. The Commander shall not be the Finance Officer.
    - ii. The Finance Officer should not be the Adjutant.
    - iii. Regardless of the number of elected positions held, each individual is only entitled to one vote.
  - e. Any Chapter Officer may hold Department of Arizona or National Office but cannot hold a Department elected office and a National elected office.
5. **Elections:** Chapter elections will be held in March or April. Newly elected or re-elected Officers and appointed Officers will be installed by Apr 30<sup>th</sup>.
6. **Meetings:** In accordance with National Bylaws, Article V, Section 1 and Article XIX, Section 1, Chapters hold meetings to:
- a. Conduct official business, ensure accountability, engage Members, plan activities, and implement the national and Departmental objectives at the community level, including:
    - i. Commemorate Patriotic holidays;
    - ii. Preserve comradeship and Patriotism among Members;



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- iii. Support, aid, and comfort needy and distressed veterans and their families;
- iv. Assist with VA benefits through Service Officers; and
- v. Promote educational and Americanism programs in schools and communities.

b. Meetings should be held monthly when possible and it is recommended they be conducted in accordance with the official Ritual and Manual of Ceremonies of the Order.

c. Digital meetings are allowed in the event of inclement climatic conditions or the inability to have a quorum in a face-to-face meeting.

d. The Quorum of a regular meeting of the Chapter shall be five Members consisting of at least three or more active Patriots of the Chapter and the balance being Associate Members. At least one of the three Patriots shall be a Required Officer of the Chapter to ensure/enforce the strict observance of the Bylaws and usage of the Corporation, and all orders from proper authority.

### 7. **Reports:**

a. Required Annual Reports:

i. Election Report: prepared and submitted using the National website ([Election Report](#)) to arrive at National Headquarters NLT 30 April.

(1)The report must include Chapter bank routing and account number (ACH).



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(2) A copy of the report will be sent to the Department Adjutant by email (preferred) or by mail.

ii. Finance Report with Property Listing: Prepared and submitted to the National Finance Officer and the Department Finance Officer NLT 31 May.

iii. IRS Tax Reporting: Submit the appropriate 990 (990-N, 990-EZ, or 990 based on annual gross receipts) NLT the 15<sup>th</sup> of the fifth month following the end of the Chapter's fiscal year through the IRS website. ([IRS 990 FAQs and Submission Page](#)).

(1) Upload a copy of the latest or current IRS acceptance form to National Headquarters using the website under the Officer Portal Reports Page. ([IRS 990](#)). Depending upon the Chapter's fiscal year end, the 990 acceptance form may be from the prior year.

(2) Email or mail a copy to the Department Finance Officer.

iv. Life Member Verification Report (LMVR) (National Bylaws, Article XIII, Section 2): The timely submission of this report AND the election report determine if the Chapter receives a rebate for the number of life Members on the Chapter Roster as of 30 June.

(1) The report will be submitted to the National Headquarters, through the National website. ([LMVR Report](#)) NLT 1 October.

(2) The Life Member Verification Report Procedures are described in policy 2026-004.



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### b. Suggested and Supplemental Annual Reports:

- i. National Program Directors, particularly for Americanism, VAVS, and Welfare, are required to submit annual reports and may request input from their counterparts at Department and Chapter level.
- ii. Templates have been provided to assist Chapters to collect and report relevant data in these areas.

Approved by the DEC:  
November 19, 2025

*Cody Phipps*

Cody Phipps  
Commander  
Department of Arizona

Attachment: Appendix A (Chapter Officer Duties and Responsibilities)



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### **Appendix A to Policy 2025-003: Chapter Officer Duties and Responsibilities**

#### **1. Definitions:**

a. Required: The position is necessary for maintaining and operating an active Chapter.

b. Not Required: The position need not be filled to maintain an active Chapter, but, if vacant, the duties and responsibilities of the office shall fall to the Commander or those so designated by the Commander.

c. Elected: If there is a vacancy in an elected office shall be filled by the Chapter at the next regular meeting following such vacancy. In the event of a vacancy in the office of Commander, the Senior Vice Commander shall become the Commander, and the Junior Vice Commander shall become the Senior Vice Commander, and the Chapter shall then elect a Junior Vice Commander to fill the vacancy and shall likewise elect other Officers to fill any office(s) that become vacant. (Art. III, Sec. 7 National Bylaws).

d. Appointed: The Office is filled by the appointment of the Commander and may be removed by the Commander when necessary.

