

BY-LAWS

of

The Association of Ranger Infantry Companies (Airborne) of the Korean War

4 September 2003

*(Changes effected by RICA Congress this date are shown in **BOLD FACE**.)*

Article I - Name

Section 1. The name of the corporation shall be "The Association of Ranger Infantry Companies (Airborne) of the Korean War, Inc." Hereinafter referred to as RICA.

Section 2. The *principle office* of RICA shall be 6828 Lockridge Drive, Doraville, Georgia 30360-1515 and the registered agent at such address is HENRY P. MAY, or at such other place as the Executive Committee shall select.

Article II - Objective

The primary objective is to preserve and promote the welfare, history and traditions of the Korean War Ranger; to enhance a brotherhood of unique Ranger experience that stemmed from service during that war. With Korean War Ranger interests satisfied, we will look to preserve and promote the centuries old history and traditions of the American Ranger; to support serving Rangers and a military policy that will provide for national security and retain Rangers in the regular military force structure.

Article III - Membership

Section 1. Active Ranger: Active membership shall consist of dues paying Rangers who:

a. Served honorably in a Ranger Infantry Company (Airborne) or in the Ranger Training Command/Center at Ft Benning, GA during any part of the period between 29 September 1950 to 9 October 1951; or

b. Served honorably in the 8213th Army Service Unit (ASU) (Eighth Army Ranger Company) during the period 24 August 1950 through 28 March 1951.

Section 2. Active other: The wives or other next-of-kin of deceased active members and the wives or other next-of-kin of Rangers who were killed in action or missing in action may become active members by payment of dues. The widows of Life Members are considered to be active members for as long as they desire.

Section 3. Active Non-Dues Paying: The wives and immediate families of active members are considered an essential part of RICA, and together with the active Rangers and other active

members constitute *the Ranger Family*. Their participation in RICA activities is strongly desired and encouraged.

Section 4. Associate: Associate membership shall consist of dues paying persons closely associated with The Ranger Infantry Companies (Airborne) of the Korean War and supportive of RICA's objectives. Associate membership may be sponsored by an individual Ranger Company, a Region, the Executive Committee or the Ranger Congress. The executive committee approves the Associate membership.

Section 5. Honorary: Honorary membership may be conferred upon individuals of outstanding merit by a unanimous vote of the Executive Committee. Candidates for honorary membership may be proposed by any active member. During their tours of duty, the Commander and Command Sergeant Major of the 75th Ranger Regiment and the Ranger Training Brigade and the Commanders and Sergeants Major of the Battalions of the 75th Ranger Regiment and Ranger Training Brigade shall be honorary members of the Association.

Article IV - Organization

Section 1. Assignments: Active Ranger members shall be listed with the Company they served in and by geographic regions according to the state of their current residence. Members who served in two or more companies shall designate the one Company with which they wish to be identified. Individual associate members shall be identified with their sponsor. Honorary members shall be assigned at large.

Section 2. Executive Committee: The day to day affairs of RICA shall be carried out by the Executive Committee, which shall consist of the President, the Vice President, the Secretary, Treasurer, and the immediate Past President. The Executive Committee shall act under the policies approved by the Ranger Congress.

Section 3. Ranger Congress: This body, consisting of the Executive Committee, Regional Presidents, Company Coordinators **and Past-Presidents**, shall serve as a Board of Directors for RICA. **All Past-Presidents are allowed one vote.** All references to the duties and responsibilities of a Board of Directors in any regulation of law of any jurisdiction that pertains to RICA shall be taken to mean the Ranger Congress.