#### **2. Commander:**

a. This required position is elected.

b. Presides over meetings and conventions.

c. Enforces bylaws, orders, and proper observance of the Order.



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- d. Approves warrants for expenditure; co-signs checks when possible (see also the Financial Guidance Policy).
  - e. Attends all Department Executive Committee (DEC) meetings and the Department Convention. If unable to attend personally, ensures the Chapter is appropriately represented.
  - f. Promotes public awareness of activities and purpose.
  - g. Appoints the Adjutant and may appoint a Chaplain and Committees.
  - h. Relinquishes all authority of office and all Chapter property, to include monies or accounts, upon election or appointment of a successor.
  - i. References: National Bylaws Article IV, Section 1. Ritual and Manual of Ceremonies.
3. **Finance Officer:**
- a. This required position is elected.
  - b. Follows procedures as detailed in the Financial Guidance Policy.
  - c. Serves as custodian of all funds, securities, and vouchers.
  - d. Pays out money only upon authorized warrants.
  - e. Prepares financial reports (annual report 1 May – 30 April).
  - f. Files IRS Form 990.



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- g. Allows the Chapter's financial records to be opened for inspection by the Chapter/Department Trustees.
- h. Relinquishes all authority of office and all Chapter property, to include monies or accounts, upon election or appointment of a successor.
- i. Presides in the absence of the Commander and Vice Commanders.
- j. Reference: National Bylaws Article IV, Section 5.

#### 4. **Adjutant:**

- a. This required position is appointed by the Commander.
- b. Maintains bylaws, minutes, orders, letters, and records.
- c. Issues the warrant for financial payments approved by the Commander.
- d. Completes officer election reports within 24 hours of the election.
- e. Relinquishes all authority of office and all Chapter property, to include monies or accounts, upon election or appointment of a successor.
- f. Reference: National Bylaws Article IV, Section 4.

#### 5. **Senior Vice Commander:**

- a. This position is not required, but is elected.



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- b. Presides in Commander's absence.
  - c. Assists in order and discipline at meetings.
  - d. Leads membership recruitment.
  - e. Relinquishes all authority of office and all Chapter property, to include monies or accounts, upon election or appointment of a successor.
  - f. Reference: National Bylaws Article IV, Section 2.
6. **Junior Vice Commander:**
- a. This position is not required, but is elected.
  - b. Presides in absence of Commander and Senior Vice.
  - c. Assists in membership recruitment and activities.
  - d. Relinquishes all authority of office and all Chapter property, to include monies or accounts, upon election or appointment of a successor.
  - e. Reference: National Bylaws Article IV, Section 3.
7. **Sergeant-at-Arms:**
- a. This position is not required, but is elected.
  - b. Maintains order and decorum at meetings.



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- c. Manages Colors and Bible.
  - d. Relinquishes all authority of office and all Chapter property, to include monies or accounts, upon election or appointment of a successor.
  - e. Reference: National Bylaws Article IV, Section 6.
8. **Trustee:**
- a. This position is not required, but is elected.
  - b. There are up to two Trustee positions for the Chapter.
  - c. Audits Chapter finances in March and September.
  - d. Reports findings to Chapter, Chapter Commander, and Department Finance Officer, and National Adjutant NLT 30 April and 31 October.
  - e. Reference: National Bylaws Article IV, Section 7.
9. **Chaplain:**
- a. This position is not required, but is appointed by the Commander.
  - b. Provides invocations and benedictions at meetings.
  - c. Conducts or assists in funerals and Patriotic ceremonies.
  - d. Relinquishes all authority of office and all Chapter property, to include monies or accounts, upon election or appointment of a successor.



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e. Reference: National Bylaws Article IV, Section 8.

Approved by the DEC:  
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