Section 4. Regional Composition:

Regions

States

New England

Connecticut, Maine, New Hampshire,
Massachusetts, Rhode Island, Vermont

Mid-Atlantic

Delaware, Maryland, New Jersey, New York,

Southeast	Pennsylvania, District of Columbia, and members resident in Europe Tennessee, Kentucky, North Carolina, Virginia, West Virginia
Southern	Alabama, Florida, Georgia, South Carolina, Louisiana, Mississippi, Puerto Rico
Great Lakes	Illinois, Indiana, Michigan, Wisconsin, Minnesota, Ohio
North Central	Colorado, Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota, Wyoming
Southwest	Arkansas, New Mexico, Texas, Oklahoma, and members resident in Mexico
Northwest	Alaska, Idaho, Washington, Oregon, Montana, Utah
Western	California, Arizona, Hawaii, Nevada

Section 5. Chapters: A chapter is an organizational sub-division of a region and as such, is subordinate to the Region President. A chapter consists of no less than ten (10) dues paid active members living within a limited geographic area of a region. A proposal to establish a chapter must be forwarded to the Ranger Congress for approval, through the Region President who shall recommend approval or disapproval. Proposals to establish chapters shall be considered and voted upon at the next regular RICA meeting. The chapter shall assist the Region President in his responsibilities of memorial affairs, search and support of active Army, U.S. Army Reserve, National Guard, and ROTC Ranger units in the chapter area and vicinity. The host for regional meetings may be chosen from the regional chapters.

Section 6. Companies: The members of each Ranger Infantry Company (Airborne), the Eighth Army Ranger Company and the RTC shall establish and maintain a RICA company organization to serve as a home base for those members who served in that unit.

A. Regions and Companies are designed to allow Korean War Rangers to gather in brotherhood at times other than national reunions. It is required that Regional Presidents and Company Coordinators will arrange for gatherings of their members at least once every two years. It is not required that the Regional President or Company Coordinator personally plan or be physically present at the meeting, but they must ensure the gatherings occur or removal from office is automatic. When the office of a Region President or Company Coordinator is vacant, the Executive Council assumes control and if no successor is found, may consolidate regions or companies for meeting

purposes as necessary and agreeable to those involved. Any Region President or Company Coordinator who has not arranged for a meeting of their members for two years prior to the passage of this provision shall, within 30 days inform the RICA President of his plans to conduct such a meeting or removed from office.

B. Funds held at Regional and Company level are held in trust for eh men of that Region or Company and must be accounted for. All Region Presidents and Company Coordinators are required to render a financial report yearly to their members and to provide a copy to the Treasurer of RICA. If a Region President or Company Coordinator is removed from office, all funds must be passed to the successor. If there is no follow-on officer, the funds will be held by the RICA treasurer with those funds only to be used at the direction of the members of the Region or Company involved.

Article V - Ranger Congress

Section 1. Authority and Responsibility: The governing body of RICA shall be the Ranger Congress which shall provide supervision, control and direction of RICA, its committees and publications, determine its policies, actively pursue its objectives, and supervise the collection and disbursement of its funds. It may adopt such rules and regulations for the conduct of business as shall be deemed advisable and, may, in the execution of the powers granted, delegate certain of its authority and responsibility to the Executive Committee.

Section 2. Composition: This body is comprised of the regional Presidents, The Company Coordinators, the Coordinator of RTC and members of the Executive Committee. Membership is limited to active members.

Section 3. Duties and Powers: **The Ranger Congress shall have the power to remove from membership an officer or member when such action is recommended by the President. Such action shall follow due process, as follows:**

a. The President shall have the authority to issue a letter of warning and require the written response of a member when a majority of the Executive Council believes the rules of the association are being violated.

b. A majority of the Executive Council may require that the President activate the Committee of Inquiry, consisting of Past-Presidents in good standing. They will be guided by the rules laid down in RICA By-Laws, Article IX, Section 6.

c. The Committee of Inquiry will report its findings to the President. For judgments other than dismissal, the President, with the approval of the majority of the Executive Council, may enforce, commute or pardon.

d. When the Committee of Inquiry and the President recommend dismissal, the Committee of Inquiry report shall be forwarded by the President to the Ranger Congress,

who by will of the majority shall determine to enforce or to commute the finding, or to pardon the member.

Further, the Ranger Congress shall determine the dues to be paid by active and associate members; review and approve the annual budget; provide for the payment of expenses of officers as he deems advisable; approve the location and dates of national reunions; approve contracts or agreements binding upon RICA.

Section 4. Quorum: A simple majority of the Ranger Congress, either in person or by proxy, shall constitute a quorum. The approval of resolutions requires a simple majority of the quorum voting in favor.

Section 5. Meetings: A regular meeting shall be held during each bi-annual reunion. Notice of meetings, including the location, date, time and the proposed agenda shall be given the members not less than twenty days prior to the meeting.

Section 6. Special: Special meetings of RICA may be called at any time by the President with the approval of a majority of the Ranger Congress. By a majority vote, The Ranger Congress may petition the President to call a special meeting and should the President fail to do so, the Congress may do so on its own, giving the location, date, time and agenda. Notification shall be given no less than twenty days prior to the meeting.

Section 7. Voting by Mail: Voting by mail may be conducted by the Executive Committee as required. When at least a majority of the members vote in favor, in writing, that shall constitute approval of the voted upon motion. The results of such voting will be reported at the next regular meeting of the Ranger Congress.

Section 8. Absence: Any member who shall have been absent from two consecutive meetings shall automatically vacate his seat unless the absences are excused by the Executive Committee.

Section 9. Vacancies and Removal: Any vacancy occurring between regular meetings shall be filled by regular voting procedures. However, should a Company or Region fail to fill the vacancy, the President may appoint a replacement, subject to the approval of the Congress.

Article VI - Officers

Section 1. The elected officers of RICA shall be the President, **Vice President, Secretary, Treasurer**, Region Presidents, and Company Coordinators. Their terms of office will run from one National Reunion to the next, which normally occurs every two years. Should there be reunions in two consecutive years, there will be no change in administration until the next reunion. To insure a smooth transition of power, the old administration, with the concurrence of the new, may stay in power until the following 1 January. Potential candidates will declare their candidacy to the nominating committee, appointed by the President, no later than 90 days prior to the scheduled assembly of the Ranger Congress.

Section 2. Immediate Past-President: The immediate Past-President shall be a member of the Executive Committee.

Section 3. President: The President shall be elected by popular vote of the active membership. He shall serve as the Chief Executive Officer of RICA and perform the duties of that office; serve as primary representative of RICA in dealing with individuals or organizations on matters of interest to RICA or delegate such responsibility on a case by case basis as required; preside over RICA meetings; appoint such committees or individuals as he deems necessary for the proper administration of RICA; be, ex-officio, a member of all appointed committees except the nominating committee; publish and distribute a Congressional newsletter; cause to be published the *Rangers Newspaper*; act in accordance with the policies set forth by the Congress.

Section 4. Vice-President: The Vice-President shall be elected by popular vote of the active membership, and shall have all the powers and perform the duties of the President in the latter's absence or incapacity and perform other tasks as may be assigned by the President.

Section 5. Secretary: The Secretary shall be elected by popular vote of the active membership. The Secretary shall act as clerk of the Congress and record all votes and minutes of all proceedings of the Congress and Executive Committee in a book to be kept for that purpose; keep RICA's corporate seal if there is to be one. In addition, he shall perform such other duties as may be prescribed by the Congress or the President. A listing of specific tasks to be performed by the secretary is at Attachment 1 to these by-laws.

Section 6. Treasurer: He shall be elected by popular vote of the active membership and shall be responsible for maintaining full and accurate accounts of receipts and disbursements in books belonging to RICA. He shall maintain a current roster showing the dues status of active members, maintain backup rosters to support the Secretary, deposit all RICA funds coming into his custody, in one or more banks, approved by the Executive Committee, be responsible for the oversight of the sutler operation. He shall assume the duties of the Vice-President in the event he is incapacitated. A listing of specific tasks to be performed by the treasurer is at Attachment 2 to these by-laws.

Section 7. Regional President: Regional Presidents shall be elected by the active members of their region. As determined by the Region President, additional officers may be elected or

appointed to assist him. If unable to attend a meeting of the Ranger Congress, A region President may give his proxy to an active member of his region. Regional Presidents shall provide regional participation in the programs of RICA, including memorial affairs, search and

support for active Army U.S. Army Reserve, National Guard and ROTC Ranger units located in the region; shall conduct regional meetings for the members and their families between national reunions; support the organization of chapters in areas of the region where a large number of members reside.

Section 8. Company Coordinators: Company Coordinators shall be elected by the active and associate members of each company. The Coordinator for RTC shall be considered a Company Coordinator. If desired by Company Coordinators, additional officers may be elected or appointed to assist them. They are responsible for the verification of Ranger eligibility for active membership; expected to keep in close contact with members of their company; to assist in the search for their Rangers not previously found and for those that have moved without leaving a forwarding address. If unable to attend a meeting of the ranger Congress, a Company Coordinator may give his proxy to another active member of his company or to the Regional representative.

Section 9. Eligibility: All officers and candidates for office shall be active members of RICA and honorably discharged from the U.S. Army.

Section 10. Vacancy: Whenever a vacancy shall occur among the officers by death, resignation, or otherwise, and the vacancy is not promptly filled (within 30 days) by the Company or Region, The vacancy may be filled by a majority vote of the Congress. If the vacancy is within the Executive Committee, the Congress shall promptly fill the vacancy by a majority vote, except when the vacancy is that of President, in which case the Vice-President shall assume the office for the remainder of the term.

Article VII - Executive Committee

Section 1. Composition: The Executive Committee of RICA shall consist of the President, Vice President, Secretary, Treasurer, and the immediate Past President.

Section 2. Powers: The committee shall be vested with all the powers of the Ranger Congress and shall conduct the day-to-day affairs of RICA. Actions of the committee shall be reported at the next meeting of the Congress.

Section 3. Meetings: A meeting of the Executive Committee may be called by the president on his own initiative or upon a request of any two committee members. Notice of the time, place and agenda shall be provided to all members of the committee no less than fifteen (15) days prior to the meeting. The Committee will meet at least once in each calendar year and at a minimum a quorum must be present.

Section 4. Quorum: A majority of the members of the Executive Committee constitutes a quorum. A majority vote of the quorum is sufficient to approve resolutions.

Article VIII - Finance

Section 1. Fiscal Period: The fiscal period for RICA shall be from 1 July through 30 June.

Section 2. Bonding: Trust or security bonds may be furnished for the President, Secretary, Treasurer or any other officers and employees of RICA as the Ranger Congress may direct. The amount of such bonds may be determined by the Ranger Congress and the cost paid by RICA. At a minimum, any officer authorized to sign checks on behalf of RICA or to commit RICA funds shall be bonded.

Section 3. Budget: The Ranger Congress shall adopt in advance of the next fiscal year an annual operation budget covering all activities of RICA.

Section 4. Life Reserve: A life membership reserve fund in the minimum of **\$30,000.00** shall be established and maintained by the Treasurer. If required, the interest and no more than 5% of the principal may be expended each fiscal year to meet RICA Obligations.

Section 5. Use and Disposition of Assets: Funds and other assets of RICA will be used only for the purposes of RICA and will under no circumstances inure in any way to the profit of any RICA member. In the event of the termination or dissolution of RICA, remaining assets shall be donated to the Ranger Memorial Foundation Inc., Fort Benning, Georgia.

Section 6. Expense Limitation: Expenditures will be in accordance with the approved budget. The Executive Committee, by unanimous vote, may exceed any budget item by no more than \$500.00. Expenditures over that amount require the approval of the Congress.

Section 7. Sutler Funds: Sutler expenses and income shall be part of the annual budget. The treasurer shall continually monitor the financial status of the sutler operation.

Section 8. Audit: The accounts of RICA shall be **reviewed** no less than annually by an individual appointed by the President with the approval of the Congress.

Section 9. Ranger Newspaper: The Ranger Newspaper is sent to current Ranger members, Associates and other individuals designated by the Executive Committee. The widow or other next-of-kin of a Life member may continue to receive the paper. The widow or next-of-kin of an annual member may receive the paper for the remainder of the paid up year.

Article IX - Committees

Section 1. Committees, standing or special shall be appointed by the President with the approval of the Executive Committee. The President shall be an ex officio member of all committees except the nominating committee.

Section 2. A Nominating committee shall consist of a chairman and four members who shall serve a period of four years. Upon vacancies, the President shall appoint new members. The chairman shall submit a report of candidates for all national offices in sufficient time prior to the National Reunion so that it may be published in the Ranger Newspaper.

Section 3. The treasurer may appoint a committee to assist in the sutler operation. It shall consist of no more than five members and is subject to the concurrence of the President. Appointed members shall serve a term of two years.

Section 4. The President may appoint a by-laws committee and a standing rules committee to review and recommend to the RICA Congress suggested by-laws amendments and changes to the standing orders. Suggested changes should be submitted to the RICA Congress for approval. At least one member of the committee should have a basic knowledge of parliamentary procedures. The committee shall be composed of a chairman and four members.

Section 5. As requested by the Department of Army Ranger Hall Of Fame Inductees Board, the President shall appoint a chairman and a committee consisting of past presidents to select the RICA nominations for the Hall of Fame. The President shall be a voting member of the committee.

Section 6. An inactive Committee of Inquiry shall exist:

a. Past-Presidents in good standing shall constitute the Committee of Inquiry. When activated, this committee shall investigate perceived violation of RICA rules and standards. It shall ensure that any accused is given notice of the accusation and full opportunity to defend themselves. Exercise of freedom of speech and difference of opinion are not grounds for inquiry. Disregard of association rules and directions of the Ranger Congress in the lawful performance of their duty, criminal actions and actions that in the opinion of the majority of the Executive Council bring discredit upon the Association shall result in inquiry. Inquiry is not conviction.

b. The Committee of Inquiry shall hear the charges and investigate the evidence both pro and con pertaining to those charges. This inquiry may be conducted by any form of communication that will accomplish the purpose of arriving at a best judgment. The accused has the right to be notified of the charges being investigated, the right to defend himself, the right to seek depositions and witnesses pertaining to the charges and ask questions pertaining to the charges brought against him within 60 days. The accused

has a right to a prompt investigation. The report of the inquiry will be made to the President.

c. The Committee of Inquiry may consider the following options, but is not limited to these options in the search for justice:

1. Decline to hear the case if deemed frivolous or a personal vendetta.

2. Dismiss the case, after investigation.

3. Recommend censure by the Ranger Congress. This is a criticism and the President will write a letter to the Ranger informing him of the decision of the Ranger Congress.

4. Recommend probation by the Ranger Congress. If the inquiry is forwarded on this basis, the President shall recommend duration of probation for the member. If the Ranger Congress approves, the President will inform the member in writing that he will not have the right to vote or to hold office during his period of probation. Any violation of good conduct during the period of probation will be reported to the Ranger Congress by the President. The Ranger Congress may then impose censure, dismissal or both.

5. Probation or dismissal of a Ranger will be reported in Rangers and letters sent to appropriate personnel.

Article X - Resignation/Withdrawal From RICA

Section 1. Resignation/withdrawal: Any member may withdraw or resign from RICA by submitting his desire to do so, in writing to the President or other member of the Executive Committee. The President will take the necessary steps to oblige the request.

Section 2. Refunds: Upon resignation or withdrawal from RICA, there are no refunds in part or in full to any member in any status of membership.

Section 3. Withdrawal of Companies: No RICA member or organization has the authority or power to withdraw an organization from RICA.

Article XI - Rules of Order

Rules Of Order: At all meetings of RICA, its Congress and Executive Committee, Robert's Rules of Order shall govern and control procedure, unless they conflict with these by-laws or with the charter of incorporation. The Rules of Order may be suspended at any time by a two-thirds majority vote of the voting members present.

Article XII - Amendments

Amendments: These by-laws may be amended by a majority vote of the voting members of the Ranger Congress, provided written notice of the substance of such amendments shall have been given to all members of the Congress no less than thirty (30) days in advance of the time such action is taken.

ARTICLE XIII - UNIFORM

Section 1. Uniform: The winter/formal banquet affair uniform of the Association is blue blazer, with Association Pocket Patch, white shirt, gray slacks and socks, red/white/black Ranger tie, black or cordovan shoes. The summer uniform for parades and informal banquets shall be the short-sleeved, white shirt with or without epaulets, gray slacks and socks, and black or cordovan shoes. Ribbons, badges and Ranger sleeve insignia may be worn with the summer uniform.

Section 2. Beret: Per the Ranger Congress vote of 23 July 2001, the black beret as worn in 1951 is the only beret authorized for wear by RICA members at RICA functions or when participating as RICA member at any gathering. The 1951 black beret features a black oval parachute wing background with embroidered yellow framing trim. The parachute wings earned by the member shall be mounted thereon, with the authorized Ranger Tab spaced directly above the center of the parachute wings. Any member who has not earned the Parachute wings will display the Ranger Tab only.

Section 3. Other Associations or Duties: If a RICA member is also a member of another Association and is participating in the activities of that Association (in their uniform not that of RICA), it is expected that he shall follow the requirement of that Association. The Honorary Colonel of the Regiment may choose to wear a Tan Beret when with serving members of the Regiment. When participating in RICA affairs as a RICA member, the uniform rules of the Association shall be followed.

ARTICLE XIV - RANGER HALL OF FAME.

Section 1. Nomination: The nomination of another RICA member for the Ranger Hall of Fame may be made by any active RICA member. The nominating Ranger need not be in the same Company as the Ranger he nominates, but if he is not, the nominating Ranger must notify the Company Coordinator of the Ranger to be nominated of his intent before proceeding with the nominating process. He does not need the Company Coordinator's permission to proceed, however, a notation on the nomination document must confirm that the nominated Ranger's Company Coordinator has been notified, that the nomination has been put before all the RICA members of that Company and that a

majority of that Company has voted to permit the nomination to go forward. The nominator will be responsible for providing all the necessary material required for the nomination packet (Ref. Article XIV, Section 4) in triplicate - except for Tab F (one copy only), and for forwarding it to the RICA Secretary by 1 December of the year prior to the Ranger Hall of Fame Induction Ceremony.

Section 2. Duties of the Secretary: The Secretary is responsible for reviewing nomination packets for correctness, including the font of the proposed citation and the address as required by the Ranger Hall of Fame Executive Board. After corrections are resolved, the Secretary shall forward copies of the nomination to the Chairman appointed by the President and to the members of the Board of Presidents for their consideration. A ballot shall be included with each packet.

Section 3. Duties of the Chairman and of the Board of Presidents: On receipt of the nomination packets, the Chairman shall forward a letter to the nominating Ranger that the nomination packet has been received. He shall query the Company Coordinator of the nominated Ranger's Company and make a judgment concerning whether there is valid evidence that calls the nomination into question. He shall also send a letter to the nominated Ranger asking that Ranger if he desires his nomination to proceed. Unless a negative answer is received in writing, the nomination will go forward with the information both pro and con deemed valid by the Chairman.

The Board of Presidents is composed of past presidents and the current President, all in good standing. Each member of the Board shall rate the nominee on a numerical scale of 1-to-5. There is no requirement to award a numerical rating to every nominee, and no Board member may award a rating higher than 5 points to an individual. On completion of balloting, the Board members shall forward their ballots to the Chairman. The Chairman shall tabulate the result of the balloting and report the result to: 1) the President, 2) all Board members, 3) all those whose nomination was submitted, 4) all those who were nominated in the process and 5) the Editor of the Association newspaper. The nomination packets of those individuals selected shall be forwarded to the Board Recorder of the Ranger Hall of Fame Executive Board for final approval.

The Chairman shall return the nomination packets of those Rangers not selected for that year to the individual who nominated them. They may be nominated again in subsequent years.

Section 4. Nomination Packet: The nomination packet shall consist of:

Tab A. A letter of nomination detailing the candidate's qualification for induction.

Tab B. A Ranger career summary complete with photographic copies of pertinent substantiating documents.

Tab C. A biography limited to two typewritten pages, describing the candidate's background, civilian and military, as the writer deems appropriate. The letter may be accompanied by photographic copies of substantiating documents.

Tab D. Complete mailing address and telephone number of the nominee or closest relative, as applicable.

Tab E. A proposed citation limited to 25 lines, for display in the Ranger Hall of Fame.

Tab F. One 8X10 glossy photograph suitable for permanent display.

Section 5. Withdrawal A nominated Ranger may remove his name from consideration for nomination. If such removal is later proved to have been caused by unique, passing circumstance, the Ranger may be nominated in future Ranger Hall of Fame consideration. However, a Ranger who voluntarily removes his name from consideration for nomination will not again be nominated for the Ranger Hall of Fame.

ARTICLE XV - COMPANY ACTION.

No Company shall take any action that is in violation of the letter or spirit of the RICA By-Laws.

ATTACHMENT 1 - SECRETARY'S TASKS

1. Maintain current a roster of all Korean War Rangers to include addresses, Next-of-kin, telephone numbers, Company affiliation, dues status and card number as a minimum, as back up for treasurers records.
2. When dues are paid, the Secretary or someone he designates will prepare and send the card to the member. Cards are permanent in that they will not be issued each year. Replacement cards will be available.
3. Keep the bulk mailing service advised as to who is eligible to receive the Ranger Newspaper, and to obtain changes of address from the service.
4. Keep the Treasurer advised of all changes pertaining to members and next of kin.
5. Provide mailing labels and rosters to members of the Ranger Congress as required.
6. Inform the following offices of changes in RICA officers:
 - a. Brother Ranger Organizations
 - b. The "Static Line" paper
 - c. The Ranger Regiment
 - d. The Ranger Training Brigade
7. Record and publish the minutes of all meetings.
8. Maintain working copies of the Constitution and By-Laws and publish amendments as required.
9. At the minimum, maintain the following files:
 - a. General correspondence
 - b. President's correspondence
 - c. Hall of Fame Correspondence
 - d. Roster Changes
 - e. Death Notices
 - f. Bulk mail service roster
 - g. Reunion guide plan
 - h. Expense register
 - i. Property files
 - j. Minutes of all meetings
10. To be effective, the Secretary must have a computer and be computer literate.

ATTACHMENT 2 - TREASURER'S TASKS

1. Establish and maintain a RICA checking account and such other accounts as prudent and approved by the Executive Committee.
2. Promptly deposit all dues and other moneys received for the RICA account.
3. Maintain records of all receipts and payments to include bank statements, vouchers, and other data needed to support income and disbursements. Be prepared for audit at all times.
4. Pay all RICA bills and make contributions, on behalf of RICA, as directed.
5. Prepare an annual budget for approval by the RICA Congress.
6. Maintain a Life Reserve fund.
7. Keep the Secretary advised when dues are paid and of changes in personal data.
8. Mail dues notices to those members who have not paid dues by August 15.
9. Maintain a roster of current members showing full name, address, telephone number, next-of-kin, Company and date dues were paid.
10. Maintain a roster of all known Rangers of the Korean War as a back up for the Secretary.
11. Provide funds needed for the Sutler operation, and monitor the status of sutler finances and goods.
12. Prepare RICA tax data annually or forward them to the RICA tax preparer.
13. Present to the RICA Congress a full accounting of funds received and expended since the last meeting.
14. Assure that all RICA checks are countersigned by an authorized individual.